

Safeguarding Procedure

Our Commitment

Cardiff and Vale College has a moral and statutory duty to promote the welfare of the children and vulnerable adults and safeguard them from abuse. These procedures explain how we will meet this duty. The College has a zero-tolerance approach to abuse and other harmful behaviour.

The safeguarding procedure refers to 4 types of abuse – emotional, physical, sexual and neglect and also takes account of concerns related to radicalisation.

These procedures apply to all staff, Governors and others who work in direct contact with learners in the College. Abuse may take place both outside and inside of the College setting; everyone who is part of the College community is responsible for safeguarding, promoting and protecting the welfare of children and vulnerable adults. This responsibility refers to individuals when they are both in and out of College and includes use of the internet and electronic communication devices such as email, mobile phones, games consoles, social networking sites etc, regardless of ownership of the communication device.

It is essential that all staff read the college's Safeguarding Policy and Procedures and familiarise themselves with the new **Wales Safeguarding Procedures** found [here](#).

Reporting Concerns

Staff

All members of staff at CAVC have a duty to report if they believe someone is at risk of harm, for example physical, sexual or financial abuse. This is not a matter of personal choice.

We must all be alert to the signs of abuse and we must treat all instances seriously. It is important that you listen and are supportive. If you suspect that someone is being harmed or if someone discloses something to you must report it to the Safeguarding team (contacts below) and record on My Concern. This should be done within **2 hours** and must be done before leaving the campus.

If you believe someone is at **immediate risk of significant harm**, call 999 and speak to the police.

All concerns must be recorded using [My Concern](#) (link and guidance can also be found on the Staff Portal). My Concern is secure software used for reporting any wellbeing or safeguarding concerns.

- On My Concern you will be asked to record:
 - The date and time
 - The name of the person you are concerned about

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- Any other people involved
 - The place where the incident occurred
 - A summary of the concern and a detailed account, including a description of any injuries you have seen
- There must be NO LEADING QUESTIONS.
 - The account must be factual with no emotive language or subjective interpretations
 - There can be NO PROMISE OF CONFIDENTIALITY to an individual raising a concern as you are obliged to pass any concerns onto the Designated Safeguarding Representatives/Officers. The College is also obliged to refer any concerns to Social Services and/or The Police.
 - If someone begins to disclose something but stops once you say that you cannot guarantee confidentiality, you should still inform the Designated Safeguarding Representatives/Officers.
 - If someone makes a disclosure, record what they say in their exact words, do not paraphrase.
 - Do not use your phone or college device to take any photographs.
 - Do not discuss the disclosure with friends or colleagues, only report it to a member of the safeguarding team.
- **It is not your responsibility to investigate suspected cases.**

Following reporting a concern:

- Log in to My Concern to track progress and see what action has been taken. It is your responsibility to ensure you are satisfied that the concern has been appropriately addressed.
- Check your tasks and complete them within the time set.
- Update the concern if you have any new information or have taken any action.

Students

- A student who is concerned for their own welfare or of the welfare of someone else should speak to their tutor or a wellbeing officer, visit the Wellbeing Hub or email learnerfeelsafeteam@cavc.ac.uk.

All concerns are triaged by one of the Safeguarding Leads (SL). If you have contacted the SL, they will advise on the next steps. The SL may ask you to contact the MASH team yourself if it is more appropriate for you to do so and will support you to do this. However, it is more usual for the SL to take the next actions.

Following reporting concerns to the MASH team, you may not be informed of any actions they have taken. This is due to their responsibility regarding safeguarding, Child Protection and confidentiality regulations. However, it is your responsibility to ensure you are satisfied that action has been taken, even if you are not told of what the action is.

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In some cases, the SL will ask a member of the wellbeing team or the person's tutor, to provide ongoing pastoral support. This will be done by allocating a task for that person on My Concern.

Each time any member of staff takes any action in relation to your concern it will be recorded on My Concern. This enables you to track the progress of the concern and also provides Social Services or Police with a chronology if needed. This is another reason why it is so important for reports to be factual and accurate.

Allegations Against a Member of Staff

- Allegations of abuse or concerns raised against a member of College staff will always be treated seriously. If a member of staff receives such an allegation or has concerns, this must always be referred to the designated Senior Manager or in his/her absence their deputy.
- This must be done within 2 hours and should follow the procedures described above.
- The college will then follow the guidance Safeguarding Children in Education: handling allegations of abuse against teachers and other staff (see associated procedure).

Dealing with Allegations of Abuse Against a Member of Staff

Staff in colleges come in to contact with a number of young people. We understand that an allegation of abuse may be made against a member of staff for a variety of reasons and recognise that this may or may not be true. Those who deal with this allegation will do so with an open mind and will ensure a timely and thorough discussion.

- The Designated Senior Manager will record all the relevant information of the case.
- The Designated Senior Manager will refer to Social Services or other agencies where necessary. As previously consent for the referral from the young person/vulnerable adult will be sought, although the referral will be made without it.
- The Designated Senior Manager will inform HR and the Deputy Principal. Advice will be sought from Social Services whether to suspend the member of staff. Once a referral has been made the Social Services/Police investigation takes precedence over any college disciplinary procedure.
- The Designated Senior Manager will inform the Designated Safeguarding Governor of the allegation and investigation.
- If a member of staff is dismissed or resigns before the disciplinary process is completed, s/he will be informed of the College's duty to tell the Disclosure and Barring Service of the situation.

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- The College will review any investigation to ascertain whether lessons can be learned; this review will be reported to the Governing Body.
- The College will also be guided by of the Safeguarding Staff Code of Conduct and the Education Workforce Council code.

Dealing with Allegations Found to be without Foundation

If there is an allegation that is proved unfounded, we will:

- Inform of HR of this conclusion.
- HR will inform the member of staff in person and in writing that no disciplinary action will be taken.
- Inform the student/parents/carers of the outcome of the investigation in line with our Data Protection Policy.
- The College will hold a series of restorative meetings where needed to repair harm.

Dealing with Allegations of Abuse Against a Student

- If an allegation of abuse is made against another student, the Designated Senior Manager will remove the student from College using the Learner Relationship Management Policy.
- The Designated Senior Manager will inform the young person's parents (if under 18) that the matter has been referred to the Social Services.

Record-keeping, Review and Monitoring

- The Designated Safeguarding Representatives will maintain complete records of all conversations that take place during a safeguarding disclosure. This will be recorded using My Concern. All referrals forms will also be kept.
- These forms will be kept confidentially, and the information will only be shared on a 'need to know' basis.
- The Designated Safeguarding Person will keep records of all safeguarding instances and referrals on My Concern. Copies of referrals will be uploaded on to My Concern along with any outcomes of referrals.
- All safeguarding instances and referrals will be reported to the Board annually.
- There will be a Safeguarding Committee which will include representatives from across College and student representatives. This group will discuss all aspects safeguarding.

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- The Committee will review safeguarding via the learner voice activities throughout the year and focus groups once a year to consider the effectiveness of college policies and procedures. It will respond to any issues or trends that come out of the above monitoring. Action plans will be set with the appropriate manager.

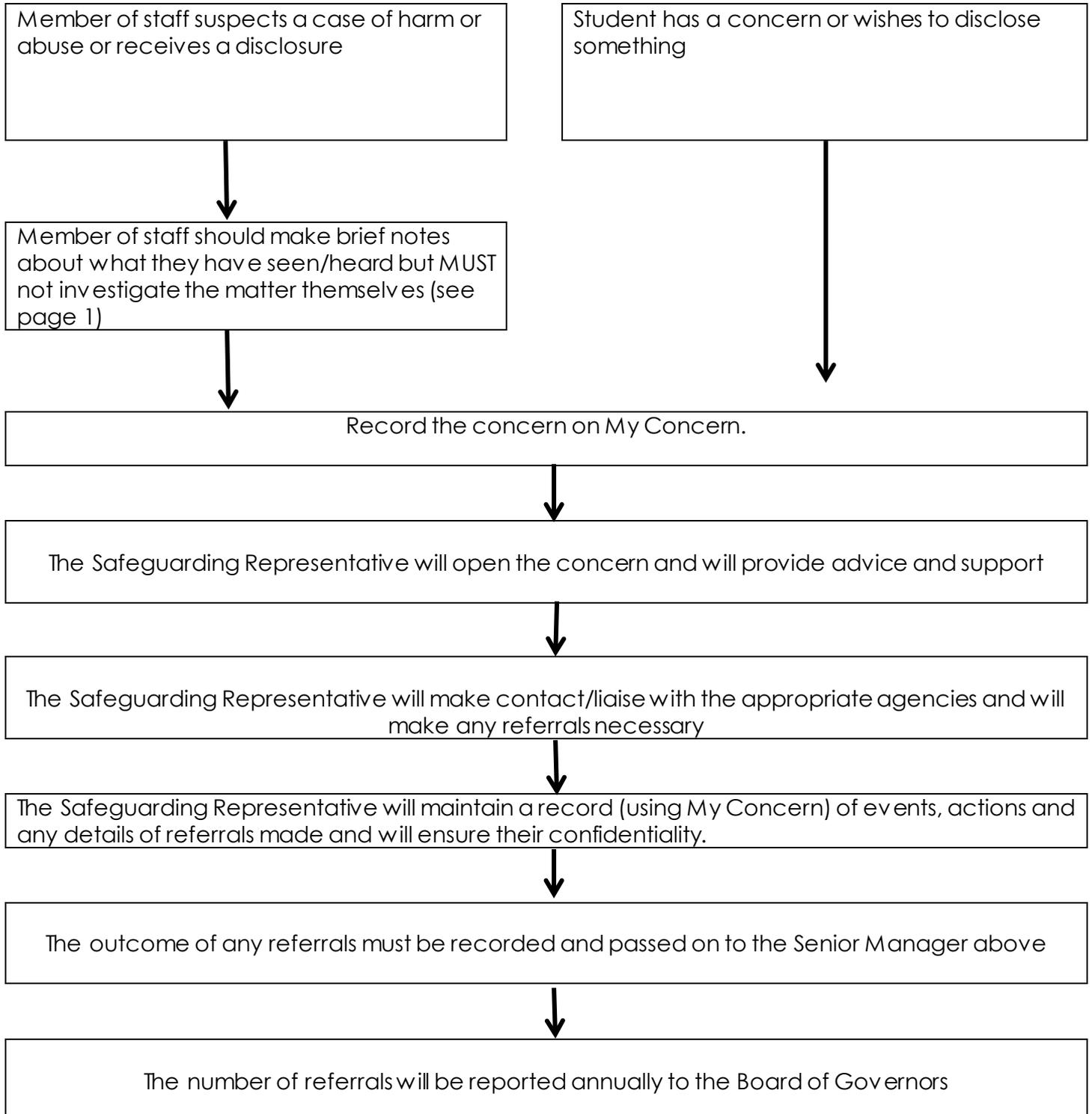
Promoting Safeguarding

- We will display posters across College outlining our 'Safeguarding' agenda.
- We will raise awareness of safeguarding with our students through the Induction process and tutorials. This material will be available via Moodle.
- All staff will undertake a safeguarding update every year through SkillGate. New staff will complete a safeguarding induction.
- All governors will be trained in safeguarding.
- We will develop links with relevant organisations and public bodies to support our work on safeguarding.
- We will promote positive behaviours relating to safeguarding to raise awareness and build resilience e.g. e-safety, community cohesion etc.

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Procedure Flowchart – Dealing with Safeguarding Concerns/Disclosure of Harm or Abuse



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Cardiff and Vale College
Coleg Caerdydd a'r Fro

There is a Welsh version of this document available.

Date approved: 14/09/2012
Approved by: Quality Standards Board
Review date: 01/06/2023

Responsible Manager: Dean of Learner Journey
Executive Lead: Deputy Principal
Accessible to Students: Yes

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