

Process for: EDS 1.2	Safeguarding Policy and Procedure
Process owner:	Director of 14 – HE
To ensure that:	Students and staff have a safe learning and/or working environment, and that they know how to keep themselves safe and that they feel safe.
Which applies to:	All staff and students
Monitoring and evaluation:	Regular reports and reviews to the Equality & Diversity Forum, as part of the annual self assessment processes and through an Annual Equality & Diversity/Safeguarding Report

Section A : Safeguarding Policy: Introduction	
1.1	The Corporation of Basingstoke College of Technology has a statutory and moral duty to safeguard the welfare of children and vulnerable adults receiving education, training and care at the College.
1.2	The College's policy is that safeguarding all its people, both learners and staff, will be central to all it does. This covers all matters connected with learners and staff having a safe learning and/or working environment, ensuring that they know how to keep themselves safe and that they feel safe. It pays particular regard to the welfare of young people under the age of 18 and to that of vulnerable adults.
1.3	The purpose of this document is to outline the policy and procedures for safeguarding children and vulnerable adults at the College and aims to: <ul style="list-style-type: none"> • Promote safe practices and challenge poor and unsafe practice; • Ensure staff receive adequate training and supervision; • Identify instances in which there are grounds for concern about the welfare of a child or vulnerable adult and take action to ensure safety; • Take appropriate action to prevent unsuitable people from working with children, young people and vulnerable adults; • Develop a culture in which both learners and staff are aware of the actions they need to take to become and remain safe.
1.4	In pursuit of these aims the governing body will approve and annually review policies and procedures with the aim of: <ul style="list-style-type: none"> • Raising awareness of issues relating to the welfare of children, young people and vulnerable adults and the promotion of a safe environment for the children and young people learning within the College; • Aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns; • Establishing procedures for reporting and dealing with allegations of abuse against members of staff; and • The safe recruitment of staff.
1.5	This policy and procedure must be seen in the context of the five outcomes of "Every Child Matters". These are:

Section A : Safeguarding Policy: Introduction	
	<ul style="list-style-type: none"> • Being healthy; • Staying safe; • Enjoying and achieving; • Making a positive contribution; • Achieving economic well being.
1.6	Safeguarding children, young people and vulnerable adults covers more than child protection. Issues such as health and safety, dealing with bullying, E safety, arrangements to meet the needs of children with medical conditions, providing first aid and other such requirements must also be taken into account.
1.7	The following policy and procedure has been approved by the Local Safeguarding Children Board (LSCB) for Hampshire, Isle of Wight, Portsmouth and Southampton.

Scope	
2.1	This policy and its procedures apply to all staff at the college.
2.2	This policy applies to all learners with particular reference to children and young people and with appropriate adaptations to the protection of vulnerable adults. The Children Act 1989 defines a child as a person under the age of 18. This is regardless of domicile, marital status or any legal orders in force. The Children Act 2004 also includes young people under 21 who have a learning or other disability or who have been looked after by a local authority after the age of 16 and vulnerable adults (an adult who does not have the mental ability to make his/her own decisions).
2.3	This document is to be read in conjunction with other College policies which are designed to ensure the safety and protection of all individuals who access the College facilities. The additional policies address the safety of the building, arrangements for safe evacuation of the building, procedures for dealing with incidents, first aid arrangements, mechanisms for protection of information and policies encouraging a focus on long-term health and the environment. A list of relevant policies is provided on staff intranet.
2.4	<p>In respect of this policy the Board of Corporation recognises the following as categories of abuse which relate to Child Protection as significant harm:</p> <ul style="list-style-type: none"> • Physical: hitting, shaking, burning, etc; includes fabricated/induced illness • Emotional: persistent emotional ill-treatment • Sexual: forcing/enticing a child to take part in penetrative or non-penetrative sexual acts; also includes non-contact acts involving pornography • Neglect: persistent failure to meet basic physical and/or psychological needs <p>Other causes of concern include:</p> <ul style="list-style-type: none"> • Bullying: harassment or intimidation of an individual that is unwanted or hurtful and that is intentionally carried out by a person or group in order to cause physical and/or emotional hurt • Financial Abuse: denying someone access to funds, making someone wholly responsible for money while the other person is handling money

Scope	
	<p>irresponsibly. Money used as a tool by the abuser to control the victim</p> <ul style="list-style-type: none"> • Domestic Violence • Forced marriage

Statutory responsibilities and background	
3.1	The Policy and Procedure which follows has been drawn up in accordance with the requirements of the Education Act 2004 and, in particular, with regard to “Safeguarding Children and Safer Recruitment in Education, 2007” (which replaces “Safeguarding Children in Education, 2004”). This latest government guidance sets out the safeguarding responsibilities of FE colleges, details the pre-employment checks that should be made and explains the role of the Criminal Records Bureau.
3.2	Under the Education Act 2002, Section 175, FE colleges have a statutory duty to assist Children’s Services on child protection issues and to take all reasonable measures to ensure that risks of harm to children’s welfare are minimised.
3.3	The Sexual Offences Act 2003 makes it an offence for a person over 18 (e.g. a lecturer or other member of staff) to have a relationship with a child under 18 where the person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.
3.4	The responsibility for protecting children does not rest with any one agency as Education, Children’s Services, NSPCC, Police, Health Service, Probation Service and the Armed Services are all involved in child protection. BCOT acknowledges that it is not the College’s role to investigate whether abuse has taken place as only Children’s Services, the Police and NSPCC have the statutory powers. The College does recognise, however, that children have the right to be protected from harm and that it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take necessary actions. A failure to pass on information that might prevent a tragedy could expose the College to criticism.
3.5	A member of the Board of Corporation is appointed with special responsibility for safeguarding and child protection issues.
3.6	A member of staff, the Head of Learner Services, is identified as the Designated Person (DP) whose role is to advise staff, liaise with appropriate external agencies and record and report cases for investigation. The Student Welfare Manager and the Head of HCEYAS are Deputy Designated Persons with the ability to record and report information to the appropriate authorities.
3.7	A Safeguarding Team of staff under the direction of the member of the Board of Corporation with responsibility for Safeguarding, the SMT Safeguarding Lead (Director of 14-HE) and the Designated Person ensures currency of practice. Membership of this team will include the Designated person, the Deputy Designated persons, two heads of Curriculum Departments, the Head of the Business Unit, the College ALS Manager, a representative from the tutorial team, the ILT Manager, a representative from Estates, a representative from Student Administration and a representative from the Youth Support Service. This team will meet under the title Safeguarding Forum. Attendance

Statutory responsibilities and background	
	at these meetings will be open to other members of staff and to students, but withdrawal of some individuals will be authorised when discussion of sensitive or confidential issues occurs. Terms of reference for this group are supplied as Appendix 8.
3.8	The Safeguarding Team should raise awareness of safeguarding issues relating to child protection, health and safety, bullying, cyber-bullying and security in order to ensure that learners are being kept as safe as possible, The team will help with Staying Safe events and activities, embed awareness in the curriculum and be a point of contact for safeguarding issues which are not child protection issues.
3.9	The College has a well-developed system of learner consultation through departmental councils and a college level Learner Parliament. The inclusion of Safeguarding as an Agenda item for Council and Parliament meetings is an important part of embedding this strategy. A team of student representatives is included in annual review of this policy.
3.10	All members of staff have a duty to ensure the welfare of the child, young person or vulnerable adult (as defined above) is the primary consideration above all others and to report suspected or alleged abuse to the designated BCOT Designated Person for safeguarding issues, Head of Learner Services. If the Head of Student Services is unavailable, the Student Welfare Manager or Head of HCEYAS should be consulted.
3.11	A common secure reference point will be established in Learner Services for the collation of information causing concern about Safeguarding which is not a Child Protection issue. This is to ensure that Safeguarding concerns do not spiral out of control. The Incident/Concern form is to be used for recording this information. (Available on staff intranet)

Staff Responsibilities	
4.1	All those working at BCOT must be familiar with and follow the College's procedures and protocols for promoting and safeguarding the welfare of children in the College and know who to contact to express concerns about a child's welfare.
4.2	Where staff are involved in delivering learning to students attending College who are aged between 14 and 16 they should recognise that all policies relating to safeguarding apply to these students, but that additional reference may need to be made to the Partnerships Manager for 14 – 16 provision.
4.3	A summary document for staff (Appendix 1) highlights the key points, contacts and procedures relating to Safeguarding for use on a day to day basis.
4.4	Tutors should also ensure that students are aware of their rights under the Children Acts and of the college's position on issues of child protection. An early tutorial on this topic must form part of the student induction process.
4.5	All staff must embed safeguarding issues within the vocational curriculum.
4.6	All BCOT staff must be alert to, and aware of, the signs of abuse which may raise concern about child protection. Abuse or neglect can be by inflicting

Staff Responsibilities	
	<p>harm, or by failing to act to prevent harm. Signs may include changes in behaviour or a failure to perform or develop as expected. However, recognising abuse can be difficult; therefore staff need to take notice of not only major incidents but also signals which cause concerns, record all concerns and always discuss with the Designated Person to decide on which action to take, i.e. to:</p> <ul style="list-style-type: none"> • report • monitor • take no further action.
4.7	<p>Referral: Only the Designated Person or a deputy can make a decision to refer a complaint or allegation to Children's or Adult Social Services, having gathered and examined all relevant testimony and information. No one other than the Designated Person or a deputy should mount an investigation into complaints, allegations or suspicions of abuse. Actions of these sorts carried out by someone other than the DP or a deputy could be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case.</p>
4.8	<p>All BCOT staff must be aware of the potential dangers which are presented to students by adults who offer opportunities for work or personal development to students by approaching the College with offers of work placements or live projects. Care must be taken to ensure that appropriate CRB checks, references and safeguarding measures are in place before such links are encouraged.</p>

Staff Recruitment	
5.1	<p>The College is committed to a policy of responsible recruitment which includes procedures for obtaining CRB checks for new employees. In April 2009 all existing employees were required to obtain CRB clearance.</p>
5.2	<p>The senior member of staff responsible for recruitment and training needs of staff is the Director of Human Resources and Staff Development</p>
5.3	<p>This member of staff is responsible for ensuring that all CRB checks are undertaken and for ensuring that all staff receive basic training in child protection issues and are aware of the college child protection procedures</p>
5.4	<p>Inevitably, some staff, including many (if not most) new sessional/casual staff will start work before the CRB disclosure has been processed by CRB, and their clearance received in HR. Line managers/HODs must therefore maintain "heightened supervision" on these staff until HR confirms that a satisfactory CRB report has been received. This "heightened supervision" should reflect what is known about the person, their experience, the nature of their duties and level of responsibility. A formal risk assessment should be completed by HOD and returned to HR</p>

Staff Training	
6.1	<p>The Board of Corporation is responsible for ensuring that members of staff are suitably trained and that internal procedures are current, adhered to, and conform to LSCB procedures.</p>
6.2	<p>At the initial staff induction new members of staff should be informed of the importance of safeguarding, its inclusion of Health and Safety, bullying, cyber-</p>

Staff Training	
	bullying and security and that further formal training will be part of their induction. The initial statement will be: Safeguarding is hugely important for all at College. It includes the right of every individual to feel safe and the duty of every member of staff to ensure safety. All new staff must receive safeguarding awareness training and existing staff must attend a refresher session every 3 years.
6.3	The Designated Person and designated staff members as indicated in this policy will have completed basic child protection and safeguarding training, refreshed every two years.
6.4	A system for ensuring both initial and refresher staff training in Safeguarding is in place and provided as Appendix 7. This includes arrangements for Contractors who work regularly at the College. All new staff must receive safeguarding awareness training and existing staff must attend a refresher session every 3 years.

Section B : Procedure where a child protection issue is identified For Cases not Involving Allegations against a Member of Staff	
Guidelines for staff:	
1	Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured. If the complainant is the student him/herself, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. Care must be taken in asking or interpreting responses to questions about indications of abuse as this could have an effect on the evidence which is put forward if there are any subsequent legal proceedings. Copies of reports, information, etc, should be kept securely locked at all times.
2	A full written record should be made as soon as possible of the nature of the allegation and any other relevant information. A copy of the incident/concern form is available on the staff intranet. In addition a written account giving the following details will be required: <ul style="list-style-type: none"> • the date • the time • the place where the alleged abuse happened • the name of the complainant and, where different, the name of the child who has allegedly been abused • the nature of the alleged abuse • a description and diagram of any injuries observed • the account which has been given of the allegation • the account of the action taken by the staff member involved • name and signature of staff making the written record • name of others present, both at the interview with the student and, if known, at the time of the alleged abuse.
3	Such an allegation, suspicion or incident of abuse must be reported to the Designated person (DP) (Head of Learner Services) as soon as possible and

	in any event within 2 hours of the initial report. If the Head of Learner Services cannot be contacted within the timescale the report must be made to the Student Welfare Manager or to the Head of HCEYAS. If none of the above is available contact the Director of 14-HE.
4	<p>If the decision is taken to report the matter to Children or Adult Social Services, the Designated Person shall:</p> <ul style="list-style-type: none"> • contact the professional telephone number at Hampshire County Council or the police by telephone, keeping a written record of the date and time of the report and of the name/position of the person to whom the report was made • confirm the telephone report in writing within 24 hours • discuss with Hampshire County Council/police what action will be taken to inform the parents of the student • make a note of the conversation, sign and date it in black ink • maintain communication with HCC or police to ascertain what steps they will be taking and keep the student and staff member informed. • ensure that the student and member of staff are offered counselling • notify the Principal within 24 hours that a suspected child protection case has been reported and keep informed of progress • retain a copy of the report and any other relevant material for a period of 7 years.
5	If a BCOT Apprentice discloses information, or there is a suspicion of abuse whilst in the workplace, the member of BCOT staff should follow the College's Safeguarding Policy and Procedure in the same way as for a full time student.

For Cases Involving Allegations against a Member of Staff

Guidelines for staff:

1	<p>Any suspicion, allegation or actual abuse of a child by a member of staff must be reported to:</p> <ul style="list-style-type: none"> • Head of Learner Services, the Designated Person (DP), within 2 hours of the initial concern arising; if the DP is not contactable within 2 hours, or is the subject of the allegation or complaint, the matter must be reported directly to the Deputy Principal, Curriculum & Quality. <p>Should the Designated Person be unavailable she should ensure that her telephone is redirected to the Deputy Designated Person who will take appropriate action.</p>
2	<p>On being notified of any such matter the Designated Person must:</p> <ul style="list-style-type: none"> • notify the Principal • take such steps as s/he considers necessary to ensure the safety of the student in question and any other student who may be at risk • report the matter to the local Children's Services Department in accordance with the procedure above • ensure that a report of the matter is completed by the person who reported the original concern within 48 hours.
3	<p>On being notified of the allegation the Principal will take into account:</p> <ul style="list-style-type: none"> • the seriousness of the allegation • the risk of harm to the student concerned or to other students • the possibility of tampering with evidence

	<ul style="list-style-type: none"> the interests of the member of staff concerned and the College.
4	<p>The Principal will then decide on the appropriate action(s) from the following options:</p> <ul style="list-style-type: none"> to take no action and exonerate the member of staff if there is sufficient evidence to warrant an investigation, to conduct such an investigation in accordance with the procedure in the College Staff Disciplinary Policy and Procedure to suspend the member of staff immediately since the substance of the evidence/ the nature of the allegation is sufficient to make this desirable in the interest of the protection of students and/or staff. To initiate action under Stage 4 of the College Staff Disciplinary Policy and Procedure.
5	In all cases of accusations against staff, the member of staff will be offered access to the College Counsellors and/or to an external counsellor.
6	Where it is subsequently found that an allegation was made with malice and aforethought, the College may wish to invoke disciplinary procedures against the accuser.
7	In the event of a police investigation being undertaken, the member of staff will be suspended and any internal investigation and/or disciplinary action may be postponed pending the outcome of the external investigation.

For Employers Providing Work Experience for Young Apprentices

1	A separate procedure for employers providing work experience for young apprentices is shown as Appendix 4.
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Appendices

Appendix 1: Brief BCOT Guide to Safeguarding
 Actions to take if you think a child is being abused

Appendix 2: Roles of staff with Designated Responsibilities for Child
 Protection

A. Brief Staff Guide to Safeguarding

BCOT Guide

BCOT embraces the need to take action to safeguard and promote the welfare of young people and vulnerable adults receiving education and training

Safeguarding children, young people and vulnerable adults is preventative

It covers issues such as

Health & Safety

Bullying

E Safety

Child Protection/Protection of Vulnerable Adults is recognising and acting upon possible abuse

It is everyone's responsibility to

Recognise

Respond

Report

Record

Refer

What kinds of abuse are there? (At risk of significant harm)

- Physical
- Emotional
- Sexual
- Neglect

Other causes for concern

- Bullying
- Financial
- Domestic Violence
- Forced Marriage

What should cause concern?

- Unexplained injuries
- Pattern of injury
- Unrealistic parental expectations
- Continual self-deprecation – low self esteem
- Self harm
- Neurotic behaviour
- Extremes of passivity or aggression
- Poor social development/isolation
- Lack of trust or fear of familiar adults
- Hunger, lateness, non-attendance

How to talk to a student who is disclosing abuse

- Listen carefully and stay calm
- Do not interview – question without pressure to ensure you have understood
- Do not put words into the student's mouth
- Reassure by saying the student has done the right thing
- Inform the student that you must pass the information on but only to those who need to know
- Note the points carefully
- Make a detailed note of date, time, place and what was said

What you should not do

- Promise confidentiality
- Investigate the matter yourself
- Convey any sense of judgement or shock
- Discuss the situation with anyone else except the Designated Person

Action you should take if you suspect abuse

- Report to Designated Person
- Avoid excessive questioning of young person/vulnerable adult
- Make note of events
- Designated Person contacts Children/Adult Services
- Complete a written report for Designated Person
- Designated Person sends referral to Children/Adult Services
- Designated Person to support both staff and student

If the decision is that the concern is not serious then you should

- Discuss options with young person/vulnerable adult and seek advice of Designated Person/Line Manager
- Agree course of action with young person/vulnerable adult
- Monitor discuss and support
- Complete Section A of Appendix 3 of Safeguarding Policy

How you should protect yourself from risk

- Do not hold private meetings with students
- Conduct one to one meetings with visual access
- Avoid any meetings with students away from college
- Avoid all unnecessary physical contact with students
- When demonstrating use of equipment to students respect limits of reasonable contact
- If administering first aid ensure other students or another adult is present when life is not threatened
- Do not enter into a sexual relationship with a student who is under 18, or a vulnerable adult, whether you teach them or not – this would be illegal under The Sexual Offences Act
- Do not use inappropriate language or gesture
- Inform your Head of Department if a student claims to be attracted to you
- Do not use disparaging or sarcastic comments
- Be particularly careful when involved in extra curricular or residential activities
- Do not give or receive inappropriate gifts to/from students
- Do not give personal communication information to students (addresses, telephone number, email, facebook)

WHO TO CONTACT

BCoT Designated Person

Alison Leaverland
Head of Learner Services
Tel: 01256 306606
Email: alison.leaverland@bcot.ac.uk

BCoT Designated Team

Sue Wallace
Student Welfare Manager
Tel: 01256 306394
Email: sue.wallace@bcot.ac.uk

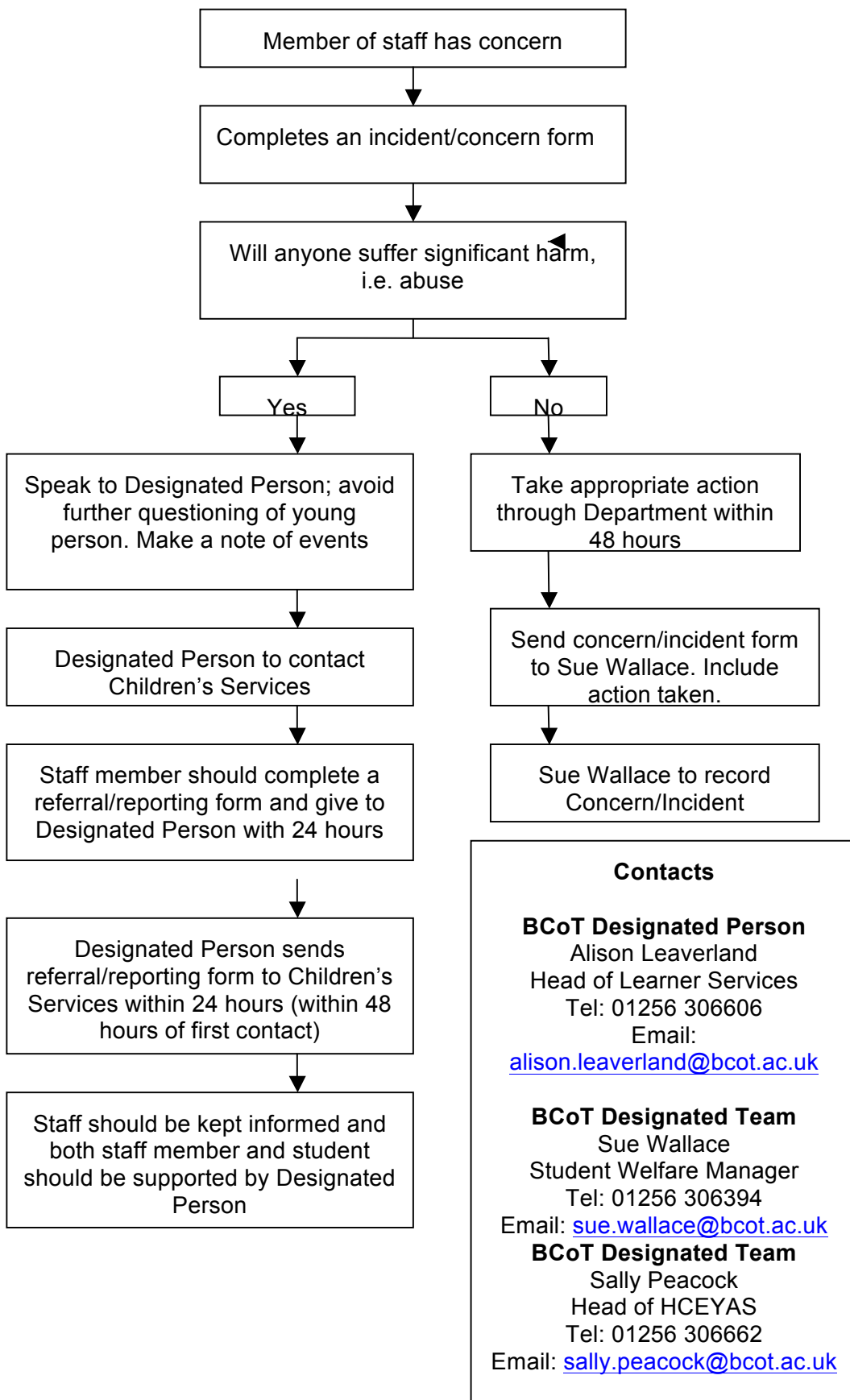
BCoT Designated Team

Sally Peacock
Head of HCEYAS
Tel: 01256 306662
Email: sally.peacock@bcot.ac.uk

Safeguarding Forum Team

TBC	Board of Corporation Member
Lynda Pickering	Director of 14 – HE SMT Safeguarding Lead
Alison Leaverland	Designated Person
Sue Wallace	Deputy Designated Person
Sally Peacock	Deputy Designated Person/Head of Curriculum Department
TBC	Head of Curriculum Department
Wynne Handley	Head of the Business Unit
Kate Roycroft	College ALS Manager
Annalene Beard	Tutorial Team Representative
Katrina Heath	Estates Representative
TBC	Student Administration Representative
TBC	Youth Support Service Representative

B. ACTIONS TO TAKE IF YOU THINK A YOUNG PERSON IS BEING ABUSED



ROLES OF DESIGNATED STAFF RESPONSIBLE FOR SAFEGUARDING

Roles of Designated Staff Responsible for Child Protection

- a) The senior member of staff responsible for recruitment and training needs of staff is Sarah Meeson, Director of Human Resources and Staff Development
- b) This member of staff is responsible for ensuring that all CRB checks are undertaken and for ensuring that all staff receive basic training in child protection issues and are aware of the college child protection procedures
- c) The senior member of staff with operational responsibility for child protection is Lynda Pickering, Director of 14-HE
- d) This member of staff has a key duty to take lead responsibility for raising awareness with the staff of issues relating to the safeguarding of children, young people and vulnerable adults and the promotion of a safe environment for these learners within the college.
- e) **The Designated Person, a senior staff member (DP) is to:**
 - Fully co-operate and work with the LSCB
 - Be aware of the methods and requirements of inter-agency working
 - Keep up-to-date with developments in child protection issues
 - Oversee the referral of cases of suspected abuse or allegations to the Children's Services
 - Provide advice and support to all other staff on issues relating to child protection
 - Maintain a proper and auditable record of any child protection or safeguarding referral, complaint or concern including cases where that concern does NOT lead to a referral
 - Ensure that all data and information relating to Child Protection matters are stored securely in locked accommodation
 - Ensure that all parents and guardians of children and young people within the college are aware of the College Safeguarding Policy
 - Liaise with the local education authority and the LSCB and any other appropriate agencies
 - Liaise with secondary schools which send pupils to the college to ensure that appropriate protection arrangements are made for those pupils enrolling at college
 - Liaise with Basingstoke Consortium (who organise Health & Safety checks on behalf of BCOT) to ensure employers and training organisations that receive children or young people from the college on long or short term placements have proper safeguards in place
 - Ensure that all other persons in partnership with the college, including volunteers, sub-contractors and service level agreement holders are aware of this policy and understand their obligation to protect and safeguard children, young people and vulnerable adults

- Produce an annual report to the Board of Corporation setting out how the college has discharged its duties. The report must include any deficiencies in procedure or policy identified by the LSCB
- Report any deficiencies identified by the LCSB or any other relevant agency to the Board of Corporation at the earliest opportunity
- Have direct access to the Principal on a no notice basis

e) **Specially Designated Staff Members**

The other designated staff members with responsibility for safeguarding issues are Alison Leaverland, Head of Learner Services, Sue Wallace, Student Welfare Manager and Sally Peacock, Head of HCEYAS

These designated staff members are to:

- Report to the senior staff member with lead responsibility
- Know how to make an appropriate referral
- Be available to provide advice and support to other staff on issues related to child protection
- Have particular responsibility to be available to listen to children and young people studying at the college or at a work placement
- Deal with individual cases, including attending any case conferences and review meetings as appropriate
- Receive child protection training and inter-agency working training as required by the LSCB
- Undergo refresher training in child protection at least every two years

f) **Duties of the Designated Governor**

The designated member of the Board of Corporation with responsibility for safeguarding is Lynden Jones.

The designated governor is responsible for liaising with the Principal and Senior Staff Member with lead responsibility over matters regarding safeguarding and child protection, including:

- Ensuring that the college has procedures and policies which are consistent with the Local Safeguarding Children Board (LSCB) procedures
- Ensuring that the governing body considers the college policy on safeguarding each year
- Ensuring that each year the governing body is informed of how the college and its staff have complied with the policy including, but not limited to, a report on the training that staff have undertaken

The designated governor is further responsible for overseeing the liaison between the LSCB, the Police, Children's Services and any other agency defined by the LSCB in connection with allegations against the Principal or Senior Staff Member with lead responsibility. This will NOT involve undertaking any form of investigation but will ensure good communication between the parties and provide information to assist enquiries.

To ensure that the designated member of the Board of Corporation is supported in his duties he shall receive appropriate safeguarding training.

SAFEGUARDING REFERRAL/REPORTING FORMS

Safeguarding Referral Form Section A INCIDENT/CONCERN FORM

The purpose of this form is for staff to report a concern or an incident. It does not absolve you from the responsibility of dealing with the incident or concern. You still take appropriate action, e.g. bullying, disciplinary etc

1. Person completing the report/Duty Manager

Title	
Name	
Contact Details Telephone Number	
Address	
Additional Action Taken	

2.	Name of Student/Visitor/Employee: (please circle which applies)	Date of Incident:
	Date of Birth:	Time of Incident:
	Department:	Place of Incident:
	Course:	Date of Reporting:
	Personal Tutor:	Any Disability/Learning Difficulty/Health Problem
		Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

Nature of Concern/Incident (please tick relevant box)

Accident		1	Health & Safety		5	Equality & Diversity Issues		9
Bullying/Harassment		2	Safeguarding/Child Protection		6	Complaint		10
Disciplinary		3	Loss of Property/Theft		7	Contact/Visit by Police		11
Damage to College Property		4	First Aid		8	Other - Please specify below		12

3. Incident/Concern Description

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4. Actions Taken (Please tick relevant box)

Duty Manager informed		First Aid		Taken to Hospital		Referred to Designated Person (SG)		Personal Tutor informed e-ILP updated		Estates informed	
Parental Contact		Sent to College Nurse		In Hospital for 24 hours		Referred to Sue Wallace		Other complaint			

Completed form copied to:- H & S Committee/SG Forum/QIG/E&D Forum/Principal Office

5.

Witness 1

Witness 2

Title		
Surname		
First Name		
Contact Details Telephone Number		
Address		

Attach any witness statements

Send completed form to Student Services – Student Services Action

1. Uploaded by Student Services to Data Log
2. Student Services Use only – Action taken

Outcome

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Ethnicity (please tick relevant box)

Asian or Asian British Bangladesh	11	Black or Black British Any other Black background	17	White – British	23
Asian or Asian British Indian	12	Chinese	18	White – Irish	24
Asian or Asian British Pakistani	13	Mixed – White and Asian	19	White – Any other White background	25
Asian or Asian British Any other British background	14	Mixed – White and Black African	20	Other background	98
Black or Black British African	15	Mixed – White and Black Caribbean	21	Not Known/Not provided	99
Black or Black British Caribbean	16	Mixed – Any other Mixed background	22		

Signature: _____

If the concern you are reporting relates to sensitive issues please pay particular attention to confidentiality.

CONFIDENTIAL

SAFEGUARDING REFERRAL/REPORTING FORM: Section B

To be completed with the Designated Person

- One copy to be sent to Children's Services/Police (if appropriate)
- One copy to be sent to the Principal
- One copy to be retained by the Designated Person

Designated Person: _____

Contact Telephone Number: Work: _____

Home: _____

Name of Staff Member: _____

(Making the Referral/Reporting the Incident)

Contact Telephone Number: _____

Name of Complainant: _____

If different, name of child allegedly being abused: _____

Date and Time of Allegation: _____ Place of Allegation: _____

Details of the alleged allegation/concern: _____

Description of any injuries observed. If possible attach a diagram. _____

Name(s) of any others present at time of the allegation: _____

What action was taken by staff member in relation to the young person?

Names of any others present at the interview: _____

Action taken by Designated Person: _____

Names of people contacted and times: _____

Was a referral made? _____

Action agreed with Children's Services:

Further action to be taken:

Signature of staff member making referral/reporting incident: _____

Signature of Designated Person: _____

Date: _____ Time: _____

EMPLOYERS PROVIDING WORK EXPERIENCE FOR YOUNG APPRENTICES

EMPLOYER SAFEGUARDING PROCEDURE FOR YOUNG APPRENTICES

INTRODUCTION

This document establishes a clear connection and reporting line for Young Apprenticeship work placement employers to BCOT as the organisation responsible for arranging the placements and liaison between employers and schools. It must be remembered that schools/LEA retain the primary duty of care for the students.

The Children Act 1989 defines a child as a person under the age of 18. This is regardless of domicile, marital status or any legal orders in force. The Children Act 2004 also includes young people under 21 who have a learning or other disability or who have been looked after by a local authority after the age of 16.

The responsibility for protecting children does not rest with any one agency as Education, Children's Services, NSPCC, Police, Health Service, Probation Service and the Armed Services are all involved in child protection. **BCOT acknowledges that it is not the College's, school's or employer's role to investigate whether abuse has taken place** as only Children's Services, the Police and NSPCC have the statutory powers.

As stated in DfES guidance booklet 'Work-Related Learning and the Law' 2004 (ref DfES/0475/2004) for the purposes of extended work placements child protection safeguards will need to be implemented. This would entail employers/work-placements providers endorsing a child protection procedure provided by the organisation co-ordinating the placement. The co-ordinating organisation must also arrange for child protection awareness training to be provided to ALL employers/work-placements providers.

To this end a copy of the BCOT SAFEGUARDING Policy & Procedure will be supplied to all employers/work-placements providers in conjunction with this bridging document. All employers/work-placements providers are required to sign confirmation that they accept and understand BCOT's reporting requirements.

I understand and accept the requirements of BCOT's Safeguarding Policy and Procedure as detailed.



Health, Care & Early Years

Student Work Experience

Agreement with Work Experience Placement Provider

Name of Placement Provider:	
Address:	
Telephone No:	
Name of Supervisor/Contact:	

Student Name(s)	Details of Work Experience

Private Householders Only:

I confirm that my household insurance includes public liability cover **Yes/No***
 (if yes please enclose a copy for our records)

Signed:

Date:

Please delete as appropriate

CRB / Safeguarding Agreement:

I confirm that I have requested and seen the stated learner's CRB; we are willing to offer a placement for this learner and support them within the setting.
 On signing this I understand this will make a difference in the safeguarding others.

Signed:

Date:

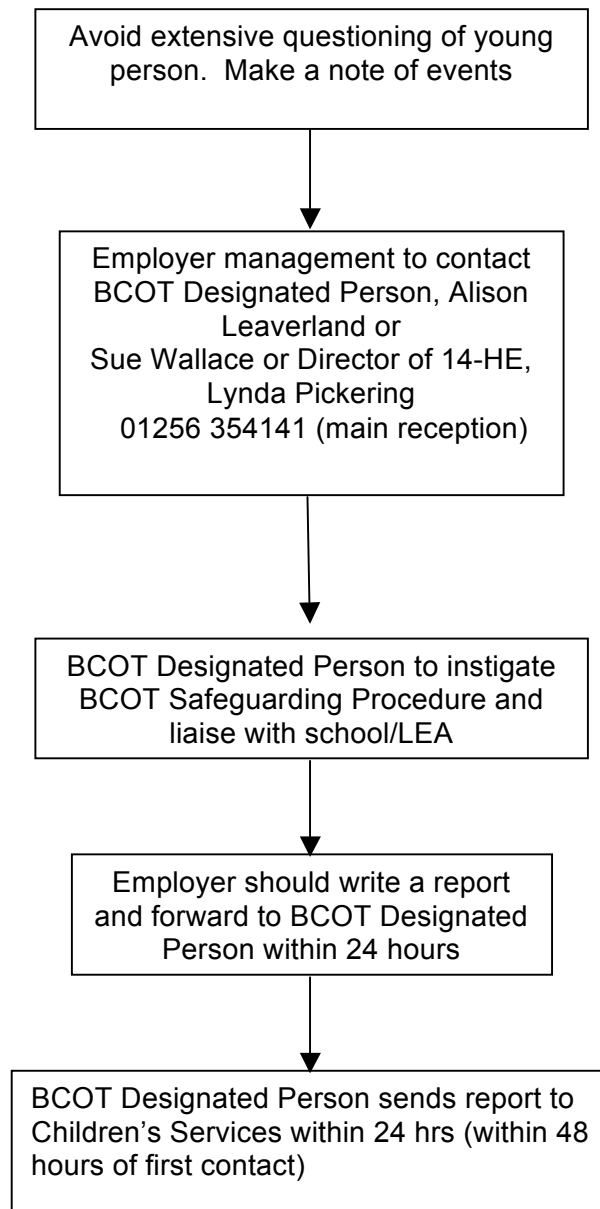
As a work experience placement provider, I agree to the student(s) listed below undertaking work experience in accordance with the information contained on the enclosed "Information for Work Experience Placement Providers". Please note: Students may not undertake a placement until this form has been completed and returned to BCoT.

Signed:.....

Date:

**PLEASE RETURN COMPLETED FORM TO:
 THE PLACEMENT CO-ORDINATOR, HEALTH, CARE & EARLY YEARS, BASINGSTOKE COLLEGE OF TECHNOLOGY, WORTING ROAD, BASINGSTOKE, HAMPSHIRE, RG21 8TN CONTACT NO: 01256 306299**

Actions to Take if You Think a Child is Being Abused



LIST OF COLLEGE POLICIES RELATING TO SAFEGUARDING

1. Policies relating to the safety of the facilities:

H & S 7 Car Parking Policy

G & M 7 Security Policy

2. Policies relating to incidents and activities

H & S 2 Offsite Activities Policy and Procedure

H & S 3 Reporting and Investigation of Incidents, Accidents, Diseases and Dangerous Occurrences

H & S 4 Emergency Procedures for Fire and Bomb Evacuation

G & M 10 Procedure on Staff response to College Incidents and Queries

Stu 4 Learner Involvement policy

Stu 9 Work Experience Placements for Full Time Students Policy and Procedure

Stu 11 Student Complaints Policy and Procedure

Stu 25 Anti Bullying Policy

3. Policies relating to data protection

G & M 11 Policy on Access to College Information

G & M 14 Data Protection Policy

G & M 15 IT Security Policy

Stu 22 Electronic Communication Acceptable Use Policy and Procedures for Student Use

4. Policies relating to development of long term physical, social and financial well-being

H & S 5 Smoke Free Policy

H & S 6 Environmental Policies

Stu 1 Equality and Diversity Policy

Stu 2 Policy Statement on Tutorial Provision

Stu 3 Drugs Policy (Substance Use, Misuse or Abuse)

Stu 7 Career Education Policy and Procedure

5. Policies relating to employment

Pers 25 Bullying and Harassment

SAFEGUARDING - RISKS ASSOCIATED WITH RECRUITMENT

1. As part of our review of Safeguarding in the College, two areas of risk regarding the recruitment and employment of staff, especially sessional/casual staff, have been identified. These are:
 - 1.1 The possibility that a new member of staff will not have their identity and right to work in the UK checked. (Note that it is illegal to knowingly employ anyone without the right to work in the UK and we are obliged by law to undertake appropriate checks).
 - 1.2 The likelihood that new members of staff will be placed in a position of trust/responsibility for children and/or vulnerable adults before the College has had the opportunity to check their CRB status. This is a particular issue in the case of teaching staff.
2. Recently revised recruitment practice for permanent staff requires individuals to produce, at the time of interview, the relevant documentation to check their right to work in UK. Thus, for permanent staff, the risk of 1.1 above occurring should be minimal.
3. On being offered a post, permanent staff are sent the CRB forms to complete and are asked to provide the supporting documentation in advance of commencing work (or, as a last resort, on their first day of work). A phone call is made to arrange a date for documentation to be brought in. The length of time that we have to wait for the CRB clearance to come through, after they have commenced work, is thus minimised, although the waiting time is often not eliminated as the CRB clearance can take several weeks to be processed.
4. In order to reduce the risks associated with 1.1 and 1.2 above, the following measures must now be implemented by HoDs with immediate effect.

A Recruitment of sessional/casual staff

5. Inform candidates *before* you offer them a post, ideally when you call them to interview, that an enhanced CRB check, as well as proof of their right to work in the UK, will be required in order for their post to be confirmed.
6. Tell successful candidates that they must, at the latest, bring the necessary CRB documents/proof of identity documents with them on their first day of work, and provide them to HR that day. If they can provide them to HR before their first day at work, then that would be preferred. They should allow approximately 30 minutes for HR to record the documents and ensure a CRB disclosure from is completed. Note: people who will be working outside the standard working hours (8.30 a.m. to 5 p.m.) will be expected to visit during these standard hours to complete the documentation.
7. On offering a post to a sessional member of staff, send an email to HR (Karen Pearn) that you have made an offer, giving the persons name, the role and the proposed start date.
8. The employment cannot be confirmed and no pay claims will be processed until the required documents have been received, and casual/sessional staff should be warned of this at the time you make them the offer.

Note that, for permanent staff, no offer will be confirmed until the documents have been received.

B Staff awaiting CRB clearance.

9. Inevitably, some staff, including many (if not most) new sessional/casual staff will start work before their CRB disclosure has been processed by the CRB, and their clearance received in HR. Line managers/HoDs must therefore maintain “heightened supervision” on these staff until HR confirms that a satisfactory CRB report has been received. This “heightened supervision” should reflect what is known about the person, their experience, the nature of their duties and level of responsibility. HR will inform Line Managers/HODs immediately on receipt of a satisfactory CRB check.
10. Inconvenient though it may be, if there is any doubt in the HoD’s mind – if necessary, after discussion with Head of Learner Services and or Director of 14-HE – any staff member in question (including sessional teaching staff) should not be allowed unsupervised contact with learners.
11. Staff who teach elsewhere and/or are experienced teachers may well have been CRB checked by another establishment. If this is the case the individual will have a copy of that disclosure, and they could be asked to provide HR with copy details (in a sealed envelope marked “confidential”) as an interim measure until the new clearance comes through. This would not obviate the need for our own check to clear through the CRB but it would provide some level of reassurance.
12. For each member of staff awaiting CRB clearance, HoDs are to keep a brief note of their risk assessment regarding their access to learners and should be prepared to justify the “heightened supervision” measures they have implemented.

Warning: From November 2010, under the ISA Vetting and Barring Scheme, we will not legally be able to employ any new member of staff unless they are registered with the ISA by the date they start work. Therefore the above measures will have to be reviewed, as it will not be possible to employ at short notice anyone who is not already registered.

POLICY FOR TRAINING STAFF IN SAFEGUARDING

Training Plans to Implement Whole College Approach to Safeguarding

1. All Staff employed by BCOT need to undertake training in Safeguarding. Such training is available through LSIS through trained facilitators and on-line.
2. Provision needs to be made for training governors, contractors and volunteers.
3. Initial training to be up-dated every 3 years.
4. The level of training for personnel will vary.
 - a. All teaching, customer service, student service, estates, and Catering Academy staff to undertake modules 1 & 2
 - b. Staff involved in recruitment to undertake all four modules.
 - c. The level of training required by Contractors will relate to the amount of time spent by contract staff in College. Our premises are a specified place. Where contract staff are involved in regulated activity frequently, intensively or overnight, the College will provide training in modules 1 & 2 and this will be negotiated as part of the terms of contract. Local Managers of contract companies will be expected to undertake this training. Staff whose employment in College is infrequent or occasional or whose hours of work do not coincide with student presence in the building will be provided with a brief introduction to the topic reinforced by a leaflet. The contractor will make any necessary arrangements about staff time.
5. Introductory training based on LSIS modular training will be delivered to all new staff by a member of staff who has undertaken LSIS Facilitator training. This includes modules 1 & 2.
6. In order to ensure that the College can supply training to new staff in a timely fashion additional members of staff will undertake training:
 - a) A member of staff from the Business Unit. The purpose of this is to train Business Unit staff and to be first stage in offering external training
 - b) Member of Teacher Education team –purpose to embed in initial teacher training.
 - c) Additional staff from the curriculum and from Student Services
7. Facilitator training to be revisited every 2 years.
8. Staff whose BCOT training is out of date can up-skill by completing the LSIS on-line training, units 1 and 2, as a refresher. From the end of March onwards success in these units can be certificated.
9. Staff to be identified by issuing of a list by HR. Staff who are not on this list should undertake introductory training delivered by the Head of Student Services
10. Staff involved in recruitment (Heads of Department, Programme Managers and HR staff) to undertake modules 3 and 4 of the LSIS training.
11. Contractors to be issued with the Brief BCOT Guide to Safeguarding.

Main Contractors points of Contact for Safeguarding

Contact	Company	Role	Telephone Number	Nature of Training Required
Matt McKellop	Skilz	Facilities Management, all new electrical installations / call outs to heating/water works	01256 470680	Richard Squires 1& 2 Other staff leaflet
Mark and Terry	Cable Connections	Data and telephone cabling	01256 476915	1&2
Sean Hicks	Hicks flooring	Carpet fitter	07774635358	Leaflet
Clair	SITA	Skips	01252 894640	Leaflet
Alan	AK Glass Glass Centre	Glazier	01256 469645 01256 353515	Leaflet
	Clean a drain		01252 838741	Leaflet
	Index Security	Davy Close alarms	01344 628324	Leaflet
Helen Keniston	VODAFONE	College mobiles	08700 712 939	Leaflet
R Patel	R P Cad	College plans	01256 461600	Leaflet
Bruce	Shade Ahead	Blinds	01256 350051	Leaflet
Juliet John	Brayborne	Cleaning	07759861991	Supervisors 1&2 Others Leaflet – available in other languages
Mary / Roger	Mirage signs	College signage	01985 846318	Leaflet
Graham Cole	2CL	Radios	02380336411	Leaflet
Norman Kent	Hazchem	Chemical waste disposal	01256 844870	Leaflet
Chris / Dave	Basingstoke Locksmiths		01256 322118	Leaflet
	TES	Lift contractor	0845 0722801	Leaflet
Paul Elliott	Cutting Edge	Fluorescent tube disposal	01342 322602	Leaflet
	BFP	Fire extinguishers	01256 323733	Leaflet
Mark	Celcius	Fridge/freezer maintenance	01483 418703	Leaflet
	Rokill	Pest Control	08007830011	Leaflet
	Castle Trading	Toilet roll / hand towels / sacks	02392207788	Leaflet
	Brayborne	Soap / Clear Sacks / Soap	01189789428	Leaflet
	Aquaid	Water machines	01672564111	Leaflet
	Corporate Guarding	Out of hours guarding	01256 474714	Leaflet
John Cross	Cross Co	Window film	07836 343086	Leaflet
	Factory First	Cone cups	01256333050	Leaflet
Tony Harvey	The Heath Lambert Group	Insurance account handler	01793468328	Leaflet
	Carters	Gas for construction workshops	01256 324434	Leaflet
	Multimark	Service of mixer Davy close	01924290231	Leaflet
	Mowers UK	Service billy goat	01256 851166	Leaflet
	Miltek	Compactor consumables / maintenance	08000835713	Leaflet
	PCP	Sweeper service Davy Close	01256896216	Leaflet

TERMS OF REFERENCE FOR SAFEGUARDING FORUM

1. The panel will be chaired by the member of the Board of Corporation with responsibility for Safeguarding and Child Protection.
2. A Deputy Chair will be the Designated Person for Safeguarding and Child Protection
3. The prime purposes of the Forum will be:
 - a. To ensure currency of practice in the College's Safeguarding Policy and Procedures especially those concerning Child Protection
 - b. To raise awareness of safeguarding issues relating to:
 - (i) Health and Safety
 - (ii) Bullying and cyber-bullying
 - (iii) Security
 - c. To review policies and procedures
 - (i) To ensure that learners are being kept as safe as possible.
 - d. To initiate and promote Staying Safe events and activities
 - e. To embed awareness of safeguarding issues in the curriculum
 - f. To be a point of contact for safeguarding issues which are not Child Protection issues.
 - g. To ensure that Safeguarding is included as an agenda item in all team meetings and meetings of Student Council and Parliament meetings.
4. The Forum will report its activities to the Equality and Diversity Forum and to SMT.
5. **Membership**
 - Chair to be the Member of the Board of Corporation with responsibility for Safeguarding and Child Protection
 - Deputy Chair to be the Designated Person
 - Director of HR
 - Two Heads of Curriculum Departments
 - Head of Learning Development
 - Head of Business and Apprenticeship Department
 - Student Welfare Manager
 - Programme Manager for Foundation Studies
 - Head of Student Administration
 - E-Confidence Manager
 - College Additional Needs Support Manager
 - Representative from Estates
 - Representative from College Tutorial team
 - Representative from the Connexions Service
 - Representative from College Nursery
 - Student Representatives

Secretarial duties for this Forum to be supplied by the SMT secretariat

6. Frequency

- (i) Meetings of the Safeguarding Forum will be convened at least once per term.
- (ii) The Agenda for the Meeting will be published in advance of the meetings and highlighted in the tutorial bulletin.
- (iii) Meetings will be open to members of staff and the student body who are not full members of the Forum.
- (iv) Withdrawal of some attendees may be required when information of a sensitive or confidential nature is under discussion.