



# Safeguarding, Child Protection and Adults at Risk Policy

<b>Author: (Job title)</b>	DSL/Assistant Principal Employment Skills and Support (CONEL)
<b>Approved by:</b>	CCCG Board
<b>Date of Approval:</b>	July 2023
<b>Updated/amended and reason: (Legislative/cosmetic)</b>	Updated/amended
<b>Review Date:</b>	July 2024
<b>EIA Date:</b>	July 2022

## Contents

<b>Part 1: Capital City College Group Safeguarding, Child Protection and Adults at Risk Policy</b> .....	<b>3</b>
1. Legislative Framework.....	3
2. Purpose of Policy .....	4
3. Policy Statement and scope.....	4
4. Safeguarding procedures and guidance on reporting concerns .....	5
5. Complaints and Allegations against Staff and volunteers .....	6
6. Recording and Referral.....	7
7. Supporting Learners: Mental Health and Well Being .....	8
8. Safeguarding Training for Capital City College Group Staff .....	8
9. Safer Recruitment and Staff Appointments .....	9
10. Work Experience, Placements and Work Based Learning .....	10
11. Staff Code of Conduct .....	10
12. Information Sharing and Confidentiality .....	11
13. Managing Disclosures – Group Standard Guidance for all Staff .....	12
14. E -Technology & E-Safety.....	12
15. Extended Services and Activities .....	13
16. Site security, Contractors and Agency Staff .....	13
17. Working in Partnership with Parents and Carers .....	14
18. Monitoring and Review .....	14
<b>Part 2: Key Safeguarding Personnel and contact information</b> .....	<b>16</b>
A. City and Islington College (CANDI).....	16
B. Capital City College Training (CCCT) .....	16
C. College of Haringey, Enfield and North East London (CONEL) .....	16
D. Westminster Kingsway College (WestKing) .....	16
E. Capital City College Safeguarding and Child Protection Management and Reporting Structure .....	18
F. CCCG Safeguarding Procedure flowchart .....	19

## **Part 1: Capital City College Group Safeguarding, Child Protection and Adults at Risk Policy**

### **1. Legislative Framework**

#### **1.1 Safeguarding Young People (Children)**

In June 2004, Section 175 of the Education Act 2002 came into force, placing an explicit responsibility of governing bodies for safeguarding and promoting the welfare of children as part of fulfilling their common law duty of care towards the children for whom their organisation is responsible. In addition, appropriate arrangements must be made in accordance with any guidance and legislation issued by the Secretary of State as detailed in **Appendix 1**.

Keeping Children Safe in Education (KCSIE) is statutory guidance from the Department for Education issued under Section 175 of the Education Act (2002). Under this, schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children. KCSIE is updated annually, this policy is in line with the 2023 version.

KCSIE (2023) defines safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment.
- Preventing impairment of children’s mental health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

This policy and the associated Group and College procedures have been developed in response to KCSIE and the associated statutory legislation. The Children Act (1989) defines a child as any person under the age of 18 years. This includes all 14–16-year-old children attending college sites.

#### **1.2 Safeguarding Adults at Risk**

This policy and the associated procedures have been developed in response to guidance issued on the protection of adults considered vulnerable in the DfES/NIACE publication ‘Safer Practice, Safer Learning’ (2007). The guidance applies to all education providers of post-16 learning and skills.

The Care Act (2014) Section 14.2 states: The safeguarding duties apply to an adult who: has needs for care and support (whether or not the local authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. An adult is a learner aged 19 or above at the point of enrolment.

**The term 'Adult at Risk' is used to describe a vulnerable adult.**

## **2. Purpose of Policy**

2.1 The Group recognises its safeguarding responsibilities to all its learners and staff. Drawing on the guidance and legislation detailed in Appendices the purpose of this policy is to:

- Set out the framework to safeguard children, vulnerable adults, and any learners to promote their welfare and safety.
- Outline the responsibilities within the Group in relation to safeguarding child and vulnerable adults in line with current legislation, guidance, and best practice.

## **3. Policy Statement and scope**

3.1 The Group aims at all times to create and maintain a safe environment for all learners, staff, volunteers, and visitors. This policy is one of a suite of policies and procedures intended to ensure that the Group fulfill their safeguarding responsibilities. This policy is consistent with all other policies adopted by the Group and in particular should be read in conjunction with the policies identified in **(Appendix 1)**.

3.2 The Group's core safeguarding standards and principles are:

- The welfare and safety of our learners is paramount, and this principle underpins all safeguarding work.
- All our learners have the right to access their College (on site or remotely) free from fear of harm and be protected from mistreatment, abuse, and exploitation.
- Disclosures about abuse or neglect made by learners will be taken seriously and prompt actions taken to support them.
- A commitment to the health, safety, and wellbeing of learners, underpinning a successful learning experience.
- A commitment to ensure a safe and secure environment through safe recruitment practice and procedures and compliance with Health and Safety requirements.
- A commitment to deliver an effective safeguarding curriculum tailored to the specific needs and vulnerabilities of individual learners including where they are victims of abuse, or with special educational or learning needs or disabilities, as well as learners from the LBGTQIA+ community.

- A commitment to ensure that ongoing safeguarding training and support is in place for all staff across the Group.

- 3.3 The Group fully recognises its responsibility for safeguarding and protecting all learners at each college and the training provision (CCCT). The Governing Body holds responsibility for ensuring that the safety of learners is at all times of paramount importance and safeguarding arrangements are effective in practice, monitored carefully and any deficiencies promptly remedied. This policy sets out the clear and consistent framework for delivering these responsibilities in line with safeguarding legislation and statutory guidance.
- 3.4 Whilst the Governing Body holds the overall statutory responsibility for the child protection and safeguarding functions of the Group, the day-to-day operational responsibility rest with the Chief Executive. The statutory duty to ensure action to safeguard and promote the welfare of young people and adults receiving education and training from each of the colleges/training company within the group will be delegated to a senior manager and designated person responsible for safeguarding to lead on local arrangements in each of the Group's colleges.
- 3.5 This policy sets out the Group's safeguarding framework, standards, and commitment to ensure that all its learners are protected from abuse and the risk of harm including Radicalization and Extremism as expressed in the Prevent Duty. This policy should be read in conjunction with individual college reporting procedures and guidance detailed in **Part 2** of this policy.
- 3.6 The policy is applicable to all on-site, off-site, and online activities undertaken by our learners whilst they are the responsibility of one of the Groups colleges.
- 3.7 Our policy applies to all staff employed within the Group regardless of contract type staff working on site employed by other services and agencies and those working with learners on placements, governors, external visitors, consultants, and volunteers working for each of our colleges.
- 3.8 The Group supports the procedures set out by each local safeguarding children's board where our colleges are located and takes account of local threshold criteria that can be found in **Part 2** of this policy alongside individual college on-site reporting procedures.
- 3.9 The Group reserves the right to refuse admission to any learner who may pose a risk to other learners and has appropriate learner admissions procedures in place.

#### **4. Safeguarding procedures and guidance on reporting concerns**

- 4.1 Each college in the Group has set out their procedure and guidance to follow if staff receive a disclosure, are concerned a learner is at risk of harm or worried about their well-being. Key information of leads at each College and CCCT are in **Part 2** of this policy and includes the identification of:

- Nominated College Safeguarding Lead who is a member of the Senior Management Team (SMT) with a responsibility for safeguarding issues with College.
- College Designated Safeguarding Leads who have day to day operation responsibility for safeguarding and contact information.

- 4.2 All staff should know how to recognise types of abuse and neglect **Appendix 2** and what steps they should take to raise a safeguarding concern with a Designated Person in their college, how to record concerns and respond to learners in need or at risk. Guidance in Managing disclosures can be found in **Appendix 3** of this policy and will be included as a key part of staff induction and ongoing support is available from the Designated Safeguarding Leads located on each site **Appendix 9**.
- 4.3 Where learners attend other Group sites or provision, including Centres and facilities owned, leased or used by sub-contracted partners, it is the responsibility of each site or the sub-contracted partners' safeguarding staff or Designated Person to manage any concerns about those learners appropriately, ensuring that there is good, effective and timely communication, liaison and information sharing with the Designated Person.
- 4.4 The safeguarding roles and responsibilities of all members of staff in the Group are detailed in **Appendix 4**. All Staff must ensure they read and understand the role they undertake in safeguarding learners and how the Designated Safeguarding Lead in their college will deal with a concern they could raise and what happens if a referral is made to a social care agency.
- 4.5 All staff must read and understand **Part 1 of 'Keeping Children Safe in Education 2023' statutory guidance for schools and colleges. (DfE)**
- 4.6 All new staff and governors are given an executive copy of the Safeguarding, Child Protection and Adults at Risk Policy as part of the Group induction process and are expected to read and sign to confirm that they have read and will adhere to the full policy.

## **5. Complaints and Allegations against Staff and volunteers**

- 5.1 The Group take seriously all complaints made against adults in positions of trust. Procedures are in place in the Group for learners, parents/carers, and staff to share any concern that they may have about the actions of any member of staff or volunteer and detailed in **Part 2**. Allegations made against staff and volunteers will be dealt with according to the process laid out in DfE guidance and local social care/police arrangements where each college is located will be followed to investigate and resolve complaints without delay.
- 5.2 The Group Nominated Lead for Safeguarding and Child Protection Hilary Moore (Assistant Principal, Employment Skills and Support – CONEL) is the identified Designated Member for Allegations against Staff and Volunteers (DMAASV) who will deal with issues of staff (or volunteer) inappropriate conduct towards a learner.

The DMAAVS or Deputy DMAAVS the Head of Human Resources Operations, will work with the respective College Nominated Safeguarding Lead to confirm the details of individual cases and to reach a decision on the way forward, including reporting the matter to the Local Authority Designated Officer (LADO). If the Chief Executive or Chair of Governors is the subject of the allegation or concern, this should also be reported to the Group Nominated Safeguarding and Child Protection Lead (or Deputy) in order that they may activate the appropriate procedures.

- 5.3 Group staff will not investigate cases of suspected abuse themselves. The Group will cooperate fully with the Police and Children's Social Care. Please refer to the procedures detailed in **Part 2** and refer to the Staff Code of Conduct (**Appendix 1**).
- 5.4 Learning from all investigations into allegations against staff and volunteers should be incorporated by the Group into procedures and not only those which are concluded and substantiated (KCSIE 2023).
- 5.5 All staff need to be aware of how to handle low level concerns and allegations against staff and volunteers and the processes are contained in relevant HR staff behaviour policy documents – KCSIE 2023.

## **6. Recording and Referral**

- 6.1 Concerns about learners should be recorded on the Group's individual/personal learning plan and on the college/ CCCT's or Centre's' central 'at risk' register, which will detail the concerns about a learner, discussion with the appropriate Designated Person or in their absence, another appropriate member of the safeguarding team and parents or carers where appropriate and any agreed actions and outcomes. SG Cases are logged using SG1 and then on My Concern; they are monitored and referrals to Children's Social Care and Child Protection Conference and Core Group meeting minutes will be held there confidentially, separately from a learner's main Group records.
- 6.2 Records should be signed and dated and kept in chronological order. Group actions minuted in child protection conferences/strategy meetings must be implemented.
- 6.3 Recording is a tool of professional accountability and is central to safeguarding and protecting learners. It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child or vulnerable adult protection referral. For this reason, it is vital that concerns are recorded accurately so that they can be monitored, and emerging patterns noticed.
- 6.4 Sub-Contractors are required to have in place a robust system to record concerns about learners (the cause for concern and the action taken) and to have this information readily available for identified individuals within the Group.
- 6.5 If a learner discloses that they have been subjected to abuse to any staff member in the Group, the staff member must follow the agreed procedure as agreed at each College. The designated person or a nominated officer will then

respond within an hour, confirm the next steps and if necessary, make a referral to the appropriate agency e.g., Children's Social Care in the learner's home borough.

- 6.6 Where a learner is transferring to another college or establishment, the college's Designated Safeguarding Lead should liaise with the college or establishment and forward them copies of the learner's safeguarding records.
- 6.7 Learners under 16 years' old who are enrolled at schools or other organisations are, in normal circumstances, also subject to the policy of the referring organisation, however, in urgent situations the college safeguarding staff will contact external agencies without delay and then coordinate with the sending institution.

## **7. Supporting Learners: Mental Health and Well Being**

- 7.1 Each college within the Group has in place pastoral support systems that reflect the governing body's legal obligation and commitment to safeguard and promote the welfare and wellbeing of all learners as outlined in KCSIE 2021. The Group recognises the value of early help, early intervention and coordinated support through full cooperation with interagency working arrangements.
- 7.2 The Group will support learners to be successful and feel confident in terms of their:
- Physical, mental health and emotional wellbeing
  - Protection from harm and neglect
  - Education, training, and recreation
  - Contribution to society
  - Social and economic wellbeing
- 7.3 The Group provides clear guidance on how best to the varied needs of different learner groups, including the engagement and support to those deemed as vulnerable. **(Appendix 10).**

## **8. Safeguarding Training for Capital City College Group Staff**

- 8.1 Safeguarding our learners is a key priority for the Group and we are committed to ensuring that all staff are well trained and feel confident to carry out their safeguarding duties and responsibilities.
- 8.2 The Group's nominated designated safeguarding staff undergo a dedicated induction course and refresher training every two years. Ongoing safeguarding training as new guidance and local and national priorities emerge will be undertaken to ensure they are aware of current safeguarding issues and best practice.
- 8.3 All staff will undertake initial (induction) Safeguarding, Child protection and Adults at Risk and Prevent Duty training; they will undertake to ensure that their training is refreshed on an annual basis.



- 8.4 The responsibility of ensuring that all staff employed by the Group receive appropriate training rests with the Group Director Human Resources.
- 8.5 A central record of mandatory Safeguarding staff training is held with the Group's HR team.
- 8.6 Organisations which provide a service on behalf of the Group such as security, catering, hourly paid teaching, or support staff are expected to ensure appropriate initial and refresher training has been provided for their staff. This may necessitate the service provider undertaking the training offered by the Group.

## **9. Safer Recruitment and Staff Appointments**

- 9.1 The Group is committed to the process of maintaining a culture of safer recruitment and adopting recruitment processes that will help to deter, reject, or identify unsafe adults who might abuse learners or who are unsuitable to work with them. The Group is committed to evidencing this practice in relation to all staff working with learners in the Group. Recruiting Managers will undertake safer recruitment training through the HR Learning & Development team with refresher training every three years.
- 9.2 All staff recruited to the Group will be subject to appropriate identity, qualification, and health checks. References will be verified and appropriate Disclosure and Barring Services (DBS), barred/prohibited persons list checks will be undertaken in accordance DfE guidance 'Keeping Children Safe in Education: Statutory guidance for schools and colleges, (DfE regulated activity) in relation to children and the relevant regulations and codes of practice as issued by the DBS. It is the policy of the Group to undertake DBS re-checks. In line with the advice from the AoC (August 2019) this will include the introduction of annual self-declaration and a DBS re-check every 5 years for those in positions of 'regulated activity'. The Group will continue to uphold best practice in safer recruitment as outlined in KSCIE 2023.
- 9.3 All applicants for employment are required to complete an approved application form which can be alongside a CV, which requires them declare if they have a criminal conviction. The Group reserves the right to decline any applicant who fails to answer the question. The Group shall consider taking disciplinary action in accordance with the staff disciplinary procedures if it is discovered that a member of staff has provided false or incomplete information as part of the recruitment process.
- 9.4 In the process of recruiting, online searches should be considered as part of the due diligence in the process. This may help identify incidents or issues which have taken place and are publicly available online, which the recruitment panel may wish to explore with the applicant at interview.
- 9.4 Relevant members of staff and governors who are involved in recruitment will undertake online or face-to-face safer recruitment training, which has been accredited by the 'Safer Recruitment Consortium'. All recruitment panels must have at least one member who has successfully completed this training and

individuals who oversee recruitment, will also have successfully completed this training within the past 3 years.

9.5 The Group will only use employment agencies which can demonstrate that they have carried out pre-employment checks on their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the Local Authority's Designated Officer (LADO). Staff joining the Group on a permanent or temporary basis will be given a copy of this policy or the executive summary and contacts for the college-where they work. Additionally, induction briefings will include safeguarding procedures, the Staff Code of Conduct and the allegations against staff procedures within the Group.

9.6 All learners and applicants for admission to a programme of study offered by the Group are required to complete either an approved application form or an enrolment form, which requires them declare if they have a criminal conviction. As applicants are required to disclose details of criminal convictions, the Group reserves the right to decline any applicant who fails to answer the question. The Group shall consider taking disciplinary action in accordance with the learner disciplinary procedures if it is discovered that a learner has provided false or incomplete information as part of the enrolment process.

9.7 Where it is revealed that during a course a learner has obtained a criminal record and not disclosed this, the college may consider appropriate disciplinary action, dependent on the severity and impact of the disclosure.

## **10. Work Experience, Placements and Work Based Learning**

10.1 The individual Colleges and CCCT will ensure that:

- Risk Assessment Health and safety checks are undertaken prior to establishing work experience placements.
- Employers and providers are aware of and are carrying out their responsibilities in relation to Safeguarding and the protection of Children and Adults at Risk, ensuring that providers have appropriate policies and procedures in place which are followed by all staff.
- Group staff, volunteers, employers, and work placement providers are aware of the action to be taken and by whom, should a safeguarding issue be raised before, during or after the placement.
- Group staff are appropriately trained to carry out the health and safety work placement audit.
- All adhere to the Group Policy on Industry Placements and Work Experience, 2022

## **11. Staff Code of Conduct**

11.1 The Group recognises that positive professional relationships with learners will support and promote the best outcomes for them. All staff (paid and voluntary and for the purposes of this policy includes Apprentices but not learners on work

placement) are expected to adhere to the Group 'Code of Conduct' (**Appendix 1**) in respect of their contact with learners and their families, on site, off site and online. Adherence to the code of conduct assists member of staff to use and appreciate clear boundaries to protect learners and themselves from engaging in any behaviour or communication which could be misinterpreted, illegal or harmful to learners.

- 11.2 Staff must ensure that they fully understand and maintain the clear, appropriate, consistent, and responsible professional boundaries explicit in the Group Code of conduct. Staff must always maintain transparent and appropriate relationships with learners and be fully aware that any relationship between a professional and a learner under the age of 19 or a learner who is a vulnerable adult may result in an immediate referral to the Local Authority Designated Officer (LADO).

Should a personal relationship already exist when a learner joins the Group, the member of staff must inform their line manager so appropriate arrangements can be made to secure safe practice.

- 11.3 The Group recognises that in certain Performing Arts disciplines such as dance, contact with a learner to improve their understanding of the exercise or movement may occur through touch.

## **12. Information Sharing and Confidentiality**

- 12.1 The Group respects the right of learners and families to have their personal information treated respectfully and confidentially in line with General Data Protection Regulations (2018) and local statute and guidance. Confidential Child Protection information regarding learners in our Group will be shared with staff on a strictly need to know basis. A member of staff will 'need to know' information when it will demonstrably benefit the learner and maintain appropriately agreed confidentiality at all times.

- 12.2 All staff must be aware of their responsibility to share information with the appropriate Designated Person and with other agencies to protect and safeguard learners. This must be done in accordance with the Group's Safeguarding, Child Protection Policy and Adults at Risk Policy and the College reporting procedures where staff are based. Where there is uncertainty about the need to share information advice will be sought by the appropriate Designated Person on this issue and where necessary from the appropriate local authority.

- 12.3 No one in the Group may guarantee confidentiality to a learner and must make it clear that information will be shared if there are concerns about the welfare of a learner, even if they do not consent to the sharing of information. Where a learner has refused consent for information to be shared, the reason for refusal must be recorded. Refusing consent should never prevent information being shared to safeguard or protect the learner.

- 12.4 No one in the Group may guarantee to a learner that they will keep a secret or confidence and must always make it clear to learner in language that is appropriate, that any information which leads a member of staff to be concerned

that a learner is suffering or is at risk of suffering harm will be shared with the appropriate Designated Person in order to take measures to safeguard the learner at risk.

- 12.5 Disclosing confidential information should always take place if it is a proportional response to meet the need to safeguard and promote the welfare of a learner.

### **13. Managing Disclosures – Group Standard Guidance for all Staff**

- 13.1 The Group is committed to ensuring staff in all our colleges are well trained and feel confident to deal with disclosures of abuse. **Appendix 3** sets out the Group Standard Guidance for staff – Managing Disclosures. This should be read in conjunction with the college on-site reporting procedures that must be followed where staff have a concern about a learner, receive a disclosure of abuse or a disclosure that they are at risk of harm detailed in **Part 2** of this policy and **Appendix 9**.
- 13.2 The Group recognises that child protection is a difficult and sometimes upsetting subject for those who work with learners. Working with a learner who has suffered harm or is at risk of harm may be stressful and distressing. The Group is committed to supporting such staff by providing opportunities for them to talk through their experiences and anxieties with the Designated Person or another member of the safeguarding team, and to seek further support as appropriate. All staff and volunteers should feel able to raise concerns about poor or unsafe practice; such concerns will be addressed sensitively and effectively in accordance with agreed whistle blowing procedures.
- 13.3 The Group believes that working within the clear framework of the Safeguarding, Child Protection and Adults at Risk Protection Policy and Procedures will support staff in carrying out their duties and responsibilities effectively.

### **14. E -Technology & E-Safety**

- 14.1 The Group has identified and appointed members of staff with the responsibility for monitoring the safe and appropriate use of E technology both on and off site and to deal with any concerns about inappropriate use. Refer to **Appendix 1 - ICT Acceptable Use Policy, Social Media Policy and the E - Safety Policy, and Appendix 11 and 12**.
- 14.2 The Group promotes E-Safety in the delivery of the curriculum. E-Safety refers to the safe use of internet and other electronic forms of communication such as e-mail, text messages, Facebook and other social media platforms that can expose young people and vulnerable adults to risks. The Group will support learners to recognise and manage risks associated with online activity that can be harmful such as online grooming, and the inappropriate use of social media for sexting, hazing and cyber bullying and other abusive acts that intimidate, threaten, or lead to physical, emotional, or psychological harm of any learner in the Group.

## **15. Extended Services and Activities**

15.1 The Governing Body of the Group (Corporation) is responsible for controlling the use of Group premises both during and outside normal hours, except where a trust deed allows a person other than the Governing Body to control the use of the premises, or a transfer of control agreement has been made. Where services are provided directly under the supervision and management of the Group, the Group's safeguarding policies and procedures will apply.

15.2 Where activities and services are provided separately, the Governing Body will seek assurances and evidence that the body concerned has appropriate safeguarding and child protection policies and procedures in place and that there are agreed arrangements to liaise with the Group on these matters where appropriate. Evidence of appropriate policies and procedures must be provided to the Governing Body.

The Governing Body (Corporation) will only work with providers that can demonstrate that they have effective child protection policies and procedures in place, provide appropriate training and that the vetting arrangements for their staff are compatible with those of local authorities and government guidance. The Governing Body will enter into a formal letting contract with the provider once these conditions are met but reserve the right to withdraw permission for any letting. There will be at any one time, a number of professionals delivering services to learners on behalf of the Group in the community as well as on the Group site. These professionals may be employed by partner agencies or other agencies.

15.3 All staff providing services to learners whether in Group or in the community on behalf of the Group must adhere to the Group's Safeguarding, Child Protection and Adults at Risk policy.

15.4 Staff from partner agencies working with learners off site will follow the referral procedures of their own agency and will inform the appropriate Designated Person they have made a child or vulnerable adult protection referral as a matter of priority.

## **16. Site security, Contractors and Agency Staff**

16.1 All learners and staff should be able to feel safe when they are on site. All staff and learners are expected to always have appropriate ID. Visitors will be asked to show their ID where appropriate (for example Ofsted and other professionals who are visiting the site), and to sign in and wear a visitor's badge at all times. No visitor will be allowed access to a site unless they are met and accompanied by a member of staff **Appendix 1** Health & Safety Policy & External Visitors Policy.

16.2 Regular contractors who work on site will be DBS checked as part of their service level agreement/contract and will be expected to read and sign the executive summary and adhere to the Safeguarding Child Protection and Adults at Risk Policy and Staff Code of Conduct. Occasional contractors who have not undergone DBS checks will be supervised at all times while they are on site.

16.3 Agency staff and those who work within the Group for one or two days will be asked to provide their DBS check before they can begin work. They will be given an executive summary of the Safeguarding, Child Protection and Adults at Risk Policy and will be asked to sign to confirm that they have read and will adhere to it.

## **17. Working in Partnership with Parents and Carers**

17.1 The Group is committed to creating and maintaining a culture of openness and honesty and strive at all times to work in partnership with parents and carers. We believe that this is in the best interests of learners and their families. Staff working for the Group will engender an environment which develops co-operative working relationships within which parents and carers feel respected.

17.2 Parents and carers will be encouraged to access the safeguarding policy, and a summary of it is included in the literature given to learners and families on admission which links to the appropriate page on the Group website. The Group believe it is important that parents and carers are aware of our statutory duty to safeguard and promote the welfare of learners and that the Group will, where necessary, share concerns about learners with Children's Social Care or appropriate agencies.

17.3 Wherever possible and appropriate the Group will aim to discuss concerns about learners with their parents or carers and inform them if we intend to make a referral to Children's Social Care. The Group will be alert to the needs of parents/carers who do not have English as their first language and use translation services, as necessary.

17.4 There may be instances, when we judge that it is not appropriate to speak to a parent or carer before contacting Children's Social Care. This would happen when the Group's Designated Person or a member of the safeguarding team judges that a learner's wellbeing will be imperiled if the parent or carer is aware that a referral to Children's Social Care is to be made. We will also bear in mind 'Fraser Gillick competence' and this will inform judgements and decisions.

## **18. Monitoring and Review**

18.1 A full safeguarding child protection and vulnerable adult report will be submitted to the Governing Body (Corporation) for the Group annually. This will include on behalf of each College monitoring information in relation to staff training, number of concerns raised regarding learners including E-Safety, record keeping, interagency referrals and outcomes to measure the effectiveness of this policy and strengthen practice where needed. In addition, a termly report will be submitted to the CCCG Strategic Safeguarding Board by each College and CCCT.

18.2 This policy will be reviewed and updated annually by the Group's Strategic Safeguarding Board and approved by the Group Leadership Team. In addition, the Governors will review the policy, specifically the safeguarding link Governor

18.3 Each college Vice Principal, the HR Operations Director and the Group Designated Lead for Safeguarding will monitor all incidents and cases that fall

within the scope of this policy to ensure staff act promptly in response to safeguarding concerns.

- 18.4 Learners will be involved in ascertaining the effectiveness of the policy and how safe they feel in their learning environment.
- 18.5 All safeguarding training for staff will be evaluated for relevance and impact on an annual basis.
- 18.6 All complaints arising from the operation of this policy will be considered under the Group's complaint procedures with reference to the Local Authority's Strategic Lead for safeguarding, as necessary.

## **Part 2: Key Safeguarding Personnel and contact information**

### **A. City and Islington College (CANDI)**

DSL: David Smith [David.Smith@candi.ac.uk](mailto:David.Smith@candi.ac.uk) 020 7700 9339

SG line 020 7697 1717

### **B. Capital City College Training (CCCT)**

DSL: Jackie Chapman [Jackie.Chapman@capitalcct.ac.uk](mailto:Jackie.Chapman@capitalcct.ac.uk)

SG Line 020 7832 5331

CCCT Staff who are working off site must report a safeguarding incident to the Designated CCCT Safeguarding (SG) lead and where appropriate the Safeguarding contact for the organisation/site where employed.

### **C. College of Haringey, Enfield and North East London (CONEL)**

DSL: Hilary Moore [Hilary.Moore@conel.ac.uk](mailto:Hilary.Moore@conel.ac.uk) 020 8442 3487

SG Line 020 8442 3958 [safeguarding@conel.ac.uk](mailto:safeguarding@conel.ac.uk)

### **D. Westminster Kingsway College (WestKing)**

DSL: Jasbir Sondhi [Jasbir.Sondhi@westking.ac.uk](mailto:Jasbir.Sondhi@westking.ac.uk) 020 7832 5100

SG Line 020 7532 5331 [safe@westking.ac.uk](mailto:safe@westking.ac.uk)



## **SAFEGUARDING (SG) ROLES AND RESPONSIBILITIES AT CCCG**

We all have a SG duty to our learners, and this is stressed in the Group SG Policy and the SG procedures and information. But there are some key roles and responsibilities:

### **CEO**

Ensures the SG Policy and procedures are effectively implemented across the Group and followed by all staff

### **EXECUTIVE SG LEAD (EXECUTIVE PRINCIPAL)**

Ensures Group meets statutory duty

### **GROUP DESIGNATED SG LEAD CONEL ASSISTANT PRINCIPAL EMPLOYABILITY SKILLS AND SUPPORT**

Oversees the operational implementation of the SG Policy and procedures and chairs the Group's SG Board

### **VPS AND EXECUTIVE DIRECTOR OF CCCT Appoint Designated SG leads and monitor cases**

### **DESIGNATED SG LEADS IN COLLEGES/CCCT WESTKING VICE PRINCIPAL, CCCT EXECUTIVE DIRECTOR, CONEL ASSISTANT PRINCIPAL EMPLOYABILITY SKILLS AND SUPPORT, CANDI ASSISTANT DIRECTOR STUDENT SERVICES**

Are trained as Leads and oversee the day-to-day work of SG officers and procedures and ensure SG cases are dealt with effectively and promptly by SG officers with internal and external referral

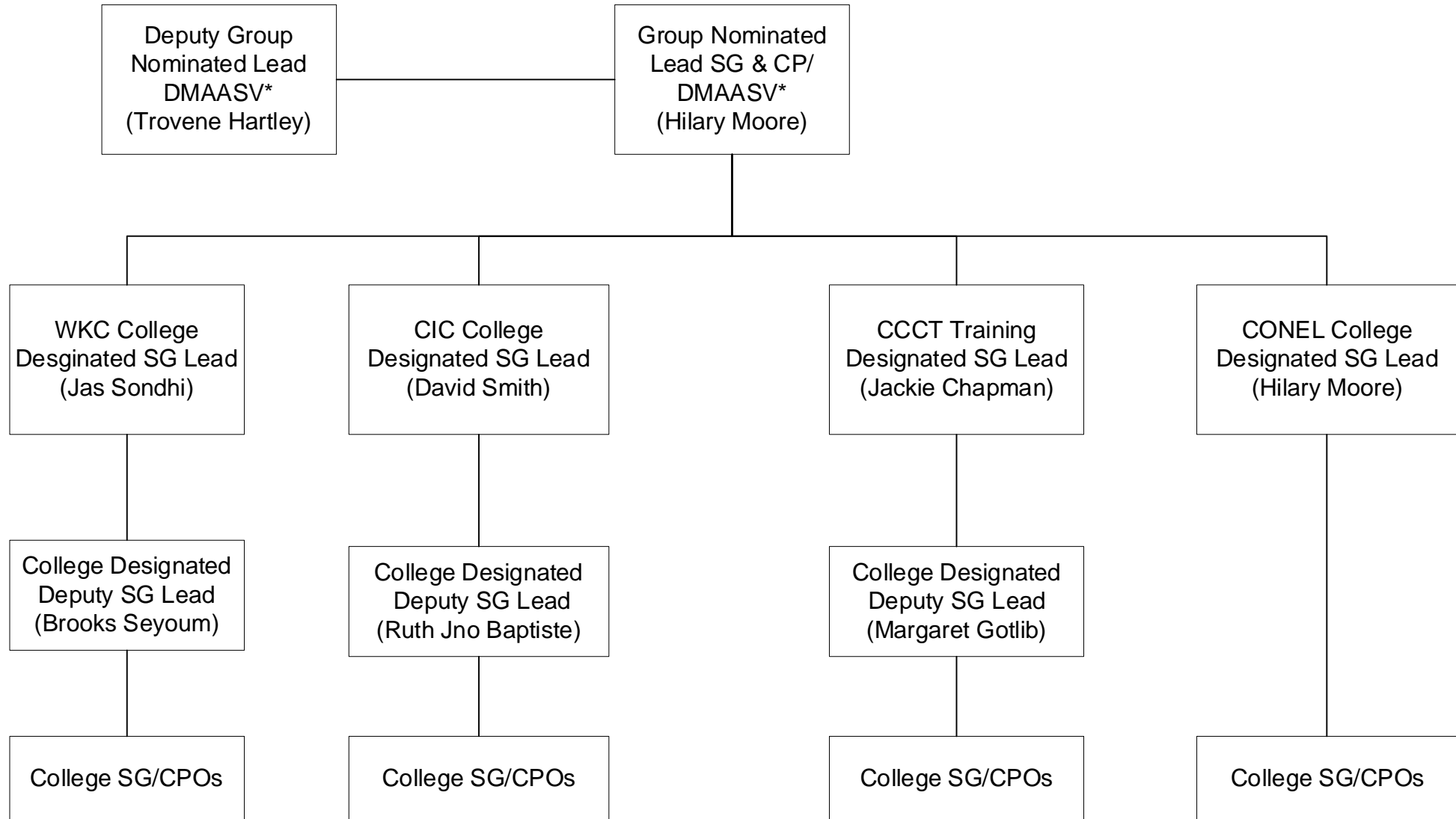
### **SG OFFICERS**

Address SG cases, log, and work with the Lead on referrals

### **ALL STAFF**

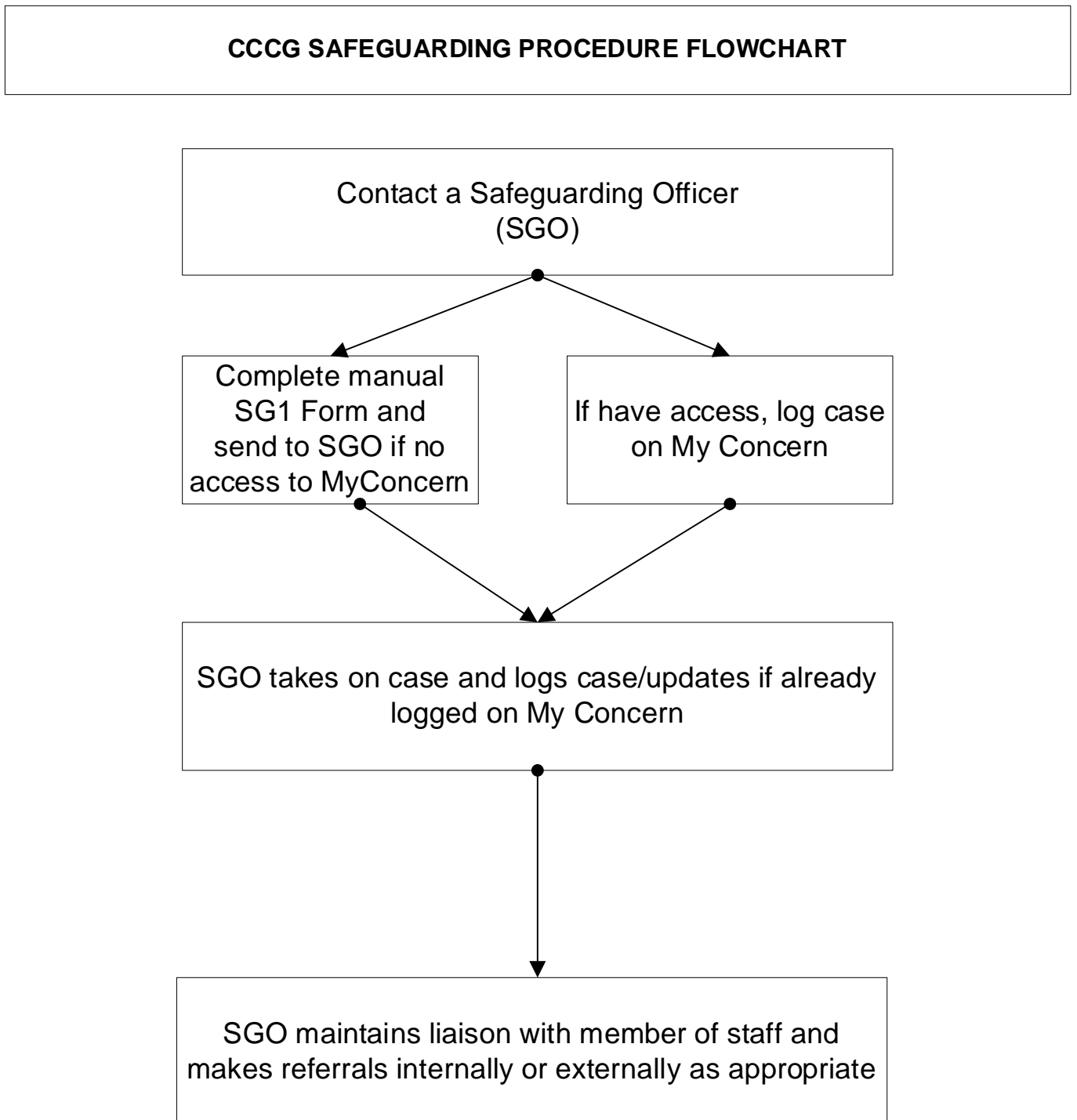
Be alert for any SG issue with a young learner or vulnerable adult and report promptly to an SGO or the Designated lead, using My Concern (if have access) or the SG1 referral form

**E. Capital City College Safeguarding and Child Protection Management and Reporting Structure**



\* DMAASV- Designated Manager for the allegations against staff and volunteers. Staff are expected to report any concerns on the inappropriate behaviour of staff/volunteers immediately to the DMAASV, or the Deputy.

**F. CCCG Safeguarding Procedure flowchart**



The link to the SG1 form can be found here. [SG1 form .docx \(sharepoint.com\)](#)