



**LINCOLN COLLEGE**

**SAFEGUARDING POLICY AND  
PROCEDURES**

**POLICY SG/PO/4**

**SPONSOR**  
Director of Student Services

## **EQUALITY AND DIVERSITY STATEMENT**

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

# LINCOLN COLLEGE

## SAFEGUARDING POLICY AND ACCOMPANYING PROCEDURES

### Contents

<b>Section</b>	<b>Content</b>	<b>Page Number</b>
1	Purpose	1
2	Aim	2
3	Introduction	2
4	Designated staff with responsibility for safeguarding	5
5	Dealing with disclosure of abuse and procedure for reporting concerns	7
6	Supervision	8
7	Inter-Agency Working	8
8	Online Safety	8
9	Allegations of abuse made against other children	9
10	Looked After Children (LAC)	9
11	Children with Special Educational Needs and Disabilities	9
12	Child missing from education	9
13	Preventing Radicalisation	10
14	British Values	11
<b>Appendices</b>		
1	Recruitment and selection procedures	12
2	Bullying and Harassment	13
3	Safeguarding referrals flowchart	16
4	Reporting and dealing with allegations of abuse against members of staff	17
5	Professional Conduct Guidelines	22
6	Children in Specific Circumstances	27
7	Identification ID card/Lanyard	31
8	Deans Sport and Leisure	35
9	E-Safety	36
10	Operational and Strategic Safeguarding Groups	41
11	Useful Links for Further Information, Telephone Numbers and Websites	43

# LINCOLN COLLEGE

## SAFEGUARDING POLICY AND PROCEDURES

### 1 PURPOSE

- 1.1 Lincoln College has a statutory duty to ensure that all young people and vulnerable adults are safe. The College will promote the safeguarding and welfare of all children and vulnerable adults in accordance with the Children's Act 1989 and the Children's Act 2004 and section 175 of the Education Act 2002. This policy has been written following guidance within "Working Together to Safeguard Children" March 2015 produced by HM Government and Department for Education September 2016 guidance "Keeping Children Safe in Education".
- 1.2 Throughout this policy and associated procedures, reference is made to children. Children includes everyone under the age of 18. The College recognises that some adults are also vulnerable to abuse; accordingly this procedure may also be applied to vulnerable adults. The definition of 'vulnerable adult' as defined by No Secrets (Department for Health 2000) which is: "A person aged over 18 years old, who is or may be in need of community care services by reason of mental health or other disability, age of illness and who is, or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"
- 1.3 The College is committed to ensure that we protect children and vulnerable adults from maltreatment and ensure they can grow up in a safe and caring environment. The College will:
  - Provide a safe environment for children and vulnerable adults to learn in.
  - Identify and support children and vulnerable adults who are suffering, or likely to suffer, significant harm.
  - Take appropriate action to ensure that such children and vulnerable adults are kept safe, both at home and at College.

Related policies that may need to be read in conjunction with this document are:

- Mental Health Policy
- Drugs/Alcohol Policy
- Criminal Disclosure Policy
- Medication Control Policy
- Staff Disciplinary Policy
- Learner Disciplinary Policy
- Transgender Policy
- Social Media Policy
- Equality and Diversity Policy
- Customer Complaints and Grievance
- E-Safety Policy
- Code of Conduct Policy
- Personal Relationships between Students and Staff Policy
- Work Experience Policy

- Recruitment and selection Policy
- Management of contractors Policy

## **2 AIM**

- 2.1 This policy statement aims to provide guidance to staff and volunteers representing the College on dealing with potential safeguarding issues and the procedures they must follow.
- 2.2 In pursuit of these aims, the Governing Body will approve and review policies and procedures with the aim of:
- Raising awareness of issues relating to the welfare of children and vulnerable adults and the promotion of a safe learning environment.
  - Aiding the identification of children and vulnerable adults at risk of significant harm.
  - Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
  - The safe recruitment of staff.

## **3 INTRODUCTION**

- 3.1 Safeguarding children is the action we take to promote the welfare of children and is defined for the purpose of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Everyone who comes into contact with children, vulnerable adults and their families has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider at all times, what is in the best interests of the child.

- 3.2 The College will refer any concerns if a child or vulnerable adult may be at risk of significant harm. This referral will be to Children's Services/Social Care as agreed with the Lincolnshire Safeguarding Children's Board, or Nottinghamshire MASH.

The CEO, College Governors and all staff working with children and vulnerable adults will receive training to ensure they are familiar with the Safeguarding Policy and Procedures. All new staff to the College will undertake basic Safeguarding Training as part of their induction. Following induction, they will all attend compulsory Safeguarding Training within the first six months of employment. Safeguarding Leads will be trained to Level 2 and are expected to update training every two years. All College Governors and staff will be expected to update their Level 1 Safeguarding Licence by attending refresher training every three years. The Designated Safeguarding Lead will also ensure that regular updates are shared with staff as required, but at least annually to provide relevant skills and knowledge to safeguard children effectively.

- 3.3 The Director of Student Services will have special responsibility for safeguarding issues (as the designated senior member of staff with Lead Responsibility. He/she will be assisted by other members of staff with responsibility for Safeguarding). These staff are referred to as Safeguarding Leads.
- 3.4 The Chair of The Board of Governors will receive, from the designated senior member of staff with Lead Responsibility for Safeguarding, an annual report which reviews how the duties have been disseminated.
- 3.5 All College members should be aware of the signs and symptoms of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Abuse and neglect are forms of maltreatment of a child. The abuse or neglect of a child can be caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family, in a community or institutional setting, by those known to them or, much more rarely, by a stranger for example via the internet.

The following definitions are taken from September 2016 DfE guidance "Keeping children Safe in Education". They have been included to assist those providing services to children in assessing whether the child may be suffering actual or potential harm.

### **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 (e.g. via the internet). They 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 to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children 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 child 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 the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child 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 children 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 children, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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 images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

Neglect is 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 and development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **3.6 Specific Safeguarding Issues**

All staff should have an awareness of safeguarding issues, some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, taunting and sexting put children in danger.

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults or sexting. Staff should be clear as to the College's policy and procedures with regards to peer on peer abuse.

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. Further information can be found on the TES, MindED and NCPCC websites.

- Child sexual exploitation (CSE)
- Children missing education
- Children missing from home or care
- Bullying including cyberbullying
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM) – see also below
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Hate
- Mental health
- Private fostering
- Preventing Radicalisation
- Sexting
- Relationship abuse
- Trafficking

#### **Female Genital mutilation**

If a teacher, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the teacher must report this to the Police.

## **4 DESIGNATED STAFF WITH RESPONSIBILITY FOR SAFEGUARDING**

### **4.1 Senior Staff Member with Lead Responsibility**

The designated senior member of staff with Lead Responsibility for Safeguarding issues is the Director of Student Services ext. 6222, or in his/her absence a deputy designated safeguarding lead. All Safeguarding Leads are required to be level 2 safeguarding trained.

### **4.2 Deputy Designated Safeguarding Leads should:**

- Report to the senior member of staff with Lead Responsibility
- Know how to make an appropriate referral
- Be available to provide advice and support to other staff on issues relating to Safeguarding
- Have particular responsibility to be available to listen to children and vulnerable adults studying at the College
- Fill in Safeguarding paperwork/e-record – ensuring that all completed paperwork is recorded on the safeguarding database.
- Ensure that they attend Level 2 safeguarding training every two years and that they read all safeguarding updates from the Safeguarding Lead.



The College has a designated team of staff who are trained to Level 2 Safeguarding, which includes, but it is not exclusive to:

- Duty Managers
- Members of Student Services Safeguarding Team
- Centre Managers
- Deans Sport and Leisure Duty Managers

During office hours (Monday to Friday) safeguarding responsibility falls to Student Services. They will ensure that a Safeguarding Lead is available each day on a rota basis to cover all referrals. To contact the Safeguarding Team – call ext 6220 or ext 6298

After 5pm weekdays or at a weekend, safeguarding responsibility passes to a senior team member who can be contacted on ext 4000 or Deans Sports & Leisure Duty Manager on ext 6373.

4.3 All staff members have a responsibility for Safeguarding and monitoring students for any signs or symptoms that something may be causing them worry/harm or distress.

#### 4.4 **Designated Governor**

The designated member of the Board of Governors with responsibility for Safeguarding issues is the Chair of the Board of Governors

The Designated Governor is responsible for liaising with the CEO and Senior Staff Member with Lead Responsibility over matters regarding safeguarding, including:

- Ensuring that the College has Policy and Procedures which are consistent with the LSCB's procedures.
- Ensuring that the Board of Governors reviews and approves the College policy on Safeguarding each year
- Ensuring that each year the Board of Governors is informed of how the College and its staff have complied with the policy, including, but not limited to, a report on the training that Governors and staff have undertaken.
- Ensure that the College has appropriate procedures in place to respond when children go missing from education, particularly on repeat occasions, to help identify the risks or abuse and neglect including sexual abuse or exploitation and to help prevent them going missing in the future.

In the event of an allegation against the CEO or Senior Staff Member with Lead Responsibility it is the responsibility of The Designated Governor to oversee the liaison between agencies such as the Police and/or Child Services – as defined by the LSCB.

This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries. To assist in these duties, the designated Governor shall receive Level 2 safeguarding training.

## **5 DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS**

5.1 Where there is a risk to the life of a child or a likelihood of serious immediate harm 999 should be called. When considering if emergency action is necessary, an agency should always consider whether action is also required to safeguard other children in the same household (e.g. siblings), the household of an alleged perpetrator, or elsewhere. This procedure will be determined primarily by the LSCB, which establishes the locally agreed inter-agency procedures. The following explains the training around disclosure that all staff receives in Safeguarding.

5.2 If a child or vulnerable adult tells a member of staff about possible abuse, you must:

- Listen carefully and stay calm.
- Not interview the child or vulnerable adult, but talk to them in a calm and collected manner, recapping key points to aid understanding of the issue
- Not put words into the child or vulnerable adult's mouth.
- Reassure the child or vulnerable adult that by telling you, they have done the right thing.
- Reassure the child or vulnerable adult that, although information must be shared, it will be on a need to know basis. Inform them that you will need to report the matter.
- Keep the child or vulnerable adult focused on task, encouraging them at all times to ensure they are sharing truthful and accurate information.
- Make a detailed note of the date, time, place, what the child or vulnerable adult said, did, your questions and all the relevant information. Please sign and print your name at the bottom of the record.
- If, at any point, there is a risk of immediate serious harm to a child or vulnerable adult a referral should be made to Children's/Adult Social Care immediately. Anyone can make a referral, however we advise that the referrer should liaise with a Safeguarding Lead.

5.3 Staff should not investigate concerns or allegations themselves, but should report them immediately to the designated Person. Please see section 4 for relevant referral numbers.

A flowchart of our Safeguarding referrals can be seen in Appendix 3.

Please be aware if we have a safeguarding case involving 14-16 year olds, that this will need referring to school safeguarding Lead (if on school role).

5.4 All staff and volunteers should feel able to raise concerns about poor or unsafe practise and potential failures in the College's safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.

5.5 Please follow the College's whistleblowing procedures if you do not feel confident to report a concern to the Designated Safeguarding Lead. You can also make a referral to the NSPCC whistleblowing helpline if you do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 – line is open 8.00am to 8.00pm, Monday to Friday and email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **6 SUPERVISION**

6.1 The College has an appointed external Supervisor who supports Safeguarding Leads to monitor caseloads and ensure the emotional well-being of staff.

6.2 The College will ensure that the Supervisor is suitably qualified, registered with the British Association of Counselling and Psychotherapy Practice (BACP) and that they have their own supervision.

6.3 Any Safeguarding Lead who has dealt with a particularly challenging case should contact the Director of Student Services to access supervision.

6.4 Safeguarding Leads who deal with high caseloads of Safeguarding will be expected to attend monthly supervision.

6.5 Any staff member who has referred a Safeguarding case is eligible for counselling. To access this service please contact HR or Director of Student Services.

## **7 INTER-AGENCY WORKING**

The College will ensure that it works with all inter-agencies to include social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of the children are identified and contributing to inter agency plans to provide additional support to children who are subject to child protection plans.

## **8 ONLINE SAFETY**

The College has a responsibility to protect children from harmful and inappropriate online material. As such the College has filters to monitor when students/staff are trying to access inappropriate/harmful sites.

Whilst it is essential that appropriate filters are in place, the College will be careful that it is not "over blocking" sites which could potentially lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

The College will ensure that children are taught about safeguarding, including online as part of their teaching and learning opportunities or tutorial.

## **9 ALLEGATIONS OF ABUSE MADE AGAINST OTHER CHILDREN**

The College recognises that children are capable of abusing their peers, as such the College will ensure that action is taken to minimise peer on peer abuse. There are different forms of peer on peer abuse, but we are clear that abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”.

The College will address issues of peer on peer abuse through bullying and harassment. Please see Appendix 2.

## **10 LOOKED AFTER CHILDREN**

The most common reason for children becoming looked after is as a result of abuse and neglect. The College recognises that these students are particularly vulnerable and will ensure that additional support arrangements are in place to support such learners.

Where the College is aware of looked after children prior to enrolment, a special enrolment will be arranged with the emphasis of additional support, funding and educational outcomes.

Student Services will keep a register of all looked after students and the names of their social workers and ensure that any absence is followed up on a daily basis.

## **11 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Children with special educational needs (SEN) and disabilities can face additional challenges. The College will ensure that staff are trained to recognise the additional barriers that this group of children can face.

Consideration will be given to ensure that assumptions are not made that possible indicators of abuse, behaviour, mood or injury relate to the child’s disability without further exploration.

The safeguarding leads will also take time to ensure that students with communication barriers have support to overcome these challenges to enable them to report safeguarding concerns. Where needed assistance may be sought from the College SENCO or a member of their team to aid communication

## **12 CHILD MISSING FROM EDUCATION**

As the College provides education to children of compulsory school age, we have a responsibility to follow up anyone who is missing from education. In September 2016 the College appointed Attendance Monitors to track attendance and follow up on missing students. Please read the Attendance Policy for further detail on what takes place.

## 13 PREVENTING RADICALISATION

13.1 Radicalisation refers to the process by which a person comes to support terrorism or forms of extremism. There is no single way to identify an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways or settings. Specific background factors may contribute to vulnerability which are often combined with specific influences like family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide the answer. The internet and the use of social media has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who may be at risk of radicalisation and act appropriately, which may include a referral to the Channel programme.

13.2 Channel is a Government programme which focuses on providing support to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- Identifying individuals at risk.
- Assessing the nature and extent of that risk
- Developing the most appropriate support plan for the individuals concerned.

13.3 Any such concerns should be recorded in writing and reported to the Designated Safeguarding Lead or their deputy. They will liaise with the Lincolnshire or Nottinghamshire Police as appropriate.

13.4 The College will also promote the ethos of the 'PREVENT' agenda by encouraging free and open debate but challenging extreme views. It will encourage through its classroom practice, theme weeks and induction activities, a belief in Equality of Opportunity and the celebration of Diversity.

13.5 The College will not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.

13.6 The College has a legal responsibility to forbid the promotion of partisan political views in the teaching of any subject in the College and must take such steps, as are reasonably practicable to secure that where political issues are brought to the attention of students they are offered a balanced presentation of opposing views. Promotion of any organisations linked to violent extremism is contrary to the values of the College and could constitute misconduct.

13.7 The College will provide appropriate support through its own staff or by referral to external agencies, for any student in danger of radicalisation.

13.8 All staff will complete mandatory training including an e-learning module and attend face to face Safeguarding training, which incorporates PREVENT training.

13.9 The Board of Governors will all receive PREVENT training.

## **14 BRITISH VALUES**

Lincoln College will promote British Values to all students and staff through literature and electronic information.

According to Ofsted, 'fundamental British Values' are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs.

Although the official term used by the Government is 'tolerance' of different faiths and beliefs. At Lincoln College we welcome and accept everyone with different faiths and beliefs.

## **APPENDIX 1**

### **RECRUITMENT AND SELECTION PROCEDURES**

This procedure should be read in conjunction with the College's recruitment and selection code of practice.

- The College must ensure that they have in place safe recruitment policies and practices, including enhanced Disclosure and Barring Checks (DBS) for all staff, Governors and all teaching agency staff. All other categories of agency worker, students and volunteers who work with children and vulnerable adults will be checked in line with current legislation.
- It is an offence to knowingly employ a person who has been barred by the Disclosure and Barring Service from working in a post which involves caring for, or treating children and vulnerable adults.
- The College has recruitment, human resources and commissioning processes including contractual arrangements that take account of the need to Safeguard and promote the welfare of children and vulnerable adults.
- The College will ensure that all staff undertakes appropriate training to enable them to carry out their responsibilities effectively and keep this up to date by providing refresher training at regular intervals.
- All staff and agency workers will undertake Safeguarding training as part of their Induction and be provided with a Lincoln College Safeguarding Licence which will be reviewed every three years. All staff as part of their Induction/Safeguarding training will be provided with part one of DFE "Keeping Children Safe in Education" April 2014.
- Appropriate whistle blowing procedures and a culture that enables issues about Safeguarding and the welfare of children and young people and vulnerable adults to be addressed, are in place at the College.

## **APPENDIX 2**

### **BULLYING AND HARASSMENT PROCEDURE**

#### **1 INTRODUCTION**

1.1 The procedure needs to be read in conjunction with the Equality Act 2010. This lays down protected characteristics which need to be considered. The protected characteristics are:

- Age
- Disability
- Race
- Gender (including Transgender)
- Religion and Belief
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Sex

1.2 Lincoln College deems that it is unacceptable that any student, staff or visitor should be bullied or harassed. As such, the College is committed to challenging and eliminating all forms of discrimination, bullying and harassment.

#### **2 IDENTIFICATION OF BULLYING AND HARASSMENT**

2.1 Harassment is defined as tormenting or persistent attacks which causes the recipient distress. Bullying is defined as a conscious, wilful, and deliberate activity intended to harm, induce fear through the threat of further aggression, and create terror.

2.2 The following examples of bullying and harassment all constitute a breach of College rules and should be acted upon immediately. This is not an exhaustive list: other concerns will be considered by the College if the recipient experiences fears or distress. Examples include:

- Physical assault against a person or group
- Verbal abuse or threats
- Discriminatory language or inappropriate comments
- Name calling, insults or offensive language
- Derogatory comments in the course of class discussions
- Graffiti or the display of any material which is demeaning or insulting
- Unnecessary touching or unwanted physical contact
- Inappropriate use of verbal and non-verbal physical gestures.
- Offensive displays or use of discriminatory materials, such as leaflets, posters, magazines, films, videos or computer programmes within the College
- Cyber Bullying – this is the malicious use of information on social media or in a community domain e.g. mobile phones, Social networking sites, Instant Messenger, email and electronic gaming sites.



### **3 ACKNOWLEDGING AND CHALLENGING BULLYING AND HARASSMENT**

3.1 All students and staff at the College have a responsibility to act positively if encountering harassment or bullying.

3.2 The College management will ensure that incidents of this nature are dealt with in a consistent manner within the disciplinary procedures of the College.

### **4 DEALING WITH HARASSMENT**

#### **4.1 Students**

- Any incidents of harassment or bullying should be reported to a course tutor. If evidence shows that the bullying and harassment is extreme this must be reported to a safeguarding lead for advice about whether external agencies need to be involved.
- Students may seek advice from the Bullying and Harassment Support Group if they wish.
- Offenders will be the subject of College disciplinary procedures and, in extreme cases, this may also involve the Police.
- Those who have been bullied or harassed should be offered support from a member of the Bullying and Harassment Support Group or a College Counsellor.

#### **4.2 Staff**

- Both overt and covert bullying and harassment by any member of staff should be reported to their line manager, who will take the appropriate action.
- Staff members who have been harassed or bullied should be supported to obtain access to support from a trained Counsellor or seek further advice from a Trade Union.
- Offenders will be subject to College Disciplinary Procedures.

#### **4.3 Visitors**

Any incidents of bullying and harassment by a visitor or volunteer to the College should be reported to a Safeguarding Lead within Student Services.

#### **4.4 Governors**

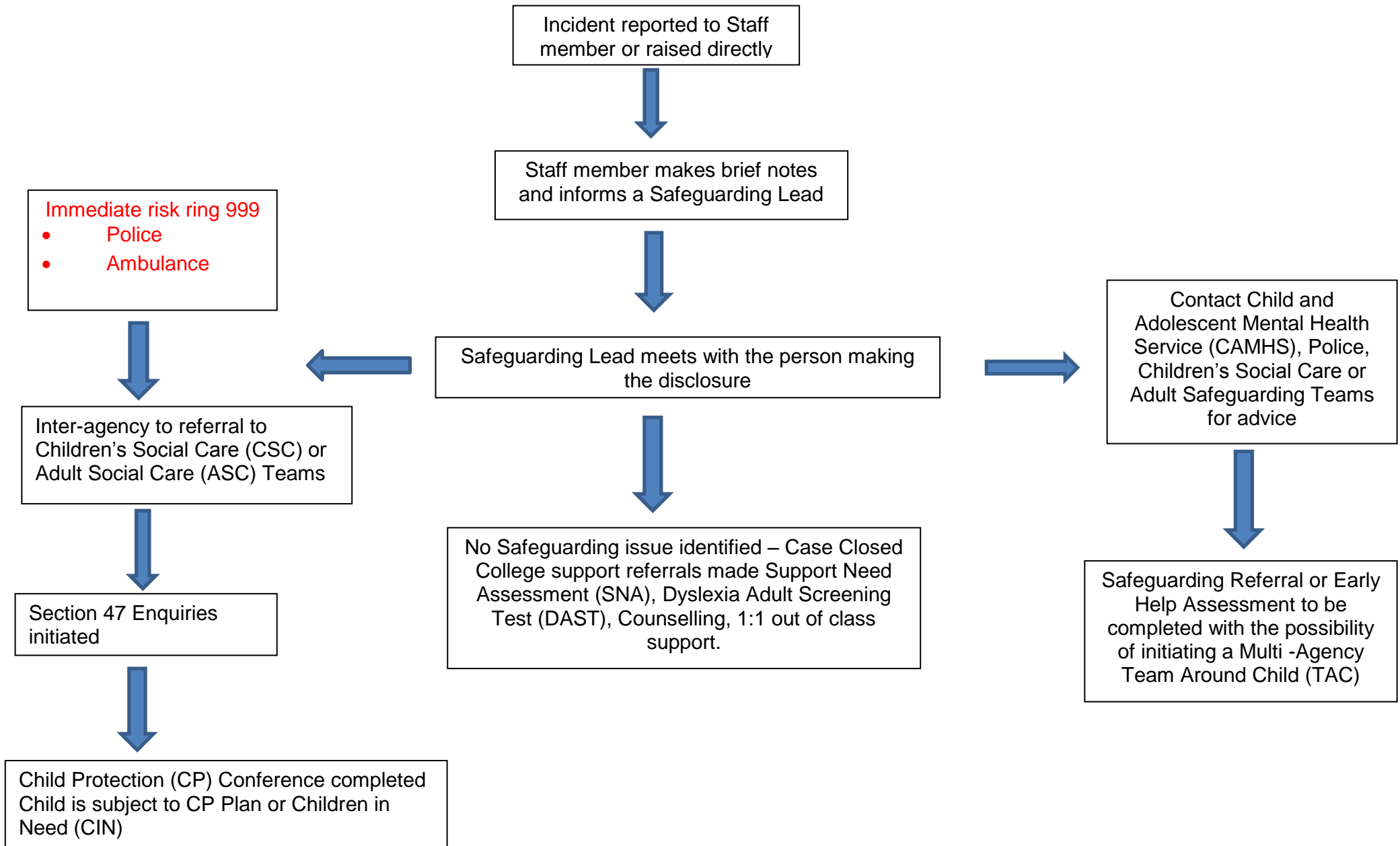
Any incident of bullying and harassment by a College Governor should be reported to the Designated Safeguarding Lead.

### **5 RECORDING**

5.1 Recording all incidents of bullying and harassment can assist the College in reviewing its Equal Opportunities Policy and aims. These records will be organised as follows:

- All bullying and harassment records need to be sent to the Bullying and Harassment co-ordinator so records can be stored centrally
- Reports should include details of the incident sufficient to indicate its character. Confidentiality will be maintained and only shared as agreed by involved parties.
- The Bullying and Harassment Co-ordinator will share reports with the Director of Student Services so they can be included in the Safeguarding end of year report.

### APPENDIX 3 - WHAT HAPPENS TO SAFEGUARDING REFERRALS?



## APPENDIX 4

### REPORTING AND DEALING WITH ALLEGATIONS AGAINST MEMBERS OF STAFF

- 1 This procedure applies to all staff, whether teaching, administrative, management or support, as well as to volunteers. The generic term “staff” is used for ease of description and refers to all the staff groups.
- 2 The College recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true.
- 3 It is imperative that those dealing with an allegation maintain an open mind and that investigation is thorough and not subject to delay.
- 4 There may be three strands in consideration of the allegation:
  - A Police investigation of a possible criminal offence.
  - Enquiries and assessment by Children’s/Adult Social Care about whether a child/vulnerable adult is in need of protection or in need of services.
  - Consideration by an employer to investigate and if necessary disciplinary action.

#### Enquiries and Investigations

- 5 All allegations in the first instance must be reported to the member of staff with Lead Responsibility for Safeguarding (see 4.1). If the allegation is against staff named in (4.1) – the case should be dealt with by the CEO.
- 6 The Safeguarding Lead will collect the details of referral and will call the Local Area Designated Officer (LADO) for advice on how to proceed as mentioned in 6.4. The CEO and Chair of Governors must be advised of proceedings on a regular basis.
- 7 If advised that the case needs investigating by the Police and/or Social Care, the College will support the investigation, but will not conduct an internal investigation. To do otherwise may prejudice the investigation.
- 8 If the LADO advises the College to conduct the investigation, the safeguarding lead member should contact the HR Manager who will appoint an independent Investigating Officer.
- 9 The Investigating Officer will keep a detailed account of investigation to include, interviews, telephone calls and any contact in relation to the case.
- 10 Subject to no objections from the Police or other investigating agency, the Safeguarding Lead shall:
  - Inform the young person or child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.

- Ensure that the parents/carers of the child, young person or vulnerable adult making the allegation have been informed that the allegation has been made and what the likely process will involve.
  - Inform the member of staff against whom the allegation was made that an investigation is taking place and what the likely process will involve.
- 11 The Safeguarding Lead (or designated person) shall keep a written record of the action taken in connection with the allegation. Detailed guidance is available in the DFE “Keeping Children Safe in Education” regarding people living with perpetrators.

### **Suspension of Staff**

- 12 Suspension should not be automatic. In respect of staff other than the CEO, suspension can only be carried out by Senior Post Holders. If the allegation is against the CEO, suspension can only be carried out by the Chair of the Board of Governors (or in his/her absence, the Vice Chair).
- 13 Suspension can be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay. Consideration should be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- 14 Suspension should only occur for a good reason. For example:
- Where children or vulnerable adult is at risk.
  - Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
  - Where necessary for the good and efficient conduct of the investigation.
- 15 If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a Trade Union.
- 16 If the CEO (or Chair or Vice Chair of the Board of Governors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within three working days.
- 17 Where a member of staff is suspended, the CEO should address the following issues:
- The Chair of the Board of Governors should be informed of the suspension although the name of the individual concerned will not be disclosed until an allegation is deemed to be proved.
  - The Governing Body should receive a report that a member of staff has been suspended pending investigation; the detail given to the Governing Body should be minimal.

- Where the CEO has been suspended, the Chair or Vice Chair of the Board of Governors will need to take action to address the management of the College.
- The parents/carers of the child or young person making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child or young person making the allegation of the suspension.
- Senior staff members that need to know the reason for the suspension should be informed.
- Depending on the nature of the allegation, the CEO should consider, with the nominated Governor, whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity.
- The CEO shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LSCB, or Nottinghamshire MASH and relevant external investigating authorities should be consulted.
- The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments of the case at regular intervals.
- The suspension should remain under review in accordance with the College disciplinary procedures.

### **The Disciplinary Investigation**

- 18 The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures.
- 19 The member of staff should be informed of:
- The disciplinary charge against him/her.
  - His/her entitlement to be accompanied or represented by a Trade Union representative or workplace colleague.

The following definitions should be used when determining the outcome of allegation investigation:

- Substantiated: there is sufficient evidence to prove the allegation.
- Malicious: there is sufficient evidence to disprove the allegation and there has been deliberate act to deceive.
- False: there is sufficient evidence to disprove the allegation.
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

- 20 Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.
- 21 The child, children or vulnerable adult(s) making the allegation and/or their parents should be informed of the outcome of the investigation and the proceedings. This should occur prior to the return to College of the member of staff (if suspended).
- 22 The CEO (or designated person) should give consideration to what information should be made available to the general population of the College.

### **Allegations without Foundation**

- 23 False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the LSCB in order that other agencies may act upon the information.
- 24 In consultation with the designated senior member of staff and/or the designated Governor, the CEO (or designated person) shall:
  - Inform the member of staff against whom the allegation is made verbally and in writing that no further disciplinary or Safeguarding action will be taken. Consideration should be given to offering counselling/support.
  - Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
  - Where the allegation was made by a child other than the alleged victim, consider informing the parents/carers of that child.
  - Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

### **Records**

- 25 It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.
- 26 If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Disclosure and Barring Service.

### **Monitoring Effectiveness**

- 27 When an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with Lead Responsibility should, at the conclusion of the investigation, consider whether there are any matters arising from it such as:
  - An improvement of the College's procedures and/or policies which should be drawn to the attention of the LSCB

- Training needs
- Mentoring
- Risk Analysis
- Good Practice
- Procedural anomalies



## APPENDIX 5

### PROFESSIONAL CONDUCT GUIDELINES

Lincoln College expects all its employees to behave in a professional manner at all times. This also incorporates considering your personal actions when outside College and giving due consideration for any action that may bring the College into disrepute.

The following information is provided as guidance for what the College deems as acceptable and reasonable behaviour and aims to help staff safeguard students and reduce the risk of conduct which could be mistakenly interpreted as improper and lead to allegations being made against individuals.

**Further guidance can also be found within the Personal Relationships between Students and Staff Policy.**

This document is for both Lincoln College and its subsidiary company staff.

#### 1 PRINCIPLES

- The welfare of young people and vulnerable adults is paramount;
- Staff are responsible for their own actions;
- Staff should be seen to work in a transparent way;
- All staff should report any incident which may give rise to concern to their manager;
- All staff and work placement providers should be aware of and follow the College's safeguarding procedure;
- Staff who breach this code of conduct may be subject to the College's disciplinary procedures;
- Serious breach of this code may result in a referral being made to an external or statutory agency such as the local authority Social Care Team or the Police.

#### 2 WORKING WITH STUDENTS

**All staff have a duty of care to keep students safe and are accountable for the way in which they use their authority and position of trust. This duty can be best exercised through the development of caring but professional relationships.**

- 2.1 Staff should ensure that their relationships with students are appropriate to the age and gender of the student, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when dealing with both young and vulnerable students.
- 2.2 Comments by staff to young and vulnerable students, either individually or collectively, can be misconstrued. As a general principle, staff must not make unnecessary comments to and/or about students, which could be construed to have a sexual connotation.

- 2.3 It is also unacceptable for staff to introduce or to encourage debate amongst students in a class, training situation or elsewhere, which could be construed as having a sexual connotation that is unnecessary given the context of the session or the circumstances.
- 2.4 However it is recognised that a topic raised by a student is best addressed rather than ignored. It is appropriate for staff to advise the student where they can access further advice and support.

**Staff should:**

- Treat all students with respect and dignity;
- Always put the welfare of the student first;
- Understand that the systematic use of insensitive, disparaging or sarcastic comments such as those that refer to a young person's body, intelligence, gender, sexual orientation or ethnicity in any way are unacceptable;
- Not swear or use offensive or discriminatory language;
- Never make sexual remarks to a student or discuss your own personal sexual relationships;
- Avoid any communication which could be interpreted as sexually provocative;
- End the discussion if it becomes uncomfortable or embarrassing;
- Work in an open environment avoiding private or unobserved situations and encourage open communication;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Always challenge inappropriate language from students or colleagues;
- Never allow allegations made by a student to go unrecorded or not acted upon;
- Only ever issue medication if it is in line with the College's Medicines policy.

### **3 ONE TO ONE SITUATIONS**

**Staff should be aware of the potential risks which may arise when working alone with a student.**

**It is recognised that there will be occasions when confidential interviews or meetings must take place:**

- If possible leave the door open or use a room with a window in the door;
- The use of "engaged" signs or lights are not advisable;
- Where such conditions cannot apply, staff are advised to ensure that another adult knows that the meeting is taking place;
- Never meet a student away from the College unless your line manager has given permission;
- Avoid travelling in a car with one student and inform someone if the situation is unavoidable.

#### **4 EDUCATIONAL VISITS AND COLLEGE ACTIVITIES**

Staff should take extra care in less formal situations and remember they are still in a position of trust.

#### **5 CONFIDENTIALITY**

**Staff should never share information about students in a casual manner or allow student access to information on staff computers or in staff rooms.**

**Staff should:**

- Never give out their own personal details or a student's personal details to other students;
- Log off or lock their computer whenever leaving it unattended;
- Not allow students to use your computer unless you have logged off;
- Staff should only email students from their work email address and not their personal email address

#### **6 BEHAVIOUR**

**Staff should adopt high standards of personal conduct at all times.**

- Staffs' clothing should reflect a professional appearance and should be suitable for the occupational area in which they are working;
- Staff must wear their identity ID card when on College premises
- Staff should, where applicable wear relevant protective clothing to set a professional example to students;
- Staff should dress in a manner which will avoid inappropriate comments;
- Never act in a way that can be perceived as threatening;
- Accessing or bringing images of pornography i.e. sexualised images without artistic merit on site is never acceptable, regardless of format;
- Storing or disseminating such material is illegal and if proven will lead to the person being barred from working with young people;
- When communicating with students electronically, staff should only use College mobiles, College email or official College internet sites;
- Staff should never keep images of students on personal equipment.

#### **7 SOCIAL CONTACT**

**Staff should never make contact with a student outside of the College for the purpose of friendship. This is particularly important when there is a possibility of a student becoming infatuated with a member of staff. It is recognised that there may be occasions when accidental or reasonable social contact may be unavoidable, e.g. meeting students at social venues open to the general public or in shops or at private parties. In such circumstances, staff should be mindful at all times of their professional relationship with students.**

Staff should never lend money to students. Students who are in need of money for food or travel should be directed to Student Services where appropriate arrangements will be made.

Outside the working hours of Student Services, a Safeguarding Lead within Deans Sport and Leisure can be contacted to deal with emergencies.

- Do not accept gifts that could be construed as bribes (end of term gifts are fine);
- Staff should not give/purchase any food items for students, as you may not be aware if the student has a food allergy;
- Never give out personal contact details, mobile phone numbers or personal email or Facebook addresses;
- Staff are advised not to have students tagged as friends on Facebook or any other form of social media;
- Never accept friendship or access requests from students on any social networking sites;
- Report any suspected infatuation;
- Report any situation which you may feel compromises your professional standing;
- Unavoidable social contact with a student must be reported to your line manager e.g. Where you are a member of the same gym or sports club.

## **8 MOBILE PHONES**

Staff should only use College devices when contacting students i.e. not their personal mobile phone number.

## **9 SOCIAL MEDIA FOR STUDY**

When setting up a Facebook (or other) page for study purposes staff must declare this to their line manager. Also staff should liaise with the College's IT Manager and External Communications Manager to ensure that the page has the correct security and corporate logos in place.

## **10 SEXUAL CONTACT**

It is a criminal offence for a person in a position of trust to engage in any sexual activity with a person aged under 18 with whom they have a relationship of trust, irrespective of the age of consent, even if the basis for their relationship is consensual. There is NO acceptable behaviour that has either explicit sexual connotations or innuendo. Any such behaviour will always be treated as extremely serious and must be reported immediately.

## **11 PHYSICAL CONTACT**

**It is not necessary to have physical contact with students, outside your job description, even when they are distressed and this should be avoided at all times.**

- Try to defuse a situation before it escalates;
- Never endanger your own safety;
- Contact the Campus Warden (extension 4002) for support when you have a concern not related to safeguarding such as a fight breaking out.

## 12 INCIDENTS THAT MUST BE REPORTED

- If a student is accidentally hurt;
- If you are concerned that a relationship is developing that could represent an abuse of trust;
- If you are concerned that a student is becoming attracted to you or a colleague;
- If you are concerned that a colleague is becoming attracted to someone in his/her care;
- If a student misunderstands or misinterprets something you have done;
- If you have had to use reasonable physical restraint to prevent a student harming themselves, or another, or from causing significant damage to property;
- If a student makes an allegation of abuse;
- If you see any suspicious marks on a student;
- If you notice sudden changes in behaviour.

## 13 WHISTLEBLOWING

**Whistleblowing should be part of transparent work practices and is not intended to set up mistrust or suspicion among members of staff.**

It can be difficult to accept that a colleague may deliberately harm a vulnerable person. It may also be that the behaviour that causes concern is bad practice rather than abuse.

The College will support and protect all staff and students who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions.

## APPENDIX 6

### CHILDREN IN SPECIFIC CIRCUMSTANCES

#### Private Fostering Arrangements

- 1 When a child under 16 (or 18 if they have a disability) is cared for by someone who is not a close relative for 28 days or more.
- 2 A call must be made to the County Council either Nottinghamshire (0300 500 80 80) or Lincolnshire (01522 782111) as soon as this information is received to ensure that they are aware of the arrangements so a Social Worker from Children's Social Care can visit the child to ensure that the child is safe and the child is being properly cared for. Subsequent regular visits will follow to offer support and to make sure the child remains safe and well.

[www.lincolnshire.gov.uk/privatefostering](http://www.lincolnshire.gov.uk/privatefostering)

<http://www.nottinghamshire.gov.uk/care/fostering/private-fostering>

#### Looked After Children

##### 1 Introduction

- 1.1 Lincoln College is committed to providing a quality education for all its students. The commitment to 'Looked After Children' (LAC) is guided by the principles and practice outlined in Guidance on the Education of Looked After Children (May 2000), Section 52 of the Children Act 2004, Promoting the Education of Looked After Children (2014), Keeping Children Safe in Education (2015) and Working Together to Safeguard Children (2015).
- 1.2 LAC are young people who may be:

##### Accommodated (Section 20)

A voluntary arrangement is established because the parent(s) is missing or unable to cope due to illness. The arrangement can also form part of a child protection plan negotiated with the family. In these circumstances, the parent(s) retain parental responsibility (PR).

##### In Care

A child is in care only if a court has granted a Care Order. An order may be issued if a child is believed to be suffering or likely to suffer significant harm. A care order generally gives PR to the local authority but it can also be shared with the parents.

##### Remanded/detained

A child can be remanded or detained:

- The period if an emergency protection order has been issued;
- if removed from the home by police using their powers of protection;
- By a court following criminal charges;

- By a court directing a Children’s Services Department to accommodate a child already subject to a supervision order for criminal behaviour.

## **2 Supporting LAC**

### **2.1 LAC may have:**

- Low self-esteem;
- Poor education standards due to absence from College;
- Delayed social/emotional/cognitive development;
- Been bullied or have bullied others;
- Mental health issues;
- Few friends or feels isolated;
- Behavioural issues;
- Poor attachment to others.

LAC may experience some or all of the issues listed above. This makes them an extremely vulnerable group in terms of realising their educational potential and future life chances.

### **2.2 Lincoln College is committed to ensuring that LAC are fully supported by:**

- A Designated member of Staff (Team Leader for Safeguarding Assessment and Support) the Student Support Adviser for Safeguarding
- LSAs, Counsellors, Guidance Advisers, Student Support Officers and Youth Workers, Personal Tutors, Student Services Administrators with responsibility for LAC, care leavers’ funding who will monitor progress and offer support at critical times
- Establishing and monitoring robust support contracts recorded on the eLLP
- Ensuring that all staff working with LAC have a clear understanding of issues that affect them
- Liaising with the Virtual School – EYFS/Post-16 Education Co-ordinator for Children’s Services
- Allocating responsibility for LAC to an Advanced Practitioner

## **3 Confidentiality**

Information about LAC will be shared with College staff on a “need to know basis”.

## **4 Roles and Responsibilities**

### **4.1 Director of Student Services**

The Director of Student Services will:

- Liaise with the nominated member of the Governing Body to provide accurate information regarding LAC in the College and to confirm that the support outlined above is in place and working effectively.

- Reports forwarded to the nominated member of the governing body will not include the names of individual children for child protection and confidentiality reasons.
- Review the effective implementation of this policy on an annual basis or immediately in the light of new guidance and/or legislation being introduced.

#### 4.2 Designated Member of Staff

The Designated Member of Staff will:

- Be an advocate for LAC.
- Ensure that processes are in place to identify LAC and Care Leavers at the earliest opportunity.
- Where there is a learning difficulty or disability, ensure that an assessment of support need and appropriate support is in place on enrolment.
- Ensure that each LAC has an identified member of staff that they can talk to - in most cases this is likely to be the Personal Tutor but may be another suitably experienced person where appropriate.
- Co-ordinate support for the child in the College and liaise with other professionals and carers.
- Ensure staff receive relevant information and training and act as an advisor to staff and governors.
- Ensure confidentiality for individual children.
- Ensure the College is represented at LAC planning/review meetings.
- Ensure that the child and carer(s) receive notification of relevant College meetings, e.g. parents' evenings.
- Ensure efficient transfer of information between individuals, relevant agencies and to other colleges as appropriate.
- Seek meetings with relevant parties where the child/young person is experiencing difficulties, particularly if there is the danger of disciplinary action.

#### 4.3 Advanced Practitioner with Responsibility for LAC

The Advanced Practitioner with responsibility for LAC will:

- Provide support to Personal Tutors, giving advice and guidance on procedures.
- Act as the key contact with the Virtual School – EYFS/Post-16 Education Co-ordinator for Children's Services on behalf of Personal Tutors.
- Ensure that ePEPs are completed on a termly basis.

#### 4.4 Personal Tutor

The Personal Tutor will:

- Ensure a smooth induction for the child / young person and carer(s), and note specific requirements, including care status.
- Ensure that the eILP, and other records are up to date.



- Liaise with the LAC's social worker to complete an ePEP once per term.
- Ensure that the LAC is informed about and encouraged to attend extra-curricular activities, enrichment and out of hours learning.
- Seek meetings with relevant parties where the child/young person is experiencing difficulties, particularly if there is the danger of disciplinary action.

## **APPENDIX 7**

### **IDENTIFICATION ID CARD/LANYARD**

#### **1 PURPOSE**

The purpose of the Identification ID card/Lanyard Policy is:

- To provide standards and requirements for the display of identification
- To provide a consistent method of identification.
- To provide additional means of establishing a safe community for staff, visitors and students.

#### **2 AIM**

The Policy aims to ensure effective identification and safeguarding measures are in place.

This Policy should be read in conjunction with the following Policies:

- Student Disciplinary Policy
- Staff Disciplinary Policy
- Admissions Policy

#### **3 PROCEDURES/RESPONSIBILITIES**

##### **3.1 Managers**

All Managers are required to sign a policy which confirms they have read and understood the content of the policy and will ensure that all staff/volunteers will enforce and adhere to the policy.

##### **3.2 Staff**

- All staff will be issued a photographic ID card and College lanyard by the Digital Engagement Team upon employment.
- While in the workshops ID cards may be worn using a clip on accessory for those staff who would encounter health and safety issues while using a lanyard
- ID cards must be worn using a College breakaway lanyard designated by a blue colour to identify individuals as staff members. If a staff member refuses to wear their lanyard, or has to be repeatedly told to wear it, disciplinary action should be taken, in the absence of exceptional circumstances.
- The ID card and College lanyard must be visible at all times and not obstructed by clothing.
- All staff are responsible for challenging persons not displaying an ID card with a College lanyard.
- If a staff member finds a student displaying an out of date ID card, the staff member is responsible for retaining the ID card.
- Staff must return their identification ID cards and College lanyards to HR upon termination of employment.
- If staff are found not wearing their ID card and College lanyard, this will be referred to their line manager to issue an informal oral

warning where appropriate. Further incidents of non-compliance will be addressed via the staff disciplinary procedures (Formal).

- Staff who have lost their ID card and College lanyard must go to the Digital Engagement Team to be issued with a replacement ID card and lanyard. A replacement ID card and College lanyard will be issued free of charge but any issued subsequently will incur a fee of £5.
- Staff who have not lost their ID card and College lanyard but have forgotten to bring it to work must go to the Digital Engagement Team to be issued with a temporary ID card and College lanyard.

### **3.3 Applicants**

All potential students and their parent/guardian will be monitored whilst on campus. During their visit they will be monitored via one of the following procedures:

- Experience day students will be issued with a temporary badge by the Schools Liaison Co-ordinator (or their nominee).
- Applicants will be signed in by the staff member supervising and issued with a temporary badge for identification. Parents/guardians will be issued with an accompanying adult badge.
- Open evening visitors will all receive a temporary badge on arrival.

### **3.4 Students**

- All students will be issued with a photographic ID card and a breakaway college lanyard upon enrolment.
- All students should wear their lanyard at all times while on college property (this includes social areas and while moving between buildings).
- Lanyards are to be worn around the neck and not tied to bags/arms or hanging out of pockets. All staff have a responsibility to challenge any student or staff member not wearing a lanyard.
- If a student refuses to wear their lanyard, they should be asked to leave college property until such time that they are wearing a lanyard. If they continue to refuse or have to be repeatedly told to wear it, disciplinary action should be taken, in the absence of exceptional circumstances.
- In exceptional cases related to Special Education Needs or Disability (SEND) there may be a reason why a staff/student member cannot wear a lanyard around their neck. In this instance a formal request must be made to the Director of Student Services outlining reasons why and providing any supporting evidence.
- In workshops/high risk environments, students will be asked to remove their lanyard for certain tasks by their tutor. As an alternative clips will be provided so that identification is still displayed in these sessions.
- Students who have lost their ID card and/or College lanyard must go to the Digital Engagement Team to be issued with a replacement. You can be issued with one replacement free of charge but any issued after this will incur a £5 fee.
- Students who have not lost their ID card and college lanyard but have forgotten to bring it must report to the Digital Engagement

Team (or report to reception in Newark and Gainsborough) to be issued with a temporary lanyard which must be returned at the end of the day. Students who repeatedly forget their lanyard should be subject to a disciplinary sanction.

- When a student leaves or withdraws from a course, they should be requested to hand in their ID card, holder and lanyard on the last day of attendance to a member of staff. Returned ID cards and college lanyards should be returned to the Digital Engagement Team.
- If a student is asked to leave by the College, they should be requested to hand in their ID card and college lanyard of the last day of attendance to a member of staff. Returned ID cards and college lanyards should then be returned to the Digital Engagement Team.

### **3.5 Governors**

Governors will be issued with a Governor identification ID card and Governor lanyard.

### **3.6 Contractors**

- All Contractors must report to the Facilities department to be issued a photographic identification ID card.
- All contractors must wear their ID cards on the provided College lanyard, around the neck at all times while on campus.
- ID cards maybe worn using a clip provided by the College for those personnel who would encounter health and safety issues with the use of a lanyard.
- ID cards shall be worn using a breakaway College lanyard designated by the colour red to identify them as a campus contractor.
- ID cards and College lanyards must be returned to the Facilities department upon completion of work each day.
- Contractors who have lost their ID card and College lanyard must report to the Facilities Department to be issued with a replacement ID card and College lanyard.

### **3.7 Visitors**

- Visitors must report to the Main Reception to be issued with a picture ID card
- When visitors are issued with their ID card they must state what department or person they are on campus to visit
- ID cards shall be worn using a breakaway College lanyard designated by the colour purple to identify them as a visitor. Visitors must return their ID card and College lanyard to the Main Reception at the end of their visit.
- Visitors who have lost their ID card and College lanyard must report to the Main Reception to be issued with a replacement ID card and College lanyard.

### **3.8 Special Events**

Visitors who are on campus as part of an authorised special event must sign in at designated check in points around the campus where they will receive a College ID.

### **3.9 Other**

Customers for Sessions Restaurant, Deans Sport and Leisure or the Salon (Gibney Building) will not receive an identification ID card and lanyard but must sign in at the individual receptions.

## APPENDIX 8

### DEANS SPORT AND LEISURE – USE OF FACILITIES DURING CURRICULUM TIME BY MEMBERS OF THE GENERAL PUBLIC

Deans Sport and Leisure is open as a Commercial Centre as well as a training facility used by students of Lincoln College.

Members will have access from 6.30am – 10pm Mon – Fri and 8am – 8pm weekends both in term time and holiday times.

As we take our responsibilities for safeguarding very seriously, the following revised procedures and protocols have been put in place:

- Members will have photographic ID.
- Members will have clear guidance that their membership only provides access to Deans Sport and Leisure and not to the whole College site.
- Access control barriers will be in operation, members and students will only be able to gain access with identification.
- 30 minute checks will be conducted of changing room facilities by Deans Sports and Leisure staff. The Duty Manager (or their nominee) will ensure that members of staff sign a log to say that they have checked the area at these timed intervals.
- Deans Sport and Leisure staff will be present in areas the members are using e.g. gymnasium if students are in classes.
- Posters will be displayed in the Main Reception of Deans and in the changing rooms to inform members/students who to approach if they have a concern or a question.
- The Spa is monitored by CCTV and is regularly monitored in the reception area.
- The Duty Manager or nominee will notify the Director of Student Services or their nominee of any Safeguarding concerns raised by students or members of Deans as they arise.

Deans Sport and Leisure have revised their Terms and Conditions of membership and sent them out to members as well as displaying them in the Reception Area at Deans Sport and Leisure.

## **APPENDIX 9**

### **E-SAFETY**

#### **1 INTRODUCTION**

Lincoln College recognises the benefits and opportunities which new technologies offer to teaching and learning. We encourage the use of technology in order to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement safeguards within the College and to support staff and learners to identify and manage risks independently.

#### **2 SCOPE**

This applies to all users who have access to the College IT systems, both on the premises and remotely. Any user of College IT systems must adhere to the Acceptable Use Policy available on the intranet. The e-Safety appendix applies to all use of the internet and electronic communication devices such as email, mobile phones, games consoles and social networking sites. It also includes the use of personal devices which are operated on the College campus. Other policies and procedures will also govern the use of such devices, such as the Code of Conduct.

#### **3 SECURITY**

The College will do all that it can to make sure the College network is safe and secure. Every effort will be made to keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, work stations etc. to prevent accidental or malicious access of College systems and information.

Digital communications, including email and internet postings, over the College network, will be monitored. Regular checks will also be carried out to ensure that staff and/or students trying to access websites portraying extreme violence or associated with extremist groups are reported appropriately should they raise a safeguarding concern. Other policies which refer to this topic include the Internet, E-Mail and Computer Acceptable Use Policy and the Security and Disaster Recovery Policy

#### **4 BEHAVIOUR**

Lincoln College will ensure that all users of technologies adhere to the standard of behaviour as set out in the Acceptable Use Policy. The College will not tolerate any abuse of IT systems as also outlined in the Acceptable Use Policy. Whether offline or online, communications by staff and students should be courteous and respectful at all times. Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with the Student and Staff Disciplinary Code of Conduct. Where conduct is found to be in breach of College policies and procedures and/or Code of Conduct, the College will deal with the matter internally. Where conduct is considered illegal, the College will report the matter to the police.

## Online behaviour outside College

All online communication between students both inside and outside College hours must be appropriate and respectful. Any instances of threatening, abusive or harassing behaviour may potentially be dealt with through the disciplinary procedure even if undertaken outside College. Students must be aware that any abusive or harassing behaviour could be a police matter.

### **5 USE OF IMAGES AND VIDEO**

The use of images, or photographs, is popular in teaching and learning and should be encouraged where there is no breach of the rights of another person (See also the Acceptable Use Policy). This will include images downloaded from the internet and images belonging to staff or students. All students and staff should be aware of the risks in downloading these images as well as posting them online and sharing them with others. There are particular risks where personal images and information are posted onto social networking sites, for example. Consent forms must also be completed by students when photographs and videos are taken for academic purposes.

Students should not use personal mobile devices to take photos, videos or voice recordings of other students without their express permission. Students should not use personal mobile devices to take photos, videos or voice recordings of staff members, or during lessons, at any time.

Any images or recordings of students which are then made available to others e.g. via social networking sites, must be used appropriately and respectfully, and with the permission of the individual concerned. Any online behaviour that could be perceived as defamatory, harassing or malicious with intent may potentially be dealt with through the disciplinary procedure. Students must be aware that any misuse of personal images could be a police matter.

### **6 YOUTH PRODUCED SEXUAL IMAGES (SEXTING)**

Youth Produced Sexual Images, or “Sexting”, refers to electronic communications with content that includes both pictures and text messages sent using mobile telephone and other electronic media. “Sexting” within this document applies to an image that has been self-generated and shared by a person under the age of eighteen. This type of behaviour can be seen as “risk taking” and a consequence of a young person experimenting or challenging boundaries. The inherent dangers with such activity can be significant and long lasting.

The Protection of Children Act 1978 amended by the Sexual Offences Act 2003 makes it clear that the making, possessing and distribution of “indecent” images of a child is an offence. A child is defined as anyone under the age of eighteen years. Although the legislation identifies “Sexting” as a criminal offence the Association of Chief Police Officers (ACPO) provide guidance in situations where an incident could be seen to be “Experimental”.

“Experimental” is described as being a self-generated image sent between two individuals with no prospect of the image being further shared and with no adult involvement.



“Aggravated” incidents would be defined as those where there is:

- coercion, blackmail, threats or deception in obtaining an image
- criminal sexual abuse
- sexual exploitation
- sharing of images without consent

The involvement of an adult, 18 or over, would instantly make any incident “Aggravated”.

ACPO advise that those incidents deemed to be “Experimental” would not require a referral to Police but instead could be dealt with at a local level and in partnership with parents, carers and/or other agencies in a supportive and advising role. This is to negate the disproportionate response of Police involvement and possible criminal procedures.

Any other incidents falling outside of this remit should be referred to Police and/ or Social Care Services.

Staff have a statutory power to seize and examine any electronic device held by a student on College premises that is suspected of storing such images. The guidance in relation to search and seizure of electronic devices are contained in the Search, Screening and Confiscation Policy.

In summary, staff can access the files and data of an electronic device where there are concerns that it contains material that may cause harm. Self-generated material would fall into this category.

If an incident occurs where a self-generated image is discovered then contact should be made with the Safeguarding Leads at Lincoln. The electronic device should be retained pending the matter being investigated and no material should be deleted.

## **7 PERSONAL INFORMATION**

Lincoln College collects and stores the personal information of students and staff regularly e.g. names, dates of birth, email addresses, assessment materials and so on. The College will keep that information safe and secure and will not pass it onto anyone else without the express permission of the student or parent/carer. Staff must keep learners’ personal information safe and secure at all times. Every user of IT facilities is required to log off on completion of any activity, or where they are physically absent from a device. Where the personal data is no longer required, it must be securely deleted in line with the Data Protection Policy.

## **8 EDUCATION AND TRAINING**

With the current unlimited nature of internet access, it is impossible for the College to eliminate all risks for staff and students. It is our view therefore, that the College should support staff and students through training and education. This will provide them with the skills to be able to identify risks independently and manage them effectively.

E-safety training for staff is included in the mandatory Safeguarding training, which is undertaken by all staff on a three year rolling programme. Training resources are available for staff and students to access on the intranet and e-safety tutorials are completed for 16-18 year old full time students. Students should also know what to do and who to talk to where they have concerns about inappropriate content, either where that material is directed to them, or where it is discovered as part of a random search.

## **9 INCIDENTS AND RESPONSE**

Where an e-safety incident is reported to the College this matter will be dealt with very seriously. The College will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring.

If the incident is relating to a student or a student has a concern with regard to a member of staff it should be referred to the College Safeguarding leads.

Where a member of staff wishes to identify a concern regarding a fellow member of staff, they must contact either the Director of Student Services or the Director of Human Resources or their nominees.

Following any incident, the College will review what has happened and decide on the most appropriate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. This is in line with the College Acceptable Use Policy. Serious incidents will be dealt with by senior management, in consultation with appropriate external agencies.

## **10 ROLES AND RESPONSIBILITIES**

There are clear lines of responsibility for e-safety within the College. The first point of contact regarding concerns over e-safety should be the Safeguarding Team unless it is relating to a member of staff when it should then be reported directly to either the Director of Student Services or the Director of Human Resources or their nominee.

All staff are responsible for ensuring the safety of students and should report any concerns immediately to the aforementioned. When informed about an e-safety incident, staff members must take particular care not to guarantee any measure of confidentiality towards either the individual reporting it, or to those involved.

Where any report of an e-safety incident is made, all parties should know what procedure is triggered and how this will be followed up. Where appropriate the safeguarding leads may be asked to intervene with appropriate additional support from external agencies.

### **10.1 Students**

- Students are responsible for using the College IT systems and personal mobile devices in accordance with the College Acceptable Use Policy.
- Students are responsible for attending e-safety lessons as part of the curriculum.

- Students are expected to seek help (either from tutors or Student Services) where they are worried or concerned, or where they believe an e-safety incident has taken place involving them or another member of the College community.
- Students must act safely and responsibly at all times when using the internet and/or mobile technologies.

## 10.2 **Staff**

- All staff are responsible for using the College IT systems and personal mobile devices in accordance with the College Acceptable Use Policy Mobile.
- Staff are responsible for attending staff training on e-safety as appropriate and for displaying a model example to students at all times.
- Staff must ensure that all digital communications with students must be professional in tone and content at all times.
- Any online communication with students is restricted and must only be done through the College network.
- Any incident that is reported to or discovered by a staff member must be reported to the Safeguarding Team without delay.
- All teaching staff are required to read through and adhere to the incident reporting procedure detailed above.

## APPENDIX 10

### OPERATIONAL AND STRATEGIC SAFEGUARDING GROUPS

The College is committed to ensuring that all staff that have an increased level of responsibility for safeguarding are appropriately trained and have access to up-to-date information and support.

- 1.1 Nominated staff will have an increased level of responsibility for safeguarding they are namely:

The designated member of The Board of Corporation  
The designated Safeguarding Officer for The College  
The College Management Team  
The Safeguarding Team which includes nominated cross College staff

- 1.2 These staff will receive Level 2 Safeguarding which is updated on an annual basis. The Director of Student Services and key nominated staff are approved by Lincolnshire County Council and Lincolnshire Safeguarding Children's Board to provide bespoke in-house Level 2 Safeguarding training. Annual attendance is mandatory.

- 1.3 All Duty Managers will also be trained to Level 2 Safeguarding to ensure that there is always an appropriately trained member of staff available while students are on site.

- 1.4 All Level 2 trained staff will be invited to attend Operational Safeguarding Meetings.

1.4.1 The Operational Safeguarding Group will be chaired by the Customer Services and Pastoral Manager with support provided by the Safeguarding Co-Ordinator and Advanced Safeguarding Lead.

1.4.2 The group will meet at least once every half term.

1.4.3 The group will share updates with regards to safeguarding issues. They will also discuss complex cases to reinforce knowledge and practices and provide a supportive, confidential environment to discuss concerns.

1.4.4 The group will invite relevant external support providers to keep themselves up to date with external support available to students.

### STRATEGIC SAFEGUARDING PANEL

The Colleges Strategic Safeguarding Panel is made up of Senior Managers at the College and representation from Lincolnshire Police and Youth Offending Service.

The purpose of the Panel is to make informed, impartial judgments as to the suitability of high risk applicants or students. This can be based on offending history, incidents of serious misconduct, poor mental health or any other circumstances that may present a high level of risk to staff, students, visitors or the reputation of Lincoln College.

- 1.1 The Panel will meet at least once a term and will be chaired by the Director of Student Services supported by the Customer Services and Pastoral Manager and Advanced Safeguarding Lead.
- 1.2 The Panel will review and approve all relevant amendments and new policies.
- 1.3 The Panel will approve the annual safeguarding report.

## APPENDIX 11

### USEFUL LINKS FOR FURTHER INFORMATION, TELEPHONE NUMBERS AND WEBSITES:

Child Exploitation & Online Protection Centre - <http://www.ceop.police.uk>

Internet Watch Foundation - <https://www.iwf.org.uk>

'Staying Safe Online' -  
<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

Get Safe Online - <http://www.getsafeonline.org>

Other useful links are available on the Links tab on JISC Legal e-safety page.

#### Lincolnshire

Lincolnshire Children's Safeguarding Board – [www.lincolnshire.gov.uk/lscb](http://www.lincolnshire.gov.uk/lscb)  
Lincolnshire Children Services Customer Service Centre (CSC) on 01522 782111.  
Outside of office hours you can contact the Emergency Duty Team (EDT) on 01522 782333.

Lincolnshire Adults Safeguarding Board - [www.lincolnshire.gov.uk/lsab](http://www.lincolnshire.gov.uk/lsab)

Lincolnshire Adults Social Care - 01522 782155  
Outside office hours contact the Emergency Duty Team on 01522 782333.

Police Lincolnshire Non - emergency 101 then request Lincolnshire.

Adults Mental Health Crisis Team – 01522 573648 (24 hrs)

Camhs PALS (Professional Advice Line) - 01522 309120 (9am-4.45pm)

NHS – Walk In Centre – 63 Monks Road, Lincoln. 8am – 8pm (01522 528153)

#### Nottinghamshire

Nottinghamshire Children Safeguarding Board - [www.nottinghamshire.gov.uk/nscb](http://www.nottinghamshire.gov.uk/nscb)

Nottinghamshire Adult Safeguarding Board – [www.nottinghamshire.gov.uk/nsab](http://www.nottinghamshire.gov.uk/nsab)

Nottinghamshire Multi – Agency Safeguarding Hub – 0300 500 80 90  
Email - [mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk)

Police Nottinghamshire – Non emergency 101 then request Nottinghamshire.

Samaritans – 116 123

NSPCC – worried about a child 0808 800 5000  
Email - [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Ofsted – About concerns 0300 123 4666

Notts – Crisis and Home Treatment Resolution and Home Treatment Team (24 hrs)

If your call is relating to a service user open to the team or known to adult mental health services. Or you are seeking advice regarding a mental health crisis mental health services then please contact:

Bassetlaw - 0300 123 1804

City – 0300 300 0065

County South - 0300 123 2901

Mansfield and Ashfield – 0115 956 0860