



HARROW INDEPENDENT COLLEGE  
*School of Mathematics, Science & Economics*

## **Harrow Independent College - Safeguarding Policy for Children**

### **INTRODUCTION**

This policy has been developed to ensure that all adults in Harrow Independent College (HIC) are working together to safeguard and promote the welfare of children and young people.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our children, young people and staff members. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting children and staff members from extremist views, vocal or active, which are opposed to fundamental **British values**. All opinions or behaviour which is contrary to these fundamental values and the ethos of the college will be vigorously challenged.

All staff members have a statutory obligation to report to the Designated Safeguarding Lead (DSL) if there is suspicion of abuse of a student or if a student discloses abuse or allegations of abuse. In addition, any members of staff may refer a concern to the Harrow Safeguarding Children Board (HSCB), if they feel it is necessary or appropriate. HSCB can be contacted on the **Children's Access Team Golden Number on 0208 8901 2690**. This is the personal and professional responsibility of all staff members to protect children and safeguard them.

The Principal and the DSL (Designated Safeguarding lead), in his absence, the authorised senior staff i.e. the Year Head and the Deputy DSL has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities and functions of Harrow Independent College. This policy complements and supports other subsidiary companies and Local Safeguarding Board policies.

HIC has a duty to safeguard and promote the welfare of their children in accordance with guidance set out in ***Keeping children safe in education Statutory guidance for schools and colleges September 2018***. HIC will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.

### **ETHOS**

HIC aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our college implements policies, practices and procedures which promote safeguarding and the emotional and physical well-being of children, young people and staff members.

HIC is committed to supporting the delivery of effective early help using the college arrangements to safeguard children. The children have access to appropriate curriculum opportunities, including emotional health and well-being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

Access to cross-curricular activities will provide opportunities to develop self-esteem and self-motivation and to help children respect the rights of other individuals and potentially vulnerable groups.

**HIC will exercise diligence and prevent any organisation or speaker from using the college's facilities to disseminate extremist views or radicalise children and staff members.**

## **THE CURRICULUM**

All children have access to an appropriate curriculum, differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others. The college intends to create an access for everyone in the college, to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the children.

Personal Health and Social Education, Citizenship and Religious Knowledge lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

HIC takes account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg: Child Sexual Exploitation (CSE), **Radicalisation and Extremism**, and Forced Marriage.

## **ATTENDANCE & EXCLUSIONS**

HIC views attendance as a safeguarding issue and in accordance with the college's Attendance Policy, absences are rigorously pursued and recorded. The college/setting, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important.

We implement the statutory requirements in terms of monitoring and reporting children missing education and off-rolling and understand how important this practice is in safeguarding children and young people. The college will only place young people in alternative educational provision which is a registered provider and has been quality assured. Young people who require access to alternative provision will have a personalised learning plan designed to meet their needs.

The designated person will be informed when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

### **KEEPING RECORDS**

HIC will keep and maintain up to date information on children on the college roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The college record will also include a chronology of any other significant event in a child's life.

### **ROLES AND RESPONSIBILITIES**

The Principal of HIC will ensure that:

- The policies and procedures adopted by the college to safeguard and promote the welfare of children are fully implemented and followed by all staff members including volunteers.
- Safe recruitment and selection of staff members and volunteers is practiced.
- A Designated Safeguarding Lead (DSL) for child protection is identified and receives appropriate on-going training, support and supervision.
- Sufficient time and resources are made available to enable the designated member of staff members to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- All staff members and volunteers receive appropriate training which is regularly updated.
- All temporary staff members and volunteers are made aware of the college's safeguarding policy and arrangements.
- All staff members and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.

- Parents/carers are aware of and have an understanding of the college's responsibilities to promote the safety and welfare of its children by making its obligations clear in the college/setting prospectus.
- Ensure that the Safeguarding and Child Protection policy is available on the college's web-site.
- Ensure that the college co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities e.g. Child Sexual Exploitation(CSE) and **radicalisation and extremism**.

The DSL will ensure:

- A DSL is designated to take lead responsibility for safeguarding within the college.
- The college's safeguarding policy will be regularly reviewed and updated to ensure that the college complies with local safeguarding procedures.
- The college operates safe recruitment and selection practices including appropriate use of references and checks on new staff members and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff members and volunteers and these are in line with Local Authority procedures.
- All staff members and volunteers who have regular contact with children and young people receive appropriate training and information about the college's safeguarding processes as part of induction.
- Ensure that the college co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities.

The DSL and Deputy DSL have specific responsibilities for championing the importance of safeguarding and promoting the welfare of children and young people registered in the college. The DSL and Deputy DSL will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide relevant information to the Local Safeguarding Council on how the college carries out its safeguarding duties.
- Provide support and training for staff members and volunteers
- Support staff members to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.

- Ensure that all staff members and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Manage and keep secure the college's safeguarding records.
- Ensure that all staff members and volunteers understand and are aware of the college's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Liaise with the Chair of Governors about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and up-dated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.

During term time, the DSL should always be available for staff members in the college to discuss any safeguarding concerns.

In addition to their formal training, as set out above, their knowledge and skills should be updated, at regular intervals, but at least once in two years, to keep up with any developments relevant to their role.

#### **SAFE RECRUITMENT AND SELECTION OF STAFF MEMBERS**

The college's recruitment and selection policies and processes adhere to the DfE guidance *Keeping children safe in education Statutory guidance for schools and colleges September 2018*

Weblink -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf)

The Principal and the Board of Governors will ensure that all external staff members and volunteers using the college site will have been vetted and checked.

The Principal of the college and senior leadership team will ensure that checks for all prohibitions, sanctions and restrictions are carried out for each and every staff working at the college.

Checks can be carried out by logging onto the Secure Access/DfE Sign-in Portal via the Teacher Services web page.

#### **Pre-appointment checks**

For all new appointments;

The senior leadership team will ensure that the offer of appointments are made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff the senior leadership team will:

- verify candidate's identity as per guidelines on the GOV.UK website;
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities. Applicants must be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK,
- if the person has lived or worked outside the UK, do appropriate checks,
- verify professional qualifications, as appropriate. The Teacher Services' system should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

In addition:

- verify that all candidates to be employed to carry out teaching work are not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed by the General Teaching Council for England (GTCE).
- verify that all persons taking up a management position clears a section 128 direction made by the Secretary of State.
- ensure where an enhanced DBS certificate is required, it is obtained from the candidate before, or as soon as practicable after, the person's appointment.

#### **WORKING WITH OTHER AGENCIES**

HIC has developed effective links with other relevant agencies and co-operates as required with any enquiries regarding child protection issues. The college will notify local safeguarding council if:

- A child subject to a child protection plan is about to be permanently excluded.
- There is an unexplained absence of a child who is subject to a child protection of more than two days from college.
- Wlt has been agreed as part of any child protection plan.

#### **CONFIDENTIALITY AND INFORMATION SHARING**

Staff members will ensure that confidentiality protocols are followed and information is shared appropriately. The Principal and/or DSL and Deputy DSL discloses any information about a child to other members of staff members on a need to know basis only.

All staff members and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff members and volunteers must be clear with children that they cannot promise to keep secrets. This is supported by our Data Protection Policy.

### **TRAINING FOR STAFF MEMBERS AND VOLUNTEERS**

In accordance with the DfE guidance *Keeping children safe in education Statutory guidance for schools and colleges September 2018* all staff members will receive safeguarding training.

Weblink -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf)

The DSL and Deputy DSL will receive refresher training every two years. All staff members will receive appropriate child protection training which is regularly updated.

All staff members will receive training or briefings on particular safeguarding issues, for example, Guns and Gangs, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, E-Safety, **Preventing Violent Extremism & Prevent Duty**.

In addition, all staff members will receive regular safeguarding and child protection updates (for example, via email, staff members meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

### **RECORDING AND REPORTING CONCERNS**

All staff members, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously.

If staff members have written notes these are handed in to the Safeguarding Office administrator in a sealed envelope and handed to the DSL or Deputy DSL. Each member of staff members making the referral will be issued with feedback on each referral.

### **REFERRING CONCERNS ABOUT A MEMBER OF STAFF MEMBERS**

If a child or a member of staff is concerned about the conduct of staff members, all concerns should be reported directly to the DSL and/or the Principal. The person reporting the issues will remain anonymous but a full statement will be obtained by the referrer for clear and accurate information purposes.

The Principal or the DSL will then, if appropriate, contact the Local Safeguarding Council, to share information and discuss next steps.

-Speak to the Deputy DSL or the person who acts in their absence

-Agree with this person what action should be taken, by whom and when it will be reviewed

-Record the concern using the college's safeguarding recording system

## **DOMESTIC ABUSE**

The college is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff members Safeguarding and Child Protection training and briefings and the college's Safeguarding and Child Protection Policy and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

## **FORCED MARRIAGE AND HONOUR BASED VIOLENCE**

Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by this college. The college is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Child abuse including Honour Based Violence cannot be condoned for religious or cultural reasons.

Information about Forced Marriage will be incorporated into staff members Safeguarding and Child Protection training and briefings and the college's Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

If a case of forced marriage is suspected, parents and carers will not be approached or involved about a referral to any other agencies.

## **FEMALE GENITAL MUTILATION**

Female Genital Mutilation (FGM) is illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff members Safeguarding and Child Protection training and briefings.

The Serious Crime Act 2015 strengthened further the legislation on FGM and now includes a new statutory duty placed on professionals (including teachers) to notify the police when they discover that FGM appears to have been carried out on a girl under 18.



Further statutory guidance has been issued under Section 5c (1) of the Female Genital Mutilation Act 2003 in [Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children \(PDF\)](#).

## **CHILD SEXUAL EXPLOITATION**

Child Sexual Exploitation is a form of sexual abuse where children are sexually abused for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them.

Child Sexual Exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation in children and young people:

- Unexplained gifts or new possessions
- Associate with older people involved in exploitation
- Older boyfriends or girlfriends
- Suffer from sexually transmitted infections and/or become pregnant
- Changes in emotional well-being
- Misuse of drugs and alcohol
- Go missing for periods of time or regularly arrive home late
- Regularly miss college or education or do not take part in any form of educational provisions

## **PREVENTING RADICALISATION AND EXTREMISM**

**Protecting children from the risk of radicalisation is seen as part of HIC's wider safeguarding duties.** It is acknowledged that it is similar in nature to protecting children from other forms of harm and abuse and the importance of early intervention by our college. We follow the DfE guidance set out in ***Keeping children safe in education Statutory guidance for schools and colleges September 2018***. HIC can produce evidence to show fulfillment of the Prevent duty in the 5 duty areas (Leadership and Management, Risk Assessment, Working in Partnership, Staff members Training, IT Policies). We also support our children to be resilient against **radicalisation**.

The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. The Prevent Duty Department of Education advice for schools and childcare providers, June

2015, states that, 'School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Members of Staff, who have concerns about a pupil, will make these concerns known to the DSL at the earliest opportunity. The DSL will then make a judgement as to whether or not it is appropriate to make a referral, through Harrow's Multi Agency Safeguarding Hub (MASH) to the **Channel programme**. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

### **Signs of vulnerability:**

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are number of signs that together increase the risk. Signs of vulnerability include:

- underachievement
- being in possession of extremist literature
- poverty
- social exclusion
- traumatic events
- global or national events
- religious conversion
- change in behaviour
- extremist influences
- conflict with family over lifestyle
- confused identify
- victim or witness to race or hate crimes
- rejection by peers, family, social groups or faith

### **Recognising Extremism:**

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes

- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

Non-emergency advice for staff is available via DfE's telephone helpline 020 7340 7264 and by email at [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

**Prevent Duty** is part of the safeguarding role of our DSL. We have ensured that Prevent is embedded into all other appropriate college policies. We have clear procedures in place for protecting children at risk of radicalisation. These procedures are set out in this safeguarding document and other existing policies where relevant.

We work in partnership with others including the Local Safeguarding Council to share concerns and improve practice in this area. We regularly review our IT policies in college to ensure that IT use across the college is safe. Children and young people are supported to know how to stay safe on line and when accessing social media both in and out of college.

Staff members training and knowledge on Prevent is regularly reviewed and monitored. Staff members in this college are aware that Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Staff members know that there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology but they are alert to the signs and changes of behaviour which may be indicators. Staff members are confident to challenge and support young people who may be vulnerable. Staff members also know what to do if they have concerns that a young person is being radicalised.

The College actively builds students resilience to radicalisation through the curriculum and a whole college ethos which promotes British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

HIC seeks to have effective engagement with parents and families in order to work in partnership to protect our children and young people.

### **E-SAFETY**

HIC has an E-safety Policy which recognises that E- safety is a safeguarding issue not an ICT issue. The purpose of internet use in college is to help raise educational standards, promote children achievement, and support the professional work of staff members as well as enhance the college's management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and HIC has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of HIC to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.

HIC will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

### **CHILD PROTECTION CONFERENCES AND CORE GROUP MEETINGS**

Members of staff members are likely to be asked to attend a child protection conference or other relevant core group meetings about individual children and will need to have as much relevant updated information about the child as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.

All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and well-being as well as relevant family related issues. This information will be shared with the parents/carers.

### **MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF MEMBERS AND VOLUNTEERS**

The college follows the government guidance *Keeping children safe in education Statutory guidance for schools and colleges September 2018*.

All allegations made against a member of staff members and volunteers, including contractors or security staff members working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made. Any concerns raised by staff members will remain anonymous and a full statement will be obtained for accurate record and information holding.

Governing Body's approach to employee disclosures on "**whistleblowing**". The Governing Body is committed to providing a working environment to protect the health, safety and welfare of all its employees. The Governing Body is committed to the highest possible standards of openness, probity and accountability and will not tolerate malpractice or wrong doing. It is therefore committed to a policy which seeks to protect individuals who make disclosures with regard to any instance of malpractice or wrong doing in the public interest.

"**Whistleblowing**" is the term which has been adopted to describe arrangements which allow persons, usually employees, to express concerns about any types of malpractice which may be occurring in the work place. This could be something that is, or may be:-

- Unlawful or a criminal offence
- A breach of a legal obligation
- In disregard of health and safety legislation
- Against financial regulations
- Improper conduct
- Inappropriate or unauthorised use of college funds
- A deliberate cover up of information tending to show any of the above.

Whistleblowing arrangements are closely linked to the creation of a culture which encourages employees to express their concerns without fear of intimidation or recrimination, and in the confident knowledge that any reported concerns will be treated seriously and in confidence, and will be fully investigated.

Whistleblowing arrangements allow for concerns to be expressed outside the normal line management structure, if necessary. One of the important aspects of Whistleblowing is that it enables employees to speak out in a situation where it is usually employees most closely involved with the particular service area who are most likely to know if malpractices are occurring.

Members of staff members are often the first to realise that there may be something seriously wrong within the college. However they may feel that expressing their concerns would be disloyal to their colleagues. It may be easier to ignore these concerns than report what may just be a suspicion of malpractice. They may also fear harassment or victimisation.

The Governing Body therefore, will continue to encourage employees and others with serious concerns of misconduct or malpractice to come forward and voice those concerns. This Policy makes it clear that members of staff members can do so without fear of reprisals or victimisation.

Whistleblowing arrangements also recognise, however, that it is possible that allegations of wrongdoing may be false or malicious and the arrangements make clear that false allegations will be treated as a serious disciplinary offence.

Refer to our separate policy about Whistleblowing Procedures.

### **COMPLAINTS OR CONCERNS BY CHILDREN, STAFF MEMBERS OR VOLUNTEERS**

Any concern or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

### **SAFEGUARDING CHILDREN WITH ADDITIONAL NEEDS AND/OR DISABILITIES**

Evidence on the extent of abuse among children with disabilities suggests that they are at increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect. Research also indicates that, as well as being the least protected, children with disabilities are also the least consulted in routine assessments.

HIC seeks to address and challenge these practices by affirming their understanding of the issues facing children with disabilities and its commitment to removing the barriers that prevent children with disabilities from accessing their rights.

### **PRIVATE FOSTERING**

A privately fostered child is a child under 16 (or 18 if disabled) who is being cared for, for 28 days or more, by an adult who is not their parent, step parent, grandparent, aunt, uncle, sister or brother.

It's usually a cousin or great aunt, a friend of the family, or someone who has agreed to take care of the child by private arrangement without involving the council.

The parent is still legally responsible for their child. We have a legal duty to ensure children in this situation are safe and well.

### **INFORMING PARENTS/CARERS**

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will be informed if a referral is to be made to the Children's Local safeguarding council Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Person or Principal will seek advice from Children's Local safeguarding council.

## **VISITORS**

All visitors, including visiting speakers, are subject to the college's safeguarding protocols while on site and will be supervised at all times.

## **BOOKINGS**

HIC operates a responsible booking protocol and will carry out appropriate checks and will exercise due diligence to prevent an organisation or speaker from using the college's facilities to disseminate extremist views or radicalise children or staff members.

## **APPENDIX A**

The following definitions are from the guidance by [Department for Education \(2018\) Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children \(PDF\)](#).

### **Significant Harm**

The threshold that justifies compulsory intervention in family life and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces an illness in a child.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of

children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse for example. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caretakers). Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **APPENDIX B**

### **A 'Good' Safeguarding College**

The leadership, staff members and the Governing Body are committed to a safe college which promotes the well-being and welfare of all its children, staff members and visitors and the following is embedded into its vision, culture and practices:

#### **PRACTICES AND PROCEDURES**

- The college has a 'Safeguarding Policy' which all staff members understand and practices are fully implemented.
- Anti-bullying Policy is in place and are clearly understood and followed by all.
- The Multi Agency Levels of Need and Response Framework are embedded.
- Effective School Development Plan (SDP) and effective college self-evaluation procedures are in place.



- Appropriate Policies and Procedures are in place, understood and implemented by all staff members.
- All staff members involved in safeguarding liaises regularly to ensure continuity in the support they provide.
- The college/setting has an identified person who administers medicines.
- DBS checks are in place and regularly up-dated.
- Appropriate Risk Assessment procedures are in place and up-dated.

### **CHILDREN TRACKING**

- The progress and attendance of children in alternative provision is carefully tracked and monitored as for other children.
- Children tracking systems are in place and used effectively to monitor and track progress and intervene as required.
- Vulnerable groups are identified and tracked for progress, attainments and attendance.
- Effective transition for children takes place at all stages.

### **STAFF MEMBERS TRAINING**

- The Leadership and Management of the college are trained in Safeguarding and is effective.
- A Senior Designated Person for Safeguarding is nominated and receives regular training and has access to appropriate supervision.
- Staff members receive regular up-dated training on Safeguarding and identified staff members receive higher level training as appropriate.

### **CHILDREN ENGAGEMENT**

- Children's voices are valued and they are involved appropriately in decision making.
- Children are given responsibility in supporting other children and are involved in routine organisational tasks and activities.

### **THE CURRICULUM**

- The curriculum, organisation of teaching and learning and ethos in settings and colleges contributes to teaching children and young people about safety issues, including road safety, accident prevention, substance misuse, sexual harassment, self-harm, Internet safety and building resilience.
- Staff member's expectations of children's behaviour, attendance and attainment are high.

- College has developed approaches to tackling all forms of bullying including, racist, homophobic and cyber-bullying. This includes tackling issues leading to grooming and child sexual exploitation and radicalisation
- There are formal and informal opportunities to praise reward and celebrate children behaviour and achievements in lessons, tutor groups, assemblies, break time, before and after college, trips etc.

#### **WORKING WITH PARENTS/CARERS AND OUTSIDE AGENCIES**

- There is effective communication between the college staff members, outside agencies and parents/carers.
- Family intervention work is an integral part of the college's support for children and families.
- The college actively pursues all absence – they know which children are at risk of becoming/or are persistently absent – non-attendance is understood as a potential safeguarding issue.
- The college does not exclude children but tries to find alternative ways of supporting them.
- The college does not see children at risk of gang involvement, sexual exploitation, radicalisation or criminal activity as crime and disorder issues but as a 'children in need issue' and works closely with other partner agencies to safeguard them.

#### **INDICATORS OF VULNERABILITY TO RADICALISATION**

- Children are distanced from their cultural/religious heritage and experience.
- Children demonstrate discomfort about their place in society.
- Children may be experiencing family tensions at home.
- Low self-esteem and sense of isolation.
- Children have distanced self from existing friendship groups and become involved with a different group of friends.
- Children may be searching for questions about their identity, faith and belonging.
- Children may have perceptions of injustice and rejects civic life.
- Children are accessing extremist websites and are in contact with extremist recruiters.
- Significant changes in behaviour and/or appearance.
- Children use extremist narratives and global ideology to explain personal disadvantage.

#### **Procedure for reporting and recording safeguarding concerns**

1. The students log and staff complaints log is kept in the college with the admin staff. This log also lists down the safeguarding issues and concerns raised by the students and members of staff.
2. The Deputy DSL fills out a discussion form to put it in record and within stipulated time-period has the responsibility to resolve the concern in consultation with the DSL.
3. The DSL could approach MASH (Multi Agency Safeguarding Hub) either for a consultation or referral. The referral form is available on Harrow Safeguarding Council Team website - <http://www.harrowlscb.co.uk/>
4. If required, the Deputy DSL and/or DSL contact the Police and NHS on occasions of emergencies.
5. Whistle blowing policy is covered in the Safeguarding and Staff Behaviour policy. All the concerns raised by the staff are forwarded to the Governing Body of the college. The Governing Body discusses them and if required includes the respective member(s) of staff in discussion to give a fair approach. Thereafter, the Governing Body gives the decision to the Principal of the college. On behalf of the college, the Principal will take the appropriate action without delay.

## **KEY CONTACTS**

Designated Safeguarding Lead (DSL)

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**Policy effective from : 15th March 2017**

1<sup>st</sup> Review Date: 14th March 2018

2<sup>nd</sup> Review Date: 21<sup>st</sup> Sept 2018

3<sup>rd</sup> Review Date: 5<sup>th</sup> Mar 2019

4<sup>th</sup> Review Date: 22nd August 2019

5<sup>th</sup> Review Date: 04th September 2020

6<sup>th</sup> Review Date: 26th October 2021