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| <b>Policy/Procedure Name:</b>   | Safeguarding Policy              |
| <b>Policy/Procedure Number:</b> | SS004                            |
| <b>Date of Approval:</b>        | 5 <sup>th</sup> February 2019    |
| <b>Review Date:</b>             | 5 <sup>th</sup> February 2020    |
| <b>Role Responsible:</b>        | Assistant Principal, Progression |
| <b>Approved By:</b>             | SLT                              |

# **Safeguarding Policy Statement**

Brooklands College holds as one of its highest priorities the health, safety and welfare of all children, young people and vulnerable adults involved in courses or activities which come under the responsibility of the College. The College has a statutory and moral duty to commit to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm.

This applies to all governors, staff and students (including apprentices) enrolled at Brooklands College, including Sub-contractors, franchises and work placements that offer qualifications on behalf of the College, regardless of race, gender, disability, religion, age or sexual orientation.

## **1.0 Safeguarding Policy: Introduction**

Brooklands College has a statutory and moral duty to safeguard the welfare of children and vulnerable adults receiving education and training at the College.

The College's policy is that safeguarding of both students and staff will be central to all it does. This covers all matters connected with students and staff having a safe learning and/or working environment, ensuring that they know how to keep themselves safe and that they feel safe. It pays particular regard to the welfare of young people under the age of 18 and to that of vulnerable adults.

In accordance with The Children Act 1989 and The Children Act 2004, throughout this policy, where reference is made to 'children and young people', this term is used to mean those under the age of 18. Further to this, the College recognises that some adults are also vulnerable to abuse and these are referred to as 'vulnerable adults' (an adult who does not have the mental ability to make his/her own decisions).

The purpose of this document is to outline the policy and procedures for safeguarding children and vulnerable adults at the College and aims to:

- promote safe practices and challenge poor and unsafe practice.
- ensure staff receive adequate training and supervision.
- identify instances in which there are grounds for concern about the welfare of a child or vulnerable adult and take action to ensure safety.
- take appropriate action to prevent unsuitable people from working with children, young people and vulnerable adults.
- develop a culture in which both learners and staff are aware of the actions they need to take to become and remain safe.
- recruit staff safely.

## **2.0 Statutory Responsibilities and Background**

There are a number of statutory regulations which place a responsibility on the College to Protect young people and vulnerable adults. This statutory framework includes:

- The Children Act 2004, which is fundamental to professionals working with children and young people in the UK.
- The Protection of Children Act 1999 requires employers to carry out DBS checks before employees are allowed to come into contact with children.
- The Education Act 2002 requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of children and young people.
- The Sexual Offences Act 2003 makes it is an offence for a person over 18 (e.g. a

lecturer or other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

- The Safeguarding Vulnerable Groups Act 2006 which sets out the type of activity in relation to children and vulnerable adults for which employers and individuals will be subject.

The Children Act 1989 defines a child as a person under the age of 18. This is regardless of domicile, marital status or any legal orders in force. The Children Act 2004 also includes young people under 21 who have a learning or other disability or who have been looked after by a local authority after the age of 16 and vulnerable adults (an adult who does not have the mental ability to make his/her own decisions).

In addition, Ofsted inspectors make a judgement on procedures for safeguarding students meeting current government requirements. They comment on policy, procedures, vetting and training.

The responsibility for protecting children does not rest with any one agency as Education, Children's Services, NSPCC, Police, Health Service, Probation Service and the Armed Services are all involved in child protection. Brooklands College acknowledges that it is not the College's role to investigate whether abuse has taken place as only Children's Services, the Police and NSPCC have the statutory powers. The College does recognise, however, that children have the right to be protected from harm and that it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take necessary actions.

### **3.0 Scope**

This policy and its procedures apply to all staff and students at the College (including those who are Brooklands students, but do not actually visit the site).

### **4.0 Safeguarding Policy**

The College will:

- adopt a student-centred approach
- have a preventative approach to safeguarding children, young people and vulnerable adults from potential harm or damage.
- take all appropriate actions to address concerns about the welfare of a young person, child or vulnerable adult.
- adhere to agreed local policies and procedures in full partnership with other local agencies.
- plan, implement, monitor and review policies and procedures to ensure that the maximum is done to provide a safe environment for children, young people and vulnerable adults in the College.
- take all reasonable measures to ensure that risks of harm to the welfare of young people, children or vulnerable adults is minimised by appropriate:
  - assess and manage risk
  - ensure that relevant Health and Safety procedures are in place
  - take safeguarding into account during staff selection, recruitment, induction, supervision and training
- create and promote an open work culture
- report and deal with abuse

## 5.0 Roles and Responsibilities

A Safeguarding Team of staff with responsibility for Safeguarding ensures currency of practice. The team comprises:

- Designated Safeguarding Lead (DSL): Gail Walker (Principal)
- Deputy DSL: Clare Wye (Head of Progression (Employability))
- Deputy DSL: Sade McCarthy (Lead for Safeguarding)
- Deputy DSL: Susan Dyer (Lead for Safeguarding/Maternity Cover)
- Safeguarding Officers

The Safeguarding Team will take the lead on managing and raising awareness of safeguarding issues including, but not limited to, Child Protection, Radicalisation/Extremism, Child Sexual Exploitation (CSE), Mental Health Issues, Female Genital Mutilation, Forced Marriage, Honour-Based Abuse and Bullying/Cyber-Bullying. It will meet to review policies and procedures, share best practice and concerns, and offer peer supervision to ensure that learners are being kept as safe as possible. This team will meet every half term.

An accurate record of any safeguarding and child protection referral, complaint or concern (even where that concern does not lead to a referral) will be kept on a central Safeguarding Log, which is accessible only by the Safeguarding Team. The College Governing Body will receive reports from the Head of Progression (Employability) which reviews how the duties have been discharged and to ensure that the College is meeting its statutory requirements.

### Designated Safeguarding Lead (DSL) and Deputy DSLs

The Designated Safeguarding Lead (DSL) has lead responsibility for safeguarding and has a key duty for raising awareness across all staff of issues relating to the welfare of children, young people and vulnerable adults learning within the College. The post holder is required to have training in safeguarding issues and inter-agency working, and receive refresher training every 2 years. At Brooklands College, there are also 2 Deputy DSLs who share these responsibilities on an operational level.

Although overall responsibility for the below lies with the DSL, the Lead for Safeguarding (Deputy DSL) manages the following responsibilities on an operational level:

- overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies
- providing advice and support to other staff on issues relating to safeguarding
- maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral)
- ensuring that parents of children, young people and vulnerable adults within the College are aware of the College's safeguarding policy
- liaising with the Local Authorities and other appropriate agencies

Although overall responsibility for the below lies with the DSL, the Head of Progression (Employability) (Deputy DSL) manages the following responsibilities on an operational level:

- liaising with employers, sub-contractors and training organisations that receive children or young people from the College on placements, courses or apprenticeships to ensure
- that appropriate safeguards are put in place
- managing referrals to Channel panel or the police for Prevent related concerns/incidents

### Safeguarding Officers

Safeguarding Officers are based at each College campus and across all departments/areas. These designated staff:

- report to the member of staff with lead responsibility (DSL or Deputy DSLs)
- have received additional training in Safeguarding and how to manage safeguarding concerns and incidents
- know how to make an appropriate referral
- are available to provide advice and support to staff on issues relating to safeguarding
- are available to listen to children, young people and vulnerable adults studying with the College

### **All Staff**

All those working at Brooklands College must be familiar with, and follow, the College's procedures and protocols for promoting and safeguarding the welfare of children in the College and know who to contact to express concerns about a child's welfare. **It is everyone's responsibility to:**

- Recognise
- Respond
- Report
- Record
- Refer

All members of staff have a duty to ensure the welfare of the child, young person or vulnerable adult is the primary consideration above all others and to report safeguarding concerns, including suspected or alleged abuse, to a designated Safeguarding Officer. Staff must be alert to, and aware of, the signs of abuse which may raise concerns about child protection. Abuse or neglect can be by inflicting harm, or by failing to act to prevent harm. Signs may include changes in behaviour or a failure to perform or develop as expected. However, recognising abuse can be difficult; therefore staff need to take notice of not only major incidents but also signals which cause concerns, record all concerns on the appropriate form and always discuss with a Safeguarding Officer to decide on which action to take, (i.e. to report, monitor or take no further action).

All Brooklands College staff must be aware of the potential dangers which are presented to students by adults who may appear to be offering opportunities for work or personal development to students by approaching the College with offers of work placements or live projects. Care must be taken to ensure that appropriate checks, including DBS checks, references and safeguarding measures are in place before such links are encouraged.

## **6.0 Safeguarding Concerns: Signs to look out for**

Safeguarding concerns could fall in a broad range of categories, which are broadly summarised below, including the signs to look out for.

### **Child Protection**

Child Protection relates to protecting children and vulnerable adults from the risk of significant harm. In respect of this policy Brooklands College recognises the following as categories of abuse:

#### **Physical Abuse**

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. It can also occur when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after (fabricated or induced illness).

#### **Neglect**

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve a failure to provide adequate food clothing or shelter, failure to protect a child from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also involve neglect of, or inadequate response to, a child or young person's basic emotional needs.

### **Sexual Abuse**

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant. The acts may involve physical contact, including penetrative or non-penetrative acts. They may involve non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

### **Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. It may involve conveying to children that they are worthless or unloved, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. 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 present in all forms of abuse.

### **Signs of Abuse or Neglect**

Below are some broad signs to look out for which could indicate abuse or neglect in children aged 14+. For a more comprehensive guide, read 'What to do if you're worried a child is being abused' (Safeguarding Officers will have a copy of this, or contact the Lead for Safeguarding).

- Change in behaviours
- Change in appearance
- A disclosure, or hearing something
- Poor/erratic attendance/lateness
- Deteriorating quality of work/loss of enthusiasm
- Being secretive
- Withdrawing from social interactions
- Not eating
- Mental health issues/self-harm/substance abuse

### **Child Sexual Exploitation**

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

### **Signs of CSE**

- Being secretive about who they are talking to and where they are going
- Often returning home late or staying out all night
- Sudden changes in their appearance and wearing more revealing clothes
- Having lots of new things such as clothes, phone, shoes
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends

- Appearing controlled by their phone
- Switching to a new screen when you come near the computer.

### **Radicalisation/Extremism (Prevent)**

Extremism is the “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”.

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies to have "due regard to the need to prevent people from being drawn into terrorism". As a College, we are included as one of these bodies. This is known as the Prevent Duty.

All College staff have a legal responsibility under the Prevent Duty to make sure that they:

- have undertaken training in the Prevent Duty as identified by their leaders and managers including the Principal. All staff should have completed either online training or face to face training.
- are aware of when it is appropriate to refer Prevent related concerns about students, learners or colleagues to the Prevent officer. In the case of Brooklands College, any concerns should be raised with Clare Wye (Deputy DSL) or in her absence, the DSL or other Deputy DSL.
- exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" into their practice..

### **Signs that may indicate a child is being radicalised include:**

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.
- vocalising support about other extremist acts
- talking about or researching extremism, weapons or ways to obtain money or resources

### **Female genital mutilation (FGM)**

FGM refers to the alteration or removal of part of female genitals, generally for cultural/hygiene reasons. This can happen anytime up until marriage and is illegal in the UK. Teachers have a statutory duty to report to the police any cases of FGM known to them in children under 18. They can do this in conjunction with a Safeguarding Officer or DSL/Deputy DSL.

### **Other Safeguarding concerns include:**

- **Bullying/Cyber-bullying:** harassment or intimidation of an individual that is unwanted or hurtful and that is intentionally carried out by a person or group in order to cause physical and/or emotional hurt.
- **E-Safety/Sexting:** including grooming, searching inappropriate content online, sending explicit photographs to or from a child under 18, even with consent.
- **Mental Health Issues:** can range from anxiety, stress and depression to self-harm and psychological disorders.
- **Financial Abuse:** denying someone access to funds, making someone wholly responsible for money while the other person is handling money responsibly. Money used as a tool by the abuser to control the victim.
- **Domestic Abuse:** violence or abuse within the family or home.
- **Substance Misuse:** misusing drugs, alcohol or other substances.
- **Forced Marriage:** being forced or pressured into marriage where one or both parties do not willingly consent.
- **Honour-Based Abuse/Violence:** acts of violence or crime which are 'justified' by the perpetrator

- using reasons of culture, family or honour.
- **Homelessness:** ranging from having nowhere to stay for the night to having no permanent residence.

If staff have any safeguarding concerns, they should contact a Safeguarding Officer (usually the senior manager in the department, or contact Reception who have a list).

## 7.0 Safe Practice for Staff

From time to time staff may encounter young people who display attention seeking behaviour or profess to be attracted to them. Staff should aim to deal with those situations sensitively and appropriately, but ensure that their behaviour cannot be misinterpreted. In these circumstances, the member of staff should also ensure that a senior colleague is aware of the situation and that this has been logged on the Safeguarding log (confidentially).

It is a criminal offence for a person in a position of trust to engage in any sexual activity with a person aged under 18 with whom they have a relationship of trust, irrespective of the age of consent even if the basis for their relationship is consensual. A relationship of trust exists where a member of staff or volunteer is in a position of power or influence over a pupil or student by virtue of the work or nature of the activity being undertaken.

## 8.0 Staff Recruitment

The College is committed to a policy of responsible recruitment which includes procedures for obtaining DBS checks for new employees. The senior member of staff responsible for recruitment and training needs of staff is the Director of Human Resources. This member of staff is responsible for ensuring that all DBS checks are undertaken.

## 9.0 Staff Training

New staff must complete Safeguarding training as part of their induction as well as reading 'Keeping Children Safe in Education', the Safeguarding Policy, the Staff Code of Conduct and the College Safeguarding Procedures Booklet. Staff will receive a minimum of annual Safeguarding updates and regular refresher training in Safeguarding, as well as specialist training where appropriate e.g. Prevent training.

## 10.0 Procedure where a Safeguarding issue is identified

### Recording Information

All safeguarding concerns should be reported to one of the College Safeguarding Officers. This could either be done by completing a Safeguarding Incident or Concern Form and sending this to the Safeguarding Officer, or for more urgent or uncertain issues, speaking with the Safeguarding Officer. The Safeguarding Officer should gather and record details of the concern by either speaking with the referrer and/or the student(s) involved. Promises of confidentiality should not be made as it may be necessary to inform others of the situation, particularly if there is a risk of harm to anyone or a risk of a serious crime or terrorist offence being committed. Information should be written in the referrer or student's own words and leading questions should not be asked. Care must be taken in asking or interpreting responses to questions about incidents as this could have an effect on the evidence which is put forward if there are any subsequent legal proceedings. Copies of reports, information, etc., should be kept securely locked at all times. A full written record should be made immediately on the Safeguarding Incident or Concern Form, clearly indicating actions taken by the



Safeguarding Officer. The form must have a date, time and signature (of the person completing the form) on it. Completed referral forms are sent to the [safeguarding@brooklands.ac.uk](mailto:safeguarding@brooklands.ac.uk) and the Safeguarding Lead (Deputy DSL) logs against curriculum areas and assigns curriculum specific CASE NUMBERS; for confidentiality, case numbers are used as a point of reference for further communications including 'high risk student assessments'. Each case file generates a front sheet that records a timeline of events and is updated with each action undertaken by the Safeguarding Lead (Deputy DSL)

For child protection incidents, the form should include:

- the date.
- the time.
- the place where the alleged abuse happened
- the name of the complainant and, where different, the name of the child.
- who has allegedly been abused
- the nature of the alleged abuse
- a description and diagram of any injuries observed
- the account which has been given of the allegation.
- the account of the action taken by the staff member involved
- name and signature of staff making the written record
- name of others present, both at the interview with the student and, if known, at the time of the alleged abuse

Any Safeguarding incidents which happen out of hours should be referred to the Duty Head or DSL (the Principal). In an emergency, out of hours, contact the Police. For an out of hours child protection concern, call the MASH (Multi-Agency Safeguarding Hub) 0300 470 9100. For an out of hours PREVENT concern call the Police on 101. If any out of hours referrals are made please email these to [Safeguarding@Brooklands.ac.uk](mailto:Safeguarding@Brooklands.ac.uk).

### **Next Steps**

Taking into account all the information available and their training, the Safeguarding Officer will decide on the next steps, which may include taking no further action. Where it is decided that further action is necessary, this may be to:

- seek further advice from Social Services (MASH)
- make a referral to Social Services (MASH)
- report the incident to a designated Social Worker
- contact Early Help to find ways to support the student
- seek further advice from DSL, another Safeguarding Officer or NSPCC
- report the matter to the police if a crime is suspected (101 or 999)
- report any Prevent related incidents or concerns to the DSL/Deputy DSLs
- keep the member(s) of staff who raised the concerns informed of the progress/ outcome of the case where possible

If the decision is taken to make an external referral to the MASH, Police or Prevent related:

- keep a written record of the date and time of the report and of the name/position of the person to whom the report was made
- discuss with referrer what action, if any, will be taken to inform the parents/carers of the student.
- make a note of the conversation, sign and date it
- Maintain communications about the referral to ascertain what steps they will be taking and keep the student and staff member informed
- refer the student(s) and staff involved to Lead for Safeguarding for support, if required
- notify the DSL/Deputy DSL immediately that a suspected child protection case has been reported and keep informed of progress
- PREVENT referrals to be made by DSL/Deputy DSL

- pass a copy of the report and any other relevant material to the Lead for Safeguarding to file securely
- staff may be asked for information about the student(s) or the incident while an assessment is being carried out. This should be managed by a Safeguarding Officer. Safeguarding Officers may need to attend social care meetings and reviews to follow up referrals. This will usually be carried out by the Lead for Safeguarding.

If a Brooklands College apprentice or trainee discloses information, or there is a suspicion of abuse whilst in the workplace, the relevant member of Brooklands College staff should follow the College's Safeguarding Policy and Procedure in the same way as for a full time student.

### **Confidentiality**

Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the person disclosing is the overriding concern. The degree of confidentiality will be governed by the need to protect those concerned. The child, young person or vulnerable adult should be informed at the earliest possible stage of the disclosure that the information will be passed on. All conversations regarding a child should always be held in private. The College complies with the requirements of the Data Protection Act 1998, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child or vulnerable adult. In all cases the main restrictions on disclosure of information are:

- common law duty of confidence
- Human Rights Act 1998
- Data Protection Act 1998
- In general, legislation does not prevent sharing of information if:-
- those likely to be affected consent
- the public interest in safeguarding the child or vulnerable adults welfare overrides the
- need to keep the information confidential
- disclosure is required under court order or other legal obligation

Whatever happens, the child, young person or vulnerable should be dealt with openly and honestly if the case is to be moved forward.

## **11.0 For Cases Involving Allegations against a Member of Staff**

Any suspicion, allegation or actual abuse of a child by a member of staff must be reported the Principal (DSL). If the Principal is not contactable, the matter must be reported directly to one of the Deputy DSL.

On being notified of any such matter the Principal (Deputy DSL) must take the following steps:

- take such steps as s/he considers necessary to ensure the safety of the student in question and any other student who may be at risk
- the DSL will contact the LADO and take appropriate action
- ensure that a report of the matter is completed by the person who reported the original concern immediately
- if an allegation has been made against the Principal, contact the Safeguarding (or other) Governor.

On being notified of the allegation the Principal (Deputy DSL) will take into account:

- the seriousness of the allegation
- the risk of harm to the student concerned or to other students
- the possibility of tampering with evidence
- the interests of the member of staff concerned and the College

- advice of the LADO

The Principal (Deputy DSL) will then decide on the appropriate action(s) from the following options:

- to take no action and exonerate the member of staff
- if there is sufficient evidence to warrant an investigation, to conduct such an investigation in accordance with the procedure in the College Staff Disciplinary Policy and Procedure
- to suspend the member of staff immediately since the substance of the evidence/ the nature of the allegation is sufficient to make this desirable in the interest of the protection of students and/or staff

In all cases of accusations against staff, the member of staff will be offered access to appropriate support.

Where it is subsequently found that an allegation was made with malice and aforethought, the College may wish to invoke disciplinary procedures against the accuser.

In the event of a police investigation being undertaken, the member of staff will be suspended and any internal investigation and/or disciplinary action may be postponed pending the outcome of the external investigation.

## **12.0 Whistleblowing**

The College encourages workers to raise genuine concerns about suspected wrongdoing at the College at the earliest practicable stage. Staff who are unhappy with the way a safeguarding concern or incident has been managed should first contact the Lead for Safeguarding or the DSL/Deputy DSL, or follow the procedures for managing concerns internally as per the Whistleblowing Policy. However, if you have been through the College's procedures and are still unhappy with the outcome, you can contact the NSPCC's Whistleblowing Advice Line on 0800 028 0285.

## **13.0 Related Policies/Documents**

- Anti-bullying Policy
- Student Disciplinary Policy
- Recruitment Policy
- Staff Disciplinary Procedure
- Code of Conduct
- Whistleblowing Policy

### **Brief Staff Guide to Safeguarding**

Brooklands College embraces the need to take action to safeguard and promote the welfare of young people and vulnerable adults receiving education and training. Safeguarding children, young people and vulnerable adults is preventative. Child Protection/Protection of Vulnerable Adults is recognising and acting upon possible abuse.

**It is everyone's responsibility to:**

- Recognise
- Respond
- Report
- Record
- Refer

**What kinds of abuse are there?**

- Physical
- Emotional
- Sexual
- Neglect

#### **Other causes for concern:**

- Child Sexual Exploitation (CSE)
- Radicalisation/Extremism (Prevent)
- Female Genital Mutilation
- E-Safety/Sexting
- Bullying/Cyber-bullying
- Financial Abuse
- Domestic Abuse
- Forced Marriage
- Honour-Based Abuse/Violence
- Mental Health Issues
- Substance Misuse
- Homelessness

#### **What should cause concern?:**

- Changes in behaviour
- Changes in, or poor, attendance/lateness
- Secretiveness
- Unexplained change in social group/the way they socialise
- Unexplained injuries
- Pattern of injury
- Unrealistic parental expectations
- Continual self-deprecation – low self esteem
- Self-harm
- Neurotic behaviour
- Extremes of passivity or aggression
- Poor social development/isolation
- Lack of trust or fear of familiar adults
- Hunger / poor hygiene

#### **How to talk to a student who is disclosing abuse:**

- Listen carefully and stay calm
- Do not interview – question without pressure to ensure you have understood
- Do not put words into the student's mouth
- Reassure by saying the student has done the right thing
- Inform the student that you must pass the information on but only to those who need to know
- Note the points carefully
- Make a detailed note of date, time, place and what was said

#### **What you should not do:**

- Promise confidentiality
- Investigate the matter yourself
- Convey any sense of judgement or shock
- Discuss the situation with anyone else except a Safeguarding Officer

### **Action you should take if you have a safeguarding concern/incident:**

- Report to Safeguarding Officer
- Ensure no-one is in immediate danger; if so, call 999 or MASH (0300 470 9100)
- Avoid excessive questioning of young person/vulnerable adult
- Make note of events
- Safeguarding Officer contacts Children/Adult Services
- Complete a written report for (either referrer or Safeguarding Officer)
- Safeguarding Officer manages situation and/or makes referral
- Safeguarding Officer to support both staff and student
- Safeguarding Officer to ensure it is logged on Safeguarding Incident or Concern Form and Safeguarding Log

### **If the decision is that the concern is not serious then you should:**

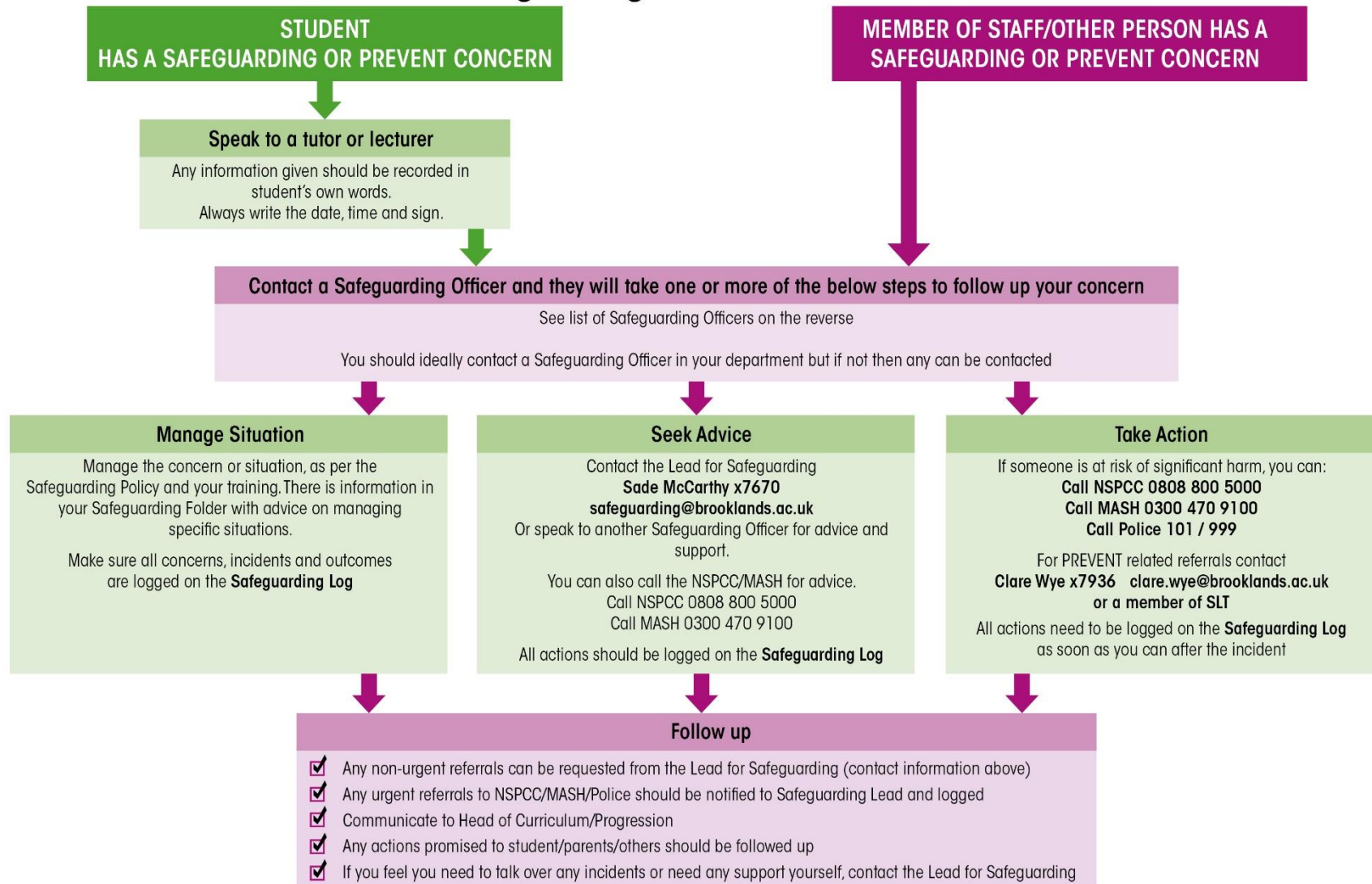
- Discuss options with young person/vulnerable adult and seek advice of Safeguarding Officer/Lead for Safeguarding
- Agree course of action with young person/vulnerable adult
- Monitor discuss and support

### **How you should protect yourself from risk:**

- Do not hold private meetings with students
- Conduct one to one meetings with visual access
- Avoid any meetings with students away from College
- Avoid all unnecessary physical contact with students
- When demonstrating use of equipment to students respect limits of reasonable contact
- If administering first aid ensure other students or another adult is present when life is not threatened
- Do not use inappropriate language or gesture
- Inform your Head of Curriculum, Head of Progression or DSL/Deputy DSL if a student claims to be attracted to you
- Do not use disparaging or sarcastic comments
- Be particularly careful when involved in extra-curricular or residential activities
- Do not give or receive inappropriate gifts to/from students
- Do not give personal communication information to students (addresses, telephone number, email, Facebook)

## Brooklands College Safeguarding & Prevent Procedure

Brooklands College



# Safeguarding Incident or Concern Form

To be completed by, or in conjunction with, a Safeguarding Officer. An entry on the safeguarding log should accompany this form. Please either email a copy to [safeguarding@brooklands.ac.uk](mailto:safeguarding@brooklands.ac.uk) or bring the form to L010 (Safeguarding Office) on a Tuesday or Wednesday.

|  |   |   |
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| <b>Student Name:</b>   | <b>Date of Birth:</b>                           | <b>Tutor &amp; Course:</b>                      |
| <b>Reported by:</b>  | <b>Date of incident / concern / disclosure:</b> | <b>Time of incident / concern / disclosure:</b> |
| <b>Details of the incident / concern / disclosure:</b><br>Provide details of the incident or concerns you have including the exact words used by the child/vulnerable adult, location, body language, your observations, whether the information came from someone else (please give details). |   |   |
| <b>Actions and outcomes:</b><br>Include notes from discussions with peers/agencies/parents etc. and details of any external referrals made. Provide reasons for any decisions made and explain what is needed to follow up going forward.  |   |   |
| <b>I have logged this concern/incident on the central Safeguarding Log and emailed <a href="mailto:safeguarding@brooklands.ac.uk">safeguarding@brooklands.ac.uk</a> if any external referrals have been made YES/NO</b>  |   |   |
| <b>Staff name:</b>   | <b>Signature:</b>                               | <b>Time/date of report:</b>                     |