

Further Education & Skills Safeguarding Policy

2020/21

Named personnel with designated responsibility for Safeguarding

16 – 19 YPLP Programmes Designated Safeguarding Leads	Adult Learning Programmes Designated Safeguarding Leads	In-House Apprenticeship Provision Designated Safeguarding Leads
Emma Bird	Thea Croxall	Immediate Line Manager
Fran Fletcher	Tracie Charles	
Sarah Bell		

Policy review dates

Review Date	By whom	Date Shared	Version
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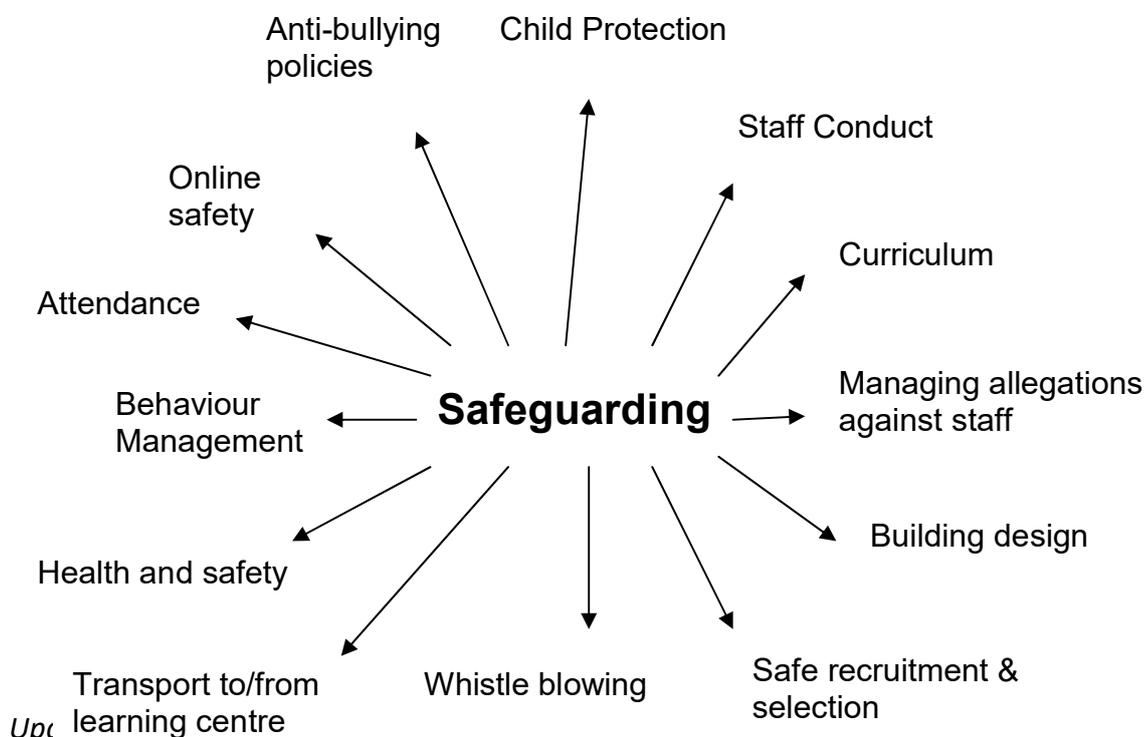
Section 1 Further Education & Skills Provision Commitment

This policy applies to all adults, including volunteers, working in or on behalf of the 16 – 19 Study Programmes (YPLP), Adult Learning Programmes and in-house Apprenticeship Provision

We aim to work in partnership and have an important role in inter-agency safeguarding arrangements as set out by Working Together 2018. Everyone working in or for the Further Education & Skills Provision shares an objective to help keep young people and adults at risk safe by contributing to:

- providing a safe environment for (young) people, and adults to learn and develop in our setting, and
- identifying young people and adults at risk who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our setting'

The Further Education & Skills Provision is committed to safeguarding and promoting the well-being of all of its learners. Each learner's welfare is of paramount importance. We recognise that some young people *may* be especially vulnerable to abuse. We recognise that young people who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst on programme, behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other young people either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our learners.



Section 2 Providing a Safe and Supportive Environment

2.1 Safer Recruitment and Selection

The Further Education & Skills Provision pays full regard to DfE guidance 'Keeping Children Safe in Education'

We ensure that all appropriate measures are applied in relation to everyone who works within the provision who is likely to be perceived by a young person as a safe and trustworthy adult including e.g. volunteers. Safer recruitment practice includes scrutinising applicants, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes, where necessary (i.e. working with 16 – 19 year olds) undertaking interviews and checking the candidates DBS status, the Children's List, Criminal Records Bureau checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, Further Education & Skills Provision will maintain a Single Central Record (SCR) within the three provisions of:-

16 – 19 YPLP Programmes Designated Safeguarding Leads	Adult Learning Programmes Designated Safeguarding Leads	In-House Apprenticeship Provision
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This document will cover the following people:

- all staff (including agency and supply staff, and teacher trainees on salaried routes) who work with or support learners at designated centres

The information that must be recorded in respect of all staff members mentioned above is whether the following checks have been carried out or certificates obtained **and** the date on which each check was completed/certificate obtained apply:

- An identity check
- A barred list check
- An enhanced Disclosure and Barring Service (DBS) check, as appropriate for each provision type
- A check of professional qualifications
- A check to establish the person's right to work in the United Kingdom.

For agency and supply staff, Further Education & Skills Provision will include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff and the date that confirmation was received. Where checks are carried out on volunteers, Further Education & Skills Provision will record this on the single central record. Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity with a young person.

2.1.1 16 – 19 YPLP Programme Designated Safeguarding Leads

Fran Fletcher (Team Leader) Date:

Sarah Bell (Team Leader) Date:

Emma Bird (Team Leader) Date:

2.1.2 Adult Learning Programmes Designated Safeguarding Leads

Thea Croxall (Team Manager) Date:

Tracie Charles (Team Leader) Date:

The above named have undertaken Safer Recruitment Training. One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

2.1.3 In-House Apprenticeship Provision Safeguarding Process

In the first instance the apprentice should raise any concerns with their immediate line manager; where concerns have been raised regarding an in-house apprenticeship delivery staff, the immediate line manager should raise concerns with:

Business Support Fiona Celik (Centre Lead) Date:

Leadership & Management Silvia Hanley (Centre Lead) Date:

Any substantiated safeguarding findings should be escalated to the Talent and Early Careers Manager and investigated by the Designated Safeguarding Lead for the area:

Business Support Cathryn Coates (Strategic Manager) Date:

Leadership & Management Clare Vickers (Strategic Manager) Date:

2.2 Safe Working Practice

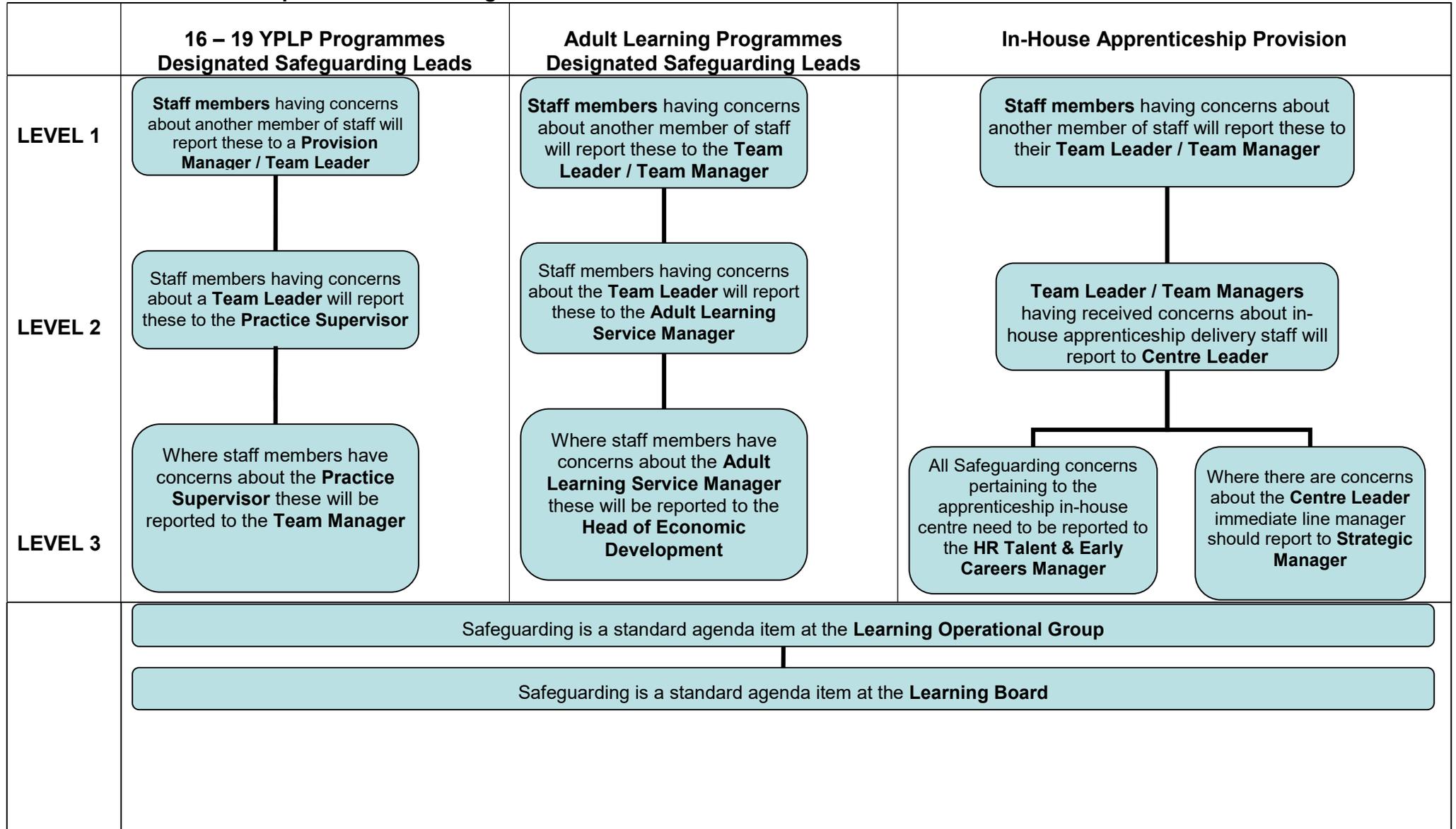
Further Education & Skills Provision will comply with the current [Guidance for Safer Working Practice for Adults working with Children & Young People in education Settings](https://www.gov.uk/government/latest?departments%5B%5D=department-for-education) and DfE Covid-19 guidance: <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

Safe working practice ensures that learners are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work in an open and transparent way
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from Further Education & Skills provision management over any incident which may give rise to concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

- Follow the most up to date DfE guidance with regards to Covid-19 to keep learners safe

Further Education & Skills provision staff having concerns about another member of staff:



Further Education & Skills provision staff having concerns about safeguarding practices:

- All staff and volunteers should feel able to challenge and raise concerns about poor or unsafe practice and potential failures in Further Education & Skills provision safeguarding regime or concerns about other agencies by using the [LSCB Professional Resolution and Escalation Protocol](#) or the Adults Safeguarding Board: Multi-Agency Policy and Procedures, 2017 (as appropriate) Any concerns will be taken seriously by the senior leadership team and others involved.
- Appropriate whistleblowing procedures, are in place within Lincolnshire County Council (LCC) and can be read in further detail by accessing the separate LCC whistleblowing policy.

2.3 Online Safety (response to Covid-19, March 2020)

In response to the Covid-19 crisis on-line provision and support was increased. This was in order to maintain learning, reduce isolation, improve mental health and wellbeing by using the online platform to keep in touch with learners and provide online skills provision for those people affected by job insecurity.

A major consideration was staff training to keep learners safe on line. Learner guidelines are in place for online learning, as outlined below:

General Guidelines

- Be on time. Sessions will start and finish according to the timetable. If you join late, please don't interrupt the session. Remain silent. Your tutor will support you
- Be prepared. Come to the meeting with a positive attitude and with any course materials or resources that you have been asked to have ready
- Where possible, choose a quiet location – away from pets, children, etc. Turn off the TV and any music.
- Be ready to take part. Not everybody is confident in speaking up within a group, especially when you don't already know other learners. However, to make the most of your learning experience we ask that you share ideas, ask questions, and contribute to the discussions.

Security

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Only share an email address or other personal information if necessary.
- If using a webcam, think about what is behind you in view – is it something you don't want others to see, for example personal photos?

When communicating online you should always:

- Be respectful of others and their opinions.
- Be careful with personal information (both yours and others').
- Beware of using reply all – does everyone need to see your message?
- Remember to stay on topic. Is this relevant to your subject?
- Remember to listen and not talk over each other – this comes with practice! Mute yourself when not talking.
- The site's owners and moderators have the final say in enforcing the rules.
- Please do not write or say anything that you wouldn't say to someone's face and always think about how you would feel if you were receiving it.
- Please remember we still need to keep each other safe. If you are concerned about your own or another person's safety, please tell your tutor or report it using the Safeguarding number.

Adapted from: <http://www.bbc.co.uk/webwise/guides/about-netiquette>

<http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

2.4 Risk Assessments

Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are available for all aspects of the Further Education & Skills Provision, such as premises and equipment, on-site activities, off-site activities, venues used etc. Where relevant, risk assessments are carried out for individual pupils, and supported by action plans identifying how potential risks would be managed.

Individual risk assessments are also used when deciding a response to a young person demonstrating potentially harmful behaviour such as sexually harmful behaviour or when identifying whether a young person who may be particularly vulnerable, such as a child at risk of Child Sexual Exploitation.

As part of the induction of apprentices into the in-house provision, any areas of concern or support will be notated and revisited throughout the programme during review sessions.

2.5 Safeguarding Information for learners

All Further Education & Skills learners are aware of a number of staff who they can approach. Further Education & Skills Provision is committed to ensuring that learners are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All YPLP learners know that we have a senior member of staff (DSL) with responsibility for child protection and know who this is. We inform learners of whom they might talk to, both in and out of YPLP, their right to be listened to and heard and what steps can be taken to protect them from harm. All adult learning learners are informed, at induction, how they can keep themselves safe and how to report in appropriate behaviour or concerns. Information is promoted through the Learner Handbook and on the 2aspire website (www.2aspire.org.uk)

In-House Apprentices follow the Lincolnshire County Council safeguarding policy and are made aware at their employment induction that any safeguarding concerns should be raised with their immediate line manager. Throughout in-house apprenticeship training, safeguarding is embedded into and revisited during the apprenticeship programme, underlining the importance of all aspects for learners.

2.6 Partnership with Parents

Further Education & Skills provision shares a purpose with parents to educate and keep young people safe from harm.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a young person. We make safeguarding information available in a variety of formats, e.g. for families with English as an additional language (EAL) etc.

Further Education & Skills provision will share with parents any concerns we may have about their young person unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with staff members

Further Education & Skills Provision child protection policy is available on request.

Further Education & Skills provision is committed to ensuring the welfare and safety of all young people and vulnerable adults who access the provision. Further Education & Skills provision follows the Lincolnshire Safeguarding Children Board procedures. Further Education & Skills provision, if appropriate will discuss concerns with parents about their young people. If Further Education & Skills Provision deem necessary Further Education & Skills provision will discuss concerns with the Customer Service Centre and/or the Police without parental knowledge (in accordance with

Lincolnshire Safeguarding Children Board Procedures). Further Education & Skills provision will, of course, always aim to maintain a positive relationship with all parents.

2.7 Partnerships with others

Further Education & Skills Provision recognises that it is essential to establish positive and effective working relationships with other agencies for example, Early Help, Barnardos, Youth Offending, Police, FAST etc.

There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children and vulnerable adults.

2.8 LCC Adult Skills & Family Learning programmes (adults at risk)

- The procedures for alerting, reporting, investigating and managing the safeguarding of adults at risk on Adult Skills & Family Learning programmes is in accordance with the requirements of the Adults Safeguarding Board: Multi-Agency Policy and Procedures for Lincolnshire (2017)
- All action taken under the guidelines must be carried out sensitively, taking into account the adult's individual needs, including race, culture and ethnicity, age, gender, religion, disability or sexuality.
- An individual's communication needs should be considered at all times.

Contracted Provision (in accordance with the Service Level Agreement)

Through the SLA arrangements, Adult Learning Providers', delivering under contract for LCC, are required to agree to conform to the Adults Safeguarding Board: Multi-Agency Policy and Procedures for Lincolnshire (2017). Providers are unable to commence delivery without this assurance.

2.9 Further Education & Skills Provision Training and Staff Induction

2.9.1 16 – 19 YPLP Programmes:

YPLP's Designated Safeguarding Leads (**DSLs**) are the Team Leaders, and they have responsibility for child protection, undertakes appropriate child safeguarding training and inter-agency working training (provided by the Lincolnshire Safeguarding Children Board)

The DSLs will undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

In addition to their formal training, their knowledge and skills will be updated at regular intervals, **but at least annually**, to keep up with any developments relevant to their role.

The Practice Supervisor and all other YPLP staff, including non-teaching staff, will receive appropriate safeguarding and child protection training which is regularly updated and follow the [LSCB 5 year training pathway](#)

In addition, all staff members will receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings), as required, **but at least annually**, to provide them with relevant skills and knowledge to safeguard children effectively.

YPLP accesses training from [LSCB training directory](#)

All staff (including temporary staff and volunteers) are provided with YPLP's child safeguarding policy and informed of YPLP's child protection arrangements on induction.

2.9.2 Adult Learning Programmes

The Adult Skills & Family Learning Designated Safeguarding Leads (**DSLs**) are the Team Manager and Team Leader, and they have responsibility for ensuring all learners are safe, and learn in a safe environment. They undertake appropriate safeguarding training (provided by the Lincolnshire Safeguarding Adults Board) on an annual basis.

All Tutors, support staff and Providers are required to undertake appropriate safeguarding training on an annual basis, accessed through the Lincolnshire Safeguarding Adults Board.

All staff are informed of the safeguarding arrangements on induction (or in the case of Providers at the invitation to tender stage). This information is provided in the service's Quality Manual, Tutor and Provider Handbooks.

2.9.3 In-House Apprenticeship Provision

In-House Apprenticeship Provision Designated Safeguarding Leads (**DSLs**) have responsibility for the safeguarding of their staff.

All staff are required to undertake must do incorporating statutory and mandatory courses as required within their level of responsibility, additionally all delivery staff must undertake appropriate safeguarding training (provided by the Lincolnshire Safeguarding Adults Board) on an annual basis.

2.10 Support, Advice and Guidance for Staff

Staff will be supported by Further Education & Skills provision and professional associations.

The Designated Safeguarding Leads (Centre Leaders) for Child Protection and Adults at Risk will be supported by Strategic Managers

Further Education & Skills provision seek advice about safeguarding concerns from Lincolnshire Customer Services on 01522 782111 (children), 01522 782155 (Adults) and for non-urgent early help queries from Early Help Consultants and/or the Learning Operational Group.

2.11 Work Experience

Further Education & Skills Provision is committed to safeguarding young people whilst on work experience and ensure that the placement provider has policies and procedures in place to safeguard learners.

The Further Education & Skills Provision Safeguarding Policy will be applied to all young people undertaking work experience on our premises.

Section 3 Ensuring that Children are Safe in Education and at Home

3.1 Child Protection Procedures

Teachers and other staff at Further Education & Skills provision centres are well placed to observe any physical, emotional or behavioural signs which indicate that a young person may be suffering significant harm. The relationships between staff, learners, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or Further Education & Skills provision staff being alerted to concerns.

Definitions:

(‘Working Together’ 2018 and ‘Keeping Children Safe in Education’ 2018)

A child: any person under the age of 18 years.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;

Development means physical, intellectual, emotional, social or behavioural development;

Health includes physical and mental health; maltreatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Fabricated Induced Illness).

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during

pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff follow the Further Education & Skills Provision Child Protection Procedures which are consistent with [Lincolnshire Safeguarding Children Board's Inter-Agency Procedures](#)

It is **not** the responsibility of the Further Education & Skills Provision staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of learners will be recorded and discussed with the Designated Safeguarding Lead with responsibility for child protection (or the deputy DSL in the absence of the designated person) prior to any discussion with parents.

Where a member of staff is recognising signs or indicators that a young or vulnerable person may have unmet needs or welfare concerns these will always be passed on to the Designated Safeguarding Lead to ensure that any appropriate interventions and/or referrals can be actioned. The DSL will use the [Meeting the Needs of Children and Families in Lincolnshire 2018](#) document based on Signs of Safety for making safeguarding decisions to determine the threshold of concern and then will determine whether this can be dealt with at school or whether this may require an Early Help Intervention

3.2 Supporting the young person and partnership with parents

Further Education & Skills Provision recognises that the young or vulnerable person's welfare is paramount, however good child protection practice and outcomes rely on a positive, open and honest working partnership with parents.

Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any young person.

We will provide a secure, caring, supportive and protective relationship for the young person.

Young people will be given a proper explanation of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the young person and parents. The Designated Safeguarding Leads will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the young person.

3.3 The Prevent Duty

Under section 26 of the Counter-Terrorism and Security Act 2015, Further Education & Skills provision staff is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty.

In order to fulfil the Prevent Duty staff have received training to help them to identify young people and adults at risk who may be vulnerable to radicalisation, and the provision is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff identify children or adults at risk for whom this may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Leads (DSL).

The Designated Safeguarding Lead will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will

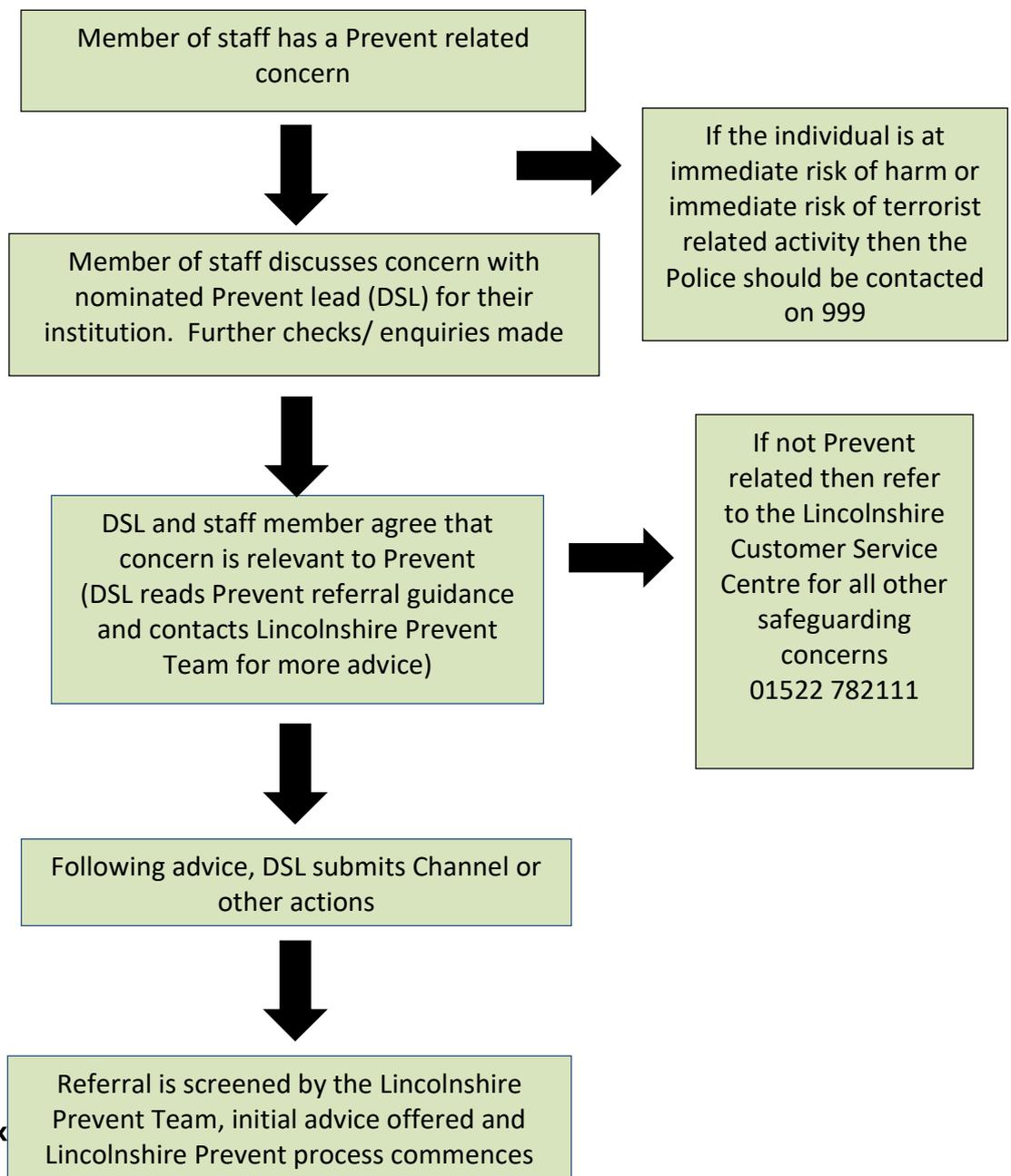
then assist the DSL regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel.

Further Education & Skills Provision incorporates the promotion of fundamental British Values into the curriculum in order to help build learners' resilience and enable them to challenge extremist views. Further Education & Skills Provision provides a safe space in which young people, adult learners and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

Radicalisation is also considered within current Online Safety policies, procedures and curriculum in terms of having suitable filtering and monitoring in place and also raising awareness with staff, adult learners, parents and young people about the increased risk of online radicalisation, through the use of the internet, Social Media and Gaming.

For more information about Prevent in Lincolnshire, including referral forms and project examples please Contact Lincolnshire Police, Prevent Officer 01522 558304 prevent@lincs.pnn.police.uk or LCC, Prevent Officer 01522 555367 prevent@lincolnshire.gov.uk

Lincolnshire Prevent Referral pathway



3.4 Child Sexual Exp

Further Education & Skills Provision is aware that; Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017)

Staff have been made aware of some of the key indicators of CSE by training provided by LSCB. In addition Further Education & Skills Provision appreciates that it has a role to play in the prevention of CSE within its curriculum e.g. Healthy Relationships.

If staff identify young people for whom CSE may be a concern they will apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then refer cases where relevant to Lincolnshire Customer Services Team. Further Education & Skills Provision also appreciates that they have a role to play in sharing soft intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within school the DSL will share this appropriately with the police on Tel: 101.

3.5 Female Genital Mutilation

Further Education & Skills Provision understands that Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia, and know that FGM is illegal in the UK, is a form of child abuse and has long-lasting harmful consequences. Further Education & Skills Provision is aware that Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory personal duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years of age. This mandatory duty commenced in October 2015.

Staff are aware of the indicators of FGM and if they were to directly observe (if involved in intimate care) or indirectly become aware of other potential indicators they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then make appropriate referrals to Duty and Assessment and/or the Police as is their mandatory duty.

3.6 Domestic Abuse

Further Education & Skills Provision understands that the cross-government definition of domestic violence and abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, emotional harm.

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If staff identify young people for whom Domestic Abuse may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then refer cases where relevant to Lincolnshire Customer Services.

3.7 Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

Staff in the Further Education & Skills Provision understand that likewise this is a potential Safeguarding issue and thus they would pass on concerns by applying the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL).

3.8 Peer on Peer Abuse

Sometimes safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Staff are clear that whilst these may be responded to through Behaviour Management there is also a need for this information to be shared with the DSL in order to address the underlying Safeguarding concerns.

3.9 Youth Produced Sexual Imagery

Where there is a disclosure or Further Education & Skills Provision becomes aware that a child may have been involved in sending 'youth produced sexual imagery' which is sometimes referred to as 'sexting' it will refer to the guidance in the document 'Sexting in Schools and Colleges, Responding to incidents and Safeguarding young people' published by the UK Council for Child Internet Safety (2016). Staff understand that when an incident involving youth produced sexual imagery comes to their attention:

- The incident should be referred to the DSL as soon as possible
- The DSL should hold an initial review meeting with appropriate YPLP/ Adult Learning Programmes/ In-House Apprenticeship Provision staff
- There should be subsequent interviews with the young people involved (if appropriate)
- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately

3.10 Attendance and Children Missing from Education

YPLP/ In-House Apprenticeship Provision understands that poor attendance can be an indicator of concern for young people with welfare and safeguarding concerns, and thus ensures that information is shared between staff on site and the DSL.

3.11 Child Criminal Exploitation: County Lines

Further Education & Skills Provision recognise that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. Further Education & Skills Provision will consider whether a referral to the [National Referral Mechanism \(NRM\)](#) should be undertaken in order to safeguard that child and/or other children.

3.12 Contextual Safeguarding

Further Education & Skills Provision recognises that safeguarding incidents and/or behaviours can be associated with factors outside Further Education & Skills Provision and/or can occur between young people outside the provision. All staff, but especially the Designated Safeguarding Lead will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of young people should consider whether wider environmental factors are present in a young person's life that are a threat to their safety and/or welfare. Further Education & Skills Provision will provide as much information as possible to young person's social care as part of any referral undertaken.

<https://www.contextualsafeguarding.org.uk/>

3.14 Sexual Violence and Sexual Harassment between children

Sexual violence and sexual harassment involving young people at the school or learning centre is a form of peer on peer abuse. Sexual violence involves the criminal sexual offences defined in the Sexual Offences Act 2003. Sexual Harassment is defined as unwanted conduct of a sexual nature and can include online behaviour. Neither is acceptable and will not be tolerated by Further Education & Skills Provision. Further Education & Skills Provision take all such reports seriously and they will receive the same high standard of care that any other safeguarding concern receives. A multi-agency approach will be undertaken when responding to all such complaints; however Further Education & Skills Provision will always take immediate action to protect children despite the actions of any other agency. These actions may include an immediate risk assessment in respect of the needs of the victim and will address any risks identified to any young person in respect of an alleged perpetrator of sexual violence or sexual harassment to ensure young people are protected from harm. Any risk assessment will be fluid and may change to reflect any developments during the management of the case. All such reports will be managed by the Designated Safeguarding Lead. There are a number of options Further Education & Skills Provision may consider in respect of the management of a report of sexual violence or sexual harassment between young people and each case will receive an appropriate bespoke response once all the facts are known. Irrespective of any potential criminal outcome, Further Education & Skills Provision have a duty to safeguarding all young people and may deal with any such report on a balance of probability basis when considering the outcomes for young people involved. Should an outcome involve a move to an alternative provision for any young person then full information sharing of the case will be undertaken with the Designated Safeguarding Lead professional at that provision.

3.15 Carrying Knives/offensive weapons and gang culture

Bringing and carrying a knife/offensive weapon onto Further Education & Skills Provision premises is a criminal Offence and immediate action will be taken by calling the police and informing the informed. If a member of staff suspects a learner being involved in gang culture, this is a Safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals including reference to the Safeguarding procedures as outlined by the local authority. The learner may be an exploited young person and victim to which Further Education & Skills Provision will offer support.

3.16 Young People who may require Early Help

[Meeting the needs of children and families in Lincolnshire 2018](#) is Lincolnshire's safeguarding model based on Signs of Safety.

All Staff working within Further Education & Skills Provision should be alert to the potential need for early help for young people, for a young person who:

- Is disabled and has specific additional needs
- Has special educational needs
- Is a young carer

- Is a privately fostered child
- Has returned home to their family from care
- Is showing signs of engaging in anti-social or criminal behaviour
- Is in a family circumstance presenting challenges for the young person, such as substance abuse, adult mental health, domestic violence; and/or
- Is showing early signs of abuse and/or neglect
- Is showing signs of displaying behaviour or views that are considered to be extreme
- Is misusing drugs or alcohol themselves
- Not attending YPLP/ In-House Apprenticeship Provision or are at risk of being removed from programme
- Frequently going missing/goes missing from care or from home
- Is at risk of modern slavery, trafficking, exploitation, radicalised
- Not in education, training or employment after the age of 16 (NEET)
- Is homeless and the impact of the learner facing homelessness

www.lincolnshire.gov.uk/tac TACAdmin@lincolnshire.gov.uk

These young people are therefore more vulnerable; Further Education & Skills Provision will identify who their vulnerable young people are, ensuring all Staff and Volunteers know the processes to secure advice, help and support where needed.

When using reasonable force this is in line with national guidelines and takes into account individual learner needs and risk management /care plans and in particular with regard to SEND.

3.17 Looked After Children

All staff recognise that looked After Children and care leavers are more vulnerable than other young people, often having poorer educational outcomes; therefore, ensuring their wellbeing, safety and welfare, helping them to reach their potential which includes the looked after young person who is moving on. Further Education & Skills Provision will also ensure that care leavers are supported with pathways including liaison with the local.

Andrew Morris is Lincolnshire County Council's Corporate Parenting Manager, M: 07770 648 087, T: 01522 553916 Andrew.Morris@lincolnshire.gov.uk. Care Leavers queries should be addressed with the social worker until 17 years 6 months and to Andrew for broader queries and once they are 18. When they are 18 they will be allocated a leaving care worker, transferring to Lincolnshire Leaving Care Service at 18 years old. We would expect Further Education & Skills Provision to be working closely with the young person and, where appropriate, their social worker.

Section 4 Allegations regarding Person(s) Working in or on behalf of Further Education & Skills Provision (including Volunteers)

Where an allegation is made against any person working in or on behalf of Further Education & Skills Provision that he or she has:

- Behaved in a way that has harmed a young person or adult learner, or may have harmed a young person or adult learner

- Possibly committed a criminal offence against or related to a young person or adult learner; or
- Behaved towards a young person, young people or adult learners in a way that indicates he or she would pose a risk of harm to those involved

We will apply the same principles as in the rest of this document and we will always follow the Lincolnshire Safeguarding Children/Adults Board Procedures that can be accessed at www.lincolnshire.gov.uk/lscb Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely within YPLP or Adult Learning Programmes or In-House Apprenticeship Provision.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial action to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the relevant manager on level 2 of the Further Education & Skills provision staff having concerns about another member of staff and make a record
- In the event that an allegation is made against a level 2 manager the matter will be reported to level 3 of the Further Education & Skills provision staff having concerns about another member of staff
- The Provision Manager will take steps, where necessary, to secure the immediate safety of young people and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of young people
- The level 2 manager may need to clarify any information regarding the allegation; however no person will be interviewed at this stage.
- The level 2 manager (or level 3 manager, if the allegation is about the level 2 manager) will consult with the Local Authority Designated Officer via the LADO referral form immediately, in order to determine if it is appropriate for the allegation to be dealt with by the relevant Further Education & Skills Provision team or whether there needs to be a multi-agency response to the matter.
- The needs of the young person or young people will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Lincolnshire Customer Service Centre when appropriate. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation
- Consideration will be given throughout to the support and information needs of learners, parents, staff and the employee the subject of the allegation. .
- The level 2 manager will inform the level 3 manager of any allegation against a member of Further Education & Skills Provision staff.
- If consideration needs to be given to the individual's employment and immediate management of risk, advice will be sought from HR.

Section 5 – Learner Data

All staff with access to LCC learner data are required to hold a current DBS check, that is renewed every 3-years.

Annex A

Useful Contacts within the local authority

Introduction

The policy is in line with:

- [Lincolnshire Safeguarding Children Board Inter-Agency Procedures](#)

- Lincolnshire Adults Safeguarding Board (<https://www.lincolnshire.gov.uk/safeguarding/lisab>)
- [Working Together to Safeguard Children & Young People 2018](#)
- [Keeping Children Safe in Education 2018](#)
- [Information Sharing Document 2018](#)
- [What to do if you're worried a child is being abused 2015](#)
- [Children Act 1989](#) and [Children Act 2004](#)
- [Education Act 2002](#)
- [Teaching Standards 2013](#)
- [Guidance for Safer Working Practice for Adults who work with Children and Young People 2015](#)
- [Sexting in Schools and Colleges 2016](#)
- [Sexual Violence and Sexual Harassment between children in Schools and Colleges May 2018](#)

Safeguarding is defined 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
- Protecting an **adult's** right to live and learn in safety, free from abuse and neglect

(Working Together to Safeguard Children, 2018)

The term "Child" or "Children" refers to as anyone under the age of 18 years

We believe that:

- Schools play a key role in the prevention of abuse.
- All children have the right to be protected from harm.
- Children need support which matches their individual needs, including those who may have experienced abuse

Appendix 1

Contact Details

Local Authority Designated Officers (LADO) Rachael Powis and Jemma Parkinson 01522 554674
LADO email address LSCB_LADO@lincolnshire.gov.uk

Customer Service Centre: 01522 782111

Out of Hours

Emergency Duty Service (6pm-8am + weekends and Bank Holidays) 01522 782333

Lincolnshire County Council Education Safeguarding Team

safeguardingschools@lincolnshire.gov.uk

Service Manager John O'Connor

Team Manager Jill Chandar-Nair

Team Leader Joanne Carr

Safeguarding & Education Welfare Supervisor Ruth Fox 01522 554695

Head of Virtual School LAC Lincolnshire Kieran Barnes Kieran.barnes@lincolnshire.gov.uk

Elective Home Education (EHE) ehe@lincolnshire.gov.uk

Children Missing Education (CME) cme@lincolnshire.gov.uk

Child in Entertainment or Employment cee@lincolnshire.gov.uk

Prevent

- Paul Drury, Prevent Support Officer, Lincolnshire County Council, 01522 555367, prevent@lincolnshire.gov.uk
- PREVENT Officer, East Midlands Special Operations Unit – Special Branch, 01522 558304, Email: prevent@lincs.pnn.police.uk

Online Safety incidents

National helpline

www.saferinternet.org.uk/helpline

Lincolnshire Police

101 non-emergency or 999

Early Help Team

TACadmin@lincolnshire.gov.uk www.lincolnshire.gov.uk/tac

FGM

The Female Genital Mutilation Helpline fgmhelp@nspcc.org.uk

0800 028 3550

School Documents

Guidance for Safe Working Practice for Adults who work with Children and Young People in Education settings – October 2015

<http://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-settings/>

Training Materials

LSCB Online and face to face Safeguarding Training courses including Safer Recruitment training www.lincolnshire.gov.uk/lscb

LCC Safeguarding in Schools Training Package safeguardingschools@lincolnshire.gov.uk

Safeguarding Governor Training governorsupport@lincolnshire.gov.uk

Prevent Training - All staff can undertake e-learning which is equivalent to WRAP 2 via the [LSCB website](#).

In addition free face to face Prevent Awareness training is available through contacting either of the following:

- Lincolnshire Police, Prevent Officer, 01522 558304, prevent@lincs.pnn.police.uk.
- Lincolnshire County Council, Prevent Officer, 01522 555367, prevent@lincolnshire.gov.uk