



ETC International College

ETC Safeguarding Policy and Procedures

June 2026

ETC International College Policy and Procedures for the Protection of Juniors and Adults At Risk

ETC International College, Bournemouth is fully committed to safeguarding and promoting the welfare (both mental and physical) of children, young people and adults at risk in line with the requirements of the law and examples of good practice from other similar organisations. An overall statement of the college's policy, and a general overview of procedures are included in this booklet.

Key Contacts:

ETC Safeguarding Phone: +44 (0)1202 000780

ETC Child Protection Officers:

Designated Safeguarding and PREVENT Lead (DSL):

James Pond

Email: jamespond@etc-inter.net

Phone: +44 (0)1202 000780

Room: 9 Block B

Deputy Safeguarding Leads:

David Jones – Principal

Juan Mota – Student Services Officer (Reception & Activities)

The Deputy Safeguarding Leads are trained to the same standard as the Designated Safeguarding Lead and, in the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of students. In the event of the long-term absence of the DSL the deputies will assume all of the DSL's functions.

Local Area Contacts : childrensfirstresponse@bcpcouncil.gov.uk Tel :
01202 123334

The Children's First Response Hub includes MASH and the Early Help Team

LADO (Local Authority Designated Officer) SERVICE main contact number: 01202 817600 Hayley Cowmeadow and Carline Benoit

Nicky Campbell, Service Manager, LADO Bournemouth, Safeguarding and Quality Assurance. Tel: 01202 817600 Email : lado@bcpcouncil.gov.uk OR Business Support Tel : 01202 817600

Children's Social Care Out of Hours Service Tel : 01202 738256

ChildrensOOHS@bcpcouncil.gov.uk

Police : 101 or 01202 222 222

NSPCC : 0800 8005000 help@nspcc.org.uk NSPCC Childline : 0800 1111

Accompanying this document there is a referral form which may be used if a member of staff wishes to bring any information or concern to the attention of the Child Protection Officer.

Prevent/MASH Team: preventreferral@dorset.pnn.police.uk

Introduction

College Responsibilities

The College is legally obliged and committed to safeguarding and promoting the welfare (both mental and physical) of Juniors (ANY under-18s) and adults at risk who participate in its organised activities or services. These include registered students who are under 18 or would be regarded as adults at risk, children who come on to College premises as part of organised activities such as visits or summer schools and College staff working off campus (e.g. widening participation activities in local schools). Adult students at the College may be considered to be vulnerable adults or adults 'at risk', as they are international students immersed in a foreign culture, living away from their familiar home environments usually without the support structure of family and friends. They may feel emotionally vulnerable or insecure, particularly at times of worry, distress or illness.

The College must ensure that reasonable steps are taken to promote and safeguard the welfare of children, young people and adults at risk, that help and support is provided to meet their needs as problems emerge and to ensure that relevant legislation and government guidance is complied with. This policy applies to all under 18s and adults at risk regardless of gender, ethnicity, disability, sexual orientation or religion.

All College staff (including Governors) are in a position of trust, in particular those staff who teach, support, guide or in any way interact with students. It is incumbent on all staff to be aware of this and to act accordingly at all times.

Safer Recruitment and Selection Procedures

Many staff across The College will be in regular or significant occasional contact with under-18s or adults at risk in the course of their teaching or other work, or will be in positions of particular trust e.g. Student Support staff, security staff, senior members of the Residents' Support Network, named advisers in departments. Some students are required to work or undertake placements which will bring them into contact with under-18s or adults at risk.

The College will maintain robust recruitment practices and take steps to ensure that it complies with the requirements of the Safeguarding Vulnerable Groups Act 2006 and the latest KCSIE guidance. This will include Enhanced Disclosure and Barring Service (DBS) checks for staff and students required to work with under-18s or adults at risk in regulated activity and Independent

Safeguarding Authority (ISA) registration where required. The College is committed to ensuring that relevant staff and students have appropriate checks in accordance with accepted practice to ensure their suitability to work with under-18s and adults at risk or their fitness to practice on certain courses. This includes Group Leaders and Homestay Providers.

Child Protection Procedures

The College will work within the policy framework of the local authority and will follow existing College complaints and disciplinary procedures.

In accordance with this guidance The College has appointed a “Designated Safeguarding Lead” with regard to child protection issues. The Designated Safeguarding Lead has responsibility for coordinating the College’s safeguarding practice including online safety and the filtering and monitoring systems in place. The Designated Safeguarding Lead will be assisted by the Deputy Designated Safeguarding Lead (DDSL) to ensure that there is always a responsible member of the core administrative team to act in their absence. The names of these staff will be held by Reception staff and will be published on The College website.

All College staff must contact the Designated Safeguarding Lead if they have any cause to believe that a child is in any way at risk. The Designated Safeguarding Lead will follow the latest KCSIE and Working Together to Safeguard Children guidance and will contact the relevant Social Services Department in accordance with the statutory requirements and will follow their instructions.

Adults At Risk (formerly known as ‘Vulnerable Adults’)

Where possible, The College will identify adults at risk and ensure that there are appropriate support measures in place. This is most likely to be when the student presents to, or is referred to, the Accommodation & Welfare Dept. or the Academic Department and has mental health difficulties or a disability that would meet the legal definition of ‘vulnerable’ or ‘at risk’.

Any member of staff across The College with concerns regarding an adult student whom they believe or know to be at risk must contact the Accommodation & Welfare Dept. or the Director of Studies, who will liaise with the Designated Safeguarding Lead if necessary. Where the concern involves an adult at risk, the Designated Safeguarding Lead will consult with the Accommodation & Welfare Dept. and any other relevant staff in order to determine the most appropriate course of action. Where abuse is suspected the local Social Services department will be informed in accordance with statutory guidelines.

Code of Behaviour

The following general principles should be adhered to by all staff who are expected to familiarise themselves with this guidance:

Protection issues are to be regarded as top priority and staff are reminded that it is the welfare of the child or adult at risk which is of a primary concern and it is their duty to report any concerns to the Designated Safeguarding Lead or to the Accommodation & Welfare Dept.

If staff, in the course of their work at The College, have a child or adult at risk protection issue brought to their notice (including low-level concerns), observe an incident of abuse, exploitation or neglect, or

have cause for concern, they must treat this as a priority over other work and address the issue immediately.

If staff wish to seek guidance with regard to a specific incident or area of concern, advice can be sought from the Designated Safeguarding Lead who may refer the matter to the local Social Services department.

Induction, training and supervision

The College will ensure that the Designated Safeguarding and PREVENT Lead, Accommodation & Welfare Dept. and other staff likely to be in regular contact with under-18s and / or adults at risk receive appropriate training. The College will also provide information to raise awareness to ensure that all staff understand what to do if someone covered by this policy discloses abuse or any other protection issue.

Relationships with young people aged 16-17

It should be noted that whilst a child can consent to sexual activity once they reach the age of 16, under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (teacher, student mentor, academic staff etc.) to have a sexual relationship with a child under 18 where that person is in a position of trust, even if the relationship is consensual.

Students Under 18 Offers of admission to students to be placed in adult programmes who will be under 18 at registration will only be made where The College is satisfied that the student is equipped to study within a mainly adult, independent learning environment. Applicants will be notified of The College's safeguarding policy and procedures and must agree to comply with any arrangements to support and safeguard under-18s (for example relating to licensed premises on campus, providing emergency contacts in event of welfare concerns). Details of the admissions processes for applicants who will be under 18 at registration can be obtained from the Admissions / Marketing departments.

Record Keeping and Confidentiality

Records will be kept of all referrals to the Accommodation & Welfare Dept. or to the Designated Safeguarding Lead and their outcomes and held by the Designated Safeguarding Lead in accordance with the Data Protection Act and the latest KCSIE guidance.

It should be noted that consent is still required from under 18s in the same way as for adults with regard to matters of data protection, however in accordance with statutory requirements, where child protection issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported. Education data can be withheld under the GDPR where the serious harm test is satisfied (Data Protection Act 2018).

Monitoring and Review

The implementation of the policy and associated guidance and procedures will be reviewed and updated at least annually. The Designated Safeguarding Lead will ensure that this policy is reviewed if there are any legislative developments that are relevant.

SAFEGUARDING POLICY

ETC International College recognises that the mental and physical welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and adults at risk in its care.

All children and adults at risk have the right to be safeguarded from harm or exploitation whatever their race, religion, gender, health or disability.

The purpose of this policy is to enable all staff and work placement interns to understand the importance of working in partnership with children, their parents, host families, Group Leaders and other agencies in order to promote children's welfare.

We will endeavour to safeguard children, young people and adults at risk by:

Ensuring that the college has policies and guidelines covering equal opportunities, Health & Safety, complaints, confidentiality, anti-bullying and harassment policy, child on child/peer on peer abuse, drugs, learning outside the classroom, internet safety and that child protection issues are covered in all relevant policy documents.

Valuing them, listening and respecting them

Involving them in decisions which affect them

Sharing information about concerns with agencies who need to know and involving children and their parents/host families/agents/group leaders appropriately.

Managing low-level concerns appropriately

Ensuring that an Enhanced DBS check is carried out on all staff/work placement interns.

Adopting a code of conduct for all staff/work placement interns.

Providing effective management through induction, support and training.

Considering how to build trusted relationships with children and young people which facilitate communication

Ensuring staff/work placement interns understand about 'whistleblowing'.

Dealing appropriately with allegations/concerns about staff/work placement interns or other students in accordance with Government guidance.

Ensuring that any child protection deficiencies are remedied without delay.

Following all requirements according to the latest KCSIE guidance including reporting to DBS on any persons considered unsuitable to work with children within one month of them leaving the College.

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Safeguarding (Child Protection) Procedures**1. What is Child Protection?**

Child protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

2. What is significant harm?

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

3. Scope and purpose of these procedures

These procedures should be read in conjunction with the Safeguarding Policy. They apply to the Principal, all staff (including work placement interns) and anyone working on behalf of the College and explain what action should be taken if there are concerns that a child is or might be suffering harm. A child is a person under 18 years.

4. Responsibilities and roles

All those who come into contact with children and adults at risk in their work, including those who do not have a specific role in child protection, have a duty to safeguard and promote their welfare.

The college has a responsibility for ensuring the establishment has effective policies and procedures in place. The procedures are reviewed annually. The college has several members of staff who have been designated as Child Protection Officers – James Pond (Designated Safeguarding Lead and PREVENT Officer) and David Jones, Steve Mott, Juan Mota, Sarah Vivian, Hannah Wright (Specialist Safeguarding Officers) are the persons with whom you should normally discuss any concerns or allegations and should be able to offer appropriate advice and refer to other agencies as necessary.

In addition, Hayley Cowmeadow (Bournemouth) Service Manager, LADO, Safeguarding and Quality Assurance (includes MASH and the Early Help Team)

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childrensfirstresponse@bcpcouncil.gov.uk

All action is taken in line with the following guidance:

- * 'Keeping Children Safe in Education' Document published by HM Government September 2025
- * Bournemouth, Dorset and Poole Local Area Safeguarding Board (formerly the 'Yellow File').
- * DSCF Guidance (2010) – Safeguarding Children and Safer Recruitment in Education.

What to do if you're worried a child is being abused – Government Guidance – DFES 31553.

- * The Children Act 1989, which states the legal definition of a child as “a person under the age of 18”.

- * Section 115(4)(a) of the Police Act 1997, which states that a person can be considered to be vulnerable if they are “substantially dependent upon others in performing basic physical functions, or his ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, he would be incapable of protecting himself from assault or other physical abuse, or there is a potential danger that his will or moral well-being may be subverted or overpowered”.

- * Safeguarding Children: Guidance for English Higher Education Institutions, Department for Innovation, Universities and Skills, December 2007.

*Working together to safeguard children, December 2023 - Guidance published by HM Government

- * Aimsafer: A Framework for Safeguarding Children and Young People in Higher Education Institutions' Aimhigher 2006.

- * Data Protection Act 2018
- * DFE Data Protection Guidance for Schools (helps school staff, governors and trustees understand how to comply with data protection law, develop their data policies and processes, know what staff and pupil data to keep and follow good practices for preventing personal data breaches).
- * Data Protection : Toolkit for Schools
- * Mental Health and Behaviour in Schools guidance
- * Safeguarding and Remote Education
- * Human Rights Act 1998
- * Equality Act 2010 and the Public Sector Equality Duty
- * Centre of Expertise in Child Sexual Abuse (KCSIE 2025 p163/4)

5. What is child abuse?

The following definitions are based on those from 'Working Together to Safeguard Children (HM Government 2023).

Abuse – A form of maltreatment of a child. Somebody may abuse, neglect or exploit a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by an adult or adults, or another child or children.

Physical Abuse – Physical abuse 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 carer/host family fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of an act, can also be caused through omission or the failure to act to protect.

Emotional Abuse - Is the persistent emotional ill treatment 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 developmental capability, as well as overprotection 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 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, though it may occur alone. Emotional abuse can be difficult to measure and children who appear well cared for may be emotionally abused by

being taunted, put down or belittled. They may receive little or no attention from their carer. Children who are residing in households where there is domestic violence can often suffer emotional abuse.

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 penetrative (e.g. rape or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images or watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

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

Child Criminal Exploitation (CCE) – CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity a) in exchange for something the victim wants, and/or b) for the financial or other advantage of the perpetrator or facilitator and/or c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people. The experiences of girls being criminally exploited can be very different to boys. Indicators of CCE may also be different for girls (KCSIE 2024).

Female Genital Mutilation (FGM) is illegal in the UK and staff/other adults have a legal duty to report if told it has happened to the police and social services. People guilty of allowing FGM to take place are punished by fines and up to 14 years in prison. FGM is a cultural practice (not religious) and occurs mainly in Africa, the Middle East and Asia to girls mostly aged 5-8 years but also up to 15 years old. It has been a criminal offence in the UK since 2003. Longer term health problems include: menstrual problems, difficulties urinating or incontinence, kidney damage or failure, infertility, complications during pregnancy and childbirth, emotional and mental health problems. (FGM Safeguarding and Risk Assessment Department of Health January 2017; Safeguarding in Schools- FGM - 2017).

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 or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent/host family/carers failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate care takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs. Neglect can

be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children. The physical signs of neglect may include: constant hunger, being constantly dirty or smelly, appearing extremely underweight or perhaps dressed inappropriately for the conditions. They may also complain of feeling tired all the time.

Affluent Neglect – describes unmet needs in children from affluent families. The children may be subject to high expectations and the pressure to be 'highly perfectionistic and strive to achieve' can result in effects on wellbeing and mental health, including depression and anxiety and sometimes self-harm and eating disorders. 'Children from affluent families can be more at risk of turning to substances as a coping mechanism'. (optimus-education.com/Conferences 'Child Protection in Education 2018').

Financial or Material Abuse including theft, fraud, exploitation, pressure in connection with financial transactions, or the misuse or misappropriation of property, possessions or benefits.

It is accepted that in all forms of abuse there are elements of emotional abuse and that some children are subjected to more than one form of abuse at any one time. These definitions do not minimise other forms of maltreatment, such as discrimination (abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background).

Specific Safeguarding Issues

All staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting, consensual and non-consensual sharing of nude and semi-nude images and/or videos (formerly 'sexting') put children in danger.

All staff should be aware that safeguarding issues can manifest themselves via peer on peer/ child on child abuse. This is most likely to include, but may not be limited to, bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Abuse is abuse and should not be tolerated or passed off as 'banter' or 'part of growing up'.

Mental Health

All staff should be aware that 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 may be at risk of developing one. Should staff have any concerns about the mental health of a child, they should follow the Child Protection Policy and take immediate action, referring to the DSL or Deputy.

GOV.UK Guidance And Support

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, on the TES, MindEd, UK Council for Internet safety (UKCIS) and NSPCC websites. Government guidance can be accessed on the issues listed below via GOV.UK and other government websites (Keeping Children Safe in Education Gov.UK Sept 2025):

- bullying including cyber-bullying
- children missing education (unexplainable and/or persistent absences from education)
- child missing from home or care
- child sexual exploitation (CSE)
- child criminal exploitation (CCE – incl 'County Lines') (See advice provided in Home Office's 'Preventing Youth Violence and Gang Involvement' and 'Criminal Exploitation of children and vulnerable adults : county lines guidance'.
- child on child / peer on peer abuse (Refer to 'Shore Space', Lucy Faithfull Foundation – KCSIE 2025 par 545)
- children with SEND – see NSPCC Safeguarding Children with Special Needs and Disabilities (SEND) and NSPCC Safeguarding Child Protection/deaf and disabled children and young people
- contextual safeguarding
- domestic violence
- drugs
- early help
- fabricated or induced illness
- fake news, misinformation, disinformation, conspiracy theories (KCSIE 2025 par 135)
- faith abuse
- female genital mutilation
- forced marriage (KCSIE 2024 p162)
- gangs and youth violence
- gender-based violence/ violence against women and girls (VAWG)
- hate
- Harmful online challenges and online hoaxes (KCSIE 2024 p38)
- 'Honour-Based Abuse' (HBA) including Female genital Mutilation and Forced Marriage
- intra familial harms and support for siblings following incidents
- LGBT vulnerability of children who are (or perceived to be) lesbian, gay, bisexual or gender questioning KCSIE 2024 p55

- mental health (Mental Health and Behaviour/ Mental Health and Wellbeing)
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- serious violence (see Home Office guidance : 'Preventing youth violence and gang involvement' and 'Criminal exploitation of children and vulnerable adults : county lines')
- sharing of nude and semi-nude images and/or videos (consensual and non-consensual) – formerly 'sexting'
- trafficking (including 'County Lines')
- transgender issues ('Supporting gender diverse and trans-identified students in schools' document recommended by Local Authority). See extra gov link in Sept 2025
- upskirting

Radicalisation and PREVENT - Radicalisation is the act or process of making a person more radical or favouring extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. ETC has a PREVENT policy, linked to this Safeguarding Policy, which aims to protect vulnerable individuals through the identification and referral of those susceptible to violent extremism into appropriate interventions. These interventions aim to divert the susceptible from embarking down the path to radicalisation and to ensure the core British values of democracy, rule of law, individual liberty and respectful tolerance of different faiths and beliefs, are upheld. (Protecting children from radicalisation : the prevent duty – August 2015, Counter-Terrorism and Security Act 2015)

E-Safety - It is recognised that the use of new technologies presents particular challenges and risks to children both inside and outside school. The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk : Content, Contact, Conduct, Commerce (KCSIE 2025). ETC International College will ensure a comprehensive curriculum response to enable all pupils/students to learn about and manage the associated risks effectively and will support parents and the school community (including all members of staff and governors) to become aware and alert to the needs of keeping children safe online. Please refer to 'teaching online safety in school' for DfE guidance; UK Council for Internet Safety (UKCIS); Cyber security training for school staff – NCSC.GOV.UK; KCSIE 2025 link to DfE Guidance on the use of generative AI in education paragraph 143: The Department has published *Generative AI: Product Safety Expectations* to support schools to use AI safely and explains how filtering and monitoring requirements apply to the use of generative AI in education.

6. Responding to the child who makes an allegation.

Listen carefully to what is said. Stay calm. Explain that it is likely that the information given will need to be shared – do not promise to keep secrets.

Allow the child to continue at his/her own pace and do not interrupt if the child is freely recalling events.

Only ask a few questions for clarification. Questions should not 'lead' the child in any way.

Reassure the child that he/she has done the right thing and will not be in trouble for telling you.

All victims should be taken seriously and never be made to feel like they are creating a problem for reporting abuse, sexual violence or sexual harassment (including online abuse or abuse that has taken place outside the college). They should be reassured that they will be supported and kept safe.

Explain what you will do next and with whom the information will be shared. Do not ask the child to repeat the disclosure to anyone else in college or ask him/her to 'write a statement'.

Contact the college's Designated Safeguarding Lead without delay.

Record Keeping

Record in writing what was said, as far as possible in the child's own words, as soon as possible – note date, time, any names mentioned, to whom information was given and ensure the record is signed and dated. If in doubt about recording requirements, staff should discuss with the DSL or DDSL.

(See par 66-68 KCSIE 2024)

Do not discuss with carers/host family. The Child Protection Officer will agree with the Social Care Team when they should be contacted and by whom.

It is important that everyone in the college is aware that the person who first encounters a case of alleged or suspected abuse is NOT responsible for deciding whether or not abuse has occurred and should not conduct an investigation to establish whether the child is telling the truth. That is a task for Social Care and the Police following a referral to them of concern about a child. Your role is to act promptly on the information you have received.

7. Responding to concerns or suspicions of abuse

Any suspicion or concern that a child or young person may be suffering or at risk of suffering significant harm, MUST be acted on and discussed with the Child Protection Officer. If the child/young person is felt to be in immediate danger, the Police should be called.

A careful record should be made of what you have seen/heard that has led to your concerns and the date, time, location and people who were present. Where physical injuries have been

observed, these should be carefully noted but should not be photographed. Do not ask to see injuries that are said to be on an intimate part of the child's body.

The Designated Safeguarding Lead should telephone the referral to the LADO Safeguarding Officer without delay, prior to any discussion with the carers. The Designated Safeguarding Lead should keep a record of the conversation with the LADO noting what actions will be taken and by whom, giving the date and time of the referral. The referral should be confirmed in writing on an inter-agency referral form as soon as possible and at least within 48 hours, but the college policy is to do this within 24 hours.

8. Responding to allegations or concerns about staff or volunteers - whistleblowing

Rigorous recruitment and selection and other safeguarding procedures and adhering to safer practice guidance will hopefully mean that there are relatively few allegations against concerns or about staff or interns. However, if there is any reason to believe that another member of staff or intern has acted inappropriately or abused a young person, or behaved in a way that indicates they may not be suitable to work with young children, you must take action by discussing your belief or concern with the Child Protection Officer. Even though it may seem difficult to believe that one of your own colleagues may be unsuitable to work with children, the risk is far too serious for any member of staff to dismiss such a suspicion without taking action.

If the concern is about the Child Protection Officer herself, it should be discussed with the Principal.

Staff who report such concerns will not be penalised and their report will remain confidential.

9. Safer Working Practice

All adults who come into contact with children at the college should behave at all times in a professional manner which secures the best outcomes for children and also prevent allegations being made.

Where a student under the age of 18 is accompanied by an adult who is not their parent or legal guardian (e.g. an adult sibling or other relative), the College will require written parental authorisation confirming that the accompanying adult is responsible for the student's welfare during their stay. The College will complete and retain a safeguarding risk assessment before confirming the booking

10. Safer Staff Appointments

Enhanced DBS checks have to be carried out on all Staff/Work placement interns. If a new appointee starts work before an Enhanced DBS has been received it will be necessary that a careful risk assessment is made and appropriate monitoring and supervision arranged until the Enhanced DBS check arrives. Any offer of employment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks (see Part 3 'Safer Recruitment' Gov.UK Keeping Children Safe in Education 2025). Staff recruited from outside the UK will have police checks from the last country they worked in.

Junior Homestay Hosts: The college also requires Enhanced DBS checks on the main host. If the family are private foster carers, all family members aged 16+ must be Enhanced DBS checked.

The college ensures that arrangements for Private Fostering are made for students aged under 16 (under 18 if disabled) and staying with a family who is not his/her own immediate family for 27 nights or more and that this must be reported to the local authority at least 6 weeks before the arrangement starts. The College ensures that taxi drivers used to transport junior students to and from college and also airport transfer drivers are all DBS checked.

Re Employment records refer to KCSIE 2025 Part 422 'The Information Commissioner Employment Practices Code'

Updated June 2026 HR Support DSL Business Manager
Next update due: Ongoing