

# Safeguarding Policy 2025/27

## Content

1. Reporting Concerns and Emergency Contacts Statement	2
2. Policy Statement	3
3. Scope	3
4. Introduction and purpose of the policy	4
5. College Values	5
6. Key principles	5
7. Responsibilities	5
8. Procedure, responding to a safeguarding concern, disclosure, and allegation of abuse	8
9. Student Convictions Risk Assessment	9
10. Case Triage and Responding to Cases	9
11. Case Triage and Responding to Cases flow chart	10
12. Safer Recruitment	11
13. Allegations against college staff	11
14. Prevent	11
15. Local Partnership	12
16. subcontracts	12
17. Partners	12
18. Data sharing	13
19. Online safety/ filtering and monitoring	13
20. Staff training	14
21. Student Development	14
22. Notification to other agencies	15
23. Non – compliance	15
24. Related Policies and Procedures	15
25. Definitions	15
26. Further information	19
27. Location and access to the policy	19
28. Policy status and version control	20

## **1. Reporting Concerns and Emergency Contacts Statement**

We are committed to providing students, staff and visitors of the college with a safe and positive environment to learn and work. If you wish to report a safeguarding concern or incident, you may use one of the following methods:

### **a) Monday to Friday 9.00-17.00 (term time only)**

- Telephone- talk to a safeguarding team member over the telephone by calling 07523 698308.
- Online form - Submit your concern via our [online form](#) on the college website.
- Email - send an email to the safeguarding team [safeguarding@tameside.ac.uk](mailto:safeguarding@tameside.ac.uk).
- In person - drop in to the Student Hub to speak to a member of the safeguarding team.

### **b) For advice from the college out of hours**

- Outside standard business hours and during holidays, you can contact the following DSL telephone numbers by calling 07814 893538 or 07515 191857.

### **c) In an emergency**

If a student is in immediate danger, please take action to ensure their safety by contacting the Emergency Services

- Call 999
- Alternatively contact 101
- Children's Social Work Teams 0161 342 4101 or 0161 342 2222 (out of hours)
- GM Police Public Protection Unit 0161 8569314
- NSPCC 08088005000
- Samaritans 116 123

## 2. Policy Statement

Tameside College (Including Clarendon Sixth Form) is committed to promoting the safeguarding and welfare of students. The college recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of all its students specifically ensuring it protects those who are suffering or are likely to suffer significant harm.

We believe that Safeguarding is everyone's responsibility and we are committed to creating a culture of vigilance among our community of staff and students to recognise, respond, record and report safeguarding concerns. We are also committed to listening and engaging in dialogue with students in a manner appropriate to their age, understanding their individual needs. This policy has been developed to address the legal duties set out in: the Children Act 1989 and 2004, Education Act 2002, Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2025, the Care Act 2014 and the Prevent Duty contained within section 26 of the Counter-Terrorism and Security Act 2015. It describes how Tameside College meets its statutory safeguarding obligations to protect and safeguard children and vulnerable adults. It also outlines the procedure to report safeguarding concerns.

Tameside College offers programmes from entry level to degree level, accommodating provision for students of different ages. Although the proportion of students who are children are much higher than the adults, the college recognises that within its diverse student population there may be students who become vulnerable at any given time regardless of age. The college and its staff have a collective and individual duty of care to support and safeguard the welfare of all vulnerable students.

## 3. Scope

**This policy applies to the following: -**

- All college (Including Clarendon Sixth Form) activities, undertaken at any college campus and on college trips.
- All current and prospective students including those under 18 years old, over 18 years old, Apprentices and HE students.
- College Governors and staff in the course of their duties.
- External organisations/individuals engaged with official college activities.
- College visitors.
- This policy does not cover students or staff experiencing health and wellbeing issues, which are not associated with safeguarding risks.
- Students participating in placement settings should also follow local safeguarding policies and procedures of those settings.

- The college reserves the right to request appropriate safeguarding policies and assurances from contractors and placement providers.
- The college expects event organisers bringing children onto college premises to ensure they have local safeguarding procedures and are familiar with relevant college policies.

#### 4. Introduction and purpose of the policy

This Policy sets out the college's approach to preventing and reducing the risk of harm to children and adults at risk. Safeguarding and promoting the welfare of children (and vulnerable adults) is everyone's responsibility. Everyone who encounters students and their families has a role to play. In order to fulfil this responsibility effectively, all staff should make sure their approach is student-centred. This means that they should consider, at all times, what is in the best interests of the student.

College staff play a particularly important role as they are in a position to identify concerns early and provide help in order to prevent concerns from escalating. Colleges and their staff form part of the wider safeguarding system for children. As a college, we are committed to working with social care, the police, health agencies and other services to promote the welfare of our students and protect them from harm.

The Safeguarding Policy is developed with an understanding and reflection on up to date and related legislative context, statutory guidance, good practice and its **purpose** is to ensure that: -

- Ensure we have a clear commitment to safeguarding and promoting the welfare of our students
- The safeguarding policy meets the legislative requirements.
- Contribute to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" [Working Together to Safeguard Children 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626372/Working-Together-to-Safeguard-Children-2023.pdf) and provide a "co-ordinated" offer of early help where needs are identified.
- The safeguarding policy is promoted in line with college values.
- The safeguarding policy and its related procedures meet the needs of our students, staff and stakeholders.
- The safeguarding policy promotes a culture of listening, taking account students' wishes and feelings, and prioritises the safety and wellbeing of children and adults at risk in line with good practice.
- It offers equality, diversity, inclusion and the provision of safe environment.
- It sets out the expected standards of professionalism regarding the safeguarding of children, vulnerable adults and individuals at risk of harm and it provide staff, students and stakeholder with guidance that must be adopted to ensure safeguarding of students.
- It sets out the administrative responsibilities to respond to safeguarding incidents.

- The safeguarding arrangements considers the procedures and practices set up by our local safeguarding partners.
- Effective filtering and monitoring arrangements are in place to safeguarding students.
- Provide appropriate training in relation to safeguarding procedures ensuring that all staff are aware of their safeguarding responsibilities and duty to report concerns.
- That an appropriate Staff Code of Conduct Policy (and training) is in place.
- Ensure that there is a senior lead (Designated Safeguarding Lead) with responsibility for safeguarding
- That there is a robust and transparent system in place to manage allegations against staff members and making referrals to the Local Authority Designated Officer (LADO).
- That there are arrangements in place for safer recruitment DBS check requirements.

## 5. College Values

The college's values underpin and reflect our behaviours and play a critical role in shaping our college's working environment. We promote safeguarding, support a positive learning experience for all and our values play a key part in the way we wish to achieve our ambitions. The college values are: -

- Excellence through learning
- It's my responsibility,
- Work together
- Act with integrity
- Value and respect each other



## 6. Key principles

- We are committed to creating a safe learning environment, which enables students to learn, develop and help them reach their full potential.
- Challenging and addressing inappropriate behaviour can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future. Therefore, we are committed to creating and sustaining a culture of vigilance among our staff and students to recognise, and address safeguarding concerns.
- All staff are advised to maintain an attitude of 'it could happen here'.
- The college has a statutory duty regarding safeguarding children and use the Keeping Children Safe in Education 2023 guidance to inform its safeguarding practice.

- The college has a statutory duty regarding the need to prevent people being drawn into terrorism and support is in place for those who may be at risk of being drawn into terrorism.
- The college has a role to ensure that reported safeguarding concerns are processed and referred on, as appropriate in line with the procedures and practices set up by our local safeguarding partners.
- Wherever possible or appropriate, we aim to seek the consent of the student in order to share their information.
- The roles and responsibilities for safeguarding are clearly outlined in this policy to ensure that safeguarding arrangements are effective and implemented consistently.
- The safeguarding team will be the source of information, advice, guidance and training on safeguarding issues.
- The college recognises that within its diverse student population there may be students who become vulnerable at any given time regardless of age. The college and its staff have a collective and individual duty of care to support and safeguard the welfare of vulnerable students. Therefore, the overall principles of safeguarding outlined in this policy and in the Employee Code of Conduct also apply to students over the age of 18.
- The college's Acceptable Behaviour Policy outlines unacceptable behaviours on campus and online and how breaches of unacceptable behaviours are addressed.

## 7. Responsibilities

### a) Governor: Link Governor for safeguarding

- Contact: [dsl@tameside.ac.uk](mailto:dsl@tameside.ac.uk)
- Duties: The Link Governor for safeguarding is a member of the College's Full Corporation who undertakes a strategic role on safeguarding, which includes monitoring the safeguarding policy and strategies, which are in place to provide a safe and welcoming environment for all students.

### b) Strategic Safeguarding Leads: Deputy Principal of Quality and People

- Contact: [dsl@tameside.ac.uk](mailto:dsl@tameside.ac.uk)
- Duties:
  - Responsible for the overall strategic aspects safeguarding at the college
  - Chairs the College's Safeguarding Committee
  - Offers advice to emergency and out of hours calls

### c) Designated Safeguarding Lead: Assistant Principal - Student Experience

- Contact: [dsl@tameside.ac.uk](mailto:dsl@tameside.ac.uk)
- Duties:
  - Is the Prevent Lead
  - Responsible for the annual update of the College's Safeguarding Policy
  - Provides an annual safeguarding report to the Board of Governors
  - Lead responsibility for child protection issues in College ensuring safeguarding is at the heart of College practice.
  - Through training and information, ensures all staff understand safeguarding issues and know how to respond to potential concerns.
  - Ensures the Senior Leadership Team are kept apprised of any serious safeguarding concerns including police investigations
  - Responds to emergency and out of hours calls
  - Provide regular information to staff on safeguarding updates
  - Plan the annual safeguarding training for staff
  - Act as a source of support, advice and expertise for staff.

d) Operational Safeguarding Lead / Deputy Designated Safeguarding Lead: Safeguarding and Wellbeing Team Leader

- Contact: [safeguarding@tameside.ac.uk](mailto:safeguarding@tameside.ac.uk)
- Duties:
  - Responsible for all operational safeguarding matters
  - Acts as the main link with Tameside council liaising with the Designated Safeguarding Lead if a concern is of a serious nature or if it is regarding a member of staff.
  - Refers cases of suspected abuse to Children's Social Care, and support staff who have raised concerns about a child or have made a referral to Children's Social Care.
  - Deliver safeguarding training for staff and offer guidance.
  - Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
  - Act as Deputy Prevent Lead, where there are concerns about radicalisation, make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation.
  - Maintain an understanding of the needs of young people at college any vulnerable children i.e., those with special educational needs, young carers and those receiving support from the local authority including a child in need, a child on a child protection plan or care experienced child.
  - Refer cases to the police where a child protection crime has been or may have been committed.

- Works collaboratively with staff across college to support the attainment of educational outcomes for young people experiencing child protection, safeguarding or welfare issues.

e) Safeguarding Administrator:

- Contact: [safeguarding@tameside.ac.uk](mailto:safeguarding@tameside.ac.uk)
- Duties:
  - Acts as the main triage point for initial safeguarding enquiries responding to concerns.
  - Distribute safeguarding cases to safeguarding staff as they are reported and triaged.
  - Refer significant safeguarding cases to DDSL/DSL.
- Act as note taker for College's Safeguarding Committee.

f) Safeguarding Officers

- Contact: [safeguarding@tameside.ac.uk](mailto:safeguarding@tameside.ac.uk)
- Duties:
  - Provide a front-line safeguarding service and response.
  - Respond appropriately to disclosures or concerns which relate to the safety and safeguarding of a child or vulnerable adult.
  - Maintain accurate, confidential and up-to-date record on all cases of safeguarding.
  - Actively work with students, parents/carers and other agencies through to ensure effective multi agency working in line with the needs of student.
  - Contributes to child protection case conferences and reviews as required
  - Contributes to Personal Education Plan (PEP) reviews as required
  - Support the Deputy Designated Safeguarding Lead with management of safeguarding cases.

g) HR Safeguarding Lead- Head of Human resources

- Contact: [dsl@tameside.ac.uk](mailto:dsl@tameside.ac.uk)
- Duties:
  - Work closely with the Designated Safeguarding Led to respond to related safeguarding concerns.
  - Takes the lead role in relation to any safeguarding allegations against members of staff.
  - Responsible for development and implementation of the Colleges policy on the Safer Recruitment of Staff
  - Responsible for maintaining the single central record.
  - In conjunction with the Designated and Operational Safeguarding Lead, ensures all new members of staff receive mandatory safeguarding training and all staff receive briefings and updates to ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities.



h) Safeguarding committee – Chaired by the Deputy Principal of Quality and People

- The Safeguarding Committee is responsible for the development, monitoring of the safeguarding policy, safeguarding activities and embedding of best practice across the College.
- The Safeguarding Committee will meet four times each academic year.
- The DSL will be the deputy chair for this committee.
- The Safeguarding Committee include identified representatives from related services across the college.
- The Safeguarding Committee will respond to changes in legislation, regulation and guidance from appropriate external agencies.

**8. Procedure, responding to a safeguarding concern, disclosure, and allegation of abuse.**

**What to do if you are concerned about the safety or welfare of a child or vulnerable adult?**

- It is your duty to report any safeguarding concern to a member of the Safeguarding Team immediately. You can report a safeguarding concern through one of the following methods: -
  - a) Telephone- talk to a safeguarding team member over the telephone by calling 07523 698308.
  - b) Online form - Submit your concern via our [online form](#) on the college website.
  - c) Email - send an email to the safeguarding team [safeguarding@tameside.ac.uk](mailto:safeguarding@tameside.ac.uk).
  - d) In person - drop in to the Student Hub to speak to a member of the safeguarding team.
- Outside standard business hours, during holidays and emergencies, please contact the following DSL telephone numbers by calling 07814 893538 or 07515 191857.
- If a student is in immediate danger, please take action to ensure their safety by contacting the Emergency Services by telephoning 999. You can also contact: -
  - Alternatively contact 101 (ask for Local Area Police Station or Public Protection Unit)
  - Children's Social Work Teams 0161 342 4101 or 0161 342 2222 (out of hours)
  - GM Police Public Protection Unit 0161 8569314
  - NSPCC 08088005000
  - Samaritans 116 123
- If a student makes an allegation against a member of staff, you must discuss this with the Designated Safeguarding Lead (DSL) or Head of Human Resources.

Key advice on what to do when someone discloses a concern: -

- Listen - with an open mind
- Let the young person/adult speak - no interruptions
- Record everything in the words of the young person/adult as accurately as possible
- Keep questions to a minimum, only what is necessary to understand what is being alleged
- Do not promise confidentiality and do not make promises you cannot keep
- Note the date and the time of the incidents well as the names of those present and involved in the incident.
- Record the place where the alleged incident took place
- Note the nature of the safeguarding concern including a description of any injuries and the account given of the concern
- Inform the person what is about to happen, i.e you will report the concern.
- Do not investigate, report what you are told.

## **9. Applicants or Students subject to Convictions or Restrictions Risk Assessment**

Tameside College aims to ensure that education is available to all and having a criminal record will not necessarily mean that an applicant cannot be enrolled on their chosen course or if already enrolled continue with their course. However, we must balance responsibilities to provide a safe and secure environment for all our members. Therefore, we may withdraw an applicant's offer to study or terminate a student's registration and/or withdraw services or facilities (such as placements) at any time if it determines that an applicant or student has made any misleading, false or fraudulent application, or has failed to disclose relevant information to college. Students are expected to declare all unspent criminal convictions gained before admission and or following their enrolment at the college. If a conviction is declared an initial meeting will take place between the student and a member of the Safeguarding Team prior to completion of enrolment. The Safeguarding Officer /DDSL will gather information of convictions or restrictions (such as Sexual harm Prevention), complete an initial conviction declaration form, risk assess the case and determine how enrolment can proceed. The options will include enrol no further action required, enrol on an Action Plan, proceed to a Risk Assessment Panel Discussion with DDSL / DSL and do not enrol - high risk. Applicants should be reassured that information declared regarding criminal conviction and all communication about their criminal conviction will be dealt with on a strictly confidential basis. Prior to any Risk Assessment Panel Meeting with the DSL references may be obtained from any external agencies supporting an applicant e.g., Probation.

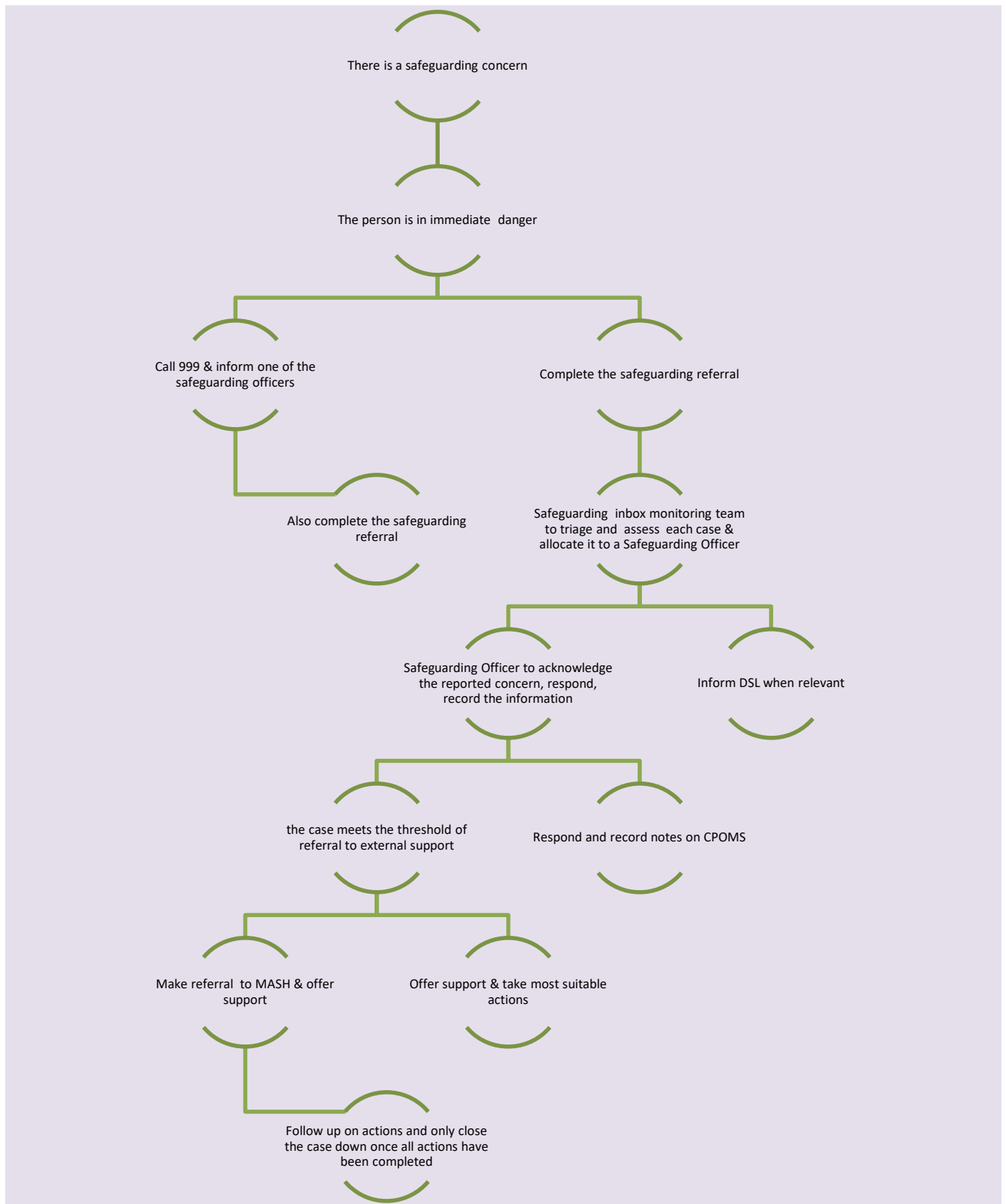
## **10. Case Triage and Responding to Cases**

- The safeguarding team will monitor safeguarding referrals, triage each case and offer a response.
- The Safeguarding Administrator will coordinate the front-line safeguarding triage service.

- Triage, allocation of cases and initial response will be completed within 24 working hours during term times.
- The Safeguarding Officers will respond to safeguarding cases allocated to them within 24 hours of the original allocation.
- The Safeguarding Officer is responsible for obtaining a full written record of the matters raised and recording actions on CPOMS.
- The Safeguarding Officer will inform or escalate cases to the DDSL or DSL & as necessary utilising training knowledge and expertise to safeguard students and manage risks.
- If a learner is in immediate danger, contact emergency services immediately using 999 and then report to the DSL
- Other referral could involve MASH referral and or 101.
- Allegations against staff must be responded to effectively, the Safeguarding Officer will inform the DSL & DDSL who will liaise with HR and address the issue.
- The DDSL will undertake case audits to ensure the system is effective, to help reflect on cases and introduce ongoing improvements.



## 11. Responding to Cases flow chart



Email [safeguarding@tameside.ac.uk](mailto:safeguarding@tameside.ac.uk) for any questions on the above flow chart- September 2025

## **12. Safer Recruitment**

We are committed to ensuring that effective safer recruitment practices are in place for all staff working with students across the organisation. This includes an up-to-date Policy on Disclosure & Barring Service Checks. At least one member of a recruitment panel is trained in safer recruitment. All staff in regulated activity have an enhanced DBS check, which are on one single central record system. Visitors are signed in and out by reception and are issued with a visitor's sticker. Staff from external agencies who work with students are adequately supervised with regular visitors (college partners) appearing on the single central record. The college keeps a single central record which applies to all staff, including supply staff and volunteers.

## **13. Allegations against college staff**

- The safety of a child, young person or vulnerable adult is a primary concern of the College. Allegations of abuse involving a member of staff will be taken very seriously and responded to professionally.
- Allegations against staff can be report to the Designated Safeguarding Lead or Head of Human Resources.
- The Designated Safeguarding Lead and Head of Human Resources will respond to safeguarding concerns involving staff, using the Keeping Children Safe in Education 2023 guidance and determine whether the matter should be treated as a safeguarding allegation or a complaint and if there is a need to undertake preliminary enquiries and, if so, how the enquiries should be conducted.
- The Local Authority Designated Officer (LADO) has responsibility for providing advice and monitoring the progress of cases relating children, to ensure matters are dealt with consistently with a thorough process.
- The Designated Safeguarding Lead and / or Head of Human Resources will inform the LADO if an allegation is made against staff which, at face value, indicates a member of college staff has behaved in a way that a criminal offence may have possibly been committed against or related to a child, young person or vulnerable adult, or has harmed or may have harmed a child, young person or vulnerable adult, or behaved towards a child, young person or vulnerable adult in a way that indicates they pose a risk of causing harm if they worked with children, or behaved or may have behaved in a way that indicates they may not be suitable to work with children.

## **14. Prevent**

- Prevent is a strand of the Government's Counter Terrorism strategy, which has four elements, Pursue, Protect, Prepare, Prevent.

- The Prevent duty requires colleges to have due regard to the need to prevent people from being drawn into terrorism, supporting terrorism or being drawn into non-violent extremism.
- Prevent is another aspect of our safeguarding arrangements and concerns related to Prevent can be raised through our Prevent Policy.

## 15. Local Partnership

- College representatives work closely with the Local Safeguarding Children Partnership. As a college, we follow working practices/guidance agreed by the partnership and the shared Greater Manchester Procedures
- The college has working partnerships with local policing teams and Community Police Officers regularly attend college and are well known to staff and students. The college attends the local GMP Prosecution, Intervention, Education, Diversion (PIED) pilot meeting where appropriate. We also receive Encompass notifications and GMP Violence Reduction Unit (VRU) updates.
- The College also works with local schools and the local authority and supports transition arrangements for vulnerable students as they come to college. The college also accesses Early Help support via the local "Team Around the School".
- The college has a commitment to inter-agency working and the sharing of information in accordance with the principles outlined in government's Information Sharing Guidance. We have regard for the sharing of information to be "necessary, proportionate, relevant, adequate, accurate, timely and secure"
- The college will make referrals to the Local Authority Designated Officer (LADO) in the event that there is an allegation made against a staff member.
- The college works closely with Tameside Authority Virtual School to support the educational achievement of children/young people who are care experienced. In partnership with the Virtual School the college employs a Post 16 Care Experienced Co-ordinator who works across the borough with young people from age 15 to 25.
- The college works with the Youth Justice Team to support the achievement of students on an order and also to manage risk as and where appropriate.
- The college has a named MASH (Multi-agency Safeguarding Hub) contact and named Mental Health support link workers through Healthy Minds.
- The college works in partnership with a range of other agencies to offer support to students on several topics.

## 16. Subcontracts

We expect our subcontractors to follow effective safeguarding arrangements and to work collaboratively with the Tameside college. This also includes: -

- We expect our subcontractors to follow our expected standards of policies, systems and processes for safeguarding students and agrees to report any safeguarding concerns or incidents that arise during the course of their partnership with us to appropriate external authorities.
- We expect our subcontractors to submit termly safeguarding reports to Tameside College's designated safeguarding lead.
- We expect our subcontractors to inform us via the designated safeguarding lead of any relevant significant safeguarding concern without delay.
- The Safeguarding Committee will receive updates on subcontractors' reports and considers any actions to enhance practice.

## 17. Partners

We recognise our role in safeguarding all individuals who are in contact with our college services directly or indirectly. We work collaboratively with representatives from our partnership organisations to strengthen our practices and share solutions. This also includes: -

- Working with all our partner organisations to ensure they are reassured about our policies, systems and processes of safeguarding students.
- Develop safeguarding policies in a way that is aligned with relevant legislations.
- We will inform our partner (such as Huddersfield University, The Open University) organisations' designated safeguarding lead of any relevant significant safeguarding concern that is reportable within a reasonable timeframe.
- The Safeguarding Committee will receive updates and considers any actions to enhance practice and collaboration.

## 18. Data sharing

- The College complies with the requirements of the Data Protection Act 2018 and the General Data Protections Regulations, which allow for disclosure of personal data where this is necessary to protect the vital interests of a child, young person or vulnerable adult.

- We use information to assess whether there is a safeguarding risk, and if there is any action that we need to take to keep individuals safe. This is a statutory and legal obligation informed by safeguarding legislations including those legislations mentioned in this policy.
- Information relating to safeguarding concerns will be shared with consent where possible, but may be shared without consent where necessary, in accordance with data protection laws and to keep individuals safe.
- Data protection does not prevent the sharing of information for the purposes of keeping students safe. It is recognised that the effective sharing of safeguarding information between relevant agencies is essential to help identify, assess and respond to risks or concerns about the safety and welfare of children and young. Where there are concerns about the safety of a child or young person, information will be shared with the relevant professional agencies to contribute to multi-agency working in line with the statutory guidance set out in Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2023.
- The degree of confidentiality will be governed by the need to protect the child, young person or vulnerable adult who is always the primary concern.
- The College keep electronic records of safeguarding concerns securely using the CPOMS and Promonitor systems in accordance with data protection guidelines.
- When a child under the age of 18 transfers to another education provider, all information regarding Child Protection should be transferred to that provider where reasonably practicable, this is completed through CPOMS.
- We keep statistical information about the number of safeguarding concerns that have been reported and how they were resolved. This is in order plan and offer effective services.

## **19. Online safety / filtering and monitoring**

- At Tameside College we recognise that using technology has many benefits for learning and development, we encourage all members of our community to take advantage of the opportunities provided by new and advancing technologies and enhance their digital skills.



- The College takes a preventive approach and all reasonable measures to protecting children, young people and vulnerable adults from potential harm. This includes having appropriate filtering and monitoring on devices and networks across the college and mechanism to pick up concerns.
- The College's network firewalls play a crucial role in safeguarding users, computer networks and data by providing a protective barrier between trusted internal networks and untrusted external networks. The Head of IT will work closely with the DDSL/DSL to ensure online risks are identified, regular reports of blocked sites are analysed and concerns are addressed to safeguard students online.

## 20. Staff training

- Members of the Governing Body, the Senior Leadership Team and all staff who work with children, young people and vulnerable adults, are required to undertake training to equip them to carry out their responsibilities for safeguarding children, young people and vulnerable adults effectively.
- All new staff members are made aware of the policies and systems within the college which support safeguarding. As part staff induction there is a mandatory requirement for new staff to: -
  - a) read part 1 of Keeping Children Safe in Education
  - b) complete e-safety training
  - c) complete the Home Office Prevent training
  - d) attend safeguarding introduction training
  - e) attend staff Code of Conduct training
- All existing staff are required to complete an annual mandatory safeguarding training. This will cover
  - a) reading part 1 of Keeping Children Safe in Education
  - b) undertake Prevent training
  - c) undertake safeguarding training
- The above training is supplemented by regular safeguarding updates issued via email, e-bulletins, one off additional training when required. These training events are designed to ensure that all staff are fully equipped to address safeguarding issues.

- Staff who have assigned safeguarding responsibilities are required to complete Tameside Safeguarding training every two years, with annual upskilling via training.
- To support the Safeguarding Officers to implement the safeguarding procedure correctly and respond to safeguarding reports consistently to a high standard, they will be provided with clear guidance and training.
- The Designated Safeguarding Lead and Deputies are required to undertake specific role related training every two years, with annual upskilling via training.

## **21. Student development**

- Through the tutorial and personal development activities all FE students on the study programme are provided with learning on safeguarding issues to enable them to develop a comprehensive understanding of safety risks including online and in their personal life. This includes British Values, Prevent & Radicalisation, consent, and sexual harassment. Students on other Programmes such as apprenticeship and adult students are offered other alternative safeguarding education to develop their awareness of safeguarding matters. Students are also made aware of source of support and guidance.

## **22. Notification to other agencies**

The college will consider notifying the Education and skills funding agency (ESFA) of any serious incidents, which could include significant safeguarding cases involving staff, which has been referred to the LADO. Notification may also include major cases related to the Counter Terrorism and Security Act 2015. Where appropriate, the college will also notify our Higher Education partners of any serious safeguarding cases.

## **23. Non – compliance**

Non-compliance and breach of the safeguarding policy may lead to disciplinary action according to this policy and staff code of conduct, which are available to on CollegeIP.

## **24. Related Policies and Procedures**

- Prevent Policy
- Code of Conduct Policy
- Acceptable Behaviour Policy
- Disclosure & Barring Service Checks Policy

- Harassment and Bullying Policy
- Online Safety Policy

## **25. Definitions**

### **Safeguarding concern**

A suspicion or worry that a child or vulnerable adult may be at risk of harm or abuse or may have been abused or harmed; this could be based on an observation or information received.

### **Safeguarding incident**

A specific event or occurrence where there is evidence of reasonable belief that harm or abuse, or the potential risk of harm or abuse has occurred.

### **A Child**

A child is defined as anyone who has not reached their 18th birthday.

### **Safeguarding (Children)**

Safeguarding of children is defined in 'Keeping Children Safe in Education (2023)' as:

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

### **Safeguarding (Adults- aged 18 years)**

An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves. The Care Act 2014 defines adult safeguarding as: 'Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

### **Child Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

### **Physical abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional abuse**

The persistent emotional maltreatment such as to cause severe and adverse effects on the individual's emotional development. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing individuals frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Sexual abuse**

This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children (also known as child on peer child) is a specific safeguarding issue in education.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Child Sexual Exploitation (CSE)**

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

### **County lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line". Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network. One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered.

## **Domestic Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, wellbeing, development, and ability to learn.

## **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm. The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live.

## **Intimate Image Abuse/Revenge porn**

This is the distribution of a private sexual image of someone without their consent and with the intention of causing them distress, to shame, bully or take revenge on a person.

## **Honour based violence or Honour based abuse**

The so-called Honour based violence (HBV), or Honour based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community. Abuse and violence may include female genital mutilation (FGM), forced marriage, restrictions on behaviour and communication and practices such as breast ironing. Abuse committed in the context of preserving "so called honour" often involves a wider network of family or community pressure and can include multiple perpetrators. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. Threats of such acts, coercion or deprivation of liberty, whether occurring in public or private life.

## **Forced and child marriage**

Forcing a person into a marriage is a crime in England, Wales, Scotland, Northern Ireland and the Republic of Ireland. A forced marriage is one entered without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage.

### **Female genital mutilation (FGM)**

This is the range of procedures that involve the partial or complete removal of the external female genitalia or other injury to the female genital organs whether for cultural or any other non-therapeutic reason. Whilst all staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on staff. If a staff member, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, they must report this to the police.

### **Financial abuse**

This involves a perpetrator using or misusing money which limits and controls their partner's current and future actions and their freedom of choice. It can include using credit cards without permission, putting contractual obligations in their partner's name, and gambling with family assets. Financial abuse can leave individuals with no money for essentials such as food and clothing. It can leave them without access to their own bank accounts.

### **Child-on-child abuse**

Children can abuse other children (this often referred to as child-on-child abuse), and that it can happen both inside and outside of college and online. It is important that all staff recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports.

### **Missing from Education**

A child (if under 18) going missing from an education setting is a potential indicator of abuse or neglect. College staff should act to identify any risk of abuse and neglect, including sexual abuse or exploitation and immediately notify the Safeguarding Team. For students under the age of 16 who are part of our school link's provision there is a specific process for notifying the school, parents/carers or other agencies where applicable.

### **Child Mental Health**

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff

however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

## Operation Encompass

Operation Encompass operates in all police forces across England. It helps police and the college work together to provide emotional and practical help to children. The system ensures that when the police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead (or a deputy)) in the college before the child or children arrive at college the following day. This ensures that the college has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs.

## 26. Further information

If you have any queries around the content provided within this policy

Or

If you require this Safeguarding Policy document in an alternative format, please contact:

[safeguarding@tameside.ac.uk](mailto:safeguarding@tameside.ac.uk)

## 27. Location and access to the policy

The Safeguarding Children and Vulnerable Adults Policy and supporting policies and other documents are available via

SharePoint on the College network and through course handbooks and inductions for students.

## 28. Policy status and version control

Version Control			
Author:	Assistant Principal – – Student Services and Inclusion	Approved by:	<i>Senior Leadership Team &amp; Governing Body</i>
Date Approved:	December 2025	Next Review Date:	September 2027
Responsible for review:	Assistant Principal – Student Services and Inclusion	Version Number:	1.0
Version Amendments			
Date of Amendment:		Amendments:	
Date of Amendment:		Amendments:	