Bolton College

Child Protection and Safeguarding Children (Age 0 – 18) Policy 2024-25

Contents

1. Safeguarding Statement, Scope and Key Safeguarding Team Contact Details 3
3 General Principles 4
4. Key Definitions 5
5. Categories of Abuse 6
6. Indicators of Abuse 11
7. Process 12
8. Allegations Against Staff 14
9. Abuse of Trust 14
10. Physical Contact with Students / Restraint 15
11. Staff Recruitment 15
12. Record Keeping 15
13. Responsibilities of the Designated Person for Safeguarding Children 15
14. Training for Bolton College Staff 16
15. Review 16
A summary of key External Contacts and Telephone Numbers :- 17
Appendix 1 – Summary of the Child Protection & Safeguarding Policy and Procedures for Staff, Contractors and Volunteers 18
Appendix 2 - Child Protection and Safeguarding Children Policy Summary for Parents and Carers. 21
Appendix 3 - Procedure for reporting and dealing with Concerns Or Disclosure Of Abuse (other than when the allegation is against a member of staff) 23
Appendix 4 - Procedure for reporting and dealing with allegations of abuse against a member of staff 24
Appendix 5 - Safeguarding Children Procedures For Specific Groups Of Students 25
Appendix 6 - Other Linked College Policies and Procedures and Legislation 26
Appendix 7 - Safeguarding Advice For All Staff 27
Appendix 8 – Roles and Responsibilities of Key Staff involved in Child Protection 29
Appendix 9 - Body Map 31

Programme / Business Area:	Human Resources & Safeguarding
Prepared By:	Executive Director of HR and Estates
Approved By:	Board
Next Approval Date:	November 2024
Next Review Date:	November 2025
College Website Link:	Child Protection & Safeguarding Children Policy

1. Safeguarding Statement

We believe that Safeguarding is everybody's business. Every child and young person deserve the best possible start in life and support to fulfil their potential. A young person's experience has a major impact on their future chances. A secure, safe and happy childhood is important, and it provides the foundation for children / young people to make the most of their abilities and talents as they grow up. Everyone shares responsibility for safeguarding and promoting the welfare of children irrespective of roles and everyone working with children and young people should be familiar with local procedures and protocols for safeguarding the welfare of children and young people.

2. Scope

This policy and its procedure apply to all employees of the College (including those within the wider University of Bolton Group), as well as those employed / engaged on agency / workers, temporary or fixed term contracts. The policy also covers volunteers and contractors who offer their services to the College and parents / carers.

This policy will apply at all times when the College is providing services or activities directly under the management of Bolton College staff. This policy and procedure will be reviewed annually and may be amended accordingly. Should any deficiencies or weaknesses in child protection arrangements become apparent, these will be remedied without delay.

Placement providers and subcontractors must be informed of this Policy and deal with any concerns reported to them by contacting the Designated Person with responsibility for safeguarding children or link placement staff who will pass on their concerns.

Our Safeguarding Children Policy covers how we handle all types of abuse including; contextual safeguarding, familial abuse and neglect, allegations against people who work with children, mobile phones and ICT usage and how and when we use the Early Help process.

The key aspects to safeguarding and promoting the welfare of children are to take all reasonable measures to ensure that risks of harm to children's welfare are minimised, and to take all appropriate actions to address concerns about the welfare of any child or children, working to agreed local policies and procedures in full partnership with other local agencies.

The document entitled "Working Together to Safeguard Children (DfE July 2023), places a general duty on schools and colleges to work and co-operate with other agencies to safeguard children and promote the welfare of children and Bolton College is committed to do this by open and honest communication. Colleges are also required to have in place policies and procedures, which should be shared with parents / carers, to address concerns about the safety and protection of children.

In addition to the above the College also has responsibilities as outlined in the DfE document "Keeping Children Safe in Education (September 2024)" and the College's policies and procedures support this document.

The policy documents and related procedures build upon publications referred to above. It is also closely linked to the Local Authority Children and Young People's Plan and Framework for Action.

Contact Points – Bolton College Safeguarding Team.

Designated Safeguarding Lead (DSL)

Jane Marsh, Executive Director of HR & Estates.

Telephone: 01204 482100. Email: Jane.Marsh@boltoncc.ac.uk

Deputy Designated Safeguarding Lead (Deputy DSL)

Stephen Mellor, Safeguarding Manager. Telephone: 01204 482199.

Email: Stephen.Mellor@boltoncc.ac.uk

Rosie Croarkin, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482180 Email: Rosie.Croarkin@boltoncc.ac.uk

Janine Perry, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482762 Email: Janine.Perry@boltoncc.ac.uk

Shahida Khan, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482758 Email: Shahida.Khan@boltoncc.ac.uk

Alternatively, please email safeguarding@boltoncc.ac.uk

Contact Points – Bolton College Nursery – Safeguarding

Audrey West, Nursery Manager. Telephone 01204 482196.

Email: Audrey.West@boltoncc.ac.uk

Leanne Langley, Deputy Nursery Manager. Telephone 01204 482196.

Email: Leanne.Langley@boltoncc.ac.uk

3 General Principles

We base our safeguarding practices and procedures on the following principles:

- The child or young person's welfare is paramount.
- All children and young people have an absolute right to childhood free from abuse, neglect or exploitation.
- All members of College staff have a responsibility to be mindful of issues related to children's or young people's safety and welfare and a **duty to report and refer** any concerns, however "minor" they appear to be. (N.B. it is NOT, however the role of College staff to investigate those concerns.)
- Parents have the right to be informed in respect of any concerns about their child's welfare, or any action taken to safeguard and promote the child / young person's welfare, providing this does not compromise the child / young person's safety.
- Children and young people are best protected when professionals work effectively together and share responsibility for protective action.
- Where there are possible concerns about a child or young person's safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a child or young person is subject to a Child Protection Plan, information about the child

and their circumstances will only be shared on a "need to know" basis.

- Bolton College is proactive and takes positive steps to inform children and young people of their rights to safety and protection and the options available to express their fears and concerns.
- The College has in place robust systems that deter possible abusers and will manage effectively any allegations or concerns about abuse if they arise.
- When children or young people make allegations about abuse or neglect, they will always be listened to, have their comments taken seriously and, where appropriate, the allegations will be investigated thoroughly

4. Key Definitions

Child

In this document, as in the Children Acts 1989 and 2004, a child is anyone who has not reached their 18th birthday. The commitment to safeguarding and promoting the welfare of children however will extend to all children and young people who visit Bolton College as well as all students in College. The College's provision for protection of students aged 18+ is dealt with in the College Safeguarding Adult at Risk Policy and Procedure.

Safeguarding and Promoting the Welfare of Children

Enabling children and young people to have optimum life chances and to enter adulthood successfully by:

- Protecting children and young people from maltreatment
- Preventing impairment of children and young people's health or development,
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.

Safeguarding children and young people's welfare encompasses matters such a bullying and health and safety, including educational visits (about which there are specific statutory requirements) together with a range of other issues, for example arrangements for meeting the medical needs of children with medical conditions, providing first aid, College security, drugs and substance misuse etc. about which the Secretary of State has issued guidance and on-line safety. Details of the College's Policies and Procedures in these areas are contained in other documents.

Child Protection

Is one part of safeguarding and promoting the welfare of children and young people and it refers to the activity that is undertaken to protect children who are suffering, or who are at risk of suffering significant harm.

Significant Harm

The definition of significant harm is not prescriptive. The interpretation will depend largely on professional judgement, based on known facts. It can include inappropriate touching, an assault or a series of compounding events e.g. bullying. Other factors to be considered include the age and vulnerability of the child or young person, the degree of force used, the frequency of harm, the nature of the harm in terms of ill treatment and the impact on the child or young person's

health and development. Bolton Council's Framework for Action sets out the different types of indicators or reasons why a child or young person may be at risk of / suffering from significant harm and sets out how local practitioners work together to safeguard and promote the welfare of children.

NB: Often, it is only when information from a number of sources has been shared and is then put together that it becomes clear that a child is at risk of, or is suffering harm.

Prevention

Bolton College takes seriously its duty of pastoral care and is proactive in seeking to prevent children and young people becoming victims of abuse, neglect or exploitation. It does this in a number of ways:

- Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds.
- By identifying members of staff who have overall responsibility for Child Protection matters.
- By ensuring these members of staff receive training in this field and act as a source of advice and support to other College staff.
- By informing children and young people of their rights to be free from harm, encouraging them to talk to college staff if they have any concerns, and
- Through the tutorial programme and an on-going programme of support, at an age-appropriate level, to promote self-esteem and social inclusion, and to address the issue of child protection in the wider context of child safety in general.

Concerns

All staff employed by Bolton College have a duty to report and refer any concerns to the relevant member of staff who has overall responsibility for Child Protection matters. Definitions / categories of abuse may be of limited help where signs are inconclusive; however, staff will be expected to familiarise themselves with definitions / categories of abuse and the indicators as shown below.

5. Categories of Abuse

Physical Abuse

- Physical attack of any form e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- If a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.
- Giving drugs including alcohol to the child
- Excessive training in sports.

Sexual Abuse

- Penetrative or non-penetrative sexual acts by males or females
- Showing pornographic material to children/young people or involving them in looking at or in the production of pornographic material or watching sexual activities or encouraging children/young people to behave in sexually inappropriate ways or involvement in child exploitation.

Emotional Abuse

- Persistent lack of affection
- Constant threatening behaviour
- Constant overprotection
- Unrealistic pressure to perform to high expectations
- Age or developmentally inappropriate expectations being imposed on children / young people
- Exposure to violence to other(s) within the child's household

Some form of emotional abuse is involved in all types of ill treatment of a child / young person though it may occur alone.

Neglect

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment
- Leaving a child without supervision
- Any actions that single out a student for special attention and could be interpreted as "grooming" a student (or a child / young person who is linked to the College in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they **MUST** ensure that they do **NOT** engage in inappropriate electronic communication of any kind with a child / young person.
- For instances of bullying between students, staff are advised to refer to the College Anti Bullying Policy and procedure.

Others Forms of Abuse

There are other types of abuse and situations which children / young people can, and are at risk from. Our staff are trained to be aware of these. Further information can be obtained from the Safeguarding Team or via the following link:-

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

The following are some examples:-

- Children with unexplainable and/or persistent absences from education
- child missing from home or care
- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic abuse
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)

- forced marriage
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking
- child criminal exploitation e.g. county lines & gangs
- child on child abuse
- sexual violence and sexual harassment between children
- up skirting
- serious violence
- children and the court system
- children with family members in prison

Further information on unexplainable and/or persistent absences from education:-

A young person going missing from education is a potential indicator of abuse or neglect. College staff should follow the College procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of the child / young person going missing in the future.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

Depending upon the concern, the College safeguarding team will involve the appropriate authorities.

Further information on Child sexual exploitation (CSE):-

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. Any members of staff who have concerns about this should seek advice from a member of the Safeguarding Team.

Further information on Female Genital Mutilation:-

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a girl may be at risk of FGM.

FGM and Mandatory Reporting Duty - Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

If staff have a concern, they should activate local safeguarding procedures and seek advice from a member of the Safeguarding Team.

Further information on Preventing Radicalisation:

Protecting children from the risk of radicalisation is seen as part of the College's wider safeguarding duties, and is similar in nature to protecting young people from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in young people's behaviour which could indicate that they may be in need of help or protection. College staff should use their professional judgement in identifying children / young people who might be at risk of radicalisation and refer any concerns to the safeguarding team who will act proportionately and who may make a referral to the Channel programme.

Prevent - From 1 July 2015 colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism. The statutory Prevent guidance summarises the requirements on colleges in terms of the following themes: external speakers/events, risk assessment, working in partnership, staff training, pastoral arrangements, IT policies and action planning.

The College has a comprehensive action plan which contributes towards the assessment of risk of children / young people being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting young people in the area and a specific understanding of how to identify individual young people who may be at risk of radicalisation and what to do to support them.

The Prevent duty builds on existing local partnership arrangements. For example, the governing body, through its designated safeguarding governor ensures that the College's safeguarding arrangements take into account the policies and procedures of Safeguarding Children Partnerships.

The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify young people at risk of being drawn into terrorism and to challenge extremist ideas and the College has in place training for staff.

Colleges must ensure that young people are safe from terrorist and extremist material when accessing the internet. The College takes all steps possible to ensure that suitable filtering is in place and on-line safety is embedded into the curriculum, along with training for staff.

Channel - College safeguarding staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for colleges to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages. For further information contact a member of the Safeguarding Team. The College has a Single Point of Contact (SPOC) to liaise with our Channel Coordinator as need arises. Channel considers information which suggests a person may be at risk and then determines the appropriate level of information sharing and intervention to safeguard them. The Single Point of Contact at Bolton College for Channel is Stephen Mellor (Safeguarding Manager).

Child on child sexual violence and sexual harassment.

When there has been a report of sexual violence / sexual harassment, the designated safeguarding lead (or a deputy) will make an immediate risk and needs assessment. The risk and needs assessment should consider:

- the victim, especially their protection and support;
- the alleged perpetrator
- all the other children / young people (and, if appropriate, adult students and staff) at the college, especially any actions that are appropriate to protect them.

What is sexual violence?

It is that College staff are aware of sexual violence and the fact that children can and sometimes do abuse their peers in this way. We referring to sexual violence we are referring to sexual offences under the Sexual offences Act 2003, for example Rape, Assault by penetration and sexual assault.

What is sexual harassment?

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur on-line and off-line. Sexual harassment is likely to:-

Violate a child's dignity, make them feel intimidated, degraded or humiliated and / or create hostile, offensive, or sexualized environment. For example sexual comments and lewd remarks, making sexual remarks about clothing and appearance, calling someone sexualized names, sexual jokes and sharing sexual images.

For further information on how to respond to a disclosure in relation to sexual violence / harassment please refer to part 5 / Annex A of the Keeping Children Safe in Education regulations September 2024.

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

In all matters of suspected sexual violence, the College will refer its concerns to the appropriate Children's Services Team and / or police immediately.

6. Indicators of Abuse

The College acknowledges that members of staff will not be experts at recognising where abuse may occur, or has already taken place. However, staff will be expected to look out for any of the following indicators and take appropriate action. The child / young person may:

- Show unexplained or suspicious injuries such as bruising, cuts, burns, particularly if situated on a part of the body not normally prone to such injuries
- Have an injury for which the explanation seems inconsistent
- Describe what appears to be an abusive act in which they were involved – verbally or in written form such as an essay or drawing
- Show unexplained changes in behaviour e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper or hysteria. Academic work may deteriorate at this time
- Demonstrate age inappropriate sexual awareness
- Engage in sexually explicit behaviour in sports activities or other areas of College
- Be distrustful of adults, particularly those with whom a close relationship will normally be expected
- Have difficulty making friends
- Be prevented from socialising with other children
- Show depression, self-injury, suicidal tendencies
- Display variations in eating patterns including over eating or loss of appetite
- Lose weight for no apparent reason
- Become increasingly dirty or unkempt, with inadequate or damaged clothing
- Have access to images etc., through the use of technology/social media, which are abusive / inappropriate.

The above list is not exhaustive and the presence of one or more of the indicators will not be proof that abuse is actually taking place. It is **NOT** the responsibility of members of staff to decide that child abuse is occurring but it is their responsibility to act on any concerns.

Operation Encompass

Encompass is a partnership between the Police, Local Authority and designated staff, known as Key Adults. Working together to safeguard children, the Police will inform us about any domestic abuse incident where a child or young person has been present. In the short term this will enable us to take appropriate steps to support students during what could be an emotionally difficult day. In its simplest form, they are given some leeway, comfort and support. Early help will also be considered to offer and holistic package of support to families experiencing domestic abuse.

7. Process

Concerns may arise in a number of ways and the process to follow is below

Action

Concern about a child / young person

Even for those experienced in working with child abuse, it will not always be easy to recognise a situation where abuse may occur or where it has already taken place. In the event of any concern about the welfare of a child / young person, the member of staff concerned will be expected to discuss the matter immediately with a member of the Safeguarding Team or contact the Safeguarding Team with a referral using the safeguarding section of the pro-monitor system, this can be located under the 'meetings and comments' section.

Please see page 4 of this policy for Bolton College Safeguarding Team contact points.

It will be the responsibility of the Designated Person to ensure that appropriate advice is obtained from the relevant local authority children services department and that the relevant paperwork is completed.

If an incident happens outside normal College time or during an out of College activity, and neither a member of the Designated Team not the Principal nor any other senior staff member is available, the member of staff will contact the Police or the Children's Social Care Team of the Local Authority as soon as possible. The Emergency Duty Team in Bolton can be contacted on – 01204 337777. Refer to para 19 for additional contact details.

To make a referral to children services refer to:-

https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1

A child / young person approaches a tutor / adult

It is recognised that a child / young person may seek out an individual tutor / adult to share information specifically about abuse or neglect, or a child / young person may talk spontaneously, individually or in a group when College staff or volunteers are present.

In these situations staff are required to:

- Listen to the child / young person and allow them to freely recall significant events, keeping questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- Reassure the child / young person but tell them that a record of information given will be made, and do this. Include timing, setting and others present. Record the child / young

person's demeanour as well as what is said.

- Explain that they cannot promise to keep confidential anything the child / young person says if the matter is related to child protection or abuse.
- Explain that help may be required to keep them safe, but do not ask the child / young person to repeat their account of events to anyone else.

The individual who receives this information will be expected to pass it on as a matter of urgency to a member of the Safeguarding Team to ensure the matter can be dealt with as soon as possible. You can discuss the matter immediately with a member of the Safeguarding Team or contact the Safeguarding Team with a referral using the safeguarding section of the pro-monitor system, this can be located under the 'meetings and comments' section. Please see page 4 of this policy for Bolton College Safeguarding Team contact points.

Receipt of information from another source

If a member of staff receives information about a child / young person which suggests that they have actually been abused or neglected or that this is likely, the College has a duty to refer these concerns to a member of staff at the Local Authority Children's Social Care Team for the area in which the child / young person lives or to the Police if a child / young person is in immediate danger. The College has no discretion on this matter.

In these circumstances the member of staff concerned, likely to be a member of the Safeguarding Team, will be clear with the person who has reported the abuse or neglect that they have a duty to report any allegations of this kind, and will encourage the person to make a direct referral to the relevant Children's Social Care Team. In these cases clear notes of any allegations will be kept in the individual young person's electronic record (pro-monitor) under the confidential safeguarding section. The referral will be made by telephone and if necessary, followed up with completion of an Early Help Form.

In some cases, the issue may not be clear-cut and the relevant member of staff will be expected to use the Framework for Action procedures and consult with colleagues from an appropriate agency usually, but not always Children's Services.

Consultation will allow those working with children / young people to have access to consistent information and advice from suitably qualified and experienced staff, in order to explore a situation and decide together on an appropriate course of action. It will not be seen as a way of transferring ownership of a "problem", unless this is the agreed outcome of the discussion, when a referral will be made.

In these circumstances Children's Social Care staff may decide to begin a child protection investigation in which case their procedures apply. In either case parents will be informed of what has happened at the earliest opportunity consistent with the child / young person's best interest.

A referral or consultation with Children's Social Care staff is an expression of concern about a child / young person's welfare. It is not an accusation or a presumption of responsibility about a parent /carer.

In the course of an investigation, Children's Social Care staff or the Police may wish to speak to a child / young person, without parental knowledge or consent. The Principal or Deputy Principal acting in "loco parentis" will have discretion to agree to this in order to allow the authorities to explore concerns and determine whether there are grounds for further action. In these cases, the Principal or Deputy Principal will ensure that the child / young person's welfare is secured and that the child / young person has access to a trusted adult.

The Principal or Deputy Principal will not allow a child / young person to be removed from the College premises without either:

- Parental Consent
- An order of the Court or a Police Protection Order or
- The child / young person's own consent (providing the child / young person is of age and understanding to give informed consent).

8. Allegations Against Staff

It is recognised that regrettably, sometimes allegations of abuse may involve a member of College staff. In these circumstances the allegation must be reported to the Executive Director of Human Resources & Estates immediately or in the absence of the Director of Human Resources & Estates, a safeguarding designated officer must be informed.

On receipt of such an allegation Bolton College's disciplinary procedures relating to allegations of abuse, i.e. Abuse of Trust Policy / Personal and Professional Relationships at Work / Staff Disciplinary Policy will be followed and normally the Executive Director of Human Resources & Estates / safeguarding designated officer will contact the Local Authority Designated Officer (LADO) at the Children's Social Care or local Assessment & Referral Team Manager or a Police Officer at the Family Support Unit. Additionally, the Chair of the Board (or Vice Chair in their absence) will be notified if the allegations relate to the Principal / Deputy Principal. Reference to the 'Managing Professional Allegations – First Steps' flowchart should be undertaken.

9. Abuse of Trust

All staff, including agency staff / workers and volunteers employed by / working at Bolton College (including subsidiaries as part of the University of Bolton) will be made aware that inappropriate behaviour with, or towards children and young people is unacceptable. In particular, under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. tutor or any other member of staff) to have a sexual relationship with a child / young person where that person is in a position of trust in respect of that child / young person, even if the relationship is consensual. This applies where the child / young person is in education and the person works in the same establishment as the child / young person, even if they do not teach the child / young person.

10. Physical Contact with Students / Restraint

It is not considered realistic for the College to suggest that staff should never touch children / young people.

Under Section 550A of the Education Act 1996, teachers and other staff in Colleges have the right to use reasonable force to control or restrain students in certain circumstances. Staff need to ensure that physical contact with children / young people is both appropriate and proportionate to the circumstances.

Staff need to be mindful of their own vulnerability when dealing with children / young people, particularly in a one to one situation, without letting undue anxiety get in the way of their normal practice.

11. Staff Recruitment

Bolton College ensures that all persons working with children / young people undergo a rigorous checking process in line with the guidance contained in the document "Keeping Children Safe in Education" (DfE September 2024). This process scrutinises applicants, verifying their identity and any academic and vocational qualifications, obtains professional and character references, checks previous employment history and ensures that a candidate has the health and physical capacity for the job. Normally, a face to face interview will be conducted together with mandatory checks including an appropriate DBS and right to work in UK verifications. The College also has a checking system in place for volunteers

12. Record Keeping

Bolton College will maintain confidential safeguarding records as necessary. Such files (electronic or hard copy) are **NOT** subject to the requirements of Data Protection legislation and are **NOT** open for inspection other than by relevant college staff. The records will be kept by the College Safeguarding Team and will be locked separately from a student's academic and other college files. Records will also be kept under the safeguarding section of pro-monitor.

If a student moves to another place of education, any child protection information will be passed directly to a named person at the new place of education. When a student reaches the end of their College career, any child protection information will be held securely by College for an indefinite period.

Our records will record the reasons why we have taken a course of action with a child. The Notes will also reflect the individual's wishes / desired outcome and effectively record 'their voice'.

13. Responsibilities of the Designated Person for Safeguarding Children

The broad areas of responsibility include the following:

Referral

To refer cases of suspected abuse or allegations to the relevant investigating agencies within 24 hours of a disclosure or suspicion of abuse and to act as a source

of support, expertise and advice for colleagues.

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- To have a working knowledge of how the Bolton Safeguarding Children Partnership operates, and to contribute to the proceedings when necessary;
- To ensure staff receive training, including induction training in child protection and that they understand their role.
- To keep detailed, accurate written records securely and to obtain access to resources in order to attend regular relevant training

Raising Awareness

- Ensure the Safeguarding Children Policy is reviewed and updated annually
- Ensure parents see copies of the Safeguarding Policy to alert them to the fact that referrals may be made and role of the College in this, to avoid conflict at a later stage
- When children / young people leave the College to ensure any information is communicated to the new establishment as appropriate.

14. Training for Bolton College Staff

All staff employed by Bolton College will be made aware of the College's arrangements for child protection and their responsibilities. They will receive child protection training every three years, in addition to regular updates via an annual refresher, emails, staff meetings, newsletters etc. designed to equip them with the knowledge and skills necessary to carry out their responsibilities. The College also offer staff other training on safeguarding to complement this. Temporary staff, volunteers and contractors who work with children will be made aware of the College's arrangements for child protection and their responsibilities and issued with Appendix 1 to this document. Additional training / raising awareness process are in also in place.

15. Review

The College Board will nominate one Board member to take responsibility for safeguarding children and he/she will undertake an annual review of the College's policy and procedures relating to safeguarding children and how the duties of those responsible have been discharged.

16. Useful External Telephone Contact Numbers

If you are worried that a child may be being abused or neglected then please take action. During college hours staff should refer concerns to the College Safeguarding Team via Pro Monitor or directly into the team. Please see page 4 of this policy for Bolton College Safeguarding Team

contact points. The Duty Principal can also be contacted between 5pm and 9pm via 07970 846757.

If the matter requires urgent attention and the safeguarding team / duty principal are unavailable then staff can make a referral to Bolton children services:

https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1

Or you can contact Bolton Referral and Assessment Social Work Team. For NEW referrals duty social workers can now be contacted on: 01204 331500 or via https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse

If you wish to speak to a social worker about a case that is ALREADY OPEN to Referral and Assessment, please use the individual contact number or e-mail address that the allocated social worker has provided. In an emergency call 999.

For children who reside outside of Bolton then a referral will be required to made into the relevant children's services team of the child's locality.

A summary of key External Contacts and Telephone Numbers: -

- Integrated Front door: 01204 331500
- Emergency Duty Team – Out of Hours: 01204 337777
- Children's Social Care- Child Protection Unit: 01204 337479
- Local Authority Designated Officer (LADO)
- LADO@bolton.gov.uk 01204 337474/07824541233
- Safeguarding in Education Team: 07917072223/01204 337472
- Safeguarding in Education Team: 07384234744/01204 331314
- Safeguarding in Education Team: 07789 031713
- Virtual School Head: 07385 361924
- Bolton Safeguarding Children Partnership Officer 01204 337964
- Child Missing Education 01204 334036
- Police – Safeguarding Vulnerable Persons Unit: 0161 8566583
- Police Public Protection Investigation Unit (Child protection): 0161 8567949
- Police 999 if child in immediate danger or 101 if child not in immediate danger

Appendix 1 – Summary of the Child Protection & Safeguarding Policy and Procedures for Staff, Contractors and Volunteers

The summary of this policy and procedures is shown below and a copy of the Categories of Abuse (from Keeping Children Safe in Education 2024) will be issued to all College staff both permanent and temporary, and also to any agency workers, volunteers or contractors who work with the children / young people.

All volunteers, contractors and staff engaged or employed by Bolton College have a duty to report and refer any concerns they may have to the relevant member of staff who has overall responsibility for child protection matters. The relevant members of staff are:

Contact Points – Bolton College Safeguarding Team.

Designated Safeguarding Lead (DSL)

Jane Marsh, Executive Director of HR & Estates.

Telephone: 01204 482100. Email: Jane.Marsh@boltoncc.ac.uk

Deputy Designated Safeguarding Lead (Deputy DSL)

Stephen Mellor, Safeguarding Manager. Telephone: 01204 482199.

Email: Stephen.Mellor@boltoncc.ac.uk

Rosie Croarkin, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482180 Email: Rosie.Croarkin@boltoncc.ac.uk

Janine Perry, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482762 Email: Janine.Perry@boltoncc.ac.uk

Shahida Khan, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482758 Email: Shahida.Khan@boltoncc.ac.uk

Alternatively, please email safeguarding@boltoncc.ac.uk

Contact Points – Bolton College Nursery – Safeguarding

Audrey West, Nursery Manager. Telephone 01204 482196.

Email: Audrey.West@boltoncc.ac.uk

Leanne Langley, Deputy Nursery Manager. Telephone 01204 482196.

Email: Leanne.Langley@boltoncc.ac.uk

Definitions / Categories of abuse are shown below and volunteers, contractors and staff engaged or employed by Bolton College are expected to familiarise themselves with them.

Sexual Abuse

- Penetrative or non-penetrative acts by males or females
- Showing of pornographic material

Physical Abuse

- Physical attack of any form
- Giving drugs including alcohol

Emotional Abuse

- Persistent lack of affection
- Constant threatening behaviour
- Constant over protection
- Unrealistic pressure to perform to high expectations
- Exposure to violence to other(s) within the child's household

Neglect

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment
- Leaving a child without supervision

Other

- Any actions that single out a student for special attention and could therefore be interpreted as "grooming" a student (or a child / young person who is linked to the College in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they MUST ensure that they do NOT engage in inappropriate electronic communications of any kind with a child / young person.
- Specific safeguarding issues, i.e. Radicalisation, FGM, CSE or forced marriage, can be located in the Keeping Children Safe in Education (2024)

A child / young person may seek out an individual tutor / adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when college staff or volunteers are present.

Any member of college staff or any volunteers hearing an allegation from a child / young person that abuse has or may have occurred should:

RECEIVE

- What I said;
- Accept what you are told – you do not need to decide whether or not it is true;
- Listen without displaying shock or disbelief
- Listen to the child / young person. DO NOT directly question them.
- DO NOT stop a child / young person who is freely recalling significant events

REASSURE

- The child/young person
- Acknowledge their courage in telling;
- Do not promise confidentiality;
- Remind them they are not to blame – avoid criticising the alleged perpetrator;
- Do not promise that "everything will be alright now" (it might not be).

REACT

- React calmly, respond to the child/young person but do not interrogate;
- Avoid leading questions but ask open ended ones;
- Clarify anything you do not understand
- Explain that you will need to get help to keep the child safe
- Explain what you will do next i.e. inform a member of Designated Team - Jane Marsh (Exec Director of HR & Estates) or Tracey Kavanagh (Safeguarding Manager) and Stephen Mellor (Safeguarding Support Officer).

RECORD

- Make accurate notes as soon as possible – during the interview if you can;
- Use the confidential comments section of Pro-Monitor to make a referral or email safeguarding@boltoncc.ac.uk
- Include:
  - Time
  - Date
  - Place
  - People present
  - The students own words – do not assume – ask, e.g. "please tell me what xxxxxx means"
- Describe observable behaviour/child/young person's presentation
- Do not destroy your original notes – they may be needed later on.

SUPPORT

- Consider what support is needed for the child/young person – you may need to give them a lot of your time;
- Ensure you are supported – such interviews can be extremely stressful and time consuming;
- Talk to the staff in your Designated Team;
- Seek support from Bolton Council Safeguarding Children's Partnership.

Appendix 2 - Child Protection and Safeguarding Children Policy Summary for Parents and Carers.

Introduction

Bolton College will strive to ensure that all students remain safe and free from harm and the College is committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, the College has a legal duty to safeguard and promote the welfare of children, and to have a child protection policy and procedures in place, which should be shared with parents, to address concerns about the safety and protection of children.

Through their day to day contact with students and direct work with families, staff who work in the College have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the College is required, as part of the local child protection procedures to report their concern to Children's Services immediately. To avoid any misunderstanding therefore, parents of children / young people who sustain accidental injuries which result in cuts/ bruises/ fractures should inform the College via the student's tutor **without delay.**

Principles

Children / young people have a right to be safe. Parents
have a right to be informed.

Children / young people are best protected when parents and College can work together.

Partnership

College will inform parents of any concerns about their children / young people (providing it does not compromise the child / young person's safety) and will help and support them as necessary.

Prevention

College will take positive action to prevent children / young people suffering abuse and neglect through the development of an open culture that informs children / young people of their rights and encourages them to speak about any concerns. The College will also address the issue of children's / young people's safety through the curriculum.

RESPONDING TO CONCERNS

College will refer all allegations or concerns that a child / young person has been, or is likely to be abused or neglected to Children's Services.

Child / Child Abuse

Physical and emotional abuse of children / young people by other children / young

people, will be dealt with initially through the College's Anti-Bullying & Harassment Policy.

Parents / carers will be kept informed. All concerns about possible sexual abuse will be referred immediately to Children's Social Care.

Child Protection Strategy Meeting and Conferences

Member of College staff will attend strategy meetings and conference when required and will provide information about children / young people and families. This information will be shared with parents beforehand if possible. College will keep confidential child protection records separately from a student's academic and other college records.

Confidentiality

Information from any source, including parents about possible child / young person abuse cannot be kept confidential.

Information and records about children/ young people who are the subject of a Child

Protection Plan will be given only to those people who need it and will be kept strictly confidential by them.

If parents have concerns about the safety and wellbeing of their child / young person, they should contact one of the Designated Team in College.

Contact Points – Bolton College Safeguarding Team.

Designated Safeguarding Lead (DSL)

Jane Marsh, Executive Director of HR & Estates.

Telephone: 01204 482100. Email: Jane.Marsh@boltoncc.ac.uk

Deputy Designated Safeguarding Lead (Deputy DSL)

Stephen Mellor, Safeguarding Manager. Telephone: 01204 482199.

Email: Stephen.Mellor@boltoncc.ac.uk

Rosie Croarkin, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482180 Email: Rosie.Croarkin@boltoncc.ac.uk

Janine Perry, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482762 Email: Janine.Perry@boltoncc.ac.uk

Shahida Khan, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482758 Email: Shahida.Khan@boltoncc.ac.uk

Alternatively, please email safeguarding@boltoncc.ac.uk

Contact Points – Bolton College Nursery – Safeguarding

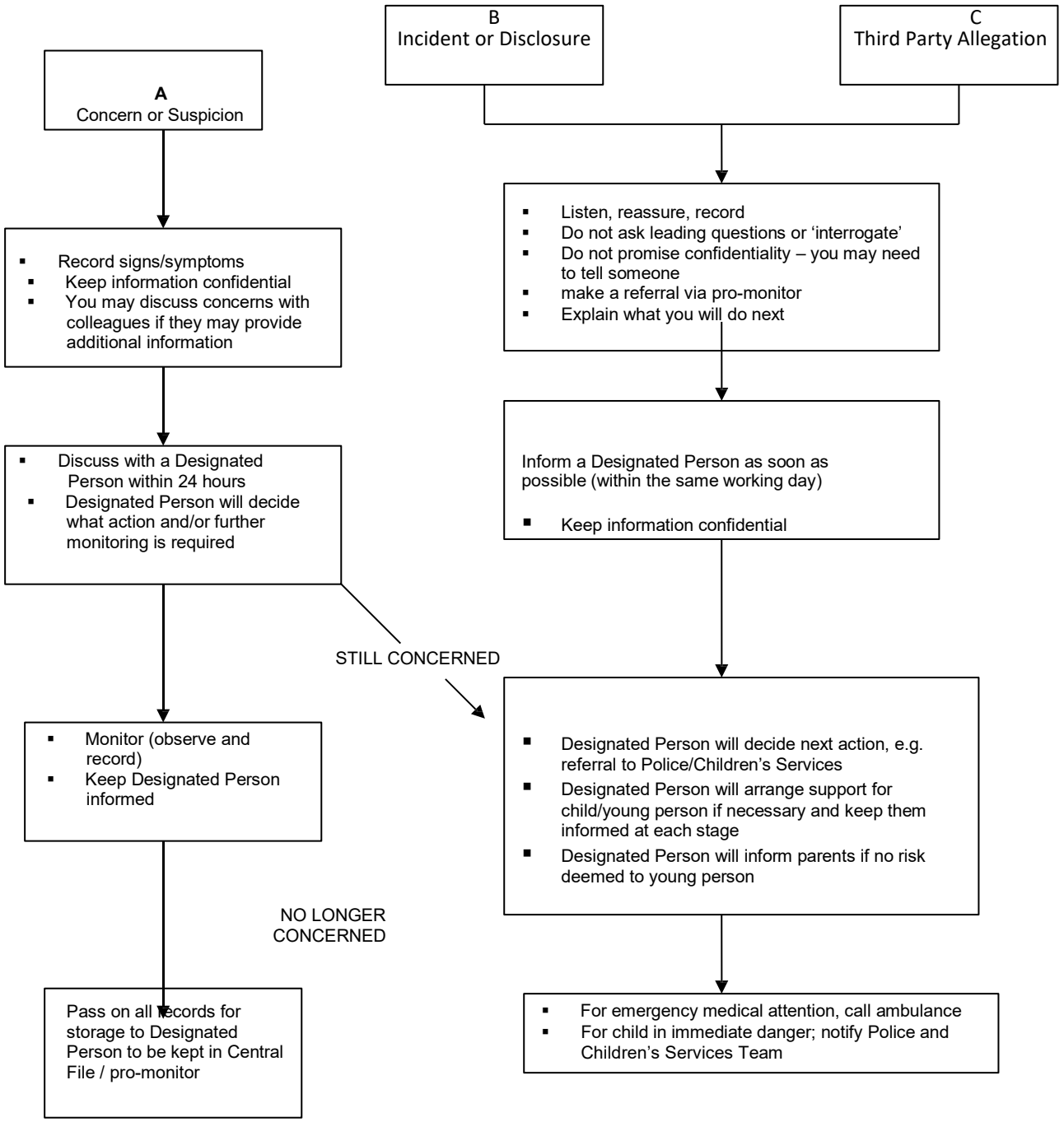
Audrey West, Nursery Manager. Telephone 01204 482196.

Email: Audrey.West@boltoncc.ac.uk

Leanne Langley, Deputy Nursery Manager. Telephone 01204 482196.

Email: Leanne.Langley@boltoncc.ac.uk

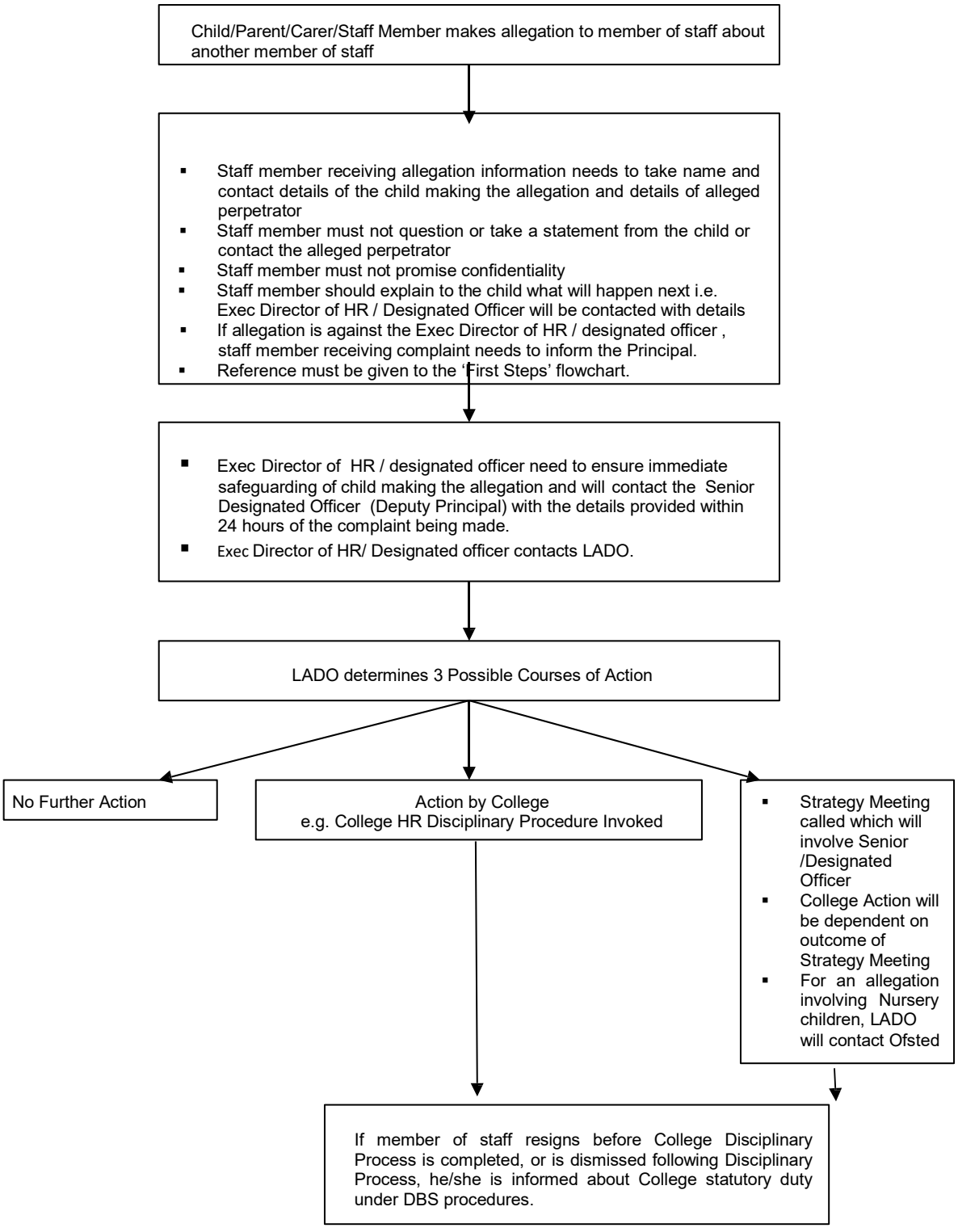
Appendix 3 - Procedure for reporting and dealing with Concerns or Disclosure of Abuse (other than when the allegation is against a member of staff)



Designated Person	Jane Marsh – Exec Director HR & Estates	01204 482100
Deputy Designated Persons Safeguarding Children	Stephen Mellor - Safeguarding Manager	01204 482199
	Rosie Croarkin, Janine Perry and Shahida Khan (Safeguarding Support Officer)	01204 482180/2762/2758

Concerns related to Bolton College Nursery - Designated Person: Audrey West (Nursery Manager) or Leanne Langley (Deputy Nursery Manager) 01204 482196

Appendix 4 - Procedure for reporting and dealing with allegations of abuse against a member of staff



Useful Phone Numbers

Bolton LADO – 01204 337474

Appendix 5 - Safeguarding Children Procedures for Specific Groups Of Students

School Pupils aged 14 – 16

- Some children attend College courses as part of their Schools Link Programme and the flexible curriculum

- In cases where College staff need to report and deal with a concern or disclosure of abuse (other than an allegation against a member of staff) they should follow the procedure in Appendix 3 check

- The College's Designated Person will contact the School's Designated Person to discuss the case and share information about the case

- In cases of reporting and dealing with allegations against a member of staff, the procedure set down in Appendix 4 should be followed check

- The Executive Director of Human Resources & Estates of the College will inform the Head Teacher of the school where an allegation is to be investigated

Students on Work Experience

- Students on long term work experience placements or in certain settings, e.g. one to one situations with adults, are likely to be more vulnerable to harm or abuse

- Employers will be made aware of safeguarding issues by the College staff and be given the name of the Designated Persons in College who they can contact if they have any concerns about a child or suspect abuse

- The students concerned will be given a named person at College who they can contact and clear advice on what to do if they are worried or uncomfortable about their surroundings or if they suffer abuse

If a case of abuse or any concerns related to safeguarding children are reported by an employer or student during work experience, the Designated Persons in College will follow the procedure set out

Appendix 6 - Other Linked College Policies and Procedures and Legislation

- Safeguarding Adults at Risk Policy
- Abuse of Trust Policy
- Anti-Bullying and Harassment Policy
- Single Equality Scheme
- Health and Safety Policy
- Staff Disciplinary Policy
- Positive Behaviour Policy
- Complaints Procedure
- Field Trips and Off Site Activities Policy and Procedure
- Early Years and Pre-School Centre Safeguarding Policies and Procedures
- Personal and Professional Relationship at Work Policy
- Wellbeing Strategy for Learning and Life
- Fitness to Study Policy

Relevant legislation

- Keeping Children Safe in Education (DfE 2024)
- Counter Terrorism and Security Act 2015 (Prevent Duty) (July 2015)
- Working Together to Safeguard Children (2023)
- UN Convention on the Rights of the Child
- Children Act (1989) and Children Act (2004)
- Education Act (1996 & 2002)
- The Education (Health Standards) (England) Regulations 2003
- The Further Education (Providers of Education) (England) (Regulations) 2006
- The Children and Families Act 2014
- The Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- Special Education Needs and Disability Act (2001)
- Disability Discrimination Act (1995 & 2005)
- Human Rights Act (2000)
- GDPR (2018)
- Framework for the Assessment of Children in Need and their Families (2000)
- The Laming Report
- Staffing Guidance Under Section 35 (8) and 36 (8) of the Education Act 2002
- Guidelines in respect of Disclosure and Barring Service.
- Guidance on Pre-Appointment Checks for School Governors
- Caring for Young People and the Vulnerable: Guidance for preventing abuse of trust (published by the Home Office, Department for Education and Employment.
- Department of Health, National Assembly for Wales and the Northern Ireland Office)
- Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders LEA/0242/2002
- Bichard Enquiry Report 2004 (Home Office)

Appendix 7 - Safeguarding Advice for All Staff

The following is a summary of the advice that the College would want to give to you, as a member of college staff, with regards to keeping yourself safe. The advice provided has been fully supported and endorsed by the trade unions and the College's safeguarding officers.

- Staff on occasions will be required to meet with learners (i.e. 1:1 tutorials); however staff **should not** spend excessive amounts of time discussing personal issues for example with learners. Meetings, where possible and where appropriate should take place within sight of others. Where possible, the door should remain open and others should be aware of the meeting. Try to use a room with a window in it so others can see into it.

- Staff **should not** give learners their personal email address / mobile / contact telephone numbers. Staff are therefore advised to provide learners with College contact numbers / email address.

- Staff **should not** accept learners as their 'friends' on social networking sites (face book etc). However, if a member of staff has a learner on their personal networking site, then you should inform your line manager who will record this information and make a note of the relationship. The College recognises that some staff, through their personal networks, have personal/family connections with students and whilst the College understands this, we do also want to ensure that you are keeping yourself and your learners safe.

- Staff are **advised not to** make unnecessary physical contact with learners. However, there may be occasions when physical contact is unavoidable, e.g. providing comfort at times of distress. In all such cases contact should only take place with the consent of the learner and again this is best if others are around to see the context in which it's meant.

- It is **not good practice** to take learners alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or carers) of the learner and your line manager. A risk assessment should also be undertaken and shared with your line manager.

- Staff **should not** start an investigation or question anyone after an allegation or concern against a member of staff has been raised. This is the job of the authorities. You should record the facts and report these to a Safeguarding Officer.

Staff should **never** (even in fun):

- Initiate or engage in sexually provocative conversations or activity;
- Engage in 'banter' or behaviour which could be interpreted as bullying
- Allow the use of inappropriate language to go unchallenged
- Do things of a personal nature for learners that they can do themselves
- Allow any allegations made by a learner go without being reported and addressed
- Trivialise or exaggerate abuse issues
- Make promises to keep any disclosure confidential from relevant authorities

Staff **should not** show favouritism to any one learner.

You must:

- Staff **must respect** a learner's rights to privacy and encourage learners to feel comfortable enough to report attitudes or behaviour they do not like
- Staff **will be expected** to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their role within the organisation. All pre-existing relationships between staff and learners must be declared to the member of staff's line manager.
- All staff **should be aware** of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the Safeguarding Officers.
- If a member of staff finds himself or herself the subject of inappropriate affection or attention from a learner, **they should** make others aware of this.
- If a member of staff has any concerns relating to the welfare of a learner in their care, be it concerns about actions/behaviours of another staff member or concerns based on any conversation with the learner; particularly where he/she makes an allegation, they should report this to a Safeguarding Officer.

If you have any questions with regards safeguarding, including on how best to keep yourself safe, then please discuss these with your line manager, trade union or a member of the College's Safeguarding Team.

Thank you

Safeguarding Team

Appendix 8 – Roles and Responsibilities of Key Staff involved in Child Protection

Responsibilities of Designated (and Deputy) Safeguarding Leads

- The Designated Person with lead responsibility for Safeguarding Children issues is the Executive Director of HR & Estates.
- The Designated Person is responsible for taking lead responsibility for raising awareness within the staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for them within the College
- Leading on the referral of cases of suspected abuse or allegations to the appropriate agencies, as agreed with the Local Safeguarding Children Partnership
- Providing advice and support to other staff on issues relating to Safeguarding Children
- Maintaining resources for Safeguarding Children
- Liaising with the Safeguarding Children Partnership, Children's Social Care Team and other appropriate agencies
- Liaising with schools which send pupils to the College, to ensure that appropriate arrangements are made for the pupils
- Liaising with the College Nursery Manager over the Childcare Safeguarding Children Policy and Procedures to ensure that it is consistent with this Policy and Procedure
- Available to deal with individual cases, including attending Case Conferences and review meetings as appropriate
- Liaising with employers and training organisations that receive children or young people from the College on long term placements, to ensure that appropriate safeguards are put in place
- Ensuring that staff receive basic training in safeguarding children issues appropriate to their area of work and are aware of the College safeguarding children procedures
- The Designated Officer has received enhanced training in child protection issues and inter-agency working, as required by the Local Safeguarding Children Partnership and is required to receive refresher training at least every 2 years
- He/she will keep up to date with developments in safeguarding children issues

Other Designated Persons
In the absence of the Designated Person (DSL), other members of staff with responsibility for safeguarding children are:

Contact Points – Bolton College Safeguarding Team.

Designated Safeguarding Lead (DSL)

Jane Marsh, Executive Director of HR & Estates.

Telephone: 01204 482100. Email: Jane.Marsh@boltoncc.ac.uk

Deputy Designated Safeguarding Lead (Deputy DSL)

Stephen Mellor, Safeguarding Manager. Telephone: 01204 482199.

Email: Stephen.Mellor@boltoncc.ac.uk

Rosie Croarkin, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482180

Email: Rosie.Croarkin@boltoncc.ac.uk

Janine Perry, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482762

Email: Janine.Perry@boltoncc.ac.uk

Shahida Khan, Safeguarding Support Officers / Deputy DSL. Telephone: 01204 482758

Email: Shahida.Khan@boltoncc.ac.uk

Alternatively, please email safeguarding@boltoncc.ac.uk

Contact Points – Bolton College Nursery – Safeguarding

Audrey West, Nursery Manager. Telephone 01204 482196.

Email: Audrey.West@boltoncc.ac.uk

Leanne Langley, Deputy Nursery Manager. Telephone 01204 482196.

Email: Leanne.Langley@boltoncc.ac.uk

All located at Deane Road Centre.

The Role and Responsibilities of the Principal

- The Principal will ensure that the policies and procedures adopted by the College Board are fully implemented and followed by all staff
- The Principal will ensure sufficient resources and time are allocated to enable the Designated Persons and other staff to discharge their responsibilities
- The Principal will ensure that all staff and volunteers feel able to raise concerns about poor practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner

Responsibilities of Designated Board member

The College Board, through the Designated Board member for Safeguarding must ensure the College:

- complies with its duties under legislation (i.e. Keeping Children safe in Education, September 2024 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).
- has mechanisms in place to contribute to multi-agency working.
- has procedures and associated practice which reflect the safeguarding expectations laid down by the local authority childrens safeguarding partnership.
- has an effective reporting procedure to the Board for matters of safeguarding.
- has an appointed safeguarding team and a designated safeguarding lead.
- has appropriate safer recruitment procedures in place as set out in relevant legislative / government guidance.

In order to support the Designated Board member for Safeguarding with his / her responsibilities; the Safeguarding Officers will meet on a termly basis with the Designated Board member. Additionally, to assist in these duties, the Designated Board member shall receive appropriate training.

Responsibilities of the Chair of Board

The Chair of the Board must satisfy himself / herself that the requirements, as set out in 'keeping children safe in education', DfE September 2024 are fully complied with.

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

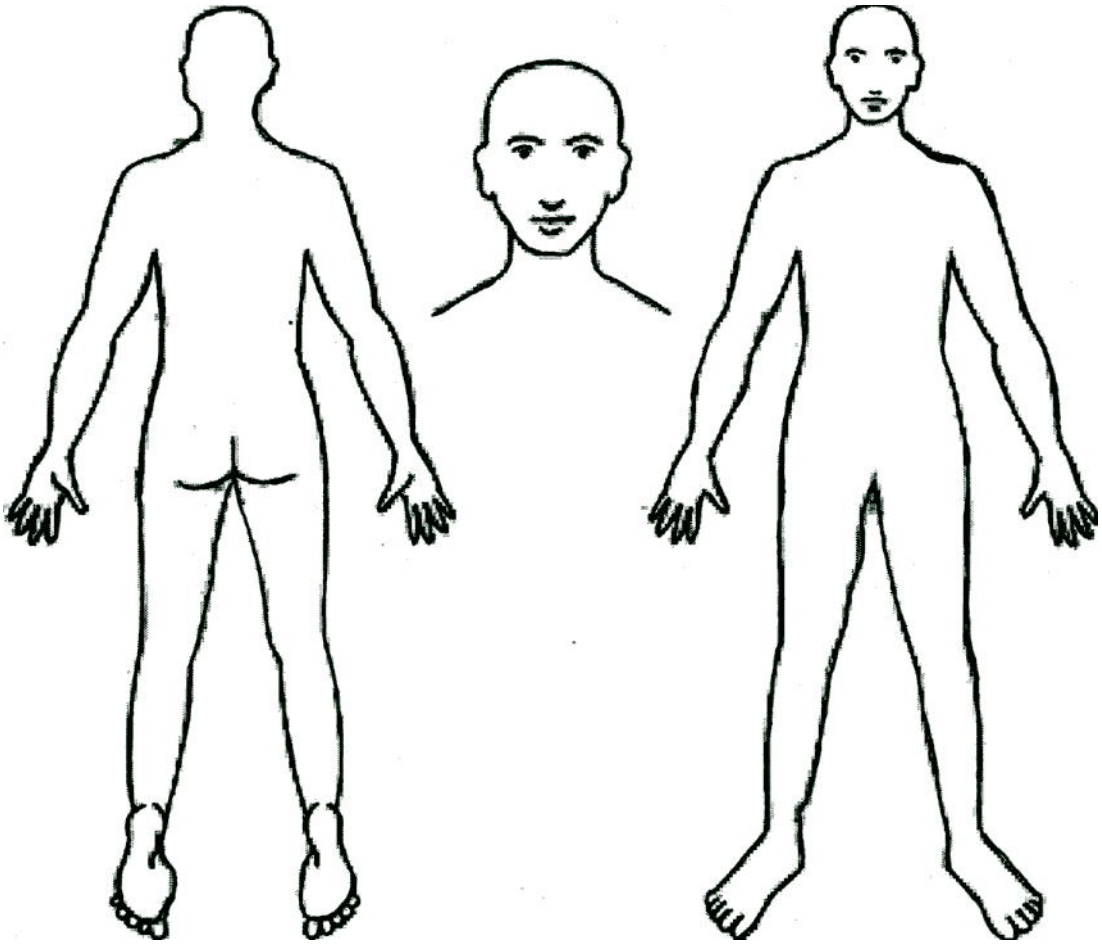
Appendix 9: Body Map

Name of Child : _____

Person completing this form: _____

Use the diagram below to shade and label clearly any visible injuries, e.g. cuts, bruises, burns, soft tissue injury, including neck, under-arms, stomach, genitals and inner thighs.

Use separate diagram if recording new injuries.



Date and time: _____

Signature: _____