

Safeguarding Guidance

2023 –2024



Contents

Section	Page number	Content
Statutory Safeguarding Documents	2	Links to documents all staff must read
Emergency contact details	2	Out of Hours contact details
College reporting	3	Internal contact details
Emergency call outs	4	Addresses / postcodes for all sites
Safeguarding Code of Conduct	5	Standards, principles and behaviours for all staff
How to respond to a disclosure	8	Flow chart easy reference
Absence in term time	9	Process for absence of 5 days +
Trips and visits	9	Disclosure / H&S procedure
Investigations	9	Sharing information
On line safety	9	Safeguarding risks and protocols
Kirklees Safeguarding	10	Links to safeguarding issues
Support Sites	11	Links to further support
Safeguarding Staff	12	Protocols for front line staff

Statutory Safeguarding Documentation

ALL employees working in education, regardless of their role, are required to read [Keeping Children Safe In Education Section 1](#), the government statutory guidance for anyone working in an education setting.

[The National Grid for Learning - KCSIE Translate \(lgfl.net\)](#)

Kirklees College has a process on Smartlog whereby you can tick to confirm you have accessed and read that information, alongside the Safeguarding Policy and Safeguarding Guidance.

When you log on to any college device you will also be asked to confirm you have read these documents.

The college thereby has a record of all staff who have confirmed that they understand and uphold the safeguarding principles and duty of care as set out in those documents.

Emergency Contact Details (out of college hours)

Life threatening situation:

- Ring for an ambulance and/or contact the police on 999 or 101 non-emergency
- If you think a child, young person or vulnerable adult in Kirklees is being abused or mistreated or you have concerns about a child young person or vulnerable adult's well-being you should call and speak to someone at one of the following numbers:

Kirklees Emergency Duty Service (outside office hours)	Children & Adults	01484 414933
NSPCC Helpline	Children (Under 18)	0808 800 5000 email help@nspcc.org.uk text 88858 (free service) or complete online form
Kirklees Children's Services Duty and Advice Team (D&A)	Children (Under 18)	01484 414960 DutyAdvice.Admin@kirklees.gov.uk

The Emergency Duty Service is open:

- Weekdays 5.15pm to 8.45am (from 4.45pm on Fridays).
- Weekends and bank holidays, 24 hours a day.
Telephone **01484 414933**

The Emergency Duty Team will deal with emergency referrals for Social Services support that cannot wait until normal office hours.

Emergency Contact Details In college hours

8.30am – 5.00pm Monday – Thursday

8.30am – 4.30pm Friday

Life threatening situation or emergency referrals which require an immediate response due to an individual suffering or at risk of suffering significant harm:

- Ring for an ambulance and/or contact the police on 999
- Contact a member of the safeguarding team.

- Advice and guidance on safeguarding issues can be accessed via:
- Pastoral Mentors
- Student Engagement Mentors
- Personal Development Coaches
- Student Experience Team
- Safeguarding Team
- A full list of contact details can be found [here](#).

Senior Designated Safeguarding Lead	Polly Harrow pharrow@kirkleescollege.ac.uk	07850518700 Ext: 7765
Designated Safeguarding Lead (Operations)	Rory Hillas rhillas@kirkleescollege.ac.uk	07500104155. Ext: 2409
Deputy Designated Safeguarding Lead	Amie McGowan amcgowan@kirkleescollege.ac.uk	07866795073 Ext: 7979
Safeguarding Advisor	Lucy Robinson lrobinson@kirkleescollege.ac.uk	07969501887 Ext: 7372
Safeguarding Advisor	Megan Paskin mpaskin@kirkleescollege.ac.uk	07816 539965 Ext: 7979
Safeguarding Advisor	Sean O'Toole sotoole@kirkleescollege.ac.uk	07969504415 Ext 7409
Safeguarding Advisor	Randeep Kaur rkaur03@kirkleescollege.ac.uk	07970229695 Ext 7409

Emergency Service Call Outs

The emergency services use postcodes to assess the exact location for any call outs that they receive.

If anyone has to call out the emergency services can you please make sure that the appropriate post code is used for individual sites. This should prevent any delays and avoid the emergency services wasting their valuable time.

College post codes are listed below for your information. It would be appreciated if you could keep this information on display in a suitable, convenient place.

Centre	Road Name	Town	Postcode	Tel Number
Huddersfield Centre, Waterfront Quarter	Manchester Road	Huddersfield	HD1 3LD	01484437000
Springfield Centre	Bradford Road	Dewsbury	WF13 2BD	01924465916
Pioneer House	Halifax Road	Dewsbury	WF13 1BD	01924465916
Brunel House	Old Fieldhouse Road	Huddersfield	HD2 1AG	01484437141

Engineering Centre	Turnbridge Road	Huddersfield	HD1 6RA	01484437026
Taylor Hill	Close Hill Lane	Huddersfield	HD4 6LE	01484437184

Safeguarding Code of Conduct for Staff (see also the KC Staff Code of Conduct)

Safeguarding General Procedures

The term 'safeguarding children and young people' includes both child protection and a preventative approach to keeping young people safe. This guidance encompasses all aspects of safeguarding including e-safety, bullying and harassment (in person or electronically), student health and safety, abuse, bullying, medical needs, radicalisation, drugs, substance and alcohol abuse, forced marriage, homelessness, violence and child sexual exploitation.

'Safeguarding and promoting the welfare of children' is defined as:

- Protection from abuse and neglect
- Ensuring safety and care
- Ensuring optimum life chances
- Promotion of health and development

The College extends these responsibilities to all students with learning difficulties, irrespective of age, if they are vulnerable to abuse as a result of their learning difficulty.

This guidance is designed to advise staff on their duty to report concerns and on how to report concerns relating to the risk of harm to children, young people, and vulnerable adults.

This guidance applies:

- If you have cause for concern that a member of college may be at risk of significant harm
- If a student discloses abuse to you
- If abuse is reported to you by a third person e.g. a friend or colleague

This code of conduct provides guidance for adults working at Kirklees College (including staff, Governors, student teachers, volunteers and visitors) about expected conduct to protect both adults and students (study programme, apprentices, 14-16, adults).

The aim is to help staff establish the safest possible learning and working environments to safeguard students and reduce the risk of staff being in compromising situations or falsely accused of improper or unprofessional conduct.

This guidance is based on the DCSF document '[Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings](#)', in which can be found useful examples of acceptable and unacceptable conduct. Staff should also be familiar with [Keeping Children Safe In Education Section 1, September 2023](#).

Underpinning Principles

All staff who work with young people have a crucial role to play in shaping their lives. They have a unique opportunity to interact with young people in ways that are both affirming and inspiring.

- ALL staff have a duty to read [Keeping Children Safe In Education Section 1](#) which is the government statutory guidance.
- All staff have a duty to keep students safe and to protect them from sexual, physical and emotional harm and neglect.

- Students have a right to be treated with respect and dignity.
- Any 14-16 student must be treated accordingly with their contact link then the link must be informed of any safeguarding concerns; elective home educated the parents and / or local authority must be informed of any safeguarding concerns.
- It is a requirement that all curriculum areas identify a named person to act as the first point of contact for students who wish to raise safeguarding concerns. This is the responsibility of the Curriculum Area Manager. Whilst typically this would be the Pastoral Mentor or Apprentice Mentor, in the event of vacancy or absence from work, another member of staff must be named immediately to act in this capacity. Safeguarding must be informed about any change to the designated person.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work in an open and transparent way.
- Staff must report any actions which could be misinterpreted, and discuss any misunderstanding, accidents or threats with safeguarding staff. Any incidents should be handled promptly and sensitively. Records should be kept of any such incidents, decisions made/further actions.
- Staff should know the names of the safeguarding team, be familiar with the college's safeguarding procedure and complete mandatory safeguarding training.
- All staff have a duty to report a concern for the wellbeing of a student; any knowledge or a suspicion that a student is being abused or at risk of abuse; and to ensure concerns, suspicions or allegations about staff members are reported to safeguarding.
- Staff should be aware that any breaches of the law and College guidelines could result in criminal action or may result in an investigation under the College's Investigation Procedure.
- Staff must apply the same professional standards regardless of student or staff age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion / belief, sex or sexual orientation.
- Staff must provide high standards of personal conduct and be a positive role model to students at all times.
- Staff should report any concerns over the behaviour of another staff member to the HR department and / or Safeguarding Team and follow the college **Whistle blowing procedure** which ensures that staff can voice their concerns without fear of repercussion.
- Staff must behave in a mature, respectful, safe, fair and considered manner. Do not use unprofessional comments including abusive language, degrading remarks or use inappropriate or derogatory nicknames.
- Staff must not be sarcastic or make remarks or 'jokes' of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature towards a student.
- Staff must not use their position to intimidate, bully, humiliate, threaten, coerce, undermine or embarrass students.
- Staff must not discriminate favourably or unfavourably towards any student. For example: treating all students equally – never building 'special' relationships or conferring favour on particular students.
- Staff must wear college ID badges all times and ensure that visitors/ contractors are signed in and made aware of relevant procedures.
- If providing transport for students by agreement with line management, staff must ensure that there are two members of staff present in the car, that correct business insurance is in place and must adhere to college procedures.
- **One to one situations** - Confidential meetings should be conducted where possible and appropriate, in a room with visual access or with the door open or in an area frequented by people. Avoid meetings in remote or secluded areas; use open spaces eg the LRC or ask a colleague to sit in the room where you intend to hold the meeting.

If a meeting could be confrontational or if the behaviour of a student escalates reschedule or end the meeting.

- **Communicating with students / social media** - Follow the College's Social Media Policy. Do not share any personal information with students; do not communicate with students via personal mobile, home telephone number, your home email address or personal blogs, websites and social networking sites.
- **Dress and appearance** - Adults should wear clothing that is appropriate for a professional role, that is not likely to be viewed as offensive, revealing, sexually provocative, does not distract or cause embarrassment and is not considered to be discriminatory or culturally sensitive.
- **Photography and videos** - Ensure students understand why any images are being taken and that they agree to the activity and that they are appropriately dressed. Be clear about what will happen to the images when the activity is concluded. Only use equipment provided or authorised by the organisation.
- **Use of control and physical intervention** – Physical interventions should only take place in emergency situations where absolutely necessary and carried out by security staff only. In all cases the incident and any subsequent actions must be documented and reported.
- **Access to inappropriate images and internet usage** - Follow the College's IT guidelines. Ensure that any films or materials shown to students are age appropriate. There are no circumstances which will justify the possession of indecent images of children so staff should never upload or send images to colleagues even for safeguarding purposes.

There are some situations that are **never appropriate** while working with students:

- Buying or selling goods between staff and students without line manager / parental consent.
- Drinking alcohol with a student.
- Any illegal activity with a student.
- Having any form of sexual relationship with a student. (It is a criminal offence for a person in a position of trust in an educational establishment to engage in any sexual activity with a person aged under 18, with whom a relationship of trust exists, irrespectively of age of consent.)
- Telling a student your home address, personal home telephone or mobile number.
- Allowing or requesting students to become friends on personal social networking sites.
- Taking a student in the car with you on your own without express authority from safeguarding. This does not matter if this is a college vehicle or your own or how old the student is. By doing this you are putting yourself at risk.
- Promising to keep information they disclose as confidential if the information evidences a safeguarding issue.
- Arranging to meet a student outside of working hours or on non-college business.
- Talking about a student in a public space or talking about a student's confidential, sensitive or personal information in front of other student(s) or staff.
- Engaging in any physical contact unless for the purpose of professional assistance such as first aid or personal care.
- Lending students money or buying students gifts.

Whenever in doubt – ask for advice

If you are in doubt about any of these issues or you require further guidance, please discuss them with a member of the Safeguarding or HR team.

If a staff member feels that a safeguarding issue is not being dealt with appropriately, the staff member can raise their concerns to the Senior DSL, the college Principal, Vice Principal, Safeguarding Link Governor or directly to the Local Authority Safeguarding Team.

HOW TO RESPOND IF A STUDENT DISCLOSES AN ALLEGED INCIDENT OF ABUSE

Listen carefully to what they say and how they say it
Acknowledge it and take it seriously
Allow the student to explain in their own words (Questions should be kept to a minimum)
Do not offer false confidentiality Explain that this information may need to be passed on
Empathise with their situation
Reassure the student: <ul style="list-style-type: none">• That it is ok that they told you• That they have done nothing wrong (remember it is not your role to offer specific advice or to investigate alleged abuse)
Tell them what you are going to do next
Refer to appropriate member of the Safeguarding Team: Designated Safeguarding Lead Deputy Designated Safeguarding Lead Safeguarding Advisor Personal Development Coach Pastoral Mentor
Once you have notified the appropriate person please do not discuss the issue any further with the student or with any other member of staff or acquaintance. Feedback as to the outcome will be given to staff and student as appropriate.

Students taking time off during term time

It is a College requirement to report any student asking for authorised absence during term time of **5 days or more**. Such students must be referred to the Personal Development Coach, Pastoral Mentor or direct to Safeguarding. Safeguarding will then carry out relevant checks. Leave during term time for holiday purposes should not be authorised.

In the event of a student taking unauthorised leave during term time of 5 days or more, the curriculum staff should alert the Personal Development Coach, Pastoral Mentor and / or Safeguarding if they do not return when expected.

Evening duty, trips, residentials

If contact is required to help with a disclosure during the evening, emergency telephone numbers will be available for evening staff to use (see emergency contact numbers)

Refer to **Duty Manager Guide and H&S Risk Assessments**.

If a disclosure is made on a trip or a residential a member of the Safeguarding team should be contacted during the day and the emergency numbers should be used out of hours (which staff should take with them on the trip).

The Safeguarding team will advise on what steps need to be taken and the outcome when known. Staff can also contact the Safeguarding team for additional support on any of the issues connected to the disclosure.

Curriculum managers and staff responsible for placements and work-based learning students need to obtain a copy of the relevant company's safeguarding policy to check that it follows similar principles and guidelines to Kirklees College.

Protocols for investigations / receiving of intelligence

When a safeguarding incident occurs and information is received about college students from a different curriculum area, this should NOT be investigated without referral to safeguarding who will decide on the best way to proceed.

Any information received concerning students from other curriculum areas, college staff or college departments or from external sources should be referred to the safeguarding for further action to be decided.

Making a Referral

If you are concerned that a young person or vulnerable adult may be at risk or has disclosed that they are being harmed, you should contact the DSL or DDSL who will assess the concerns to determine whether an external referral to Duty and Advice or the police needs to take place, or can be addressed via the College's internal procedures. Where a referral is to be made externally, Safeguarding will report the matter to Social Services and/or to the police. The external agency will conduct their own investigation with regard to their policies and guidelines.

On Line Safety

Technology is an integral part of the lives of young people in today's society. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone both socially and educationally. In College we recognise this and encourage our students to use digital resources both in College and at home responsibly.

As part of our on-going commitment to the safeguarding and protection of our students, the College conducts robust online monitoring on all college devices, and throughout our PAD and curriculum programmes students cover different aspects of staying safe online and using technologies responsibly. Topics covered include protecting your online identity, the law relating to the sending and receiving of inappropriate images and the dangers of internet grooming.

Indecent Images of Children

The creation, downloading, distribution and copying of pornographic images of children are child abuse and are criminal offences. They are classed as gross misconduct and will lead to instant dismissal for staff and Behaviour Support process with possible exclusion for students. If you become aware of the creation, downloading, distribution or copying of pornographic images of children: contact a member of the safeguarding team immediately.

On Line Risk

On line risks can be summarised under the following three headings. If you are concerned about any student with regard to e safety you must follow the college referral process set out in this guidance.

Content

- Exposure to age-inappropriate material
- Exposure to inaccurate or misleading information
- Exposure to socially unacceptable material, such as that inciting violence, hate or intolerance including extremism and radicalisation
- Exposure to illegal material, such as images of child abuse
- Illegal downloading of copyrighted materials e.g. music and films

Contact

- Grooming using communication technologies, potentially leading to sexual assault and/or child prostitution
- Bullying via websites, mobile phones or other forms of communication device

Commerce

- Exposure of minors to inappropriate commercial advertising
- Exposure to online gambling services
- Commercial and financial scams

For further information about online safety issues and advice on how to deal with them we recommend the following websites:

www.thinkuknow.co.uk

<https://www.internetmatters.org/>

<https://www.commonsensemedia.org/>

<https://www.thinkuknow.co.uk/parents/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<https://saferinternet.org.uk/advice-centre/parents-and-carers>

<http://www.childnet.com/resources/know-it-all-for-parents>

<https://www.ceop.police.uk/Safety-Centre/>

Guidance on specific issues

- [West Yorkshire Procedures Manual](#)
- [Children and Young People](#)
- [Supporting LGBTQ children, young people and families](#)
- [Adverse Childhood Experiences \(ACEs\)](#)
- [Adolescent to Parent Violence and Abuse](#)
- [Criminal Exploitation and Child Sexual Exploitation](#)
- [Children & Young People Affected by Imprisonment of Parents](#)
- [Contextual Safeguarding](#)
- [Domestic Abuse](#)
- [Female Genital Mutilation](#)
- [Forced Marriage](#)

- [Harmful Sexual Behaviour \(HSB\)](#)
 - [Honour Based Violence](#)
 - [Missing](#)
 - [Modern Day Slavery](#)
 - [Neglect](#)
 - [Online Safety](#)
 - [Parental Learning Disability](#)
 - [Parental Mental Health](#)
 - [Parental Substance Misuse](#)
 - [Reducing Parental Conflict](#)
 - [Child Sexual Abuse \(CSA\)](#)
 - [Trafficking](#)
 - [Unaccompanied Asylum Seeking Children](#)
 - [What is Abuse and Neglect?](#)
-

Further Useful Links & Information:

[Childline](#)

[NSPCC](#)

[Papyrus](#) (Suicide Prevention Strategy)

[Change Grow Live – The Base](#) (YouTube Channel)

[Thinkuknow 8-10s](#)

[The Children’s Society](#) – See, Hear, Respond

[KSCP Teen Physical Injury Medical Assessment Leaflet](#)

[Let’s Talk About Self-Harm](#)– Information for young people

[CEOP Education 11-18s \(thinkuknow.co.uk\)](#)

[Your Guide to Contextual Safeguarding – A Resource Booklet for Children and Young People](#)

[Mental Health Support Card \(kirklees.gov.uk\)](#)

[Information and support for children and young people’s mental health “Choose well guide” – South West Yorkshire Partnership NHS Trust.](#)

[Kirklees Independent Visitors – Information for Children](#)

[Kirklees Independent Visitors – Information for Young People](#)

[Bullying](#)

[Road Safety](#)

[Accident Prevention](#)

[Safe Sleeping](#)

[Special Education Needs & Disabilities \(SEND\)](#)

[Hate Crime](#)

[Suicide and Self Harm](#)

[Pre Birth](#)

[Young People Substance Misuse](#)

[Youth Engagement](#)

[Prevent](#)

[Sexual Health](#)

Guidance for Staff with Specific Safeguarding Duties

How to Respond to a Disclosure, Suspicion or Allegation

DO:

- Stay calm.
- Provide a listening ear and an open mind.
- Be reassuring, particularly that the individual is doing the right thing by telling you.
- Record the information you are provided with and report as quickly as possible to the DDSL or DSL who will decide what further action will need to be taken. This information is likely to be passed on to an external agency and should include a record of the time, date and persons present. This should be recorded on CPOMS.

Only ask questions which help to clarify the situation. Do not question any more than is strictly necessary. The law is very strict when it suspects a young person has been led, influenced or ideas have been suggested.

DON'T:

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual if they are freely recalling significant events.
- Make the individual tell anyone else. She/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than designated safeguarding staff e.g. Personal Development Coach, Pastoral Mentor, DDSL, DSL or an appropriate external agency.

Recording Information

Information that is passed on to external agencies be as helpful as possible. There is a necessity for making as detailed and accurate record as possible. This should contain:

- The nature of the incident
- A description of any visible injuries
- The young person's account

- Times, dates or other relevant information, eg in the case of sexual abuse of young persons, supply details of younger siblings (if known)
- A clear distinction between what is fact, hearsay and opinion