



Writtle
University
College

Child Protection & Safeguarding Policy & Practice Guidance

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Policy Owner	Department
Designated Safeguarding Lead (DSL)	Human Resources
Version Number	Date drafted/Date of review
2.0	August 2017/December 2017
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
August 2016	Yes
Reviewed and Approved by (see Policies Guidance for approval process)	Date
SMT (v 1.0) P&R Committee of Governors (v 1.0) SLT (v 2.0)	27 September 2016 14 October 2016 December 2016
Access (tick as appropriate)	
Public access (website) <input checked="" type="checkbox"/> And/Or Internal access (MyWi) <input checked="" type="checkbox"/>	Staff and Student access <input type="checkbox"/> Or Staff access only <input checked="" type="checkbox"/>

1. PURPOSE & SCOPE

Writtle University College (WUC) has a moral and statutory duty to ensure that it promotes safeguarding and the welfare of young people and 'at risk' adults receiving education and training through WUC.

This policy has been prepared and approved to provide a framework for doing this.

The governing body and all staff are committed to ensuring that the University College:

- understands and promotes the principle that everyone who comes in contact with young people and their families has a role to play in safeguarding;
- provides a safe environment for young people and adults in which to learn;
- identifies young people and adults who are a cause for concern and may benefit from early help, as well as those in immediate danger or at risk of harm;
- has appropriate procedures for following up unauthorised absence and for children who go missing from education (including informing the relevant local authority of young people removed from roll who are required to be in education/training);
- always acts in the best interests of the young person or adult at risk; and
- works with other services (as needed) taking appropriate action to see that such young people and adults are kept safe.

In pursuit of these aims, the governing body will approve and annually review this policy and procedure with the aim of:

- ensuring there are sufficient and effective policies and procedures in place in order for appropriate action to be taken to safeguard and promote young people and adults' welfare (including a staff code of conduct and effective child protection and safeguarding policy);
- ensuring the child protection and safeguarding policy and procedures are in line with government guidance, refer to locally agreed local agency procedures, and are updated annually (as a minimum) and are publicly available;
- ensuring an appropriate senior member of staff holds the role of the Designated Safeguarding Lead (DSL);
- ensuring there are appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect and to help prevent the risk of them going missing in the future;
- raising awareness of issues relating to the welfare of young people and adults at risk and the promotion of a safe environment for learning within the University College;
- recognising that young people with Special Education Needs and disabilities can face additional safeguarding challenges;
- ensuring staff undergo safeguarding and child protection training at induction and are updated regularly;
- ensuring staff have the information they need in relation to a child's looked after status;
- ensuring there are appropriate filters and monitoring systems in place to deal with potentially harmful and inappropriate online material and that students are educated about staying safe online;
- ensuring the University College is meeting its statutory Prevent duty;
- aiding the identification of young people and adults at risk of significant harm, and providing procedures for reporting concerns;

- ensuring there are adequate and effective procedures for reporting and dealing with allegations of abuse against all stakeholders (i.e. members of staff, students, contractors and volunteers);
- ensuring the safe recruitment of staff;
- ensuring the safe recruitment/appointment of contractors;
- ensuring WUC maintains its Single Central Record;
- consulting with, and taking account of, guidance issued by the Government department responsible and other relevant bodies and groups, including the Local Safeguarding Children Board (LSCB);
- ensuring the University College contributes to inter agency working in line with statutory guidance 'Working Together to Safeguard Children' and recognises the importance of information sharing between professionals and local agencies.

There is no single piece of legislation that covers child protection and safeguarding. This document takes account of the legislation that is in place, most notably the Children's Act (1989), Data Protection Act (2000), Education Acts (2002 and 2004), Mental Capacity Act (2005), Working Together to Safeguard Children and Vulnerable Groups Act (2006), Working Together to Safeguard Children (2010 and 2013), Children & Families Act (2014), Keeping Children Safe in Education (updated September 2016) and Prevent Duty Guidance (2015).

It should also be noted that when considering the breadth of student safeguarding issues that may arise, there may be other more relevant policies (such as the Student Disciplinary Policy) which may be more appropriate to apply in cases such as bullying and harassment.

2. BASIC PRINCIPLES & DEFINITIONS

Writtle University College will refer concerns that a young person or adult might be at risk of significant harm to the Social Care Team and/or the Police.

2.1 The Definition of Safeguarding (Young People)

Throughout the policy and the procedures, reference is made to 'young people'. This term is used to mean 'those under the age of 18'. The University College adopts the safeguarding definition used in the Children Act 2004 and the Department for Education guidance document 'Working Together to Safeguard Children' (2010, paragraph 1.20), which focuses on safeguarding and promoting young people's welfare and can be summarised as:

- protecting young people from maltreatment;
- preventing impairment of young people's health or development;
- ensuring that young people are growing up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all young people to have the best outcomes.

2.2 The Definition of Safeguarding (Adults)

The Care Act 2014 has placed the Essex Safeguarding Adult Board (ESAB) on a statutory footing. The Act sets out the ESAB's main objective as to assure itself that local safeguarding arrangements and partners to help and protect adults in its local area who:

- Have needs for care and support (whether or not the local authority is meeting any of these needs) and;
- Are experiencing, or at risk of, abuse or neglect; and

- As a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

2.3 Types of Abuse and Neglect

It should be noted that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. Abuse (a form of maltreatment) can take many forms:

- **Physical Abuse**
Physical abuse causes harm. It may involve (but is not limited to) hitting, kicking, shaking, throwing, poisoning, burning, scalding, drowning or suffocating, misuse of restraint or inappropriate sanctions. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. It may also be caused when a parent/carer deliberately induces illness in a child, young person or vulnerable adult.
- **Neglect**
Neglect is the persistent or severe failure to meet a child's, young people or adults' basic physical and/or psychological needs. It will result in serious impairment of the child's or young person's health or development. It may include ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services.
- **Sexual abuse**
Sexual abuse involves a child, young person or vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the child, vulnerable adult or young person to be aware that the activity is sexual and the apparent consent of the child or young person is irrelevant. It may include an individual being involved in the production of pornographic material. It includes sexual assault or acts to which the adult/young person did not, or could not consent
- **Emotional Abuse**
Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's, young person's or vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

Whilst the following three definitions may not require a referral to Social Care, they may constitute forms of harassment and unacceptable behavior affecting the welfare of a student. The Designated Safeguarding Lead will make judgments on each case referred, based on the facts available.

- **Financial**
Financial or material abuse includes theft, fraud, exploitation, and the misuse or misappropriation of property, possessions or benefits. It includes exploitation and pressure in connection to wills, property, inheritance or financial transactions.

- **Psychological**
Psychological abuse includes verbal or emotional abuse (e.g. Humiliation, intimidation, threats, deprivation of contact, intimidation, coercion, isolation, being maliciously taunted with false promises, cyber bullying using social networking media etc.).
- **Discriminatory**
Discriminatory abuse includes racism, sexism, homophobia, discrimination against disabled people, and other such forms of prejudice as defined in the Equality Act and the University College's Equality Policy.

The definition of abuse of adults is contained in 'No Secrets' (Para 2.5) – 'Abuse is a violation of an individual's human and civil rights by other person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

The cross government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

The April 2014 statutory guidance (updated in September 2016) for Schools and Colleges and the most recent Ofsted guidance around inspecting safeguarding provides a further list of safeguarding issues for which appropriate action may be needed to protect learners. This includes: Child Sexual Exploitation (which involves exploitative situations, contexts and relationships where young people receive something as a result of engaging in sexual activities), Female Genital Mutilation (FGM), 'honour-based' violence (which encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM, forced marriage and practices such as breast ironing), bullying (including cyber bullying and prejudice based bullying), domestic violence, substance misuse, fabricated/induced illness, faith/racist/disability/homophobic or transphobic/gender based abuse, gangs and youth violence, hate crimes, missing children, private fostering, radicalisation and/or extremist behaviour, sexting, relationship abuse and trafficking.

2.4 Prevent Duty

Higher education institutions have a duty of care to students, staff and visitors. The Counter Terrorism and Security Act 2015 introduced a new statutory duty in September 2015 for higher education institutions to have "due regard to the need to prevent individuals from being drawn into terrorism". This means that institutions now have a statutory duty to engage with the government's Prevent agenda. The government has published guidance setting out what steps higher education institutions are expected to take to meet this duty.

Universities must balance a wide-ranging set of responsibilities. Universities are open institutions with a legal obligation to promote and facilitate academic freedom and freedom of speech. However, these are qualified rights. Section 31 of the Counter Terrorism and Security Act states, that in meeting the statutory duty, higher education institutions must

have *particular regard* to the duty to ensure freedom of speech and the importance of academic freedom.

Both Ofsted and HEFCE have a role in monitoring compliance.

Writtle University College coordinates Prevent work under the umbrella of safeguarding and has a Single Point of Contact for Prevent (SPOC) see 3.2 below. To ensure compliance with the duty, WUC has, and continues to:

- Assess risk of radicalisation in our area/institution;
- Develop and progress an action plan to reduce this risk;
- Train staff to recognise radicalisation and extremism;
- Work in partnership with other agencies;
- Develop referral mechanisms and refer people to Channel;
- Maintain records and reports to show compliance;
- Promote British Values;
- Update relevant policies and procedures (including the IS&T Policy & External Speakers Policy).

The University College has developed good links with external partners and members of the safeguarding team understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to be drawn into terrorism.

Referrals into the safeguarding team under Prevent should be dealt with in the same manner as any other safeguarding concern (as outlined in section 4.0 of this document).

3. STAFF RESPONSIBILITIES

3.1 Designated Safeguarding Lead (DSL)

A designated executive member of staff has lead responsibility for safeguarding. This is explicit within the role holder's job description. The present **Designated Safeguarding Lead (DSL)** is **Janine Rusbridge, Director of Human Resources** (telephone number: 01245 424 200 ext. 26033 or 07872 871067, email: janine.rusbridge@writtle.ac.uk).

In her absence, the activities of the role of the Designated Safeguarding Lead are delegated to the Deputy Designated Safeguarding Lead (DDSL), at present Claire Cross, Safeguarding & Wellbeing Manager (telephone number: 01245 424200 ext. 25724 or 07855 906245, email: claire.cross@writtle.ac.uk).

The DSL has a key duty to take lead responsibility for the organisation's safeguarding arrangements, raising awareness within the staff of issues relating to the welfare of students and the promotion of a safe environment for learning within the University College.

They have received training in child protection and vulnerable adults' issues and inter-agency working, as required by the Local Safeguarding Children Board (LSCB) and will receive refresher training at least every two years. They should keep up to date with developments in child protection issues.

The DSL is responsible for:

- overseeing the referral of cases of suspected abuse or allegations to the Social Care Team, the police and the Data Barring Service (in cases where a person is dismissed or left due to risk/harm to a child/vulnerable adult);
- liaising with the Vice-Chancellor and/or Pro Vice-Chancellor to inform him/her of issues;
- providing advice and/or support to other staff on issues relating to child protection and safeguarding vulnerable adults;
- involvement in strategy discussions and inter-agency meetings, contributing to the assessment of young people and/or support other staff to do so;
- ensuring that proper records of any child protection or adults referral, complaint or concern (even where that concern does not lead to a referral) are maintained;
- ensuring that staff and students are made aware of/have access to the University College's Safeguarding Policy (including ensuring safeguarding is adequately covered at staff induction and that there is a 'fit for purpose' staff code of conduct);
- encouraging a culture of listening to young people amongst staff when considering any measure the University College may put in place to protect them;
- ensuring awareness of the needs of looked after young people and young people with special educational needs in respect of safeguarding;
- liaising with the Local Authority and Local Safeguarding Children Board and other appropriate agencies, in line with Working Together to Safeguard Children 2013;
- linking with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding;
- liaising with appropriate senior role holders to ensure appropriate safeguards are put in place for under 18 students on work placements;
- ensuring that staff receive an appropriate level of safeguarding training and are aware of the University College's Child Protection and Safeguarding Policy and Procedures;
- working with the governing body ensure that the University College's Policy is reviewed and published annually and associated procedures are regularly considered and updated;
- supporting members of the safeguarding team in liaising with other agencies and setting up inter-agency assessment as appropriate;
- ensuring appropriate processes are in place for following and monitoring any child protection plans that are put in place;
- requesting re-consideration of a young person's situation if there does not appear to be improvement following a referral.

The Designated Lead will provide an annual report to the governing body of the University College setting out how the University College has discharged its duties. S/he is also responsible for reporting deficiencies in procedure or policy identified by the LSCB (or others) to the governing body.

The Director of Human Resources will hold all records of referral pertaining to staff. This term refers to teaching, administrative, management and support staff (including those engaged under Agency) as well as volunteers.

3.2 Safeguarding Officers

All students must know that they can get help and have someone to whom they can turn. WUC has a team of trained Safeguarding Officers sitting beneath the Designated Lead as detailed below:

Name	Job Title	Specific Safeguarding Role	Telephone Contact	Email Contact
Claire Cross	Safeguarding & Wellbeing Manager	Deputy Designated Safeguarding Lead (DDSL) & Single Point of Contact for Prevent (SPOC)	01245 424254 or 07855 906245	claire.cross@writtle.ac.uk or safe@writtle.ac.uk
Sue Gardner	Welfare & Disability Officer	Main operational contact (unless an allegation against a member of staff is made)	01245 424200 ext 25720 or 07766 255829	sue.gardner@writtle.ac.uk or safe@writtle.ac.uk
Paul Hill	Special Schools Coordinator		01245 424200 ext 25647 or 07974 817953	paul.hill@writtle.ac.uk or safe@writtle.ac.uk
Jenny Thorpe	Head of Quality (FE)		01245 424200 ext 25515	jenny.thorpe@writtle.ac.uk or safe@writtle.ac.uk
Michelle Kelly	Learning Support Manager		01245 424200 ext 26056	michelle.kelly@writtle.ac.uk or safe@writtle.ac.uk
Isobel Gowers	Head of Learning and Teaching (HE)		01245 424200 ext 25608	isobel.gowers@writtle.ac.uk or safe@writtle.ac.uk
Tracey Coop	Senior Warden	Main operational contact for residential students; out of hours on campus issues	01245 424200 ext 25529 or 07760 789556	tracey.coop@writtle.ac.uk or safe@writtle.ac.uk
Victoria Gentle	HR Advisor	Main operational contact if the allegation is against a member of staff	01245 424200 ext 25670	victoria.gentle@writtle.ac.uk or safe@writtle.ac.uk

The Safeguarding Team are responsible for:

- monitoring and implementing all aspects of the University College's Safeguarding Policy;
- working internally with the DSL and DDSL and externally with other agencies as necessary to put in place measures that may be necessary to protect individual students;
- keeping accurate safeguarding records (including details of concerns, discussions and decisions) and evidence of any agreed actions being taken following a referral;
- meeting at least termly (but more regularly if required, e.g. in response to a serious incident) to discuss and monitor/review events and responses so that practice can be continuously improved;
- reporting through the DSL to the Designated Governor that a meeting has taken place and any actions taken as a result;
- ensuring that any child protection files are copied and forwarded appropriately if a young person leaves the University College;
- following up on a referral should information about the outcome not be forthcoming from the Local Authority.

They will:

- have received training in child protection issues and inter-agency working, as required by the LSCB and will receive refresher training at least every 2 years;
- know how to make an appropriate referral and understand the process when they are concerned about a young person (see Appendix 1);
- be available to provide advice and support to other staff on issues relating to child protection or safeguarding;
- have particular responsibility to be available to listen to young people and adults at risk studying at the University College;
- deal with individual cases, including supporting the DSL and DDSL in working with other agencies as appropriate (including attending case conferences and review meetings).

3.3 Designated Governor

The governing body has a nominated Governor with special responsibility for child protection and safeguarding. He/she will undertake appropriate training. The nominated Governor presently responsible is **Paul Van Damme**. He can be contacted through the Clerk to the Governors on telephone number 01245 424200 ext. 25652. In his absence responsibility passes to the Vice-Chair of the University College's Personnel & Remuneration Committee.

The Designated Governor is responsible for liaising with the Designated Lead over safeguarding matters, including ensuring that:

- the University College has procedures and policies which are consistent with the Local Safeguarding Children Board's procedures;
- the governing body considers the University College policy on child protection and safeguarding on an annual basis;
- each year the governing body is informed of how the University College and its staff have complied with the policy, including, but not limited to, whether any referrals have been made as well as information as to what training staff have undertaken.

The Designated Governor would also be responsible for overseeing the liaison between agencies such as the police, social services (as defined by the LSCB) in connection with allegations against the Vice-Chancellor or the Designated Safeguarding Lead. This may not involve undertaking any form of investigation, but will ensure good communication between the parties and providing information to assist enquiries.

3.4 All University College Staff

All Writtle University College staff working with students will receive level 2 safeguarding training to provide them with a thorough understanding of safeguarding. In addition new staff members will receive a safeguarding induction presented by a member of WUC's Safeguarding team which aims to familiarise them with child protection issues, their responsibilities and Writtle University College's policy and procedure. Staff are made aware of systems within the University College which support safeguarding, all staff receive regular updates (for example via email, staff meetings and newsletters) as required, but at least annually. Refresher training for those with regular contact will take place at least every two years.

The University College has policies in place which set out our recruitment & selection procedures:

- Resourcing Policy & Procedure including policy on the Recruitment of Ex-Offenders.
- Policy on the Handling and Security of Disclosure Information.
- DBS & Vetting Disclosure Policy.

All staff **should**:

- have training on the Safeguarding policy as new members of staff as part of the Staff Induction programme;
- have refresher training at two yearly intervals (or as necessary) and have annual updates;
- be made aware of and are expected to follow the University College's Staff Code of Conduct. This can be found on MyWi within the employee handbook;
- have a good understanding of safeguarding concerns, including potential abuse and neglect of young people and vulnerable adults, which may come to light in the workplace;
- be aware of the signs of abuse and neglect;
- be aware of the process for making referrals to social care (see 4.1 and 4.4);
- be able to identify risks, highlight them and seek to ensure that appropriate steps are taken to safeguard the child, young person or vulnerable adult concerned including when appropriate referral to specialist services or early help services;
- have an attitude of 'it could happen here' where safeguarding is concerned and always act in the best interests of the child/vulnerable adult;
- wear their University College ID cards at all times. The cards should be visible to all students. Lanyards are provided or are available from the HR department;
- make the campus and services provided as safe, student-friendly and welcoming as possible;
- make students feel safe and promote safeguarding;
- provide information to visitors and students on the University College Safeguarding procedure;

- ensure that activities with those under 18 take place where there is more than one person present or they are in clear view and hearing of other adults;
- avoid unnecessary or inappropriate physical contact;
- respect a young person's right to privacy and maintain an appropriate level of confidentiality;
- be willing to listen to young people when they raise any concerns they may have and deal with them appropriately and effectively;
- be aware that their behaviour will be an example to the young people who they encounter through their work;
- be aware that, in the course of their work, should they discover an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 this must be reported immediately to the police;
- be sensitive to the feelings of a learner who is reporting bullying or abuse of any kind;
- challenge discriminatory behaviour and provide/signpost to appropriate help/support;
- promote positive behaviour; ensure appropriate risk assessments are in place;
- promote online safety to learners;
- feel able to raise concerns about poor or unsafe practice and potential failures in the University College's safeguarding regime and expect those concerns to be taken seriously by the senior management team. This is supported by the University College's whistleblowing procedures.

Academic and Academic Support staff should consider how young people can be taught about safeguarding, including online safety, through teaching and learning opportunities (contributing to providing a broad and balanced curriculum).

Staff in adhering to the University College Code of Conduct **should not**:

- allow bullying by other young people;
- allow themselves to be drawn into inappropriate behaviour or relationships;
- show favouritism to any individual;
- either dismiss or exaggerate child abuse issues;
- jump to conclusions;
- repeat any information heard about suspected child abuse to anyone other than appropriate line managers, members of the Safeguarding Team, or the appropriate statutory authority.

The University College will also ensure that arrangements are in place with contractors, through the procurement process and via the contract where possible, whereby any of the contractors' or their staff that will come into contact with young people/adults at risk will undergo appropriate checks actioned by the Property and Facilities Department. All records will be treated as confidential and will conform with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.

4. PROCEDURE FOR INVESTIGATING ALLEGATIONS, COMPLAINTS & CONCERNS

All staff have a role in the prevention of abuse, and a duty to report any suspicion, concern or allegation of abuse, whether on or off University College premises. All allegations of abuse by a professional, staff member, family member, or a peer must be taken seriously and responded to accordingly in line with the guidelines set out below:

- Promises of confidentiality **must not** be given as the matter may need to be taken further. However the individual must be reassured that the information will only be shared as necessary and appropriate to ensure their wellbeing and personal safety.
- Priority should be given to ensuring the immediate safety of the individual, as far as reasonably practicable, and what is being observed or disclosed.
- If the student is declaring that they are being/have been subjected to abuse, questions must be kept to a minimum necessary (to understand what is being alleged and gain enough information so a referral can be made, if necessary) and leading questions should be avoided. Staff should not investigate concerns or allegations themselves but should report them immediately to the Safeguarding Team.
- An abused young person is likely to be under severe emotional stress and may feel anxious about talking to a member of staff.
- A written report should be submitted to a member of the Safeguarding team without delay.
- A written statement **must not** be obtained from the student. The member of staff who initially listened to the student must record what was said. This document is not a statement and signatures should not be obtained from the student.
- The reporting member of staff must make a full record (as soon as possible) of the nature of the allegation and other relevant information including:
 - the date, the time, and the place where the alleged abuse took place;
 - the member of staff's name making the record and the names of others present;
 - the name of the person making the allegation, and where different, the name of the young person who has been abused;
 - the nature of the alleged abuse/complaint;
 - a description of any injuries observed (if appropriate);
 - the account which has been given of the allegation.
- The next steps to be followed depend on the individual nature of the allegation/concern:
 - See 4.1 where the allegations/concerns are in relation to an under 18 year old student;
 - See 4.2 where the allegations are made against a member of staff/volunteer;
 - See 4.3 where the allegations are made against outside contractors;
 - See 4.4 where the allegations/concerns are in relation to an adult student
 - See 4.5 where the allegations are in relation to the Prevent duty.

4.1 Where Allegations/Concerns are in Relation to An Under Eighteen Year Old Student (NOT Involving a Member of Staff)

All concerns would normally be directed to a member of the University College's Student Safeguarding team (see section 3.2) in the first instance. They will then decide whether to refer the matter immediately to the Designated Safeguarding Lead. The Designated Lead decides what further action is needed. This may involve consulting with the Local Safeguarding Board's Consultation Line. If the student is an Essex County Council resident this would mean ringing 0345 6037627 and asking for the Family Operations Hub Consultation Line or emailing FOH@essex.gcsx.gov.uk.

If, at any point, it is believed that there is a risk of immediate serious harm to a child, a referral should be made to Children's Social Care urgently. It should be noted that, although it would usually be the Designated Lead making a referral, any staff member can refer their concerns¹. This would involve telephoning 0345 6037627 (in office hours) and asking for the Family Operations Hub Priority Line or 0345 6061212 (out of office hours).

If there is immediate risk of harm then the police should also be contacted on 999 or 112.

A non-urgent Essex referral could be made by completing a Family Operations Request for Services Form

<http://www.escb.co.uk/en-gb/workingwithchildren/concernsaboutthewelfareofachild.aspx> which can be emailed securely to FOH@essex.gcsx.gov.uk or faxed to 03330 133944.

Learners should be supported, protected and informed appropriately about the action being taken to share concerns. Parents should be made aware of concerns and their consent sought, unless doing so would increase the risk of harm to a young person.

Writtle University College recognises, and takes very seriously, the matter of young people being capable of abusing their peers. In these cases, the steps outlined above should also be followed.

Appendix 1 provides a useful flow chart of actions where there are concerns about a child/young person.

4.2 Where Allegations are Made Against a Member of Staff or Volunteer

Any safeguarding concerns or allegations (i.e. allegations that indicate a member of staff has behaved in a way that has harmed, or may have harmed a young person/vulnerable adult; has possibly committed a criminal offence against a young person/vulnerable adult; or behaved in a way that indicates unsuitability to work with young people/vulnerable adults) should be referred to the HR Advisor (who is Level 3 trained and part of the University College's Safeguarding Team) in the first instance, who may then choose to refer it directly to the University College's Safeguarding Designated Lead. The procedure below will then be followed:

- A full investigation should be undertaken, which may lead to Formal Disciplinary Action, in accordance with the University College Disciplinary Policy & Procedure. It is

¹ In the exceptional cases when this happens they should inform the Designated Safeguard Lead as soon as possible.

imperative that those dealing with an allegation maintain an open mind and those investigations are thorough and not subject to unnecessary delay.

- If the allegation is considered as being potentially criminal or affecting the safety of the child, it will be referred directly to the police. **The LSCB (Essex Duty Local Area Designated Officer) should be contacted within 24 hours of any situation arising on 0330 139797². The Local Authority Designated Officer (LADO) will advise on the action to be taken, which may involve completing a referral form and/or discussing/setting a date for the strategy/management planning meeting.**
- Although not automatic the individual(s) concerned may be suspended at any stage (with authorisation by a member of the senior management team) on full pay, as a precautionary measure for the effective and efficient conduct of an investigation and/or in direct response to concerns around possible risk of harm to young people/vulnerable adults. The University College recognises that an allegation of child abuse against a member of staff may be made for a number of reasons and that the facts of the allegation may or may not be true. Consideration to alternatives would be reviewed, e.g. paid leave of absence, agreement to refrain from attending work, change of or withdrawal from specified duties.
- The member of staff may be interviewed. This should occur with the approval of the appropriate agency, e.g. if the police are involved – the officer in charge of the case should be consulted. The member of staff should be advised that they have the right to be accompanied by a staff representative although it should be made clear that the interview is fact finding and not a formal disciplinary hearing.
- If suspension is confirmed, written confirmation shall be sent or given as soon as possible to the member of staff and senior staff informed on a “need to know” basis.
- The suspended member of staff should be given appropriate support during the period of suspension and provided with a named contact and regular information on progress and developments in the case as appropriate.
- Any suspension would remain under review in accordance with the University College Disciplinary Policy and Procedure.
- Where a member of staff is suspended and no disciplinary action is taken, the suspension is lifted immediately and arrangements made for their return to the workplace. Support will be offered to enable the return to work.
- The student making the allegation and/or their parents or carer should be informed of the outcome of the investigation and this should occur prior to the return to the University College of the member of staff (if suspended and as appropriate).
- Details of allegations that are found to be malicious should be removed from personnel records. However, for all other allegations it is important that clear and accurate information is kept (until the accused has reached normal pension age or a period of 10

² In line with ECC guidance

<http://www.escb.co.uk/Portals/67/Documents/Local%20Practices/Essex%20LADO%20information%20leaflet%20updated%2015.11.15.pdf>

years from the date of the allegation if that is longer) on the confidential personnel file and a copy provided to the person concerned.

- In the case of an under 18 year old, if an allegation is determined to be unsubstantiated or malicious, the matter should be referred to the Children’s Social Care Services to determine whether the child concerned is in need of services or may have been abused by someone else. If an allegation is shown to be deliberately invented or malicious, the Pro Vice-Chancellor should decide whether any disciplinary action is appropriate against the student that made it; or through consultation with the DSL whether the police should be asked to consider if action might be appropriate if the person is not a student.
- In line with our legal duty, a referral would be made to the Data Barring Service (DBS) as soon as possible if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.
- After the conclusion of a case in which an allegation is substantiated, the DSL should review the circumstances of the case to determine whether there are any improvements to be made to the University College’s procedures and practices.

It should be noted that employers have a duty of care to their employees. It is essential that any allegation of abuse is dealt with very quickly, in a fair and consistent way that provides effective protection for the student and at the same time supports the person who is the subject of the allegation. In all cases, when an allegation is made, the University College will make every effort to maintain confidentiality and guard against unwanted publicity while an investigation is being investigated or considered.

If the Designated Senior Lead was to be the subject of an allegation, the University College Vice-Chancellor, in liaison with the Designated Governor, would determine the appropriate course of action to be taken. If the Vice-Chancellor was to be the subject of an allegation, the Chair of Governors would discuss the allegation with Designated Senior Lead.

4.3 Where Allegations Are Made Against Outside Contractors

It should be noted that all outside contractors/others must be made aware of (through the procurement process and by the appropriate Head of Department) and are expected to follow agreed University College guidelines/procedures.

- a. If an allegation is considered as being potentially criminal or affecting the safety of the child/ young person or ‘at risk’ adult, it will be referred directly to the appropriate authority and will not be the responsibility of the University College from that point.
- b. Details of any allegations will be passed across to the individual’s employer, where it should be dealt with under their relevant company policy.
- c. The individual(s) against whom the allegation is made will not be permitted onto the University College Campus until the matter is resolved to the satisfaction of the Designated Safeguarding Lead.

4.4 Where Allegation/Concerns Are In Relation to Over Eighteen Year Old Student

The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is entirely different from that for young people. 'Working together to Safeguard Children' only applies to young people up to when they reach the age of 18. Government guidance in relation to adults was contained in the document 'No Secrets' and the previous Protection of Vulnerable Adults guidance. From April 2015 this has been replaced by Section 14 of the Care Act 2014.

Writtle University College is committed to working with other agencies to ensure that adults who may have suffered or are suffering abuse or neglect are safeguarded. The Essex Safeguard Adults Board (ESAB) raises awareness and promotes the welfare of adults through the development of effective co-operative partnership working.

If there are safeguarding concerns that an adult may have suffered or may be suffering from abuse or neglect, those concerns should be directed to a member of the University College's Student Safeguarding team (see section 3.2) in the first instance. They will then decide whether to refer the matter immediately to the Designated Safeguarding Lead. The Designated Lead decides what further action is needed. This may involve consulting with Social Care and/or the police (as appropriate).

If, at any point, it is believed that there is a risk of immediate serious harm to an adult although it would usually be the Designated Lead making a referral, contact should be made with Social Care Direct who can be contacted on 0345 6037630 or a SET SAF1 Form can be completed (<http://www.essexsab.org.uk/en-gb/professionals/reportingconcerns.aspx>). To access Family Solutions Service for the whole family, the FORS form must be used. If there is immediate risk of harm then the police should also be contacted on 999. In such instances a member of the Safeguarding Team should be updated as soon as possible.

4.5 Where Concerns are Raised Under Prevent

If there are concerns that a student may be at risk of being radicalised or drawn in to terrorism, concerns would normally be directed to a member of the University College's Student Safeguarding team (see section 3.2) in the first instance. They will then decide whether to refer the matter immediately to the Designated Safeguarding Lead. The Designated Lead decides what further action is needed.

Referrals should be made without delay where there are concerns about significant harm, or directly to the Police on 999 if there is an imminent risk of harm.

A referral form (VTR) (see <G:\DATA\Safeguarding\Prevent\Policies\Joint VTR Template v.1.2 Feb 2016.docx>) should be completed and returned securely to SBFIMU@essex.pnn.police.uk.

Any referral received will be initially screened by the Essex Police Prevent team. All cases that progress through the Channel process will be subject to a thorough assessment of vulnerabilities in a multi-agency safeguarding environment.

5. SAFER RECRUITMENT

Writtle University College is committed to maintaining a culture of safer recruitment. The policies and procedures which are in place and are followed have been outlined in section 3.4 above.

As part of that commitment Writtle University College ensures recruitment procedures help deter, reject or identify people who might pose a risk to young people or vulnerable adults.

In order to do this, Writtle University College (in summary) puts the following measures in place:

Pre-Offer

- Senior Members of the HR department have undertaken specific training in safer recruitment
- A List 99 (referred to as the Children's Barred List) which identifies if individuals are prohibited from working with Young people or Vulnerable Adults. This check incorporates a Teacher Prohibition Check (for those in a Teaching role) and a Section 128 direction (for those in a management position);
- A Risk Assessment (where individuals are permitted to commence within role prior to the return of their DBS when supervised by another member of staff whom is in regulated activity) which states a commitment from the line manager that the employee will not be left unsupervised until a satisfactory DBS is received; this risk assessment is only released once a satisfactory DBS has been received by the HR department;
- Verify a candidates identity
- A check to establish the person's right to work in the United Kingdom
- Verify a candidates academic qualifications
- Online checking with the DBS update service, as appropriate pending individual membership is in place and individual consent is provided
- Conditional offer based on receipt of satisfactory references and DBS check

Post-offer

- Enhanced DBS checks for all appointments for roles, specifically those that will be engaging in regulated activity;
- A medical questionnaire and where appropriate health check to verify the candidates mental and physical fitness to carry out their work responsibilities
- References are sought to obtain factual and objective information to support appointment decisions;
- Further checks if considered appropriate would be required for individuals who have lived or worked outside the UK;
- A Single Central Record (SCR) (covering all roles at Writtle University College excluding contractors where a separate list is held by the appropriate department).

In relation to recruitment for volunteers, where they will be at the Campus on more than one occasion the following measures are put into place;

- Senior Members of the HR department have undertaken specific training in safer recruitment
- A List 99 (referred to as the Children's Barred List) which identifies if individuals are prohibited from working with Young people or Vulnerable Adults. This check

- incorporates a Teacher Prohibition Check (for those in a Teaching role) and a Section 128 direction (for those in a management position);
- A Risk Assessment (where individuals are permitted to commence within role prior to the return of their DBS when supervised by another member of staff whom is in regulated activity) which states a commitment from the line manager that the employee will not be left unsupervised until a satisfactory DBS is received; this risk assessment is only released once a satisfactory DBS has been received by the HR department;
 - Verify a candidates identity;
 - A check to establish the person's right to work in the United Kingdom ;
 - Verify a candidates academic qualifications;
 - Online checking with the DBS update service, as appropriate pending individual membership is in place and individual consent is provided;
 - Enhanced DBS checks for all appointments for roles, specifically those that will be engaging in regulated activity;
 - A Single Central Record (SCR) (covering all roles at Writtle University College excluding contractors where a separate list is held by the appropriate department);
 - Written notification from any agency that is used that they have carried out the necessary DBS checks.

6. KEY AGENCY CONTACT INFORMATION

Essex Safeguarding Children Board:

Telephone Number: **0345 6037627** and ask for the **Family Operation Hub** – in the case of immediate protection being required request the **Priority Line** (in office hours) or **0345 6061212** (for an immediate out of office hours, i.e. the Emergency Duty Service)

Essex Police: **999** or **121** – if immediate protection is required.

Essex Duty Local Authority Designated Officer:

Telephone Number: **03330 139 797**

Essex Prevent Team:

prevent@essex.pnn.police.uk

DC 2677 Tess Wisbey

tess.wisbey@essex.pnn.police.uk

Telephone Number: 101 Ext. 180521 or Mobile 07968 243703

DS Mark Wilson

Telephone Number: 01245 491491 Ext. 180527 or Mobile 07718 669650

Essex Safeguarding Adults Board:

Telephone Number: **0345 6037630 Social Care Direct**

This policy & procedure is readily accessible to students and staff on MyWi and the University College website and is reviewed annually.

This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. The University College reserves the right to amend this policy from time to time and any such amendments may be notified to employees through News & Events or e-mail.

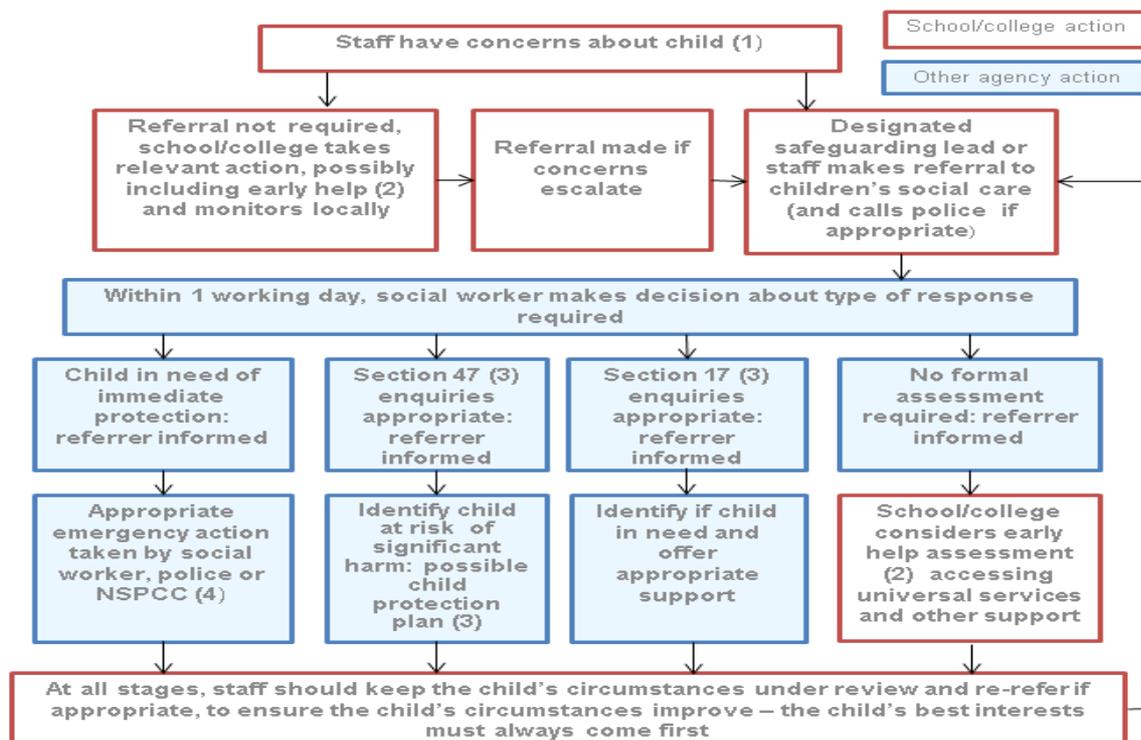
If this information is difficult to access, read or understand, it can be provided in another format by the Human Resources department, for example in Braille, in large print, on audiotape, in another language or by someone talking it through with you.

Version Control

Version Number	Purpose/Amendment	Date
1.0	Existing policy moved to new WUC template	04 October 2016
2.0	Update to Prevent referral process in line with latest published guidelines	09 December 2016

Appendix 1 – Flow Chart Taken Directly From Keeping Children Safe in Education Statutory Guidance (5 September 2016)

Actions where there are concerns about a child



1. In cases which also involve an allegation of abuse against a staff member, see Part four of this guidance.
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of Working together to safeguard children provides detailed guidance on the early help process.
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of Working together to safeguard children.
4. This could include applying for an Emergency Protection Order (EPO).

This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website, through Writtle Weekly or by email.