



New College Durham

# **Procedure for Safeguarding Young People and Adults at Risk**

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

<b>Policy Title</b>	<b>Safeguarding Young People and Adults at Risk</b>
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<b>Document Owner</b>	<b>Deputy Chief Executive</b>
<b>Owning Directorate</b>	<b>Corporate Services</b>
<b>Owning Department</b>	<b>ASC Department</b>

<b>Directorates and Departments affected by this Policy</b>	<b>All staff</b>
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## **New College Durham**

### **Safeguarding Young People and Adults at Risk**

#### **(Equality and Diversity Assessment)**

We will consider any request for this policy to be made available in an alternative format.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion, sexual orientation or human rights.

We are always keen to hear from anyone who wants to contribute to these impact assessments, and we welcome suggestions for improving the accessibility or fairness of the policy.

To make suggestions or to seek further information please contact:

**Emma Crosskey**

**Head of Advice Support Careers and  
School Liaison**

**[emma.crosskey@newdur.ac.uk](mailto:emma.crosskey@newdur.ac.uk)**

**Tel: 0191 375 4163**

**Equality Impact Assessed: September 2020**

## New College Durham

### Safeguarding Young People and Adults at Risk

#### 1. Scope and Purpose

This procedure applies to all employees of New College Durham. The College has an important role to play in helping to promote and safeguard the welfare of Young People and Adults at Risk to help protect them from abuse.

The purpose of the procedure is to safeguard and protect the welfare of all our students and help to encourage all staff to achieve and maintain the highest standards of Safeguarding Young People and Adults at Risk.

Safeguarding and promoting the welfare of Children is everyone's responsibility, everyone who encounters children, their families and carers has a role to play in safeguarding. (Keeping Children Safe in Education (KCSIE) 2020).

#### 2. Key Definitions and Concepts

This procedure applies to all students and is in place to ensure that young people and adults at risk are protected from all forms of abuse, definitions of which are contained in Appendix A - Key Definitions, which is detailed our policy.

**All complaints and allegations or suspicions will be taken seriously and in accordance with both our policy and this procedure.**

Safeguarding incidents and/or behaviours can be associated with factors outside the College and/or can occur between young people and adults at risk outside the school or college. All staff, but especially the designated safeguarding lead or deputy (DSL) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

College staff who have regular contact with students are well placed to observe significant changes in a learner's behaviour, a failure to thrive or outward signs of abuse. In addition, Young People and Adults at Risk may choose to share their concerns with staff whom they feel they can trust and with whom they are comfortable. Staff need to know how to respond sensitively to a learner's concerns and whom to approach for advice.

Any staff member who have concerns about a young person under the age of 18 living outside of the family home and who is being provided with care and accommodation by someone who they are not related to should inform the DSL. The concerns may extend to 'informal fostering' or host family provision.

The College has developed a dedicated intranet portal for aiding staff and students understanding safeguarding and prevent the link is <https://safeguarding.newdur.ac.uk/>

### **3. Responding to Disclosure and Allegations of Abuse**

Whilst College staff are not responsible for investigating abuse it is essential that any suspicions of significant harm or allegations of abuse are promptly recorded and acted upon and treated seriously.

The following brief notes provide guidance for staff who receive a disclosure or who have concerns about allegations of abuse against a Young Person (under18) or Adult at Risk (18 or over). Full details of the Safeguarding Young People and Adults at Risk Policy is available on the College Intranet.

Where a member of staff has any concerns about the risk of possible or actual radicalisation of an individual, then she/he is required to report that immediately to a Designated Safeguarding Lead (DSL).

The DSL will then refer the concern via CHANNEL, which uses existing collaboration between local authorities, statutory partners, the police and the local community to identify individuals at risk of being drawn into terrorism, assess the nature and extent of that risk and develop the most appropriate support for the individuals concerned.

The College provides guidance to all staff and student on the key contact details for additional support and it is reflected in Appendix A of this document.

#### **a. A member of staff receiving a Disclosure**

##### **You must;**

1. Take all allegations or suspicions of abuse seriously;
2. Respond with tact and sensitivity to anyone who confides in you;
3. Stay calm and reassure the learner that she/he is right to tell someone of their concerns;
4. Re-assure the learner that it is right to speak to someone;
5. Inform the student that information will be passed on to whom, and why (i.e.. the appropriate person in College who will seek further advice and help);
6. Ensure tact and diplomacy and discretion (only the people who need to know will be told);
7. Allow the learner to speak freely in her/his own way and time and at her/his own pace. Avoid interrupting when the learner is recalling significant events;

9. Only clarify what the learner is trying to say and ascertain whether there are any immediate issues of safety for the learner or any other learner(s);
10. Take notes as accurately as possible what was said, use the learner's own words; do not interpret.

**b. Key information to note when receiving a Direct Disclosure**

Include the time, context and location of the disclosure. Please record the following information about the learner;

- name
- address;
- date of birth;
- telephone contact;
- College course, if known;
- date and sign the notes;

Please keep a written record of the conversation these notes should be taken at the time of disclosure. Report as soon as practicable (or within the hour) to a Designated Safeguarding Lead (see Paragraph 3e) and ensure all notes and further information are passed over to the DSL.

**c. In receiving a disclosure You Must Not:-**

1. promise confidentiality (only those who need to know will be told);
2. make judgements;
3. investigate the allegation or suspicion of abuse;
4. ask leading questions or probe for details (this may jeopardise future investigations);
5. interpret what has been said or make assumptions/judgements about the situation;
6. contact parents/carers before seeking advice;
7. talk to the alleged perpetrator(s) or pass on any information about the learner.

**d. Alternative methods of a student raising a concern/making a disclosure**

The College has developed an app which allows a student to record a safeguarding concern and submit it directly to the DSL team. The app can be downloaded at <https://safeguard.newdur.ac.uk/>

Students may wish to simply record concerns via an email and use one of the DSL email addresses (3e) to submit the concern. Students should provide

- Time
- Context
- Location
- Name, address and date of birth
- Contact details
- Course details

**e. Actions following up a Disclosure**

**You must make sure the student is safe** and then contact one of the College's Designated Safeguarding Leads immediately:

**Kay Wilson**

Safeguarding Support Officer  
+44 191 375 4089, B 0.17  
Kay.Wilson@newdur.ac.uk

**Emma Crosskey**

Head of ASC  
+44 191 375 4163, B 0.10  
Emma.Crosskey@newdur.ac.uk

**Karl Fairley, (Lead DSL).**

Deputy Chief Executive  
+44 191 375 4022, G 3.22  
Karl.Fairley@newdur.ac.uk

**Andrew Stephenson**

Vice Principal for Curriculum and Quality  
+44 191 375 4286, G 3.07  
[Andrew.Stephenson@newdur.ac.uk](mailto:Andrew.Stephenson@newdur.ac.uk)

1. If, at any point, there is a risk of immediate serious harm to a person a referral should be made to First Contact immediately. Anybody can make a referral. If the person's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for person/child at some point.
2. All written information and rough notes will be retained by a Designated Safeguarding Lead.
3. Where there are serious concerns of 'significant harm' the Designated Safeguarding Lead will refer *immediately* to First Contact.
4. A referral form should be forwarded by the Designated Safeguarding Lead to First Contact within 2 days.

5. Any actioned safeguarding concerns will be followed up by our Designated Safeguarding Lead with the learner and records of the information stored securely for future reference.
6. The Designated Safeguarding Lead will co-ordinate any requests for information which will contribute to an assessment of the learner and agree monitoring and follow up arrangements as appropriate.
7. When a young person, who is subject to a Child Protection Plan, leaves College the Designated Safeguarding Lead will inform the new education establishment and arrange the transfer of appropriate information to the appropriate Designated Safeguarding Lead.

#### **4. Supporting SEND Students**

- a. Evidence on the extent of abuse among Young People and Adults at Risk with learning difficulties and disabilities suggests that some may be especially vulnerable to abuse, for example those who have difficulty communicating:
  - i. those working with Young People and Adults at Risk with special educational needs and/or disabilities often provide close support and may encounter indications of possible abuse;
  - ii. whilst extra care may be needed to ensure that signs of abuse and neglect are interpreted correctly, any suspicions should be reported in the same manner as for other Young People and Adults at Risk.

In any instance as a result of dealing with safeguarding and supporting students both the student, and if required, the member of staff to whom the disclosure was made can access support from the College's Counselling and Support Services.

#### **5. Dealing with Allegations of Abuse Against College Staff**

In addressing allegations of abuse made about staff, the College will seek to ensure compliance with the prevailing guidance from the Local Safeguarding Children Board, Durham Safeguarding Adults Board, Department for Education, United Kingdom employment legislation, laws of natural justice and its own internal procedures. Particular attention will be given to Part Four: Allegations of abuse made against teachers and other staff, Duties as an employer and an employee (Keeping Children Safe in Education September 2020).

The following arrangements relate to all staff, external agency and volunteers working at New College Durham.

##### **a. Initial action by the person receiving or identifying an allegation or concern**

The person to whom an allegation or concern is first reported should treat the matter seriously, keep an open mind and follow the steps in this procedure.

She/he must not:

- investigate or ask leading questions if seeking clarification;
- make assumptions or offer alternative explanations;
- promise confidentiality (but should give assurance that the information will only be shared on a 'need to know' basis).

She/he must:

- make a written record of the information (where possible in the persons own words) including the time, date and place of incident(s), persons present and what was said;
- sign and date the written record;
- immediately report the matter to the Principal and Chief Executive, or in his absence a member of the Deputy Chief Executive;
- if the allegation is about the Principal and Chief Executive it should be reported to the Chair of the Corporation.

#### **b. Initial Action by the Principal and Chief Executive**

The Principal and Chief Executive will follow the LSCB procedures (outlined below) if there is a concern or it is alleged that a member of staff has:

- behaved in a way that has harmed or may have harmed a young person;
- possibly committed a criminal offence against or related to a young person; or
- behaved towards a young person/or Young People and Adults at Risk in a way that indicates she/he is unsuitable to work with children or Young People and Adults at Risk.

The Principal and Chief Executive will not investigate the matter nor interview the member of staff, person concerned nor potential witnesses.

She/he will:

- obtain written details of the concern/allegation, signed and dated by the recipient (not the young person making the allegation).
- countersign and date the written details;
- record any information about times, dates and location of incident(s) and names of any potential witnesses;
- record discussions about the young person and/or members of staff, any decisions made and the reasons for those decisions;
- report to the Local Authority Designated Officer (**01207 588247**) as soon as practicable (e.g. the same day).

- i. consult the Emergency Duty Team through First Contact
- ii. **(03000 26 79 79)** or local police if the allegation requires immediate attention but is received out of hours, then inform the Local Authority Designated Officer as soon as practicable.

### **c. LADO Initial Consideration**

The Local Authority Designated Officer (LADO) will discuss the matter with the Principal and Chief Executive and where necessary obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence or information that establishes that the allegation is false or unfounded, but the College will not instigate any investigation into the allegation at this stage.

However, this does not preclude the College from considering and actioning suspension from duty for the member of staff whom the allegation has been made against.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the Local

Authority Designated Officer will immediately refer to Children's Care and ask for a Strategy Discussion in accordance with Working Together to Safeguard Children to be convened straight away. In those circumstances the Strategy Discussion should include the Local Authority Designated Officer and Principal and Chief Executive.

If there is not cause to suspect that "significant harm" is an issue, but a criminal offence might have been committed, the Local Authority Designated Officer should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed.

Where it is determined that a criminal offence might have been committed the College will suspend its internal discipline investigation, until a conclusion is reached by the Police/Crown Prosecution Service (CPS).

If the police and/or CPS decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a Court, the police should wherever possible aim to pass all information they have which may be relevant to a disciplinary case to the College within three working days of the decision.

If the person is convicted of an offence the police should also inform the College Principal and Chief Executive immediately so that appropriate action can be taken.

**d. Action following Initial LADO Consideration**

Where the initial consideration decides that the allegation does not involve a criminal offence the College will consider the matter under its prevailing discipline procedure. In such cases, if the nature of the allegation does not require formal disciplinary action, the College will institute an appropriate response/action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held as soon as practicable.

Where further investigation is required to inform consideration of disciplinary action the College's lead Human Resources professional will discuss who will undertake that with the Local Authority Designated Officer. The investigation will seek to be concluded as soon as practicable, resulting in a formal report for the consideration of the Principal and Chief Executive.

Within two days of receipt of the report of the disciplinary investigation, the Principal and Chief Executive will consult the Local Authority Designated Officer and determine if a *prima facie* case exists in relation to the allegations and whether a disciplinary hearing is needed. In all cases in which Children's Care has undertaken enquiries to determine whether the young person needs protection, the College will take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

If it is determined that a disciplinary hearing is needed it should be held as soon as practicable. The Local Authority Designated Officer will provide advice or support when required or requested. The disciplinary hearing will be held in accordance with the College's prevailing policy.

**e. Referral to Department for Education**

If, on conclusion of the process, the College ceases to use the person's services, or the person ceases to provide his or her services, the College will consult the Local Authority Designated Officer about whether a referral to the Department for Education is required. If a referral is appropriate the report should be made within one month of the advice being sought.

## 6. Responsibility for Implementing this Procedure

Responsibility for the implementation of this procedure resides at all levels of the College specifically:

Emma Crosskey, Head of ASC

Kay Wilson, Safeguarding Support Officer

Andrew Stephenson, Vice Principal for Curriculum and Quality

Lead for Senior Leadership Team, Karl Fairley, Deputy Chief Executive

## 7. Associated Documentation

This procedure should be read in conjunction with the following supporting/related documentation:

Policy on Safeguarding Young People and Adults at Risk

## 8. Review of this Procedure

All procedures will be subject to a review either because of the changing landscape, against which the procedure was originally drafted, or in keeping with good governance.

The timings of review will, if not as a result of that changing landscape, be no longer than five years from the previous review.

## 9. History of Policy Reviews

<b>Implementation Date:</b>	<b>January 2019</b>
<b>1st Review Date:</b>	<b>September 2020</b>
<b>2<sup>nd</sup> Review (proposed)</b>	<b>September 2021</b>

# Appendix A

## Safeguarding Reporting Process New College Durham October 2020



Incident	Reporting order priority		Action	Useful Contact Numbers	
<b>Immediate Danger</b>	Emergency Services 999	New College Durham Designated Safeguarding Lead	<p><b>Receive</b> Actively listen, do not ask leading questions.</p> <p>↓</p> <p><b>Respond</b> Reassure the person they will be helped and supported do not promise confidentiality.</p> <p>↓</p> <p><b>React</b> Inform Designated Safeguarding Lead immediately. Complete a Safeguarding Form.</p> <p>↓</p> <p><b>Record</b> Exact words, names, dates, times, your observations, your actions, keep all rough notes – pass to DSL.</p> <p>↓</p> <p><b>Support</b> Reassure the person and offer appropriate support.</p> <p>↓</p> <p><b>Preserve Evidence</b> All required documents needed are located; Safeguarding is located on NCD intranet/policies/procedures&amp;forms /safeguarding</p>	Police non-emergency	101
<b>Illegal Activity</b>	Designated Safeguarding Lead	If suspected perpetrator is a staff member - Human Resources		Durham Police Prevent Team	101 or 01913752234
<b>Young Person OR Adult at Risk Protection Issue</b>	Designated Safeguarding Lead	YOUNG PERSON or ADULT AT RISK First Contact - 03000 267 979		Mental Health Crisis	111 or GP out of hours or A and E
<b>PREVENT/Radicalisation Concern</b>	Designated Safeguarding Lead	Durham Police Prevent Team		Homeless Advice (out of hours)	01388 722 538
<b>Bullying or Harassment</b>	Staff to check the Bullying and Harassment policy initially, our Designated Safeguarding Lead will be able to advise. Further information can be found in the Student Disciplinary policy and Learner Behaviour policy			Durham Constabulary CSE Co-ordinator	101 and ask for the ERASE Team
<b>E-Safety Concern</b>	Designated Safeguarding Lead	Head of ICT, New College Durham		Social Care Direct (Adults and Children)	03000 267979 or text messaging 0778 602 7280
<b>Behaviour Management</b>	Student Disciplinary Policy Learner Behaviour Policy				

Designated Safeguarding contacts		
<b>Kay Wilson</b>	Designated Safeguarding Lead	Ext. 4089 Location BL.0.17
<b>Emma Crosskey</b>	Advice, Support and Careers Manager	Ext. 4907 Location BL.0.12
<b>Andy Stephenson</b>	Vice Principal	Ext. 4286 Location GR307
<b>Karl Fairley</b>	Deputy Principal (Human Resources and Corporate Services)	Ext. 4022 Location GR304

**Out of hours First Contact 03000 267979**

*(Durham County Council - Providing early help to children, young people and their families)*

**In case of an Emergency call 999**