

# Safeguarding Procedure

## Our Commitment

Cardiff and Vale College has a moral and statutory duty to promote the welfare of the children and vulnerable adults and safeguard them from abuse. These procedures explain how we will meet this duty. The College has a zero tolerance approach to abuse and other harmful behaviour.

The safeguarding procedure refers to 4 types of abuse – emotional, physical, sexual and neglect and also takes account of concerns related to radicalisation.

These procedures applies to all staff, Governors and others who work in direct contact with learners in the College. Abuse may take place both outside and inside of the College setting; everyone who is part of the College community is responsible for safeguarding, promoting and protecting the welfare of children and vulnerable adults. This responsibility refers to individuals when they are both in and out of College and includes use of the internet and electronic communication devices such as email, mobile phones, games consoles, social networking sites etc, regardless of ownership of the communication device.

## Reporting Abuse

### Staff

- We must all be alert to the signs of abuse and we must treat all instances seriously. It is important that you listen and are supportive. If you suspect that someone is being abused or if someone discloses something to you must report it to a member of the Feelsafe group (the Safeguarding Representatives) or the Designated Safeguarding Officers within **2 hours**. You can do this by contacting the individual or by using the Feelsafe email address – [feelsafe@cavc.ac.uk](mailto:feelsafe@cavc.ac.uk) or the telephone number 029 20250420 (or ext 1647 in college).
- You should record:
  - The date
  - The time
  - The name of the person you are concerned about
  - The name of the complainant (if different from above)
  - The place where the alleged abuse happened
  - Basic details of the concern (if it is a reported concern, you should use the words as far as possible of the person making the complaint)
  - A description of any injuries you have seen
- There must be NO LEADING QUESTIONS.

- There can be NO PROMISE OF CONFIDENTIALITY to an individual raising a concern as you are obliged to pass any concerns onto the Designated Safeguarding Representatives/Officers. The College is also obliged to refer any concerns to Social Services and/or The Police.
- If someone begins to disclose something but stops once you say that you cannot guarantee confidentiality, you should still inform the Designated Safeguarding Representatives/Officers.
- **It is not your responsibility to investigate suspected cases. This will be done by the safeguarding representatives.**
- You must not discuss the safeguarding issues with people within or out of the institution, except on a 'need to know' basis.

#### *Allegations of Abuse Against a Member of Staff*

- Allegations of abuse or concerns raised against a member of College staff will always be treated seriously. If a member of staff receives such an allegation or has concerns, this must always be referred to the designated Senior Manager or in his/her absence their deputy.
- This must be done within 2 hours and should follow the procedures described above.
- The college will then follow the guidance Safeguarding Children in Education: handling allegations of abuse against teachers and other staff (see associated procedure).

#### *Students*

- A student who is concerned for their own welfare or of the welfare of someone else should report it to a member of the Feelsafe group (the Safeguarding Representatives) or the Designated Safeguarding Officers by contacting the individual or by using the Feelsafe email address – [feelsafe@cavc.ac.uk](mailto:feelsafe@cavc.ac.uk)
- Information on the Feelsafe representatives can be found:
  - On posters around the College
  - In the 'Little Book of CAVC'
  - In your Tutorial materials
  - On Moodle

## Dealing with Allegations of Abuse

#### *General*

- The Designated Safeguarding Officers will record all the relevant information of the case using the Safeguarding Concern Record. This will form the basis of any decision to refer and will include the information needed if a referral is made.

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<b>Revision No:</b>	3
<b>Last Revision Date:</b>	12/02/16
<b>Next Revision Date:</b>	31/07/18

- If the concern involves a student under 16, the Safeguarding Officer will contact the Head of 14-19 who will contact the school responsible for the learner.
- The Designated Safeguarding Officers will decide whether or not a referral to specialist support services is needed – this includes social services, Channel or others as appropriate. If a referral is made, they will ask for consent from the young person/vulnerable adult if they are deemed competent to give it. Although it is best to have consent to referrals, they will be made even without consent where necessary.

### *Dealing with Allegations of Abuse Against a Member of Staff*

Staff in colleges come in to contact with a number of young people. We understand that an allegation of abuse may be made against a member of staff for a variety of reasons and recognise that this may or may not be true. Those who deal with this allegation will do so with an open mind and will ensure a timely and thorough discussion.

- The Designated Senior Manager will record all the relevant information of the case using the Safeguarding Concern Record.
- The Designated Senior Manager will refer to Social Services or other agencies where necessary. As previously consent for the referral from the young person/vulnerable adult will be sought, although the referral will be made without it.
- The Designated Senior Manager will inform HR and the Deputy Principal. Advice will be sought from Social Services whether to suspend the member of staff. Once a referral has been made the Social Services/Police investigation takes precedence over any college disciplinary procedure.
- The Designated Senior Manager will inform the Designated Safeguarding Governor of the allegation and investigation.
- If a member of staff is dismissed or resigns before the disciplinary process is completed, s/he will be informed of the College's duty to tell the Disclosure and Barring Service of the situation.
- The College will review any investigation to ascertain whether lessons can be learned; this review will be reported to the Governing Body.
- The College will also be guided by of the Safeguarding Staff Code of Conduct and the Education Workforce Council code.

<b>Revision No:</b>	3
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### *Dealing with Allegations Found to be without Foundation*

If there is an allegation that is proved unfounded, we will:

- Inform of HR of this conclusion.
- HR will inform the member of staff in person and in writing that no disciplinary action will be taken.
- Inform the student/parents/carers of the outcome of the investigation in line with our Data Protection Policy.
- The College will hold a series of restorative meetings where needed to repair harm.

### *Dealing with Allegations of Abuse Against a Student*

- If an allegation of abuse is made against another student, the Designated Senior Manager will remove the student from College using the Relationship Management Policy.
- The Designated Senior Manager will inform the young person's parents that the matter had been referred to the Social Services.

## Record-keeping, Review and Monitoring

- The Designated Safeguarding Representatives will maintain complete records of all conversations that take place during a safeguarding disclosure. All referrals forms will also be kept.
- These forms will be kept confidentially and the information will only be shared on a 'need to know' basis.
- The designated Senior Manager will keep records of all safeguarding instances and referrals. Copies of referrals should be passed on within 1 week, updates should be given once a month and a copy of the outcome of the referral should be passed on once it is received.
- All safeguarding instances and referrals will be reported to the Board annually.
- There will be a Safeguarding Committee which will include representatives from across College and student representatives. This group will discuss all aspects safeguarding.
- The Committee will review safeguarding via the learner voice activities throughout the year and focus groups once a year to consider the effectiveness of college policies and procedures. It will respond to any issues or trends that come out of the above monitoring. Action plans will be set with the appropriate manager.

<b>Revision No:</b>	3
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## Managing the FeelSafe Email

**This email is managed by the Designated Safeguarding Representatives/Officers only.**

1. The email address for Safeguarding referrals is [feelsafe@cavc.ac.uk](mailto:feelsafe@cavc.ac.uk). The telephone number is 029 20250420 (or ext 1647 in college).
2. This will be advertised to students as an alternative to the designated safeguarding telephone numbers and email addresses.
3. Any emails sent to this address will automatically be re-routed to those on the designated safeguarding list. Anyone from this list has permission to send from this account.
4. The email includes an automatic response which says:  
*"Thank you for your email. A member of the safeguarding team will read your email and will contact you within 24 hours. You are also able to speak to someone by contacting the reception desks at any of our main sites."*
5. If an email is received please make sure you:
  - a. Deal with it by responding to the email or by passing it on to someone within the team.
  - b. If you pass it on, please make firm contact so you know the communication has got through.
  - c. Inform all of the safeguarding team that this email has been actioned.

NOTE – before you deal with an email, please check your inbox to ensure that it has not already been dealt with.

6. Always ensure that the person who has made the email request comes into College to meet with us. Staff must not put themselves into vulnerable positions.
7. Remember to speak to another member of the safeguarding team for advice and support.
8. Make sure that you save:
  - a. All emails received to 'feelsafe'
  - b. All emails you send
  - c. All emails you receive from other members of the team

## Promoting Safeguarding

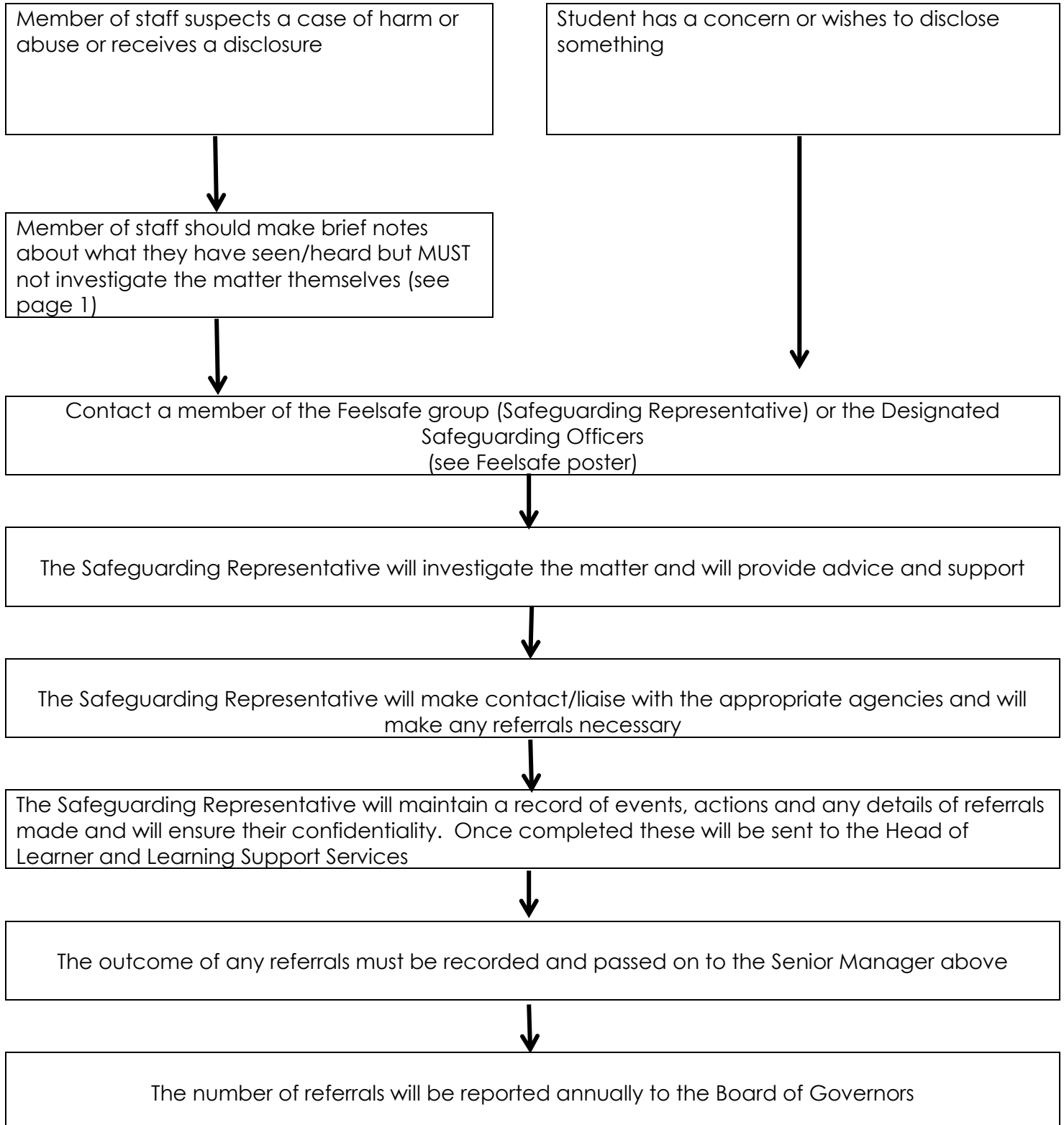
- We will display posters across College outlining our 'Safeguarding' agenda.
- We will raise awareness of safeguarding with our students through the Induction process and tutorials. This material will be available via Moodle.

- All staff will undertake a safeguarding update every year. New staff will complete a safeguarding induction. All governors will be trained in safeguarding. This training will include the workshop for Raising Awareness of Prevent (WRAP).
- We will develop links with relevant organisations and public bodies to support our work on safeguarding.
- We will promote positive behaviours relating to safeguarding to raise awareness and build resilience eg e-safety, community cohesion etc

<b>Revision No:</b>	3
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### Procedure Flowchart – Dealing with Safeguarding Concerns/Disclosure of Harm or Abuse



Revision No:	3
Last Revision Date:	12/02/16
Next Revision Date:	31/07/18



### Safeguarding Concern Record

This form has been designed to help the Safeguarding Representatives record all the information they need when dealing with a safeguarding incident.

Name of Person Reporting the Incident		Relationship to the Student	
Name of the Student		SIN	
DOB			
Course		Course Tutor	
Date of Incident		Time of Incident	
Date of Report		Time of Report	
Detail of Disclosure (Give full description with as much detail as possible)  <i>Attach any other notes.</i>			
Decision made			
Form completed by – name		Date	





Cardiff and Vale College  
Coleg Caerdydd a'r Fro

**Date approved:** 14 September 2012  
**Approved by:** Quality Standards Board  
**Review date:** 31 July 2018

**Responsible Manager:** Associate Director of Quality  
**Executive Lead::** Vice Principal Curriculum & Standards SJ  
**Accessible to Students: :** Yes

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