



Child Protection and Duty to Prevent Policy and Procedures

2018/19
Edition

**to be read in conjunction with the
Safeguarding Policy and Guidance and the
Managing Allegations against other students Policy**

St Vincent Sixth Form College Child Protection and Duty to Prevent Policy

This policy should be read in conjunction with the College's Safeguarding Policy and Procedures.

1.0 POLICY

1.1 The College recognises that it has a statutory obligation towards the safety and welfare of its students, staff and visitors. The purpose of this policy and its associated procedures is to ensure that any safeguarding issues are dealt with promptly, sensitively and in line with national and regional guidelines. This policy applies to all staff, governors, volunteers and agencies working in the college and enacts relevant legislation and statutory guidance *Keeping Children Safe in Education (latest revision May 2018 for commencement on 3rd September 2018)*.

1.2 In addition this policy and inherent procedures apply to our legal duty under the *Counter-Terrorism and Security Act* to 'have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism' (Appendix A). For the purposes of this policy all references to Safeguarding include our *Duty to Prevent* people being drawn into terrorism.

- The college aims to ensure that the needs and welfare of its students are paramount and to act if there is any cause for concern in respect of safeguarding issues.
- The college will ensure that safe recruitment practices are always followed.
- All staff should be alert to signs of abuse and be aware of the procedures to be followed.
- The college does not have the responsibility for investigating suspicions or allegations of abuse but it will notify the appropriate agencies, including the Local Authority Designated Officer (LADO), so that they can investigate and take any necessary actions (Appendix B – Local Authority contact information).
- The college will work with the Local Safeguarding Children Board (LSCB) and comply with its procedures. It recognises that it has a responsibility towards students attending or visiting the college to safeguard and promote their welfare and to take appropriate decisions about how this may be achieved.
- The college will work with the Police and Local Authority and recognises that it has a legal duty to have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism'.
- The associated procedures outline the process which must be followed when dealing with suspicions or allegations of abuse/concerns relating to the Prevent agenda. These must be followed by any member of staff who has knowledge or suspicions of a student suffering, or being at risk of significant harm, or concerns regarding the safety and welfare of non-students (e.g. siblings).
- In the procedures the term 'student' refers to all persons whether they are children under 18 years of age or vulnerable adults and who are either students enrolled at the college or others attending specific activities arranged and managed by the college, irrespective of site.

2.0 RESPONSIBILITIES

2.1 The College's designated senior member of staff with lead responsibility for safeguarding and Duty to Prevent issues is the Vice- Principal (Students, Community and Progression) under delegated duty by the Governing Body and Head of College.

2.2 In the absence of the Vice- Principal (Students, Community and Progression) details of suspicions or allegations of abuse should be reported to another member of the Safeguarding Team who undertake the role of Deputy designates. This team comprises the Head of School for Personalised Learning and the two Student Welfare Officers, one of whom is the named contact with Social

Services and holds responsibility for working with such services to ensure that students in Local Authority Care (LAC) are effectively monitored in supported.

- 2.3 For students with *moderate to high level learning difficulties and disabilities* who access specialist provision in the School of Personalised Learning (SPL) this role is undertaken by the relevant Head of School.
- 2.4 Whilst the Safeguarding Team hold responsibility for responding to safeguarding or Duty to Prevent concerns *any member of staff can make a referral to Children's Social Care or other relevant bodies if a concern arises.*
- 2.5 The members of the Safeguarding Team have received appropriate training in safeguarding issues and will receive regular refresher safeguarding training and updates at least annually. All staff (including temporary and volunteers) will receive appropriate training to familiarise themselves with safeguarding issues and the college policy and procedures every two years. New staff will be given training as part of their induction programme which includes a review of the expectations of staff regarding their conduct and guidelines for supporting students, including those in Local Authority Care.
- 2.6 The Governing Body is responsible for annually reviewing the college policy and procedures to ensure it is fit for purpose and compliant with the latest regulations. The Governing Body will also receive an annual report from the Vice- Principal (Students, Community and Progression) which reviews how the duties of the College have been discharged. A Governor is also nominated as a Safeguarding Lead and will work with the team to ensure that college processes are robust and appropriately audited.
- 2.7 The responsibilities of the Governing Body. The Governing body is responsible for ensuring:
- The College has effective Safeguarding policies and procedures in place.
 - That the College has a broad and balanced curriculum that incorporates Safeguarding, including online, through teaching and learning opportunities.
 - That national and local guidance is followed, specifically Keeping Children Safe in Education.
 - There is a member of the College's Senior Management Team identified as DSL.
 - That training is undertaken at the required frequency.
 - An annual audit of Safeguarding is carried out and any concerns are remedied without Delay
 - The school has effective Safeguarding policies and procedures including a Child Protection Policy and a Staff Conduct Policy.
 - HSCB is informed annually about the Discharge of Duties (audit).
 - Recruitment, selection and induction follows safer recruitment practice.
 - Allegations against staff are dealt with by the Principal.
 - A member of senior staff team is designated as Designated Safeguarding Lead (DSL) and have this recorded in their job description.
 - Staff have been trained appropriately and this is updated in line with guidance.
 - Any Safeguarding deficiencies or weaknesses are remedied without delay.
 - Ensure that the Child Protection Policy is updated at least annually and available publicly (for example via the College website).
 - Ensure appropriate filters and appropriate monitoring systems are in place to safeguard pupils from potentially harmful and inappropriate online material.
 - Provide opportunities for staff to contribute to and shape safeguarding arrangements and child protection policy so recognising the experience and expertise of their staff.
 - Ensure that all staff read at least Part one of Keeping Children Safe in Education.

- Ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of Keeping Children Safe in Education.

2.8 The responsibilities of the Designated Senior Lead (Vice Principal – Students, Community and Progression). In addition to the role of staff and Senior Leadership Team the DSL will:

- Assist the Governing Body in fulfilling their responsibilities under Section 175 or 157 of the Education Act 2002.
- Attend initial training for the role and refresh their knowledge every year or as required. This is by attending refresher training after the first two years and then demonstrating evidence of Continuing Professional Development thereafter.
- Ensure every member of staff knows who the DSL is, is aware of the DSL role and has their contact details.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL.
- Ensure that whole college training occurs regularly so that staff, Governors and volunteers can fulfil their responsibilities.
- Ensure any members of staff joining the college outside of this training schedule receive an online induction prior to or at the commencement of their duties.
- Keep written records of Child Protection concerns securely and separately from the main student file and use these records to assess the likelihood of risk.
- Ensure that copies of Safeguarding records are transferred accordingly (separate from student files) when a student transitions from school to college.
- Ensure that where a student transfers school and is on a Child Protection Plan or is a Child Looked After, the information is passed to the new school immediately and that the child's Social Worker is informed.
- Liaise with HCC LADO in the event of allegations made against staff and where advice and support is needed to fulfil the duties of the post
- Ensure that changes to regulations and legislation are enacted in to policy and practice
- Liaise with the nominated link Governor regarding changes to processes and key areas of risk.
- In addition to fulfilling the responsibilities of staff and senior management team, the DSL will also follow the role description set out in Annex B of Keeping Children Safe in Education 2016.

2.9 The responsibilities of Senior Management Team (including DSL): The Senior Management Team will:

- Contribute to inter-agency working in line with guidance (Working Together 2015).
- Provide a co-ordinated offer of early help when additional needs of children are identified.
- Work with Children's Social Care to support their assessment and planning processes including supporting staff to attend student focused support meetings and conferences.
- Carry out tasks delegated by the Governing Body such as training of staff; safer recruitment; maintaining a Single Central Register.
- Provide support and advice on all matters pertaining to Safeguarding and Child Protection to all staff regardless of their position within the school.
- Treat any information shared by staff or students with respect and follow procedures.
- Provide copies of policies (including the Child Protection Policy; Safeguarding Policy (where adopted) and Staff Behaviour Policy (Code of Conduct)) and a copy of part one of Keeping Children Safe in Education to all staff at induction.
- Ensure all staff understand the role of the DSL and are aware of systems within their school which support safeguarding.

- 2.10 The responsibilities of staff. Staff will:
- Establish and maintain an environment where students feel secure, are encouraged to talk and are listened to.
 - Ensure students know that there are staff in the College whom they can approach if they are worried about any problems.
 - Plan opportunities within the curriculum for students to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
 - Attend training in order to be aware of and alert to the signs of abuse.
 - Maintain an attitude of “it could happen here” with regards to Safeguarding.
 - Record their concerns if they are worried that a student is being abused and report these to the relevant person as soon as practical that day.
 - If the disclosure is an allegation against a member of staff, they will follow the allegations procedures
 - Treat information with confidentiality but never promising to “keep a secret”.
 - Fulfil their duty of care to take registers promptly and correctly, to ensure the safety of our students all times.
 - Notify a member of the Safeguarding Team if any student on a Child Protection Plan has unexplained absence.
 - In the context of early help, staff will notify colleagues and/or parents of any concerns about the student(s), and provide them with or signpost them to opportunities to change the situation.
 - Ensure they know who the Designated Safeguarding Lead (DSL) and deputy DSLs are and know how to contact them.

3.0 PROCEDURES

- 3.1 This document offers guidance and outlines procedures for dealing with suspicions or allegations of abuse reported by any student at the College. The College will take in to account any contextual circumstances (both internally within the College and externally relating to the students personal circumstances and living arrangements) when addressing and acting upon safeguarding concerns.
- 3.2 Although it is not the College’s responsibility to investigate abuse, the college has a duty to act if there is a cause for concern and to notify the appropriate agencies. The following guidelines must be followed whenever an allegation is made that a student has been abused or where there is a suspicion that a student has been abused.
- 3.3 The College believes that its students have a right to make important decisions about their own lives. Therefore, there are occasions where an instant response may not be in the best interests of the young person or people concerned, so it is important to apply the guidelines with sensitivity to the individual circumstances of the student and his or her family. At all times the welfare of the student is paramount.
- 3.4 Students are informed of college safeguarding processes through study communities and teaching and are provided with an individual tutor who holds responsibility for support and monitoring their success and achievements. Themed events also promote safeguarding to students as well as raise their awareness of social and cultural issues. Information regarding safeguarding process are provided too students via the College VLE and guidance produced for staff relating our Duty to Prevent.
- 3.5 Students in need of additional support or who are identified as potentially vulnerable are identified via the enrolment process, transition information, tutor engagement and self-disclosure. The College provides a comprehensive support service relating to academic and pastoral need which work in partnership with specialist external services where required.

4.0 REPORTING ALLEGATIONS OR SUSPICIONS

- Any allegations of abuse, or suspicions of abuse, need to be taken seriously and handled in a sensitive manner.
- **Promises of total confidentiality should not be given**, as the matter may develop in such a way that these cannot be honoured. However, the student should be assured that as few people as possible will be involved and that nobody will be told more than they need to know. Wherever possible names will not be used. Information will be disclosed only on a need to know basis and the student will always be informed of any action to be taken and their agreement sought. If, on hearing this, the student does not wish to continue, they should be referred/taken to the Student Support Manager or made aware of the telephone numbers of national help lines.
- If a member of staff does not feel comfortable listening to a student, the student should be referred/taken to a member of the Safeguarding Team.
- If the disclosure comes directly from the student, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided, as these can cause problems in any subsequent investigation. The student should be informed of the actions that will follow the conversation and be assured that they will be kept informed of all developments.
- Staff who receive reports of alleged abuse or concerns regarding our Duty to Prevent should make a written record (the **Safeguarding, Child Protection and Duty to Prevent Incident/Disclosure Record** form (Appendix C) should be used wherever possible – available on Moodle and in the staff room) as soon as possible of the nature of the allegation and any other relevant information including:
 - the date and time that the allegation was made
 - the name of the member of staff writing the report and the names of any others present
 - the date, time and place where the alleged abuse happened
 - the name of the student and, where different, the name of the student who has allegedly been abused
 - the nature of the alleged abuse
 - a description of any injuries observed
 - the account given of the allegation
 - the student's preferred action
- Some students with learning difficulties or disabilities may need a different approach from other students: for example, the student's LSA or teacher could be present to act as a facilitator or in an advocacy role.
- Individual members of staff should never deal with disclosures of abuse in isolation and should always report the details to one of the Safeguarding Team as soon as possible, with a view to these concerns being passed on to Social Services or the Police.
- If abuse is suspected but not disclosed by the student, then advice should be sought from a member of the Safeguarding Team.
- Where a student who is not a child under the terms of the Children Act is identified as being at risk, or reveals past abuse, the same procedures will be followed. The member of the Safeguarding Team will make a decision on whether there is a need to involve outside agencies: for example, there may be siblings under 18 who could also be at risk.

5.0 RESPONDING TO AN ALLEGATION

- Following consultation, in the event of a decision to report, the member of the Safeguarding Team will endeavour to make sure the student is aware of the proposed action and the reasons for this decision. Ideally this should happen before the appropriate agency is informed and be with the agreement of the student, unless doing so would place them at greater risk.

- The member of the Safeguarding Team should contact Social Services and possibly the Police Child Protection Team and where appropriate the Police Counter-Terrorism Team regarding issues relating to our Duty to Prevent. The Local Authority Designated Officer (LADO) will also be contacted should the college require advice, guidance or support regarding the allegation/disclosure.
- The discussion will include advice regarding Social Services' contact with the student's family. To support this process, any contact with parents/carers by other members of staff should be referred to the member of the Safeguarding Team.
- A written record of the date, time and name and position of the person to whom the matter is reported, will be made. The telephone report will be confirmed in writing to Social Services as soon as possible.
- The Assistant Principal (Students & Community) will retain a copy of written records and any other relevant material. These will be kept securely locked at all times. No other records should be kept by any other member of staff.

6.0 STUDENTS WITH SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES

6.1 If a student with SEN and/or disabilities is subject to safeguarding concerns the College acknowledge and will respond to the potential additional challenges in supporting these students.

6.2 Wherever possible, safeguarding concerns relating to students with SEN and/or disabilities will be led by the Head of School of Personalised Learning due to their experience and understanding of SEN related conditions. If the Head of School is not available any other member of the safeguarding team can lead safeguarding processes and request support from relevant staff who support the individual student.

6.3 The College acknowledges and will respond to the additional safeguarding challenges associated with students with SEN and/or disabilities. This includes:

- Being aware that the students' behaviour, mood and possible injuries may relate to possible abuse and just their SEN or disability.
- These students are at higher risk of peer group isolation
- That issues such as bullying may have a disproportionate impact on the student compared to those without SEN or disabilities
- That there will be potential communication challenges which may require specialist support when liaising with students

6.4 The College will provide an appropriate level of pastoral support for all students subject to safeguarding concerns

7.0 ALLEGATIONS MADE BY ONE STUDENT AGAINST ANOTHER

7.1 Details relating to how allegations made by one student against another are addressed provided in the '*Managing Allegations against students Policy*'. This policy should be used in the event of potential safeguarding issues associated with peer on peer abuse concerns.

8.0 ALLEGATIONS AGAINST A MEMBER OF STAFF

8.1 All staff are made aware of the need to maintain a professional relationship with students at all times and the need to take all reasonable precautions in order to protect themselves from false allegations. (Appendix D: Guidelines for safer working practice)

- If an allegation or suspicion of abuse is made against a college employee, then this must be reported to the Assistant Principal (Students & Community) as soon as possible.
- If the Assistant Principal is the subject of the allegation or complaint, then the matter should be reported to another member of the Senior Management Team. All

information must then be passed to the Principal who will implement the appropriate procedures.

- If the Principal is the subject of the allegation or complaint, then the matter should be reported to the Chair of Governors. Such allegations should be contact the HCC LADO or nominated governor directly. They will then liaise with the Chair of Governors to implement the appropriate procedures.

8.2 The Assistant Principal (Students & Community) or Principal will take any steps necessary to ensure the safety of the student/staff/visitors in question and will liaise with members of the Human Resources Department as required.

- An initial assessment will be carried out on the basis of the information received and a decision made as to whether the allegation warrants further investigation.
- The Assistant Principal will report the allegation to the Hampshire County Council LADO and obtain advice on how to proceed.
- Where appropriate the college will inform the Independent Safeguarding Authority of any individual who poses a threat to young people or vulnerable adults.
- In relation to allegations linked to the Duty to Prevent agenda the Police and/or Local Authority will be notified.

This policy should be used in consideration of the following associated documents:

- Off-site Visits Policy
- E-Safety Policy
- Single Equality Plan
- Equality and Diversity Policy
- Anti-Bullying Policy
- Recruitment Policy
- Drugs & Alcohol Misuse Policy
- Work-related placements procedures

Responsibility:	Approved by:	Date:	Review Date:
Designated Senior Lead - Assistant Principal (Students & Community)	Governors	September 2016	September 2017

GLOSSARY

For the purposes of this policy and its associated procedures the following definitions will be considered to apply:

Child

The Children Act of 2004 defines a child as a person under the age of 18.

Child Abuse

Child abuse can involve any one or more of the following:

- **Physical abuse**
This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Fabricated or induced illness may also constitute physical abuse, whereby a parent or carer feigns the symptoms of, or deliberately causes ill health in a child.

- **Sexual abuse**
This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- **Emotional abuse**
This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

- **Neglect**
This is the persistent failure to meet a child's basic physical and psychological needs, likely to result in serious impairment of the child's health and development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

APPENDIX A - DUTY TO PREVENT

The Counter-Terrorism and Security Act places a legal duty on colleges (and many other organisations) to 'have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism'. Preventing people becoming terrorists or supporting terrorism also requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. The Act requires colleges to have regard to the 'Prevent Duty Guidance' which is currently in draft form.

Young people in the UK are potentially vulnerable to engagement with extremist ideologies or to targeting by extremist organisations. St Vincent College is aware of these risks and are familiar with the support networks and processes in place to protect vulnerable individuals from becoming radicalised or drawn into terrorism. It is the aim of the College to stop people from becoming terrorists or supporting terrorism by working with students, staff and our communities to address issues before they become a criminal matter to stop people moving from extremism into terrorist-related activity.

RESPONSIBILITY FOR CONTACTING APPROPRIATE SERVICES REGARDING CONCERNS

The College has developed internal support mechanisms and the referral procedures detailed in this policy as well as supporting guidance for staff and students. This procedure outlines who staff and students should contact with any concerns about fellow staff or students. If, once internal processes are completed, it is considered that additional external support or referral is required this can be arranged via the Designated Senior Manager for Safeguarding (if the concern is about this post holder the Principal will assume responsibility). External support will normally involve an individual being asked to voluntarily receive tailored support from relevant external individuals or organisations.

If a concern is raised the Police and/or Local Authority will be notified. They will then determine if a 'Channel' multi-agency, early intervention process with relevant partners is required. The College is committed to support appropriate interventions to support the Prevent agenda and we will work with these services to identify and provide appropriate support and access to services.

Any of the following people are responsible for making decisions to contact the Counter-Terrorism Team at Hampshire Police if serious concerns are raised about a student, staff member or visitor:

- Assistant Principal (Students & Community)
- Student Support Manager
- Learning Support Manager (Teaching & Learning)

NB: As outlined in Keeping Children Safe in Education (April 2014), anyone has the right to refer to Social Care regarding any concerns for an individual. The College gives this right with regards to extremism and anyone can report a concern to Hampshire Police via 101. Where this does occur please inform the Designated Senior Manager for Safeguarding.

APPENDIX B – CONTACT INFORMATION FOR THE LOCAL AUTHORITY

Hampshire County Council contact details

Point of contact if you have concerns for the safety of a child:

Contact the **Children’s Services Department**

During office hours - 8.30am – 5:00pm

Tel: - **0300 555 1384**

At all other times you should contact the out-of-hours Service: **0300 555 1373**

Point of contact if you have concerns for the safety of an adult:

Contact **Hampshire Adult Services**

During office hours - 8.30am - 5pm Monday - Thursday

- 8.30am - 4.30pm on Friday

Tel: - **0300 555 1386**

Out of office hours - after 5pm until 8.30am Monday - Thursday,

after 4.30pm Friday to 08.30am Monday and Bank Holidays

Tel: - **0300 555 1373**

In an emergency and if it is suspected someone is in immediate danger, 999 should always be called.

Other useful contact numbers include:

Organisation	Phone Number
Hampshire Adult Services	0300 555 1386
Portsmouth Adult Services	023 9268 0810 023 9282 2251 (out of hours)
Portsmouth Children's Social Care	023 9283 9111 0845 600 4555(out of hours)
Portsmouth Joint Action Team (MASH)	0845 671 0271
Child Abuse Investigation Team (Police)	023 9289 1639
DV Help for Men (Refuge)	0808 2000 247
PCC Refuge	023 9229 1034
Aurora New Dawn	023 9247 2165
SDAS Services	East Hampshire - 01420 590109 Fareham & Gosport - 01329 285375 Havant - 023 9248 0246 Email: info@southerndas.org
Solent MIND	023 8202 7810
Fareham & Gosport MIND	01329 281 445 and 07757 508723
Specialist CAMHS	01962 831044
Solent CAMHS	023 8060 8900

NB: As outlined in Keeping Children Safe in Education (April 2014), anyone has the right to refer to Social Care regarding any concerns for an individual. The College gives this right with regards to extremism and anyone can report a concern to Hampshire Police via 101. Where this does occur please inform the Designated Senior Manager for Safeguarding.



SAFEGUARDING, CHILD PROTECTION AND DUTY TO PREVENT DISCLOSURE/INCIDENT RECORD

Name(s) of student(s) subject to concern:	
Date and time of disclosure/incident	
Date, time and location of when abuse/incident occurred:	

Please provide full factual details below (include the nature of the concern/incident, any details provided by the student, description of any injuries observed and the account, as given by the student(s)):

Please include further information on a separate sheet and attach to this document

Please complete reverse

Name of staff member completing report	
Date and time report completed	
Name(s) of other staff members involved in addressing concern	
Signature of staff member completing report	

Action taken by Designated Safeguarding Team member:

Member of the Designated Safeguarding Team completing report	
Date and time report completed	
Name(s) and contact details of external agencies contacted re: incident / disclosure	
Signature of staff member completing report	

APPENDIX D – GUIDELINES FOR SAFER WORKING PRACTICE

Introduction

All adults who come into contact with young people and vulnerable adults in their work have a duty of care to safeguard and promote their welfare.

The Children Act 2004, through the Stay Safe outcome of Every Child Matters, and the Safeguarding Vulnerable Groups Act 2006, place a duty on organisations to safeguard and promote the well-being of young people and vulnerable adults. This appendix also implements statutory guidance from *Keeping Children Safe in Education*. This includes the need to ensure that all adults who work with or on behalf of young people and vulnerable adults are competent, confident and safe to do so.

The vast majority of adults who work with young people and vulnerable adults act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for the people in their care. However, we recognise that in this area of work tensions and misunderstandings can occur. The behaviour of adults can give rise to allegations of abuse being made against them, which may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to abuse young people or vulnerable adults. It is therefore essential that all possible steps are taken to safeguard young people and vulnerable adults and ensure that the adults working with them are safe to do so.

The aim of these guidelines is to provide clear and practical advice and guidance for all staff in their work with our students by raising their awareness of illegal, unsafe and inappropriate behaviours.

Issue	Potential Risk	Guidelines
Physical Contact: Comforting	Risk of allegation or misunderstanding	<ul style="list-style-type: none"> Not all students feel comfortable about physical contact and staff should not make the assumption that it is acceptable practice to use touch as a means of communication or that students seek physical comfort if they are distressed. You must ensure you never touch a student in a way that may be considered indecent.
Physical Contact: Restraint	Risk of allegation or misunderstanding	<ul style="list-style-type: none"> The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a student's behaviour if it is necessary to prevent personal injury to the student, other students or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. You must record and report as soon as possible after the event any incident where physical intervention has been used. Ideally you should call premises/security for help whenever possible.
Physical Contact: Sport and Performing Arts	Risk of allegation or misunderstanding	<ul style="list-style-type: none"> Always tell the student what you need to do (eg reposition their foot) and ask if they are happy for you to do this. Ensure you have a witness and if they are not happy don't do it.
Physical Contact: First aid and personal care	Risk of allegation or misunderstanding	<ul style="list-style-type: none"> There are specific guidelines for staff who provide first aid or personal care

Issue	Potential Risk	Guidelines
One-to-one situations eg tutorials	Risk of allegation or vulnerability if a sensitive or violent situation were to arise	Consider how you are seated: don't allow the student to sit between you and the door. Leave the door slightly open, especially if there is no window in the door. Ensure someone knows that you are seeing the student.
Transport	Risk of allegation or vulnerability	Do not offer lifts to a young person or vulnerable adult unless this has been checked with your line manager and has been agreed with the parents/carers. There may be occasions where a student requires transport in an emergency situation or where not to give a lift may place a student at risk. Wherever possible you should be accompanied by another member of staff. Such circumstances must always be recorded and reported to a senior manager and parents/carers.
Trips	Risk of allegation	You must ensure that your behaviour remains professional at all times. Where there are overnight stays, careful consideration needs to be given to sleeping arrangements and the gender mix of staff. Students and parents should be informed of these prior to the start of the trip.
Personal information <ul style="list-style-type: none"> • Mobile phones • Email • Address • Social networking 	Risk of bullying, stalking, allegation	<ul style="list-style-type: none"> • Don't give out your personal mobile phone number to any student except when necessary on college trips (it should then be made clear to students that they are only to use this during the trip). See also text messaging policy and procedures. • Any emails sent to students should use your college email address not your personal email and should use a professional tone. • You should not give a student your home address. • Don't invite or accept current students as 'friends' on Facebook. If ex-students are 'friends' then you should still retain the same professional tone regarding any communication with them. Avoid putting photos of yourself on Facebook which may show you in a vulnerable position
Social contact	Risk of allegation or vulnerability if a sensitive or violent situation were to arise	You should not invite a student into your home, unless the reason for this has been firmly established and agreed with parents/carers, where appropriate, and your line manager.
Sexual contact <ul style="list-style-type: none"> • Students under 18 • Students over 18 	Illegal behaviour	<ul style="list-style-type: none"> • No member of staff should have a sexual relationship with a student under 18. The Sexual Offences Act 2003 states: "Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity". • Any member of staff in a sexual relationship with a student over 18 should inform their line manager and SMT.

These guidelines aim to cover most situations but if you are in any doubt see Andy Grant, Assistant Principal (Students & Community).
If you have a particular concern that an action may have been misinterpreted, you should report it to your line manager as soon as possible after it has occurred.