

# Safeguarding Policy

## Scope and Purpose of Policy

Cardiff and Vale College has a moral and statutory duty to promote the welfare of the children and adult at risks and safeguard them from abuse. This Policy states these responsibilities, in response to current legislation and guidance. The College Group has a zero tolerance approach to abuse and other harmful behaviour.

This Policy applies to all staff, Governors and others who work in direct contact with learners. 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 adult at risks. 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.

## The Legal Framework

In developing the Policy, the College will take account of guidance issued by the Wales Government including:

- The Counter-Terrorism Act 2015
- The Protection of Freedoms Acts (2012)
- The Prevent Strategy (2011)
- Prevent Duty Guidance for Further Education (2015)
- All Wales Child Protection Procedures (2008)
- Keeping Learners Safe (2015) Circular No: 158/2015
- Safeguarding Children: Working together under the Children Act Circular No:12/2007
- Complaints Procedures for School Governing Bodies in Wales 2012
- Safeguarding Vulnerable Groups Act 2006
- Respecting others: anti-bullying guidance 2003
- Safeguarding Children in Education: handling allegations of abuse against teachers and other staff Circular no:009/2014
- Social Services and Well-being (Wales) Act 2014 (Part 7 of the Act relates to safeguarding)
- Well-being of Future Generations (Wales) Act 2015
- Education Workforce Codes of Conduct

Consideration will be given to other relevant bodies such as Cardiff and Vale Local Safeguarding Children Board and the South Wales Child Protection Forum (SWCPF). In relation to protecting adult at risks, consideration will be given to the South Wales Safeguarding Adults Strategic Management Board (SWAP) and the Improving Social Care in Wales South Wales Forum (SSIA).

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## Key Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

### Child or Children:

The Children Act 1989 defines a child as a person under eighteen for most purposes.

### Adult at Risk:

The Social Services and Well-being (Wales) Act 2014 introduces the concept of 'adults at risk', which is an adult who:

- is experiencing or is at risk of abuse or neglect
- has needs for care and support (whether or not the authority is meeting any of those needs)
- is unable to protect himself or herself against the abuse or neglect or the risk of it.

This puts a duty on the local authority to investigate concerns.

With regard to adults at risk the College can share confidential information without consent and will normally be justified in the public interest in the following circumstances:

- when there is evidence or reasonable cause to believe that a child is suffering, or is at risk of suffering, significant harm; or
- when there is evidence or reasonable cause to believe that an adult is suffering, or is at risk of suffering, serious harm; or
- to prevent significant harm to a child or serious harm to an adult, including through the prevention, detection and prosecution of serious crime.

An exception to this would be where an adult with capacity to make decisions puts themselves at risk but presents no risk of significant harm to children or serious harm to other adults.

## Forms of Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms:

### Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

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It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or adult at risk. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness. The policy also takes account of allegation relating to this.

## Emotional Abuse

Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or adult at risk's emotional development and may involve:

- Conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
- Imposing developmentally inappropriate expectations
- Causing the child or adult at risk to feel frightened or in danger – e.g. witnessing domestic violence
- Exploitation or corruption of children or adult at risks
- Radicalising children and adult at risks, encouraging their involvement in illegal activities

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

## Sexual Abuse

Sexual abuse involves a child or young person or adult at risk being forced or coerced into participating in or watching sexual activity. Sexual abuse can also include grooming this is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.

It is not necessary for the child or adult at risk to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

## Neglect

Neglect involves the persistent failure to meet basic physical and / or psychological needs which is likely to result in serious impairment of the child or adult at risk's health and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

## Radicalisation

This is defined as the process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations.

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## Policy Statements

The College recognises that for young people who have been abused or who are being subjected to abuse, College may be the only stable and secure element in their lives. The College's Safeguarding Policy and procedure is based on the following principles:

- All allegations and suspicions of abuse will be taken **seriously**, and will be responded to swiftly and appropriately.
- The promotion of a **positive, supportive and secure environment** where learners feel valued, respected and understood as individuals and have their wishes taken into account.
- All students regardless of age, gender, disability, race, religion/belief or sexual orientation have an **equal right to protection** from harm and abuse.
- Liaison with other agencies that support learners such as social / children's services to embrace a partnership approach to safeguarding and wellbeing.
- A commitment to restorative approaches to ensure that we repair harm and build relationships.

The College is committed to the following activities across the Group:

- Ensuring there are appointed staff who are responsible for safeguarding including a designated senior person, a deputy and designated safeguarding officers. These staff will be appropriately and regularly trained and will have sufficient time to carry out their role.
- Ensuring the practice of safe recruitment in checking the suitability of staff and volunteers to work with young people and takes appropriate action to exclude or refuse admission to any individual who may pose a risk.
- Developing procedures to deal with allegations of abuse against staff.
- Develop and commission effective services for the monitoring and early intervention of safeguarding risks, whether online or offline with technology and GDPR compliant systems.
- Record via commissioned services the details of any safeguarding referrals.
- Developing and implementing procedures for identifying and reporting cases or suspected cases of child abuse. This will include developing:
  - Procedures to ensure staff, learners and visitors know what to do if they identify that someone is being abused.
  - Admissions procedures which allow for the early identification of learners who are vulnerable and may be at risk, to enable them to be effectively supported.

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- Procedures to monitor learners during the academic year for changing circumstances which may result in them becoming vulnerable.
- Procedures to liaise with schools to safeguard learners under the age of 16.
- Embedding mechanisms across the Group to ensure that the risks to children and adults at risks are eliminated eg IT systems which protect staff and students, risk assessment procedures etc.
- Raising awareness of safeguarding issues amongst staff, signs of abuse and required responses by giving appropriate training. The College will ensure that the level of training is appropriate to the role eg specific training for the Designated Person, training on safeguarding in the curriculum for teachers etc.
- Raising awareness of safeguarding, protection and good practice with students – training them how to be safe via induction and tutorial activities, as well as embedding activities within the curriculum.
- Ensuring that employers and contractors comply with the College's Safeguarding Policy and Procedures.
- Supporting the young person who has been abused and involving them as much as possible in these activities.
- Developing links with the multi-agencies that work in the area and which can support the College.
- Maintaining accurate and confidential records.
- Reporting referrals on an annual basis to the Board of Governors.
- Sharing information about suspected and reported allegations with the appropriate authority, agency and/or parent/guardian in accordance with guidance. This would be in line with our Data Protection Policy and Information Sharing Protocols.
- Reviewing regularly the effectiveness of our policy and our response to safeguarding concerns.

## Responsibilities

The Principal will be responsible for ensuring that:

- The College's Safeguarding Policy and procedures are fully implemented and followed by staff
- All staff feel able to raise concerns about the safety of children and adult at risks
- Such concerns are dealt with sensitively, effectively and in a timely manner

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The Governing Body will be responsible for ensuring that:

- The College has a Safeguarding Policy and procedures in place which is reviewed annually and includes safe recruitment and dealing with allegations of abuse against members of staff.
- A Safeguarding Governor is appointed
- They undertake safeguarding training
- Ensuring that each year the Corporation is informed of how the College and its staff have complied with the Policy, including a report on the training that staff have undertaken.

The Senior Planning Group will be responsible for:

- Ensuring that the College's disciplinary procedures make provision for wilful or recurrent non-compliance with this Policy.
- Ensuring that the College complies with Protection of Freedoms Act (2112) and maintains a complete and accurate central record of checks for staff.
- Monitoring safeguarding incidents, supporting staff to signpost to support and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices eg admissions, tutorial etc embed the safeguarding procedures.

The Designated Senior Staff with Responsibility for the Protection of Children and Adult at risks will be responsible for ensuring that:

- All staff, students and visitors are made aware of issues relating to the welfare of children and adult at risks and the promotion of a safe environment for children and adult at risks' learning within the College.
- The College keeps up-to-date with developments in child and adult at risks protection issues.
- An annual report is produced for the Governing Body of the College setting out how the College has discharged its duties.
- Any identified deficiencies in procedure or policy are reported to the Governing Body at the earliest opportunity.
- They chair the Safeguarding Committee.

The Dean of Quality Improvement will be responsible for:

- Providing appropriate training and development.
- Ensuring that appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

The Health and Safety Manager will be responsible for ensuring that:

- The College has appropriate risk assessment processes in place.

The Head of Additional Learning Needs and Wellbeing will be responsible for:

- Offering support, advice and expertise on safeguarding issues to staff and students

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- Being a member of the FeelSafe Group.

The 'FeelSafe' (Wellbeing and Safeguarding team) Group will be responsible for:

- Dealing with allegations or suspicions of abuse.
- Liaising with the Principal and other College departments where necessary and make referrals to external agencies.
- Obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of children or adult at risks and to record this information. Assessing information quickly and carefully and asking for further information where appropriate
- Consulting with a statutory child protection agency e.g. the local social services department, to clarify doubts or worries
- Making referrals to statutory child protection agencies, Protection of Adult at risks Committee or the police without delay

All staff will be responsible for:

- Safeguarding and promoting the welfare of children and adult at risks.
- Attending training to help them understand their responsibilities. Failure to comply with these responsibilities will be seen as a serious matter which may lead to disciplinary action.
- Familiarising themselves with the Safeguarding Policy and associated procedures and following these to ensure they alert the Designated Safeguarding Officers if they have concerns about a child or adult at risks.
- Working within the requirements of Data Protection and GDPR.
- Communicating effectively with staff to ensure the needs of learners are met.

The Sabbatical Officer will be responsible for:

- Representing learners on the Governing Body
- Supporting learners to sit on the Safeguarding Committee

Students will be responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy, including reporting any concerns they may have in relation to fellow students.
- Providing representatives to sit on the Safeguarding Committee
- Electing a Sabbatical Officer and Student Governor
- Contributing to learner surveys and focus groups

Visitors will be responsible for:

- Behaving in a way that supports the Policy, including reporting any concerns they may have.

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## Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment was undertaken for this policy.

## Health and Safety Implications

- These are considered within the Policy.

## Welsh Language Standards

This policy does not affect the Welsh language negatively. In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Welsh Language Standards.

## Linked Policies

- Student Bullying and Harassment
- Equality and Diversity – Disability Disclosure
- Health and Safety
- Student Dresscode
- Equality and Diversity
- Student Relationship Management
- Staff Disciplinary
- Staff Grievance
- Data Protection Policy
- Complaints, comments and compliments Policy

## Linked Procedures

- Student Bullying and Harassment
- Equality and Diversity
- Data Protection
- Student Relationship Management
- Equality and Diversity – Disability Disclosure
- Student Dresscode
- Educational Visits
- Complaints, comments and compliments Procedur

## Location and Access to the Policy

This is available from the website/ staff portal/ Moodle and may be out of date if printed.

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Cardiff and Vale College  
Coleg Caerdydd a'r Fro

**Date approved:** 28<sup>th</sup> March 2019  

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**Approved by:** CQSA  

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**Review date:** 28<sup>th</sup> March 2021  

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**Responsible Manager:** Dean of Quality Improvement  

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**Executive Lead:** Deputy Principal  

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**Accessible to Students:** : Yes  

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