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| Name of policy | Safeguarding Policy and Procedures |
| Name of person responsible | Sue Jones  Head of Learner Journey and Designated Safeguarding Lead  The Cornwall College Group  Safeguarding Lead, Cornwall College Group |
| Approved by | The Cornwall College Group Board |
| Date of approval | 30 November 2015 |
| Date of review | August 2016 |



**THE CORNWALL COLLEGE GROUP SAFEGUARDING POLICY AND PROCEDURES**

**SAFEGUARDING POLICY**

1. **Scope**

1.1. The Policy and Procedures set out in this document and the various appendices apply to all sites and activities that form part of The Cornwall College Group, including work-based learning, college-managed residential accommodation, all off site activity including college-led trips and off site events organised and/or led by staff employed by TCCG.

1.2. Our policy and procedures apply to all learners, staff/governors, visitors, contractors, volunteers, advisory board members, staff from partner organisations working on our sites and those organisations using or hiring college sites or facilities for use whilst the College has students also using those premises.

1. **Statutory Obligations**

2.1. The Cornwall College Group places the highest importance on safeguarding; the safety and well -being of learners and staff are paramount in all activities. Furthermore, The Group recognises that members of staff and learners themselves have an important role to play in being vigilant to safeguard the welfare of children, young people and adults and prevent abuse.

2.2. The Group has a statutory duty under Section 175 of the Education Act, 2002 to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of children, young people and adults who may be vulnerable in line with the definition set out in The Care Act, 2014. This policy sets out a framework for those arrangements and should be read in conjunction with the web links provided and various appendices attached including our Safeguarding Procedures.

2.3. This policy takes into account, amongst others, the following publications, including

recent/relevant guidance and legislation in this area:

* ***Working Together to Safeguard Children, March 2015***

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf>

* *‘****Keeping Children Safe in Education’*** which is the key statutory document for safeguarding in schools and colleges. (Department for Education, March 2015)

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf>

In addition to the full guidance document, DfE have published part one of this as a separate document ***‘Keeping children safe in education: information for all school and college staff’*** addressed to all staff working in schools and colleges.

* <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf>

**Other relevant Guidance includes:**

* Section 11 ‘Children Act’, 2004
* Safeguarding Vulnerable Groups Act 2006
* Care Act 2014 (safeguarding adults)
* The Counter-Terrorism and Security Act 2015
* <http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>
* (NEW!) Statutory FGM Police reporting requirements for those working with under 18s in education (effective from 31/10/15)

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf>

2.4. Our policy and procedures are in accordance with those set out on the South West Child Protection website and the guidance issued by the local Children’s and Adults’ Safeguarding Boards in Cornwall, Devon and Bristol .

2.5. Our policy and procedures, together with further reference information documents, are disseminated and made accessible to all staff (as well as students and parents/carers). This information is supported by regular face to face and on line training inputs by our trained safeguarding leads.

2.6. Our Safeguarding Leads have all completed the Level 3 Safeguarding training within the required timeframe and have also attended regular CPD on specialist safeguarding areas such as Child Sexual Exploitation, Domestic Abuse, FGM, Prevent etc.

2.7. **Key staff role abbreviations:**

DSL –Designated Safeguarding Lead – Sue Jones (Senior Manager with overall responsibility for Safeguarding)

Deputy DSL – Pat Lloyd (also Safeguarding Lead for East Locality)

SLs – Safeguarding Leads in localities or specialist areas

DGS – Designated Governor for Safeguarding – Julia Green

SMG – Safeguarding Management Group – DSL, Head of HR, Principal or Deputy

LADO – Local Authority Designated Officer

Contact details for the above can be found in Appendix B

1. **Definitions**

3.1. A child is defined as any young person under the age of 18 years.

3.2. An adult who may have safeguarding needs is defined in The Care Act, 2014 as an adult who:

* has needs for care and support (whether or not the local authority is meeting any of those needs) **and**
* is experiencing or at risk of abuse or neglect **and**
* a result of those care and support needs, is unable to protect themselves from either the risk of or the experience of abuse or neglect

This provides a very broad definition of adults who may need safeguarding support (e.g. individuals who may have mental health needs, be in a harmful or controlling relationship, live in a domestic abuse environment, suffer from self- harm or self- neglect, or have a physical, learning or mental health disability etc.)

1. **Key Principles**

The Cornwall College Group will ensure that:

* the safety and well-being of children, young people and adults are paramount in all areas of its operations, including safeguarding our staff/students and raising their awareness to safeguard themselves and others
* all children and adults, regardless of age, culture, disability, gender, language, racial origin, religious belief and or sexual identity can exercise their right to protection from harm or abuse when engaged in college-related activity or settings and college support where they may disclose concerns about their broader lives in the community or at home
* all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, with due regard to appropriate levels of privacy and the dignity of those concerned
* all staff will be made aware of key safeguarding principles/practice through appropriate training and are required to report any disclosures, concerns or allegations in line with our procedures
* “Safer Recruitment” best practice is used when recruiting staff/volunteers to ensure their suitability to work with children and adults who may be vulnerable and when dealing with others who visit/use our sites
* we work in a proactive partnership with other key statutory and voluntary sector organisations to share information and good practice to improve safeguarding within our communities
* we adhere to any statutory responsibilities placed upon us, such as those outlined in the new Counter Terrorism and Security Act 2015.

1. **Responsibilities**

**5.1 The Governing Body of The Cornwall College Group is responsible for ensuring that:**

* The Group has safeguarding policy and procedures in place that are in accordance with statutory requirements and local authority guidance and that these are published and reviewed annually or where required due to changes in policy.
* Training is in place for all staff, appropriate to their roles.
* The Board receives and considers regular safeguarding update reports.
* The Group operates ‘safer recruitment procedures’ in accordance with statutory requirements.
* The Group has procedures for dealing with allegations of abuse against staff and volunteers that comply with the Local Safeguarding Children Board (LSCB) and Safeguarding Adults Board (SAB) guidance.
* A member of the Governors is nominated to take a lead on safeguarding matters and undertakes appropriate training in this. Currently this is Julia Green, a partner with Browne Jacobson solicitors.
* The Chair liaises with the Local Authority and /or partner agencies in the event of allegations of abuse being made against the Principal.
* Any deficiencies or weaknesses regarding safeguarding arrangements are remedied without delay.
* A senior manager is designated to take the lead responsibility across The Group for safeguarding – to be referred to as the Designated Safeguarding Lead (DSL). Currently this is Sue Jones, Head of Learner Journey.

5.2 **The Designated Safeguarding Lead, Head of Learner Journey, Sue Jones is responsible for ensuring:**

* Publication and correct implementation of the policy and procedures and reviewing the effectiveness of them annually in a written report to the board.
* Provision of regular reports to Governors on safeguarding matters – staff training, volume and types of referrals, trends, allegations related to staff etc.
* Safeguarding training, appropriate to role, is in place for all staff and is delivered in a timely fashion, in line with national and local guidance.
* Completion of external and internal audits related to the effectiveness of safeguarding
* Oversight of the recording and passing on to external agencies, where appropriate, any disclosures received and liaising with the Local Authority Designated Officer (LADO) on any staff related matters, where required.
* The appointment of Safeguarding Leads who are appropriately trained and supported
* Logging and receipt of incoming safeguarding files from schools and the passing on of these files/key information to relevant staff through the Safeguarding Leads.
* That safeguarding files are kept securely and in line with archiving requirements set out in national/local guidance.
* That the Safeguarding Management Group (SMG) receives appropriate safeguarding information and advice in all cases where allegations of abuse have been made against a member of staff. (The Chair of The Board, if allegations concern the Principal).
* Effective liaison with the Local Safeguarding Children’s Boards and the Safeguarding Adults Boards (Cornwall, Devon and Bristol).
* That a robust risk assessment process is in place for those students/applicants who may pose a risk to other students and staff in respect of unspent criminal convictions or other indications of potential risk.
* The undertaking of their own regular update training to inform policy, procedure and practice and completing statutory refresher training every 2 years.
* Good practice and “learning lessons” information is shared amongst the safeguarding leads and with the wider group of staff.
* Policy and Procedures are updated and disseminated to staff/learners as appropriate.
* Those who use our premises or provide site based service to our students are aware of our safeguarding policy and procedures and agree to abide by these via a Letter of Assurance that will be held with our Single Central Record.

5.3 **Safeguarding Leads (SLs) linked to our various sites or other specialist areas are responsible for:**

* Receiving, recording and passing on to external agencies, where appropriate, disclosures concerning abuse, in accordance with Group procedures.
* Liaising with the DSL, as appropriate.
* Carrying out risk assessments in line with our Admissions and Safeguarding Policy and Procedures, ensuring the implementation of risk control measures.
* Contributing to safeguarding training for all staff.
* Working with colleagues to raise the awareness of safeguarding amongst the student body and encouraging concerns to be reported.
* Attending Tier 3 Safeguarding training every 2 years and other safeguarding related continuous professional development to keep up to date with policy and best practice developments.
* Supporting and advising colleagues with potential safeguarding concerns about learners.
* Effective and secure record keeping in respect of student files, allegations and referrals.
* Providing management information on safeguarding incidents and trend analysis for service development and reporting to senior managers and governors.

**5**.4. **The Safeguarding Management Group (SMG)**

Where an allegation of abuse is reported that implicates a member of staff, governor or volunteer, the Safeguarding Management Group will be convened and is responsible for:

* Responding quickly and appropriately to allegations of abuse made against staff/volunteers in line with the guidance set out below and overseeing any investigation or external reporting related to this.

The SMG will comprise of:

* The Designated Safeguarding Lead
* The Deputy Chief Executive Officer or The Principal
* The Human Resources Manager

5.5. **All staff members/volunteers are responsible for:**

* Familiarising themselves with Part One of ***‘Keeping children safe in education: information for all school and college staff’*** addressed to all staff working in schools and colleges.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf>

* Familiarising themselves with TCCG’s Safeguarding Policy and Procedures via the Staff Central Intranet – <https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/safeguarding%20policy.docx>
* Promoting awareness of safeguarding issues/support amongst students and colleagues.
* Protecting themselves by being familiar with and adhering to the Staff Professional Code of Conduct and key Safeguarding Policy, Procedures and Guidance.
* Wearing their staff ID badge at all times when working on or off college sites.
* Attending safeguarding training as required, in accordance with guidelines (on induction and as a refresher at least once every 3 years).
* Reporting to a Safeguarding Lead any suspicion, allegation or disclosure of abuse to a child, young person or adult who may have safeguarding needs. While we would encourage staff to report via Safeguarding Leads or Senior Learning Advisers as they may already be aware of issues
* and/or liaising with other agencies in respect of these, **ANY member of staff can make a referral in respect of safeguarding concerns to the Multi Agency Referral Units** located within the relevant local authority. See Appendix for contact details and links to referral forms.
* Reporting to a Senior Learning Adviser of Safeguarding Lead any student welfare concerns that they may have or may need support with.
* Reporting to the HR Manager/Advisers any potential criminal charges or personal issues that may have a bearing on their on-going ‘suitability’ to work in an educational environment with young people and vulnerable adults.
* Reporting to the relevant line manager or HR Adviser any concerns they may have about the conduct of colleagues in relation to Safeguarding and our Staff Code of Conduct.

5.6. **Learners are responsible for:**

* Maintaining a vigilant approach to the safety and welfare of themselves, their peers and others on site.
* Reporting any concerns to either a safeguarding lead or any other member of staff with whom they feel comfortable discussing these.
* Abiding by The Cornwall College Group Code of Conduct which is designed to safeguard all those on our sites or using our facilities, including out IT network.

1. **Safer Recruitment and Selection**

6.1 The Group pays full regard to the guidance set out in Chapter 3 of ‘*Keeping children safe in education: information for all school and college staff’* (Department for Education, April 2014)which details guidance around Safer Recruitment.

6.2 The Group’s recruitment policy and procedures ensure that all appropriate measures are applied in relation to everyone who works in the Group, staff and volunteers, and staff employed by external partners / contractors, including:

* Verifying identity and academic or vocational qualifications.
* Obtaining professional and character references and checking previous employment history, specifically focussing on gaps in employment history.
* Obtaining an enhanced DBS disclosure for all new appointments to the Group’s workforce, who will be involved in working with young people and vulnerable adults or who will work on sites where these groups study.
* Applying additional checks to all new employees who are non- European Economic Area (E.E.A.) nationals.
* Keeping a single central record detailing the range of pre-employment checks carried out on staff.
* Ensuring that managers leading recruitment panels are trained in Safer Recruitment practice and kept up to date with any changes in guidance related to this.

**7. Other individuals working on TCCG sites/provision**

* Visitors to college sites must be directed to sign in and collect a visitor’s badge/lanyard that must be visible at all times while on site. They must be collected from the reception area, accompanied at all times by a member of staff and returned to reception to sign out and hand in their badge/lanyard.
* Contractors operating on Group premises are required to agree to and abide by safeguarding conditions set out by the Group such as signing in as visitors and/or wearing a visitors or ID badge.
* Other organisations working with learners on TCCG premises are required to sign a Letter of Assurance to agree to comply with TCCG Safeguarding Policy and Procedures. This also applies to any organisations renting or using space on TCCG premises.
* In the case of students directly employing their own support worker, the Group reserves the right to require a completed Application Form to carry out this role on any of our sites or within any of our provision and to have sight of the individual’s DBS clearance certificate in order to safeguard learners and staff. These processes must be completed before any directly employed support worker comes on site to provide support.

**8. Safeguarding Policy and Procedure updates**

8.1. Our Policy will be reviewed, updated and approved by Governors via the Excellence and Experience Committee on an annual basis or more frequently if there are changes to national or local guidance.

8.2. Our Procedures and supporting guidance will be reviewed on a regular basis, at least annually and as part of national/local case reviews and “learning lessons” data and in the light of feedback from staff or learners.

**Appendix A – Safeguarding Procedures**

Dealing with a disclosure (to be read in conjunction with Safeguarding guidance material – see below)

1. **Context**

1.1. All complaints, allegations or suspicions of abuse must be taken seriously and staff must not adopt a “couldn’t happen here approach.”

1.2 Absolute promises of confidentiality must not be given as the matter may develop in such a way that these might not be able to be honoured. This must be made clear at the outset to the individual who is making a disclosing, with reassurance that they are doing the right thing and information will only be passed on to those who need to know this to safeguard them and others.

1.3 If the complaint/allegation comes directly from the child/young person/vulnerable adult, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must always be avoided.

**2. Procedure**

It is recognised that any member of staff may come in contact with learners who make a safeguarding disclosure or who exhibit a safeguarding ‘cause for concern’. No member of staff should take any independent action themselves but must observe the protocol set out below, unless the individual is in crisis, in which case action should be taken to stabilise the situation in consultation with relevant managers. Anyone has the right to make a referral to the Multi Agency Safeguarding Unit, based within the local authority but the advised route is through a Safeguarding Lead or Senior Learning Adviser who are all safeguarding trained.

2.1 Any suspicion, allegation or incident of abuse must be reported to a SL or the DSL, as soon as possible.

2.2 If the suspicion or allegation of abuse is related to a member of staff or other person in a “position of power”, it must be reported to the DSL, as soon as possible (see section??).

2.3 Brief notes of the detail of anything said as part of the disclosure should be made with a full record of any disclosure conversations made immediately after any conversations with the child/young person/ adult and must include, if known:

The date and time of the alleged abuse

* The place where the alleged abuse happened
* The child/young person/ adult’s name
* The name of the person making the disclosure
* The nature of the alleged abuse
* A description of any injuries observed (N.B. do not ask to see)
* The account which has been given of the allegation (if disclosed directly by the child/young person/ adult, the account should be in their words)
* The age of the child/young person/adult
* If a vulnerable adult, is there anything to suggest that they may not have “capacity” – i.e. mental capability?
* The address of the child/young person/ adult
* The date and time of the observation/disclosure
* SL name and the names of any other persons present.

**The record should be, as far as possible, verbatim rather than summarised and it should be factual in terms of what the child/young person/e adult or person making the disclosure (where not a direct disclosure) has reported and should not be based on staff opinion or assumptions.**

NOTE: Some children/young people/e adults with learning difficulties and/or disabilities may need additional support when making a disclosure. This may take the form of the child/young person/ adult’s nominated carer or teacher being present at any interview to act as a facilitator or in an advocacy role. It should NEVER be assumed that a child/young person/ adult with learning difficulties and/or disabilities is not capable of providing a credible account.

2.4 The SL/DSL will record details of the suspected/alleged abuse (as per 2.3) and should refer the matter to the Multi Agency Referral Unit (MARU/MASH), where they feel that the child/young person/vulnerable adult may be in need and/or may be at risk of suffering significant harm or that others (e.g. siblings) may be at risk of harm. If n any doubt the MARU/MASH should be contacted for advice if not a formal referral. Advice should be recorded including the name of the person providing this advice, date and time.

2.5 The SL/DSL will confirm any telephone referral in writing, using the appropriate referral form within 1 working day.

2.6 The advice received from the MARU/MASH on what action, if any, is to be taken, should be noted, dated and kept on file, including the name of the member of staff spoken to.

2.7 Any further action to be taken by the Group, agreed with the MARU/MASH should be noted, dated and the SL/DSL needs to confirm that this action is being/has been taken. This should include any conversation with parents/carers which will not always be appropriate if allegations include family members and the wishes of the individual concerned, providing they have capacity.

**3. 14-16 Year Old Learners**

3.1 Where a suspicion/allegation of abuse is made in respect of a 14-16 learner who is enrolled at a school or with another sponsor, staff should follow the procedures outlined above. The SL/DSL will liaise with the Safeguarding Lead from the learner’s school or sponsor, ensuring that the learner is informed of this process. It will be the responsibility of the school or sponsor to make any referrals to the MARU.

**4. Work Placements**

4.1 Employers and training organisations will be required to co-operate with the Group in putting in place and subscribing to appropriate safeguards. Failure to do this will result in the Group not using them as a work experience placement provider.

4.2 Where a placement is long term or meets the criteria laid out in ‘Safeguarding Children and Safer Recruitment in Education’ (DCSF 2007), the Group will ensure that additional safeguards are in place as set out in the Group’s Work Placement Policy, including carrying out of DBS checks on students who will be working with children and adults in placements such as schools, nurseries, playgroups, leisure centres, care homes etc….. DBS checks must be completed prior to the placement starting.

**5. Allegations about a Member of Staff or Volunteer**

5.1 Any suspicion, allegation or actual abuse of a child, young person or adult who may be deemed as “vulnerable” by a member of staff/volunteer **must be reported to the DSL** as soon as possible and in any case within 2 hours of the initial concern arising. If the DSL cannot be contacted another SL or another senior member of staff should be contacted.

5.2 The DSL will take such steps as s/he considers necessary to ensure the immediate safety of the child/young person/ adult in question or any other person who may be considered at risk (e.g. other students).

5.3 The DSL will immediately notify the Principal and convene the Safeguarding Management Group (SMG). The SMG will rapidly consider the nature of the allegation and any evidence (see??). The SMG will consider whether actions need to be taken to suspend or move the staff member or student to safeguard them or any future investigations. Any suspension is viewed as a neutral act and does not assume guilt or innocence.

5.4 Written statements may be taken from anyone who may have witnessed anything relevant to the allegation. This should simply be an account, in the witnesses’ own words as to what they may have observed. Care must be taken not to ask any leading questions or to “interrogate” any witness. Statements must be signed and dated by the witness.

5.5 Where it is clear to the SMG that a child/young person/vulnerable adult appears to have been harmed or is at risk of significant harm or a criminal act appears to have been committed:

* An immediate referral will be made to the MARU/MASH in respect of the alleged victim
* The DSL will also inform the relevant Local Authority Designated Officer within 1 working day of receiving the report of an allegation and ensure that a report has been completed. The DSL will supply the staff member’s address, date of birth, post and length of time in employment with TCCG, together with any copies of notes/statements related to the allegation.
* The Group will inform the alleged perpetrator or person about whom there is a concern of the allegation or concern as soon as possible **AFTER** consulting with the LADO and in accordance with any **restrictions on information sharing** that may be imposed by the police or social care. There may be circumstances where this would impede a police prosecution.
* The DSL/HR Manager/Adviser will inform the alleged perpetrator/person against whom the concern has been raised how enquiries will be conducted and possible outcomes e.g. disciplinary action, dismissal etc. and inform them of sources of support e.g. professional organisations/trades union and the role of the Group HR function in providing support. The DSL and HR Manager will ensure that the Group operates within its Staff Disciplinary Procedure

5.6 Managers will not take any action that might undermine any future action or disciplinary procedure (e.g. interviewing the alleged victim, alleged perpetrator or possible witnesses) before this had been agreed with the LADO, who will liaise with the police and social care.

5.7 The DSL will seek advice from the LADO about how, when and by whom parents or carers should be informed unless there is an emergency situation, such as when a child/young person/vulnerable adult has been injured and needs medical attention.

5.8 Any investigation conducted by college managers, after consultation with the LADO, will follow the Group’s procedures for investigations. Once the outcome is determined the relevant managers will take a view on how to proceed in line with its disciplinary policies.

5.9 Where a member of staff or a volunteer is dismissed from the Group’s employment or is the subject of an internal disciplinary linked to abusive conduct relating to a child/young person/ adult, the Group will notify the Independent Safeguarding Authority (ISA), as appropriate for a decision regarding barring to be made by them.

5.10 Where it is subsequently found that an allegation was malicious or vexatious, the Group may refer the matter to be dealt with in line with its disciplinary policies for staff and students.

5.11 Where the allegation concerns the DSL another SL will be involved and the DSM will play no role.

5.12 Where the allegation concerns the Principal, the DSL will notify and involve the Chair of the Board of Governors (or Deputy if the Chair is not available).

**6. Records of Safeguarding Disclosures or Referrals**

The DSL/SL shall retain a copy of:

* The referral form (and report, where appropriate)
* Any notes, memoranda or other correspondence dealing with the matter
* Any other relevant material
* Notes and statements must always be signed and dated

6.2 Copies of reports etc. should be kept in line with LSCB Guidance, securely locked at all times and kept for a minimum period of seven years or until the alleged victim is 25 years old, whichever is the greater period of time.

6.3 Copies of reports regarding any safeguarding related allegations made against staff shall be kept securely by the HR department for at least until the individual has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer. Where an individual has faced allegations of gross misconduct it is advisable to keep their HR record beyond their retirement age.

**7. Confidentiality**

7.1 All suspicions, allegations and investigations will be kept confidential and shared only with those who need to know.

7.2 Any note taker and/or witness to disclosure interviews must be agreed with the alleged victim and they should be encouraged, where appropriate, to have a friend or advocate present to support them.

7.3 Any discussions with an alleged victim must be carried out in a sensitive, supportive and empathetic manner, in a confidential and appropriate area, respecting their dignity and privacy.

7.4 Those under 18 years should be strongly encouraged to seek support from their parents/carers unless the allegations relate to their home or family situation. If the victim does not wish to involve their parent(s)/carer(s) this should be explicitly recorded in the notes taken.

**Appendix B - CONTACTS**

**The Cornwall College Group Key Internal Contacts**

|  |  |  |
| --- | --- | --- |
| **Safeguarding Leads** | **Location Responsibilities** | **Direct Dial Contacts** |
|  | All sites | Central Safeguarding Number:  01209 617888  Email:  [safe@cornwall.ac.uk](mailto:safe@cornwall.ac.uk) |
| Esther Edwards  **Safeguarding Lead – Bicton College** | Bicton College | 01395 562386  07778 603953  [esther.edwards@bicton.ac.uk](mailto:esther.edwards@bicton.ac.uk) |
| Maxine Bentley  **Student Support Officer** | Bicton College Residential Students | 01395 562320  07977 148270  [maxine.bentley@bicton.ac.uk](mailto:maxine.bentley@bicton.ac.uk) |
| Anna Webster  **Safeguarding Lead – dBs Music, Bristol** | dBs Music, Bristol | 0333 3442235  07786 855201  [anna.webster@cornwall.ac.uk](mailto:anna.webster@cornwall.ac.uk)  [anna.webster@dbsmusic.co.uk](mailto:anna.webster@dbsmusic.co.uk) |
| Pat Lloyd  **Safeguarding Lead – East**  (Deputy Designated Safeguarding Lead for The Cornwall College Group) | Saltash &  Duchy Stoke Climsland | 01752 850212  01579 372325  07876 258321  [pat.lloyd@saltash.ac.uk](mailto:pat.lloyd@saltash.ac.uk) |
| Rob Cooper  **Personal Learning Adviser/**  **Safeguarding Lead - Mid** | St Austell, Newquay & Eden Project | 01726 226497  07979 706039  [robert.cooper@st-austell.ac.uk](mailto:robert.cooper@st-austell.ac.uk) |
| Mel Thomas  **Senior Learning Adviser/**  **Safeguarding Lead - West** | Camborne, Duchy Rosewarne & Falmouth Marine School | 01209 616377  07776 284930  [mel.thomas@cornwall.ac.uk](mailto:mel.thomas@cornwall.ac.uk) |
| Sharrie Humphreys  **Student Support Officer** | Duchy Stoke Climsland Residential Students | 07773 367483  [sharrie.humphreys@duchy.ac.uk](mailto:sharrie.humphreys@duchy.ac.uk) |
| Stephen Maunder  **WSTA Business Development Manager** | Work Skills Training Academy (WSTA) | 07717 544247  [stephen.maunder@cornwall.ac.uk](mailto:stephen.maunder@cornwall.ac.uk) |
| Heather Tabb  **Project Manager** | Young People’s Projects including Young Mums Will Achieve | 07788 185741  [heather.tabb@st-austell.ac.uk](mailto:heather.tabb@st-austell.ac.uk) |
| Sue Jones  **Designated Safeguarding Lead, The Cornwall College Group** | Off-site, community learning and concerns about staff | 01726 226401  07584 223719  [sue.jones@cornwall.ac.uk](mailto:sue.jones@cornwall.ac.uk) |

**Key External Contacts**

In referring allegations of abuse or general safeguarding concerns about young people under the age of 18 years or in the case of adults who may be viewed as “vulnerable” under the definition of the Care Act 2014, local authorities arrangements may vary.

Allegations against Professionals (teachers, social workers, care/childcare workers etc.) working with children or adults whom may be vulnerable should be made to the relevant **LADO** (Local Authority Designated Officer)

**CORNWALL**

In the case of individuals resident in Cornwall, **referrals of concerns or allegations regarding children, young people and adults** should be made to a single **MULTI AGENCY REFERRAL UNIT** (MARU)

**What is the Multi-Agency Referral Unit** (MARU)

The Multi-Agency Referral Unit (MARU) provides a multi-disciplinary response to concerns about the welfare or safety of a child in line with the LSCB guidance on interagency thresholds/continuum of need.

**What is the Multi-Agency Advice Team** (MAAT)

The Multi-Agency Advice Team (MAAT) is a multidisciplinary team within the MARU. The MAAT provides advice and consultation in cases where the LSCB threshold for statutory social work intervention is not met. The MAAT gathers more information and considers those cases that are on the cusp of the threshold criteria for social work. The MAAT advises on how best to meet the needs of children and families, including through the Common Assessment Framework (CAF) or Early Help Assessment and a Team Around the Child (TAC) or Team Around the Family (TAF). The MAAT supports the LSCB strategy to prevent escalation of needs by providing the right help at the right time by the right service. The effectiveness of the MARU and MAAT is dependent upon the quality of information provided by professionals at the point of contact. The LSCB has set the standard for the quality of information at the point of contact by providing an inter-agency referral form. The form is available through the LSCB website or on request and should be used when making contact with the MARU.

[**MultiAgencyReferralUnit@cornwall.gcsx.gov.uk**](mailto:MultiAgencyReferralUnit@cornwall.gcsx.gov.uk)

**Consultation line for practitioners**

The MAAT also provides an advice and consultation line for frontline managers and practitioners. Practitioners can seek advice and guidance using the consultation line. Practitioners should have first consulted their line manager/supervisor and/or designated safeguarding lead before contacting the MAAT.

**However, if you have clear evidence about actual or likely risk of harm to a child please contact the MARU without delay on: Tel: 0300 1231 116**

**Contact details**

Tel: **0300 1231 116**

Email: [MultiAgencyReferralUnit@cornwall.gcsx.gov.uk](mailto:MultiAgencyReferralUnit@cornwall.gcsx.gov.uk)

Fax: **01872 323653**

Post: **Fistral House, Truro TR4 9NH**

**NB:** Urgent referrals after 17.15 or at the weekend call the **Out of Hours Service** on

Tel: **01208 251 300**

**Partner agencies**

Cornwall Council, Devon and Cornwall Police, Probation and Health including Adult Mental

Health Services, Alcohol and Substance Misuse Services, Child and Adolescent Mental Health Services, Voluntary Organisations, Schools, Domestic Violence Advisory Services and Housing Services.

**Referrals concerning Professionals working in Cornwall should be made to:**

**Safeguarding Children Standards Unit**

**E mail:** [**LADO@cornwall.gov.uk**](mailto:LADO@cornwall.gov.uk) **or** [**LADO@cornwall.gcsx.gov.uk**](mailto:LADO@cornwall.gcsx.gov.uk)

**Safeguarding Children Standards Unit for further guidance on (01872 254549)**

**DEVON (EXCEPT CITY OF PLMOUTH)**

In the case of individuals resident in Cornwall, **referrals of concerns or allegations regarding children, young people and adults** should be made to a single Multi Agency Safeguarding Hub (MASH). See below

**Urgent enquiries**

If you believe that urgent action is needed because, for example, a child is in immediate danger or needs accommodation, phone the MASH on 0345 155 1071 and give as much information as you can. Your information will be passed immediately to a manager who will decide the action needed and will normally respond to you within one hour. You must follow up your telephone call by sending a completed referral from to the MASH within 48 hours. Email the form to [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk%20) or post it to:  
Multi-Agency Safeguarding Hub  
PO Box 723  
Exeter  
EX1 9QS

<https://new.devon.gov.uk/educationandfamilies/child-protection/making-a-mash-enquiry>

**Adult Safeguarding referrals for individuals living in Devon should be directed to:**

Contact Care Direct on **0345 1551 007** or email [csc.caredirect@devon.gov.uk](mailto:csc.caredirect@devon.gov.uk)

Care Direct is open to take calls from 8am to 8pm Monday to Friday and from 9am to 1pm on Saturdays. If an emergency situation happens outside these hours or on a Bank Holiday contact the Emergency Duty Service on **0345 6000 388**.

**Referrals about Professionals working in Devon should be made to:**

LADO Team

ladosecure-mailbox@devon.gcsx.gov.uk

01392 384964

**PLYMOUTH**

In the case of individuals resident in Plymouth, **referrals of concerns or allegations regarding children and young people under 19 years old:**

**IF YOU HAVE A CONCERN YOU CAN CONTACT THE CHILDREN'S SOCIAL CARE ADVICE AND ASSESSMENT TEAM - 01752 308600 NORMAL OFFICE HOURS (9AM TO 5PM) OR 01752 346784 OUT OF HOURS.**

Word icon[Advice & Assessment form](http://www.plymouth.gov.uk/aandareferralform.doc) [258KB]

[**http://www.plymouth.gov.uk/homepage/socialcareandhealth/childrenssocialcare/localsafeguardingchildrenboard/pscbchildabuse.htm**](http://www.plymouth.gov.uk/homepage/socialcareandhealth/childrenssocialcare/localsafeguardingchildrenboard/pscbchildabuse.htm)

**Adult Safeguarding Referrals should be directed to:**

If you are concerned that a vulnerable adult may be at risk of abuse or know of a worrying situation, please do not ignore it!

Report it to Plymouth City Council Adult Social Care on 01752 668000.

We may need to follow up the information you give us and contact other agencies or services.

You can also report your concerns using our [online form](https://secureforms.plymouth.gov.uk/mandoforms/servlet/com.mandoforms.server.MandoformsServer?MF_DEVICE=HTML&MF_XML=MF0188r02).

**Referrals about Professionals working in Plymouth should be made to:**

## The Local Authority Designated Officer

The Plymouth LADO is Simon White and he can be contacted in Children's Social Care on Plymouth 01752 307144 or email [simon.white@plymouth.gcsx.gov.uk](mailto:simon.white@plymouth.gcsx.gov.uk).

In Simon's absence, LADO enquiries and/or concerns will be managed by colleagues in the Independent Reviewing Service within Children's Social Care (01752 306340). For advice and guidance 'out of normal office hours' (9am to 5pm Monday to Friday) please contact the Children's Social Care Out Of Hours Duty Team on 01752 346984.

**BRISTOL**

In the case of individuals resident in Plymouth, **referrals of concerns or allegations regarding children and young people under 19 years old:**

**Concerned about a child?**   
Keeping children safe from harm and neglect is everybody’s business. If you are worried that a child is being abused or neglected, you should talk to a teacher, health visitor, nurse, doctor or youth worker who will advise you what to do. You may also contact a social worker in children’s social care from the link below. [Concerned about a child? - Report child abuse or neglect](http://www.bristol.gov.uk/page/children-and-young-people/first-response-bristol-report-concerns-about-child-social-worker)

**Adult Safeguarding Referrals should be directed to:**

### How to report suspected adult abuse

If you're being abused or think someone else is being abused, you must tell someone.

[**Report suspected adult abuse**](http://www.bristol.gov.uk/form/adult-care-and-health/report-suspected-adult-abuse)

If you're a professional use the online [safeguarding adults referral form for professionals](http://www.bristol.gov.uk/form/adult-care-and-health/report-suspected-abuse-safeguarding-adults-referral-form-professionals) or download the [Bristol safeguarding adults referral form. (msword, 460 KB)(opens new window)](http://www.bristol.gov.uk/sites/default/files/documents/community_and_safety/safer_bristol/community_safety/Safeguarding%20Adults%20Referral%20Form%20DR%2819%20March%20v2%29_0.doc)

### ****Call Care Direct****

Telephone 0117 922 2700  
8.30am to 5pm Monday to Friday (answerphone outside office hours).

### All Geographical Areas – OFSTED

### Ofsted ‘Whistleblower hotline’

Although it is a difficult decision to make, there may be times when those working with young children will want to report to Ofsted their concerns about the safeguarding practices and procedures of other professionals/ volunteers working with children.

You can contact the Ofsted hotline in three ways.

* Call on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).
* Email at [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
* Write: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

#### ****Before you contact the hotline****

Read your employer’s whistleblowing policy and then raise your concerns with your employer. If your employer does not have a whistleblowing policy, or if you are still not sure how to raise your concerns with your employer or someone else, it is suggested that you first get free, confidential advice from the independent whistleblowing charity **Public Concern at Work**; they can help you to decide whether and/or how to raise your concern.

You can call on **020 7404 6609** or email [**helpline@pcaw.co.uk**](mailto:helpline@pcaw.co.uk)

For further information, go to the Public Concern at Work website [**www.pcaw.co.uk**](http://www.pcaw.co.uk/)which includesguidance on whistleblowing legislation.

**Appendix C – Forms of Abuse**

**Previous Government Guidance has identified a number of categories of abuse which are detailed below. More recent areas of particular concern appropriate to our age group include:**

* Radicalisation of vulnerable individuals, often via internet chat rooms
* Child Trafficking
* Child/Vulnerable Adult Exploitation
* Sexting/inappropriate use of social media/on-line bullying
* Emotional abuse associated with being a victim of or witnessing domestic abuse
* Controlling relationships/abuse
* Neglect or self-neglect or self – harm
* Female Genital Mutilation
* Hate crime/incidents

**Safeguarding Leads have undertaken various training on the above and can provide support, together with contacts in specialist support agencies.**

**These types of abuse can relate to either a child/young person under the age 19 years or to an adult who is vulnerable under the Care Act definition**

**Physical Abuse**

This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, pushing, kicking, rough handling or unnecessary physical force either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions or other physical harm.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child / young person.

**Emotional/Psychological Abuse**

This is the persistent emotional ill-treatment of a vulnerable person such as to cause severe and persistent effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectation being imposed on them. These may include interactions which are beyond their capability/capacity as well as overprotection and limitation of exploration and learning, or preventing the individual from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve bullying, coercion, harassment, verbal abuse, deprivation of contact, isolation, humiliation or withdrawal from services or supportive networks. These actions may cause vulnerable people to feel frightened or in danger and can include the exploitation or corruption of children/young people or adults who are vulnerable.

**Sexual Abuse**

This involves forcing or enticing a child/young person or adult who is vulnerable to take part in sexual activities, including prostitution whether or not the child/young person/adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities, such as involving children/young people/adults in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

In terms of an adult, this includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent to, or was pressured into consenting. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship.

A relationship of trust and a duty of care should exist between a member of staff or a volunteer and the person for whom they are teaching or caring for, it would be seen as a betrayal of trust, and therefore abusive, for that member of staff or volunteer to have a sexual relationship with the person they are teaching or caring for.

**Neglect**

This is the persistent failure to meet the child/young person/ adult (who is vulnerable) basic physical and/or psychological needs, likely to result in the serious impairment of the individual’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. 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, failure to protect a child/young person from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child/young person’s basic emotional needs.

With an adult this also includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

**Self-Neglect/Harm**

This is not a direct form of abuse but staff need to be aware of it in the general context of risk assessment/risk management and to remember that they may owe a duty of care to a child/young person or vulnerable adult who places her/himself at risk in this way. A refusal to engage with services does not override a duty of care to support individuals and they should continue to be encouraged to access support.

**Female Genital Mutilation (FGM)**

This is an unacceptable and illegal (in the UK) form of abuse and violence towards girls and women involving female circumcision. FGM is practiced in at least 28 African countries and some in the Middle East and Asia. Research in the UK has identified three key communities in which FGM is more prevalent: Somalis, Kenyans and Nigerians. The practice is normally carried out girls between infancy and 15 years. Sometimes girls are taken abroad to have this carried out and return to the UK traumatised and in need of medical support or counselling. There have been incidences of FGM in the South West including Devon and Cornwall despite the fact that there are few people from these communities living in this area.

**Forced Marriage**

In some communities, such as those above marriages are arranged by family members for very young females, often to older men who the females have not even met. This is illegal in the UK, so young people can sometimes be taken back to the country of their ethnic roots on the pretext of a “family holiday” to be married, often despite their resistance. Duress including emotional pressure and/or physical abuse can be a factor in this and again young people to whom this happens will often need emotional support or help from statutory agencies to resist being taken out of the country.

**Domestic Abuse/Teenage Relationship Abuse**

Abuse can be either in the form of being personally abused within a relationship or for a child or young person to witness this within their home, perhaps involving parents/carers. Witnessing domestic abuse has been proved to have an effect on the emotional development and well-being of a child or young person. This can be addressed by support through professional counselling.

**Financial or Material Abuse**

This includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits.

**Discriminatory Abuse**

This includes racist, sexist, or other forms of abuse that are based on a person’s protected characteristics and other forms of harassment, or similar treatment. This can be viewed by a victim as hate crime and the Police can prosecute on this basis.

**“Revenge Porn”**

New legislation came into force in April 2015 to prevent sexually explicit photographs or videos being shared or posted so as to cause harm or distress to the person subject of the material. The new law includes uploading to the internet, sending by text, email or messaging platforms, as well as simply showing someone a physical or electronic image. The penalty upon conviction is up to two years imprisonment and/or a fine and a criminal record.

**Radicalisation**

This is a process by which a person comes to support terrorism and/or forms of extremism leading to them committing acts of violence or the support of violence by others in a group. Young people and adults who may be vulnerable are often targeted by groups such as so called ISIL/ Islamic State or the English Defence League (EDL) or Animal Rights activists who may promote violent extremist activity. They may be drawn into association with these groups through internet chat rooms, possibly motivated by a wish to belong or to make a stand or a difference. Staff and learners should be made aware of the signs of radicalisation and raise any concerns with Safeguarding Leads who are trained in how to identify and report potential victims.

**Appendix D – Signs of Potential Abuse**

Signs of abuse can be many and varied but can also be innocent indications of a transition to adult life. However, they should always be considered as potential causes for concern and followed up/monitored in a sensitive way, with appropriate records dated and kept securely. Safeguarding Leads, Senior Learning Advisers and Student Liaison Officers are trained and experienced in exploring such issues in a confidential and supportive way and can assist colleagues in this or provide guidance and support. They can also seek external, specialist advice and/or make referrals to statutory agencies.

**Possible indicators of abuse**

* Physical injuries, including bruises, particularly if reasons for these do not appear plausible or if injuries are repeated or self-harm is suspected
* Emotional distress, fear, unwillingness to go home
* Expressed fear of particular individuals: family members, fellow students, neighbours, boy/girlfriend
* Sudden changes in behaviour, e.g. becoming very withdrawn or aggressive
* Changes in attendance patterns at college
* Significant loss/increase of weight or poor hygiene or appearance
* Hungry at college with no money to buy food or borrowing money to buy food
* Poorly dressed or equipped for college
* Sudden changes of living circumstances, e.g. moving out of home to live elsewhere
* Sudden acquisition of jewellery, gifts from older girl/boyfriends
* Expression of radicalised views to others – racism, extreme political views, animal rights, religious ideology etc.
* Expression of Interest in weapons, explosives etc.
* Talking about travelling abroad to conflict zones such as Syria

**For more information about our specific safeguarding procedures, please contact one of The Cornwall College Safeguarding Leads which can be found on page 14 of this document.**