

## **SAFEGUARDING FOR UNDER 18 YEAR OLDS AND VULNERABLE ADULTS**

### **1. GENERAL SAFEGUARDING AND SAFE RECRUITMENT POLICY STATEMENT**

1.1 At Notting Hill College we recognise our responsibility to safeguard the welfare of all learners and believe that it is always unacceptable for a learner to experience abuse of any kind. We are committed to protecting our learners in both their learning environment and while staying in homestay. Particularly when dealing with children under the age of 18 and vulnerable adults.

1.2 Students at Notting Hill College are predominantly aged 18 and over, but at any given time there may be some 16-18 year olds enrolled on our courses.

1.3 The college recognises that:

- Safeguarding extends to the welfare of all learners is of most importance not just children.
- All learners, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with agencies such as LCSB, NSPCC & Police is essential in promoting a safe learning environment.

1.4 The purpose of the policy is to:

- Provide protection for the learners at Notting Hill College.
- Provide all staff and anyone else who might come into contact with children with guidance on procedures they should adopt if they suspect a learner may be at risk of harm and to whom they should report.
- Promote Safeguarding policies.

1.5 This policy applies to all staff including paid, volunteers and work experience staff. It also includes students; host families; or anyone else working on behalf of the school who might find themselves in contact with children.

1.6 This policy will be reviewed on an annual basis, or as and when necessary in the light of new legislation or other developments.

1.7 We will seek to safeguard children under 18 (& all learners) by:

- Listening to them and involving them in the review and development of safeguarding issues.
- Adopting safeguarding guidelines through procedures and a code of conduct for staff, volunteers, homestay hosts and other adults who might be working with children.
- Making sure all necessary adults are aware of which students are under the age of 18.
- Educating adults of the circumstances in which they should have safeguarding concerns about an under 18-year-old, and how to deal with it.
- Informing adults on how to recognize possible symptoms of abuse.



- Keeping confidential and secure records concerning allegations of abuse.
- Adopting a policy for the safe recruitment of staff, homestay hosts & all adults who may be working with children.
- Sharing information about eventual concerns with relevant agencies (e.g. LCSB, NSPCC & Police), and involving learners (and their parents/carers in the case of children under the age of 18) appropriately.

## 2 CODE OF CONDUCT

2.1 This code of conduct must be followed by all staff, students and anyone else working on behalf of the school, over the age of 18, who might find themselves in contact with children. It also serves to help anyone to avoid behaviour or actions that might be misconstrued.

2.2 When working with children you must:

- Remember that the child comes first
- Set a good example by behaving professionally and act as a good role model
- Treat everyone with respect
- Be aware, approachable and understanding
- Listen to children and report any concerns or allegations following the guidelines in this policy
- Be aware of policies and procedures

2.3 When working with children you must not:

- Touch a child inappropriately
- Use inappropriate language
- Shout at, harm or frighten a child
- Be alone with a child unnecessarily
- Mistreat, demean, ignore or make fun of a child
- Force a child to do something they do not want to do
- Allow a child to expose themselves to danger

2.4 All adults have a strict duty to keep children safe from any form of harm or abuse. Failure to adhere to this will be regarded as gross misconduct. The following are examples of unacceptable behaviour:

- Shouting at a child or using inappropriate language
- Touching a child except in special circumstances (i.e. when administering first aid)
- Doing things of a personal nature that they can do for themselves, including going to the toilet with a child unless another adult is present
- Allowing or engaging in sexually suggestive behaviour within a child's sight or hearing.
- Showing a child anything that might be regarded as pornographic



- Socialising with a child outside of the college hours without the full prior knowledge and consent of the parents/guardians
- Seeking or agreeing to any electronic form of contact with a child during or after their studies without prior knowledge/consent from parents/guardians.

## 2.5 Incidents that must be recorded/reported

2.5.1 If any of the following occur, you should report this immediately to the managers at Notting Hill College who will then make the necessary contact with the student's parents and offer advice on the most appropriate course of action to follow:

- If you accidentally hurt a student.
- the student appears distressed in any manner.
- If the student behaves in a sexually inappropriate manner towards you or anyone else.
- If a student misunderstands or misinterprets something you have done/said and is unwilling to accept your explanation and wishes to make a complaint.

## 2.6 Use of Photographic/Filming Equipment

2.6.1 Taking inappropriate photographs or film footage of children and young people is considered an abuse of trust and is unacceptable behaviour. All staff should be vigilant and any concerns should be reported to the managers.

2.6.2 The photographing/filming of students must only be done once approval from the student and his/her parents/carers has been sought. All staff must ensure that the student is fully aware and in agreement to being photographed/filmed.

## 2.7 Recruitment of Staff and Volunteers

2.7.1 Individuals may apply for positions within the organisation with the primary aim of having contact with students. Therefore Notting Hill College takes all reasonable measures to ensure that only suitable people are allowed to work with us.

2.7.2 Pre-Selection Checks must include the following:

- Consent will be obtained from an applicant to seek information from the Criminal Records Bureau.
- References are required for all staff, including one which will be from a previous employment if the applicant worked with children and young people. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g passport or driving licence).



**2.7.2 Interview and Induction.** All employees and volunteers will be required to undergo an interview carried out to agreed protocols

- A check should be made that the declaration has been completed in full.
- Proof of qualifications should be produced.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.

## 2.8 Responding to Disclosures of Abuse

### 2.8.1 Abuse by staff

- If a student discloses that they have been hurt, harmed or abused in any way by a member of staff then it should be reported to the appropriate manager. He/she will ensure that your concerns are listened to and responded appropriately. Detailed records should be kept throughout the investigation.
- Notting Hill College will make an immediate decision regarding what action to take. This could include temporary suspension pending further inquiries.
- We will make contact with and seek guidance from the Manchester Safeguarding Children Board.

### 2.8.2 Allegations of Abuse from Others

- If a student discloses to a member of staff that they have been abused by someone outside of the Programme, whether adult or child, then these allegations must be responded to seriously. It must be reported to the Managers, who will give initial advice followed by informing the Police and the Local Authority Children's Services Department.

### 2.8.3 Allegations of Previous Abuse

- Allegations of abuse can be reported sometime after the event. If this is the case Notting Hill College will follow the procedures as detailed above.

**2.9 Confidentiality** - Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

## 2.10 Teachers/Educators/Tutors

- Teaching is carried out in small groups in a classroom environment.
- Staff must conduct themselves in a professional manner at all times.
- Staff are not permitted to allow students into their personal vehicle.
- There should be no instances whereby teachers are permitted to allow students to their own homes.
- During 1-to-1 tuition, arrangements should be made for this to be undertaken in an environment where they are visible to other people.



### **3 SAFEGUARDING STUDENTS WHO ARE VULNERABLE TO EXTREMISM**

- 3.1 In recent times there has been an awareness of the specific need to safeguard young people and families from extremist groups which attempt to radicalise vulnerable people to hold extreme views justifying political, religious, sexist or racist violence.
- 3.2 While Notting Hill college places high value on the freedom of speech and expression of beliefs, free speech is subject to laws and policies governing equality, human rights and community safety.
- 3.3 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in activity in support of terrorism. Notting Hill College seeks to protect all learners against the messages of all violent extremism
- 3.4 When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism they should speak with the designated Safeguarding Lead.

### **4 INDICATORS OF VULNERABILITY TO RADICALISATION**

- 4.1 Radicalisation is the process whereby a person comes to support terrorism and forms of extremism leading to terrorism.
- 4.2 Extremism refers to the demonstration of unacceptable behaviour by using any means to express views which encourage, justify or glorify terrorist violence in furtherance of particular beliefs. They may also foster hatred which may provoke or encourage others to commit terrorist acts and inter-community violence.
- 4.3 Any student could become susceptible to radicalization through a range of social, personal and environmental factors. Violent extremists are known to exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.
- 4.4 Indicators of vulnerability include:
- Issues with personal identity.
  - Personal Crisis (i.e. family tensions; a sense of isolation and low self-esteem; a new and different group of friends).
  - Personal circumstances – migration, local community tensions, events affecting the student's country or region of origin.
  - Unmet aspirations.
  - Contact with criminal behaviour.
  - Special educational needs.



- 4.5 More critical risk factors could include:
- Direct contact with extremists.
  - Possessing or accessing violent extremist literature.
  - Utilising extremist narratives and a global ideology to explain personal disadvantage.
  - Justification of the use of violence.
  - Joining or seeking to join extremist organisations.
  - Significant changes to appearance and/or behaviour.
  - Experiencing a high level of social isolation.

## 5 STATEMENT ON VULNERABLE ADULTS

**5.1 Definition** - A 'vulnerable adult' means a person aged 18 or over who is receiving services of a type listed in paragraph (1) below and in consequence of a condition of a type listed in paragraph (2) below has a disability of a type listed in paragraph (3) below.

- 1) Receiving accommodation from a care home, personal care or nursing support to live independently, social care services or any services which cater for a person with learning difficulties.
- 2) Has a learning or physical disability, physical or mental illness (including addiction to drugs or alcohol).
- 3) A dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions; severe impairment in the ability to communicate with others; or (c) impairment in a person's ability to protect himself from assault, abuse or neglect.

**5.2 Notting Hill College** does not knowingly accept vulnerable adults (according to the definition above), as our staff are not specifically trained to work with them.

**5.3** In the unlikely event that a vulnerable adult enrolls on a course without the college's knowledge, Notting Hill College will contact the relevant next of kin, who would then be responsible for ensuring their safe passage home, or to a suitable alternative destination.

**5.4 Notting Hill College may treat students with** special educational needs and disabilities on a case-by-case basis. Notting Hill College would liaise closely with the student and/or agent to determine whether or not a suitable course and homestay can be provided to accommodate the student's needs.