

Safeguarding of Children, Young People and Vulnerable Adults Policy and Procedure

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**Job role of author: Assistant Principal Student Experience and Support
(Designated Safeguarding Lead)**

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Associated Policies

Safer Recruitment & Pre-employment Vetting Policy & Procedure

Safer Recruitment: Pre-Employment Vetting Policy

Staff Disciplinary Procedure

Staff ICT Policy

Volunteer Policy

Anti-Harassment, Anti Bullying & Anti Hate Crime Policy

Student ICT Policy

Student Behaviour Policy

Student Disciplinary Procedure

Looked after Children & Care Leavers Policy

Equality, Diversity & Inclusion Policy

Whistleblowing Policy

Safeguarding Policy

SEND Policy

Health and Safety Policy

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1. Introduction

1. The College has a moral and statutory duty to safeguard and promote the welfare of children, young people and vulnerable adults. We endeavor to provide a safe and welcoming environment where all learners are respected and valued and are able to recognize when they are at risk and know how to access help when it is needed. This policy and procedure set out the College's arrangements for safeguarding and child protection and applies to all aspects of our work and to everyone working for the College including permanent & temporary employees, agency workers, contractors, volunteers and Governors.

2. The Policy and procedure have been written taking into account the Department for Education's statutory guidance on [Keeping Children Safe in Education](#) 2023 and [Working Together to Safeguard Children](#) 2018 plus other relevant legislation.

2. Definitions

2.1 Safeguarding children is defined in the September 2023 statutory guidance [Keeping Children Safe in Education](#) as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

2.2 Safeguarding vulnerable adults is defined in the [Care and Support statutory guidance](#) issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognizing that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

2.3A child is any person who has not yet reached the age of 18 years and this policy therefore applies to any student or visitor to the College attending an event who is under the age of 18.

2.4A vulnerable adult is any person aged 18 or over who is at risk of abuse, exploitation or neglect due to the actions (or lack of action of another person) because of their needs for care and support.

3.Strategic Context

3.1The College holds as one of its highest priorities the health, safety and welfare of all children, young people and vulnerable adults involved on courses or activities which come under the responsibility of the College. In safeguarding and promoting the welfare of young people and vulnerable adults we will therefore:

- Take a preventive approach to protecting children, young people and vulnerable adults from potential harm or damage.
- Take all appropriate actions to address concerns about the welfare of children, young people and vulnerable adults.
- Work to agreed local policies and procedures in full partnership with other local agencies contributing to multi-agency working in line with statutory guidance.
- Work with social care, the police, health services and other services to promote the welfare of children & young people and protect them from harm.
- Plan, implement, monitor and review policies and procedures to ensure that the maximum is done to provide a safe environment for young people and vulnerable adults in the college.
- Take all reasonable measures to ensure that risks of harm to young people and vulnerable adults' welfare is minimized by appropriate:
 - Risk assessment and management
 - Health and Safety procedures
 - Staff selection, recruitment, induction, supervision and training
 - Creation and promotion of an open work culture
 - Promotion and training on the Whistleblowing Policy
 - Mechanism to report concerns
 - Appropriate filtering and monitoring on devices and networks
- Make the Safeguarding Policy & Procedure available on the College website.
- Review the Safeguarding Policy & Procedure annually, or as events and legislation changes and submit for approval by the full governing body.

4.Duties & Responsibilities

4.1 All staff at the College have a collective and individual duty of care to ensure that a safe environment is provided in which children, young people and vulnerable adults can learn. It is the responsibility of all staff to familiarize themselves with this

Policy and the Procedures that go with it and immediately report any concern, no matter how small or trivial it may seem.

4.2 Anyone who works for the College must inform their manager if they or any adult living in their household become(s) the subject of an allegation involving a safeguarding concern or abuse against a child or vulnerable adult. If anyone is in doubt whether the situation or allegation is relevant, they should: refer to the definitions in point 2 above and seek advice from the Safeguarding Coordinator.

4.3 The Vice Principal for Quality, LS & HR is the Senior Principalship Leader responsible for safeguarding.

4.4 The Assistant Principal Student Experience and Support has overall responsibility for safeguarding within the College and is the Designated Safeguarding Lead (DSL). The Director of Human Resources is the College's Deputy Safeguarding Lead.

4.4 The Head of Student Services is the Operational Designated Safeguarding Lead.

4.5 The College has a designated Safeguarding Coordinator responsible for coordinating action within the College and liaising with other agencies. This role is supported by a full-time Safeguarding Officer. The College also has several staff who undertake Safeguarding Officer responsibilities alongside their substantive roles, and who manage safeguarding referrals and act in line with the College procedure.

[Appendix 1 provides an overview of safeguarding roles and responsibilities and a list of Safeguarding Officers.]

4.6 All safeguarding concerns are reported to the Safeguarding Coordinator for information and/or advice and recorded on the secure safeguarding share point site for monitoring purposes.

4.7 The College works with appropriate agencies, and in particular Liverpool and Sefton Child Protection Teams, Sefton Safeguarding Children Partnership (SSCP) and Liverpool and Sefton Social Services to ensure that children, young people and vulnerable adults are safeguarded through the effective operation of the College's safeguarding children and vulnerable adult procedures.

4.8 All staff are required to follow the Staff Code of Conduct and specific aspects relating to safeguarding children and vulnerable adults.

4.9 The Assistant Principal Student Experience and Support is responsible for reviewing the College's procedures for the protection of children, young people and vulnerable adults annually or earlier if required in response to changes in legislation or statutory guidance.

4.10 The HR Business Partners are responsible for implementation of the College's safer recruitment procedures and ensuring that

- our staff and volunteers are carefully selected, screened, trained and supervised in line with Safer Recruitment guidance.
- all appropriate checks, including both enhanced Disclosure and Barring Service (DBS) checks and checks of the "barred lists" maintained by the Disclosure and Barring Service, are carried out on new staff and volunteers who will work or come into contact with children, young people and vulnerable adults.
- confirm that the 'Preventing Illegal Working; Declaration of Entitlement to Work in the UK' is completed.
- as part of the shortlisting process, consider carrying out an online search as part of additional due diligence on the shortlisted candidates, whom should be informed about this in advance of the online search taking place.
- At least a member of each interview panel has attended Safer Recruitment Training.

5. Training and Development

Members of the Governing Body, the Principal and all staff who work with children, young people and vulnerable adults, are required to undertake training to equip them to carry out their responsibilities for safeguarding children, young people and vulnerable adults effectively.

All staff are required to complete mandatory safeguarding training (e-learning) and update every three years. This training is supplemented by annual onsite training events, safeguarding and protection updates issued via email, e-bulletins, additional e-learning modules and staff meetings. These training events are designed to ensure that all staff have an awareness of safeguarding issues that can put young people at risk of harm and includes information on:

- Child Sexual Exploitation
- Child Criminal Exploitation
- Peer on peer abuse
- Child on child abuse
- The consensual and non-consensual sharing of nude and semi-nude images and or videos
- Female Genital Mutilation
- Mental Health
- Serious Violence
- Filtering and monitoring on devices and networks
- Signs and symptoms

All staff are required to read and acknowledge having read Part 1 of Keeping Children Safe in Education (2023).

Staff who have assigned safeguarding responsibilities are required to complete Sefton's LSCB Safeguarding Children's Board Level 2 Training every two years, with annual upskilling via training.

The Designated Safeguarding Lead and Deputies are required to undertake specific role related training every two years, with annual upskilling via training.

Through the personal development programme all students on the study programme are provided with safeguarding learning on a range of local safeguarding issues to enable them to develop a good understanding of safety risks including online and in their personal life. This includes British Values, Prevent & Radicalisation, consent, and sexual harassment. Students on other Programmes such as apprenticeship are offered other alternative safeguarding education to develop their awareness of safeguarding matters.

6. Information sharing

6.1 It is recognized that the effective sharing of safeguarding information between the College, local organizations and agencies is essential to help identify, assess and respond to risks or concerns about the safety and welfare of children and young. Where there are concerns about the safety of a child or young person, information will be shared with the police and other professional agencies to contribute to multi-agency working in line with the statutory guidance set out in Working Together to Safeguard Children 2018.

6.2 The College complies with the requirements of the Data Protection Act 2018 and the General Data Protections Regulations, which allow for disclosure of personal data where this is necessary to protect the vital interests of a child, young person or vulnerable adult.

6.3 Hugh Baird College is part of Operation Encompass, which is a national police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Violence and Abuse and which is in place in every police force in England and Wales. Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act. Operation Encompass means that the police will share information with our school about all police attended Domestic Abuse incidents which involve any of our children prior to the start of the next school day. Our key safeguarding staff have undertaken training on Operation Encompass and this information aims that our stakeholders are aware of our commitments to Operation Encompass and supporting students who are experiencing Domestic Abuse on a day-to-day basis and particularly following the Operation Encompass notification.

7. Equality Statement

The College is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. The college recognises that each learner has a diverse set of circumstances and is committed to meeting its legal responsibilities under the Equality Act 2010. Our commitment means that this Policy and Procedure has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) against any of the protected characteristics.

8. Review

This policy and associated procedure will be reviewed annually and submitted to the Board of Governors for approval. Any changes required during the year in response to legislation and statutory guidance will be discussed with the Governing Body and be added to the policy.

Safeguarding Children and Vulnerable Adults Procedure

1. Introduction

1. All staff have a collective and individual duty of care to ensure that a safe environment is provided in which children, young people and vulnerable adults can learn. It is the responsibility of all staff to immediately report any concern, no matter how small or trivial it may seem.
2. The purpose of this Procedure is to set out the actions which must be taken in accordance with statutory guidance and local guidelines, if there is a concern that a young person or vulnerable adult is suffering or is likely to suffer harm.
3. The College will take steps to identify vulnerable young people and adults on admission to a course. Progress Coaches¹ will be informed, as part of the admissions procedures, if vulnerable young people or adults have been enrolled on their courses where these are not specifically designed for vulnerable learners. Additional supervision measures will be put in place for all students defined as vulnerable and such students will come under the provisions of this policy.

2. Reporting Concerns

1. It is the responsibility of all staff working within the College to record and refer concerns regarding the safeguarding of children, young people and vulnerable adults even if they are just suspicions or overheard rumors. Children, young people and vulnerable adults can potentially be abused within the family, community, by employees (including those employed to promote their welfare and protection from abuse), visitors, volunteers and fellow students.

2. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. If there is a mental health concern about a child, young person or vulnerable adult, action should be taken in accordance with this procedure.

3. If a child, young person or vulnerable adult speaks to a member of staff about a matter which could amount to abuse, the member of staff should listen carefully, using the following guidelines:

- the child, young person or vulnerable adult should be allowed to speak without interruption
- the issue must never trivialized or exaggerated
- Suggestions must not be made
- the child, young person or vulnerable adult should not be coached or led in any way
- It should be made clear to the child, young person or vulnerable adult that speaking up was the right thing to do
- Questions to clarify understanding should be asked without probing or interrogating no matter how well the child, young person or vulnerable adult is known.
- It must be explained that the issue raised cannot be kept secret and will need to be referred to safeguarding.
- Emotions such as anger, disgust or disbelief must not be shown as this may stop the person talking if they feel negative feelings are directed towards them.
- Make sure the child, young person or vulnerable adult knows the matter is being taken very seriously
- Make the child, young person or vulnerable adult aware that they will be supported and kept safe without causing them any further anxiety.

4. If a safeguarding concern is identified, it should be reported (within a maximum of two hours) to the Safeguarding Co-Ordinator or a Safeguarding Officer either in person, by phone, or via the 'Push the Button' on MyDay unless, it is a concern regarding female genital mutilation (FGM). If this is the case, in compliance with the statutory duty of teaching staff to report FGM to the police, the Designated Safeguarding Lead (or Deputy) must be informed directly in order that a referral can be made to the police in line with such legal obligations.

5. The College's Safeguarding Coordinator or a Safeguarding Officer is responsible for obtaining a full written record of the matters raised within 24 hours from the referring member of staff which will include:

- Name and position of the person who reported the matter
- Whether the matter is a direct disclosure from a child, young person or vulnerable adult, a suspicion or an overheard conversation
- A factual account of what has been overheard or what has been disclosed, including any questions which needed to be asked to clarify understanding
- Details of any observations (including physical signs of apparent abuse.

The written record must not contain any opinions or personal interpretation of the facts and must be signed and dated by the referring member of staff.

6. If the concern relates to a child, including students in the 14 – 16 College, the Safeguarding Coordinator or a Safeguarding Officer will discuss the concern with the Children’s Social Care Team who will determine if it is a safeguarding matter. If appropriate, the Children’s Social Care Team will take control of the situation and determine what action should be taken, including whether to inform parents/carers.

7. If the matter relates to a vulnerable adult, the Safeguarding Coordinator or a Safeguarding Officer will determine the action to be taken which may include:

- Seeking further advice from Sefton Social Services
- Making a referral to Social Services
- Reporting the incident to a designated Social Worker
- Reporting the matter to the police if a crime is suspected

2.8 Where the concern relates to a 14-16 learner on the School Links programme, the Safeguarding Coordinator or a Safeguarding Officer will liaise with the Child Protection Officer from the learner’s school or sponsor, ensuring that the learner is informed of this process.

2.9 The referring member of staff must not discuss the matter with anyone other than the Safeguarding Coordinator or a Safeguarding Officer. Detailed information about a case will be confined to the Safeguarding Coordinator or a Safeguarding Officer, the Designated Safeguarding Lead and (if not implicated), the parents/carers. The reporting member of staff will be kept informed on the progress of the case on a “need to know basis only”.

3. Allegations against a member of staff

3.1 The primary concern of the College is to ensure the safety of the child, young person or vulnerable adult. It is essential in all cases of suspected abuse by a member staff that action is taken quickly and professionally. Within each local authority there is a Designated Officer who has responsibility for providing advice and monitoring the progress of cases relating children, to ensure matters are dealt with as quickly as possible and consistently with a fair and thorough process.

3.2 The Safeguarding Coordinator will inform the Designated Officer if an allegation is made which, at face value, indicates a member of staff has behaved in a way that:

- a criminal offence may have possibly been committed against or related to a child, young person or vulnerable adult, or
- has harmed or may have harmed a child, young person or vulnerable adult, or

- behaved towards a child, young person or vulnerable adult in a way that indicates they pose a risk of causing harm if they worked with children, or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

3.3 The Designated Officer will determine:

- whether the matter should be treated as an allegation or a complaint
- if there is a need to undertake preliminary enquiries and, if so, how the enquiries should be conducted or;
- if a Strategy Meeting should be convened
- whether immediate action to protect a child is required.

3.4A Strategy meeting will be convened where there is suspicion that a child or vulnerable adult has or may suffer significant harm. This meeting will be attended by the Safeguarding Coordinator/Designated Safeguarding Lead/Deputy Safeguarding Lead and a representative from Human Resources. A representative from the Police will also be in attendance if it is believed a criminal offence might have been committed.

3.5 An internal investigation/enquiry into the allegation will not take place until consultation has taken place with the Designated Officer or there is an agreed outcome from a Strategy Meeting. The employee against whom an allegation has been made will be informed of the allegation as soon as possible *after* the initial consultation with the Designated Officer, or strategy meeting if one is needed, and agreement has been reached on how the matter is to be taken forward.

3.6 Arising from the referral to the Designated Officer, the agreed course of action could include:

- no further action
- a referral back to the College to undertake its own internal investigation. Such investigation will be conducted under the Staff Disciplinary Procedure.
- A decision that a criminal investigation should be conducted. If a crime is suspected, an investigation will not be carried out by the College, other than to establish the facts. All the information obtained will be handed over to the police who will carry out any investigation necessary, with the support of the College.
- Where an internal investigation is conducted, the College's Safeguarding Coordinator will provide feedback on the outcome to the Designated Officer to ensure that even apparently less serious allegations have been followed up and appropriate action taken.

Suspension

Depending upon the seriousness of the allegation the member of staff may be suspended on full pay pending conclusion of an investigation. Suspension will not however be the default position and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, suspension will only take place if we have considered all other options available and there is no reasonable alternative. If the individual against whom the allegation has been made is engaged through an agency, the appropriate course of action will be discussed with the relevant manager at the agency.

7. If the member of staff against whom an allegation has been made resigns or ceases to provide their services during an investigation, the allegation will continue to be investigated in accordance with the procedures and a conclusion reached.

8. The Disclosure and Barring Service (DBS) will be notified, in accordance with the statutory duty, if a member of staff is dismissed under this Procedure or resigns before the conclusion of a disciplinary hearing. Consideration will also be given to whether or not the case should be referred to the Secretary of State via the Teaching Regulation Agency)

9. The term 'member of staff' applies to all personnel within the College, volunteers, governors, and people employed by other agencies that are providing services for the College. In the event that any member of staff suspects any other member of staff of abusing a student, it is their responsibility to bring these concerns to the Executive Director of Human Resources and the Operational Designated Safeguarding Lead. If the allegation concerns either of these post holders, or the designated Safeguarding Lead, the matter should be discussed with the Principal who will liaise with the Lead Governor (Safeguarding) to determine the appropriate action.

4. Confidentiality

4.1 Confidentiality and trust should be maintained as far as possible. The degree of confidentiality will be governed by the need to protect the child, young person or vulnerable adult who is always the primary concern.

4.2 The College will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. Advice will be taken from the Designated Officer, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality

- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

4.3 The College complies with the requirements of the Data Protection Act 2018 and the General Data Protections Regulations, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child, young person or vulnerable adult.

5.ESFA (Education and Skills Funding Agency) Notification

5.1 Colleges receiving annual funding allocations from the Education and Skills Funding Agency (ESFA) for the provision of education to students aged 16 to 18, or any young person aged 19 to 25 subject to an Education Health and Care Plan who requires additional support costing over £6,000, are required through the Conditions of Funding Agreement to inform the ESFA of serious safeguarding incidents.

5.2A notification to the ESFA (and other appropriate bodies*) will be made in either of the following circumstances, via the direct enquiries: *Enquiries.ESFA@education.gov.uk*:

- a safeguarding concern related to sexual violence has been referred to Local Authority children's social care/adult social care and/or the police, or
- an allegation of abuse made against a teacher, lecturer or other member of staff has been referred to the Designated Officer(s) (at the Local Authority).

5.3 The DSL/Deputy DSL will also notify the ESFA (and other appropriate bodies):

- if a referral has been made for the purposes of determining whether that individual should be referred to a panel for assessment under section 36 of the Counter Terrorism and Security Act 2015.
- if a referral or information is provided to the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006

* Such as the Charity Commission / OfS (See Prevent Strategy)

5. Record Keeping

6.1 The College will keep clear and comprehensive records of any allegations made, details of how the allegation was followed up and resolved, as well as details of any actions taken and decisions reached. These will be placed indefinitely on a staff member's confidential personnel file. The file will be retained for 10 years from the date of allegation if the member of staff leaves employment before the expiry of this period.

6.2 When providing employer references, reference will not be made to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.

7. Learning lessons

7.1 After any cases where the allegations are substantiated, the circumstances of the case will be reviewed with the Designated Officer to determine whether there are any improvements which can be made to the College's procedures or practice to help prevent similar events in the future.

Appendix 1

Safeguarding Roles, Responsibilities & Meeting Structure

The College endeavors to provide a safe and welcoming environment where all learners are respected and valued and can recognize when they are at risk and know how to access help when it is needed. All staff have a responsibility for safeguarding; however the following key roles operate in the College:

Designated Safeguarding Lead:

Chris Thomas, Assistant Principal Student Experience and Support

Contact: 07561 704983

- Lead responsibility for child protection issues in College ensuring safeguarding is at the heart of College practice and that all staff, including volunteers:
 - understand safeguarding issues,
 - know and understand the causes of abuse and neglect,
 - are able to identify the signs and indicators, and,
 - know how to respond to potential concerns.
- Responsible for the annually update to the College's Safeguarding Policy and ensuring the policy is available to all staff and is understood.
- Provides an annual safeguarding report to the Board of Governors
- Ensures the Principalship are kept apprised of any serious safeguarding concerns including police investigations
- In conjunction with the Deputy and Operational Safeguarding Lead, provides regular briefings and updates to managers and governors to ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities
- Chairs safeguarding panel meetings which assess the risks of enrolment for applicants with criminal convictions.

Deputy Safeguarding Lead:

Tony Cooke, Director of Human Resources

Contact:0151 353 4541

- Provides cover for the Designated Safeguarding Lead when they are unavailable.
- Takes the lead role in relation to any safeguarding allegations against members of staff
- Responsible for referring cases to the Disclosure and Barring Service (DBS), where a member of staff has been dismissed following concerns, they posed a risk to a child, and assesses whether a referral should also be made to the Secretary of State via the Teaching Regulation Agency.

- Responsible for development and implementation of the Colleges policy on the Safer Recruitment of Staff including pre-employment vetting checks and the maintenance of the Single Central record.
- In conjunction with the Designated and Operational Safeguarding Lead, ensures all new members of staff receive safeguarding training and all staff receive briefings and updates to ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities.
- Chair Safeguarding panel meetings which assess the risks of enrolment for applicants with criminal convictions.

Operational Safeguarding Lead:

Julie Brennan, Student Services Manager

Contact: 0151 353 4460

- Acts as the main link with Sefton SSCP liaising with the designated officer if a concern arises regarding a member of staff.
- Refers cases of suspected abuse to Children's Social Care, and support staff who have raised concerns about a child or have made a referral to Children's Social Care.
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for staff.
- As Prevent Lead, where there are concerns about radicalisation, make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation.
- Maintain an understanding of the needs of young people at College any vulnerable children i.e., those with special educational needs, young carers and those receiving support from the local authority including a child in need, a child on a child protection plan or a looked after child.
- Refer cases to the police where a child protection crime has been or may have been committed.
- Promote supportive engagement with parents and or carers where families may be facing challenging circumstances.
- Works collaboratively with staff across College to support the attainment of educational outcomes for young people experiencing child protection, safeguarding or welfare issues.

Safeguarding Coordinator:

Owen Rogers

Contact: 0151 353 4558

- Acts as a lead professional for the college when dealing with concerns in line with the early help process for students whose universal services are not being met
- Deputise for the student services manager in their absence
- Coordinates the front-line safeguarding service to students and staff ensuring all cases are appropriately followed up and actions implemented.
- Undertakes initial safeguarding & convictions risk assessments referring to external agencies as required.

- Identifies and analyses emerging trends and alerts the OS, DSL & DDSL to potential problems and priorities via the operational safeguarding meetings.
- Ensure detailed, accurate and secure written records of safeguarding concerns are maintained
- Contributes to child protection case conferences and reviews as required

**Safeguarding Officers: [*Ext – dial 0151 353 4444 and ask for the extension]
A list of Safeguarding Officers available on our website and Myday (our internal intranet portal).**

- Provide a front-line safeguarding service
- Respond appropriately to disclosures or concerns which relate to the safety and wellbeing of a child or vulnerable adult.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and report where required
- Actively work with students, parents/carers and other agencies through to ensure effective multi agency working in line with the needs of student.

Guidance for Safeguarding Officer

Guidance is produced to support the Safeguarding Officers to implement the safeguarding procedure correctly and respond to safeguarding reports consistently to a high standard.

Meeting Structure

The Safeguarding Committee: Meets monthly

- Promote the health, safety and welfare of all children, young people and vulnerable adults involved on courses or activities which come under the responsibility of the College, and all employees of the College
- Develop, implement, monitor and review the College' Safeguarding Action Plan and associated policies, procedures and practice that supports the College's Safeguarding Action Plan. through the development of an annual action
- Reviews safeguarding referrals and follow up actions to identify patterns of concerning, problematic or inappropriate behaviour can be identified and addressed.
- Receive reports from the Health & Safety Committee on site-specific matters that may impact on student/staff safety and safeguarding
- Ensures whole College implementation, promotion and embedding of best practice in safeguarding across the College

Membership

VP, HR, LR and quality

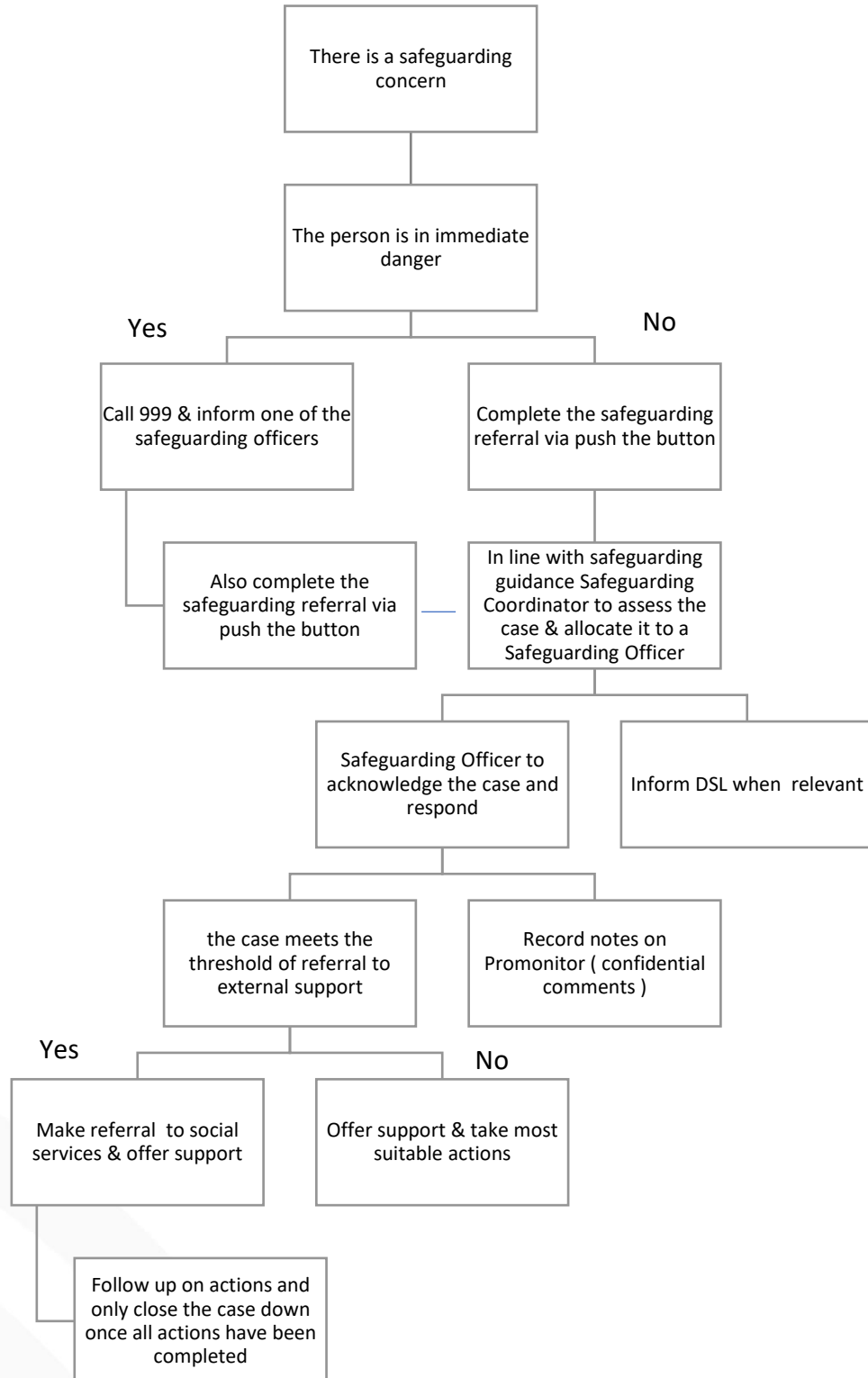
Designated Safeguarding Lead
Deputy Safeguarding Lead
Operational Safeguarding Lead
Safeguarding Link Governor
Safeguarding Coordinator
Director of Facilities & Technical Services
Health and Safety Manager
Business Development Manager

Hugh Baird College is proud to promote an inclusive environment for all staff and students regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation in accordance with the Equality Act 2010. As a college it is recognised that diversity should be celebrated. This is promoted to ensure all staff, students and stakeholders feel proud to explore and share their own identity.

This policy has been examined for **equality impact** i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation).

Appendix 2

Safeguarding Overall Chart



Hugh Baird College

Balliol Road
Bootle
Liverpool
L20 7EW

Telephone

0151 353 4444

Email

enquiries@hughbaird.ac.uk

www.hughbaird.ac.uk