

 <p>Aspris College North Wales Coleg Aspris Gogledd Cymru</p>	<p><b>SAFEGUARDING POLICY – FOR YOUNG PEOPLE AND ADULTS - LOCAL PROCEDURE AND GUIDANCE Aspris College North Wales</b></p>
<p>Implementation Date: October 2016</p>	<p>Last Amendment: April 2023 Review date: April 2024 To be Reviewed by: CO</p>

## PROCEDURE AND GUIDANCE

This Safeguarding Policy - for Young People and Adults local procedure and guidance - Aspris College North Wales, is in addition to the company's main Safeguarding Policy/Guidance and those issued by statutory bodies in the relevant Local Authority Areas. It highlights actions to be taken at the local internal level that complement the other policies and guidance which remain paramount in dealing with abuse or suspected abuse of young people.

See Appendix 1 for definitions of abuse.

There is a clear understanding that our first duty is to promote our learners' rights, protect them from harm or injury and safeguard their welfare. This overall duty permeates all our policies and procedures.

Given that we are looking after our learners on behalf of others, we understand that our standards of protection must be higher than may be expected from parents or even from carers in the public sector.

We derive our policies and procedures from legislation, regulations and guidance provided by Government bodies and agencies and The North Wales Safeguarding Board.

In order to achieve a high level of protection and safeguarding we undertake the following:

- Prior to admission, as much relevant information as possible is gathered about an individual learner to help us decide whether their admission is appropriate. Upon admission, all reasonable steps will be taken to protect them from harm and injury and ensure sensitivity to the young person's needs.
- Where there are high levels of supervision we aim to balance these by appropriate opportunities for independence and security.
- However, learners will not be allowed to place themselves at harmful risk and all reasonable steps will be taken to prevent them from harming themselves and others, to the extent of using caring physical interventions and as a last resort using Team Teach.
- Plenty of opportunities will be provided for learners to express their feelings, wishes and fears in terms of their education, independence and in regard to planning for the future.

- Information, advice and education will be given to learners, designed to help them to protect their own rights and lead a healthy lifestyle.
- Staff will be carefully selected, vetted, trained and supervised and all reasonable steps will be taken to ensure that those whom we employ remain committed to the principles contained in this and all other of our policies.
- The Vice Principal and Transition Manager will be trained as Designated Safeguarding Persons (DSPs). Their training will be relevant to their safeguarding role. All staff are trained annually through our e-learning: Safeguarding Vulnerable Adults and Safeguarding Children. Further training is sourced from external providers e.g. Local Safeguarding Children's Board and internally by approved trainers, to provide face to face training to safeguard children/young adults as advancement to the e-learning modules.
- It is essential that a good relationship is built up between learners and staff to encourage communication and allow them to seek support and guidance with any issues they may have.
- Staff will be provided with clear procedures for identifying and responding to suspicions of allegations of abuse.
- If at any time there is a suspicion that a young person is being or is likely to be subject to abuse or otherwise placed at risk, staff will act swiftly to prevent it. All suspicions of abuse will be openly discussed with the learner's relevant local Social Services Department, the Local Safeguarding Team and any other appropriate agencies.
- Any member of staff who engages in abusive relationships with a learner or who has a propensity to place them at risk of injury or harm will have their employment terminated. As necessary, the DBS and appropriate professional bodies will be advised of staff whose employment has ceased as a result of abusive behaviour. We will also ensure that such decisions are communicated to potential future employers when references are requested.

**1. Lead Designated Safeguarding Person (LDSP) and Designated Safeguarding Person' (DSOs) Responsibilities** See Appendix 2 for named DSP and LDSP

Responsibilities:

- Holding a copy of the current All Wales Child Protection Procedures for the management of abuse and for ensuring all staff are fully conversant with these guidelines.
- Ensuring staff are briefed through training on the contents of the above regulations and guidelines and on the procedures adopted by Aspris, and locally, regarding the identification and reporting of abuse or suspected (child) abuse.
- Ensuring that the appropriate procedures are followed, liaising with relevant officers within the social services department and elsewhere over protection issues.

- Receiving reports of any suspicions or allegations of abuse and discussing these with the LDSP who may also contact the Local Authority Designated Officer where support and direction is necessary.

## **2. Reporting suspicions or allegations of abuse.**

**All staff have a duty to report abuse by following the correct procedures.**

The following applies where staff are suspicious or it is reported to them that a young person has been, or could be, abused by any person, including abuse perpetrated by another young person, a visitor, a person in the community, tutor, social worker, parent or other carer including colleagues within the business. Any incident, in which a learner is hurt, other than a clear accident, should be considered to be a possible safeguarding issue. In all cases of suspected or reported abuse the LDSP must be consulted.

**Note: If any LDSP or DSP is implicated or suspected, staff must inform another LDSP in the organisation.**

Any member of staff who receives report or has any suspicions that a young person has been or could be abused must report the information immediately to a DSP.

Staff must call Police at once where there is an immediate serious risk of injury to a young person, if the young person has been seriously hurt by another person or if there is an immediate threat to the safety of the young person.

Where any young person is in need of urgent medical attention as a result of suspected abuse, staff must apply emergency first aid and call immediately for an ambulance or take the young person to hospital. Staff must inform the hospital to which the learner is taken that there are suspicions of abuse.

Staff must not investigate reports or suspicions themselves but it is recognised that it may be necessary to just clarify the matter before contacting the DSP. Staff must:

- limit any questioning to the minimum necessary to seek clarification;
- strictly avoid “leading” the learner or person making the allegation by making suggestions or asking questions which introduce their own ideas about what may have happened;
- stop asking any more questions once it is disclosed that the person indicates that abuse has taken place;
- tell the child/person that the information will be passed to a DSP (except in circumstances when the DSP may be implicated. The DSP will then contact the LDSP who will contact the social services department who will decide whether to start a formal investigation.

The DSP will inform the LDSP and between them they will decide a strategy. The Social Services Dept in the area where the learner lives will always be informed of any suspicion of child abuse. Should the LDSP not be available, delay must be avoided and the DSP must report the matter to

an alternative DSP, the relevant Social Services Department and/or the Local Safeguarding Team and/or Police.

### **3. Confidentiality**

It is important that both learners and staff realise that the learner cannot be given absolute guarantees of confidentiality in this situation. This would put staff in the vulnerable position of being in possession of information that a possible crime may have been committed, without the ability to report it. It is very important not to make any promises of confidentiality and explain that certain information has to be passed on to the right people in order to protect the learner.

Staff must not give absolute guarantees of confidentiality to a young person, but should guarantee that the information will only be passed to the minimum number of people who need to know, in order to ensure that proper action is taken to protect from or prevent further abuse.

The learner should be sensitively told that the staff member is concerned with what has been said and needs to discuss it further with a DSP.

Staff must resist being drawn into a secretive and collusive relationship with learners.

### **4. Recording**

When a learner alleges abuse or staff suspect abuse, the staff should listen to what the learner has to say.

**The emphasis should be on listening, rather than on asking questions.**

Social Services/case workers require any staff working with the learner who has reason to believe that the learner is suffering or likely to suffer significant harm, to inform relevant people as outlined in procedures and record all relevant information in the first instance. Listen to the young person rather than ask questions;

- Do not stop a learner who is freely recalling significant events;
- Remain calm and do not give the learner the impression that what they have said is shocking or upsetting;
- Make a report of the discussion immediately or as soon as possible, taking care to record on the Aspris College North Wales Safeguarding Disclosure Form. See Appendix 4
  - the report needs to have a title, date and signature in case it is required in court proceedings.
  - if not typed then use **black ink**
  - the date and exact time of the disclosure and the time the recording was actually done – the shorter this gap the better

- the setting / circumstances when disclosure was made,
- the people present
- the content of what was said. Quote wherever possible the exact words used by the young person.
- record all subsequent events relating to this up to the time of passing the information to a DSP.
- if passed verbally, send written/typed version to DSP as soon as possible.

Staff need to be aware that learners making allegations of abuse may need a full interview by Police and Social Services staff trained in Child Protection interview techniques. Investigations by untrained staff may prejudice the strength and acceptability of future evidence in both criminal and civil proceedings. On no account should an informal investigation be instigated by staff.

### **5. Informing the DSPs /LDSP**

Staff must inform the DSP immediately after becoming suspicious or receiving a report/allegation. If the DSP is implicated, the LDSP must be informed; provided that the member of staff is satisfied that senior staff are not affected themselves. Should these senior staff be implicated, then more senior managers in Aspris must be informed.

### **6. Action by the DSP**

After receiving a report of a suspicion or allegation of abuse the DSP must firstly take any steps needed to ensure any learner involved is protected from risk of immediate harm.

The DSP must not interview or investigate the suspicion or allegation further, but must refer the matter immediately to the LDSP. Decisions would then be made to contact the relevant Social Services Departments and the Local Safeguarding Team and the Police.

Where it is necessary for any young person to be interviewed by the Police, the DSP must ensure s/he is accompanied by a supportive and independent member of staff or other appropriate adult of his/her own choice.

The DSP/LDSP should ascertain from the Social Services manager how the investigation will proceed and should ensure that all staff co-operate fully.

### **7. Allegations made against Learners**

The procedures apply equally where an allegation is made against a learner in the college.

In such circumstances the DSP, in consultation with the Social Services Dept. and relevant social workers, should consider the need to protect the rights of both victim and alleged perpetrator.

Immediately it will be necessary to separate the alleged perpetrator and victim, but it may not be possible to explain why this is necessary to the perpetrator until the professionals undertaking the investigation have been consulted.

Throughout the process, it will be necessary to ensure that the learner who has had allegations made against them are properly supported, by an independent person if appropriate or required, as well as their (social worker and) parent/guardian.

Once the investigation is complete, consideration will then be given to the needs and interests of both alleged victim and perpetrator and whether counselling and/or other support should be given.

## **8. Allegations made against Staff**

Consideration must be given as to whether to suspend staff or not. This is a neutral act implying no guilt, but can protect both a learner and staff member from any further allegations of harm and calm a situation while investigations take place.

If members of staff have been suspended and/or are pending an investigation, the DSP in consultation with the LDSP will be responsible for immediately ensuring that the Care Council for Wales is notified of the allegation and of the actions taken regarding members of staff.

Staff must be absolutely clear that where a young person alleges that they have been hurt the Complaints Procedure **cannot** be followed irrespective of the wishes of the young person.

### **8a. Whistleblowing**

All staff should be aware of their duty to raise concerns where they exist about the attitude or actions of their colleagues. This information will always be listened to and taken seriously. The information given by a whistle-blower will be handled sensitively. The Whistle blowing procedure follows the same protocols as raising concerns about Safeguarding as expressed elsewhere in this policy. The Aspris whistleblowing service is manned by an independent company, Anon Whistleblowing. To use the service staff can ring 0800 409 6625 and at any time of the day or night.

## **9. Bullying**

Staff should be aware that bullying can constitute a safeguarding matter, especially when it is sustained and not responsive to other methods of management. Staff should not allow bullying to continue and the matter should be discussed with a member of the Senior Management Team with a view to separating the bully from the victim at the earliest opportunity. In exceptional circumstances the SMT may discuss the matter with the relevant Social Service Dept. with the support of DSPs.

Staff must ensure that the victim understands his/her right to have the matter dealt with by the Police who may invoke their Safeguarding Procedures. The victim should be supported in doing this. Under no circumstances should serious bullying be allowed to continue without action being taken to separate the bully and the victim.

The Anti-Bullying Alliance organisation has further information, resources and training opportunities which staff can readily access ([www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk))

## **10. Exploitation of Young People including Child Sexual Exploitation (CSE)**

Children and young people may go missing from college for a variety of reasons. They may want to be with family or friends, they may be unhappy in their placement because of staff or peers, they may want the excitement of being away or attracted to places and other people they come across. Some learners enrol at college as teenagers with established patterns of going missing from home or school.

Not all such absences may be described as missing episodes as often they represent non-compliant behaviour such as pushing boundaries, for example leaving school site without permission. At the other extreme, absences may indeed trigger safeguarding procedures because of concerns about what a child or young person may be running from or to. Previous scandals that have come to light such as in Oxford, Oldham, and Rotherham indicate that vulnerable children who go missing can frequently be exposed to child exploitation including sexual exploitation.

Staff should be aware of the possibility that learners can be exploited either sexually or for other reasons. Any suspicion of Aspris College North Wales learners being sexually exploited or becoming involved in prostitution must be discussed with the DSP immediately.

The DSP will then review the evidence and discuss the matter with the LDSP, who will decide who will report the matter to the Police and manage the matter subsequently including notifying relevant professional persons and organisations.

Consideration should also be given to informing the local Social Service Safeguarding Team to establish whether there is a MIRAf no. Already established for the missing young person and if there are grounds to call a Strategy Meeting under the Safeguarding Procedures.

Any incidents of unauthorised persons attempting to pick young people up from college, attempting to contact young people while at college or outside must be taken very seriously and reported to the Police immediately.

## **11. Preventing Terrorism (PREVENT)**

Counter terrorism and Security Act 2015 Duties. Staff are to undertake training via e-learning, workshops or learning booklets (Incitement of Hatred and Radicalisation For Terrorism) to raise awareness of recognising the signs and indicators of Radicalisation. Staff to immediately report any concerns to DSP

## **12. Actions for staff with concerns about risk of Female Genital Mutilation (FGM)**

Staff to be made aware of the risks surrounding FGM.

Staff are to immediately report to DSP any concerns regarding the risk of FGM and need to be vigilant to potential risks.

### 13. References and Learning Tools

[AOP06 -Safeguarding Children Policy](#) & [AOP08 -Safeguarding Adults Policy](#)

Aspris e-learning site

<https://www.northwalessafeguardingboard.wales/>

<https://www.safeguarding.wales/>

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

<https://www.nspcc.org.uk>

<http://www.safeguardingchildrenea.co.uk/resources/keep-them-safe/>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>  
Working together 2004 document for Wales

<https://www.gov.uk/government/publications/prevent-duty-guidance>  
HM Government Prevent Duty Guidance for England and Wales

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

The Prevent Duty – advice for schools and childcare providers

<http://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-settings/>

Guidance for safer working practice for those working with children and young people in education settings

<http://www.learningcurve.info/products/e-safety.html>

E safety and cyber bullying

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440450/How social media is used to encourage travel to Syria and Iraq.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440450/How_social_media_is_used_to_encourage_travel_to_Syria_and_Iraq.pdf)

How social media is used to encourage travel to Syria and Iraq briefing notes for schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/525390/FGM safeguarding report A.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/525390/FGM_safeguarding_report_A.pdf)

Female Genital Mutilation Risk and Safeguarding Guidance for Professionals

<http://www.anti-bullyingalliance.org.uk/>

Bullying



## APPENDIX 1

### Definitions of child abuse

- (a) Emotional Abuse – This is the actual or likely adverse effects on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection (all abuse involves some form of emotional ill-treatment).
- (b) Neglect – The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger including cold or starvation; extreme failure to carry out aspects of care resulting in impairment of health or development including failure to thrive.
- (c) Physical Abuse – Actual or likely physical injury to a child, failure to prevent physical injury (or suffering) including poisoning and suffocation.
- (d) Sexual Abuse – Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

For extended definitions and identifiers of abuse refer to:

Aspris Education Services, Safeguarding Children Policy September 2016 and  
Working Together To Safeguard Children 2015

<https://www.gov.uk/government/working-together>

## APPENDIX 2

Aspris College North Wales Safeguarding contact details:

Carla Owen (LDSP)	01978 340580
Abigail Roberts (DSP)	01978 340580
Claire Imber (Safeguarding Area Lead)	07908 643665

**APPENDIX 3**



**Aspris College North Wales**

**REFERRAL SAFEGUARDING FLOWCHART**

**Reporting a safeguarding concern at Aspris College North Wales**

If a student makes a disclosure or if abuse is suspected i.e., staff observe an incident, please report to

ONE of the site's Designated Safeguarding Persons [DSP]: Carla Owen or Abbi Roberts

Or the Regional Safeguarding Lead – Claire Imber

Or Aspris Safeguarding Lead Katie Dorrian



Disclosures must be recorded accurately within 24 hours.

Stick to the facts.

The DSP's will keep you up to date as much as possible.



You must never promise the student that you will keep a secret.  
Confidentiality must be explained to the learner, and they must be informed that you are  
passing on your concerns to a DSP.  
Listen to the student, reassure them, and support them.  
Do NOT ask leading questions.

**If the allegation is against the Designated Officer –please contact Claire Imber (Regional Safeguarding Officer) 07908643665**

Flintshire and Wrexham Safeguarding Board Social Worker on: 01978 292039 (Wrexham); or 01352 701000 (Flintshire) during office hours; or 0845 0533 116 for either area outside office hours.

**OR call the Aspris Services Hotline: 0800 1973166 QUOTE Ref. 71191**

