SAFEGUARDING POLICY

PURPOSE OF THE SAFEGUARDING POLICY

To ensure that college adheres to its legal obligation and social responsibilities in relation to safeguarding children, young people and vulnerable adults. This is in accordance with legislation such as the Children Act 2004, Education Act 2002 and Guidance (September 2004), Safeguarding Vulnerable Groups Act 2006 and in practice and policy directed by the Government's publication, Every Child Matters – Change for Children.

The term learner refers to children/young people and any other student enrolled at college and or engaged in any activity on college premises. The term vulnerable adult refers to any person, over the age of 18, in need of community care or support services because of old age, mental health issues, physical disability, hearing, seeing and/or communication difficulties, learning disabilities or the inability to protect themselves from significant harm or being taken advantage off.

Yeovil College is committed to improving and promoting best practice throughout the organisation and ensuring that the wellbeing of learners is safeguarded and that they are protected from harm. This in turn will promote opportunities for them to thrive and benefit from their learning experience.

Under this policy abuse and neglect are defined as forms of maltreatment to any learner. This may be by omission or commission i.e. inflicting harm or failing to prevent harm. We recognise a learner can be abused in a family, institution or community setting by those known to them or, more rarely, by a stranger. Abuse may be by an adult(s) or another child(ren). The four main categories of abuse are neglect, physical abuse, sexual abuse and emotional abuse.

RESPONSIBILITY AND AUTHORITY

The Corporation has ultimate responsibility for safeguarding and will ensure that the arrangements for protecting learners are effective, robust and reviewed on a regular basis.

The designated Safeguarding Officer is Ruth Morgan who can be contacted on 07973898849. The designated deputy for safeguarding is Angela Coward, Head of Learner Support Services who can be contacted on 01935 845354.

In the unusual event of them both being absent then safeguarding/protection issues must be referred to another designated deputy on 07973898849.

The nominated Safeguarding Governor, who has responsibility for safeguarding concerns, is Paul Taylor and he can be contacted via the Clerk to the Governors on 01935 845418. The designated Governor is responsible for overseeing the liaison between the Police and Children's Social Care in connection with allegations against the Principal or the Safeguarding Officer with lead responsibility. This process will not involve undertaking any form of investigation, but will ensure good communication between the parties and provision of recorded information to assist enquiries.

Recognition of actual or suspected abuse is the responsibility of ALL staff. In the event of relevant staff not being available then Somerset Direct (0845 345 9122) or Dorset Safeguarding Department (01305 224314) will need to be contacted. All staff will receive training and updates to support their understanding and awareness of safeguarding issues.

COMMITTEES

Safeguarding issues should be raised at Governance, Senior Leadership Team, College Management Team and Health and Safety Committee meetings. There is a legal requirement that the Governing Body reviews an annual report on Safeguarding produced by the Safeguarding Officer.

PROCEDURE FOR REPORTING SUSPECTED ABUSE AND CONCERNS

Cause for concerns may include:

- Signs of physical abuse e.g. bruising
- Suspicions of abuse due to changes in behaviour
- Disclosure by learner where a member of staff believes the learner to be at risk of harm
- Any obvious signs of neglect

In the event that staff are concerned they must:

- record brief, dated notes of information received and observations made and
- contact the designated Safeguarding Officer or one of the designated deputies within the college on 07973898849 for further advice

Information will be recorded on a confidential password protected database accessed only by designated officers.

OUTCOMES

The Safeguarding Officer will refer information to or seek advice from other relevant organisations as appropriate e.g. Children's Social Care, Police, Somerset Direct or Somerset Local Safeguarding Children Board. There is an expectation that concerns should be shared with parents/carers unless by doing so the learner might be placed at greater risk of harm.

In the event of the concerns not being appropriate for referral at that stage then the learner will be monitored through an appropriate member of staff in liaison with the Safeguarding Officer.

Staff will receive support as required.

ALLEGATIONS MADE AGAINST STAFF, volunteers OR GOVERNORS OF THE CORPORATION

All staff are recruited in accordance with the College Recruitment Policy and within the CRB/ Vetting and Safeguarding guidelines.

In an educational establishment learners need to be protected from grooming, forming inappropriate relationships, exploitation particularly through the internet, physical abuse, violence, bullying, harassment, victimisation, etc. This protection covers all full-time, part-time and work-based learners in all settings.

If an allegation is made against a member of staff, volunteer or a Governor, it should be reported immediately to Paula Brown, Head of Human Resources who will inform Claire Winter, Local Authority Designated Officer, on 012378 437274. Any resulting investigation should be carried out by a member of staff who has undertaken at least the "Working together" LSCB advanced interagency training.

If an allegation is made against a member of the Senior Leadership Team it should be reported immediately to Designated Link Governor, Paul Taylor, who may be contacted via the Clerk to the Governors. Allegations against the Principal should be reported to the Chair of the Corporation, Linda Jones. In both instances Claire Winter, Local Authority Designated Officer, on 012378 437274, must be informed.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

This policy is supported by:

Appendix 1 Safeguarding Flowchart
Safeguarding Procedures
Learner and Welfare Support Services Policy
Learner Support Services Confidentiality Policy
Drugs and Alcohol Policy
Complaints Policy (Handling Complaints)
Recruitment Policy & Procedure
Respect at College Policy
CRB Vetting and Barring Procedure for Students
Vetting and Barring Guidelines
Student Support Services Referral Protocol

Policy Review				
Author	Position	Approved by Corporation/Committee	Approval date	Review date
Angela Coward	Head of Learner Support Services	Corporation	24 Nov 2010	Nov 2011

Initial Equality Impact Screening

Have you consulted on this policy, service, strategy, procedure or function? Yes / No YES
Details: Consultation with members of the Learner Support Services Team, Equality and Diversity Group, Human Resources, Safeguarding Deputies, Student Union

What evidence has been used for this assessment? Previous policy and staff feed-back.

Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable

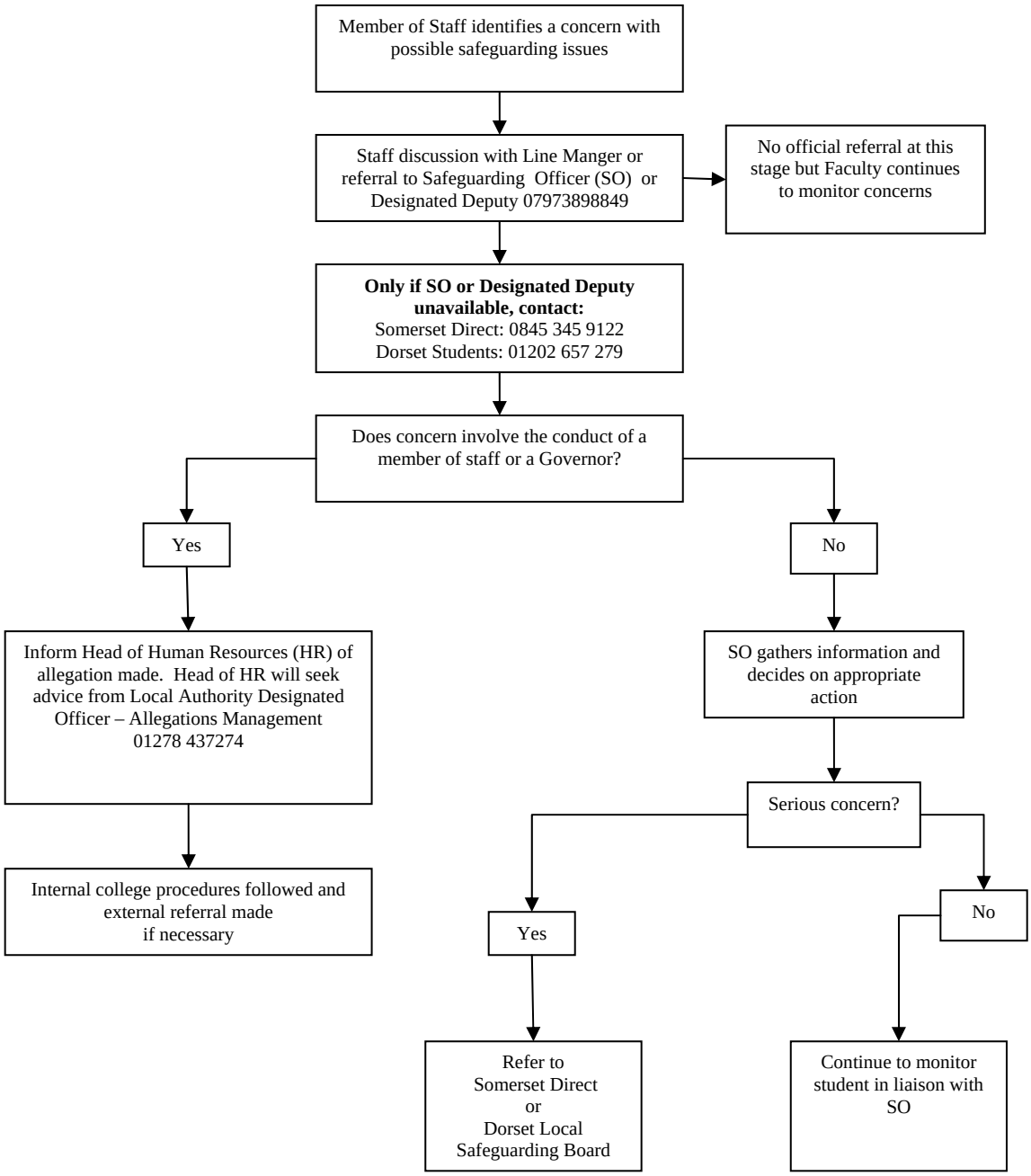
Group	**Negative impact**	**Positive impact**	**Evidence**
Age			
Disability			
Gender (incl. Transgender)			
Race (incl. Gypsy &Traveller)			
Religion or belief			
Sexual orientation			
Other groups (see guidance)			

If any negative impacts are identified, are there any related polices, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:

Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment? Yes / No NO
If no, please give reasons - There are no negative impacts identified

Declaration
We are satisfied that an initial screening has been carried out on this policy, service, strategy, procedure or function (delete those which do not apply) and a full Equality Impact Assessment is / is not required.

We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment

Completed by:	Angela Coward	Position:	Head of Learner Support Services	Date: 01 Nov 2010
Checked by:	Ruth Morgan	Position	Safeguarding Officer	Date: 01 Nov 2010

APPENDIX 1
SAFEGUARDING FLOWCHART