



College

SAFEGUARDING GUIDE

Definition of Safeguarding

The Government has defined the term Safeguarding as:

The process of protecting students from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

In summary: to prevent from suffering harm, to promote welfare and to provide services required to address identified needs of all students.

Safeguarding applies to everyone

Although there are clear definitions of a 'child' and a 'vulnerable adult', it is important to remember that Safeguarding applies to all our students, so we must ensure that adequate provisions are in place to protect them.

Definition of a Child/Vulnerable Adult

Child

- Up to 18th birthday
- Up to 25 years old with certain disabilities

Vulnerable Adult

A person aged 18 years or over in receipt of community care services by reason of mental health or other disability, age, illness or unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Confidentiality

What to say if a learner asks you not to tell anyone

You may wish to use or adapt the following words:

"I need to explain that I want to help you as best as I can and if this means protecting you or someone else from being harmed, I may need to inform others. I will tell you who I inform and keep you updated with the process."

Types of Abuse

Emotional - Occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

Physical - Causes harm to a 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.

Sexual - Involves a person being forced or coerced into participating in or watching sexual activity. It can also include sexual harassment.

Neglect - Is the persistent or severe failure to meet a person's basic physical and or psychological needs. It will result in serious impairment of their health or development.

Discriminatory - Can include racist, sexual or that based on a person's disability, gender, or age and other forms of harassment, slurs or similar treatment.

Financial - The illegal or improper use of a person's property, finances or other assets without their informed consent or where consent is obtained by fraud.

Exploitation - refers to the use of a person for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the person. These activities are to the detriment of the person's physical or mental health, education, moral or social emotional development.

Signs of Abuse

- Change in behaviour
 - Unexplained injury
 - Depression
 - Lack of self-care
 - Harm to self
 - Low self-esteem
 - Disturbed sleep
 - Obsessive behaviour
- ...or they may just tell you or a colleague

Safeguard a learner, Safeguard yourself!

FAQs

When is it ok to have physical contact with learners?

In some courses such as Sport, Drama and Dance these may require some physical contact, but this should be purely related to the context of the lesson.

First Aid and possible Risk Assessments or managing dangerous situations may require physical contact.

All unnecessary or inappropriate contact should be completely avoided for example hugging.

Is it ok to visit or contact learners outside of the college environment?

Any contact with students outside of college either via email, social media, telephone or a physically arranged meeting should be completely avoided.

Minimal exemptions apply such as Sports Fixtures beyond regular college hours or visiting Work Placements.

Can I use my car to transport a student in an emergency?

Unfortunately no, you do not have the relevant insurance, risk assessments or training and this leaves you in a vulnerable position.

Please contact a first aider immediately or the emergency services.

Can I lend money to a student?

Again, no. Although you may wish to help one of your students, this leaves you in a vulnerable position.

All learners with financial difficulties should be directed towards Student Services.

What about banter with students?

Building successful learning relationships with students is important, but this does NOT require inappropriate language. As role models we need to use language that is acceptable in the workplace, there should be NO racist, sexist or any other inappropriate comments made. Swearing, sarcastic remarks and cruel derisory comments are also unacceptable.

What happens if I know a learner is at risk/vulnerable and I'm worried whether it is safe for them to be at College?

You should discuss your concerns with a Safeguarding Officer. If they are already aware of the circumstances, the learner may have been assessed to check whether they are fit to study. However, sometimes Student Support may not be aware or have full information, so you should always refer your concerns to them.

If a safeguarding concern has been highlighted, a meeting will be arranged by the Safeguarding Officer to agree a strategy/action plan to support the learner and staff members (this meeting may also include external agencies). This will be regularly reviewed and monitored if the circumstances change.

Sometimes I need to have 1-to-1 meetings/interviews and I am worried about being on my own with a student. What should I do?

The college understands that it is sometimes necessary to meet with students individually to discuss and review progress, but you should be aware of ways to do this safely. Always make sure another member of staff knows where the meeting will be, who you are meeting with and how long the meeting should take. Where possible ensure another member of staff is nearby.

Position yourself by the door so that you can be seen and, if possible, leave the door open. If the student becomes upset or angry, defer the meeting or call for assistance from another member of staff. All meetings should take place on college premises.

Where it is necessary to meet a student away from college premises, this must be authorised in advance by your line manager and a Risk Assessment completed.

I want to communicate course information to my students via email, how do I do this ?

If sending a group email always copy in your line manager and save a copy of the sent email. Ensure all content in the e-mail is strictly related to college matters. You should only ever use your college email, never use your personal email to contact a student.

What do I do if a fight is happening?

Try to get immediate support from other staff or SMT. Use necessary verbal commands to lead students away from another to separate areas before obtaining necessary reports or further information. Try to avoid physical contact. If a situation becomes uncontrollable contact the police.

What if I am falsely accused of something?

If during a thorough investigation of an allegation it becomes apparent that a learner has fabricated a false allegation against a member of staff and lied they will be duly disciplined through a referral panel. As a staff member a Local Authority Designated Office (LADO) will contact you to discuss the matter.

Use of social media?

All staff at the college (teaching and support) should not make friends with students on Facebook nor 'follow' them on Twitter, Instagram or any other social media.

If any member of staff is contacted via social media this should be reported directly to Michelle Lagden. For all college based activity where students may have been on college trips or college sports activities these should only be posted through USP social media accounts as governed by the Marketing Department.

Socialising out of college hours?

Staff should avoid socialising with students outside of college. Students who are 18 could potentially be seen in a similar venue to staff. In this instance, staff are to be considerate of their own behaviour and conduct. Students will only know you through your professional role and as such your behaviour and conduct should maintain this professional stance.

At all times you are a representative of the college and your behaviour and conduct could be interpreted in relation to this.

Things to remember if a student has advised you that they are being abused

- Never promise confidentiality
- Ask what has happened
- Record what is said (in the words of the student, not your interpretation of them)
- Avoid asking leading questions
- Do not offer advice (this could jeopardise the case, if taken further)
- Preserve evidence where appropriate (texts, Facebook entries, etc.)
- Reassure the student by telling them who you need to tell and why you need to share this information
- Make sure that the student understands that external agencies may become involved
- Refer the case to a member of the Safeguarding Team immediately

Who to contact

In the first instance please contact a member of the safeguarding team at the college

Andy Shepherd
Nicki Hillebrandt
Michelle Lagden

Whole College
Palmer's Campus
Seevic Campus

If you have a concern about the welfare of a young person or vulnerable adult outside of college, below is a list of social access points:

Southend	01702 215007
Essex	0345 603 7627
Thurrock	01375 652802

Where there are concerns about the immediate welfare or safety of a child/young person

24hr Protection Line: (all callers)	0345 603 7634
(office hours number for professionals only)	0345 606 1212

Out of hours

Southend and Essex	0345 606 1212
Mon-Thurs 5.30pm-9.00am, Fri-4.30pm -9.00am Man & Bank holidays	

Thurrock	01375 652 468
5.30pm-9.00am Mon-Thurs, 4.30pm Fri- 9.00am Man & Bank holidays	

NHS DIRECT	0845 4647
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Child Exploitation and Online Protection Centre (CEOP)	0870 000 3344
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CHILDLINE Freephone	0800 1111
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NSPCC National Child Protection Helpline	0808 800 5000
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The role of the Safeguarding Team

Designated 'Safeguarding Officers':

- Provide advice, support and training to staff on safeguarding issues
- Receive comprehensive training in safeguarding issues and inter-agency working
- Make appropriate referrals to the Local Authority Children's Social Care, the Police or Adult Services.

If at any time you are unsure of what to share or are concerned that a child or vulnerable adult may be at risk if you do (or do not) share, contact your line manager or a member of the Safeguarding team without delay.