

Safeguarding Policy

1. Policy Statement

Loughborough College recognises safeguarding and promoting the welfare of children, young people and vulnerable adults is everyone's responsibility and aims to safeguard and promote their welfare, safety and health by providing an open, caring, responsive and supportive learning environment which responds to needs immediately. The college will ensure that all children, young people and vulnerable adults who access the college facilities and offsite programmes of learning, including apprentices, feel safe and will put in place college-wide procedures and staff training to achieve this.

The College is committed to ensuring that best practice is adopted when working with all young people and vulnerable adults, offering them support and protection and accepts that it has a legal and moral responsibility to implement procedures to provide a duty of care to children, young people and vulnerable adults to safeguard their wellbeing and to protect them from abuse. This Policy therefore supports all learners enrolled at the College

1.1 Values

British Values are of significant importance to everyone involved in any College activity. College values and British values form the basis of citizenship within our College community and across modern Britain. We promote all of these values to our learners and staff across all areas of College activity, they are at the heart of everything we do. British values are defined as 'democracy, the rule of the law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs. All of our safeguarding and welfare practices are underpinned by the college values of fairness, respect, equality, diversity, inclusion and engagement. (FREDIE)

2. Scope and Purpose

The Policy is consistent with:

- The legal duty to safeguard and promote the welfare of children, as described in Section 175 of the Education Act 2002 and the statutory guidance 'Keeping Children Safe in Education' 2023
- Leicester Safeguarding Children Partnership Board (LSCPb), Leicestershire and Rutland Safeguarding Children Partnership (SCP) and Leicestershire & Rutland Safeguarding Adults Board (SAB) procedures and guidance for safeguarding children and vulnerable adults.

- Working Together to Safeguard Children (2018)
- Safeguarding Children and Safer Recruitment in Education (2019)
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (2019)
- Protecting the UK against terrorism (2015)
- Prevent Duty Guidance (2015)
- Care Act-(2014) see chapter 14 safeguarding
- Safeguarding Vulnerable Groups Act (2006)
- Human Rights Act (1998)

There are four main elements to the Safeguarding Policy:

- **Prevention** (e.g. positive college atmosphere, teaching and support for children, young people and vulnerable adults, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns;
- **Support** (to children, young people and vulnerable adults and college staff who may have been abused);
- **Working with key partners (multi-agency working)** (including staff, governors, parents/carers, employers, subcontractors, and visitors, to ensure appropriate communications, due diligence and actions are undertaken).

This policy applies to all key partners. The college recognises that safeguarding is the responsibility of all staff. The college will ensure that all key partners are aware of the college safeguarding policy by mentioning it in our college information and publishing on our website.

Where the college provides services or activities directly under the supervision or management of college staff, the college's arrangements for safeguarding will apply. Where services or activities are provided separately by another body, the College will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard children, young people and vulnerable adults and that there are arrangements to liaise with the college on these matters where appropriate.

3. Procedures for Safeguarding Children, Young People and Vulnerable Adults

Our College will:

Establish and maintain an ethos where children, young people and vulnerable adults feel secure and are encouraged to talk, and are listened to;

Ensure that children, young people and vulnerable adults know that there are adults in the college whom they can approach if they are worried or are in difficulty;

Include in the curriculum activities and opportunities which provide children, young people and vulnerable adults with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help;

Ensure every effort is made to establish effective working relationships with our key partners.

Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, young people and vulnerable adults including references, DBS checks and prohibition from teaching checks

Safeguarding in the Curriculum

Loughborough College expect all staff to have an awareness of safeguarding issues that can put children, young people and vulnerable adults at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nudes and semi-nude's images and/or videos can be signs that children, young people and vulnerable adults are at risk.

The following areas are among those that may be addressed in the wider curriculum:

- Bullying/Cyberbullying
- County Lines
- Criminal exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Diversity issues
- Domestic abuse
- Drugs, alcohol and substance abuse
- E Safety / Online safety
- Extremism and radicalisation

- Harassment
- Honour Based Abuse (including Female Genital Mutilation and Forced Marriage)
- Mental Health
- Child on Child abuse (previously known as peer on peer abuse and this term may still be relevant, where the person is over the age of 18)
- Relationships
- Sexual violence and sexual harassment
- Upskirting

Raising Concerns

The college has a Designated Safeguarding Lead, and is a member of the Senior Leadership Team, as well as Deputy Designated Safeguarding Leads and a team of Safeguarding Officers who are able to offer advice and guidance and support with safeguarding/mental health concerns. The contact number for safeguarding referrals is advertised on the back of all staff and learner/apprentices' lanyards and is in operation during college opening hours. The Safeguarding Team can be contacted on 07979 737 474.

All staff complete mandatory safeguarding training and also receive further information during staff induction to ensure that all staff understand their responsibilities within safeguarding and making safeguarding referrals. All referrals must be reported through to the safeguarding line, where these will be investigated and appropriate referrals-with the relevant support put in place and monitored. All safeguarding referrals are recorded in the safeguarding system to ensure up to date records and updates on individual cases are held.

The college also operates a team of mental health first aiders. The team have been trained in a range of skills, from having initial conversations through to supporting the person to get appropriate help. They can also provide early intervention help for someone who may be developing a mental health issue. The mental health first aiders report directly in to the Safeguarding Team to ensure all support and sign posting has been explored.

All our staff/ volunteers should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff are trained to spot the signs of abuse, including behaviours and will report these in through to the safeguarding team. Staff, learners, parents and any external stakeholder can report through to the safeguarding team, should they have a concern about the welfare of any college learner.

4. Roles and responsibilities

All adults working with or on behalf of children, young people and vulnerable adults have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to the safeguarding team. This section sets out the responsibilities of the Governing body, Principal and CEO and the College Designated Safeguarding Lead. Collectively this ensures a cross college ethos of protecting and promoting the welfare of children, young people and vulnerable adults.

Governing Body

In accordance with the Statutory Guidance 'Keeping Children Safe in Education' 2023, the Governing Body will ensure that:

- The college has a safeguarding policy, procedures and training in place which are effective and comply with legislation. The policy is made available publicly.
- The college has an important role to play in supporting the mental health and wellbeing of their students. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. The college has clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.
- The college operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Staff involved in recruitment will undertake safer recruitment training.
- There are procedures for dealing with the protection of vulnerable young people from being drawn into terrorism and radicalisation.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers, which also includes low level concerns.
- There is a senior member of the college's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and that there is always cover for this role;
- The Designated Safeguarding Lead undertakes Local Authority training (in addition to basic child protection training) and this is refreshed every two years. DSL's will stay up to date with their knowledge and skills as required, at least annually.
- All governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training equips them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies

and procedures in place in schools and colleges are effective and support the delivery of a robust whole college approach to safeguarding. Training for Governors is updated regularly.

- All staff and volunteers of the college undertake appropriate training which is regularly updated (at least every three years in compliance with the SCP and SAB protocols); and that new staff and volunteers who work with children, young people and vulnerable adults are made aware of the college's arrangements for child protection and their responsibilities. The Local Authority leaflets, 'Safer working in Education Settings' and 'Safeguarding is Everyone's Business' will be used as part of this induction; staff will receive regular updates as required and at least annually in order to further enhance staff knowledge and skills set.
- Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay.
- Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Chief Executive, in liaison with the Local Authority Designated Officer (LADO).
- Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers.
- The college contributes to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" 2018 including providing a coordinated offer of early help for children who require this. Safeguarding arrangements consider the procedures and practice of the local authority and the Leicestershire and Rutland Safeguarding Children Partnership (SCP) and Leicestershire & Rutland Safeguarding Adults Board (SAB).

The Chief Executive

The Chief Executive of the college will ensure that:

- The policies and procedures adopted by the Governing Body are effectively implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessments of children, young people and vulnerable adults.
- Allegations of abuse or concerns that a member of staff or adult working at college may pose a risk of harm to a child, young person or vulnerable adult are notified to the Local Authority Designated Officer (LADO).

- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, young people and vulnerable adults and such concerns are addressed sensitively and effectively in a timely manner.
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to children's or adult social care services or the police.
- All staff are made aware of the risks of children, young people and vulnerable adults being drawn into terrorist related activity and how to recognise and report the signs.

Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead are found in Annex B of 'Keeping Children Safe in Education' and include:

- Liaising with the three safeguarding partners and work with other agencies in line with Working Together to Safeguard Children.
- Liaison with the Governing Body and the Local Authority on any deficiencies brought to attention of the Governing Body and how these should be rectified without delay.
- Ensure the college has appropriate online filtering and monitoring systems in place and regularly review their effectiveness.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Where learners are missing from education, the relevant processes are implemented to ensure welfare and safety.
- Recognise the important role the College plays in safeguarding children, young people and vulnerable adults from forced marriage.
- Acting as a source of support, advice and expertise within the college.
- Attending and contribute to multi agency meetings such as child protection conferences/child in need meetings when required.
- Ensuring each member of staff has access to and understands the college's safeguarding policy especially new or part-time staff who may work with different educational establishments.
- Ensuring all staff have induction training covering safeguarding and are able to recognise and report any concerns immediately they arise and to give "Keeping children safe in education" to all staff.
- Ensure there is a whole College approach to online safety and educate learners, governors and staff in their use of technology and establish mechanisms to identify, intervene in and escalate and concerns where appropriate.
- Keeping detailed, accurate and secure written records of concerns and referrals.
- Obtaining access to resources and training for all staff and attending refresher training every two years.

- Where children, young people and vulnerable adults leave the college, ensuring their safeguarding file is handed to the Designated Safeguarding Lead and signed for in the new college/school as soon as possible.
- Maintaining and monitoring safeguarding records, including monitoring and acting upon individual concerns, patterns of concerns or complaints, in accordance with section on 'Records and Monitoring' below.

The Role of all College Staff

- College staff are particularly important, as they are in a position to identify concerns early, provide help and provide help for children, young people and vulnerable adults. They are also expected to promote the welfare of children, young people and vulnerable adults and prevent concerns from escalating
- **All** staff have the responsibility to provide a safe environment in which children, young people and vulnerable adults can learn
- **All** staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any/' point in a child's (including young people and vulnerable adults) life, from the foundation years through to the teenage years
- Any staff member who has any concerns about a child or vulnerable adult's welfare should follow the processes set out by the college to report safeguarding and welfare concerns. Staff should expect to support social workers and other agencies following any referral.

5. Records, Monitoring and Transfer

Well-kept records are essential to good child protection and safeguarding practice. All staff are clear about the need to record and report concerns about a child, young person or vulnerable adult. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.

Records relating to actual or alleged abuse or neglect are stored apart from normal learner/apprentices or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.

The Designated Safeguarding Lead will request file transfers from previous schools and colleges, as soon as student enrolments are confirmed. Any in year transfers will be requested within 5 days. Should any learners transfer to another college then the

Designated Safeguarding Lead will enquire that the file is transferred within 5 working days.

Child protection safeguarding records are stored securely, with access confined to the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and first line safeguarding team.

Child protection safeguarding records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

When children, young people and vulnerable adults transfer to college, their safeguarding records must also be transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving college with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child, young person or vulnerable adult moving out of area and a physical handover not being possible then the most secure method will be found to send the confidential records to a named Designated Safeguarding Lead and a photocopy kept. Files requested by other agencies e.g. Police will be copied.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children, young people and vulnerable adults.

Staff have due regard to the data protection principles, which allow them to share personal information for safeguarding processes, including information that is sensitive and personal and is treated as special category personal data, allowing staff to share information to for 'Safeguarding children and individuals at risk'. This allows staff to share information without consent, if a child is at significant risk, if it is not reasonable to gain consent or if gaining consent would place a child, young person or vulnerable adult at further risk.

6. Working in Partnership (multi-agency working)

Support for Learners and Apprentices

- Our college recognises that children, young people and vulnerable adults who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children, young people and vulnerable adult's college may be one of the few stable, secure and predictable components of their lives. Other children, young people and vulnerable adults may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. The college will seek to provide such children, young people and

vulnerable adults with the necessary support and to build their self-esteem and confidence.

- Our college recognises that children, young people and vulnerable adults sometimes display abusive behaviour and that such incidents must be referred on for appropriate support and intervention. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children, young people and vulnerable adults and in worst case scenarios a culture that normalises abuse leading to children, young people and vulnerable adults accepting it as normal and not coming forward to report it.
- Complaints or concerns raised by children, young people and vulnerable adults will be taken seriously and followed up in accordance with the college’s safeguarding policy and process and where appropriate the college complaints process will be applied.
- Children can abuse other children and it can happen both inside and outside of college and online. This is referred to as Child on Child Abuse (previously known as Peer-on Peer abuse). Whilst as a college we recognise our students are over the age of 16yrs, however in line with the government guidance child on child abuse refers to any young person under the age of 18yrs. Child on Child can include:
 - bullying, including cyberbullying, prejudice-based and discriminatory bullying
 - abuse in intimate personal relationships between peers
 - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; this may include an online element which facilitates, threatens and/or encourages physical abuse
 - sexual violence, such as rape, assault by penetration and sexual assault; this may include an online element which facilitates, threatens and/or encourages sexual violence
 - sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
 - causing someone to engage in sexual activity without consent
 - consensual and non-consensual sharing of nude and semi-nude images and or videos (also known as sexting or youth produced sexual imagery)
 - ‘initiation/hazing type violence and rituals.
- Upskirting (which is a criminal offence), involves taking a picture under a person’s clothing without their permission and without them knowing (with or without underwear), with the intention of viewing their genitals or

buttocks to obtain sexual gratification is a highly intrusive practice, and causes the victim humiliation, distress or alarm.

- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.

In the event of a disclosure of this nature the college will formally risk assess the situation considering the alleged victim, alleged perpetrator and other children, young people, vulnerable adults and adults. This will be done on a case by case basis and alleged victims will be taken seriously. This risk assessment and subsequent actions will be kept under review and the Designated Safeguarding Lead will ensure that we are engaging with children's social care, the police and specialist services as required.

All staff and especially the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Safeguarding Officers, will have regards for the context in which incidents and/or behaviours occur. This is known as contextual safeguarding. Staff should consider whether environmental factors in a child, young person or vulnerable adult's life are present, that are a threat to their safety and welfare.

The college operates a range of pastoral support services, including mental health and wellbeing and inclusion, working with learners and apprentices in a person-centred way. Where internal support services are not the right pathway for the learner or apprentice, internal support services will work in a multi-agency way to support learners and apprentices to access services available.

The college uses e-safe technology and web filtering services to monitor key strokes to ensure monitor safe use of technology and promote online safety. This is overseen by the safeguarding team and urgent referrals are flagged immediately. Referrals raised through e-safe and web filtering are investigated by the safeguarding team and support and actions are put in place and monitored where appropriate.

Support for Staff

As part of their duty to safeguard and promote the welfare of children, young people and vulnerable adults, staff may hear information, either from the child/young person, vulnerable adult or as part of a disclosure or from another member of staff that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection/safeguarding concern, they should in the first instance speak to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, will seek to arrange the necessary support.

Working with key partners

The college will:

- Outline our safeguarding policies and procedures to all visitors and contractors highlighting their responsibilities as visitors to the college in regards to safeguarding by providing them with the details of what to do should there be a safeguarding concern.
- Ensure due diligence of all key partners and stakeholders, including subcontractors is undertaken including their provision for safeguarding and child protection policies and procedures being in place as well as knowing how to contact our safeguarding team at the college.
- Ensure that parents/carers and guardians understand the responsibility placed on the College and staff for child protection/safeguarding by publishing the Safeguarding Policy.
- Undertake appropriate discussion with parents/carers prior to involvement of Children and Family Services Specialist Services (Children's Social Care) or another agency, unless to do so would place the child, young person or vulnerable adult at risk of harm or compromise an investigation.

7. Recruitment and Selection of Staff

The college's safer recruitment processes are based on the Statutory Guidance: Keeping children safe in education 2023 and Safeguarding Children and Safer Recruitment in Education. The college will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, false or malicious will not be included in employer references. Safer recruitment practices, including online checks have been updated in line with the Keeping Children Safe in education guidance, 2023.

The college has an open safeguarding ethos regularly addressing safeguarding responsibilities during meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children, young people and vulnerable adults.

On every interview panel for college staff at least one member will have undertaken safer recruitment training either online on the DfE website or by attending a relevant training course assigned by the college.

8. Allegations Against Members of Staff (including low level concerns)

The college will follow the managing allegations process. This is predominantly with the Leicestershire LADO (Local Authority Designated Officer), but the college will also comply with managing allegations process and LADO, for other counties, where other activity may be taking place away from the college campus, this applies not only to college staff but any other staff that are contracted to work with children, young people and vulnerable adults on behalf of the college. In all instances, the Leicestershire LADO will be contacted.

This process will apply to all staff working within the college, including teachers, volunteers and contractors, if they have, or we receive an allegation that they have:

- Behaved in a way that has harmed a child, or may have harmed a child, young person or vulnerable adult and and/or
- Possibly committed a criminal offence against or related to a child, young person or vulnerable adult, and/or
- Behaved towards a child or children, including young people and vulnerable adults in a way that indicates that they pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children, young people or vulnerable adults. – this also includes behaviour that may have happened outside of the college, that might make an individual unsuitable to work with children, young people or vulnerable adults. This is known as transferable risk.

The reporting procedures for allegations against members of staff are set out within the roles and responsibilities section of this policy.

A low-level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- doesn't meet the threshold of harm or is not considered serious enough for the school or college to refer to the local authority.

Low-level concerns are part of a spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

It is important that all low-level concerns about members of staff are reported to the HR team. It helps ensure that staff consistently model the colleges values/code of conduct and helps keep children safe. It also protects adults working in school from potential false allegations or misunderstandings.

9. Linked Policies, Procedures and Guidance

The policy will be implemented by procedures which will:

- Promote the **prevention** of abuse of children and vulnerable adults.
- **Protect** children and vulnerable adults
- **Support** children and vulnerable adults who may have been subjected to or affected by abuse
- **Work with parents, carers and any other agencies**, where appropriate, to ensure communications and actions are undertaken swiftly, smoothly and sensitively

Related policies, procedures and guidance include:

- Anti-Bullying and Harassment (including Cyberbullying)
- Safer Recruitment of Staff
- Disclosure and Barring Service (DBS)
- Allegations against persons who work with children and vulnerable adults
- Learner Disciplinary Policy and procedure
- Staff Disciplinary Policy
- Trips and visits
- Prevent Policy
- Sexual Assault and Violence Policy
- First aid
- Administration of medicines
- Personal Care Procedures
- Health and Safety
- Nursery Policies, procedures and codes of practice
- Security (including stop and search policy)
- Equality and Diversity
- Online Safety
- SEND and additional learning support

The above list is not exhaustive but when undertaking development or planning of any kind the college will consider the implications for safeguarding and promoting the welfare of children, young people and vulnerable adults.

10. Location and Access to this Policy

This policy will be accessible via SharePoint and the Loughborough College website.

11. Persons Responsible for the Policy

Designated Safeguarding Lead

12. Change log

Date	Version number	Details of change	Review / Revision by	
			Name	Title
24/08/2017	1	7. amended to include and make reference to the safeguarding children and safer recruitment in education 11. Linked policy, tackling radicalisation added	Heather Clarke	Head of Learner Services, Designated Safeguarding Lead
24/07/2018	1	2. scope and purpose, changed to reflect newest version of revised guidance, dates changed then throughout	Heather Clarke	Head of Learner Services, Adult and Community provision, Designated Safeguarding Lead

24/07/2018	1	6. Support for learners, revised to reflect peer on peer abuse as outlined in the KCSIED guidance 2019 Overview of internal support services and multi-agency working added	Heather Clarke	Head of Learner Services, Adult and Community provision, Designated Safeguarding Lead
22/08/2019	1	3. updated to reflect work completed in the curriculum pertaining to Peer on peer abuse, County Lines and Criminal exploitation	Heather Clarke	Head of Learner Services, Lifelong Learning, Designated Safeguarding Lead
22/08/2019	1	4. Updated to reflect processes for staff to understand their responsibilities and	Heather Clarke	Head of Learner Services, Lifelong

		how staff are to make a safeguarding referral		Learning, Designated Safeguarding Lead
22/08/2019	1	5. updated to reflect Data Protection Act 2018 and GDPR – detailing special category personal data for safeguarding children and individuals at risk	Heather Clarke	Head of Learner Services, Lifelong Learning and Designated Safeguarding Lead
22/08/2019	1	6. updated to detail contextual safeguarding, including staff and designated safeguarding lead responsibilities	Heather Clarke	Head of Learner Services, Lifelong Learning, Designated Safeguarding

				Lead
22/08/2019	1	8. updated to include stop and search policy within security	Heather Clarke	Head of Learner Services, Lifelong Learning, Designated Safeguarding Lead
12.08.2020	1	2. scope and purpose, changed to reflect newest version of revised guidance, updated LSCB organisation name change, dates changed then throughout	Dannii Donovan	Mental health and Safeguarding Lead- Interim
12.08.2020	1	2- amended to include- Prevent Duty Guidance 2015	Dannii Donovan	Mental health and Safeguarding Lead- Interim
12.08.2020	1	2- amended to include and make reference to the safeguarding adults legislation: Care Act-(2014) Safeguarding	Dannii Donovan	Mental health and Safeguarding Lead- Interim
		Vulnerable Groups Act (2006) Human Rights Act (1998)		

12.08.2020		Pg.9- wording changed from 'violence' to 'abuse' to recognise non-violent forms of abuse Added CSE, Online safety, Honour based Abuse and Upskirting to reflect the new categories of abuse.	Dannii Donovan	Mental health and Safeguarding Lead- Interim
24/08/2021	2.0	Procedures for safeguarding children, young people and vulnerable adults <ul style="list-style-type: none"> - Update to reflect the Keeping children Safe in education Guidance 2021 - Paragraph added to include guidance from KCSIE linked to sexual harassment - Paragraph added around mental health within the governing body section, taken from KCSIE guidance 	Heather Clarke	Assistant Principal, Learner Services, Designated Safeguarding Lead
24/08/2021	2.0	Scope and Purpose <ul style="list-style-type: none"> - Added Departmental advice Sexual Violence and 	Heather Clarke	Assistant Principal, Learner Services, Designated

		Sexual Harassment Between Children in Schools and Colleges – to explain the policy is consistent with this guidance		Safeguarding Lead
24/08/2021	2.0	Working in Partnership <ul style="list-style-type: none"> - Paragraph added to reflect the importance of recognising sexual harassment - Section added to up skirting to make clear that this is a criminal offence 	Heather Clarke	Assistant Principal, Learner Services, Designated Safeguarding Lead
24/08/2021	2.0	Linked policies and procedures <ul style="list-style-type: none"> - Added sexual harassment as a linked policy 	Heather Clarke	Assistant Principal, Learner Services, Designated Safeguarding Lead
31/08/2021	2.0	Header and footer change/amendments. Changed to version 2.0 to reflect all the list of major changes.	Hayley Dobson	ISO Administrator
22/08/2022	2.0	Updated policy to reflect Keeping Children Safe in Education 2022 guidance. Full policy review	Heather Clarke	Vice Principal, Learner Experience, Designated Safeguarding Lead

18/08/2023	1.0	Updated policy statement and values		Deputy Principal Designated Safeguarding Lead Deputy Designated Safeguarding Lead
	2.0	Removed the sexual violence and sexual harassment between children in schools and Colleges guidance 2021 as a linked guidance. This guidance is now integrated in to KCSIE 2023		
	4.0	Updated roles and responsibilities of DSL in line with KCSIE 2023 update Throughout the document – date changes on guidance from 2022 to the 2023 guidance		