Lincoln University Technical College

A College for Science & Engineering

Safeguarding & Child Protection Policy

Equality and Diversity Statement

Lincoln UTC 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.

Policy Review

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LINCOLN UTC

SAFEGUARDING & CHILD PROTECTION POLICY

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LINCOLN UTC

SAFEGUARDING & CHILD PROTECTION POLICY

1. INTRODUCTION

Lincoln UTC has a statutory duty to ensure that all young people are safe. Lincoln UTC will promote the safeguarding and welfare of all young people in accordance with the Young 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 Young Children" March 2013, produced by HM Government and the 'Keeping Children Safe in Education' guidance produced in September 2016 by HM Government.

This Safeguarding Child Protection Policy should not be read in isolation but in conjunction with other documents and procedures including but not limited to:

- Equality and Diversity Policy
- Anti-bullying and Harassment of Students Policy
- Behaviour Policy 2016
- E Safety Policy
- Behaviours in Action Document
- Acceptable User Policy
- Attendance Policy 2016
- Educational Visits and Trips Policy 2016
- Keeping children safe in education 2016
- Prevent Duty 2015
- Working Together 2015
- LCSB 5 year safeguarding children training pathway
- Promoting Education of looked after children
- Education of Looked After Children Policy 2016

Throughout this policy and associated procedures, reference is made to 'young people'. This term is used to mean 'those under the age of 19'.

At Lincoln UTC we believe that all young people have a right to attend school and learn in a safe environment. Young people should be free from harm by adults in the school and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy.

Lincoln UTC is committed to ensure that we protect young people from maltreatment and ensure they can grow up in a safe and caring environment. Lincoln UTC will:

- provide a safe environment for young people to learn in.
- identify and support young people who are suffering, or likely to suffer, significant harm.
- take appropriate action to ensure that such young people are kept safe, both at home and at college.
- establish and maintain an ethos where young people feel secure and are encouraged to talk, and are listened to

- ensure that young people know that there are adults in the UTC whom they can approach if they are worried or are in difficulty

- include in the curriculum activities and opportunities for PSHE/Citizenship which equip young people with the skills they need to stay safe from abuse, and which will help them to develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills

2. Key Contacts

The Principal is:-

Name:	Mr Paul Batterbury
Position:	Principal
Organisation:	Lincoln UTC
Telephone:	01522 775990

The Safeguarding Governor is:-

Name:	Geoff Middleton FRSA
Position:	Governor
Organisation:	No Limits Skills and Enterprise
Telephone:	07831 440044
E-mail:	geoff@nolimitsenterprise.co.uk

The Local Authority Designated Officer (LADO) is:-

Name:	Paul Fischer
Position:	Local Authority Designated Officer
Organisation:	Lincolnshire Safeguarding Children Board
Telephone:	01522 554668
Alternative:	01522 554674

The UTC's Designated Safeguarding Lead is:-

Name:	Vicky Weaver
Position:	SENDCo
Organisation:	Lincoln UTC
Telephone:	01522 775990
E-mail:	vweaver@lincolnutc.co.uk

The Deputy Designated Safeguarding Lead is:-

Name:	Helen Brace
Position:	Head of Key Stage 5
Organisation:	Lincoln UTC
Telephone:	01522 775990
E-mail:	hbrace@lincolnutc.co.uk

The E-Safety Officer is:-

Name:	James Emmett
Position:	IT Technician
Organisation:	Lincoln UTC
Telephone:	01522 775990
E-mail:	jemmett@lincolnutc.co.uk

The Designated Person for Looked after Children is:-

Name:	Vicky Weaver
Position:	SENDCo
Organisation:	Lincoln UTC
Telephone:	01522 775990
E-mail:	vweaver@lincolnutc.co.uk

The Local Authority Virtual Head is:

Name:	Kieron Barnes
Position:	Virtual Head
Organisation:	Lincolnshire County Council
Telephone:	01522 550274
E-mail:	virtualschool@lincolnshire.gov.uk

NSPCC Whistleblowing helpline: 0800 028 0285 or help@nspcc.org.uk

3. AIM

This policy statement aims to:

- provide clear direction to staff and others about responsibilities and expected codes of behaviour in dealing with safeguarding and young person protection issues
- to make explicit the UTC's commitment to the development of good practice and sound procedures
- ensure that young person protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the young person
- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with young people
- raise awareness of young person protection issues and equipping young people with the skills needed to keep them safe
- develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse
- support learners who have been abused in accordance with his/her agreed young person protection plan
- establish a safe environment in which young people can learn and develop.

4. DEFINITIONS OF ABUSE

Lincoln UTC recognises the following as definitions of abuse:

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. They may be abused by an adult or adults or 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: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. UTC has a specific E-Safety Policy. Some level of emotional abuse is involved in all types of child maltreatment, although it may occur alone.

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

Specific Safeguarding Issues

Lincoln UTC recognises that expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. The UTC uses the following web links to access the most recent information on key issues:

- children missing from education – Annex A
- children missing from home or care
- child sexual exploitation (CSE) – Annex A
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- multi-agency statutory guidance on female genital mutilation
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- private fostering
- teenage relationship abuse
- trafficking
- Hate
- Mental Health
- Missing children and adult strategy
- Preventing radicalisation – Annex A
- Relationship abuse
- Sexting

Lincoln UTC's commitment to the PREVENT Agenda, against radicalisation and extremism, is included in this policy as also required by KCSIE September 2016. The process for referral should concerns be raised about a young person can be found can be found in Safe Operating Procedure (SOP) 5 in the appendices of this document.

Annex A contains important additional information about specific forms of abuse and safeguarding issues. School leaders and those staff that work directly with children should read the annex.

5. UNDERPINNING VALUES

Where there is a safeguarding issue, the UTC will work within the following principles and in accordance with those outlined in the local Lincolnshire Safeguarding Children Board (LSCB) Inter-agency Child Protection procedures.
http://www.lincolnshire.gov.uk/lscb/the-lscb/

- A young person's welfare is paramount. Every young person has a right to be protected from harm and exploitation and to have their welfare safeguarded.
- Each young person is unique. Action taken by child welfare organisations should be child-centred, taking account of a young person's cultural, ethnic and religious background, their gender, their sexual orientation, their individual ability and any special needs.
- Young people, parents and other carers should be made aware of their responsibilities and their rights, together with advice about the power of professionals to intervene in their family circumstances.
- Each young person has a right to be consulted about actions taken by others on his/her behalf. The concerns of young people and their families should be listened to and due consideration given to their understanding, wishes and feelings.
- Individual family members must be involved in decisions affecting them. They must be treated with courtesy and respect and with due regard given to working with them in a spirit of partnership in safeguarding children's welfare.
- Open-mindedness and honesty must guide each stage of assessment and of operational practice. The strengths of individual family members, as well as their needs, should be given due consideration.
- Personal information is usually confidential. It should only be shared with the permission of the individual concerned, or unless the disclosure of confidential personal information is necessary in order to protect a young person. In all circumstances, information must be confined to those people directly involved in the professional network of each individual young person and on a strict 'need to know' basis.
- Professionals should be aware of the effects of outside intervention upon young people, upon family life and the impact and implications of what they say and do.
- Explanations by professionals to young people, their families and other carers should be plainly stated and jargon-free. Unavoidable technical and professional terminology should be explained in simple terms.
- Sound professional practice is based upon positive inter-agency collaboration, evidence-based research and effective supervision and evaluation.
- Early intervention in providing support services under Section 17 of the Children Act (1989) is an important principle of practice in inter-agency arrangements for safeguarding welfare of young people.

6. SUPPORTING YOUNG PEOPLE AT RISK

The UTC recognises that young people who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. The UTC may be the only stable, secure and predictable element in the lives of some of the young people under its care and therefore recognises that such young people might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour. The UTC also recognises that some young people who have experienced abuse may in turn abuse others. This requires a considered and sensitive approach in order that the young person can receive appropriate help and support.

The UTC will endeavour to support all its learners and equip them to stay safe from abuse through:

- the curriculum and in particular the content of the PSHE and Citizenship curriculum which will encourage self-esteem and self-motivation
- the provision of enrichment activities to raise awareness of a range of issues for example personal safety and the safety of others
- promoting a positive, supportive and secure environment which gives learners a sense of being respected and valued
- a coherent management of behaviour
- a consistent approach which recognises and separates the cause of behaviour from that which the young person displays – this is vital to ensure that all learners are supported within the UTC setting
- liaison with other professionals and agencies who support young people and parents/carers
- a commitment to develop productive, supportive relationships with parents/carers whenever it is in the young person's interests to do so
- the development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in young person protection situations

The UTC recognises that, statistically, young people with behavioural difficulties and disabilities are most vulnerable to abuse. It also recognises that in a home environment where there is domestic violence, drug or alcohol abuse, young people may also be vulnerable and in need of support and protection. Employees who work, in any capacity, with young people with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems need to be particularly sensitive to signs of abuse.

Children Looked After

The governors will ensure that there is a designated teacher to promote the educational achievement of children who are looked after and to ensure that this person has appropriate training.

They will also ensure that:

- staff have the skills, knowledge and understanding necessary to keeping looked after children safe
- appropriate staff have the information they need in relation to a child's looked after legal status
  the safeguarding lead, through the designated teacher for looked after children (if a different person), has details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

  Reference should also be made to the UTC 'Education of Looked After Children Policy.

7. DESIGNATED STAFF WITH RESPONSIBILITY FOR SAFEGUARDING

Safeguarding is everyone's responsibility.

As adults and/or professionals or volunteers at the UTC, everyone has a responsibility to safeguard young people and promote their welfare. Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific young people who are suffering or are at risk of suffering significant harm. Safeguarding and promoting the welfare of young people – and in particular protecting them from significant harm – depends upon effective joint working between agencies and professionals that have different roles and expertise.

Collaboration between both staff at UTC and UTC with external agencies will be expected, to ensure that young people who are suffering, or at risk of suffering significant harm, are safeguarded and their welfare promoted. This includes, where necessary, helping bring to justice the perpetrators of crimes against young people.

All agencies and professionals should:-

- be alert to potential indicators of abuse or neglect. **Safeguarding issues can happen anywhere and so staff should always be alert to possible concerns being raised in Lincoln UTC**
- be alert to the risks which individual abusers, or potential abusers, may pose to young people
- record, share and help to analyse information so that an assessment can be made of the young person's needs and circumstances
- contribute to whatever actions are needed to safeguard and promote the young person's welfare
- take part in regularly reviewing the outcomes for the young person against specific plans; and work co-operatively with parents/carers unless this is inconsistent with ensuring the young person's safety

The Designated Safeguarding Lead is the Special Educational Needs Coordinator. Her name is Vicky Weaver. The Deputy Designated Safeguarding Lead is the Vice Principal for Business Operations. Her name is Helen Brace.

Designated Staff Members will:

- know how to make an appropriate referral to the relevant and appropriate agencies
- be available to provide advice and support to other staff on issues relating to safeguarding and young person protection.
- have particular responsibility to be available to listen to young people, and vulnerable adults studying at the UTC.
- fill in Safeguarding paperwork – ensuring that all completed paperwork is referred to Customer Services at Lincolnshire LSCB.
- follow advice and guidance available from Lincolnshire Safeguarding Children Board http://www.lincolnshire.gov.uk/lscb.

All Staff Members will:

- report to the designated safeguarding lead, or in their absence, the deputy designated safeguarding lead, any concerns that they may have about a young person as soon as possible via the UTC reporting protocols detailed in SOP 2.

Governing Body

The Governing Body will ensure that:

- the UTC has a Safeguarding and Child Protection Policy and associated procedures in place, and that the policy is made available to parents/carers on the website and on individual request
- both the Safeguarding and Child Protection Policy and other relevant policies are made available to all staff, including temporary staff and volunteers, on their induction
- the UTC operates safe recruitment practices (UTC Safer Recruitment Policy) including appropriate use of references and checks on new staff, volunteers and governors (DBS standard, or enhanced with barred list information). This includes checking whether staff employed by the UTC live with anyone who is disqualified from working with children or young people ('disqualification by association' Regulations 2009)
    - Staff are disqualified from working in a UTC where they 'live or work in the same household' as someone who is barred from working with children or young people, even if they would not otherwise be disqualified. Staff who are unable to sign a declaration verifying that they do not live with anyone who is disqualified from working with children or young people must inform the Principal immediately and provide the relevant details
- there are procedures for dealing with allegations of abuse made against members of staff, volunteers and students (UTC Disciplinary Policy)
- a member of the UTC's Senior Leadership Team is designated to take lead responsibility for dealing with safeguarding and child protection – this is currently the Designated Safeguarding Lead and SENDCo
- in addition to basic child protection training, in inter-agency working that is provided by, or to standards agreed by, the Local Safeguarding Children Board (LSCB) the DSL has training as recommended by the LCSB 5 year safeguarding children training pathway
- the Principal, and all other staff who work with learners, undertake appropriate training which is kept up-to-date by refresher training; and temporary staff and volunteers who work with learners are made aware of the UTC's arrangements for child protection and their responsibilities
- any deficiencies or weaknesses brought to the attention of the Governing Body are rectified
- the Chair of the Governing Body (or, in the absence of the Chair, the Vice Chair) manages the process of investigating any allegations of abuse made against the Principal
- policies and procedures are reviewed annually
- there is an individual member of the Governing Body who will champion issues to do with safeguarding and child protection within the UTC, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Body

The Principal

The Principal will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff
- sufficient resources and time are allocated to enable the Safeguarding Lead to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of learners
- the designated safeguarding lead undergoes updated child protection training in accordance with the LCSB recommended pathway.
- all staff members undergo safeguarding and child protection training, which is updated regularly, taking account of advice from LSCB.

- any member of staff who has been disciplined, dismissed or left service from the UTC prior to the completion of an investigation for causing emotional, psychological, physical or sexual harm, or neglect regarding a learner, will be reported to the Disclosure and Barring Service.

The Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- coordinate all matters relating to safeguarding and child protection issues (SOP 2 and 3)
- be informed in the process of investigating reports of abuse against young people (SOP 1, 2 & 3)
- be informed in the process of investigating complaints against employees of the UTC by learners (UTC Disciplinary Policy)
- make referrals to safeguarding and child protection agencies if appropriate (SOP 2)
- attend case conferences as required
- keep the Principal fully informed of all child protection issues that may arise
- ensure all staff receive appropriate training in child protection
- ensure that all new staff are properly inducted regarding safeguarding and child protection
- liaise with the UTC Governance representative with special responsibility for safeguarding and child protection on matters relating to the same
- ensure the UTC Governance representative with special responsibility for safeguarding and child protection receives appropriate training in the same

All members of staff at the UTC will:

- make sure they are fully conversant with the Safeguarding and Child Protection Policy
- respond to any issues or concerns as laid out in this policy and via the relevant Standard Operating Procedures
- refer any issue as soon as is practicably possible verbally, this will be followed up either in writing or via electronic form
- wear identification at all times - BLUE lanyard
- Ensure that staff or contractors that have been subject to stringent safeguarding and DBS check receive a GREEN Lanyard. Evidence must be made available for checks.
- challenge anyone on site who is not wearing appropriate identification. Visitors who have not been subject to the usual stringent safeguarding and DBS checks will be issued with a RED lanyard and will be accompanied at all times. All use of the College computers will be monitored by the E-safety Officer.
- Ensure that their visitors to the UTC have read and familiarised themselves with our safeguarding leaflet when they sign in and before proceeding into the main building.

8. REFERRALS

There are different issues that we will consider once a referral has been made, including:

1. Is this a young person with additional needs where their health, development or achievement may be adversely affected? This is the case if age appropriate progress is not being made and the causes are unclear or the support of more than one agency is needed to meet the young person or young person's needs.

2. Is this young person in need? S17 of the Children Act 1989 says this is the case if the young person is unlikely to achieve or maintain, or to have opportunity to achieve or maintain a reasonable standard of health or development, without the provision of services by a local authority; if their health or development is likely to be impaired, or further impaired without the provision of such services or if they are disabled.

3. Is this a child protection matter? S47 of the Children Act 1989 says this is the case if a young person is at risk or are suffering significant harm; if a young person is suffering the effects of significant harm or if a young person is suffering from serious health problems.

Missing children
Definition of Children Missing from Education

'Any child of compulsory school age (5-16) who is not on a school roll, nor being educated otherwise (e.g. at home, privately, or in alternative provision) and who has been out of any education provision for a substantial period of time (practice nationally is four weeks)'

The process of looking for children who are absent from school and their whereabouts is unknown starts as soon as the school has sufficient evidence to confirm this.

Definition of Children at Risk of Missing Education

'children and young people with poor school attendance are often the most vulnerable and are more likely to become children missing from education'.

It is the responsibility of the UTC to ensure a young person attends college once they are on roll.

'A child is only classed as missing education when the school do not have knowledge of their location. If the child is known to be resident at an address but is not attending school, this is a school attendance issue, which will be addressed through the school attendance policy.'(UTC Attendance Policy). It is illegal to remove a child from school roll under these circumstances (prolonged absence from school) unless the school have evidence that the parents/carers have secured a place at alternative educational provision or have withdrawn to home educate.

A child going missing from an education setting is a potential indicator of abuse and neglect. Any concerns surrounding attendance should be raised in the first instance with the Behaviour and Attendance Officer who implements the Attendance Policy and makes initial referrals to the Education Welfare Officer. If after the following the protocols of the Attendance Policy concerns still remain, the Behaviour and Attendance Officer should raise this with the Designated Safeguarding Lead who will decide what further action is necessary, as illustrated in SOP 6 including but not limited to contacting Police or LADO on a case by case basis.

9. DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS

All staff at Lincoln UTC receive annual safeguarding training. All visitors and volunteers are provided with written guidance to read prior to working alongside young people. Staff and volunteers should raise concerns about poor or unsafe practice and potential failures in the school or college's safeguarding regime. Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, are in place for such concerns to be raised with the college's management team (UTC Whistleblowing Policy).

Professionals can also call the NSPCC 'Whistleblowing Helpline' for anonymous advice and support, if they have concerns about how child protection issues are being handled, by calling or emailing the details at the front of this policy document (Page 6).

The following explains the training around disclosure that all staff members receive in Safeguarding Training at Induction:

The Safeguarding Lead must be informed immediately by an employee of the UTC, student of the UTC, parent of the UTC or other persons, in the following circumstances:

1. Where there is suspicion that a young person is being abused whilst in the care of the UTC.
2. Where there is evidence that a young person is being abused whilst in the care of the UTC.

Staff should not investigate concerns or allegations themselves but should report them immediately to the Designated Safeguarding Lead. Guidelines on what to do if a young person makes a disclosure to can be found in SOP 1. The DSL will then follow SOP 2, 3 and 4 as appropriate.

If the Designated Safeguarding Lead, is not on site or available, or the issue relates to the Designated Safeguarding Lead, the disclosure should be shared with the Deputy Designated Safeguarding Lead.

If the Deputy Designated Safeguarding Lead is not available or the issue relates to her, the disclosure should be shared with the Principal.

If the Principal is not available or the issue relates to her, the disclosure should be passed to the Chair of the Board of Directors.

The Governing Body, Principal and Safeguarding Lead will ensure that the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback. Governing bodies and proprietors should ensure that staff members do not promise confidentiality to the child and always act in the interests of the child.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. **Anybody may raise concerns directly with Children's Social Care services by calling 01522 782111.**
If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. **Concerns should always lead to help for the child at some point.**

In the event of the complaint being made by:

1. a young person against another student, or
2. a young person against an employee of the UTC

the disclosure must be shared with the Designated Safeguarding Lead (or DDSL) or the Principal and the follow the process and guidance below:

- The Designated Safeguarding Lead will keep a full record of reports made. In the case of allegations against another student, records will kept on both students files.
- The Principal be kept informed at all times.
- All staff at the UTC must be aware that if they are concerned about a young person, or suspect that abuse is taking place, it is their statutory duty to act on it by reporting as directed by this Safeguarding and Child Protection Policy.
- Concerns must always be reported immediately, whether this is inappropriate information, a false allegation, a disclosure or merely having concerns about a young person.
- Staff must never wait to 'see what happens'.
- Staff must always abide by the procedures and never question a young person or try to investigate themselves as this could prejudice a case by probing for more

information than is given. If an investigation is necessary it will be handled by child protection professionals.

The college recognises that an allegation of abuse made against staff or another student may be made for a variety of reasons and that the facts of the allegation may or may not be true. Once an allegation against a member of staff or another student has been reported in line with this procedure, the appropriate and relevant HR processes will be initiated as detailed in the UTC Disciplinary Policy document.

Target Timescales

It is in everyone's interest to resolve cases as quickly as possible consistent with a fair and thorough investigation. All allegations will be investigated as a priority to avoid any delay and minimise the inevitable but necessary stress on those involved. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation.

All procedures for safeguarding referrals can be found in the Appendices to this policy.

10. PREVENT AGENDA POLICY

Lincolnshire is currently a low risk area in terms of terrorist acts and radicalisation but it is important that we remain vigilant in our approach to supporting vulnerable young people. As part of the Prevent strategy, Lincolnshire considers the risks of all extreme activity including that of faith based extremism, the extreme right wing ideology and all other forms of extremism.

Definitions and Indicators

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

'Extremism' is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. The definition of extremism also includes calls for the death of members of the British armed forces, whether in this country or overseas

Radicalisation is a form of grooming and therefore abuse. Indicators which could include as below:

- Changing their style of dress or personal appearance to accord with the group.
- Self- segregation
- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with a group, cause or ideology of concern
- Using insulting and/or derogatory names for another group.
- Increase in prejudice-related incidents committed by that person – these may include;
    - physical or verbal assault
    - provocative behaviour
    - damage to property
    - derogatory name calling
    - possession of prejudice-related materials
    - prejudice related ridicule or name calling
    - inappropriate forms of address
    - refusal to co-operate
    - attempts to recruit to prejudice-related organisations
    - condoning or supporting violence towards others.

Purpose of the Policy

The purpose of this Policy is to provide staff with a clear and reliable framework to enable them to identify and report concerns surrounding staff and other members of the public, if they have concerns regarding potential radicalisation. It is designed to provide a clear framework to structure and inform our response to safeguarding concerns for those young people who may be vulnerable to the messages of extremism

The policy forms part of this Safeguarding and Child Protection Policy and reference should also be made to:

- Equality and Diversity Policy
- Attendance Policy
- Anti-bullying and Harassment of Students Policy
- Behaviour Policy
- E Safety
- Behaviours in Action Document
- Acceptable User Policy
- LCSB
- Prevent Duty Guidance July 2015
- Keeping children safe in education 2016
- Working Together 2015

Designated Staff

- The Safeguarding Governor at UTC will also be the named person for issues in relation to radicalisation and extremism.
- The Governor, Principal and DSL will assess the level of risk within the college and action anything necessary to minimise the risk.
- The Designated Safeguarding Lead will be the Single Point of Contact (SPOC), as required by PREVENT, to lead safeguarding in relation to protecting students from radicalisation or extremism.

Procedures

Where any member of staff has concerns that a pupil may be at risk of radicalisation or extremism, they should report this in the first instance to the DSL, or DDSL in their absence. Where UTC students display prejudicial behaviour or behave in a prejudicial way, this will be dealt with in line with the UTC Behaviour Policy and Behaviours in Action Document. If this behaviour is thought to indicate risk of radicalisation, this should be reported to the DSL or DDSL as described above, who will follow the Channel Referral Process in SOP 5.

Where an allegation is made against a member of staff, this should be reported to the DSL, in accordance with SOP 3. The DSL will ensure information is recorded appropriately and that the Principal is informed. Any concerns regarding members of staff will be reported to the Local Authority Designated Officers (LADO) with a recommendation that the PREVENT team are informed.

The role of the curriculum

a. Lincoln UTC places relationships at the heart of all it does and our core values expect respect, honesty, and kindness in all that we do and say. UTC values freedom of speech and the expression of beliefs and ideology as a fundamental right underpinning our society's values. However, this freedom comes with responsibility and free speech that manipulates the vulnerable or leads to violence and harm goes against the moral principles of valued free speech. Through The Life Guidance and Mentoring Programme, discussion is encouraged to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

b. UTC offers a broad and balanced curriculum that focuses on preparing students for life beyond their time at UTC. Through teaching, activities and relationships we seek to nurture the social, moral, spiritual and cultural development of pupils.

c. Students are taught how to stay safe using the Internet, are encouraged to consider the dangers it can present to their welfare and to use it responsibly. All members of the UTC, staff and students must sign and adhere to the Acceptable Use Policy before being allowed access to any of the college Internet systems. Through

implementation of the E-safety policy and monitoring activity of the E-safety officer, students are allowed the freedom to use the Internet as a positive tool in their education. UTC has and will continue to develop a clear, progressive E-safety students are allowed the freedom to use the Internet as a positive tool in their education. UTC has and will continue to develop a clear, progressive E-safety education programme as part of the Computing curriculum and PSHE curriculum that covers a range of skills and behaviours appropriate to their age and experience based on national guidance and frameworks.

Staff Training

d. All staff will receive, as part of the induction process, training, information and guidance from the E-safety Officer on the E-safety policy and the College Acceptable Use Policy. UTC will ensure that all staff are aware how to send or receive information that may be sensitive in nature and the importance of understanding the requirements of Data Protection.
e. All staff will receive PREVENT training and updates via the CPD programme when necessary.
f. The DSL will attend training updates and briefings, when available from LSCB and cascade this information on to all staff at the college via CPD.

11. Appendices

SG SOP 1: Dealing with initial disclosure by a young person

Receiving Disclosures

If a young person tells a member of staff about possible abuse, including about another student, you must:

1. Listen carefully and stay calm – try not to look shocked or judgemental.
2. Believe what they say 'take it seriously' - accept what the young person says.
3. Not interview the young person, but talk to them in a calm and collected manner. Try not to interrupt unless recapping key points to aid understanding of the issue.
4. Not put words into the young person's mouth.
5. Reassure the young person that by telling you, they have done the right thing.
6. Reassure the young person 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. Do not promise confidentiality.
7. Not criticise the alleged perpetrator.
8. Not take photographs of any injuries.
9. Keep the young person focussed on task, encouraging them at all times to ensure they are sharing truthful and accurate information.
10. Make a detailed note of the date, time, place, what the young person said, did, your questions and all the relevant information. Please sign and print your name at the bottom of the record.
11. Not ask leading questions – use open questions to clarify only (TED)

Tell me what you mean by that?/ Can you Tell me how that happened?

Explain that to me

Describe that….

Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person.

Reassure

- Stay calm, tell the young person they've done the right thing in telling you
- Reassure them they are not to blame
- Empathise – don't tell them how they should be feeling
- Don't promise confidentiality, explain who needs to know
- Explain what you'll do next
- Be honest about what you can do

Report and Record

- Make a Brief, accurate, timely and factual record
- Discuss verbally with the Designated Safeguarding Lead (DSL) or their Deputy, without delay via SOP2
-

Things to include:

- Time and full date of disclosure/incident and the time and full date the record was made
- An accurate record of what was said or seen
- Whether it is 1st or 2nd hand information

- Whether the child was seen/spoken to
- Whether information is fact/ professional judgement
- Full names and roles/status of anyone identified in the report
- Avoid acronyms/jargon/abbreviations
- Sign the record with a legible signature.
- Record actions agreed with/by the Designated Lead

Records should be reviewed regularly and any new concerns should be added and responded to immediately.

SG SOP 2: Raising concerns about a young person with the Designated Safeguarding Lead or Deputy Safeguarding Lead

The process and paperwork is illustrated at the end of this SOP and is detailed below:

STEP 1: Sharing/recording concerns

An individual with concerns about a young person shares these verbally with the Designated Safeguarding Lead, or in her absence the Deputy Designated Safeguarding Lead as soon as possible. The time, date and information supplied will be recorded on the **'Verbal Notification of Concern to DSL/DDSL'**.
The details should then be recorded on CPOMS. Any further information will be recorded in the young person's confidential file.

STEP 2: Consideration

The Designated Safeguarding Lead, will take one or a number of the following steps:

1. Call LSCB and/or Children Services Customer Services for advice and guidance.
2. Complete an Early Help Assessment with parents consent.
3. Make a referral immediately to Childrens Social Care on 01522 782111

If the concern raised does not involve immediate risk of significant harm, after step 1 above (if necessary), then Step 2 will be considered if parents consent to initiate the 'Team Around the Child' process and relevant paperwork sent to the TAC administrators. Written records of all subsequent meetings and further /new information will be recorded.

If the concern raised does involve risk of immediate significant harm, then the DSL will follow step 3 (with or without Step 1):

STEP 3: Children's social care consideration

Children's Social Care services should decide within one working day what action will be taken, including if an assessment is needed, and feedback to the referrer.

STEP 3a: Assessment

Children's Social Care services complete the assessment within 45 working days of the referral. College allows local authorities access to facilitate arrangements.

STEP 3b: No assessment

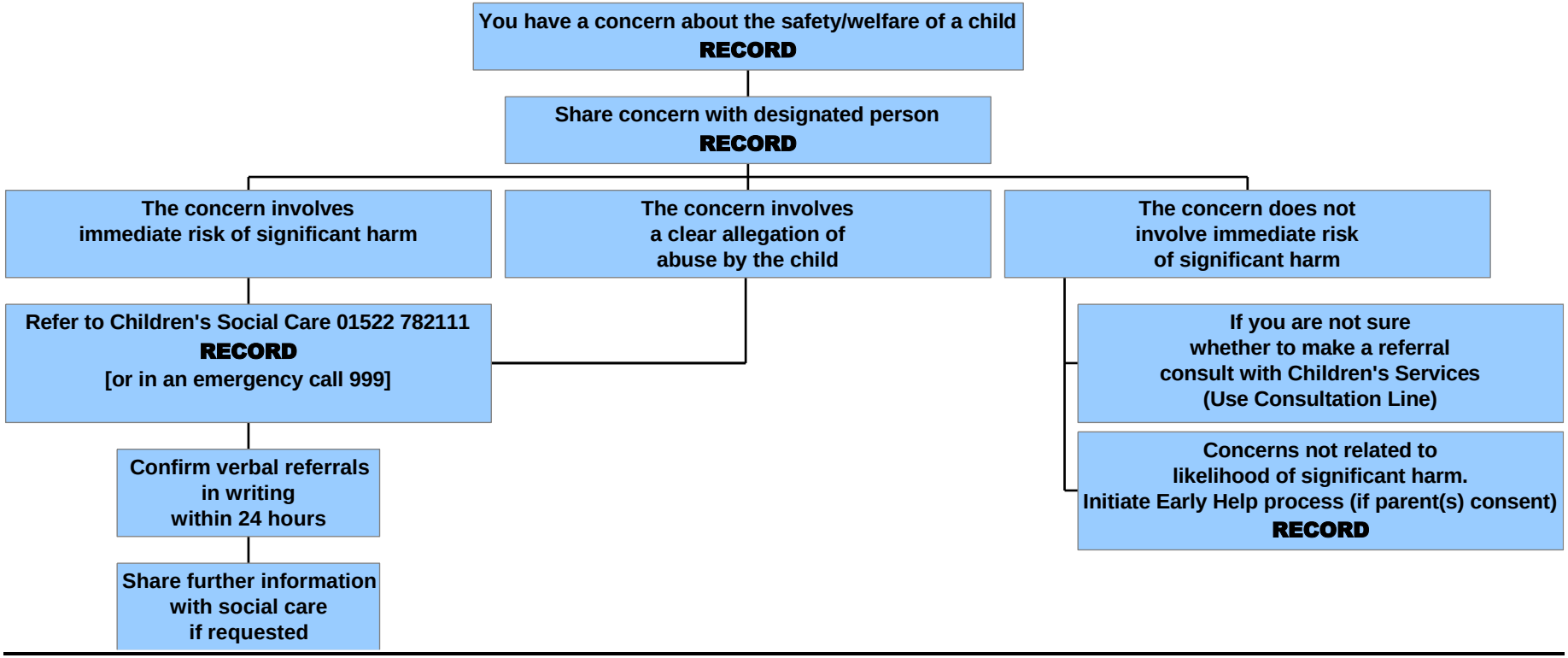
An early help assessment may be recommended and/or onward referral to other specialist or universal services; children's social care will feed back to the referrer.

In the case of both Step 2 and 3 above, any paperwork will indicate any previous history know to Lincoln UTC i.e. Previous Social Care involvement, Early Help Assessments, or other external agencies involvement with the young person or their family.

IF THE SITUATION DOES NOT SEEM TO BE IMPROVING THE REFERRER SHOULD PRESS FOR RE-CONSIDERATION.

Remember: Anybody may raise concerns directly with Children's Social Care services.

Flowchart of action to take if concerned about a young person



SG SOP 3: Referral to Designated Safeguarding Lead for allegations of abuse against a member of staff

In the event of the complaint being made by a young person against an employee of the UTC the disclosure must be shared with the Designated Safeguarding Lead or the Principal as described in Section 9 of the Safeguarding and Child Protection Policy.

Any allegation or complaint will then be dealt with in accordance with the Disciplinary Policy and Procedure, Appendix 2: Allegations of abuse against teachers and other staff

SG SOP 4: Referral to Designated Safeguarding Lead for allegations of abuse against another student

In the event of the complaint being made by a young person against another student the disclosure must be shared with the Designated Safeguarding Lead or the Principal as described in Section 9 of the Safeguarding and Child Protection Policy and SG SOP 2.

SG SOP 5: Procedures for Referrals under the PREVENT AGENDA

The UTC will follow the safeguarding processes in the first instance (SOP 2). If the DSL, through completing an Early Help Assessment with the young person and family, considers the young person to be at risk of radicalisation, then a channel referral form will be completed.

Early intervention is vital and any concerns, no matter how small must be referred to **CHANNEL using the referral form overleaf or send an email to channel@lincs.pnn.police.uk**

CHANNEL is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk from radicalisation. Channel uses existing collaboration between local authorities, statutory partners, the police and the local community to:

- identify individuals at risk of being drawn into terrorism.
- assess the nature and extent of that risk; and
- develop the most appropriate support plan for the individuals concerned.

Channel is about safeguarding children and adults from being drawn into committing terrorist-related activity**.** It is about early intervention to protect and divert people away from the risk they face before illegality occurs.

If we suspect a criminal offence has taken place or a child is at immediate harm we must contact the police on 101or in an emergency 999.

We will communicate with the investigating team to ensure they have the latest information and are liaising with the appropriate agencies.

There is an individual member of the Governing Body who will champion issues to do with safeguarding and child protection within the UTC, liaise with the DSL and provide information and reports to the Governing Body.

Useful resources, contacts and links:

- ASCL Association of School and College Leaders

- Ruth Fox, Safeguarding Children Officer (Education Settings)
  Children's Services, Lincolnshire County Council
  T: 01522 554695
  M: 07747 565355
  E: ruth.fox@lincolnshire.gov.uk

- Anti-terrorist hotline 0800 789 321

- Paul Drury, Prevent Support Officer, Lincolnshire County Council, 01522 555367

- PREVENT Officer, East Midlands Special Operations Unit – Special Branch, 01522 885350, Email: prevent@lincs.pnn.police.uk

- EMTET contact details are 01427 787190, www.lincolnshire.gov.uk/emtet

Lincolnshire Police
Channel

Safeguarding vulnerable individuals from violent extremism

Please fill in as much information as possible. Simply click in the grey box and type the details required. Once completed, email the form to **channel@lincs.pnn.police.uk**

The Channel process is about providing early intervention to prevent young and vulnerable people becoming radicalised into extremist violence. Violent extremism may be related to any religion or faith or to political or environmental issues. There is no single route into extremism, nor is there a simple profile of those that may become extremist. Factors that may indicate vulnerability to extremism may include:

- Possession of literature regarding military training, skills and techniques
- Possession of violent extremist literature
- The expression of extremist views advocating violent actions and means
- Association with known extremists, seeking to recruit others to an extremist ideology or claims of involvement with organisations espousing extreme violence
- Exposure to an ideology that appears to sanction, legitimize or require violence
- A range of perceived grievances, real and some imagined, to which there seems to be no credible and effective non-violent response.

It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming violent extremists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability. Channel is not about spying or gathering intelligence. Its aim is to identify people who may be vulnerable to being drawn into acts of extremist violence for whatever purpose.

The information you provide on this form will be held on police systems and will be used to determine if further enquiries, investigations and interventions are required. Please provide as much information as possible. Where possible, any suspicion or opinion should be supported by reference to others facts or sources.

Ordinarily, should you be disclosing personal information from your information systems you should obtain the consent of the individual concerned though we appreciate this isn't always possible or desirable. **Information that you provide may be shared with other partners and organisations.** You may wish to consult your Data Protection Officer for further advice.

1. Details of person / organisation making the referral:	
Name:	
Organisation:	
Contact number(s):	
Email address:	
Date of referral:	

2. Details of person being referred to Channel	
Name of person being referred:	
Date of birth (if known):	
Address:	
Phone number:	

Details of family members, associates, and friends that may be linked to this activity:	
Other agencies involved with referral (include names and contact details):	
School/college attended, place of work, occupation etc:	

3. Reasons for referral
Please give as much detail as possible of why you consider this person to be at risk or vulnerable to extremist violence. This should include any opinions and where approriate, facts or evidence supporting these opinions.

Thank you for completing the Channel referral form. Please email the form to**:** **Channel@lincs.pnn.police.u**

SG SOP 6: Children Missing in Education

UTC will pay attention to guidance provided by LSCB joint protocol for missing chidren and young people and Lincolnshire County Council Children Missing From Education Policy 2014.

In the first instance, UTC will deal with concerns regarding non-attendance via the Attendance Policy and associated procedures.

1. Concerns are raised by staff with the Behaviour and Attendance Officer who monitors attendance on a day to day basis. This includes contacting families and Education Welfare Services (EWS) when necessary.

Where implementation of these procedures fails to make contact with the young person or their parent/carer, including home visits by EWS, the BAO should:

2. Inform the DSL at the earliest opportunity, providing a written report of the reasonable enquiries and steps that have been taken to date to locate the young person and engage them in education.

The DSL will:

3. Consider what further action should be taken by UTC to locate the whereabouts of the young person including contacting Police and/or Social Services.
4. Where the risk of harm to the young person is assessed to be immediate, the DSL will inform Customer Services line via the process set out in SOP 2.
5. Take any action requested by the Customer Services.
6. Make written records of actions and keep all relevant agencies informed.

Further information on Child Sexual Exploitation and Female Genital Mutilation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim, which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation (FGM): UTC staff are alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. UTC staff are aware that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity is always shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found at female genital mutilation (FGM), also referenced on page 8 of this policy.

UTC staff will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.