

**WKC Policy on Safeguarding**  
**Updated April 2015**  
**Review November 2017**

## **Introduction**

Westminster Kingsway College is committed to helping all students achieve good outcomes by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

The College is also aware of the need to take special action to ensure the most vulnerable members of the College population are kept safe and can thrive, this includes students aged under 18 and adult learners with safeguarding needs.

In line with the Education Act 2002, the college will ensure that arrangements are in place to safeguard and promote the welfare of students by:

- providing a safe, healthy learning environment that allows them to develop to their full potential;
- safeguarding their welfare, particularly those students who are most disadvantaged;
- providing students with opportunities to discuss issues and report problems affecting their safety and well being;
- ensuring safe recruitment practices;
- ensuring robust procedures for recognition and referral where there are well being, safeguarding or child protection concerns;
- monitoring and supporting students who are subject to child protection plans and contributing to the implementation of their plan;
- monitoring and supporting adult learners with safeguarding needs.
- raising awareness amongst staff of safeguarding and child protection issues and ensuring staff are equipped to deal with concerns;
- teaching students to keep themselves safe and ensuring they know who to approach for help;
- promoting partnership working with parents and professionals.

Westminster Kingsway College is committed to creating a culture of vigilance and open communication in order to do everything possible to minimise the risk of harm to Young People and adult learners with safeguarding needs and to create an environment in which they can thrive.

## **1 Policy statement**

The purpose of this policy is to provide information and guidance to staff on student safeguarding matters, including types of abuse and indicators of abuse and to describe the process that will be followed in relation to any issue or concern in relation to safeguarding or suspected abuse.

The college's Safeguarding Committee has overall responsibility for ensuring that training and support is provided for staff on reporting any suspicion, allegation or incident of abuse as set out below.

## **2 Framework**

The framework for safeguarding is set out in the statutory guidance from HM Government "*Working together to safeguard Young People*" (March 2013) and *Keeping Children Safe in Education* (April 2014) and *Keeping Children Safe in Education* (March 2015)

The guidance sets out how organisations such as Colleges should work together to safeguard young people, including:

- making sure vulnerable Young People/young people get early help before problems escalate and more robust interventions such as child protection is needed
- carrying out a CAF/Early Help assessment to identify a child's needs
- making appropriate referrals where there are safeguarding concerns of any student
- sharing information and working in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child's needs.

The same guidelines will be applied to safeguarding adult learners with safeguarding needs in addition to the Department of Health (2007) *No Secrets* Guidance

*There is supplementary guidance which outlines procedures to be followed in specific circumstances related to safeguarding Young People. Some examples of supplementary guidance include:*

- Safeguarding Young People from female genital mutilation (DCSF/DoH fact sheet)
- DCSF (2007). Safeguarding Young People from abuse linked to a belief in spirit possession
- DCSF and Home Office (2007). Safeguarding Young People who may have been trafficked
- DfES (January 2007) Safeguarding Young People and Safer Recruitment
- HM Government (2008). Safeguarding Young People in whom illness is fabricated or induced
- DCSF (2009). Safeguarding disabled Young People – practice guidance
- HM Government (2009). The Right to Choose: multi-agency statutory guidance for dealing with forced marriage and HM Government (2009) Multi-agency practice guidelines: handling cases of forced marriage
- HM Government (2009). Safeguarding Young People and young people from sexual exploitation
- HM Government (2010). Safeguarding Young People and young people who may be affected by gang activity
- London child protection procedures (4<sup>th</sup> edition)
- FCO guidance
- CSCB protocol on Young People abused through sexual exploitation

Additional documentation is available on the College Intranet under " Committees" "Safeguarding" including *MASH* – Camden's Multi Agency Safeguarding Hub and how to refer

### **3 Designated person for the purposes of Safeguarding**

- Executive responsibility lies with Ijeoma Akigwe, Director of Customer/Student Experience
- The 'Designated Person' for safeguarding is Josef Fischer, Learner Services Manager.
- Jenny Trapp, Nursery Manager, is the designated person for Young People in the care of the college nursery provision.
- College Governors Leslie Brissett and Anna D'Alessandro have been identified to be the Governors involved in issues surrounding Vulnerable Learners
- A team of "Safeguarding Deputies" are identified to support the Designated Leads by taking referrals from colleagues internally and external to the College.

See Annexe G for a full list of roles and responsibilities

### **4 What is Safeguarding?**

Safeguarding covers a broad agenda and aims to achieve the following:

- protecting young people and adults with safeguarding needs from maltreatment including all forms of abuse;
- preventing impairment of the health or development of a young person or adult with safeguarding needs;
- ensuring young people and adults with safeguarding needs are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable young people and adults with safeguarding needs to have optimum life chances so they can enter adulthood successfully.

Safeguarding is a preventative agenda that helps young people and adults with safeguarding needs to achieve their full potential regardless of negative factors such as poverty or social exclusion by providing services and support to overcome barriers to achievement.

See Annex A for definitions of abuse; See Annex B for indicators of abuse

## 5. What to do in cases of abuse or suspected abuse

### 5.1 Reporting an issue or concern in relation to safeguarding

All matters relating to a safeguarding issue or concern must be reported to the college Designated Person or Deputy. Where practicable, the Form for Reporting a Concern shown at **Annex C** should be used.

A list of designated deputies can be found at **Annex D**.

The Safeguarding Designated Person or Deputy will act of the referral and refer to appropriate authorities such as Social Services.

Any member of staff can make a referral to Social Service/Children or Adult Services in the Local Authority in the event of an emergency situation or if they feel the safeguarding concern has not be acted upon satisfactorily from the Safeguarding Team.

### 5.2 Reporting a concern in relation to college students under 18

(see also sections 3 and 4)

Any suspicion, allegation or incident of abuse in relation to college students under the age of 18 must be reported to the college's Designated Person as soon as possible and in any event within two hours of becoming apparent.

The student **must** be advised by the member of staff reporting the suspicion, allegation or incident of abuse that the college has a legal duty to inform an authorised agency.

All discussions with the student must be documented. If a member of staff finds him or herself in a position of hearing an allegation s/he should follow the guidelines set out in **Annexe E**.

It is recommended that the student is advised of the support services available within the college. They are not obliged to avail themselves of these services if they do not wish to do so.

### 5.3. Students aged 14 – 16

#### ***Students on school link programmes:***

Schools are responsible for safeguarding matters relating to their pupils. Any suspicion, allegation or incident of abuse must therefore be reported to the Head Teacher of the school concerned within two hours of becoming apparent.

The college Designated Person/Deputy should also be informed and will liaise with the designated staff in the schools concerned to ensure appropriate arrangements are in place.

### 5.4 Students aged 14 – 16 attending college under the direct supervision of their Local Authority:

For this cohort, the same procedure applies as below for students under 18 years of age

### 5.5 Students on out of college activities

Where abuse relating to any student attending an out of college activity, such as work experience, trips or foreign exchanges is suspected or alleged, the procedure outlined above should be followed.

### 5.6 Students on Work Based Learning

For this cohort, the same procedure applies

## 6. What the college will do when it receives a report of a suspicion, allegation of incident of abuse

Concerns that any adult is not developing or any child or young person is not progressing towards the five *Every Child Matters* outcomes (being healthy, staying safe, enjoying & achieving, making a positive contribution, contribution and achieving economic well being), requires an intervention by College staff.

The support and academic structures within the College give scope to support a young person or adult learner in these areas. Not all issues will require the College to refer to Social Services/Adult or Children Services in the Local Authority however.

College staff have a responsibility to refer a child/adult learner to **Local Authority** Young People's/Adult Social Care Services when it is believed that the child or adults with safeguarding needs

- Has suffered significant harm
- Is likely to suffer significant harm
- Has developmental and welfare needs which are likely only to be met through provision of family support services

College staff should refer concerns on the College proforma to the College's Designated Officer, or deputy.

He/she will take action as outlined in London Child Protection Procedures.

- New Referrals should be made to the Duty Social Worker, It may be necessary to complete a CAF/Early Help Intervention Form referral following this discussion.
- Open cases should be referred to the student's social/key worker
- All referrals should be followed up in writing within 48 hours
- The referrer should receive acknowledgement within three working days and if not, should chase up the Local Authority

## 7. Managing the Policy

The Clerk to the Corporation will ensure that safeguarding young people or adults with safeguarding needs is particularly considered by:

- Providing information as required to management committees.
- Monitoring the Safeguarding Policy via the Quality & Standards Committee
- Keeping Safeguarding policies under regular review (every 3 years minimum).
- Impact assess College Policies in regards to safeguarding

## **8. CONFIDENTIALITY STATEMENT – Data Protection**

The College needs to keep certain information about employees, students and other users to allow it to monitor performance, achievements, and health and safety, for example. It is also necessary to process information so that staff can be recruited and paid, courses organised and legal obligations to funding bodies and government complied with.

To comply with the law, information must be used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the College must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (the 1998 Act). In summary these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The College and all staff or others who process or use any personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the College has a Data Protection Policy.