



# DERBY COLLEGE GROUP POLICY

## GUIDELINE

# Safeguarding

Owning Policy:  
Designated Owning Department:

Safeguarding Policy  
Services for Students

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**POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS**

# **Categories of Abuse**

## **Young People**

### **Physical Abuse**

This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately includes illness in a young person.

### **Emotional Abuse**

This is the persistent emotional ill-treatment of a young person such as to cause severe and persistent effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectation being imposed on young people.

These may include interactions which are beyond the young person's developmental capability as well as overprotection and limitation of exploration and learning or preventing the young person from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve bullying and causing young people to feel frightened or in danger, or the exploitation or corruption of young people.

Some level of emotional abuse is involved in all types of ill treatment of a young person, though it may occur alone.

### **Sexual Abuse**

This involves forcing or enticing a young person to take part in sexual activities, including prostitution, exploitation whether or not the young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities, such as involving young people in looking at, or in the production of pornographic materials or watching sexual activities, or encouraging young people to behave in sexually inappropriate ways.

### **Neglect**

This is the persistent failure to meet the young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failure to protect a young person from physical and emotional harm or danger, failure to ensure adequate supervision, including the use of inadequate caregivers or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a young person's basic emotional needs.

## **Vulnerable Persons**

### **Physical Abuse**

This includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force either deliberate or unintentional, misuse of medication, restraint or inappropriate physical sanctions.

## **Sexual Abuse**

This includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent to, or was pressured into consenting to. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship. A relationship of trust and a duty of care should exist between an employee or a volunteer and the person for whom they are caring.

It would be seen as a betrayal of trust and, therefore, abusive for that employee or volunteer to have a sexual relationship with the person they are caring for.

## **Psychological Abuse**

This includes emotional abuse, bullying and threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

## **Financial or Material Abuse**

This includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits, or internet scamming.

## **Neglect and Acts of Omission**

This includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

## **Discriminatory Abuse**

This includes racist, sexist or other forms of abuse that are based on a person's disability and other forms of harassment or similar treatment.

## **Other forms of abuse**

### **Domestic Violence**

Domestic violence is the abuse of one partner within an intimate or family relationship. It is the repeated, random and habitual use of intimidation to control a partner. The abuse can be physical, emotional, psychological, financial or sexual. It can force a person to alter their behavior, because they are frightened of their partner's reaction, and this is a form of abuse.

There is no single cause of domestic violence. It comes from a combination of factors, including society's attitudes, community responses, and the individual psychology experiences of the abuser and the abused. Domestic violence is the result of an abuser's desire for power and control.

If you have concerns about a child or young person you should refer them to a Safeguarding Officer for advice, support and external referral if required.

### **Exploitation**

Child sexual exploitation is when children and young people receive something (such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts, or money) as a result of performing, and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of the internet or on mobile phones. In all cases, those exploiting the child or young person have power over them because of their age, gender, intellect, physical strength and/or resources. For victims, the pain of their ordeal and fear that they will not be believed means they are too often scared to come forward.

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs grooming and exploiting children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs.

If you have concerns about a child or young person you should refer them to a Safeguarding Officer for advice, support and external referral if required.

A referral to the National Referral Mechanism should be considered

### **Extremism and Radicalisation**

A statutory duty has been placed on Further Educational establishments to have due regard to the need to prevent people from being drawn into terrorism, and to ensure that they are given appropriate advice and support. If you have any concerns about a student or hear or see anything that concerns you please contact a Safeguarding Officer.

### **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies.

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the College’s Designated Safeguarding Lead, or one of their nominated deputies and involve children’s social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty which is taken from the *Home Office Fact Sheet Summary*;

*Mandatory reporting of FGM\* Duty applies to regulated health and social care professionals and teachers in England and Wales. Requires these professionals to make a report to the police if, in the course of their professional duties, they:*

- *are informed by a girl under 18 that an act of FGM has been carried out on her; or*
- *observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl’s physical or mental health or for purposes connected with labour or birth.\*introduced in Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015*

Any disclosures of this type should be referred to the Designated Safeguarding Lead or their nominated deputy.

### **Forced Marriage**

A forced marriage is a marriage that is performed under duress and without the full and informed consent or free will of both parties and is a criminal offence in the UK.

Victims of forced marriage may be the subject of physical violence, rape, abduction, false imprisonment, enslavement, emotional abuse, and murder.

It is important not to confuse 'forced' marriage with 'arranged' marriage. In the instance of an 'arranged' marriage both parties freely consent.

Any disclosures of this type should automatically be referred to the Designated Safeguarding Lead or their nominated deputy for external referral.

### **Honour based violence**

'Honour' based violence (HBV) is a form of domestic abuse which is perpetrated in the name of so called 'honour'. The honour code which it refers to is set at the discretion of male relatives and women who do not abide by the 'rules' are then punished for bringing shame on the family. Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce, inappropriate dress or make-up and even kissing in a public place.

HBV can exist in any culture or community where males are in position to establish and enforce women's conduct, examples include: Turkish; Kurdish; Afghani; South Asian; African; Middle Eastern; South and Eastern European; Gypsy and the travelling community (this is not an exhaustive list).

Males can also be victims, sometimes as a consequence of a relationship which is deemed to be inappropriate, if they are gay, have a disability or if they have assisted a victim.

This is not a crime which is perpetrated by men only, sometimes female relatives will support, incite or assist. It is also not unusual for younger relatives to be selected to undertake the abuse, as a way to protect senior members of the family. Sometimes contract killers and bounty hunters will also be employed.

Any disclosures of this type should automatically be referred to the Designated Safeguarding Lead or their nominated deputy for external referral.

### **Mental Well-being**

Positive mental health and emotional well-being describes how we think, feel and relate to ourselves and others and how we interpret the world around us. Having good mental health affects our capacity to manage, communicate, and form and sustain relationships. It also affects our ability to cope with change and major life events.

If a person has poor mental health this will affect how they interact with others, their ability to apply themselves to learning, attendance, behaviour etc. The College owes a duty of care to young people and employees need to take appropriate action if they have concerns by referring them to, for example the College's Welfare Team or College Counsellors.

### **Self-Neglect/Harm**

This is not a direct form of abuse, but employees need to be aware of it in the general context of risk assessment and risk management, and to be aware that they may owe a duty of care to a young person who place themselves at risk in this way.

### **Peer on Peer abuse**

Staff should be alert that children are capable of abusing their peers. This form of abuse can take many forms, such as:-

- Sexual violence and sexual harassment
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm
- Sexting (also known as youth produced sexual imagery)

- Initiation/hazing type violence and rituals.

The College recognises that abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh”, or “part of growing up”.

### **Other safeguarding issues**

Other safeguarding issues can include:

- Bullying, including cyberbullying
- Children missing from home or care
- Drugs
- Fabricated or induced illness
- Faith and gender-based abuse/violence
- Gangs and youth violence
- Hate crime
- Private fostering
- Sexting
- Trafficking
- Modern Slavery

If a College employee has concerns in relation to any of the above, please contact a College Safeguarding Officer for further advice and support.

### **Early Help Process**

The Early Help Assessment (EHA) is a standard shared assessment that can be used by all Derby City/Derbyshire services working with children and young people and their families. The assessment is particularly useful for use in early intervention work, where the College works with families as soon as we realise that a child or young person may have emerging needs.

The EHA should be used to help identify low level or emerging needs.

The Early Help Assessment consists of:

- An EHA pre-assessment checklist and request for support form (previously known as the CAF pre-assessment checklist) to identify and document low level needs or help decide if an EHA may be needed.
- A process to enable practitioners to undertake an Early Help Assessment using a standard document and, where appropriate, form a Team Around the Family (TAF), action plan and review.

If a College employee feels that a student that they are working with would benefit from an EHA they should contact a Safeguarding Officer in the first instance.

### **Safeguarding guidance for remote teaching and learning**

Keeping employees and students safe when providing remote education is essential. Therefore, the following guidance should be implemented to ensure safe teaching and learning practices are in place.

#### **Online sessions**

All online sessions between teachers and DCG students (delivered onsite or at home) must be recorded using Microsoft Teams as the only platform for online communication; this recording will be used for reference, reflection, and safeguarding purposes. One to one online meetings via Microsoft Teams between support staff/ teachers and students should also be recorded.

## Teaching and learning online guidance

- Background settings should be neutral, and camera set to 'Blur Background' to ensure background privacy between all parties is protected.
- Teacher dress code should be professional and inclusive as it would be in a classroom setting
- Student dress code should reflect how they would dress for college
- Teachers and students should have their cameras on, where possible and available, to improve communication
- Teachers should check that any other tabs the teacher has open in a browser would be appropriate for a child to see when the teacher is sharing a screen
- Teachers and students should use professional language
- Students should be advised that other family members at home cannot participate or contribute to the lesson.

## Joining meetings

To minimise opportunities for inappropriate behaviour (e.g. bullying) amongst students in the absence of a teacher, lessons should always start promptly, and teachers should communicate to students that the lesson does not begin until the teacher is present. At the end of the lesson the teacher should use the 'end the meeting for all' function to ensure all class members have left the online lesson at the same time.

When using the channels function as a teaching and learning tools, teacher should ensure that they regularly visit channel groups to monitor behaviour and participation.

Further advice and support regarding Remote Teaching and Learning good practice can be found on the Teaching and Learning Hub located on the staff intranet

## [Remote Teaching and Learning](#)

## Recording

When recording lessons or one to one meetings with students the following guidance should be followed;

- a) The parties involved in the meeting, lesson or conversation are made aware that it is being recorded (preferably prior to the recording to give them notice) or is going to be recorded.
- b) The reason or purpose for recording is stated and made clear.
- c) Only DCG equipment and approved systems are used for recording.
- d) Ensure any smart speakers are switched off (Alexa etc).
- e) The recording/s should only be used for the purpose made clear prior to or at the start of the recording.
- f) In accordance with the College's Policy on Intellectual Property Rights in general where staff make a recording, all rights in that recording (including rights in the sounds made) will belong to the College.
- g) The recording should not be passed on to anyone (a third party) for use without prior knowledge of the parties involved in the recording and with their explicit consent.
- h) The recordings are stored securely in line with DCG policies and procedures.
- i) The recordings should be deleted when they are no longer required or of use. Recordings can only be retained and stored for as long of the education programme for that student cohort. It is the responsibility of the individual making the recording to review all recordings retained on a regular basis and delete recordings no longer required. This will be subject to regular internal auditing by the IT department.
- j) Consent does not need to be sought as the requirement to record is in line with GDPR guidance of legitimate use. However, if someone refuses to consent to the

audio recording then the recording should not be made, or their contribution to the recording should be removed or blocked out.

- k) Recordings should be used responsibly and for the purposes required in accordance with DCG policies and the law.
- l) Recordings should not be passed on to anyone (a third party) for use without prior knowledge of the parties involved in the recording and with their explicit consent. Only pre-recorded content should be shared between groups, live recordings should not be shared across groups.

## **Recognising and responding to safeguarding concerns**

If young people are not seeing trusted adults at college every day, it is even more important that employees are able to identify any child protection concerns and take appropriate action. For example, concerns may arise when;

- An employee sees or hears something worrying during an online lesson
- A student disclosed abuse during a phone call, one to one online meeting or via email

Employees are required to report any safeguarding concerns raised or identified whilst teaching and supporting students remotely and online, in accordance with the DCG Safeguarding Policy, Procedures and Guidelines. Comprehensive guidance to enable employees to recognise the signs of abuse is available in *Keeping Children Safe in Education* (DFE September 2020) in addition to mandatory safeguarding training and regular safeguarding updates and briefings provided for employees.

## **Digital wellbeing**

The benefits of online learning are manifold however there are also implications for personal health and wellbeing. Working and studying remotely can have a negative impact on confidence, it can make people feel isolated and it can be frustrating. It is therefore important to ensure good health and wellbeing. General advice includes creating a routine, having regular breaks, setting goals, communicating with colleagues/peers/classmates regularly and making time for activities away from teaching and learning.

Further advice and support for students can be found on the **Coping with the Virus** tile on Moodle

<https://moodle.derby-college.ac.uk/mod/page/view.php?id=266799>

Further advice and support for employees can be found in the Employee Centre Health and Wellbeing section of the intranet

<https://studentderbycollegeac.sharepoint.com/sites/EmployeeCentre/SitePages/Health-%26-Wellbeing-Services.aspx>

## **Online Behaviour**

The need to set clear expectations for students regarding their behaviour is just as important whilst working online as it is when students attend college. Students should be made aware of the DCG Code of Conduct and Positive Behaviour Policy during the induction process and the procedures and guidance set out in the policy, followed and implemented where required.

## **Distribution of guidance to employees**

This Safeguarding Guidance for Remote Teaching and Learning guidance will be shared with employees as part of the DCG Safeguarding Policy and Procedures and Guidelines. All employees are required to confirm they have read and understood the policy, procedures and guidelines via the Converge Policy document management system.

In addition, employees are made aware of these guidelines via;

- Safeguarding Induction Training
- Safeguarding newsletter and briefings
- Team manager, teacher and support employee meetings
- Video Guidance available on the Teaching and Learning Hub

### **Monitoring arrangements**

Compliance and understanding of the remote teaching and learning guidance will be monitored via the Teaching and Observation process which takes place three times per academic year. This process includes the completion of a remote teaching and learning observation record.

Monitoring that all employees have confirmed they have read and understood the Safeguarding Policy, Procedure and Guidelines will be undertaken by the HR team.