



INTO City, University of London Safeguarding Policy 2019

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Due for review November 2020

INTO 

UNIVERSITY OF EAST ANGLIA

Introduction

INTO is committed to and has a statutory and moral duty to ensure that each Centre functions with a view to safeguarding and promoting the welfare and wellbeing of children, young people and adults.

The definition of 'children' applies to those students under the age of 18. INTO recognises that some adults are also vulnerable to abuse. This policy may be applied (with appropriate adaptations) to allegations of abuse and the protection of children, young people and vulnerable adults. This policy underpins all our pastoral and academic responsibilities to our students and should be considered alongside other related policies and procedures in place for students and staff. Such policies can be found in the Student and Staff Handbooks. The Joint Venture board will have ultimate responsibility and accountability for ensuring a safe learning and working environment for all our students and staff in each Centre. The policy applies to all staff and should be read in conjunction with the Staff Handbook.

(The governing body takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with agencies to ensure adequate arrangements within our Centre are in place, to identify, assess and support those children or young persons who may be suffering from harm)

The aims of the policy are:

- To provide a safe learning environment for all students under the age of 18
- To ensure that all teaching & non-teaching staff here at INTO City are aware of the needs of students and young people
- To promote good practice and outline a clear structure for staff to be able to report abuse
- To ensure that all adults within the Centre who have access to children and young people have been checked as to their suitability. This includes any volunteers and student ambassadors.
- To report safeguarding concerns to the formally known Tower Hamlets Safeguarding Board (LSCB), now the Tower Hamlets Safeguarding Children's Partnership (THSCP)¹, in accordance with the Local Authority Designated Officer (LADO) procedure and their referral flowchart <http://www.childrenandfamiliestrust.co.uk/wp-content/uploads/2018/07/LBTH-LADO-Flowchart-May-18-v4-final.pdf>
- To report concerns regarding a child or young person, who may be abused, neglected or harmed to the 'duty care worker' at Multi-Agency Safeguarding Hub (MASH) via our 'Designated Safeguarding Lead'

Single Central Register (SCR) and Disclosure and Barring Service (DBS) checks²

- All staff working in the Centre that have unsupervised access to children and young people must be subject to DBS checks. This is arranged by our HR department during the successful appointment of staff
- The Centre also obtains a separate 'barred list' check of the individual who will start work in the Centre in a regulated activity before the DBS check is made available
- The Centre checks the following information using our SCR; an identity check (passport or equivalent), 'barred list' check as stated above, DBS check, further checks on people who have lived and worked outside the UK, conduct a full employability history, all 'gaps in the CV' are identified and questioned during our interview process, proof of address, 2 references, evidence of qualifications, proof of 'right to work' in the UK. *Failure to provide the above will result in the offer of employment being withdrawn

Induction and training for staff

All staff are given access to a copy of our 'Staff Handbook', 'safeguarding and child protection policy' during their induction period. All staff complete the level 1 training course (available online) on safeguarding

¹ Metropolitan Police, NHS Tower Hamlets Clinical-Commissioning Group & Tower Hamlets Council, Tower Hamlets Safeguarding Children Partnership (THSCP) Arrangements, June 2019 p.1

² Department for Education, Keeping children safe in education: Statutory guidance for schools and colleges, September 2019, pp.41-44

children and young people. Staff are also provided with access to our Health and Safety procedures. Staff should, based on their induction, be able to identify and recognise signs of abuse and know how to report their concerns to the Designated Safeguarding Lead (DSL).

Staff Expectations and Good Practice

- Staff are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.
- Treat all students equally with respect and dignity. All children regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- Strong emotions can be aroused by certain child abuse situations, it is vital that these feelings do not interfere with one's judgement about the appropriate action to take.
- Establish and maintain an environment where children feel secure, are encouraged to talk, and listened to.
- This policy is made with reference to the Government Guidelines "Working Together to Safeguard Children 2018"³. These guidelines will be adhered to as Best Practice in respect of procedures and responding to any issue.

Code of Behaviour and Prevent

The centre has a Staff Handbook and a 'Student Code of Conduct' which outlines expectations and our code of behaviour. The code of conduct outlines our policies in relation to students and young people engaging in criminal activity. It also outlines our duty of care in relation to 'Prevent'. In the event of a student or young person becoming radicalised or engaging in extremism, staff are expected to report these concerns to the DSL the exact same ways in which they would report a safeguarding concern. Our safeguarding process outlines our objectives to;

- Understand how to prevent harm to students and young people from groups, or others who may wish to promote violent extremism and manage and prevent the risks of this within our Centre
- Provide a safe space for students to come forward and seek help should they feel unsafe
- Risk assess and approve using our risk assessment any outside / guest lectures in advance of the activity
- Monitor closely student engagement and attendance in order to identify any 'change of behaviour' in our students or young people
- Report any concerns to the DSL via the appropriate channels⁴

General Supervision and Social Activities

Any social activities or outings are risk assessed and staffed appropriately. The ratio for trips which include under 18's is 1 staff member to 10 students or young people. A thorough risk assessment is conducted, approved by the line manager or the Head of Student Services and saved on record. Reporting structures are included within our risk assessments for any out of hours emergencies.

Although we promote the use of technology, we also provide an introduction session to using social media and technology during our induction and enrolment period. We send out regular student newsletters to all students and young people as reminders of 'appropriate usage' of social media platforms. Regular newsletters are sent out to staff and students regarding online fraud, how to stay safe online, and when to report any suspicious or bullying behaviour online.

Staff are advised as per the staff handbook to refrain from befriending any student or young person on their social media platforms. This is to respect the professional boundaries between staff and students in accordance with our staff handbook. The Student Services Team have a published 'out of hours' telephone number which is a mobile number in case of emergencies which may occur out of hours. Students and

³ HM Government, Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children July 2018

⁴ Harbinger Primary School, Tower Hamlets Guidance on Amending Safeguarding Policies to Include Prevent Issues (protecting pupils from Radicalisation and Extremism.) February 2015

young people are given this number in the Under 18's Handbook, pre-arrival information as a part of their arrival process and, on the out of hours message via our general office number. Students are also told about the service offered to them during our welcome talk in the induction / enrolment week period.

In the event of a student declaring a medical condition / disability and or an additional need as part of their application process, the student is invited to a follow up meeting upon arrival. This meeting acts as a 'liaison meeting' in order to ensure that any further Personal Emergency Evacuation Plans (PEEP) are put in place for the student throughout their study period. The PEEP is then processed and adhered to by the Facilities Team. The Student Services Team or first aiders and fire marshals.

All students, visitors, and staff are identifiable by their staff and student lanyard and ID card. Any visitors allowed into the building must be accompanied by the relevant staff member whom they are visiting. The only exit and entry points into the building are on the ground floor via our security. There are staff only toilets located on the first floor for those staff who are 'visiting'. All visitors sign in and sign out during their stay. They are also identifiable by a 'green' visitor's lanyard.

Intervention and support from the 'Early Help Hub' may also be considered in the event of a safeguarding concern (depending on the situation which must be risk assessed). This is a support tool for those children and young people and their families who may benefit from early help and intervention. The DSL or deputy will consider this as an option when assessing the risk of that of a child or young person. This decision can only be made once the Centre Director has approved and assessed that the young person in question is not in immediate danger. In the absence of the Centre Director this should be a panel-based decision with the DSL present (preferably between Designated Safeguarding Persons). Staff in centre can reach out to the early help hub for support or enquiries.

How to respond to a child, a young person or vulnerable adult disclosing abuse

There are many forms of abuse (a form of maltreatment of a child or young person). Physical abuse, emotional abuse, sexual abuse, and neglect. In addition to this, there could be child sexual exploitation (CSE), sexting, peer on peer abuse, sexual violence and or sexual harassment, serious violence either in the home or by a partner / boyfriend / girlfriend, violence against women and girls (VAWG), so-called honour-based violence (HBV), female genital mutilation (FGM)⁵. If unsure, please speak with the DSL.

- Treat any allegations extremely seriously
- Assure the child / young person or vulnerable adult that they are doing the right thing by telling you
- Be honest about your position and who you must tell as a part of your duty of care to them
- Do not tell them that this will be kept confidential – you may not be able to keep that promise
- Take further action once you have all the facts – write things down that they say or try and keep a record of it – do not put words into their mouth so allow them to speak
- Try not to interrogate the child / young person or vulnerable adult
- Report the above to your Designated Safeguarding Persons (DSP's) or the DSL as a matter of urgency⁶

The DSL will then conduct a report using your findings. The DSL will also conduct a Risk Assessment and make a referral to the local authority (depending on the situation). The DSL may ask you to take further action by writing up a statement or attending another meeting to ensure that they have all the facts.

Allegations against staff

Please refer to our Staff Handbook (Page 33, 88). Please also refer to our 'Speak Up (Whistleblowing Policy)' in the Staff Handbook.

When an 'allegation' is received, it is important to be clear about what exactly is being said. The DSL or staff member to whom this is being reported to, must;

- Establish what allegation has been made

⁵ St Joseph's Catholic Primary School, SAFEGUARDING (CHILD PROTECTION) POLICY, October 2019, pp. 4-8

⁶ Stephen Hawking School, Safeguarding Policy, Agreed by Governors 21/05/19

- The general nature of the allegation
- How the Centre will approach with interviews and witness statements

Designated Safeguarding Lead

The Head of Student Services is the DSL. With the Centre Director and the Student Services Team Leader acting as deputies in their absence. The Centre also operates with 3 further staff (professional and academic) as DSP's. Signs and posters are clearly distributed in the staff rooms. Regular training face to face and online is conducted which is mandatory in order to ensure that all staff are familiar with the above systems and structures. The DSL alongside the Centre Director works closely with HR in order to assess the SCR in centre through our safeguarding meetings.

Contacts

- **Multi-Agency Safeguarding Hub (MASH)** (Referral Point)
Tel: 020 7364 5601 / 5606
Email: MASH@towerhamlets.gov.uk
Secure email: MASH@towerhamlets.GCSX.gov.uk

- **Police Child Abuse Investigation Team (CAIT)**
Tel: 020 8217 6484

- **Local Authority Designated Officer (LADO)**
Tel: 020 7364 0677 / 5290
Email: LADO@towerhamlets.gov.uk

If they are unavailable, please contact the **Child Protection Advice Line** on
Tel: 020 7364 3444 / 5601 / 5606

- **Early Help Hub**
Website: <https://forms.towerhamlets.gov.uk/service/ehenquiries>
Tel: 020 7364 5005
Email: earlyhelp@towerhamlets.gov.uk.cjsm.net
- **Domestic Abuse and Victim Support**
Website: https://www.towerhamlets.gov.uk/Documents/Community-safety-and-emergencies/Domestic-violence/Domestic_Abuse_Service_Directory_Final_2018.pdf
Tel: 0800 279 5434
Email: domestic.violence@towerhamlets.gov.uk

Resources Used

- Department for Education, Keeping children safe in education: Statutory guidance for schools and colleges, September 2019
- Harbinger Primary School, Tower Hamlets Guidance on Amending Safeguarding Policies to Include Prevent Issues (protecting pupils from Radicalisation and Extremism.) February 2015
- HM Government, Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children July 2018
- INTO City, University of London, Child Protection Policy Revised October 2018
- INTO City, University of London, Safeguarding Policy, September 2018
- Metropolitan Police, NHS Tower Hamlets Clinical-Commissioning Group & Tower Hamlets Council, Tower Hamlets Safeguarding Children Partnership (THSCP) Arrangements, June 2019
- NSPCC, NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community Sector Children and young people aged 0–18, 2019, UK edition
- Stephen Hawking School, Safeguarding Policy, Agreed by Governors 21/05/19
- St Joseph's Catholic Primary School, SAFEGUARDING (CHILD PROTECTION) POLICY, October 2019

Version	Name of Owner	Date of Change	Changes Noted
Version 6	Madonna Fieldhouse	November 2019	Merge of SG Policy and CP Policy