


Hull College Group Policy	Procedure Status: Approved	
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1. Policy introduction

This policy covers all Hull College Group sites including Hull, Goole, and Harrogate campuses.

The Hull College Group recognises its legal duties and moral responsibility to safeguard and promote the welfare of children, young people and adults at risk, and works within the procedures and guidelines established by the Hull, East Riding and North Yorkshire Safeguarding Boards for Children and Adults at risk.


It is the policy of the Hull College Group to work with the local Safeguarding Children and Adults at Risk Boards, the Police, NHS, PCT's and Social Care Services while always placing the safety and welfare of the child, young person or adult at risk at the centre of any actions or interventions that may need to be taken to ensure their protection and safety.

2. Responsibility and implementation

Responsibility for implementing this policy sits with all Hull College Group staff. This policy relates to all staff, students (regardless of age) and anyone who might enter any of the Group sites, either as a member of the public or in the course of their work, and covers all aspects of Group activity including off- site activity.

Day to day advice and guidance to staff will be provided by the Group's Designated Safeguarding Officers. The strategic lead and responsibility for safeguarding sits with the Vice Principal Quality and Performance, and in their absence the Deputy Group lead for Safeguarding, the Group Safeguarding and Student Welfare Manager.

14-16 year old students will be covered by the Group's policy. However, reporting of concerns will take place via the Group Head Pre 16 Learning in consultation with the Designated Officer at the Child's school or the college designated safeguarding officers. The 14-16 College Head of School will act as the designated teacher for Looked After Children to ensure the Personal Educational Plan is an active document as well as the educational link for students with a Common Assessment Framework in order to implement and review with support of the Designated Safeguarding Officers

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1. Key Contacts

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3. Policy details

3.1 Hull College Group recognises that members of staff and students have an important role to play in safeguarding and promoting the welfare of children, young people and adults at risk and preventing abuse and exploitation. This policy document is designed to provide a basic procedure that should be followed in all cases by all Group staff. Additional documentation is available from Department of Education providing key information to all staff with regards to 'Keeping children safe in education (2018); information for all school and college staff'.

Please click on the link below for a summary:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14_09.18.pdf

The police and social care services have the primary responsibility in the areas of safeguarding children, young people and adults at risk, including their protection from harm and exploitation. The Children Act of 1989 provides the legal framework for safeguarding children. The Act defines a child or young person as a person under the age of 18. In the publication "Working Together Under the Children Act 1989" (HMSO

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1991) para 4.39 p22 states "Schools and Further Education Colleges have a role in preventing abuse not only by adopting sound policies and procedures on the management of situations where there is suspected abuse, but also through the curriculum". Further, there is a requirement that staff should be aware of the need to alert social care, the NSPCC or the Police when they believe a child has suffered significant harm or is at risk of significant harm. At all times it is the welfare of the child that is paramount.

Under Section 175 of the Education Act 2002, FE colleges are under a statutory duty to have in place arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children and young people. This policy forms part of those arrangements.

The Children Act 2004 places a duty on local authorities steps to protect children and young people in appropriate circumstances and gives certain powers to the police so that they can take action to protect children and young people.

The Care Act 2014, provides the legal framework for safeguarding adults at risk.


Further information on relevant legislation is available in the accompanying safeguarding guidance document.

Contact with the ESFA


Where there is a safeguarding incident the ESFA want to be made aware when an institution is itself the subject of an investigation by the local authority or the police. In such circumstances, they require the Chair or Chief Executive of the institution (or senior designated safeguarding lead) to email Enquiries.EFA@education.gov.uk.

Roles and Responsibilities

The Group Governing Body will ensure that:

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- The Group has a safeguarding policy, procedures, and guidance in place that reflect local safeguarding board standards and recommendations, and locally agreed inter-agency procedures, and that the policy is made available to parents/carers on request
- The Group operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff, governors and volunteers who work with children, young people and adults at risk
- The Group has procedures for managing allegations of abuse against staff and volunteers that comply with guidance and recommendations from the local Safeguarding Children and Adults at Risk Boards, and locally agreed inter-agency procedures
- A member of the Group's Strategic Leadership Team is designated to take lead responsibility for safeguarding. In their absence, there is a Deputy Safeguarding Lead.
- Staff undertake appropriate safeguarding training and development that is updated after three years or after significant legislative changes or changes in good practice and guidance protocols
- They remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements
- A Governor is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the Chief Executive and Principal
- A Governor(s) is nominated as safeguarding lead for the Group and all safeguarding governance arrangements
- Where services or activities are provided on the Group premises by another body, the body concerned have appropriate policies and procedures in place with regards to safeguarding and liaises with the Group on these matters where appropriate

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The Designated Safeguarding Officer(s):


- It will be the responsibility of the Designated Safeguarding Officer(s) to lead the review and monitoring of the procedures and to seek the advice of the local Safeguarding Children Board and local Safeguarding Adults at risk Board, and to bring about a change in policy and procedures as required. This will happen at least annually. The Designated Safeguarding Officer(s) will also, with the support of Staff Development, develop, review and implement the Group's Safeguarding training plan.
- The Designated Safeguarding Officer(s) are responsible for ensuring all records associated with safeguarding concerns are securely and appropriately stored. Information will be strictly limited to those on a 'need to know' basis internally and externally, for example statutory agencies where there is a duty to share certain information in matters relating to safeguarding children or vulnerable adults. In 2017 the Group introduced electronic recording and monitoring of all safeguarding cases via its Promonitor software.
- The Group counselling service works to the British Association of Counselling and Psychotherapy Ethical Framework for Good Practice. This means in practice that counsellors can offer confidentiality to clients with certain exceptions. The counsellors may breach confidentiality in exceptional circumstances where, in their professional judgement, there is the risk of another person being harmed. This may be with or without the client's consent depending on the seriousness and urgency of the concerns, in order to protect the client or others. This may also mean that clients may talk about the experience of abuse without disclosures being necessary.

School Age Pregnancy

The safeguarding officer or designated person will complete a full consultation with the young person, her family and medical and support services concerning the date from which it would be unwise for the young person to remain at college. Other educational provision would be provided by negotiation between home, school, and local authority at this point.

3.2 Safer Recruitment and Selection

The Group pays full regard to DFE guidance 'Keeping Children Safe in Education:

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Statutory Guidance for Schools and Colleges, September 2018. The Group will ensure that all appropriate measures are applied in relation to everyone who works in the Group, including paid staff, volunteers, staff employed by contractors, students and visitors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking Disclosure and Barring Service (DBS) checks.


Statutory changes, underpinned by regulations, are that:

- An Enhanced DBS Disclosure is obtained for new appointments to the Group's workforce from September 2010
- The Group will keep a single central record detailing a range of checks carried out on its staff, including DBS checks
- The Group will keep an up-to-date electronic database of all staff and student DBS checks
- When staff or students leave the Group they will be removed from the database as an employee or student of the Hull College Group
- All new appointments to the Group workforce who have lived outside the UK are subject to additional checks as appropriate and required by the UK Border Agency
- The Group will satisfy itself that supply and agency staff undergo the necessary safeguarding and other pre-employment checks

Identity checks will be carried out on all appointments to the Group workforce before a formal offer of employment is made.

Risk Assessments

Before an individual commences employment they must have supplied proof of their identity, proof of right to work in the UK and a completed DBS check form with

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appropriate supporting documentation. Once this information has been provided, and in exceptional circumstances only, a Head of School/Department may seek authorisation to commence an employee prior to receipt of a satisfactory DBS by conducting a comprehensive risk assessment on the appropriate Safer Recruitment DBS Risk Assessment Pro-forma. Any risk assessment must be approved in advance of the start date by the Group's Safeguarding & Student Welfare Manager and the Senior Human Resources Business Partner.

Where a risk assessment and agreed supervisory arrangements are in place, the Group's Safeguarding & Student Welfare Manager and/or Senior Human Resources Business Partner will routinely undertake unannounced checks to confirm the supervisory arrangements outlined in the risk assessment are being maintained and adhered to appropriately.

Disciplinary action will be taken against the member of staff responsible (Head of School/Department), where it is found that agreed supervisory arrangements are not being maintained and adhered to appropriately.


An individual must not have unsupervised access to students until their DBS check has been received and is satisfactory.

In the event of a positive disclosure on a DBS check arising, the relevant member of the HR team will discuss the facts in a confidential and sensitive manner with the individual concerned to ascertain whether or not the individual is suited to working with the Group. Once a decision is made, it will be confirmed with the individual in writing.

The Recruitment of Ex Offenders

Hull College Group will treat all applications for positions from those who have a criminal record fairly and will not discriminate unfairly against the subject of a DBS Disclosure or on the basis of conviction or other information disclosed.

Hull College Group will comply with the statutory requirements of the Disclosure and Barring Service and will not offer a position to any individual who is barred from working with children and/or adults at risk, or to an individual who has been reported to the DBS and is subject to an on-going investigation by a DBS caseworker.

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The Management of Students with Criminal Convictions

The Hull College Group shares information and works closely with children's social care services, adult and children's safeguarding boards, police, probation and youth offending teams to ensure that students with criminal convictions are appropriately assessed and vetted prior to enrolment, and, where necessary, supported in College to minimise risks to other students, staff and the college community.

All students are required to disclose criminal convictions on their application form, Learning Agreement and Contract, or via their probation or youth offending team caseworker. This information is then used by senior Group staff to inform a risk assessment to determine their suitability or otherwise to attend the College.

Records of all information relating to student criminal convictions, risk assessments and decision making are kept confidentially by the relevant Designated Safeguarding Officer.

3.3 Safeguarding Information


Safeguarding Information for Students

Hull College Group is committed to ensuring that students are made aware if any behaviour towards them that is not acceptable or appropriate and how to keep themselves safe. All students are aware that we have a senior member of Group staff with the responsibility for safeguarding and know who this member of staff is. The Group will inform students of whom they might talk to, both in and out of College, their right to be listened to and heard and what steps can be taken to keep them safe and protect them from harm.

Materials we use to help students regarding keeping safe are located on Moodle and are referred to in student handbooks.

The following information is made available to students:

- Group arrangements for consulting with and listening to students are clearly outlined in the Student Engagement policy.
- The Group ensures that students are aware of these arrangements through

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appropriate tutorial/PDP provision, induction and information shared on Moodle and Canvass

- Through marketing of 'Safe at College' materials, information and resources

Written Records

The Designated Safeguarding Officer(s) will retain a copy of the report, any notes, memoranda or other correspondence dealing with the matter and any other relevant materials.

Copies of reports, notes etc will be kept securely via Promonitor, and/or locked at all times and for a minimum period of three years.

Copies of reports regarding allegations made against staff shall be kept securely by the Chief Executive or a nominee until at least the 25th birthday of any child, or seven years in any other case.


Partnership with Parents/Carers

The Group shares a common purpose with parents/carers to keep children, young people and adults at risk safe from harm and to promote their welfare. The Group makes a clear statement in its parents/carers leaflet which is available on our websites, and on request sent to parents/carers?

The Group is committed to working with parents/carers positively, openly and honestly. We ensure that all parents/carers are treated with respect, dignity and courtesy. We respect a parent or carer's right to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to ensure the safety and protection of a child, young person or vulnerable adult.

The Group will share with parents/carers any concerns we may have about their child unless to do so may place a child at risk of harm. Vulnerable adults will always be treated as adults.

The Group encourages parents/carers to discuss any concerns they may have

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with the personal tutor, learning mentor or safeguarding officer. We make parents/carers aware of our policy through our website, parents/carers leaflet and other publications.

3.4 Allegations and Investigations

Responding to an Allegation(s)

It is understood that all staff of the Group may come into contact with students who are at risk of, or have experienced, exploitation, abuse or harm. No member of staff should take any independent action themselves but should observe the protocols set out in this section of the policy, unless the individual is in crisis, in which case urgent action should be taken to stabilise the situation in consultation with relevant managers to ensure the child or vulnerable adult is safe.


All complaints, allegations or suspicions must be taken seriously and handled sensitively. The safety and welfare of the child, young person or adult at risk is paramount at all times.

Absolute promises of confidentiality should not be given under any circumstances as the matter may develop in such a way that such promises cannot be guaranteed, and our duty of care is to report or refer to the relevant external agencies for appropriate safeguarding interventions.

If the complaint or safety concerns come directly from the child, young person or adult at risk, questions should be kept to the necessary minimum to understand what is being alleged and the context of the situation. Leading questions must always be avoided. Instances such as this should always be referred to the Designated Safeguarding Officer(s).

A full record of any conversations must be made as soon as is reasonably practicable following any conversations with the child, young person or adult at risk who has indicated concerns, or concerns have been raised about their safety or welfare. This record must include:

- Date
- Time

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- Place where the alleged abuse or harm occurred
- Your name and the name(s) of any other person present
- Name of the complainant
- The nature of alleged abuse or harm
- Description of any injuries observed
- Account which has been given of the allegation
- Child/vulnerable adult's name and course details
- Child/vulnerable adult's address
- Child/vulnerable adult's age
- Date and time of the observation or disclosure
- An objective and factual record of the observation or disclosure
- The exact words spoken by the child, young person or adult at risk (or as near as possible)

Any such notes should be, as far as possible, verbatim rather than summarised and should be factual in terms of what the child/vulnerable adult or complainant has reported, and should not be based on opinion, assumptions or hearsay.

Some children, young people or adults with learning difficulties and/or disabilities may need additional support. This may take the form of the child or adult's nominated carer, advocate or personal tutor being present at any interview to act as facilitator or in an advocacy role. It should never be assumed that a child or adult with learning difficulties and/or disabilities is not capable of providing credible evidence. Hull College Group will always respond in a positive manner to any legitimate requests for support from the appropriate agencies.

Any suspicion, allegation or incident of abuse or harm must be reported to the Designated Safeguarding Officer(s) as soon as possible and in any event within two hours.

The Designated Safeguarding Officer(s) will refer the matter to the police or local social care department for children or adults at risk where information is available to indicate that a child or adult may be at risk of, or is suffering, significant harm or abuse. A written record of the date and time of the report shall be made using the relevant children or vulnerable adult referral form. The report will include the name and position of the person to whom the report was made. Any telephone report

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must be confirmed in writing within 24 hours using the relevant referral form. The confirmation may be hand written, posted or faxed, but a copy must be kept on file.

Only the Group's Designated Safeguarding Officer(s) will complete the relevant safeguarding children and vulnerable adult referral forms to statutory agencies, or in their absence a nominated person as soon as possible and in any event within two hours.

The advice received from social care services regarding what action, if any, should be taken and a note kept of that information and/or conversation.

14 – 16 Year Old Students; 14-16 College

Where an allegation is made regarding a 14-16 year old student staff should refer directly to the College's 14-16 Designated Safeguarding Officer, who will follow the agreed protocols described above.

Curriculum Partnerships


Where an allegation is made regarding a 14-16 year old student, College staff should refer to the Group Head Pre 16 Learning who will liaise with the relevant Designated Safeguarding Officer(s) about referring to the school Child Protection Officer (CPO), ensuring that the student is informed of this process.

Children in Hull College Childcare Centre

Where an allegation, suspicion or concern is reported or raised regarding a child who is placed in one of the College Childcare Centre, the principles of the policy will apply and childcare staff will be expected to follow all the procedures outlined.

The manager of the College Childcare Centre is the Designated Safeguarding Officer for reporting and making referrals to the police, social care and Ofsted, working closely with the cross College Designated Safeguarding Officer(s).

The lead Safeguarding Officer must be informed of any allegations, suspicions, reporting or referrals to social care services, police or Ofsted with written reports of

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all actions and interventions forwarded without delay, to ensure that all Group safeguarding records are maintained in one safe place.

Allegations Made Against a Member of Group Staff

This section refers both to employed staff and volunteers.


Any suspicion, allegation or actual abuse or harm of a child, young person or adult by a member of Group staff must be reported to the Group Director of Human Resources as soon as possible, and in any case within 2 hours of the initial concern arising.

On being notified of any such matter, the Group Director of Human Resources will:

- Take such steps, as s/he considers necessary to ensure the safety of the child or vulnerable adult in question, and any other person who is considered at risk
- Following Group procedures, consider whether suspension of the member of staff is appropriate. This will be considered in line with the Group's Disciplinary Procedure for staff.

N.B Suspension will not necessarily be an automatic response to an allegation and all allegations will be dealt with quickly, fairly and consistently. The decision to suspend can only be made by a member of the Strategic Leadership Team.

- Consult the Local Authority Designated Officer (LADO) within one working day
- Ensure that the person who reported the original concern completes a report of the matter as set out above
- Any investigation relating to a member of staff will follow the Group's procedure for investigations.
- If the Group Director of Human Resources is the subject of an allegation or complaint, the matter will be reported directly to the

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Chief Executive Officer, or in his/her absence the Chair of the Governing Body

- If the Chief Executive Officer is subject to any such allegation or complaint, the matter will be referred directly to the Chair of the Governing Body

3.5 Employers and Work Placements

Employers and training organisations will be asked to cooperate with the Group in putting in place and subscribing to appropriate safeguarding balances and checks.


Where a placement is long term or meets the criteria laid out in “Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges”, the Group will ensure that additional safeguards are in place. These may include:

- Staff arranging placements will have undertaken safeguarding training and development
- Employers will be provided with safeguarding training and development
- Training organisations will be asked to make a commitment to safeguarding students' welfare by endorsing the Group's safeguarding policy and procedures, including the Group reporting procedures for safeguarding and promoting the welfare of children, young people and adults at risk
- DBS checking any person whose normal duties will include regular caring for, training, looking after or supervising a child or adult at risk in the workplace where that person has been specifically designated to have responsibility for such activities

3.6 Child Employment and Entertainment

Compulsory school age children (until the last Friday in June in the academic year they turn 16) cannot work when they want. There is strict legislation in place regarding the work they can do and the hours they can work. Work is classed as any employment paid or none paid that result in profit.

Each child who wishes to work has to have an employment license and the local authority issue these, educational establishments have a duty, if they know a

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pupil is working to ensure (with the local authority) the pupil has a license to work and that their education does not suffer due to their employment.

3.7 Visitors to college sites

All visitors to the Group sites must report to the site main reception and sign in. Visitors must not directly attend appointments in any building without first signing in, collecting and wearing a visitor's identification pass. This applies to all contractors. Members of the public wishing to access the any of the Group's public facilities should do so via the designated entrances and sign in at the relevant service reception area.


It is a mandatory requirement that all staff and students wear their College lanyard and identification cards at all times whilst on any of the Group sites.

4. Related documentation (policies, procedures and guidance)

- Safeguarding Children and Vulnerable Adults procedures and guidance
- Safeguarding Emergency Procedures
- Disciplinary Policy (staff)
- GDPR 2018 policy and guidance
- Code of Practice for DBS Disclosure Information (students)
- Recruitment of Ex Offenders Guidance
- Whistle-Blowing Policy
- Praise and Complaints Policy
- Student Behaviour and Disciplinary Policy
- Attendance Policy
- Student Bullying and Harassment Policy
- Health, Safety and Welfare Policy

5. Procedure Checklist

Senior manager responsible	Director of Learner & Customer Services
College Committee	Group Welfare Board
Date of next policy review	September 2019
Date Equality Analysis agreed	September 2011

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