



Child Protection and Safeguarding Policy

Version number

8

Last review date:

September 2022

Next review date:

September 2023

1.0 **Objective**

PURPOSE AND AIM OF POLICY / PROCEDURE

NA College fully recognises its statutory and moral responsibilities to ensure that NA College functions with a view to safeguarding and promoting the health and welfare of staff, apprentices and children whether receiving education and training by external providers or internally delivered training, apprenticeships or school engagement activities.

2.0 **Scope**

WHO DOES IT APPLY TO?

This policy covers all NA College employees. This policy does not give contractual rights to individual employees. The Company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

The Child Protection and Safeguarding Policy covers all members of NA College but highlights specific reference to safeguarding children. Definitions of these categories are as follows:

The broad definition of a child is:

*'Anyone who has not reached their 18th birthday. 'Children' therefore means 'children and young people' The fact that a child has reached 16 years of age, **is living independently or is in further education**, does not change their status or entitlement to services or protection under the Children Act 1989 and 2004 as amended by the Children and Social Work Act 2017.'* [Children and Social Work Act 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

3.0 **Policy Context**

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' updated September 2022 (KCSIE) [Statutory guidance overview: Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education) which requires individual schools and colleges to have an effective child protection policy.

3.1. The Child Protection and Safeguarding Policy affirms NA College's commitment to the current and any subsequent guidance and legislation associated with Safeguarding. This policy takes into account, amongst others, the following publications:

- 'Keeping Children Safe in Education' [Statutory guidance overview: Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)
- Working Together to Safeguarding Children 2018 [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-safeguard-children)
- What to do if you're worried a child is being abused: advice for practitioners <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- Ofsted: Education Inspection Framework Updated June 2022 [Education inspection framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-inspection-framework)
- Information Sharing for Safeguarding Practitioners 2018 [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/684848/information-sharing-for-safeguarding-practitioners-2018.pdf)
- The Education Act 2002 (Section 175) [Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2002/31/pdfs/ukpga_20020031_en.pdf)
- Education and Training (Welfare of Children) Act 2021 [Education and Training \(Welfare of Children\) Act 2021 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2021/1/pdfs/ukpga_20210001_en.pdf)
- Children Act 1989 / 2004 http://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf

- Department for Education Child Sexual Exploitation Definition and guide for practitioners Reporting and Dealing with Allegations of Abuse against Members of Staff and other Adults and Students <https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

3.2 NA College Policies and Employment Legislation reference to support this policy:

- GDPR 2018 - The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 introduce new elements to the data protection regime, superseding the Data Protection Act 1998.
- NA COLLEGE Code of Conduct (Student and Staff)
- NA COLLEGE Code of Ethics
- NA COLLEGE Equality Opportunities and Diversity Policy
- NA COLLEGE External Speakers Policy
- NA COLLEGE Harassment and Bullying Policy
- NA COLLEGE Safety and Well Being Policy
- NA COLLEGE PREVENT Policy
- NA COLLEGE Safer Recruitment Policy
- NA COLLEGE Training and Development Policy
- NA COLLEGE Whistle Blowing Policy

Key National Information for Education Sector with reference to the local authority

Reporting advice and information located:

www.togetherforchildren.org.uk/professionals-concerned-about-a-child

4.0 Safeguarding Roles and Responsibilities

4.1 NA College endeavours to create and maintain a safe learning environment for all staff, apprentices, young people and children. NA College has a Designated Safeguarding Lead and Designated Staff to ensure appropriate protocols are in place. Any identified concerns or requests for early support and intervention can be addressed and supported in partnership with other agencies as appropriate.

4.2 NA College is currently operating in response to coronavirus (Covid-19), but safeguarding principles remain the same and we will continue to follow government guidance and will amend this policy and our approaches as necessary. We understand our students may have been exposed to a range of adversity and trauma, including bereavement, anxiety and in some cases increased welfare and safeguarding risks and will work together to ensure necessary support is available.

4.3 NA College Senior Management Team, is committed to ensuring that NA College fulfils the following objectives:

- providing a safe environment for children, young people to learn in and be cared for;
- providing the means to identify children, young people who may benefit from early help and intervention;
- identifying children, young people who are suffering, or likely to suffer, significant harm;
- Identifying concerns regarding children, young people who may be being subject to radicalisation (refer to PREVENT Policy)

- taking appropriate action to see that such individuals are kept safe, at college, work and at home or within the wider community.

4.4 In pursuit of these objectives, the Senior Management Team will approve and annually review procedures dealing with:

- raising awareness of issues relating to the welfare of children, young people and the promotion of a safe environment for learning within NA College;
- aiding the identification of children, young people at risk of significant harm, and providing procedures for reporting concerns;
- allegations of abuse against members of staff which will incorporate liaison with Sunderland Council Designated Officer. (The criteria for making a report to the LADO are that an individual in the workplace may have: Behaved in a way that has harmed, or may have harmed a child. Possibility committed a criminal offence against) or related to a child. Behaved towards children in a way that indicates they may pose a risk of harm to them.)

[Report a Safeguarding concern - professionals and volunteers - Sunderland City Council](#)

Other local authorities contact information can be found:

<https://www.gov.uk/report-child-abuse-to-local-council>

5.0 Designated Safeguarding Staff

5.1. The designated staff for safeguarding apprentices, young people and children, will act as an initial point of contact for any queries or concerns from NA College staff. They will receive appropriate training to ensure they fulfil their role appropriately at all times. The designated staff will liaise with the Designated Safeguarding Lead, to ensure all cases are discussed, recorded and acted on appropriately.

5.2. Designated safeguarding staff can be contacted via the NA College Safeguarding team or HR. The Designated Safeguarding Lead is Maureen Askew – Head of Quality and Curriculum. The HR Manager is Lindsey Vickerson. (Contact details are available at the end of this policy),

6.0 Definitions of Safeguarding *(In line with KCSIE 2022)*

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment
- Preventing impairment of children’s mental and physical health or development
- Ensuring that children grown up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes

6.1. NA College acknowledges that safeguarding includes that a wide range of specific issues including (but not limited to):

- Abuse and neglect
- Bullying, including cyberbullying
- Children with family members in prison
- Children missing education
- Child missing from home or care
- Child Sexual Exploitation

- Child Criminal Exploitation
- Consensual and non-consensual sharing of nude and semi-nude images/videos
- Contextual safeguarding (risks outside the family home)
- County lines and gangs
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Gender abuse and violence women and girls
- Hate
- Homelessness
- Human trafficking and modern slavery
- Initiation/hazing type violence and rituals
- Mental health
- Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or “Sexting”
- Online safety
- Child on child abuse
- Preventing radicalization and extremism (refer to separate PREVENT Policy)
- Private fostering
- Relationship abuse
- Serious and sexual violence and sexual harassment.
- So-called ‘honour-based’ abuse, including Female Genital Mutilation (FGM) and forced marriage
- Upskirting

Further explanation of ‘Categories of Abuse’ can be found within [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)

Specific Safeguarding Issues

NA College is aware of a range of specific safeguarding issues and situations that can put children at greater risk of harm. In addition to Part One, all staff who work directly with children will read annex B of KCSIE 2022 which contains important additional information about specific forms of abuse and safeguarding issues.

7.0 Online Safety

7.1 It is essential that children are safeguarded from potentially harmful and inappropriate material or behaviours online. NA College will adopt a whole college approach to online safety which will empower, protect and educate our learners and staff in their use of technology, and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.

NA College identifies that the breadth of issues classified within online safety is considerable, but can be categorized into four areas of risk:

Content: being exposed to illegal, inappropriate or harmful content, for example pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

Contact: being subjected to harmful online interaction with other users. For example, peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct: personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images (eg. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

7.2 NA College recognises that technology, and the risks and harms related to it, evolve and change rapidly. The college will carry out an annual review of our approaches to online safety.

8.0 Actions to Implement and Develop Policy

8.1. NA College will establish, maintain and annually review the Child Protection and Safeguarding Policy which has four main elements: prevention, procedures, support for students and apprentices and preventing unsuitable people from working with children, young people and apprentices:

We will therefore:

8.1.1. Establish and maintain an ethos where children, young people and apprentices feel secure and are encouraged to talk, and are listened to.

8.1.2. Ensure that children, young people and apprentices know that there are staff in NA College whom they can approach if they are worried or in difficulty.

8.1.3. Ensure staff at NA College receive adequate training in relation to Safeguarding and sign to confirm that they have read and understood the national guidance shared with them (stored – single central record within staff records)

8.2. NA College will follow the locally agreed multi-agency procedures as set out in Sunderland Safeguarding Partnership.

8.2.1. Ensure that NA College staff has access to a designated member of staff, who has undertaken appropriate Safeguarding training. The training will be reviewed every two years or if legislation changes.

8.2.2. Ensure that the designated safeguarding lead and designated staff will refer incidents requiring investigation to Social Care / Police as appropriate in line with agreed procedures.

8.2.3. Ensure that all support staff (i.e. Mentors) have an understanding of the responsibility placed on NA College and staff for safeguarding children, young people by setting out its obligations in appropriate Staff Briefings or meetings.

8.2.4. Provide initial training for all staff who have contact with children, apprentices or young people on Safeguarding & Prevent from the point of their induction, and safeguarding updates in the form of training, emails, briefings at least annually. Staff should know:

- their personal responsibility; the locally agreed procedures;
- the need to be vigilant in identifying cases of abuse or neglect;
- how to support and to respond to a child, apprentice or young person who tells of abuse or neglect.

8.2.5. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding Safeguarding matters including attendance and written reports at any Safeguarding / child protection meetings.

8.2.6. Keep clear detailed written records of concerns about safeguarding students (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately. (Refer to Annex 1 for recording 'Cause for Concern Form')

8.2.7. Is committed to developing productive and supportive relationships with parents, guardians or carers whenever it is in a vulnerable apprentices' best interest to do so.

8.2.8. Recognises that children, apprentices and young people may live in a home environment where there is domestic violence, drug or alcohol abuse and are in need of support and protection.

8.2.9. Is vigilant in monitoring all student welfare, keeping records and notifying Social Care, as soon as there is an area of a concern.

8.2.10. Child on child abuse is recognised and know children are capable of abusing their peers and it can happen both inside and outside of NA College and online.

9.0 Preventing unsuitable people from working with children and young people

9.1. NA College will operate safe recruitment practices including ensuring enhanced DBS checks (formerly CRB & ISA checks) prior to employment in a training or assessment role or other staff members that could be in a position to supervise a child (under 18 years) alone.

9.2. NA College will operate safe student enrolment practices by asking students to declare unspent convictions and carry out a risk assessment.

9.3. NA College will ensure all external guest speakers are carefully sourced.

Please refer to NA College Safety and Wellbeing Policy and External Speakers Policy

10.0 Dealing with disclosure and procedure for reporting concerns

10.1. If abuse of a child or young person is suspected, staff should refer to a Designated Person.

10.2. Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To share information effectively:

All practitioners should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'.

Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

11.0 Monitoring and Evaluation

11.1 The Designated Safeguarding Lead will, on an annual basis, monitor and evaluate all issues relating to safeguarding children and young people.

Procedure

See Annex 2.

The effectiveness of this Procedure will be monitored annually and reviewed in light of change of guidance from the Department for Education, changes in legislation and best practice.

Initially the Cause of Concern form should be completed and submitted to the Designated Safeguarding Officer or designated staff.

Designated Safeguarding Lead will submit a referral to Sunderland Council children's services where required: [Report a Safeguarding concern - professionals and volunteers - Sunderland City Council](#)

NOTE: Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- general guidance on whistleblowing can be found via: Advice on Whistleblowing
- the NSPCC's - what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally, or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk
<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

13.0 Form Reference

Annex 1 – Safeguarding Form – Initial Cause for Concern

Annex 2 – Safeguarding Referral Procedures

Annex 3 – Safeguarding team contact details


Annex 4 – Support Organisations

14.0 Records

NA College is responsible for all records in accordance with the following table:

Record Type	Index Method	Retention			Disposal
		Method	Location	Period	
Cause Concern Form	Cause for Concern / Initials of learner/ date	Electronic (password protected)	M:\NAC Centre\Safeguarding	Length of employment, training period or until confirmed to delete from local authorities	Delete

This Policy is approved by:

Position: Chief Operating Officer	Name: Lisa Snaith	Signature: 	Date: 17/10/2022
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Annex 1 - Safeguarding Form – Cause for Concern



Safeguarding Children and Vulnerable Adults

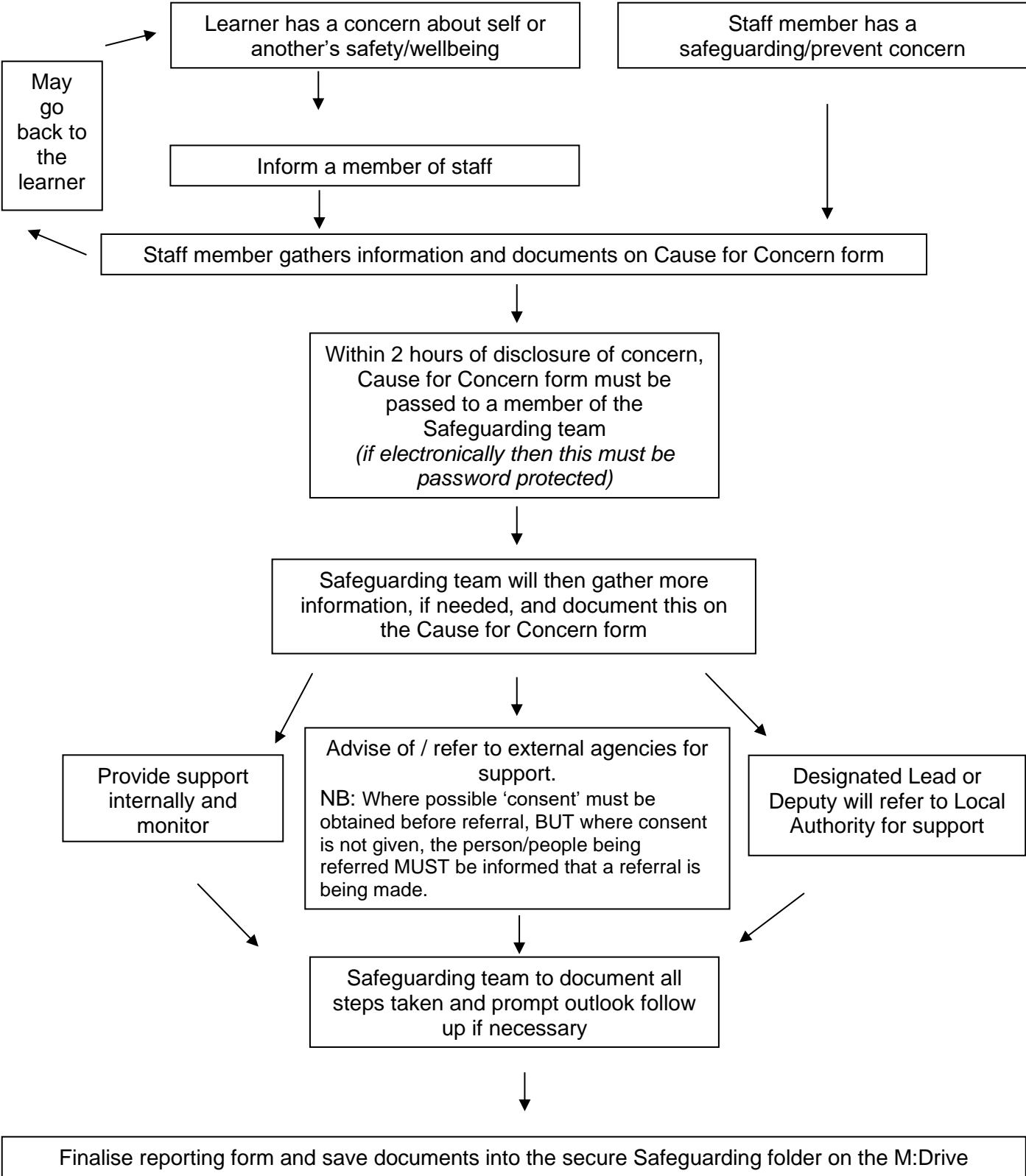
Initial Cause for Concern Form	
Date	
Time	
Name of Individual cause for concern is about	
D.O.B/Age (If Known)	
Address (If Known)	
Location/Centre	

Describe your concern and any information to support your cause for concern

Action taken/outcome of person raising cause for concern	
Name of person completing the form	
Signature	
Date	

Action taken/outcome of Safeguarding Team	
Name of Safeguarding Team member	
Signature	
Date	

Annex 2 – Safeguarding Procedure



Annex 3 - Contact details for the Safeguarding Team

Maureen Askew – Safeguarding & PREVENT Lead

T : 0191 4661188

M: 07919525014

E: Maureen.askew@nacollege.ac.uk

Alison Carroll – Safeguarding & PREVENT Deputy Lead

T: 0191 4661188

M: 07712325852

E: Alison.carroll@nacollege.ac.uk

Nigel Thompson – Safeguarding and PREVENT staff

T: 0191 4661188

E: Nigel.thompson@nacollege.ac.uk

Julia Banks - Safeguarding and PREVENT staff

T: 0191 4661188

E: Julia.banks@nacollege.ac.uk

Erin Swaddle - Safeguarding and PREVENT staff

T: 0191 4661188

E: Erin.Swaddle@nacollege.ac.uk

Alan Bolan - Safeguarding and PREVENT staff

T: 0191 4661188

E: Alan.Bolan@nacollege.ac.uk

Lindsey Vickerson – HR Manager (Staff Safeguarding)

T: 0191 4661188

E: Lindsey.vickerson@nacollege.ac.uk

Anne Skillcorn – HR Officer (Staff Safeguarding)

T: 0191 4661188

E: Anne.skillcorn@nacollege.ac.uk

Annex 4 – Support Organisations

NSPCC ‘Report Abuse in Education’ Helpline

- [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardos: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children’s Society: www.childrenssociety.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

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

Sunderland Council support for young people

[Support for children and young people - Sunderland City Council](#)

Substance Misuse

- Addictions: <https://www.addictionsnortheast.com/>
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information:
www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Child on child abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Bullying UK: www.bullying.co.uk
- Kidscape: www.kidscape.org.uk

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk

- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety and www.net-aware.org.uk
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Children with Family Members in Prison

National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>