



## Canterbury College

### Safeguarding Policy

#### 1. Policy Statement

Canterbury College has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of learners receiving education and training at the College. It extends this responsibility to incorporate the needs of vulnerable adults.

Throughout these policies and procedures, reference is made to “learners”. This term is used to mean those under the age of 19. The Corporation recognises that some adults with learning difficulties or disabilities may also be vulnerable to abuse, and the same procedures will be applied, with appropriate adaptations, to allegations of abuse for over 19 year olds who fall into this category.

This policy and its associated procedure also aims to ensure that safe recruitment practices are in place and the approach to dealing with allegations against staff and others coming into contact with learners is effective.

The term ‘safeguarding’ describes the broader preventative and precautionary approach to College planning and procedures that are in place to protect all of our learners.

#### 2. Policy

- 2.1 The Corporation is committed to ensuring that the College:
  - 2.1.1 Provides a safe environment for all learners whilst at college.
  - 2.1.2 Identifies learners who are suffering, or are likely to suffer, significant harm.
  - 2.1.3 Takes appropriate action to see that such learners are kept safe at the College, and also that issues or allegations of potential abuse occurring at home, which are disclosed, are reported appropriately.
  - 2.1.4 Has a system for responding to disclosures of abuse from adults with learning difficulty or disability.
- 2.2 In pursuit of these aims, the Corporation will approve and annually review policies and procedures with the aim of:
  - 2.2.1 Raising awareness of issues relating to the welfare of learners and the promotion of a safe environment for the learners learning within the College.
  - 2.2.2 Ensuring the identification of children, young people and vulnerable adults at risk of significant harm, and providing procedures for reporting concerns.



- 2.2.3 Establishing procedures for reporting and dealing with allegations of abuse conducted by members of staff or others who come into contact with learners through College activity.
- 2.2.4 The safe recruitment of staff and volunteers.
- 2.3 In developing policies and procedures, the Corporation will consult with, and take account of, guidance issued by relevant government department or other nominated body. These procedures have been developed in co-operation with the Local Safeguarding Children Board (LSCB).
- 2.4 The College will refer concerns that a learner might be at risk of significant harm to the appropriate referral agencies
- 2.5 The Principal, the directors, senior managers and all staff working with learners will receive adequate training to familiarise them with safeguarding issues and responsibilities. They will be aware of College procedures and policies and receive appropriate and timely refresher training. A senior member of the College Management Team will be the designated person with lead responsibility for safeguarding. He/she will be assisted by designated persons across the college.
- 2.6 The Corporation will receive from the designated senior member of staff with lead responsibility for safeguarding, an annual report which reviews how the duties have been discharged.
- 2.7 The Corporation recognises the following as definitions of abuse:
- 2.7.1 Physical Abuse
- Physical abuse causes harm to a learner's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.
- 2.7.2 Neglect
- Neglect is the persistent or severe failure to meet a learner's or young person's basic physical and/or psychological needs. It will result in serious impairment of the learner's health or development.
- 2.7.3 Sexual Abuse
- Sexual abuse involves a learner being forced or coerced into participating in or watching sexual activity. It is not necessary for the learner to be aware that the activity is sexual and the apparent consent of the learner is irrelevant.



#### 2.7.4 Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the learner's or young person's behaviour and emotional development, resulting in low self worth. Some level of emotional abuse is present in all forms of abuse.

#### 2.7.5 Other Forms of Abuse

Other forms of abuse include forced marriage, extortion, domestic violence, bullying and e-bullying

### **3. Designated Staff with Responsibility for Safeguarding**

In all cases where allegations are made against people who may constitute part of the college staff and student population, the College will consult with the Local Authority Designated Officer (LADO). He/she will offer advice re appropriate next steps in relation to referral and investigation and ensure that all cases are handled in accordance with safeguarding regulations. Designated staff will have ongoing communications with the LADO as part of their safeguarding responsibilities to ensure that College policies and procedures are effective and meet the requirements of current legislation.

#### 3.1 Designated Member of the Corporation (DMoC)

The DMoC is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding safeguarding young people and vulnerable adults including:

- 3.1.1 Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children's Board's procedures;
- 3.1.2 Ensuring that the Corporation considers the College policy on safeguarding young people and vulnerable adults each year;
- 3.1.3 Ensuring that each year the Corporation is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken;
- 3.1.4 The DMoC is responsible for overseeing the liaison between agencies such as the police, social services in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries;
- 3.1.5 To assist in these duties, the DMoC shall receive appropriate training as required.



### 3.2 Senior Staff Member with Lead Responsibility

The designated senior member of staff with lead responsibility for safeguarding and vulnerable adult issues is the Director of Student Support Services

She/he is a Director of the College and has a key duty to take lead responsibility for ensuring that staff are aware of issues relating to the welfare of children, young people and vulnerable adults. This includes the promotion of a safe environment for children, young people and vulnerable adults learning within the College.

She/he will have received training in safeguarding issues and inter-agency working, as required by the Local Safeguarding Children Board (LSCB) and will receive refresher training at least every 2 years. She/he will remain up to date with developments in safeguarding issues.

The designated senior member of staff is responsible for ensuring that:

- 3.2.1 The college pursues an active role in ensuring the confidence and trust of its students
- 3.2.2 Cases of suspected abuse or allegations are appropriately referred to relevant agencies.
- 3.2.3 Advice and support to staff on issues relating to safeguarding is provided.
- 3.2.4 A record of any safeguarding referral, complaint or concern is kept, (even where that concern does not lead to a referral).
- 3.2.5 Parents of learners within the College have access to the College's Safeguarding Policy.
- 3.2.6 Liaison takes place with LSCB and other appropriate agencies.
- 3.2.7 There is liaison with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils.
- 3.2.8 Liaison takes place with employers and training organisations that receive children or young people from the College on long term placements to ensure that appropriate safeguards are put in place.
- 3.2.9 All staff receive basic training in safeguarding issues and are aware of the College safeguarding procedures.
- 3.2.10 Safe staff recruitment practices are in place.
- 3.2.11 Safe student recruitment practices are in place.



- 3.2.12 The management of all safeguarding issues are underpinned by a risk based analysis (risk assessment) of need, and appropriate resources are deployed to meet that need.
- 3.2.13 An annual report is provided to the Board of Governors of the College setting out how the College has discharged its duties. He/She is responsible for ensuring deficiencies in procedure or policy identified by the LSCB (or others) are reported to the Board of Governors at the earliest opportunity.
- 3.2.14 Appropriate referrals are made by the senior safeguarding team.
- 3.2.15 They are available to provide advice and support to other staff on issues relating to protection from abuse.
- 3.2.16 Have particular responsibility to be available to listen to children, young people and vulnerable adults studying at the College.
- 3.2.17 The Senior Safeguarding Team deal with individual cases, including attending case conferences and review meetings as appropriate.
- 3.2.18 The Senior Safeguarding team have received training in safeguarding issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years.
- 3.3 Designated Persons:
- Designated Persons will
- 3.3.1 Be the first point of contact for all staff members who are disclosing a safeguarding issue;
- 3.3.2 Promote safeguarding policy and procedures;
- 3.3.3 Receive information and offer advice about safeguarding concerns, maintain secure records and make appropriate referrals to the Senior Staff Member with Lead Responsibility or her Deputies.
- 3.4 Personnel Manager
- The Personnel Manager is responsible for:
- 3.4.1 Ensuring that all recruitment processes including job descriptions, adverts and other means of recruitment explicitly communicate the College's commitment to Safeguarding to deter unsuitable people from working at, or behalf of, the college;
- 3.4.2 Ensure that all relevant checks are made in a timely fashion on prospective employees, and retrospective checks are made when a need



has been identified and communicated by the Senior Staff Member with Lead Responsibility;

- 3.4.3 Liaise with the Senior Staff Member with Lead Responsibility to ensure that the college disciplinary procedures include specific safeguarding elements within them and to ensure that these elements are delivered correctly and to the appropriate timescale when a need arises.



## 4. Supporting learners

Canterbury College will support our learners in two main ways:

### Proactive

What we do to facilitate our learners and gain their trust and confidence to report issues to enable us to take action

### Reactive

What we do when an issue has been raised

### 4.1 Proactive

It is essential that the college ensures that our staff and students feel secure and safe whilst on campus or engaged on activities arranged or procured by the college. We have called this element of discharging our responsibilities '**Building trust**'.

We build trust amongst our learners in the following ways:

#### 4.1.1 Lanyards

The use and enforcement of lanyards by all staff, students and visitors whilst onsite. The use of lanyards is an extremely important tool for ensuring that our students feel safe and supported whilst at college. Not only does the lanyard system allow everyone to identify which area a wearer is from, they also allow easy identification of people who have come onto the campus unannounced and uninvited. The system is enforced with daily lanyard checks at defined times and places by the Security team and other departments (who operate on a rota system).

Lanyard identification:

Blue – Staff

Red – FE students, including pre 16 students

Grey – HE student

Orange – Visitors and Contractors

Sheppey – various colours depending on programme

The ID cards also have information about safeguarding on them.

#### 4.1.2 Security patrols

Our security team have a number of dedicated patrol routes which have been designed on past events and current intelligence reports. Our security team look for use of lanyards, suspicious behaviour, graffiti, drug and alcohol misuse and engage with the students on a one-to-one level.



#### 4.1.3 CCTV

The college has 22 CCTV cameras operating on our campus. These are checked daily by our security team and students are advised of their presence and purpose.

#### 4.1.4 Police engagement

The College has a dedicated PCSO. In the case of a particular safety concern the College is able to rely on the Police to hold special student surgeries.

#### 4.1.5 Internet Safety

Our IT team have a variety of monitoring systems that track the internet and email usage of staff and students using the college network, with suspicious behaviour flagged and access to inappropriate sites blocked

#### 4.1.6 Anti bullying campaigns & policy

The college has a robust and well established bullying policy which clearly identifies the college's position on all forms of bullying, and includes procedures and timescales for the immediate response to, and successful resolution of, all reports of bullying.

#### 4.1.7 Communication of safeguarding principles within the college

The college includes safeguarding issues at induction in the beginning of the academic year and follows these up throughout each term. Every learner is given information on why safeguarding is important, what it covers and how to access help from within the college and other external agencies.

#### 4.1.8 Additional Safeguarding Actions :

- Our Group Tutorials include safeguarding topics.
- The Principal's welcome at the start of each academic year has a clear focus on safeguarding. This is reinforced by the student union manager and the director of student support services in their respective speeches.
- There is a statement that promotes our commitment to safeguarding in the student diary and the College prospectus.
- We provide safeguarding in alternative accessible formats which includes plain English and widget symbols



- We promote safeguarding in cross college tutorials and events, such as the Fair For All and theatre plays.
- We signpost safeguarding information in prominent student spaces
- We have an anti-bullying forum which promotes action in relation to bullying
- We display posters which are designed by students for students
- We have implemented that Future You mentoring scheme which can help to address student safeguarding issues
- We have regular senior and designated safeguarding officers meetings to discuss any issues and put preventative measures in place
- We have “Meet The Managers” events which consider how safe students feel at College
- We regularly monitor through customer response questionnaires how safe student feel and whether their bullying issues are addressed
- We grade each section’s safeguarding
- We have introduced an Applicant Screening Tool to ensure that students do not adversely affect the safety and well being of others.

#### 4.2 Reactive

Procedures for Dealing with Allegations of Abuse for all staff

**Key things to remember if a learner, young person or vulnerable adult tells you about possible abuse:**

- 4.2.1 Never promise confidentiality – you will have to break it, and with it their trust in you.
- 4.2.2 Listen carefully and stay calm – you need to listen without making assumptions or judging.
- 4.2.3 Do not interview a learner or vulnerable adult, question normally and without pressure, **only** to be sure that you understand what you have heard. Never ask leading questions or act as an investigator as this will contaminate the evidence in case of a future investigation. Do not put words into their mouth.
- 4.2.4 Reassure them that by telling you, they have done the right thing.



- 4.2.5 Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter. This will usually be a senior designated person.
- 4.2.6 Note the main points carefully.
- 4.2.7 Make a detailed note of the date, time, place, what the learner, vulnerable adult said, did and your questions etc., (use the [Safeguarding Report Form](#) if possible – OP1/2).
- 4.2.8 Do not investigate concerns or allegations yourself, but report them immediately to a senior designated person.
- 4.2.9 Find out what the learner or vulnerable adult would like to happen, but make them aware that you may have to act against their wishes (e.g. they may ask you not to disclose to anyone else).
- 4.2.10 Any information that is sent by email must be password protected or send anonymised where possible.

#### 4.3 Procedure for Learners

There are slightly different procedures to follow for different types of learner:

- Under 19 year olds on programmes at main sites (Learners 16–18)
- Under 16 years old on any programmes
- Apprentices
- Under 19 year olds in the College who are not enrolled as students – e.g. work placements from school or visitors to open days etc where safeguarding issues need to be reported to the appropriate institution.
- Vulnerable Adults
- Children in the Nursery

#### 4.4 Learners 16 - 18

Where a learner aged under 19 divulges information to any member of staff that abuse has taken place, the following action will be taken:

- 4.4.1 Staff will advise the learner that action may have to be taken as a result of the disclosure. It is not the responsibility of members of staff to investigate suspected abuse.
- 4.4.2 A written record (using the reporting form [Safeguarding Report Form](#)) of the interview will be made and signed by both parties.



- 4.4.3 Referral to the designated person will be made **immediately** and **in person**.
- 4.4.4 Notes made at the time of disclosure will include student's wishes regarding action to be taken. However, the student will be made aware that this will not affect the final decision to make a referral.
- 4.4.5 There is no need to involve other members of staff (including line managers) as this could reduce confidentiality.
- 4.4.6 All staff to refer immediately to a designated person, designated person to then check details and refer on to the senior staff member, or their designate, with lead responsibility **immediately** and **in person**.
- 4.4.7 Make learner aware of services within the College which may be able to help them address the situation and offer support i.e. Student Information team provide information or local or national telephone helpline and counselling support.
- 4.4.8 Where possible the designated person will consult the learner regarding the report and inform them of action which has or will be taken. However, depending upon the circumstance, this may not always be possible.
- 4.4.9 Where action is decided upon which necessitates contacting Children's Services, the LSCB procedures for referral will be followed within 24 hours of the designated person receiving the referral.
- 4.4.10 Confidential records will be kept of all interviews relating to protection from abuse matters and will be stored in locked cabinets in a confidential manner.
- 4.5 Under 16 years old on any programme
  - 4.5.1 For young people on a school link programme or a College programme, the referral must go back to the Safeguarding Co-ordinator at the school they normally attend.
  - 4.5.2 Follow section [4.4.1 to 4.4.6](#) for learners 16 - 18.
  - 4.5.3 The senior staff member with lead responsibility will have a list of School Safeguarding Co-ordinators and will pass on the disclosure to be actioned under their procedures.
  - 4.5.4 Pastoral support to be directed or actioned by the School.
- 4.6 Apprentices
  - 4.6.1 Employers have a legal responsibility to take appropriate action to safeguard their employees and those that come into contact with their employees. (this item is draft to be submitted to SMT 6<sup>th</sup> February 2012)



- 4.6.2 Any apprentice can make a disclosure to College staff and the College procedure is adhered to for learners 16 - 18.
- 4.7 Under 19 year olds in the College who are not enrolled as learners
  - 4.7.1 For young people who are not enrolled at the College, the referral must go back to the head of the organisation to which they are attached. The contact can be made direct or via the senior staff member with lead responsibility if they are on site.
  - 4.7.2 A report of the disclosure and any action taken must be written and passed to the senior staff member with lead responsibility.
- 4.8 Vulnerable Adults
  - 4.8.1 Members of staff hearing allegations, report to the local designated person.
  - 4.8.2 If appropriate, referral to be made to the Social Services Adult Team.
  - 4.8.3 Designated person responsible for adult learners to inform the senior staff member with lead responsibility of any action taken.
- 4.9 Children in the Nursery
  - 4.9.1 Report to the Nursery Manager or in her absence the senior staff member with lead responsibility.
  - 4.9.2 Nursery Manager to follow LSCB procedures in line with Social Services recommendations.
  - 4.9.3 Report of any action taken to be sent to the senior staff member with lead responsibility.

## **5. Reporting and Dealing with Allegations of Abuse against members of staff**

### Introduction

- 5.1 The procedures apply to all staff, whether teaching, administrative, management or support. Allegations of abuse by a member of staff can be defined as when a person who works with children has:
  - Behaved in a way that has harmed or may have harmed a learner
  - Possibly committed a criminal offence against or related to a learner, or
  - Behaved towards a learner or learners in a way that indicates she/he is unsuitable to work with learners



- 5.1.1 In rare instances, staff of education institutions have been found responsible for learner abuse. Because of their frequent contact with learners, staff may have allegations of learner abuse made against them. The College recognises that an allegation of learner abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.
- 5.1.2 The College recognises that the Children Act 1989 states that the welfare of the learner is the paramount concern. It also recognises that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.
- 5.2 Receiving an Allegation from a learner about a member of staff
  - 5.2.1 A member of staff who receives an allegation about another member of staff from a learner will follow the guidelines for dealing with disclosure.
  - 5.2.2 The allegation will be reported immediately to the Senior Staff Member with Lead Responsibility in the first instance. In their absence, the report will go to the Principal, the Director with responsibility or Personnel.
  - 5.2.3 They will contact the Lead Designated Officer (LADO) within the Local Authority to discuss referral and action. They will also contact the Principal if not already informed.
  - 5.2.4 Obtain written details of the allegation from the person who received it, that are signed and dated. The written details will be countersigned and dated by the Senior Staff Member with Lead Responsibility (or designated person). Information about times, dates, locations and names of potential witnesses will be recorded.
- 5.3 Initial Assessment by the Senior Staff Member with Lead Responsibility (or designated person)
  - 5.3.1 The Senior Staff Member with Lead Responsibility (or designated person) will make an initial assessment of the allegation, consulting with the LADO, Senior Staff Member with Lead Responsibility and the Designated Governor as appropriate. Where the allegation is considered to be either a potential criminal act or indicates that the learner has suffered, is suffering or is likely to suffer significant harm, the matter will be dealt with under the Colleges misconduct procedures.
  - 5.3.2 It is important that the Senior Staff Member with Lead Responsibility (or designated person) does not investigate the allegation. The initial



assessment will be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

#### 5.3.3 Other potential outcomes are:

The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the learner or vulnerable adult. The matter will be addressed through professional development and mentoring, or in some cases where appropriate, the College Disciplinary Procedure.

The allegation can be shown to be false because the facts alleged could not possibly be true, in which case the person concerned will be reassured and supported as appropriate.

#### 5.4 Enquiries and Investigations

5.4.1 Safeguarding enquiries by Children's Services or the Police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The safeguarding agencies, including the Police, have no power to direct the College to act in a particular way; however, the College will assist the agencies with their enquiries.

5.4.2 The College will hold in abeyance its internal enquiries while the formal police or Children's Services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries will conform with the existing Staff/Governor disciplinary procedures.

5.4.3 If there is an investigation by an external agency, for example the Police, the Senior Staff Member with Lead Responsibility (or designated person) will normally be involved in, and contribute to, the inter-agency strategy discussions. The Senior Staff Member with Lead Responsibility (or designated person) is responsible for ensuring that the College gives every assistance with the agency's enquiries. They will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Senior Staff Member with Lead Responsibility (or designated person) shall advise the member of staff that he/she may consult with a representative, for example, a Trade Union.

5.4.4 Following discussion with the LADO, the Police or other investigating agency, the Senior Staff Member with Lead Responsibility (or designated person) shall:

- Ensure that the parents/carers/vulnerable adult of the learner making the allegation have been informed that the allegation has been made and what the likely process will involve.



- Inform the member of staff against whom the allegation was made of the fact that the allegation was made. Where investigation is taking place they will be informed of what the likely process will involve and what support may be available.
- Inform the Chair of the Corporation of the allegation, if action is required, and of the investigation.

5.4.5 Written records of the action taken in connection with the allegation will be kept.

## 5.5 Suspension of Staff

5.5.1 Suspension will not be automatic. In respect of staff other than the Principal, suspension can only be carried out by the Principal or an Executive of the Senior Management Team as nominated by the Principal. In respect of the Principal, suspension can only be carried out by the Chair of the Corporation (or in his/her absence, the Deputy Chair).

5.5.2 Suspension may be considered at any stage of the investigation. Advice may be taken from the Human Resource department to ensure no breaches of contract take place..

5.5.3 Suspension is a neutral act and will only occur for a good reason, for example:

- Where a learner is perceived to be at risk.
- Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
- Where necessary for the good and efficient conduct of the investigation.

5.5.4 Where a member of staff is suspended, the Principal (or Chair or Deputy Chair of the Corporation) will address the following issues:

- The Chair of the Corporation will be informed of the suspension.
- The Corporation will receive a report if a senior member of staff has been suspended pending investigation. The detail given to the Corporation will be minimal.
- Where the Principal has been suspended, the Chair or Deputy Chair of the Corporation will need to take action to address the management of the College.
- The parents/carers of the learner or adult making the allegation will be informed of the suspension. They will be asked to treat the information as confidential. Consideration will be given to informing the learner or adult making the allegation of the suspension.



- Possible liaison with the Marketing Department
  
- 5.5.5 Senior staff who need to know of the reason for the suspension will be informed. Depending on the nature of the allegation, the Principal will consider with the Chair of the Corporation whether a statement to the learners of the College and/or parents/carers will be made, taking due regard of the need to avoid unwelcome publicity. Other relevant staff members within the department where the suspension occurred may also be notified where appropriate.
- 5.5.6 Where suspension is instigated for something that could result in dismissal for misconduct which harmed a learner or placed a learner at risk, the College take advice from the LADO on whether to refer them to the Independent Safeguarding Authority
- 5.5.7 Where an individual is dismissed for misconduct which harmed a learner or placed a learner at risk or harm; or resigns, retires, is made redundant or is transferred to a position which is not a learner care position in such circumstances, Canterbury College has a statutory duty to refer to the Independent Safeguarding Authority
- 5.5.8 If the person is subject to registration or regulation by a professional body or regulator, for example by the General Social Care Council, General Medical Council, Ofsted etc., the LADO will advise on whether a referral to that body is appropriate.
  
- 5.6 The Disciplinary Investigation
  - 5.6.1 The disciplinary investigation will be conducted in accordance with the existing staff disciplinary procedures.
  - 5.6.2 The Principal (or designated person) will give consideration to what information will be made available to the general population of the College.
  
- 5.7 Allegations without Foundation
  - 5.7.1 False allegations may be indicative of problems of abuse elsewhere. A record will be kept and consideration given to a referral to the LSCB in order that other agencies may act upon the information.
  - 5.7.2 In consultation with the designated senior member of staff or HR manager and/or the designated Governor, the Principal shall:
    - Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or safeguarding action will be taken. Reassure them of the College's understanding of the personal



impact that false allegations may have and the support the College will continue to offer.

- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
- Where the allegation was made by a learner/vulnerable adult other than the alleged victim, consideration to be given to informing the parents/carers of that learner/vulnerable adult.
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

5.7.3 If the allegation is found to be malicious then the person that has made the allegation will be subject to the disciplinary procedure.

## 5.8 Records

5.8.1 Documents relating to an investigation will be retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details will be retained on the member of staff's personal and confidential file.

5.8.2 If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she will be informed about the College's statutory duty to inform the Secretary of State for Education under the "List 99" procedures.

## 5.9 Monitoring Effectiveness

5.9.1 Where an allegation has been made against a member of staff, the nominated member of the Corporation, together with the Senior Staff Member with Lead Responsibility will, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which will be drawn to the attention of the LSCB. Consideration will also be given to the training needs of staff.

## 5.10 Recruitment and Selection Procedures

The College has recruitment and selection procedures which have been reviewed in order to ensure that all staff are safe to work with learners, regardless of age or disability:

5.10.1 Recruitment and Selection Procedures apply to staff and volunteers who may work with children.



- 5.10.2 The post or role will be clearly defined and will also include specific information and references to the College's safeguarding commitment (including explicit information on CRB checking) to deter applicants that may be unsuitable for work within the organisation.
- 5.10.3 The key selection criteria for the post or role are identified.
- 5.10.4 Vacancies are advertised widely in order to ensure a diversity of applicants.
- 5.10.5 Documentary evidence of academic/vocational qualifications is required.
- 5.10.6 Professional and character references are obtained.
- 5.10.7 Previous employment history is verified.
- 5.10.8 Criminal Records Bureau disclosure
- 5.10.9 A variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks) are used.
- 5.10.10 The Interview process can include question(s) relating to safeguarding.

## **6. Reporting and dealing with allegations of abuse against non-staff members including other students**

There are a number of instances where Canterbury College students come into contact with people as part of College activity, who are not formally employed by the College e.g. Other students, governors, volunteers, placement providers, taxi/community transport personnel, etc

In the event of allegations regarding non College employed persons as defined above, who come into contact with children on the College's behalf, the following procedure will be followed.

### **6.1. Members of the Corporation**

- 6.1.1 The person hearing the allegation will follow the Safeguarding Procedure: Section 4 for supporting the learner.
- 6.1.2 They will immediately contact either the Senior Staff Member with Lead Responsibility who will take a written record of the allegation which is signed and dated.
- 6.1.3 The Chair of the Corporation, (or the Deputy Chair if the allegation is against him/her) and the Principal, will be contacted and informed of the allegation.
- 6.1.4 The Chair of the Corporation, with the support of the Principal, will contact the LADO and discuss the allegation.



- 6.1.5 If no action is required, the Clerk to the Corporation and the Chair of the Corporation will inform the person against whom the allegation has been made of the allegation and offer reassurance.
  - 6.1.6 If it is decided that action is required, the Chair of the Corporation, the Senior Staff Member with Lead Responsibility will contact the appropriate agency (prior to making any contact with the Governor against whom the allegation has been made) e.g. Children's Services or the Police, who will then begin their own processes.
  - 6.1.7 If action has been required, the Clerk to the Corporation and the Chair of the Corporation will inform the person against whom the allegation has been made of the allegation and their suspension from duty pending external investigation. They will offer information about College processes and support.
  - 6.1.8 Suspension and subsequent College action will follow the Corporation's disciplinary procedure.
  - 6.1.9 Senior Staff Member with Lead Responsibility will keep the Chair of the Corporation and the Principal informed of the progress and outcome of any investigation.
- 6.2 Persons not employed by the College
- 6.2.1 The responsibility to deal with any allegations against people who come into contact with our learners on our behalf, but are employed by other organisations, rests with the host organisation.
  - 6.2.2 Should an allegation be made, the person hearing the disclosure will follow the College procedure for supporting learners. They will report immediately to the senior staff member with lead responsibility. The Senior Staff Member with Lead Responsibility will contact the relevant referral agent and discuss action in relation to the learner.
  - 6.2.3 The senior staff member with lead responsibility will contact the employing company to advise them of the allegation and action taken. They will be advised that until the case is resolved the person against whom the allegation has been made must not continue with College activity and that it should activate its own procedures for such circumstances.
  - 6.2.4 The company should contact the College at the conclusion of any investigation.
  - 6.2.5 Where no legal action is taken discussion will take place to discuss the individual's potential resumption of College activity.
  - 6.2.6 Where allegations are made against landlords/landladies who have no employer for this service, the College will follow this procedure other than



contacting employers. Decisions relating to resumption of activity at the College would rest on advice from Social Services/Police.

### 6.3 Volunteers

- 6.3.1 Should an allegation be made about a volunteer, the person hearing the disclosure will follow the College Safeguarding Procedure for supporting learners
- 6.3.2 The Senior Staff Member with Lead Responsibility will be contacted immediately.
- 6.3.3 The Senior Staff Member with Lead Responsibility will contact the LADO and discuss action.
- 6.3.4 If action is deemed to be required the Senior Staff Member with Lead Responsibility will make the referral to external agents and inform the relevant Director of Curriculum/Business Support Director.
- 6.3.5 The Senior Staff Member with Lead Responsibility will inform the volunteer of the allegation and suspend volunteering activity within the College pending investigation by the authorities.
- 6.3.6 If no action is required, the volunteer will be informed of the allegation, reminded of the College policy in relation to safeguarding, and allowed to return with supportive supervision in place.

### 6.4 Other students

- 6.4.1 Should an allegation be made about another student, the **serious misconduct procedure** will apply.

From the student misconduct procedure:

#### ***A Definition of Serious Misconduct***

- 1. Serious Misconduct is defined as behaviour by students which is illegal or which endangers the safety of students or staff or the security of other people's or the College's property.*
- 2. The Serious Misconduct Procedure provides for the incident to be investigated by a senior member of College staff and for decisive protective action to be taken.*
- 3. Serious Misconduct is likely to warrant immediate temporary exclusion pending investigation which may be followed by permanent exclusion, return with specified sanctions, or re-instatement.*
- 4. The College will involve the Police if the incident is deemed criminal although it may be up to an individual to press charges.*

#### ***B Examples of behaviour which could fall under the Serious Misconduct Procedure***



*1 These examples are designed to provide an indication of the sorts of behaviour that might fall under the Serious Misconduct Procedure and they are given for illustrative purposes and should not be taken to be definitive.*

- Threatening behaviour to other students, staff or visitors*
- All forms of sexual or racial harassment*
- Indecent behaviour*
- Assault*
- Fighting*
- Being intoxicated by drink, drugs or other stimulants*
- Dealing or possession of illegal substances*
- Wilful damage to College property or that belonging to other people on the College premises*
- Downloading unacceptable material from the Internet including pornography, hacking and sending unsolicited or offensive material*
- Theft*

*2. Serious Misconduct is likely to warrant immediate temporary exclusion pending investigation which may be followed by permanent exclusion, return with specified sanctions, or re-instatement. The College will involve the Police if the incident is deemed criminal.*

*3. The procedure will operate fairly and at each stage the student/s will be informed of his/her rights (including the right to be accompanied by a parent/guardian, friend, employer or representative of the Student Union) and be given clear indication of possible outcomes of the process*



## 8. Report form

### Staff Details

|                       |  |                |  |
|-----------------------|--|----------------|--|
| Time of Interview     |  |                |  |
| Date                  |  |                |  |
| Name                  |  |                |  |
| Department            |  |                |  |
| Line Manager          |  |                |  |
| Telephone No.         |  | Work Extension |  |
| Home Telephone Number |  |                |  |

### Learner Details

|   |  |  |  |
|---|--|--|--|
| Full Name                                 |  |  |  |
| Date of Birth                             |  |  |  |
| Names of Household Members                |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Family Address                            |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Current Address (if different from above) |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Telephone Number                          |  |  |  |



Information Relating to the Incident

|   |  |
|---|--|
| Where did the incident take place?  |  |
| At what time did the incident take place?   |  |
| Who was present?  |  |
| What happened?<br><b>Please only report the allegation / incident. Do not interview the student</b> |  |
|   |  |
|   |  |
|   |  |
|   |  |
| Learner's feelings regarding possible actions which could take place:                               |  |
|   |  |
|   |  |
| Learner Signature   |  |
| Learner Contact Number  |  |
| Staff Signature   |  |
| Staff Contact Number  |  |

Referral Received by Safeguarding Officer (or designate):

|                              |  |
|------------------------------|--|
| Time                         |  |
| Date                         |  |
| Signature (CPC or designate) |  |

Referral Passed to Social Services/Police:

|           |  |
|-----------|--|
| Time      |  |
| Date      |  |
| Signature |  |