



# Safeguarding Policy

## **Purpose of this policy**

- To state the responsibilities of the College in relation to safeguarding in response to the Children Act 1989 and 2004, the Education Act 2002, the Equality Act 2010 and 'Working Together to Safeguard Children (*HM Government 2015*), Keeping Children Safe in Education- Statutory Guidance for Schools and Colleges *March 2015*.
- To state the responsibilities of the College in relation to the protection of Adults at Risk in response to 'No Secrets' (DoH 2000)
- To provide a partner document to all staff and contractors that outlines clear procedures for safeguarding and protecting children and adults at risk.

## **Definitions**

A child is defined as a young person under the age of 18 (Education Act 2002 section 175/ Children's Act 1989/2004).

Working Together to Safeguard Children 2015 defines safeguarding as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

A Vulnerable Person (renamed Adult at Risk by the Pan London Adult Safeguarding Board) is defined as

A person over 18 who is or may be in need of community care services by reason of learning disability or mental health need, age or illness: and who may need support to protect themselves from significant harm or exploitation

## **Key Principles of the Policy**

- It is the responsibility of all adults to safeguard and promote the welfare of children and adults at risk.
- Adults who work with children and adults at risk are responsible for their own behaviour and should avoid conduct which may lead to any reasonable person questioning their motivation and intentions.
- The protection of children and adults at risk is a shared agency responsibility and the College will report concerns about children and adults at risk to the appropriate agency.
- The abuse of children and adults at risk is a clear infringement of human rights and in many cases may be a criminal offence.



- The same professional standards apply regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

## **Statement of Policy**

The College recognises that members of staff, contractors and learners have a role in safeguarding the welfare of children and adults at risk (as defined by the Children Act 1989/2004, the Education Act 2002 .Working Together to safeguard Children 2015, Keeping Children Safe in Education-Statutory Guidance for Schools and Colleges 2015 and, No Secrets 2000).

The College will establish and maintain policies and procedures to provide a safe environment for children and adults at risk.

Performance is nominated by the Managing Director to co-ordinate and manage the procedures related to the protection of children and adults at risk at Directorship level. The Designated Safeguarding Officer will report to the Managing Director and the Head of Education.

*The Safeguarding Officer will co-ordinate and manage safeguarding matters.*

The College will ensure that its employees are fit to work with children and adults at risk. Appointments will be subject to appropriate and satisfactory Disclosure and Barring Service checks (DBS).

The College will provide training through Human Resources. This will ensure that all staff understand their role in relation to the protection of children and adults at risk. Safeguarding procedures will be covered in all new staff inductions, and all staff will attend mandatory training and refresher sessions.

This policy applies to all provision that applies to children and adults at risk, including 14-16 programmes, work placements and College trips and visits.

The procedures apply to all staff including volunteers and contractors who work on the College premises.

The College will ensure that appropriate risk assessments will be undertaken where learners are known to be subject to a MAPPA, and before learners go on work placements, field trips or visits.

The College will deal with allegations of child or abuse of adults at risk by staff or learners according to the College Disciplinary Policy in conjunction with the Managing Director, Safeguarding Officer and HR. Allegations against staff will be reported as required in Managing Allegations against people who work with children (NSPCC 2010)

The College will operate according to The British Association for Counselling and Psychotherapy guidelines on confidentiality in relation to disclosures of abuse.



The College will reserve the right to refuse admission to any person who may pose a risk to children or adults at risk.

## **Review**

The College will review this policy annually as required by DCSF guidance 'Safeguarding Children'. The policy will be published on the College website and will be referred to in the College prospectus, the student handbook and start of course inductions.

## **Complaints**

Any complaints or disputes related to the scope or implementation of this policy should be referred to the *Head of Education* in the first instance. Any case that cannot be resolved will be referred to the Managing Director. If a complaint is submitted about the Head of Education it will be managed by the Managing Director and Head of HR.

### **1. Introduction**

This document provides guidance for staff and adults working and carrying out activities in the College. The College has a statutory and moral duty to ensure that it functions to safeguard and promote the welfare of children and adults at risk receiving education and training at the College. These procedures are produced in accordance with the College Safeguarding Policy. The procedures will be used in all cases of reported abuse.

The College definition of children includes all learners between the age of fourteen and eighteen, care leavers and Children Looked After.

Adults at risk are those learners who are, or may be, in need of community care services by reason of mental or other disability, age or illness; and who are or may be unable to take care of him or herself or unable to protect him or herself against exploitation

**1.1** The College provides a safe environment for children and adults at risk. *The safety of learners while they are on College premises is of paramount importance. If a learner reports that they feel unsafe on a college campus swift action will be taken using the College safeguarding or disciplinary procedures.*

**1.2** The College works closely with Newham College and has access to Social Care Services, the Police, Newham and London Prevent Officers, the Primary Care Trust, Youth Offending and Looked After teams, and voluntary organisations such as Newham Asian Women's Project and SHINE to obtain guidance and to provide appropriate referrals and support.

**1.3** The college employees stay aware of current trends in safeguarding risk and attend relevant training.

**1.4** Academy 1 staff and students have access to Computers at Newham college's IT suites which are monitored by Remote Ranger. All learners are required to sign an acceptable use statement on



enrolment agreeing that they will not access any inappropriate online material or send malicious communications. If any learner or member of staff is believed to have any links to extremism an immediate referral will be made to the local Prevent police officers. Anyone sharing malicious communications containing visual or written material will be reported to the police using the 101 telephone number. Sending malicious communication can lead to a custodial sentence if proven, and all learners should be made aware of this during the induction period.

**1.5** The college Managing Director has the responsibility to ensure that the college has an effective safeguarding policy.

## **2. The Key People**

The designated persons with responsibility for safeguarding children and adults at risk at Academy 1 Sports College are, The Designated Safeguarding Officer, Managing Director and The Head of Education.

## **3. Definitions of Abuse**

### **3.1 Children**

The definition of child abuse is broad, but includes:

**Neglect:** failure to keep a child from harm, failing to provide care including proper diet, hygiene, safety and emotional support.

**Physical Abuse:** includes shaking, throwing, poisoning, burning, hitting, scalding, drowning, suffocating or failing to protect from physical harm.

**Emotional Abuse:** persistent emotional ill treatment such as conveying that a child is worthless, unloved or inadequate. It may involve children feeling constantly frightened or in danger.

**Sexual Abuse:** forcing or enticing a child to be involved with sexual activities. Activities may be physical and include penetrative or non-penetrative acts, or they may involve non-physical activities such as looking at pornographic material. Sexual abuse may involve use of on-line material and grooming activities carried out using the internet and social network sites.

**Sexual Exploitation:** is a form of sexual abuse where young people may be given gifts or coerced, threatened or drugged before an assault takes place by an individual or group of abusers. *This includes gender based violence towards women and girls.*

**Abuse by a person in a position of trust:** involves a person in a position of authority encouraging and engaging in an inappropriate relationship with a child. This would include any member of staff who acted outside of their job description in any activities with children.

**Bullying and Coercion:** threatening a child that something will happen if they do not comply with a specific request. This might include demands to hand over money, a mobile phone or other possessions. The threat may include alienation or physical punishment. Bullying may commonly



occur amongst peer groups and may take place on-line or using mobile technology as well as face to face.

**Forced marriage:** Forced marriage is different to arranged marriage and refers to a female or male who is forced to be married against their wishes. The Home Office have a specialist Forced Marriage Unit and helpline.

**Domestic Violence:** children who experience effects from witnessing domestic violence, or parental use of drugs or alcohol.

**Substance Mis-use-** This can include children under the influence of alcho-pops or other alcohol, or drugs.

**Gang Membership and Group Violence:** children may join a gang as a way of feeling that they belong to a peer group. Gang members are often as vulnerable as the people who are subject to gang or group violence.

**Teenage relationship abuse:** children and young people may experience bullying, coercion and threatening or sexual intimidation from other young people as well as from adults.

**Cyber-Bullying:** inappropriate text and images sent via mobile phones and email or posted on the internet or social networking sites such as Facebook.

**Begging:** children asking for money or selling sexual favours in order to pay for their basic needs and/or lifestyle.

**Lone/unaccompanied children:** children in the country without parents who are in the care of siblings, friends of the family, or who are unrelated. Children who have no one to care for them.

**Parents in Prison:** children may have inappropriate care or face stigma.

**Taking a person out of the country against their will:** Taking a child out of the country when the young person has a fear that they will not be able to come back.

**Honour based violence:** Violence towards a child when it is believed that the child has brought shame to the family.

**Abuse related to Faith or Culture:** This may occur where practices are seen as acceptable within a faith or cultural group but in fact break the law.

**Missing from home or care:** When the whereabouts of the child are not known. In cases where the family, police and social services do not know the whereabouts of the child. Information may be withheld from parents in certain cases.

**Children missing from education:** Young people who do not attend college may be involved in risky behaviors. Colleges and schools are required to take action if learners are missing from education.

**Self-harming and suicidal behaviour:** Where a child can be seen to be self-harming or discloses self-harm or a wish/intention to commit suicide.



Spirit possession or witchcraft: the belief within the family or community that a child is possessed by spirits.

Radicalisation and violent extremism: Where a young or vulnerable person is exposed to extreme views that discriminate against other groups and is convinced to plan and or carry out acts of violence.

### **3.2 Adults at Risk (in addition to the definitions above)**

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

Psychological Abuse: persistent emotional ill treatment such as conveying that a vulnerable adult is worthless, unloved or inadequate. It may involve deprivation of contact, intimidation, coercion, harassment, physical abuse or threat of withdrawal from services or support networks.

Financial 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.

Neglect: This may involve withholding medication, failing to provide care including proper diet, hygiene, education, safety and emotional support.

Discriminatory Abuse: This includes racist, sexist, or other forms that are based on a person's disability.

Self-Neglect: 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 be aware that they may owe a duty of care to a vulnerable individual who places him/herself at risk in this way

### **3.3 Increasing Learner Resilience**

The College will seek to enable learners to contribute towards their own safe-guarding by raising awareness of safeguarding through poster campaigns, on-line referral systems and activities within the curriculum and extracurricular activities.

### **3.4 Some possible signs of abuse in children and adults at risk**

- running away
- you know something is wrong and the child or adult at risk won't talk about it
- change in communication including increased anxiety



- secretive behaviour
- trying to stay in college at the end of the day
- overt sexual behaviour with other learners
- urinary or faecal incontinence
- fractures, sprains, bruises, self-harm
- an adult (i.e. member of staff or adult learner) is seen being overly affectionate, or wanting time alone with a child or adult at risk.
- drowsiness and confusion
- change in behaviour, dress or attitude
- concern about images looked at one-line
- allowing sexual images to be taken of themselves
- sharing images, or allowing others to share them
- applying for hardship funds and failing to explain why money is needed
- coming onto the college premises under the influence of drugs or alcohol
- learners expressing radical views, or trying to convert or influence others
- masturbation in public
- fear
- uncontrolled crying
- lack of money, food or appropriate clothing

### **3.5 Possible indicators that a learner may be at risk of radicalisation.**

The college supports the government CONTEST strategy in which Prevent, seeks to support young and vulnerable people who may be drawn into any type of violent extremism either by grooming or any other means.

- Discriminatory language or behaviour towards specific groups or people.
- Possession or sharing of violent extremist literature
- Viewing online material of an extremist nature and/ or showing and sharing it with others.
- Behavioural changes.
- Expression of extremist views.
- Advocating violent actions.
- Association with known extremists.
- Seeking to recruit others to an extremist ideology.

## **4. Responsibilities**



All staff at the College have a responsibility to report any concerns that they have about a child or adult at risk. The College Safeguarding Team has a responsibility to report any suspected abuse to Social Care and/or the Police.

#### **4.1 Human Resources**

Human Resources will ensure that all new staff receive DBS checks and meet the requirements for working safely with children and adults at risk.

Under the Disclosure and Barring Scheme (DBS) a barred person will not be employed to teach, support or advise children or adults at risk. It is illegal for a barred person to apply for work in a controlled activity.

Hourly paid and agency workers are subject to a DBS check. Contractors are made aware of college procedures before undertaking work in the College, and where relevant Human Resources will ensure that staff are DBS checked. Any staff including volunteers who do not have a DBS check cannot be left unsupervised with learners.

Human Resources offer structured training and refresher sessions to all staff on safeguarding issues, and all new staff receive an introduction to these procedures during their new staff induction. New staff are required to attend training before they complete their probationary period.

Human Resources staff are trained in safer recruitment and follow the guidance as specified in "Keeping Children Safe in Education" statutory guidance for schools and colleges, September 16 Part 3 Safer Recruitment. The recruitment process will look at whether candidates have the necessary skills, competence and qualifications together with the mental and physical capacity to carry out their role. Human Resources will carry out pre-employment checks on all staff, including those who have lived and worked abroad. HR will also carry out qualification checks as part of the recruitment and checking process. References should be sought on all shortlisted candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

*Human Resources manage and maintain a single central record to keep information on the suitability of staff and volunteers within the college.*

#### **4.2 Staff Behaviour**

All College staff are expected to behave in a manner that does not bring their behaviour with children and adults at risk under scrutiny. This includes behaviour outside of College which could involve sexual activity, misuse of drugs, alcohol or acts of aggression.

#### **4.3 Prevention**

The College seeks to prevent young people and adults at risk from being involved in abuse of any kind where possible.



## **5. Responsibilities for staff**

### **5.1 Specific Responsibilities for leaders and managers**

- To contribute to inter-agency workings for learners who have additional needs.
- To have regard to the need to prevent people from being drawn into terrorism
- To carry out reasonable checks on all visitors who are intending to work with learners.
- To ensure that safeguarding procedures are in place, and that there is a staff behaviour policy.
- To have a designated safeguarding lead who undergoes training every two years.
- To create a culture where staff are confident to challenge senior management over safeguarding concerns.
- To ensure that learners are taught how to keep themselves safe.
- To ensure that there are adequate procedures to investigate allegations against members of staff and volunteers, and other learners.



<b>5.2 Responsibilities for all staff</b>	
<p>To wear their staff uniform <i>at all times</i> so that learners know that they are a staff member.</p>	<p>To read the Acceptable Use of ICT agreement and be aware of E-safety. This includes the use of email. Staff should be mindful of who is copied into emails about learners, <i>and should only include relevant people when emailing about a safeguarding concern.</i></p>
<p><b>Reporting Incidents</b> All staff are required to record and report any concern about a child or adult at risk's welfare. College staff are not required to investigate cases that are reported, but they do have a duty to report all incidents to the Designated Officer using the internal referral form on the college intranet under Effective Learning-Safeguarding</p>	<p><b>Physical Contact.</b> Where there is a need to touch learners as a part of teaching and learning activities the department will have a written code of ethics agreed by the Safeguarding Monitoring Group. Guidelines on physical contact in teaching and learning are available, and managers are required to ensure that these guidelines are included in the course handbook. Staff should avoid physical contact with learners and should avoid hugging or making inappropriate physical contact.  See the draft guidelines on the intranet- Effective Learning- Safeguarding</p>
<p><b>Reporting concerns about staff conduct.</b> Staff are responsible for reporting all cases where they suspect that a member of staff or volunteer may have abused or be engaged in inappropriate activities with a child or adult at risk. These cases should be brought to the attention of the Head of Human Resources and Legal Services and the Designated Officer. If a member of staff does not report a concern they may be seen as condoning and contributing towards the continuation of the activity.</p>	<p><b>Photographs</b> Staff should be clear about the purpose of the photographs and ensure that photographs are not displayed or distributed without the consent of the young person. Where photographs or videos need to be taken as part of assessment activities the course team need to gain parental consent at the start of the year. Where photographs are taken for external publicity parental consent is needed where learners fall under the safeguarding policy and procedure.  See Media release form – Effective Learning-Safeguarding</p>



Maintaining Vigilance for all categories of abuse

All staff are responsible for identifying safeguarding concerns. If learners appear to be affected by any type of abuse the staff member must report it using the safeguarding referral form.

If there is a concern about a learner expressing radical views. It must be reported to the safeguarding team immediately so that the team can identify the correct referral. This may be to the local Prevent team who have a special focus to help prevent terrorism.

If any learner appears to be subject to any sexual exploitation including filming of sexual acts, sexting or sharing images, or act proactively on campus this must be reported immediately.

Sharing radical views or 'malicious communications' can now carry a two year prison sentence.

Personal Care

Any staff member responsible for providing personal care to learners in a Welfare Suite or room will ensure that a second person is present. Male staff as a general rule should not enter while a female is present and vice versa. Learners should be encouraged to be as independent as possible in managing their own personal care. Any incidents or concerns that arise while providing personal care should be recorded on the learners file.

Visits and Outings

Trips and visits are subject to the educational visits procedure. Risk assessments should be in place and parental consent must be sought for all visits. There should be an appropriate staffing ratio to learners and staff of both sexes should be present if it is a mixed group outing. In the case of overseas visits learners should be briefed on what is acceptable and not acceptable in the country that they are visiting. Staff should not transport learners in their own vehicle. For residential activities organisers should arrange for under 18's and over 18's to sleep in separate rooms where possible.



<p><b>Work Experience</b></p> <p>The College work experience team will ensure that risk assessments and health and safety checks are in place. All children and vulnerable adults should be carefully matched with employers and should be visited whilst on placement. Employers should be given a copy of the safeguarding statement (available from College Intranet). Where a learner has employed status with a company it is the employer's responsibility to ensure that safeguarding procedures are in place.</p>	<p><b>Parents on Site</b></p> <p>The College values positive relationships with the families of young people at the College, particularly those under the age of 18 and those with learning difficulties and disabilities. Indeed for some young people, a partnership with their family is essential for their well-being. However, in order to protect some young people and vulnerable adults, their consent will be sought before any information is given about their whereabouts and family members will not be allowed on College premises without the agreement of the young person.</p> <p>When in doubt contact the Safeguarding Officer. Missing person's enquiries will come via the police who will submit a data protection form to the DSO for approval.</p>
<p><b>Medical Emergencies</b></p> <p>When a child or adult at risk is unwell a first aider must be alerted. In the case of an adult at risk the first aider should check if the person has a support plan or there is any medical guidance. The learner's parent/guardian should be contacted unless there is a reason not to i.e. the learner is pregnant and does not want her family to know. Under 18s may only be accompanied in an ambulance by a peer who is over 18, or a member of staff nominated by the relevant Director or Head of School.</p>	
<p><b>Activities that must be avoided</b></p>	
<p><b>Unauthorised contact with learners.</b></p> <p>Staff should not engage in secret or unauthorised contact with learners or their parents. Any contact outside of normal teaching or support activities must always be approved and recorded by the relevant line manager</p>	<p><b>Communication.</b></p> <p>Staff should not send birthday or faith cards to learners</p> <p>Staff must not give a personal email address, home telephone number, mobile number (unless a work mobile i.e. in the case of Princes Trust) or become friends on Facebook or any social media.</p>



<p><b>Gifts.</b></p> <p>Staff should be aware of the College's policy on receiving gifts from learners and should ensure that any gifts given to learners are only a part of a recognised rewards system.</p>	<p><b>Professional Conduct.</b></p> <p>Staff should not make sexually suggestive comments in front of a learner or use inappropriate language. Staff should be mindful of cultural norms, and make sure that they respect personal space.</p>
<p><b>Infatuation.</b></p> <p>Any suggestion of a learner being infatuated with a member of staff should always be recorded and reported to their line manager. In cases where a learner is distressed staff should consider how they comfort the learner and avoid physical contact. Any physical reassurance provided should be recorded in the learner's file.</p>	<p><b>Lone Working.</b></p> <p>Staff should maintain their own safety by avoiding lone working where possible. One to one interviews should be conducted where there are other staff in the outside office, or nearby.</p>

## **6 Learners supported by the Probation Service**

The College will have some learners who are supported by the Probation Service. The College is committed to the rehabilitation of offenders and seeks to offer open access to all who wish to study at the College. However there may be occasions where a learner has committed a serious offence that may potentially put other learners or staff at risk. Where it is deemed that there may be a risk to other learners i.e. if the learner is subject to a M.A.P.P.A the Designated Officer will seek the guidance of the relevant Managing Director and the Head of Education once a risk assessment has been completed.

## **7. Information Sharing**

While an individual's right to privacy is important the safety of children and adults at risk is of the upmost importance. Information can be shared without consent if it protects the welfare of the child or adult at risk.

## **8. Procedures**

### **8.1 Receiving and reporting an allegation of abuse**



Young people and adults at risk may be liable to disclose abuse or concerns to staff that offer front-line services, however, a learner may disclose to any member of staff that they feel comfortable with.

Learners often fear getting the abuser into trouble, fear retribution or they may feel that the abuse is their fault. It is important to listen and verbally reassure learners.

The person making the referral need only take enough details to enable them to complete the referral form and send it to the Designated Safeguarding Officer. Please see the [Safeguarding Internal Referral Form at the end of this document.](#)

- The initial discussion should be relaxed so that the child or adult at risk feels comfortable.
- Inform the learner that you will need to tell someone else and cannot promise confidentiality.
- Listen and avoid using leading questions. It is better to ask what, when and where, rather than why as this may suggest blame.
- Write down what the learner says using the learner's words and record it on the internal referral form.
- Accept what the learner says.
- Reassure the learner and let them know that they are treating the issue seriously.
- Complete the internal referral form and send to the Designated Safeguarding Officer using the referral form that is available from the DSO or Head of Learning.
- Where there is an immediate and serious threat to a child or adult at risk the Designated Safeguarding Officer (DSO) should be telephoned straight away. If the DSO is not contactable staff members should contact the Head of Education.

## 8.2 What happens next?

- The Designated Safeguarding Officer or Managing Director will receive the referral and will make the decision of whether to refer the reported abuse to Social Care or other external or internal services such as Prevent or the Sexual Exploitation Unit. The Designated Safeguarding Officer or Managing Director will meet with the child or adult at risk as required to ascertain the nature of the abuse, the relationship to the person who is alleged to have carried out the abuse, and to collect information for the inter-agency referral.
- If the matter does not fall under safeguarding you will be advised to take the appropriate action i.e. contact the Head of Education, Health & Safety Officer or instigate disciplinary action.
- Where the matter is deemed to be a safeguarding matter the safeguarding officer will contact any existing external services or the relevant local authority service. Based on the feedback appropriate action will be taken.
- The child or adult at risk will be made aware of the action being taken and consent will be gained as far as possible. Action without consent will be made if the individual is seen as being in danger (under 18) or does not have the mental capacity to decide. This applies where adults at risk have been assessed under the Mental Health Capacity Act.



- Any action will be assessed by the Children's Service and Adult Services according to their agreed thresholds. Follow up can involve instigating section 17 or section 47 enquiries.
- Where the Designated Safeguarding Officer or Head of Education are not available and a young person or adult at risk is *in immediate danger* a member of staff should alert the Head of Administration and Coordinating.

### 8.3 Self-Referrals

Learners may self-refer if they feel at risk. They can report bullying and other safeguarding concerns by email to [emma.sherwood@academy1sports.com](mailto:emma.sherwood@academy1sports.com). Parents may also report concerns by telephoning the Head of Administration and Coordinating.

It is important that cases are reported within the given time frame in order to safeguard the learner. For example, any forensic evidence required by police needs to be collected within 72 hours.

All referrals to Social Services or the Police will be notified to the Head of Education within 24 hours.

### 8.4 Reports of inappropriate staff behaviour.

Any member of staff who forms an inappropriate relationship with a child or young person will be subject to the college disciplinary procedures and may be subject to police action. Any allegation or suspicion of abuse of a young person by a member of staff must be reported to the Head of Learning and HR within 2 hours. The matter will be referred to the LADO (Local Authority Designated Officer) for investigation. Staff should be aware that it is offence to 'tip off' any member of staff who has acted inappropriately towards a child or adult at risk.

Offences committed under the Sexual Offenders Act 2003 will lead to dismissal and barring through the Independent Safeguarding Authority. Barring will prohibit an individual from working in any direct public services.

A case will be referred to the LADO where a person is alleged to have;

- Behaved in a way that has harmed or might harm a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicated that he or she would pose a risk if they worked regularly or closely with the child.

The outcome of any investigations may be;

**Substantiated**- sufficient evidence to prove the allegation. The LADO will decide if the case should be referred to the DBS.



**Malicious** - there is sufficient evidence to disprove the allegation, and there has been a deliberate act to deceive. All records will be removed from HR files.

**False**- sufficient evidence to disprove the allegation

**Unsubstantiated** - insufficient evidence to prove or disprove the allegation.

Where an allegation is made against a member of staff, and they are not aware, they will be informed as soon as possible. A careful decision will be made about whether to suspend the staff member. They may be sent to work at another campus or in a different department where there is no risk to learners while an investigation is carried out. A decision to suspend will be made in partnership with the LADO. Human Resources will offer support to the staff member through core care.

The parents of any child involved will be informed as soon as possible.

Where a case appears to be malicious or unsubstantiated resolution should be reached within a week. Disciplinary action should take place within 12 days. The most extreme cases may take longer to resolve.

### **8.5 Complaints**

Any complaints concerning non-compliance with this procedure will be sent to the Designated Safeguarding Officer.

### **8.6 Records and confidentiality**

All records pertaining to an allegation of abuse will be kept by the Designated Safeguarding Officer or Human Resources for up to 7 years.

### **8.7 Monitoring**

The Designated Safeguarding Officer reports to the Managing Director and Head of Education and reports to them every six months.

## **9. Partnerships**

All partnerships must adhere to Academy 1 Sports College Safeguarding procedures and vice versa



INITIAL INFORMATION RECORD (PART 1) and REFERRAL FORM (PART 2)

Relating to Safeguarding Young People and Adults at Risk (including Child Protection and the Protection of Vulnerable Adults)

Part 1 must be completed immediately and passed to one of the nominated safeguarding officers (see below)

Part 1 (to be completed by the member of staff who has a concern or to whom the disclosure is made)

**Details of Young Person/Adult at Risk:**

Family Name.....

Course .....

First name..... Student

Number.....

Date of Birth.....

Tel No (1).....

Tel No (2).....

Gender.....

Current address  
.....

Post Code.....



Family Details if known

.....

Parents/Next of Kin.....

Details of anyone else involved if known

.....

**Record of Concern/Disclosure**

Name of person reporting concerns.....

***Details of concern/disclosure***

Date..... Time.....

Place.....

Nature of the concern/disclosure:

.....

.....



Description of any injuries observed if relevant:

.....  
.....

Signed (reporting person) .....

Position.....

Date..... Time..... ..... Contact No.

.....

Please submit this form with additional details if necessary by email marked confidential or by hand in an envelope to Emma Sherwood, Designated Safeguarding Officer

Part 2 (to be completed by the College's Nominated Safeguarding Officer)

Referred Yes/No

CAF

Child Protection

Other



Reason

Signed.....Date.....

Time.....

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If no referral has taken place the forms will be retained by the College's Designated Safeguarding Officer

**Academy 1 Sports College of Further Education**

**Safeguarding Guidelines for Visitors and Contractors**

Academy 1 Sports College is committed to safeguarding children and adults at risk.

Children are all learners under the age of eighteen including care leavers and looked after children.

Adults at risk are those learners over eighteen who is or may be in need of community care services by reason of mental health support needs, disability, age or illness; and who is or



may be unable to take care of him or herself or unable to protect him or herself against exploitation.

The College has a comprehensive code of conduct for safeguarding which all College staff are required to adhere to. The College also requires all contractors and visitors to the College to have a commitment to comply with College safeguarding procedures.

Visitors and contractors are required to the declaration below. The College will where necessary check that visitors and contractors have been DBS checked.

Where a visitor or contractor is on the premises for business that does not involve learners, visitors or contractors should avoid contact with learners. Contractors or visitors should not engage learners in a personal conversation or attempt to strike up a personal relationship for any means, including shared interests.

1. Where a visitor or contractor is on the premises for a meeting with learners or to provide a service to learners the following guidelines should be followed
2.
  - One to one situations with learners should be avoided, and may only be carried out after prior agreement by the learner and a member of staff
  - Visitors or contractors may only give learners' telephone or contact details where they relate to a service for learners. Personal telephone numbers or email addresses should not be given to learners.

If a learner approaches a contractor or visitor to make a declaration that they are at risk this should be passed immediately to the contractor or visitors contact person in the College, or the College Safeguarding Officer. All disclosures must be reported to College staff rather than to staff in the visitor or contractors organisation.

I understand that I am required to comply with Academy 1 Sports College Safeguarding Procedures

Name \_\_\_\_\_ Date \_\_\_\_\_



Organisation \_\_\_\_\_



## **Safeguarding Policy and Procedure 2017-18**

### **Safeguarding Children Aged 14-16 at Academy 1 Sports College**

‘Our Vision is for all children to feel and be safe, so that they are free to achieve and thrive.

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The College commitment to safeguarding all learners at the College is outlined in the **Academy 1 Sports College Safeguarding policy and procedures for children and adults at risk.**

#### **Day Release**

Where a learner aged 14-16 come to the College as day release from a school or other provider all safeguarding matters must be reported to the relevant school or organisation safeguarding officer. The school should lead on any action taken, although this may be delegated to the College if immediate action is required.

#### **Recruitment**

- 1. Staff-**The College staff recruitment and DBS procedures will be applied to all staff working with pre-16 learners. Staff will be expected to take part in the scheduled training delivered by Human Resources.
- 2. Learners-** All pre16 learners will be interviewed before entry to the College. The College will seek information and records from the young person, the parents or guardians and the previous school or provider. The named guardian will be requested to sign a form saying that all known information has been provided. This is to support the College in ensuring that the information is obtained to provide any learning support or to implement any safeguarding measures. Where a young person is known to be at risk or on the child protection register the College will work closely with Social Care, the CLASP team (Children Looked After), YOT, or any other agency supporting the young person.

#### **Keeping young people safe**

When learners aged 14-16 start at the College they will be given an induction that includes

- the names and contact details of the Designated Officer.



- how to report an incident or concern about their own or others safety
- how to study safely in the College environment
- how to consider what makes an effective friendship
- how to travel safely

### **Reporting abuse**

A young person may disclose to a member of staff, to a friend who tells a staff member, or a staff member may observe something that raises a concern. Where this happens the staff member should follow the College procedures, and be mindful that they are working with a child. Pre16 staff members are advised to have pre-printed referral forms available so that they are able to make a referral as soon as possible. The pre16 referral form requires more details than the post-16 form to enable the safeguarding team to provide full details when they contact the relevant agencies.

### **Supporting young people**

Pre 16 learners who are known to be at risk, or are on the child protection register will be supported by the safeguarding officer according to the situation. The nominated staff member will attend case meetings held on or off site. Members of college staff will not make home visits.

### **Monitoring**

All support and interventions will be logged as confidential learner records. Pre16 cases will be reported to the Managing Director and Head of Learning as part of the six monthly safeguarding report.

### **Work with Parents**

The College will seek to work in partnership with parents and guardians and will ensure that they are aware of the safeguarding policy and procedure. Parents and guardians will know that a referral will be made if a young person is deemed to be at risk

### **IT**

Pre-16 learners and parents or guardians will sign an acceptable use agreement that covers the use of the internet



### **Academy Football Supervision and Ratios**

Football away matches are to be supervised by a minimum two members of staff with at least one member of staff to have an Emergency Aid Certificate

All coaching sessions and matches onsite to be supervised by one member of staff with at least one other member of staff in audible distance subject to numbers.

### **Student Recruitment**

This is governed by the Academy 1 Sports College website. All prospective students apply online

following the prompts. The application has tick boxes regarding Data Protection and the choice of the individual.

### **Academy player progression**

Any player under 18 years of age progressing to any adult football that is connected with the Academy will need parental consent in order to progress. The safeguarding concerns have to be considered when an Under 18 enters an adult environment.