



Palmer's
COLLEGE



Safeguarding Policy

Policy Details	
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1. Statement of Intent

- 1.1. This policy applies to all staff, Governors, Apprentices and volunteers working for the College and everyone else working for or on behalf of the College including contractors. This policy must be followed and promoted by all staff.
- 1.2. The College recognises that the welfare of young people and vulnerable adults is paramount. The Children Act 1989 states, any individual under the age of 18 (eighteen) years, without exception, has the right to protection from abuse regardless of gender, ethnicity, disability, age, sexuality or beliefs. This right to protection extends to the siblings of students that are under 18. It also extends to vulnerable adults defined as a person aged 18 years or over “Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation”.
- 1.3. For those that are over 18 but not considered to be vulnerable the College still has a duty of care and will provide support, guidance and advice to those individuals.
- 1.4. Keeping Children Safe in Education 2016 provides key information on safeguarding young people and promoting the welfare of all young people in education. All current staff have received Part One of this publication as a summary document and have undergone safeguarding training. All new members of staff receive the same training as part of their induction. A Safeguarding booklet is available to all staff to guide on key safeguarding matters.
- 1.5. The College is committed to promoting and safeguarding the welfare of young people and staff and ensures it is a priority across all aspects of College. The College is committed to providing the best and safest learning environment possible to ensure learners can succeed and both young people and staff feel secure.

The College will:

- a. Endeavour to identify young people who are experiencing significant harm and provide support and take appropriate action where necessary.
- b. Provide procedures for reporting such concerns and work in partnership with the appropriate agencies.
- c. Acknowledge that the term ‘safeguarding’ embraces both child protection and a preventative approach to keeping young people safe. This encompasses abuse, health and safety, bullying, honour based abuse, meeting the needs of those with a disabling condition and/or medical condition, providing first aid and security.
- d. Seek to create a safe environment for young people to learn and staff to work.
- e. Provide emotional safety in classrooms, e.g. obtain parental permission for 18 certificate films to be viewed where appropriate.
- f. Ensure visiting speakers are vetted prior to attendance and chaperoned at all times.
- g. Ensure safeguarding measures are taken for all trips and visits.
- h. Take measures to prevent unsuitable people from working with young people.
- i. Allow for reporting and dealing with allegations of abuse against members of staff.

2. Implementation, Responsibilities and Timings

2.1. The College will take action to:

- a. Appoint and train a designated Child Protection Officer and deputies who will co-ordinate reporting procedures.

Seevic Campus

Designated Safeguarding Person: Michelle Lagden
(Safeguarding & Wellbeing Coordinator)

Designated Safeguarding Person: Andy Shepherd
(Head of Pastoral Support, Safeguarding and Prevent)

Deputy: Bev Toomey (Wellbeing Adviser) to deputise their absence.

Palmer's Campus

Designated Safeguarding Person: Nickie Hillebrandt
(Student Services)

Designated Safeguarding Person: Alison Ross, Vice Principal
(Student Services, Marketing and Liaison)

Deputy: Vicky Neagen (College Counsellor) to deputise their absence.

- b. The College has a designated Governor with Safeguarding responsibilities:

Alex Dobinson.

- c. The college has a designated senior member of staff for safeguarding.

Andy Shepherd.

2.2. All staff within the Student Services team hold responsibilities linked to the welfare of students. The team will contribute to the maintenance and development of the College's Safeguarding Policy. They can also offer advice to staff and students where appropriate. The teams are as follows:

- a. **Seevic Campus**

Andy Shepherd, Head of Pastoral Support, Safeguarding and Prevent

Michelle Lagden, Wellbeing Coordinator

Bev Toomey, Wellbeing Adviser

Lorna Jones, Barbara Wilkins, College Counsellors

Kerry Birch, Director of Human Resources

- a. **Palmer's Campus**

Alison Ross, Vice Principal (Student Services, Marketing and Liaison)

Helen Aaron, Human Resources

Nickie Hillebrandt, Student Services Manager

Vicky Neagen, Zainab Abdul, College Counsellors

Ian Gilling, Student Support Manager

Steve Watterston, Director of Teaching and Learning

2.3. The College will:

- a. Make available to all staff and students, the name, role and procedures.

- b. Train all staff in recognising signs of abuse and responding appropriately including referral procedures. This will be updated every year. All new staff to receive this in induction and undertake refreshers where appropriate.
- c. Train staff in safe practices to safeguard young people in the learning environment and also to protect themselves from false allegations of abuse.
- d. Keep accurate records of concerns about individuals, even when there is no immediate referral to outside agencies.
- e. Provide support and monitoring for young people thought to be at risk of harm and contribute to support plans with other agencies.
- f. Provide support through student services and tutorials to help young people keep safe.

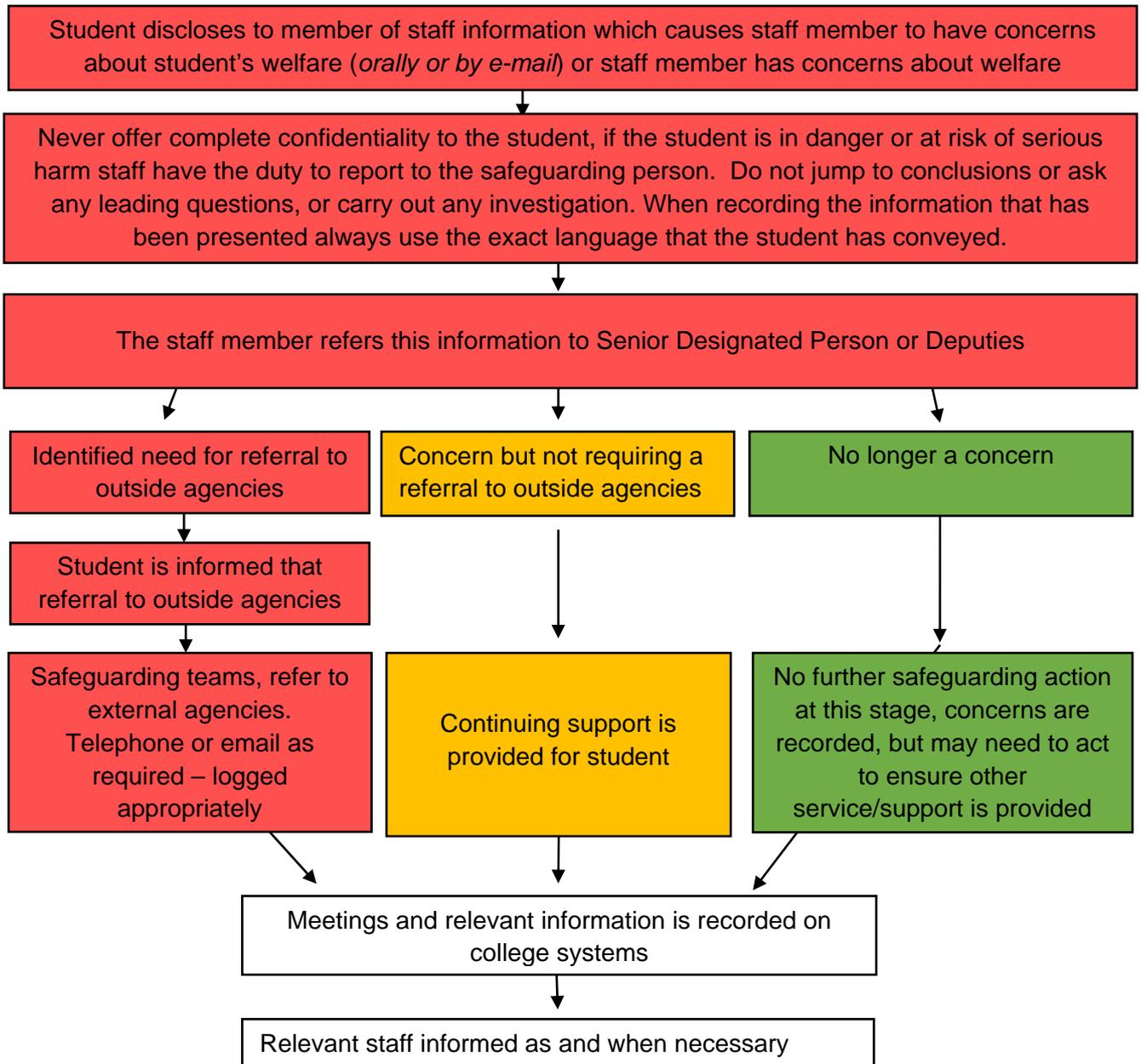
2.4. HR will ensure:

- a. All staff are aware of the Whistleblowing Policy and Procedures.
- b. Safer recruitment practices by adherence to the College's Safer Recruitment & Selection Policy and the Protection of Children Act 1999.
- c. Interviewers undertake Safeguarding and Safer Recruitment training.
- d. All new staff to have either received their DBS Disclosure or have applied for one, by commencement of employment. For those staff not in possession of a current Disclosure on commencement, a risk assessment will be carried out and authorised by a member of the Senior Management Team, but in the majority of cases staff are chaperoned.
- e. The DBS disclosure number and date will be logged on the single central record.
- f. All existing staff to be DBS re-checked on a rolling 3 year programme.
- g. This policy is reviewed annually by the designated Safeguarding Officers in consultation with Student Services team and HR. It will also be endorsed by Governors.
- h. All complaints, allegations and suspicions are taken seriously and discussed by the Safeguarding Officers and the Principal & CEO informed before any steps are taken.

Safeguarding Referral Procedure

(This applies to all College students regardless of age)

Staff have been informed that they must refer students who disclose any information relating to safeguarding to the Designated Officers, or the Deputy Designated Officers at each campus.



If an allegation is made against a member of staff, the HR team will be informed immediately. The Safeguarding Team will support HR if and when appropriate.

In the absence of both the Designated Senior Person and Deputy Designated Person, the following out of hours number should be called:

Social Care Southend and Essex & Thurrock: 03456061212.