



LOWESTOFT
SIXTH FORM COLLEGE

**SAFEGUARDING
POLICY
2018-19**

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V.8	Nov 2016	Updated policy to reflect new Government guidance.
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Safeguarding Policy

1. Statement of Intent

“Safeguarding and promoting the welfare of children is everyone’s responsibility”.

(Keeping Children Safe in Education September 2018)¹

Lowestoft Sixth Form College recognises that young people and vulnerable adults have a fundamental right to be protected from maltreatment and impairment on health or development, and that all children and young people grow up in circumstances consistent with the provision of safe and effective care, and action is taken to enable all children and young people to have the best outcomes.

To this end the Corporation takes seriously its responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults; regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. We work in partnership with students, families/carers and other agencies, so that best practice is adopted within the College.

The safeguarding policy applies to all staff², including temporary staff, volunteers and governors. We³ recognise that all staff have a responsibility to provide a safe environment in which children and young people can learn and that all staff should be prepared to identify children and young people who may benefit from early help⁴. We acknowledge that all staff have an active part to play in protecting and promoting the welfare of our students.

This safeguarding policy covers all of our students under the age of 18, including those who are enrolled on both full time and part time courses, school link students, visitors to the college under the age of 18, employees, work experience students or volunteers who are under the age of 18 and vulnerable adults.⁵

Staff recognise that the College should provide a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual students, alongside the exemplification of British Values and the prevention of extremism and radicalisation.⁶

Any member of staff who has a concern about a student’s welfare is expected to follow the

¹<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

² The term staff in this policy refers to ALL adult staff (over 18) on site, including supply and ancillary staff, volunteers working with students, governors, etc

³ ‘We’ refers to the Corporation and Leadership Team at Lowestoft Sixth Form College.

⁴ Early help is defined as providing support as soon as a problem emerges, at any point in a child’s life, from foundation years through to teenage years. As defined in Working Together to Safeguard Children July 2018

⁵ A person is a vulnerable adult if they are aged 18 or over; who may be in need of community care services by reason of a mental or other disability, age or illness, and who is unable to take care of him or herself against significant harm or exploitation, as set out in the guidance *Safeguarding Vulnerable Groups Act 2006 and The Care Act 2014*, found on the College intranet.

⁶ In accordance with the Prevent Duty Guidance: for further education institutions in England and Wales.

college's referral procedures set out in the appendices.⁷

Lowestoft Sixth Form College is committed to safeguarding and promoting the welfare of all students and expects all staff, volunteers and students to share this commitment, operating a child centered and coordinated approach to safeguarding.

2. Purpose and aims of the policy

The purpose of Lowestoft Sixth Form College's safeguarding policy is to provide a secure framework for all adults working or volunteering in the college in safeguarding and promoting the welfare of our students.

The policy aims to ensure that:

- All students are supported in their development in ways that will foster security, confidence and independence.
- All students are provided with an environment within which they feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties, knowing they will be effectively listened to.
- All staff continually develop their awareness of the need to safeguard our students and understand their responsibilities in identifying, referring and supporting possible cases of abuse or radicalisation.
- All students who are known or thought to be at risk of harm are systematically monitored, and that we, the College, contribute to assessments of need and support packages for those students.
- Effective sharing of information occurs between relevant members of staff, where necessary and essential to the safeguarding of our students.⁸
- A maintained and structured procedure within the College exists and is followed by all members of the College community in cases of suspected abuse or radicalisation.⁹
- Effective working relationships are promoted and sustained with parents/carers and other agencies, including but not limited to the Local Safeguarding Children's and Adults Board, the Multi-Agency Safeguarding Hub (MASH), Local Authority Designated Officer (LADO), the Police and Channel Panel.¹⁰
- All adults working within the College who have access to our students have been appropriately checked as to their suitability, or those who are visiting who have not been through the college's vetting procedure are appropriately supervised at all times.¹¹

⁷ Further detailed guidance on procedures is available in the college's Safeguarding Guidance and Procedures document, available on the college intranet.

⁸ In line with the Government guidance Information Sharing (July 2018) and the college's Information Sharing and Data Protection Policy 2018.

⁹ In line with the college's safeguarding procedures document and the Prevent Duty Guidance.

¹⁰ In line with Government Guidance Working Together to Safeguard Children (July 2018) and the Prevent Duty Guidance for further education colleges in England and Wales.

¹¹ In line with part three of Keeping Children Safe in Education (September 2018).

3. Legal Framework

It is a statutory expectation that our College has a safeguarding policy and that it will be reviewed at least **annually** in discussion with the Corporation. This policy has been developed in accordance with the following legislation and guidance¹²:

- Children Act 1989
- Children Act 2004
- Section 175 Education Act 2002
- Keeping Children Safe in Education (September 2018)
- Working Together to Safeguard Children (July 2018)
- What to do if you're worried a child is being abused (March 2015)
- Counter Terrorism and Security Act (2015)
- Prevent Duty Guidance (March 2015)
- Serious Crime Act 2015 – FGM Mandatory Reporting
- Mandatory Reporting of Female Genital Mutilation – procedural information
- Safeguarding Vulnerable Groups Act 2006 (Amended 2017)
- The Care Act 2014
- Information Sharing (July 2018)
- Safeguarding Children and Safer Recruitment in Education (2010)
- Suffolk Safeguarding Children & Adults Board
- Norfolk Safeguarding Children & Adults Board
- The Common Inspection Framework 2016 and Further Education and Skills Inspection Handbook 2018

This policy should be read alongside the college's policies and procedures on:

- Safeguarding guidance and procedures¹³
- Prevent Strategy and Risk Assessment
- Safer recruitment/staff training/induction and code of conduct
- Student code of conduct
- Online safety policy
- Offsite activities procedures
- Whistle blowing procedure
- Data Protection and Information Sharing
- Anti-bullying policy
- Equality, Diversity and Inclusion policy

¹² All legislation and guidance documentation can be found on the College intranet for reference.

¹³ Including role of designated safeguarding lead, dealing with disclosures and concerns about a child or young person, managing allegations against staff and volunteers

4. Implementation, Responsibilities and Timings of the Policy

The college will take action to:

Ensure that all staff receive appropriate training for safeguarding and child protection, which is updated regularly to provide the knowledge, skills and understanding to effectively identify and refer concerns regarding a student's welfare.¹⁴

Make staff aware of local early help processes and referral processes to social care and for statutory assessments under the Children Act 1989 (specifically for section 17 – child in need and section 47 – child suffering, or likely to suffer, significant harm), including the role they may be expected to play in such assessments.

Embed a child centered and coordinated approach to safeguarding, where everyone who comes into contact with a child or young person has a role to play in identifying concerns and sharing information to ensure prompt action is taken where needed.

Have appropriately trained safeguarding leads available at all times to discuss safeguarding concerns and that in exceptional circumstances where this is not the case, staff will be confident in accessing advice from members of the leadership team and/or local social care.

Ensure staff refer concerns to the Designated Safeguarding Lead, never assuming that they are already aware of a situation or that action has been taken.

Maintain appropriate levels of confidentiality, meeting the statutory requirements as listed in Information Sharing (2018).

Ensure that all teachers are aware of their legal duty to report directly to the Police, where they have discovered an act of FGM¹⁵ has been carried out on a girl under the age of 18.

¹⁴ Safeguarding training to be three times a year in line with best practice suggested by Suffolk Safeguarding Board and additionally updates to be provided via email and through meetings where required.

¹⁵ FGM stands for Female Genital Mutilation, refer to Safeguarding procedures and guidance for further information.

The Corporation ensures that the College fulfills its duties in relation to Safeguarding; however, the key designated safeguarding staff include the following:

Lowestoft Sixth Form College

Designated Safeguarding Lead: Brett Thomas (Student Achievement Mentor & Safeguarding Officer) b.thomas@lowestoftsfc.ac.uk 07507 767293

Designated Safeguarding Lead: Emma Coules (Director of Student Care & Guidance)
e.coules@lowestoftsfc.ac.uk 07931 765229

Deputy: Coral Gibbs (Student Services Administrator & PA to Principalship)
c.gibbs@lowestoftsfc@ac.uk

Deputy: Tracy Squirrell (Additional Learning Support Coordinator)
t.squirrell@lowestoftsfc.ac.uk

Deputy: Nick Coules (Director of Resources)
n.coules@lowestoftsfc.ac.uk 07584 485355

Designated Senior Member of Staff for Safeguarding with responsibility for reporting to Corporation: Nikki Lane (Assistant Principal Wellbeing & Support) n.lane@eastcoast.ac.uk
01493 418300/01502 525011

Designated Governor for the College: Albert Cadmore