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# Introduction

## Safeguarding young people and promoting their welfare includes:

* Protecting them from maltreatment;
* Preventing the impairment of young people’s mental and physical health or development;
* Ensuring that they move into adulthood in circumstances consistent with the provision of safe and effective care;
* Taking action to enable all young people to have the best outcomes.

## Safeguarding adults includes:

* Protecting their rights to live in safety, free from abuse and neglect;
* People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
* Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

# Purpose and scope

## This procedure aims to provide clear guidance to enable prompt identification of students at risk of harm and outlines the actions that should be taken as a result of any concern for a student or disclosure by a student.

## This procedure should be read in conjunction with the Safeguarding Policy.

## This procedure covers all forms of abuse and safeguarding issues as defined below and is applicable to all staff, students and visitors to The Northern School of Art.

# Definitions

## Private Fostering

When a child under the age of 16 (or 18 if the child is disabled) is cared for by someone who is not their parent or ‘close relative’, under a private arrangement for 28 days or more. ‘Close relatives’ are defined as step parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage).

## Whistleblowing

The term whistleblowing refers to an employee raising a concern about an incident that happened in the past, is happening now, or it is believed will happen in the near future that will affect the general well-being of others. The concern must be a genuine concern about a crime, criminal offence, miscarriage of justice, dangers to health and safety and of the environment – and the cover up of any of these.Any whistle-blowers are protected by law and should not be [treated unfairly or lose their job](https://www.gov.uk/whistleblowing/treated-unfairly-after-whistleblowing) because they have ‘blown the whistle’.

## Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

## Sexual Abuse

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve:

* Physical contact including penetrative or non-penetrative acts;
* Non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities;
* Encouraging children to behave in sexually inappropriate ways, including involvement in prostitution.

## Emotional Abuse

The persistent emotional ill-treatment of a child so as to cause severe persistent adverse effects on their emotional development. It may involve:

* Conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person;
* Age or developmentally inappropriate expectations being imposed on children;
* Causing children frequently to feel frightened or in danger;
* The exploitation or corruption of children.

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

## Neglect

The persistent failure to meet a child’s physical and psychological needs, likely to result in the serious impairment of their health or development. It may involve:

* Failing to provide adequate food, shelter and clothing;
* Failing to protect a child from physical harm or danger;
* Failure to ensure access to appropriate medical care or treatment;
* Neglect of a child’s basic emotional needs;
* Failure to ensure satisfactory education.

## Financial Abuse

This includes theft, fraud, exploitation, the misuse of possessions and pressure applied in relation to financial transactions.

## Discriminatory Abuse

This is based on a person’s disability and includes making hurtful comments and harassing them.

## Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. This is a new statutory definition introduced in 2017.

## Female Genital Mutilation

Female genital mutilation (FGM), also known as female genital cutting and female circumcision, is the ritual removal of some or all of the external female genitalia. The practice is found in Africa, Asia and the Middle East, and within communities from countries in which FGM is common.

## 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.

## Domestic Abuse

Any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

(a) physical or sexual abuse;

(b) violent or threatening behaviour;

(c) controlling or coercive behaviour;

(d) economic abuse (adverse effect of the victim to acquire, use or maintain money or other property; or obtain goods or services); and

(e) psychological, emotional or other abuse.

People are 'personally connected' when they are, or have been married to each other or civil partners; or have agreed to marry or become civil partners. If the two people have been in an intimate relationship with each other, have shared parental responsibility for the same child, or they are relatives.

The definition of Domestic Abuse applies to children if they see or hear, or experience the effects of, the abuse and they are related to the person being abused or the perpetrator.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

## Peer on Peer Abuse

When a child or a young person causes harm to another. This can include physical abuse, sexually harmful behaviour, bullying (including cyber bullying), hazing, sexting and teenage relationship abuse. There is however, no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement. It is more appropriate to deal with young person’s behaviour as abusive if:

* There is a large difference in power (for example age, size, ability, development) between the young people concerned;
* The perpetrator has repeatedly tried to harm one or more other children;
* There are concerns about the intention of the alleged perpetrator;
* There was an intention to cause severe harm to the victim, whether or not severe harm was actually caused.

## Sexual Abuse

Sexual violence refers to sexual offences under the Sexual Offences Act 2003, which includes rape, assault by penetration and sexual assault

## Sexual Harassment

This refers to unwanted conduct of a sexual nature that can occur on or offline. It can include sexual comments, jokes or taunting; physical behaviour and online sexual harassment such as sharing of sexual images and videos, sexual exploitation and threats.

## County Lines

This is a term used to describe gangs and criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of ‘deal line’. Inherent within this is the exploitation of children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual) and weapons.

## Up-Skirting

This is a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person’s clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses and equally applies when men or women are wearing kilts, cassocks, shorts or trousers. It is often performed in crowded public places, for example on public transport or at music festivals, which can make it difficult to notice offenders. This is now a criminal offence.

# Responsibilities

## All staff have a responsibility for ensuring that students have a safe and healthy environment in which to learn, for promoting their wellbeing and for highlighting any concerns.

## Staff with specific responsibilities are included in Appendix 1.

# Identification of Vulnerable Students

## A vulnerable student can be identified in a variety of ways, for example through one to one discussions with a Student Services Adviser, through formal tutorials with tutors/lecturers or through informal discussions or observations by any member of staff.

## A student that has been identified as having an on-going concern or support need will be recommended for inclusion on the Young People in Need (YPIN) Register at FE or the Vulnerable Adult (VA) Register at HE. All students included on the YPIN/VA registers will be regarded as meeting the Level 3 level of need as outlined within the Middlesbrough Safeguarding Children Board’s guidelines.[[1]](#footnote-1)

## All students placed on the YPIN/VA register will be monitored formally on a monthly basis by the YPIN/VA team which consists of relevant members of the Student Services Team and chaired by the Student Services Manager.

## Additional staff may be invited to attend the YPIN/VA meetings in order to provide additional information to assist in the review of progress.

## If the student is considered a ‘child in need[[2]](#footnote-2)’ and they currently have no external support a referral will be made to the Early Help Assessment Team (Contact details in Appendix 3) will be made by Student Services.

## Pastoral support and progress will be recorded in the usual way on the Student’s ILP under Confidential Comments.

## An overview of students on the YPIN and VA registers will be discussed with the Designated Safeguarding Lead (DSL) at regular Safeguarding meetings and also presented to the Safeguarding Committee.

# Reporting of Serious Concerns – General Procedure

## Serious concerns will include instances where there is a possibility of abuse, suicide, self-harm, radicalisation of students, or any other concern about a student being at risk of harm from or to themselves or others.

## Where a member of staff has a serious concern about a student, or a student discloses a concern to them, the member of staff must immediately report the matter to a member of the Safeguarding team.

## Depending on the circumstances the report may be:

* In person;
* On an SR1 form; or
* By completion of a referral in the Confidential Comments Section of the Student’s ILP (Student Services Staff only)

## If the report is made in person a written record must also be made as soon as possible by the reporting member of staff. This should be done by completion of an SR1 form or, if the reporting staff is a member of Student Services, this should be done by completing a referral on the confidential comments section of the student’s ILP.

## A student who has made a disclosure must be acknowledged, taken seriously and listened to. They should be informed that the information they give must be acted upon as the School has a legal obligation to pass the information on. They should inform the student of any action that is to be taken.

## The person to whom the disclosure is made **should not**:

* Instigate an investigation;
* Investigate or ask leading questions if seeking clarification;
* Make assumptions or offer alternative explanations;
* Promise confidentiality or give assurance that the information will only be shared on a ‘need to know’ basis.

## The written record on the SR1 Form should be passed on to a Safeguarding Officer immediately and before the end of the same working day. The content of the SR1 form is confidential and therefore **should not be discussed with anyone further** at this stage.

## If the SR1 form is completed electronically an acknowledgement email will be returned to the person referring the incident. On receipt of this email all copies of the original SR1 form should be completely deleted, including the email it was attached to.

## The person to whom the initial disclosure was made **must not take any further action.** This includes contacting parents or outside agencies.

## The Safeguarding Officer will review the SR1 form with the reporting member of staff. Whilst they **should not** investigate the matter or interview the member of staff, child or any potential witnesses, they may need to clarify any information given in accordance with the training they have been given.

## Within the same working day, the Safeguarding Officer will decide on the action to be taken and how much information needs to be shared and with whom. This will be done in consultation with the DSL, if required.

## Options for further action will include:

* Managing support for the student internally via the School’s existing pastoral and counselling support services;
* Undertaking an early help assessment; or
* Making a referral to statutory services.

## Where appropriate (for example, if the student is under 18) the student’s parents should be contacted and made aware of the situation, however there may be instances where this may exacerbate a situation, therefore care must be taken when making this decision.

## All contact with outside agencies for serious concerns must be conducted by a Designated Safeguarding Officer. However, if there is a concern that a safeguarding issue is not being taken as seriously as you feel is warranted a referral can be made by anyone in the organisation.

## In all circumstances, the Designated Safeguarding Lead should be notified when a concern has been raised within 24 hours of the initial concern being raised.

## Throughout the process, as far as is possible, the wishes and views of the student will be taken into account.

## The student’s consent should always be obtained unless:

* the situation is urgent and there is not time to seek consent;
* seeking consent is likely to cause serious harm to someone or prejudice the prevention or detection of a serious crime

## Continuing support will be offered to students through Student Services.

## Where the referral has been received on an SR1 form this information will be taken from the form and recorded on the Students ILP by creating a confidential comment, as appropriate.

## Any further action should be recorded by updating the student’s ILP and SR1 form, as appropriate.

## Where necessary, a Risk and Needs Assessment and Action Plan will completed by the DSL, with the involvement of other staff where required. An example of this would be where there is an ongoing safeguarding concern within the School that needs further action to mitigate the risk and protect the student in question (or others).

## The Safeguarding Officer will be responsible for monitoring the case or gathering any feedback on action taken.

## Any student for whom an SR1 form is completed will automatically be considered for inclusion on the YPIN / VA register, although full details will not be recorded.

## The SR1 form and/or input on the ILP will be the only record kept of the report and will be held confidentially and securely within Student Services. Hard copies will be kept in a locked cabinet and electronic copies held on the secure drive which has restricted access for the Safeguarding Team only. They should only be accessed with the express permission of the Designated Safeguarding Lead, or their deputy.

## An overview of Safeguarding Referrals and actions taken will be held for reporting and monitoring purposes on the Safeguarding secure drive.

# Concerns about Harm or Risk of Harm

## If there is a serious concern about a student under the age of 18 and they are considered to be a ‘child in need’ or at risk of significant harm the Safeguarding Officer will contact the relevant Children’s Social Care Team (Children’s Hub) according to the area in which the student is resident (see Appendix 4 for details). Where possible a SAFER referral form will be completed prior to the call being made. If not, the call should be followed up by the written referral as soon as possible and definitely within 48 hours.

## If there is a serious concern about a student that is over the age of 18 the Teesside Safeguarding Adults Multi-Agency Procedures should be followed. An alert (Stage 1 of the procedure) should be made to the Adult Social Care Duty Team. A detailed written record of the concerns and any action taken should be made and an Interagency Safeguarding Adults Alert Form must be completed and forwarded to the Adult Social Care Duty Team within one working day of the alert being made.

## If the student making an allegation of abuse is over 18 but we are aware that there may be **other siblings under 18 who may be at risk**,a referral must be made to the relevant Children’s Social Care Team by the Safeguarding Officer.

## If the concerns arise outside normal office hours, then the referral should be made to the Emergency Duty Team.

# Concerns relating to Suicide and Self Harm

## Where there is a serious risk relating to suicide or self-harm do not get physically involved if the student is distressed and threatening unless they are deemed to be at risk to themselves or others.

## Call for assistance (depending on circumstances):

* + Emergency 999 if the student needs immediate medical help;
  + Arrange for the student to be taken to accident and emergency and inform their parents / guardian / next of kin.

## Remove access to means of suicide and self -harm if necessary and observe from a safe position until help arrives, ensuring the student is not left alone.

## If it is a non-emergency situation contact a Mental Health First Aider who will deal with the immediate situation and refer to Student Services as appropriate. Student Services will consider the following options:

* Speaking to parents (if appropriate, under 18 or over 18 with consent, unless the student is classed as a vulnerable adult);
* Refer to GP;
* Refer to Child and Adolescent Mental Health Services - CAMHS (under 18);
* Refer for counselling support;
* Seek advice from the NHS non-emergency number (111) - where information is available in culturally appropriate languages if required.

# Concerns relating to Forced Marriage

## Where there is a concern about a student being involved in a forced marriage they should be referred to a Safeguarding Officer (SO).

## The options available to them should be explored, along with their wishes, and the discussion recorded on an SR1 form / confidential comments within the student’s ILP.

## Consideration should be given as to whether the student’s wishes (if they do not want a referral to be made) are to be respected or whether the student’s safety requires that further action needs to be taken. If this is the case the student should be informed.

## The SO should establish whether there is a family history of forced marriage. They should advise the student not to travel overseas and consider taking advice from the Forced Marriage Unit.

## If the SO has concerns for the safety of a student under 18 they should contact the Social Care Team and the local police Child Protection Unit if there is a suspicion that a crime has been, or may be, committed.

## If a student is going overseas imminently, try to gather as much information as possible about the family such as:

* Full name and date of birth;
* Father’s name;
* Any relevant addresses, in the UK and overseas;
* Potential spouses name and their father’s name;
* Date of the proposed wedding;
* Any details of the travel plans;
* Photocopy the student’s passport and encourage them to keep details of their passport number and the place and date of issue.

## Student Services may refer, with consent, to appropriate support groups to ensure continuing support for the student.

# Concerns about Radicalisation

## If there is a serious concern about the possible radicalisation of a student the Safeguarding Officer will contact the Channel Team (see Appendix 4 for details) within Cleveland Police and follow up the call with a completed Channel Referral Form

# Concerns relating to Female Genital Mutilation (FGM)

## If you are informed by a female student under 18 that an act of FGM has been carried out on her or you observe physical signs which appear to show that an act of FGM has been carried out and you 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 you must complete make a referral to a Safeguarding Officer.

## If you are in the role of a teacher you have a mandatory duty to refer the incident to the police in person. Otherwise the Safeguarding Officer will report the issue to the local police on the non-emergency number.

## The duty to report applies to cases directly disclosed by the victim; if a parent, guardian, sibling or other individual discloses that a girl under 18 has had FGM, the duty does not apply and a report to the police is not mandatory. Any such disclosure should, however, be handled in line with normal safeguarding procedures, i.e. referral to children’s social services.

# Concerns relating to Private Fostering

## Private fostering is when a child under the age of 16 (or under 18 if the child is disabled) is cared for by someone who is **not** their parent or a 'close relative', under a private arrangement for **28 days or more.** ‘Close relatives’ are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage).

## Under the Children Act 1989 parents and private foster carers are required to notify the Local Authority of a private fostering arrangement.

## If you think that a child may be privately fostered, first of all talk to the adult(s) caring for the child. Check if they are aware of the legal obligation to notify the Local Authority that they are caring for a child. They may not know that what they are doing is private fostering. Reassure the carer that if they have been caring for the child for a while, they will be approached sensitively. The local authority wants to support and help private fostering arrangements as well as fulfil its legal obligation in regard to safeguarding children.

## If the adults are aware of the need to notify but refuse to comply, then you should say you have a duty to pass on this information. Consent is not required.

## Notify the relevant Local Authority of the arrangement as failure to notify can place a child at risk. Notify Student Services of the arrangement so that they can be involved in ongoing liaison with the Local Authority to address any welfare concerns or unmet needs of the child.

## If at any time you are concerned that a child is likely to suffer **s**[**ignificant harm**](http://trixresources.proceduresonline.com/nat_key/keywords/significant_harm.html)**,** follow the procedures in 5.1.

# Concerns relating to Peer on Peer Abuse

## Staff need to be aware that students can and may abuse other students, both inside and outside of the School and online and that even if there are no reports within School this does not mean it is not happening. It is therefore important that if staff have any concerns regarding peer on peer abuse they need to discuss it with the DSL or deputy.

## Any inappropriate behaviour between peers must be challenged and not dismissed as ‘banter’ ‘part of growing up’ or ‘just having a laugh.’

## Where peer on peer abuse is reported all students involved should be spoken to individually and a statement of facts drawn up from each. In gathering the information, it is important not to undertake a line of questioning but to ask the students to outline what happened, using open questions to gain clarity of the situation.

## Once the facts have been established a decision will need to be made as to which procedure is most appropriate for the situation is to be considered under i.e. safeguarding, or harassment and bullying. The Student Disciplinary procedures may also need to be considered. The Designated Safeguarding Lead should be consulted at this point.

## If at any time you are concerned that a child is likely to suffer s[ignificant harm](http://trixresources.proceduresonline.com/nat_key/keywords/significant_harm.html), follow the procedures in 5.1.

## If a crime has been committed the Police will also need to be informed.

# Concerns relating to Mental Health

## If staff have a mental health concern about a student that is also a safeguarding concern immediate action should be taken by making a referral to the DSL or deputy following the usual referral process.

# Concerns relating to Sexual Violence and Sexual Harassment

## Reports of sexual violence and sexual harassment should be taken seriously and the victim reassured of this and advised that they will be supported and kept safe.

## Confidentiality should not be promised as it is likely that the concern has to be shared with the DSL and possibly social care and the police.

## The student should be listened to carefully and non-judgementally. A SR1 form should be completed immediately after, or during if appropriate, and the DSL (or deputy) notified of the concern.

## The DSL (or deputy) will make and record a risk and needs assessment, considering:

* the victim in terms of protection and support;
* the alleged perpetrator;
* all other students (and, if appropriate, staff).

## The DSL (or deputy) will consider the following in deciding how to proceed:

* the wishes of the victim;
* the nature of the alleged incident;
* the ages of the people involved;
* any power imbalance;
* whether or not it is a one off incident;
* any on-going risks;
* other related issues and wider context.

## Further details of the process around responding to reports of sexual violence and/or sexual harassment is covered in a separate procedure.

# Concerns relating to a Student Abusing or at Risk of Abusing a Child

If a student has been accused of being involved as an abuser in child abuse (i.e. a situation involving a child under 18) the Designated Safeguarding Lead or Deputy must be contacted immediately. They will then contact the Police as this is a criminal act. In this instance parents will be informed and a decision made as to whether it is necessary to suspend the accused student. If they are not suspended, a risk assessment will need to be undertaken immediately so that a judgment can be made as to that individual’s range of activity within the School, prior to the outcome of any investigation being known.

# Concerns about a Staff Member

## If staff members or students have a concern about another staff member or adult working in the School then this should be referred to the Safeguarding Adviser (HR) and the Principal the same working day. Where there are concerns about the Principal this should be referred to the Chair of Governors.

## In relation to the student, all previously outlined procedures will be followed, as appropriate.

## Where the allegation does not meet the threshold for reporting the Disciplinary procedure will be followed and the incident recorded as a low level concern.

## Where the allegation meets the threshold The Local Authority Designated Officer (LADO) will then be contacted by the Safeguarding Adviser (HR) within one working day. Reporting should not be delayed in order to gather information. If an allegation is received outside normal working hours and requires immediate attention, the Principal (or Chair of Governors if the allegation relates to the Principal) should consult the local authority Emergency Duty Team or Police and inform the LADO as soon as possible.

## The procedures in “Managing Allegations against Staff, Carers and Volunteers Working with Children”[[3]](#footnote-3) should then be followed.

## The LADO will then be involved through to the conclusion of the case, whether or not a police investigation continues, by co-ordinating information-sharing with the right people, monitoring and tracking any investigation, with the aim to resolve it as quickly as possible.

## A decision will be made by the Principal (or Chair of Governors if the allegation relates to the Principal) and the LADO as to whether it is advisable for the staff member to continue in work or not. It may be that leave without prejudice is advisable, during which time the staff member will also receive support and advice while any investigation is undertaken.

# Educational Visits

## When the alleged abuser and person abused are both participants on an educational visit away from the School, the primary consideration is the initial protection of the child or vulnerable adult. Action to ensure this should be taken by the member of staff in charge of the visit. Once there is no immediate risk of further abuse then a more considered approach should be taken.

## It is also important to note that all offences against children up to the age of 18 years need to be reported. If an offence is thought to have been committed, staff should contact local police in the first instance, especially when the alleged abuser is a member of the local population.

## Careful consideration should be given to how best to inform the student’s parents/carer and whether any or all of the students should be returned home. This will depend on the seriousness of the incident, the effect on the learners and the risk present. The Designated Safeguarding Lead or their Deputy should be consulted with regard to this.

## When the allegation disclosed on the educational visit away from the School relates to abuse of the learner at their home, the standard procedure should be followed. Staff should discuss the situation with an identified member of staff with responsibility for Safeguarding at the earliest opportunity.

# Sex Offenders

## It has become clear that a small number of adults who are convicted sex offenders have tried to enrol at Schools and Colleges. Whilst the School has always had a role in the rehabilitation of offenders, the safeguarding of our students must take a greater priority.

## If any member of staff or student has concerns that a sex offender may be accessing the School, information must be passed to the Designated Safeguarding Lead immediately. They will contact outside agencies to verify any accusation and will, together with the Principal, decide any action to be taken.

# Transition arrangements

## Students identified as at risk and withdrawing from the School will be notified to Student Services where a check will be made to establish whether there is an ongoing safeguarding concern. Where there is a concern the DSL (or deputy) will be notified and arrangements made for any relevant information to be shared, where appropriate.

## Any information shared will be in line with the Student Services Information Sharing Guidance, i.e. securely and/or by hand.

# Monitoring and Review

## All safeguarding issues will be reported on and discussed, as appropriate, on a monthly basis with the Designated Safeguarding Lead and the deputy.

## All actions taken as a result of an incident being reported will be reviewed by another member of the safeguarding team to ensure there is agreement on the actions and all appropriate actions have been undertaken and support offered. Once there is agreement that all appropriate actions have been taken the incident will be signed off by both parties.

## This procedure will be reviewed on an annual basis at the end of the academic year to ensure continued accuracy. All staff with safeguarding responsibilities will inform of any changes required within this time in light of any local, regional or national changes in policy and / or procedure.

## The procedure will be monitored by the Safeguarding Committee which meets termly.

## The Designated Safeguarding Lead will present an annual report on Safeguarding activities to the Governing Body including recommendations of any alterations that need to be made. The Governing Body will use this as the basis for their annual review of the Policy and Procedures.

# Equality Statement

## The Northern School of Art is committed to providing an inclusive learning and working environment that recognises the value of every individual regardless of their background or personal characteristics. It aims to do this by encouraging a culture which actively welcomes, respects, promotes and embraces diversity; employs fairness in all aspects of employment and teaching and thereby creating and sustaining a positive and supportive environment for all members of its community.

# Document control including archiving arrangements

### The Principal is responsible for maintaining policies and procedures in use.

### The HE Quality Manager will act as the archivist, maintaining a single library of School policies. Any policies and procedure that are replaced or no longer active will be archived.

### All ‘live’ policies will be accessible to staff and students through the School VLE or published on the School website for external stakeholders.

# Appendix 1 - Staff Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Safeguarding Role** | **Tel** | **Email** |
| Teresa Latcham  Student Services Manager | Designated Safeguarding Lead | 01642 (85) 6123  01429 (85) 8452  07595654689 | [teresa.latcham@northernart.ac.uk](mailto:teresa.latcham@northernart.ac.uk) |
| Rob Kane  Head of FE | Deputy Designated Safeguarding Lead | 01642 (85) 6156 | r[ob.kane@northernart.ac.uk](mailto:ob.kane@northernart.ac.uk) |
| Stuart Slorach  Vice Principal (Resources) | Safeguarding Officer | 01642 (85) 8467 | [stuart.slorach@northernart.ac.uk](mailto:stuart.slorach@northernart.ac.uk) |
| Catherine Wilkinson  Student Services Adviser | Safeguarding Contact within Student Services | 01642 (85) 6124 | [catherine.wilksinson@northernart.ac.uk](mailto:catherine.wilksinson@northernart.ac.uk) |
| Sarah Fawcett | Designated  Safeguarding  Governor | Contact via LesleyMcLaren  Head of Governance | [lesley.mclaren@northernart.ac.uk](mailto:lesley.mclaren@northernart.ac.uk) |
| Martin Raby  College Principal | Serious Case Reviewer | 01429 (85) 8466 | [martin.raby@northernart.ac.uk](mailto:martin.raby@northernart.ac.uk) |
| Bill Goodwin  I.T. Manager | Safeguarding Adviser –  e-Safety | 01642 (85) 6191 | [bill.goodwin@northernart.ac.uk](mailto:bill.goodwin@northernart.ac.uk) |
| Amy Crossland | Safeguarding Adviser - HR | 01429 (85) 8470 | [amy.crossland@northernart.ac.uk](mailto:amy.crossland@northernart.ac.uk) |
| Gavin Withrington | Safeguarding Adviser –  Estates | 01642 (85) 6180 | [gavin.withrington@northernart.ac.uk](mailto:gavin.withrington@northernart.ac.uk) |

# Appendix 2 – SR1 Form

**SR1 Form to Report Concerns**

**\*\*\*\*\* Confidential \*\*\*\*\***

If completed electronically please ensure **all** copies have been destroyed once your referral has been acknowledged.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student:** | | **Date of Birth:** | |
| **Course:** | | | |
| **Details taken by:**  (Print name) | | **Date**: | |
| **Details of Allegation/Concern** (use person’s own words where possible and provide as much detail, including dates, times, people present etc. wherever possible) | | | |
| **Staff Signature:** | **Student Signature:** | | |
| **Passed to:** (Safeguarding Officer / contact) | | | **Date:** |

|  |  |  |
| --- | --- | --- |
| **Received by** (Safeguarding Officer / contact): |  | **Date:** |
| **Brief details of action taken/outcome** | | |
| **Initial action completed:** | **Signature**: | **Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tick** | **Action** | **Initials** | **Date** |
|  | ILP updated with Safeguarding referral |  |  |
|  | Record input on spreadsheet |  |  |
|  | Consideration for inclusion on YPIN |  |  |
|  | Risk and Needs Assessment & Action Plan required Yes / No |  |  |
|  | Follow up scheduled |  |  |
|  | DSL notified (via ILP) |  |  |
|  | Actions signed off (via ILP) |  |  |

# Appendix 3 – Risk and Needs Assessment and Action Plan

|  |  |
| --- | --- |
| **Student:** | **Date of Birth:** |
| **Course:** | |
| **Completed by:** (Print name) | **Date**: |

|  |  |  |
| --- | --- | --- |
| **Risk Identified:** | | |
| **Actions to mitigate risk:** | | |
| **Action** | **Responsibility** | **Completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Appendix 4 – Contacts

**Police:**

Emergency 999

Non-emergency 101

Middlesbrough   01642 326326

Hartlepool 01429 221151

**NHS:**

Non-emergency 111

**Early Help Assessment Team**

Middlesbrough01642 726004

[**middlesbroughMACH@middlesbrough.gov.uk**](mailto:middlesbroughMACH@middlesbrough.gov.uk)

**More info -** <https://www.middlesbrough.gov.uk/children-families-and-safeguarding/early-help/working-together-professionals>

**Children’s Services:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Office hour** | **Out of hours** | **Email** |
| Hartlepool | 01429 284284 | 01642 524552 | [childrenshub@hartlepool.gov.uk](mailto:childrenshub@hartlepool.gov.uk) |
| Middlesbrough | 01642 726004 | 01642 524552 | [middlesbroughmach@middlesbrough.gov.uk](mailto:middlesbroughmach@middlesbrough.gov.uk) |
| Redcar & Cleveland | 01642 130700 | 01642 524552 | [redcarmach@redcar-cleveland.gov.uk](mailto:redcarmach@redcar-cleveland.gov.uk) |
| Stockton-On-Tees | 01642 130080 | 01642 524552 | [first.contact@stockton.gcsx.gov.uk](mailto:first.contact@stockton.gcsx.gov.uk) |
| North Yorkshire | 01609 780780 | 01609 780780 | [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk) |
| Durham | 03000 267979 Op 3 | 03000 267979 | [firstcontact@durham.gcsx.gov.uk](mailto:firstcontact@durham.gcsx.gov.uk) |

**NSPCC Whistleblowing helpline** – 0800 028 0285 – free advice and support to professionals with concerns about how child protection issues are being handled in their own or other organisations.

**Child and Adolescent Outpatient Services – CAMHS**

(Rosewood Centre – Middlesbrough) - 0300 013 2000 (Option 2)

**Early Intervention Adults / Adult Social Care Teams**

|  |  |  |  |
| --- | --- | --- | --- |
| Hartlepool | 01429 523390 | 08702 402994 | [dutyteam@hartlepool.gcsx.gov.uk](mailto:dutyteam@hartlepool.gcsx.gov.uk) |
| Middlesbrough | 01642 726004 | **08702 402994** | [adultsafeguardingalert@middlesbrough.gov.uk](mailto:adultsafeguardingalert@middlesbrough.gov.uk) |
| Redcar and Cleveland | 01642 771500 | 08702 402994 | [AdultAccess@redcar-cleveland.gcsx.gov.uk](mailto:AdultAccess@redcar-cleveland.gcsx.gov.uk) |
| Stockton-On-Tees | 01642 527764 | 08702 402994 | [FirstContactAdults@stockton.gov.uk](mailto:FirstContactAdults@stockton.gov.uk) |
| North Yorkshire | **01609 534527** | **01609 534527** | [Children&families@northyorks.gov.uk](mailto:Children&families@northyorks.gov.uk)  Egress preferable |
| Durham | **03000 267979**  **Option 3** | **03000 267979** | [firstcontact@durham.gov.uk](mailto:firstcontact@durham.gov.uk) |

**Mental Health Crisis Teams**

|  |  |  |
| --- | --- | --- |
| Hartlepool | Crisis Resolution Team (Sandwell) | 01429 285601 |
| Middlesbrough | Crisis Team (Roseberry Park)  Crisis Team – general | 01642 837300  0800 0516171 (24 hours) |
| Stockton | Crisis Team | 0300 0200317 |

**Channel** - Cleveland Police

|  |  |  |  |
| --- | --- | --- | --- |
| Nigel Mulholland | nigel.mulholland@cleveland.pnn.police.uk | 01642 303397 | 07841533804 |

**Domestic Abuse Unit – Cleveland Police**

[pvpdomesticabuse@cleveland.pnn.police.uk](mailto:pvpdomesticabuse@cleveland.pnn.police.uk)

**Local Authority Prevent Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| Hartlepool | Rachel Parker | 01429 523100 | rachel.parker@hartlepool.gov.uk |
| Middlesbrough | Andy Shippey | 01642 728690 | andrew\_shippey@middlesbrough.gov.uk |

**Forced Marriage Unit:**

Tel: 020 7008 0135/0230/8706

Email: [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk)

Out of hours: 020 7008 1500 *ask to speak to the Foreign & Commonwealth Office Response Centre*

**Housing:**

If a student discloses they have been made homeless –

* 19 and under advise that they go to their local IYSS for advice and guidance;
* If the student has any disabilities this would still apply until age 25;
* If Social Services are involved, this would be the first contact;
* Depending on the circumstances, parents may need to be notified, this would need to be discussed with the student.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Named contact/ address** | **Phone number** | **Location** |
| Community Campus '87 | St Mary’s Centre | 01642 247209 | Middlesbrough |
| Community Campus '87 | 76 Brunswick Street | 01642 355621 | Stockton |
| Community Campus '87 | 33 Tankerville Street | 01429 286110 | Stockton |
| Rivers House - Middlesbrough |  | 01300 1111 0000 | Middlesbrough |
| Night Stop North East 10:00am -4:00pm for referrals (now under Endeavour Housing) | Sarah Hussain | 07850 515204  01642 493929 | Middlesbrough |
| Redcar & Cleveland Council Homeless Team |  | 01287 612444 or Emergency out of hours 01642 771300 | Redcar |
| Hartlepool Borough Council Homeless Team |  | 01429 284038 Emergency 01429 869424 | Hartlepool |
| Darlington Borough Council Homeless Team |  | 01325 371792 | Darlington |
| Stockton Borough Council Homeless Team |  | 01642 528389 Emergency duty team: 0870 2402994 | Stockton |
| Doorways Youth Project | John Pearson | 01287 625305 | Saltburn |

# Appendix 5 - Links to External Resources

Keeping Children Safe in Education

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf>

Tees Local Safeguarding Children Boards Procedures

<http://www.teescpp.org.uk/>

HM Government Guidelines: What to do if you’re worried a child is being abused – Advice for Practitioners

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf>

Working together to safeguard children - A guide to inter-agency working to safeguard and promote the welfare of children

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf>

Information Sharing: Advice for Practitioners providing safeguarding services to children, young people, parents and carers

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf>

Multi-Agency Practice Guidelines: Female Genital Mutilation

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1016817/6.7166_HO_FBIS_BN_O__Leaflet_A4_FINAL_080321_WEB.pdf>

Sexual Violence and Sexual Harassment between Children in Schools and Colleges

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014224/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf>

DfE’s Teaching Online Safety in Schools guidance

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

Education for a Connected World – Framework to equip children and young people for digital life

<https://www.gov.uk/government/publications/education-for-a-connected-world>

Sharing nudes and semi-nudes: how to respond to an incident

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-how-to-respond-to-an-incident-overview>

# Appendix 5 - Flowchart

# Appendix 6 – Quick Guide for Safeguarding Officers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Promotion through:** | Student Services Workshops | | Curriculum activities | |
| **Monitoring by:** | YPIN / VA | | Tutorials and Pastoral Support | |
| **Concerns?** | SR1 form to Safeguarding Officers | | Considered with DSL or Deputy and following actions considered: | |
|  |  | | |  |
| **Suicide and Self Harm** | | **Forced Marriage** | | **Radicalisation** |
| Non-emergency:   * Refer to GP or CAMHS * Seek advice from NHS – 111   Emergency   * Remove access to means of harm * Remain with student * Ring 999 if required and contact next of kin | | * Check students wishes and decide whether they can be respected * Gather information - history in family, any travel plans * Seek advice from the Forced Marriage Unit * Contact Social Care Team and possibly local Child Protection Unit | | * Contact Channel Team * Complete Channel Referral Form |
| **Female Genital Mutilation** | | **Private Fostering** | | **Peer on Peer Abuse** |
| * If direct disclosure from student under 18 contact local police on 101 * If disclosed by another person follow normal safeguarding procedures – i.e. referral to Social Care | | * Applies if a child is under 16 or 18 if has a disability and is living with someone who is **not** a parent or a close relative * Check situation with the adults caring for the child * Notify the relevant Local Authority | | * Gain a statement of facts from all involved * Consider the most appropriate policy and procedure (e.g. bullying and harassment, or Safeguarding; whether the Disciplinary Policy applies) * Contact Police if required, i.e. a crime has been committed |
| **Staff Members** | | **Educational Visits** | | **Sex Offenders** |
| * Refer to the Safeguarding Adviser (HR) and the Principal * Contact will be made to the LADO within 1 working day or the LA Emergency Duty Team or Police if outside of normal working hours | | * Staff in charge of the visit need to primarily act to protect the vulnerable child * Contact the local police * Contact parents * Consider whether students need to return home * Contact a Safeguarding Officer at the earliest opportunity | | * Refer to Designated Safeguarding Lead or Deputy * Contact relevant external agencies to verify accusations * Consult with the Principal |

1. Providing the Right Support to Meet a Child’s Needs in Middlesbrough and Redcar & Cleveland [↑](#footnote-ref-1)
2. Children are considered to be ‘in need’ under section 17 of the Children’s Act if:

   they are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a satisfactory level of health or development without the provision of services;

   their health or development is likely to be significantly impaired or further impaired without the provision of such service or

   they are disabled [↑](#footnote-ref-2)
3. Multi-Agency Safeguarding Children information to assist good practice – copy available to Safeguarding Officers on shared drive [↑](#footnote-ref-3)