

NEWHAM COLLEGE LONDON

NEWHAM COLLEGE SAFEGUARDING & CHILD PROTECTION POLICY 2024/25

Document SG1	Safeguarding
Policy owner:	Executive Director Student Services & Wellbeing, DSL
Policy Authors:	Executive Director Student Services & Wellbeing, DSL
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Applies to:	The policy applies to: <ul style="list-style-type: none"> • All teaching and non-teaching staff employed by the college • All external visitors entering the college during the college core day or for evening activities (including peripatetic tutors, sports coaches, guest speakers etc.) • All governors • All parents / carers • All students and apprentices • Education personnel (Local Authority Advisors, Inspectors, Social workers, awarding body external verifiers) • Building & Maintenance Contractors & Sub Contractors • Volunteers
Monitoring and evaluation:	Safeguarding Committee

Associated documents/policies for this document:

	HR Disciplinary and Grievance Policy
	HR Whistleblowing Policy
SG3	Prevent Strategy
SG6	Peer on Peer Abuse and Sexual Harassment

Introduction

All schools and Colleges are required to have a Safeguarding & Child Protection Policy that guides the procedures and practices of staff when safeguarding and promoting the welfare of children and vulnerable adults (henceforth referred to as students). Newham College is fully committed in its duty of care towards all its students and seeks to provide an environment where all students feel safe, secure, valued, respected, and listened to.

Newham College understands that our work in safeguarding and protecting children and vulnerable adults has due regard for the statutory guidance issued by the Secretary of State and is in line with local guidance and procedures. Where we have any concerns about a student's welfare, we will take all appropriate action to address those concerns by working in full partnership with other agencies.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protection from maltreatment whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

All staff at Newham understand that a range of other College policies are central to many aspects of the College's Safeguarding & Child Protection Policy, and this document should therefore be read in conjunction with all other key College policies.

Our Safeguarding & Child Protection Policy is written in compliance with the statutory guidance, "Keeping Children Safe in Education" (September 2024), Working Together to Safeguard Children (July 2018 updated July 2023), 'What to do if you're worried a child is being abused – Advice for Practitioners March 2015', and the 'Prevent Duty guidance for FE Institutions' (July 2015 – updated September 2023 and March 2024). This policy will be reviewed annually by our Corporation and the Senior Leadership Team and each time any subsequent guidance is issued by the Secretary of State.

Our College procedures for safeguarding children and vulnerable adults will always be compliant with the London Child Protection Procedures as adopted by the Newham Safeguarding Children Partnership www.newhamscp.org.uk

Our procedures will be followed by all adults, including volunteers, working with or on behalf of the College.

This policy is available to all parents/carers either in hard copy or from our website: <https://newham.ac.uk>

1. Policy Statement

Newham College is committed to safeguarding and child protection in order to promote the welfare and safety of all its students. The Corporation expects all staff and volunteers to share this commitment. We aim to create a culture of vigilance amongst our staff through regular training, updates and transparency of practice. All staff have a responsibility to safeguard the wellbeing of our students, and in helping to create and maintain a safe environment. All staff should be prepared to identify students who may benefit from early help; early help means providing support as soon as a problem emerges in a child's life. Early intervention where there is an emerging issue of concern is critical in enhancing a child's life chances.

All staff must be clear about their responsibility and that of others in providing a caring and safe environment for all students to learn and must know how they should respond to any concerns that may arise. We will always act in the best interests of the child.

Newham College will ensure that all staff, whether permanent or temporary, and volunteers are aware of systems within the College which support safeguarding and which are explained to them as part of induction. All staff should be aware of systems within Newham College which support safeguarding, and the identities and roles of the Designated Safeguarding Lead, the Deputy Safeguarding Lead and the Safeguarding and Welfare Advisers.

All staff have a responsibility to identify students who may be in need of early help and who are, or are likely to, suffer significant harm. All staff have a responsibility to take appropriate action, working with other services as needed.

All staff should know the Designated Safeguarding Lead (DSL) and the Deputy Safeguarding Lead (DDSL):

- DSL - David Francis, Executive Director Student Services & Wellbeing,
- DDSL - Wendy McFaull, the Safeguarding & Wellbeing Manager

Both have received training in order to undertake the role and support staff to carry out their safeguarding duties and responsibilities. The DSLs attend formal update training every two years and in addition to formal training, their knowledge and skills are refreshed at regular intervals, at least annually.

The Safeguarding and Welfare Team deal with safeguarding and child protection referrals and concerns on a day-to-day basis. All have undertaken training to undertake the role, and in addition, their knowledge and skills are refreshed at regular intervals

In order that staff are equipped with the skills needed to keep children safe, all staff will receive appropriate training during their induction period, and must undertake regular training thereafter. Staff will also have regular safeguarding updates in the Staff Bulletin and on the dedicated Safeguarding & Welfare page on the Staff Intranet.

All staff must read *Keeping Children Safe in Education (2024)* Part One and familiarise themselves with Annex A of that document.

Newham College will follow safer recruitment procedures so that we can be confident that all adults working in our College are safe and appropriate to do so. Where new staff are required to work prior to a DBS being received, an appropriate risk assessment will be formulated and signed by the DSL. Where this is the case, that staff member will remain under supervision until such time as a satisfactory DBS is received by the College.

Legal definitions and associated considerations:

As a General FE College provider we have students aged 15 to adult. We therefore have some students that would be defined as children and some as adults.

Child

A child is any person under the age of 18.

Vulnerable adult

A person who may be in need of community care services and who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.

Students in receipt of an EHCP

Students in receipt of a current Education & Healthcare Plan can be aged up to 25. As the ESFA fund these students under the 16-19 funding formula, we treat any student with an EHCP under the age of 25 as a child in law and apply the KCSiE statutory guidance when dealing with any safeguarding concerns relating to them.

Other students

Many of our students would not be considered to be either children or vulnerable adults; however, the College still maintains a firm commitment to their safety and wellbeing. This policy and associated procedures should be followed with regards to identifying and reporting any safeguarding concerns and dealing with disclosures from this group of students. The information should be passed to the Safeguarding and Welfare Team via the CPOMS (Child Protection Online Monitoring System) reporting mechanism. The team will review the case and will consider how the College and/or external agencies can support that student(s) to ensure their physical and emotional wellbeing, as well as their ability to be successful on their course.

Consideration of people outside of the College

In any staff interaction with our students, information may be disclosed that suggests other children or adults are being abused or at significant risk of harm, including exploitation by extremists. We have a responsibility to consider whether sharing this information can help safeguard others outside of the College. Any information that suggests children or people external to the College are at significant risk of harm should also be reported to the Designated Safeguarding Lead.

Past Abuse

Any disclosure of past abuse should also be dealt with in accordance with this policy and associated procedures. This is to ensure that any criminal activity is dealt with appropriately and action can be taken to reduce the risk of future abuse.

2. Keeping Children Safe

Child Protection - Child Protection is a key part of Safeguarding practice. Child protection refers to the mechanisms put in place to protect children who have already experienced harm, abuse, neglect, sexual exploitation, or have otherwise been subject to significant harm. It is reactive in nature.

Safeguarding refers to the proactive measures we take to prevent significant harm from happening to our students and staff.

All staff are advised to maintain an attitude of, '**it could happen here**', where any safeguarding concern is raised.

All students at Newham College must be able to place their trust and confidence in any member of staff working in the College. They must be encouraged to have the confidence and trust that they can speak about any worries or concerns they may have, and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a student chooses to talk to them about any matter which raises child protection or safeguarding/welfare concerns.

All staff who receive a disclosure must:

- listen to what the student is saying without interruption and without asking leading questions
- respect the student's right to privacy but not promise confidentiality
- reassure the student that he/she has done the right thing in telling
- explain to the student that in order to keep him/her safe from harm the information that has been shared must be passed on
- report what has been disclosed, using agreed procedures in Appendix D
- promptly record all verbal conversations in writing, using the student's own words, signing and dating the record
- report the incident via CPOMS

The Safeguarding and Welfare Team will:

- assess any urgent welfare needs of the student
- consider whether the student has suffered, or is likely to suffer significant harm
- check whether the student is known to the College as currently subject to a Child Protection Plan (Section 47 Children's Act) or having been previously subject to a Plan, or a Child in Need (Section 17 Children's Act) intervention
- confirm whether any previous concerns have been recorded.
- consider whether the matter should be discussed with the student's parents/carers or whether to do so may put the student at further risk of harm because of delay or the parent's possible actions or reactions
- seek advice from MASH (Multi-Agency Safeguarding Hub) triage team if unsure that a formal referral should be made

The Safeguarding and Welfare Team will decide whether or not to consider offering early help to support the family or to make a referral to Newham's MASH triage service. Guidance on how we make these requests to the children's triage service for either support or protection can be accessed here: www.newhamscp.org.uk

Where a referral to MASH triage has not met the threshold for targeted support or statutory intervention, the Safeguarding and Welfare Team will make a full written record of the decision and outcome. The College will continue to offer early help and interventions as appropriate.

All staff working at Newham College should maintain a high degree of vigilance in recognising and acting on any physical, emotional or behavioural signs that a student may be subject to, or at risk of, any significant harm or exploitation. Harm means the ill-treatment or impairment of a child or vulnerable adult's health and/or development, including that caused as a result of witnessing the ill-treatment of another person. We understand that not all students will choose to talk, but may communicate their discomfort or need through different ways. Staff must always be aware of and alert to any possible indicators that a student is suffering harm or being exploited.

All staff must report any safeguarding concerns to the Safeguarding and Welfare Team, or where the concern is about another member of staff, directly to the DSL or Principal. Where the concern is directly related to the Principal, it must be reported to the Chair of the Corporation. Low level concerns about any member of staff or contractor that do not meet a threshold of harm but are concerning or worrying should in the first instance be discussed with a member of Human Resources or the Safeguarding Team. All such concerns should be noted on CPOMS.

All staff will receive regular safeguarding and Prevent training to ensure that their awareness to the possibility of a child or vulnerable adult being exploited, suffering harm through physical/mental/emotional/sexual abuse and/or neglect remains high.

Where students aged 18 and over are identified as vulnerable and subject to safeguarding concerns they will be supported through the appropriate mechanisms and legislative pathways.

Safeguarding – Providing a Safe Environment

All parents/carers of students attending Newham should feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe at College. We will do this by:

- promoting a caring, safe and positive environment within the College and a culture of vigilance
- ensuring that our staff are appropriately trained in safeguarding and child protection, including their responsibilities under the Prevent Duty
- ensuring that our staff are fully inducted and comply with the College's policies
- encouraging the self-esteem and self-assertiveness of all students through the curriculum and pastoral support measures so that the students are aware of danger and risk, what is acceptable behaviour and what is not, and know who to turn to for help
- working in partnership with all other services and agencies involved in the safeguarding of students including the Local Safeguarding Partnership, and the Channel programme
- displaying appropriate posters that detail contact numbers for child protection and safeguarding concerns
- always following safer recruitment procedures when appointing staff or volunteers to work in our College
- welcoming visitors in a safe and secure manner that ensures their understanding of our safeguarding procedures
- undertaking risk assessments when planning out of College activities or trips

Use of College premises

We will ensure that any community groups which use our premises for the provision of services to children have child protection knowledge and must adopt our policy and procedures in regards to safeguarding practice, protocols and reporting.

We will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

Where any organisation or individual is using our premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), we will require them to adhere to our policies and procedures in reporting any safeguarding concerns or allegations relating to those children and/or their staff directly to the DSL and/or Deputy DSL. We will then follow College policies and procedures up to and including informing the LADO of any relevant incident.

Safeguarding and Child Protection in Specific Circumstances

Contextual safeguarding

All staff are aware that safeguarding incidents and/or behaviours can be associated with factors outside of the college and can occur between learners outside of the college environment. The Safeguarding Team and all staff will consider whether learners are at risk of abuse or exploitation in situations outside their families.

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm and risk beyond their families. It recognises that the relationships that young people form in their neighbourhoods, colleges and online can feature violence and abuse. Parents and carers may have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Contextual abuse takes different forms and learners can be vulnerable to multiple harms including but not limited to sexual exploitation, criminal exploitation and serious youth violence. If the college is concerned a learner is being exploited in an extra-familial context, as previously outlined, the college will follow the procedures set out in this document and consult or refer to the Multi-Agency Safeguarding Hub.

Attendance

We are aware that student attendance can be a primary indicator of potential risk of harm. It is acknowledged that, as a post-16 education provider, students may be absent from lessons for a number of reasons, none of which would suggest any risk of harm. However, the following procedures will help identify any patterns of attendance that indicate potential risk:

- Students are expected to notify the College of any days/lessons they are unable to attend through their Progress Tutor on the day of the absence.
- Progress Tutors and teachers should appraise student absence to identify any patterns and, where identified, discuss this with the student to ascertain whether there is any concern and to support the student in improving their attendance. Any concerns should be referred to the Safeguarding and Welfare Team.
- Any uncharacteristic attendance patterns, including sustained absence without prior views/notification, should be immediately investigated with the support of the Safeguarding and Welfare Team.

Children Missing or Absent from Education

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. The College's response to persistently absent students and children missing education will support identifying such abuse, and in the case of absent students, aim to prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

Students absent or missing from education will be identified by the Progress Tutor and/or teaching teams who will inform the Safeguarding and Welfare team of all such instances through CPOMS.

Student Behaviour

We will always aim to maintain a safe, calm and respectful learning environment by expecting good behaviour from our students in line with our student behaviour policy.

Any unwarranted physical response from a member of staff to a student's poor behaviour could lead to a child protection concern being raised by the student or parent/carer.

The College employs staff trained in safe, appropriate physical intervention. No member of staff will use any physical intervention or undue force when dealing with a student's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action e.g. where not to physically intervene may result in a student being exposed to greater harm.

The College has adopted the Department for Education's 2013 (updated 2015) 'Guidance on reasonable use of force in schools and colleges'. All staff should make themselves aware of this guidance which can be found here [DfE Guidance on Use of Reasonable Force](#)

We will include in incident records where physical restraint has been used.

We will always notify parents/carers of any such incident.

Mental Health

All staff should be aware that mental health issues can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. The College has clear processes and specialist staff in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems. The DSL will act as the College's Senior Lead on Mental Health.

Bullying

We understand that bullying is harmful to students. Our Ready for Success policy sets out our aim of fostering an environment where bullying behaviour is known to be unacceptable, and will always be challenged and addressed.

We understand that bullying may take different forms and may include racist or homophobic behaviour. It may include discrimination or harassment on the grounds of age, gender, disability, sexual orientation, race, religion, gender identity or pregnancy. Any such incident will be dealt with in accordance with our Ready for Success policy.

E-Safety

We recognise that students' use of the internet is an important part of their education but that there are risks of harm associated with its use. When students use the College's network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems. All staff receive regular online training updates as required and at least annually. However, many students are able to access the internet using their own data plan. We have an E-safety policy and an IT Acceptable Use policy that addresses how we minimise those risks and how we teach students to stay safe when using the internet in their lives.

All members of staff and volunteers must always be mindful of the need to follow our IT Acceptable Use policy.

The DSL will have lead responsibility to monitor and oversee the filtering and monitoring activity and to work in collaboration with the Executive Director for IT to ensure that all College systems are compliant with regulatory requirements as specified in the DfE guidance [Meeting digital and technology standards in schools and colleges](#).

Health & Safety

We have a Health & Safety policy that demonstrates the consideration we give to minimising any risk to students when on the premises and when undertaking activities out of College under the supervision of our staff.

Students with Special Educational Needs and Disabilities

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges.

All staff must be aware of the increased risk to students with SEND and the additional barriers that can exist when identifying safeguarding and child protection concerns. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- communication barriers and difficulties in managing or reporting these challenges
- cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in College or the consequences of doing so.

All safeguarding and child protection cases concerning students with SEND must be dealt with sensitively and involve the DSL and Vice Principal for Foundation Learning. All such cases must be recorded on CPOMS

Working Together with Parents/Carers

Student Information

We recognise the importance of keeping up-to-date and accurate information about students. All students are expected to provide us with accurate and up-to-date information and inform us of any changes, as outlined below:

- their own accurate name, address, telephone numbers and email addresses
- names and contact details of their legal parent/guardian
- emergency contact details for another person other than their parent/guardian
- up-to-date health and medical information
- any relevant court orders in place affecting any person's access to the student
- any other factors which may impact on the safety and welfare of the student including other external agencies involved with the family

Confidentiality

Information about students given to us by themselves, their parents/carers, or by other agencies will remain confidential. Staff will be given relevant information only on a "need to know" basis in order to support the student if that is necessary and appropriate.

We are, however, under a duty to share any information which is of a child protection or safeguarding nature. We understand that this is in the best interests of the student and overrides any other duties we have regarding confidentiality and information sharing. We follow the guidance in "Information sharing: advice for practitioners providing safeguarding services" (Department for Education 2010 Updated July 2018) and the statutory Working Together to Safeguard Children guidance 2023.

We have a duty to keep any records which relate to child protection and safeguarding work (including Prevent) undertaken by us or our partner agencies and to ensure that these are kept apart from the main student record, stored securely and only accessible to key members of staff. We will do this through recording on CPOMS. We also have a duty to share such information with other agencies or partners, where this is justified as being necessary to ensure the continued safety and protection of the student, and in accordance with relevant statutory guidance.

Referrals to partner agencies

If we have a reason to be concerned about the welfare of a student we will always seek to discuss this with the student's parents/carers in the first instance, where it is appropriate to do so. On occasion, according to the nature of our concern, it may be necessary for us to make an immediate referral to Social Services through the MASH referral system when to do otherwise may put the student at risk of further harm either because of delay, or because of the actions of the parents/carers.

The DSL and deputies will liaise with the Local Safeguarding Partnership as appropriate, and work with other agencies in line with 'Working Together to Safeguard Children' 2023

Practice when Police are called to Newham College

This practice follows the agreed guidance for schools and Colleges across the Borough of Newham.

Before calling police to the College, the DSL will reflect upon the proportionality of this response.

Best practice is to consult our Safer Schools Officer before contacting police directly, unless the risk is considered to be escalating at a rate that precludes contacting the SSO.

In the event that a child is interviewed on site by police, a member of the Safeguarding & Welfare Team will act as Appropriate Adult at that interview to provide support to the child.

Parents/carers will be informed directly that the police have been called to the school in connection with their child, subject to safeguarding guidelines.

Child on child abuse and allegations

Staff should be aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but not limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and
- initiation-type violence and rituals.

- Sharing of inappropriate images and videos via social media platforms

Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.

At Newham College we believe that all children have a right to attend College and learn in a safe environment. Children should be free from harm and exploitation by adults in the College and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the College's student behaviour policy.

Occasionally, allegations may be made against students by others in the College. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse, sexual exploitation, or some other form of exploitation. It is likely that to be considered a safeguarding allegation against a student, some of the following features will be found.

The allegation:

- is made against an older student and refers to their behaviour towards a younger student or a more vulnerable student
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other students in the College
- indicates that other students may have been affected by this student
- indicates that young people outside the College may be affected by this student

At Newham College we will support the both the victims and perpetrators of child on child abuse. They will be supported by the College's welfare and guidance services and referrals to external agencies as appropriate.

Sexting

In cases of 'sexting' we follow guidance given to schools and Colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: 'Sexting in schools and Colleges, responding to incidents, and safeguarding young people'. In addition the College follows the Ofsted recommendations on *Sexual Abuse in Schools and Colleges (2021)* with regard to all forms of online abuse.

When such an allegation is made, it should be referred to the Safeguarding and Welfare Team via CPOMS who will discuss with Social Services and/or the police as appropriate. The student will also be subject to the College's Ready for Success Policy where appropriate.

Sexual Violence and Harassment

Sexual violence and harassment can occur between children of any age individually or in groups. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing, and in all likelihood will adversely affect their educational attainment. Our College takes all victims seriously and they will be offered the appropriate support. The College operates a zero-tolerance approach towards any form of sexual violence and harassment.

Our College will ensure that sexual violence and sexual harassment is not acceptable in any circumstances. Our College will prioritise the management of such incidences and record them separately to ensure they can be reported on and any patterns identified to facilitate early intervention and prevention. We will also undertake an immediate risk and needs assessment and follow our procedures to protect all individuals at risk. Support mechanisms will be put in place for any victims of sexual violence and harassment both internally and externally. Perpetrators of sexual violence and harassment will be subject to immediate permanent exclusion.

We recognise that this can occur both in person and on-line. Any harmful sexual behaviour will be reported and acted on immediately. External agencies including law enforcement will be involved with any and all instances of HSB both in an advisory and/or statutory capacity as appropriate.

Safeguarding concerns raised by external agencies

If the College receives information from an external agency that a young person has raised safeguarding concerns, or is subject to safeguarding concerns through that agency, we will work in collaboration as advised to ensure all students are kept safe.

NSPCC whistleblowing helpline

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 800 5000 – line is available from 8.00 am to 8.00 pm, Monday to Friday or email: help@nspcc.org.uk.

3. Adults Working with Children and Vulnerable adults

Safer Recruitment

All staff and volunteers working with students in our College will be recruited safely. Safer Recruitment training is available to all relevant staff involved in the recruitment process.

Preparation

We will always consider the vacancy that has arisen within the context of safeguarding and ensure that we include the responsibility to safeguard children and vulnerable adults within the requirements of the role.

We always consider carefully the knowledge, skills and experience required to safeguard children and vulnerable adults and include these within a person specification.

Advertising

We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants.

The advertisement will always include a statement about our commitment to safeguarding and our expectation that all applicants will share that commitment.

The advertisement will state that the post is subject to an Enhanced Disclosure and Barring check.

Applications

We will ensure that our application form enables us to gather information about the candidates' suitability to work with children and vulnerable adults by asking specific and direct questions.

We will scrutinise all completed application forms.

We will not accept CVs.

References

We will not accept open references or testimonials.

We will ask for the names of at least two referees.

We will take up references prior to appointment and ask specific questions about the candidate's previous employment or experience of working with children and vulnerable adults. We will follow up any vague or ambiguous statements.

In addition, as part of the shortlisting process, we will also consider carrying out an online search as part of due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.

Interviews

We will always conduct a face to face interview (in-person or online as appropriate) even when there is only one candidate.

Our interview panel will always contain at least one member trained in safer recruitment practice.

Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to students.

All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.

Appointments

Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.

We will refer to the Disclosure and Barring Service any person whose checks reveal that they have sought work when barred from working with children or vulnerable adults.

Induction

We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.

Continuing Professional Development

We will ensure that all staff receive regular training in child protection and safeguarding including their responsibilities under the Prevent Duty.

Concerns or Allegations

We recognise the possibility that any adult working in the College may harm children. Any concerns about the conduct of other adults in the College should be taken to the Designated Safeguarding Lead without delay. We will always supervise staff and act on concerns or allegations that relate to safeguarding. Where there are concerns about the Principal this should be referred to the Chair of the Corporation.

We will follow Newham Safeguarding Children Partnership guidance www.newhamscp.org.uk on the management of allegations against staff in Newham schools and other educational establishments, in consultation with the designated officers of the local authority, the London Child Protection Procedures, and our own policies.

Reporting Low Level Concerns

If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared with the DSL who liaise with the Human Resources and Organisational Development Director to determine whether we will inform the LADO. All reports and incidents will be filed under the staff members file held with HR.

All low-level concerns should be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

Any member of staff or volunteer who does not feel confident to raise their concerns within the college should contact the Newham LADO directly.

The college has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a young people or vulnerable adult, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person from regulated activity. If these circumstances arise in relation to a member of staff at the college, a referral will be made by the Director of Human Resources and Organisational Development as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

Dismissal

We will always refer to the Disclosure and Barring Service any member of staff who is dismissed because of misconduct relating to a child or vulnerable adult.

Safe Practice

We understand that all adults working in or on behalf of our College have a duty to safeguard all students and promote their welfare. We aim to provide a safe and supportive environment for our students through the relationship we have with them and their parents/carers and will always seek to ensure that all adults working in our College behave in a manner that fosters this relationship.

We will ensure that all staff are clear about the expectations we have of their behaviour towards all students and that any incident that falls below our expected standards will be dealt with appropriately.

4. Monitoring and Reviewing our Policy and Practice

Our Designated Safeguarding Lead will continually monitor our safeguarding and child protection practices and bring any weaknesses or issues to the notice of the Senior Leadership Team and the Corporation.

The Corporation has a duty to remedy any weaknesses that are identified. The link governor for safeguarding meets regularly with the Designated Safeguarding Lead.

An annual report will be submitted to the Corporation which will outline the safeguarding and child protection work we have undertaken during the year. Names of students will not be disclosed, nor will identifiable specific cases.

The Corporation, Senior Leadership Team and Designated Staff will work together on any aspect of safeguarding and child protection that is identified as an area for development over the coming year.

Our policy will be reviewed annually with the Corporation.

Appendices

The following appendices offer procedures, guidance and best practice when working with young people, to ensure a safe learning environment, and dealing with any safeguarding matters.

Appendix A - Responding to disclosure

Appendix B - Radicalisation and extremism

Appendix C - The role of the Corporation

APPENDIX A – Responding to disclosure by students

If a young person is subject to any form of abuse then the likelihood is that they will talk to someone they know and trust. False allegations of abuse do occur, but they are rare.

Any allegations of abuse, or suspicions of abuse, need to be taken seriously and handled in a sensitive manner.

No College member of staff carries out investigations or decides whether a student has been abused. Our obligation is to notice and report.

Individual members of staff should never deal with child abuse disclosures in isolation and must always report them as outlined below.

Information will be kept confidential and only be shared with people where it is necessary for the protection of the student.

Recognition

If you notice changes in a student's behaviour or regular physical marks or have any reason to suspect a student is being abused, complete the CPOMS referral form and discuss on the same day with the Safeguarding and Welfare Team Room B208a 020 7540 0667/0560.

Pre-Disclosure

If you think a student wants to talk to you about abuse you must make it clear that you cannot promise confidentiality, because matters may develop in ways which mean that this promise cannot be honoured. If you believe a child or vulnerable adult is at risk of harm, you must report the concern via CPOMS.

If, on hearing this, the student does not wish to continue or if you do not feel comfortable listening to the student you can take the following steps:

- discuss the matter confidentially with the Safeguarding and Welfare Team
- make them an appointment (or take them) to see one of the Safeguarding and Welfare Team
- offer access to a telephone for confidential helpline support and encourage them to call
 - Childline - 0800 11 11 (freephone 24 hours) www.childline.org.uk
 - NSPCC - 0808 800 5000 (freephone 24 hours) 0800 056 0566 (minicom/deaf/hard of hearing)
- always make a note of your concern and forward it to the Safeguarding and Welfare Team who will investigate and follow up.

Disclosure

It is likely to be extremely difficult for a student to disclose abuse and all staff have a role in supporting students through this process and ensuring we help them give as much information as possible.

Actions to take if a student makes a disclosure:

- react calmly so as not to make the student more anxious or discourage them from telling more
- listen carefully to what the student says without interruption
- use open questions to encourage further information, but do not probe
- do not ask leading questions
- do not make any judgements, even where the disclosure challenges your own moral or personal values base
- take what the student says seriously
- reassure the student that he/she was right to tell, and that he/she/they is not to blame

- reassure the student that there are many sources of help and that you will help and support them in seeking help
- explain to the student that you will need to discuss with the Safeguarding and Welfare Team – naming them – and state that you can be with them when they meet. It is often most appropriate to take them to meet the Safeguarding and Welfare Team straight away.
- make a full record of what was said, using their own words (don't assume or paraphrase).
- report the matter to the Safeguarding and Welfare Team without delay via CPOMS

If you have reason to believe that a student is at immediate risk of harm, including self-harm or suicide, take them to a member of the Safeguarding and Welfare Team immediately, or if they are not available or it is out of hours, inform the Emergency Services.

Recording

Make a brief signed note (using the student's words) of any allegations:

- the names of any people who are present during the disclosure
- the date and time of the conversation, and a brief outline of what may have happened, when, and to whom (remember other children or vulnerable adults may be involved and at risk too)
- a brief description of any injuries which are visible or alleged
- any nonverbal signs that you noticed
- the student's preferred action

Reporting

Contact the Safeguarding and Welfare Team as soon as possible via CPOMS. In the absence of the Safeguarding and Welfare Team contact the Executive Director Student Services & Wellbeing for advice.

The designated staff then take responsibility for all further action, including referral to Social Services or the Police. If the student reveals past abuse or that there are other children under 18 who are currently at risk then the above guidelines must also be followed. Further detail on contacting the police is available here:

[https://www.npcc.police.uk/documents/Children and Young people/When to call the police guidance for schools and Colleges.pdf](https://www.npcc.police.uk/documents/Children_and_Young_people/When_to_call_the_police_guidance_for_schools_and_Colleges.pdf)

APPENDIX B – Radicalisation and Extremism

As part of the Counter Terrorism and Security Act 2015, Colleges have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalized, they should discuss this with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

We are committed to ensuring that our students are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the College's core values alongside the British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

Extremism is views and actions that promote:

- (1) violence against others;
- (2) hatred of others;
- (3) undermining the rights of others.

Radicalisation is the process by which individuals come to support terrorism or forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which is often combined with specific influences such as family, friends or online, and which specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others.

Possible behaviour indicators are below:

- discriminatory language or actions towards specific groups or people with a particular protected characteristic
- possession or sharing of violent extremist literature
- showing or sharing online material of an extreme nature to others
- behavioural changes (for example, becoming withdrawn)
- expression of extremist views
- advocating violent actions and means
- association with known extremists
- seeking to recruit others to an extremist ideology

We recognise the positive contribution we can make towards protecting our students from being drawn into radicalisation and violent extremism and are committed to fulfilling our statutory duties as outlined in the Prevent Duty guidance. The College will empower its students to create communities that are resilient to radicalisation and extremism and to protect the wellbeing of particular students who may be vulnerable to being drawn into violent extremism or crime. Staff attend a range of training on radicalisation and extremism including a rolling programme of Workshops to Raise Awareness of Prevent (WRAP) training.

In respect of safeguarding individuals from radicalisation, the College works to the Prevent element of the Government's Counter Terrorism Strategy, and follows the 2023 updated Prevent Duty guidance including referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions.

As well as managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate they may be in need of help or protection. If staff have a concern they should follow the College's safeguarding procedures and contact the Safeguarding and Welfare Team.

In addition to the above the College will also take anticipatory action in readiness for Martyn's Law (Counter Terrorism – Protection of Premises Act) coming into effect. To that end we have trained College Management Staff in scenario readiness for terrorist attacks against the College and will formulate a full Terrorist Incident Emergency Response (TIER) plan for 2024/25.

We will also adopt the guidelines in DfE's Protective security and preparedness for education settings April 2024. We continue to receive and act upon all intelligence received from the Local Terrorism Updates from London Prevent Coordinator.

APPENDIX C – The role of the Corporation

The Corporation of Newham ensures safeguarding is an organisational priority. In line with the Charity Commission's principles, they ensure that the College:

- follows statutory guidance, good practice guidance and legislation relevant to their charity'
- 'has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people'

In order to ensure they have the information and knowledge to adhere to these principles, The members of the Corporation read and ensure they are familiar with *Keeping children safe in education* in its entirety.

The Corporation receives safeguarding and Prevent training with regular refreshers.

All newly appointed members of the Corporation will receive appropriate safeguarding and child protection training at induction, updated regularly.

The Corporation will also receive updates that go beyond statutory guidance where appropriate, to ensure they have the information they need to ensure safeguarding and child protection arrangements at the College remain up-to-date and responsive to any changes in guidance. Regular focused training sessions with the Corporation further ensure members remain up-to-date with key developments.

The Corporation and relevant committees receive regular reports on safeguarding and how concerns or complaints have been handled.

The Corporation's Safeguarding link governor will, through regular meetings with the Designated Safeguarding Lead, receive updates on and monitor any developments in guidance as well as any Safeguarding issues specific to the College or the local safeguarding context.