

R U N S H A W C O L L E G E

POLICY TITLE:	Safeguarding Policy				
APPROVED BY:	Governors	AUTHOR:	Jane Pearson		
POLICY OWNER:	Andrea Neild	POSITION:	Assistant Principal	VERSION:	18.4
LAST UP-DATED:	August 2023	REVIEW DATE:	August 2024		

1. Introduction and Purpose

This policy defines the responsibilities, processes and procedures relating to the protection of all students at Runshaw College, including children under the age of 18 and those over 18 who are considered to be vulnerable adults.

2. Scope

This policy covers the identification of vulnerable groups, management and staff responsibilities and the process for reporting and recording incidents.

All allegations of abuse will be taken seriously and treated in accordance with the College's procedures in recognition that any individual, child or vulnerable adult can be subject to abuse and that it is the responsibility of all staff to act upon any concern, no matter how small or trivial it may seem, and take an 'it could happen here' approach.

3. The Safeguarding Team

3.1 Strategic

The Designated Safeguarding Lead (DSL) with strategic responsibility for Safeguarding issues:

Assistant Principal – Andrea Neild

3.2 Operational

The Designated Safeguarding Lead (DSL) with operational responsibility for Safeguarding issues is the Head of Safeguarding and Wellbeing who is responsible for day-to-day co-ordination, action, and liaison with other agencies:

Head of Safeguarding and Wellbeing –Jane Pearson

Deputy DSL and Safeguarding Co-ordinator – Anna Richards

Deputy DSL and Wellbeing Facilitator – Katie Haran

Safeguarding contact details:

Email: safeguarding@runshaw.ac.uk

Tel: 01772 644377

Room: M301

There are also other members of the Senior Management Team (SMT) who are DSL trained and form, with the other DSL's, the Wellbeing Facilitator, and the Safeguarding Coordinator the College Safeguarding Team. These staff are referred to as Runshaw Safeguarding Leads (RSLs).

4. Statutory Obligations

Runshaw College holds as one of its highest priorities the health, safety and welfare of everyone involved in activities that come under the responsibility of the College.

The College Governors, Senior Management, all staff and volunteers must understand and comply with their statutory obligations to safeguard and promote the health and welfare of children/young people and vulnerable adults.

This policy updates all previous policies and is in response to Section 175 of the Education Act 2002 and Section 94 of the Education and Skills Act 2008 and:

For updates on Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership (CSAP) follow this link:

<http://panlancashirescb.proceduresonline.com/index.htm>

[Keeping Children Safe in Education 2023](#)

All staff must have read and understood at least Part 1 of Keeping Children Safe in Education and complete update training annually. This can be found by following this link – [Keeping Children Safe in Education 2023 Part 1](#)

Special attention is drawn in this document:

- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children DfE July 2018: [Working Together to Safeguard Children](#).
- What to Do If You're Worried a Child Is Being Abused (DfE 2015):
[What to Do if You Are Worried a Child is Being Abused - Advice for Practitioners](#)
- UKCIS guidance: [Sharing nudes and semi-nudes advice for education settings](#)
- Information sharing advice for safeguarding practitioners (updated 4th July 2018):
[Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers](#)

5 Governing Body Responsibilities

Governing bodies and proprietors have a strategic leadership responsibility for college's safeguarding arrangements and must ensure that they comply with their

duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in college are effective and comply with the law at all times. The Principal should ensure that the policies and procedures, adopted by their governing bodies and proprietors (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff.

Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for college's safeguarding arrangements.

Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole college approach to safeguarding. Their training should be regularly updated.

Governing bodies and proprietors should be aware of their obligations under the Human Rights Act 1998 21, the Equality Act 2010²², (including the Public Sector Equality Duty²³), and their local multi-agency safeguarding arrangements

5.1 Policies and Training

The Governors will ensure that:

- They review an annual report on policies, procedures, training and safeguarding arrangements and this is presented to the governing body.
- The Safeguarding Policy and all supporting policies and systems policies, procedures, training in relation to are effective and comply with the law at all times and provide for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- The Safeguarding Policy is reviewed annually in line with current legislation and is available publicly via the college website.
- That the College provides and monitors training that is reviewed at least annually and updates are provided to staff as appropriate.
- Without delay, any deficiencies or weaknesses regarding Child Protection arrangements are remedied.
- All staff are issued with a copy and have read the latest version of Keeping Children Safe in Education – September 2023.

5.2 Designated Roles

The Governors will ensure that:

- There is designation at board level to take leadership responsibility for Safeguarding arrangements in order for appropriate action to be taken in a timely manner to safeguard and promote the welfare of children and vulnerable adults.
- There is a Designated Governor, who is assigned to act upon Safeguarding concerns if necessary i.e. allegations against senior managers. This is the Principal for Senior Managers and the Chair of Governors, for allegations made against the Principal.
- A Governor is nominated to be responsible for liaising with the Local Education Authority and/or partner agencies in the event of allegations of abuse being made against the Principal.
- A senior member of the College's Leadership Team is designated to take lead responsibility for child protection (Designated Safeguarding Lead), and this is explicit in the DSL's job description.
- The DSL has the appropriate authority and the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child

protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

- There is a Designated member of staff to promote the educational achievement of children who are looked after and to ensure that this person has appropriate training.

5.3 External links

The Governors will ensure that:

- That multi-agency working is facilitated in order that the three safeguarding partners, (Appendix 1) have a shared and equal duty to work together to safeguard and promote the welfare of children. Governing bodies and proprietors should ensure that the College contributes to multi-agency, with the three partners, working in line with statutory guidance.
- There is a clear accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and vulnerable adults.
- Relevant staff have due regard to the data protection principles, which allow them to share personal information, as provided for in the Data Protection Act 2018, and the GDPR – 7 Golden Rules for Sharing Information (Appendix 5).
- Children are taught about how to keep themselves and others safe, including online. It should be recognised that effective education will be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities.

6 Senior Leadership Responsibilities

6.1 Recruitment

Senior Leadership will ensure that:

- Staff and volunteers are recruited in accordance with The Safer Recruitment and Engagement Policy.
- Undertake all statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensures volunteers are appropriately supervised.

6.2 Training and support

Senior Leadership will ensure that:

- Induction for all staff and volunteers includes training on the roles and responsibilities of the Safeguarding Team and the Safeguarding Policy.
- Induction training will make staff aware of complementary policies and systems which support safeguarding as part of the induction which include:
 - The Code of Professional Conduct
 - Student Harassment & Bullying Policy
 - Safeguarding response to children who go missing from education.
- Induction training will cover an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring”.
- Annual mandatory training and updates are provided and monitored for all staff as part of their contractual arrangements.
- Updates will be communicated by the Staff Bulletin, briefings and/or meetings.
- Support, guidance and appropriate supervision is provided to staff who require it in dealing with issues which may arise from their involvement in relation to the safeguarding of students.

6.3 Policies and procedures

Senior Leadership will ensure that:

- A minimum annual review of the Safeguarding Policy and Procedures takes place.
- Supporting policies and systems are reviewed with a knowledge of the requirements of “Keeping Children Safe in Education”.
- Students, parents/guardians/carers of learners under 18 can access the College’s Safeguarding Policy and associated procedures via the Runshaw College website.

6.4 Personnel

Senior Leadership will ensure that:

- A Designated Senior Leader leads a Safeguarding Team of appropriately trained and experienced staff.

6.5 Multi-agency working and external links

Senior Leadership will ensure that:

- The College plays a part in multi-agency safeguarding arrangements to support and enable local organisations and agencies to work together.
- The College engages with Social Care, the Police, Health Services, LADO, and other services to promote the welfare of children and protect them from harm.
- The College provides a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.
- Children’s/Adult Social Care Services and Police are notified where there is a cause for concern, so that they can investigate and take necessary action.
- Procedures are in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.
- There are appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.
- Where services or activities are provided on the College premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the college on these matters where appropriate. College will work to meet guidance on **keeping children safe in out-of-school settings** that can help ensure that providers using their facilities adhere to necessary safeguarding requirements.

6.6 Sharing Information

Information sharing is vital in identifying and tackling all forms of abuse and neglect. The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe.

Senior Leadership will ensure that:

- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of child (Appendix 5).

6.7 Online Safety

Senior Leadership will ensure that:

- The College’s Acceptable Use of IT Facilities Policy and Internet Access and Online Safety Policy detail how we keep young people safe when using the internet and mobile technology. This will include how appropriate filtering and monitoring technology on college devices and college networks form part of its work in this area.
- Appropriate filters are in place to protect students when they are online on college’s IT systems or recommended resources and informed by the risk assessment

required by Prevent Duty.

- The effectiveness of these filters will be regularly checked via South West Grid for Learning (swgfl.org.uk) tool to check college's filtering provider is signed up to relevant lists (CSA content, Sexual Content, Terrorist content Your Internet Connection Blocks Child Abuse & Terrorist Content).

The college works to meet schools should work to meet

- Online bullying by students, via texts and emails, is managed through Student Harassment and Bullying Policy and the Student Disciplinary Policy. When dealing with such issues staff should refer to:
 - Sharing images of nudes and semi-nudes: advice for education setting working with children and young people how to respond to an incident.
- [standards for schools and colleges](#)

The UK Council for Internet Safety: Advice for education settings working with children and young people responding to incidents and safeguarding children and young people <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

This advice is non-statutory, and schools and colleges should read this alongside:

- Keeping Children Safe in Education statutory guidance (DfE).
- Sexual violence and sexual harassment between children in Schools and Colleges non-statutory advice (DfE).
- Searching, Screening and Confiscation non-statutory advice (DfE).
- When college become aware of an online safety issue that has occurred outside of college it is managed in accordance with the college's IT access, Usage and Online Safety Policy.
- All staff of aware of, and deliver any online learning and 1:1 sessions in accordance with government and college guidelines and safeguarding procedures (Professional Practice Guidelines and see also Appendix 7 Online Learning Guidelines for Students):

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>.

6.8 Child-on-Child Abuse

Child-on-child Abuse can take many different forms:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (also known as teenage relationship abuse)
 - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.

College recognises the issue of child-on-child Abuse and offers support to all students irrespective of whether this has happened in or outside of college. College will ensure:

- Students who have experienced child on child abuse can report to any member of staff or directly to the safeguarding team, or report anonymously via student portal.
- These systems are well promoted as part of student induction, and throughout the academic year.
- All staff receive training in relation to child on child abuse.
- This subject is covered in the Progress Mentor Group Sessions so that students are clear about acceptable and unacceptable behaviour and the sanctions and interventions for poor behaviour.
- Students feel confident to ask for help.
- Students are supported.
- DSLs will engage with local safeguarding partners as appropriate.

- Follow the guidance in Keeping Children Safe in Education.
- There are clear systems in place

6.9 Sexual Abuse

College recognises the issue of sexual abuse via sexual assault and/or harassment and offers support to all students irrespective of whether this has happened in or outside of college. College will ensure:

- Students who have experienced sexual abuse can report to any member of staff or directly to the safeguarding team or report anonymously via student portal.
- These systems are well promoted as part of student induction, and throughout the academic year.
- All staff receive training in relation to sexual abuse.
- This subject is covered in the Progress Mentor Group Sessions so that students are clear about acceptable and unacceptable behaviour and the sanctions and interventions for poor behaviour.
- Students feel confident to ask for help.
- Students are supported.
- DSLs will engage with local safeguarding partners as appropriate.
- DSLs refer to guidance in Keeping Children Safe in Education in relation to immediate response, considering confidentiality and completing risk assessments.
- DSLs will give consideration to any risk of intra familial harms and any necessary support there may be for siblings following incidents.

College recognises it may be necessary to maintain arrangements to protect and support the alleged victim and alleged aggressor for a long time. College will ensure:

- Regular review of risk assessments
- DSL will work with local authority children's social care and other agencies as required.
- DSL will know how and where to seek support.

6.10 Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Operation Encompass is a Police and education early information sharing partnership which enables colleges to offer immediate support for children and young people experiencing domestic abuse and other traumatic experiences.

The Safeguarding Team will review information from Operation Encompass to ensure that appropriate support is in place dependent on the needs and wishes of the child.

6.11 Children who are lesbian, gay, bi, or trans (LGBT)

College staff will recognise that children who are LGBT can be targeted by other children. In some cases, a child who is perceived by other children to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. College will ensure that:

- all students who identify as lesbian, gay, bi, or trans have a safe space
- All students who self-identify as non cis-gender will have a named member of staff that they can approach to speak out or share their concerns.

- This is in addition to the normal wellbeing and safeguarding facilities available to all students.

6.12 Report to Governors

Senior Leadership will ensure that:

An annual report on policies, procedures, training and safeguarding arrangements and this is presented to the Governing body.

6.13 Responding to low-level concerns

Senior Leadership will ensure that:

- The college low-level concerns policy should set out the procedure for responding to reports of low-level concerns.
- The low-level concerns policy will simply be a reflection and extension of the college's wider staff behaviour policy/code of conduct and follow guidance and case studies on low-level concerns can be found in [Developing and implementing a low-level concerns policy \(farrer.co.uk\)](http://www.farrer.co.uk).

7 Safeguarding Team

7.1 Roles and responsibilities of the Safeguarding Team

The Designated Safeguarding Lead, (DSL) will ensure that:

- During term time, the designated safeguarding lead and/or a deputy should always be available during college hours for staff college to discuss any safeguarding concerns.
- The Safeguarding Team have the required knowledge and skills to deliver the service.
- The Safeguarding Team follow the laid down procedure.
- "understanding the filtering and monitoring systems and processes in place"

7.2 Multi agency working and external links

The Designated Safeguarding Lead, (DSL) will ensure:

- The Team comply with all the requirements of record keeping and allegations reported to them.
- The Team abide by GDPR in relation to the protection and safeguarding of children and vulnerable adults.
- That all referrals are clearly documented with any serious concern being reported the DSL or if they are unavailable a member of the Senior Management Team at the earliest opportunity.
- Referrals are made using the guidance from Keeping Children Safe in Education process.
- The Team comply with the Local Children's Safeguarding Partnership Child Protection Procedures and Multi-agency Adult Protection Procedures and the Safeguarding Manager's role within them.
- The Team refer cases to the Channel where there is a radicalisation concern.
- The Team liaises with investigating agencies.
- The Team liaise with the relevant school and ensure that appropriate arrangements are in place to safeguard the children, in the case of a report involving school pupils under the age of 16.
- The Team act as a pivot for information and advice, relating to abuse or potential abuse for those under 18 or those over 18 who are considered to be 'vulnerable adults.
- That where there is any doubt, the DSL may contact the Schools Safeguarding Officer, Lancashire County Council for guidance without revealing names.

- The DSL takes overall responsibility for recording essential information about each case and for collecting reports and notes as appropriate.
- A member of the Team will act as an appropriate adult where police investigations may take place onsite. Further information can be found in the Statutory guidance - [PACE Code C 2019](#).
- As required, liaise with the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT technicians, senior mental health leads and special educational needs coordinators (SENCO's), or the named person with oversight for SEND in a college and senior mental health leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- work with strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college. This includes:
 - ensuring that the school or college knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort, and
 - supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.

7.3 Training

The Designated Safeguarding Lead, (DSL) will ensure:

- DSL training is updated every 2 years for appropriate staff.
- The Safeguarding Team update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis.
- Selected staff undertake Prevent awareness training.
- The Safeguarding Team engage in the delivery of training as directed.

7.4 Children that are Looked After (CLA), and Children previously Looked After

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The Designated CLA Safeguarding Team member will:

- Maintain an overview and records relating to CLA and previously CLA.
- Ensure that appropriate staff have the information they need in relation to a child's looked after legal status.
- Work with appropriate external agencies in the best interests of the child.
- Support staff working with the young person sharing information as necessary.
- Facilitate prompt action if required to safeguard the child.
- Promote the educational achievement of children who are looked after.

8 Individual Staff Responsibilities

All staff and volunteers working for Runshaw College must be aware of and understand responsibilities in relation to the protection of children and vulnerable adults. All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child.

Each member of staff should ensure that they:

- Attend all training and take responsibility for reading updates or other materials as directed.
- Read “Keeping Children Safe in Education – Part 1: Information for all School and College staff, September 2023”, which will be made available to them via training and the Staff Bulletin.
- Follow the Safeguarding procedures.
- Report any concerns immediately via the Safeguarding Helpline (01772 644377) or the Safeguarding email, Safeguarding@runshaw.ac.uk, or by clicking on the green safeguarding button on the staff portal landing page. Concerns may result from direct contact with the student or third-party information. Evidence is not required to pass on a concern.
- Are aware that young people can be harmed online via hurtful and abusive messages, enticing young people to engage in age-inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour e.g.:
 - Content: learners being exposed to illegal, inappropriate or harmful material.
 - Contact: learners being subjected to harmful online interaction with other users
 - Conduct: learner’s personal online behaviour that increases the likelihood of, or causes, harm
 - Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

8.1 Disclosure

Each member of staff should ensure that they:

- Take all complaints, allegations or suspicions seriously.
- Keep questions to a minimum.
- Do not promise confidentiality. *(The College complies with the requirements of the GDPR and Data Protection Act 2018 and the Human Rights Act 1998, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child/young person/vulnerable adult).*
- Record as soon as possible what has been said using the Safeguarding Referral Form (Appendix 4), also found on the Staff Portal.
- Without stopping a learner talking about the abuse, staff must, as soon as reasonably possible, contact the DSL who will take over the responsibility for managing the disclosure.
- Do not keep any notes or discuss other with other staff.

If contact cannot be made with any of the DSLs or any Senior Manager within 2 hours’ staff must refer to the Blackburn with Darwen, Blackpool and Lancashire Children’s Safeguarding Assurance Partnership (CSAP) for details of how to report concerns about the safety or welfare of a child/young person or vulnerable adult or Children’s Social Care – (Appendix 2).

Guidance for reporting a concern out of hours can be found on Appendix 2

8.2 Remote Learning

There may be occasions when college delivers a mixture of on-site and remote learning or completely switches to remote learning. Should this happen it is essential that staff continue to refer any safeguarding concerns they have regarding a student as per this policy.

The Safeguarding Team will continue to support students when working remotely and are contactable by email or Teams calls.

Vulnerable students – During such times ensuring that vulnerable students remain protected is a top priority for the government. Vulnerable students include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and Virtual School Heads continue to work with vulnerable children.

College staff should continue to work with and support children's social workers to help protect vulnerable children. If college staff receive direct contact from a social worker or another external agency, they should contact the Safeguarding Team.

Mental Health – Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of everyone. Teachers should be aware of this in setting expectations of students' work where they are at home. Mental Health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. If we are in a lockdown situation and are unable to offer direct face to face guidance for students (such as due to COVID 19 circumstances), we will signpost students.

Online safety – It is more important than ever that college provides a safe environment online. College will continue to ensure that appropriate filters are in place to protect students when they are online on the College's IT systems or recommended resources. If you are piloting new technology or have any concerns, please contact the IT Service Desk for advice and guidance.

It is especially important that all staff who interact with students, online, continue to look out for signs a student may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate, referrals should still be made to Children's social care and as required the Police.

The Department of Education is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.

Staff need to consider the safety of their students when they are asked to work online and refer to Professional Practice Guidelines and the College must ensure any use of online learning tools and systems is in line with Privacy and Data Protection/GDPR requirements.

9 Review

The Governors will review the policy annually. Other Related Policies and Codes of Conduct:

- Attendance Policy
- Student Disciplinary Policy
- Care and Control of Students and the Use of Reasonable Force Policy
- Data Protection Policy
- Disclosure of Information Policy
- Dealing with Allegations of Abuse made against Staff, Volunteers and Governors Policy
- Events, Trips & Residential Policy
- Experience of Work Policy
- Freedom of Expression
- Fitness to Study and Special Admissions Policy
- Professional Practice Guidelines
- Health, Safety and Wellbeing Policy
- IT Access, Usage & Online-Safety Policy
- Prevent Policy
- Recruitment and Selection Policy
- Recruitment of Ex-Offenders Policy
- Safer Recruitment and Engagement Policy
- Staff Code of Professional Conduct
- Learner Harassment and Bullying Policy
- Volunteering Policy

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Safeguarding Partners

A *Safeguarding Partner* in relation to a local authority area in England is defined under the Children Act 2004 (as amended by the Children and Social Work Act, 2017) as:

- a. The Local Authority
 - b. A Clinical Commissioning Group for an area any part of which falls within the Local Authority area
 - c. The Chief Officer of Police for an area any part of which falls within the Local Authority area
-
- Partner organisations and agencies collaborate, share and co-own the vision for how to achieve improved outcomes for vulnerable children.
 - Organisations and agencies challenge appropriately and hold one another to account effectively.
 - There is early identification and analysis of new safeguarding issues and emerging threats.
 - Learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice.
 - Information is shared effectively to facilitate more accurate and timely decision making for children and families.

Out of Hours Safeguarding Information

Safeguarding – out of hours message on referral system and safeguarding e-mail for **students** who self-refer:

Your safeguarding/incident report has been submitted.

Please be assured that this will be looked into as a priority by our safeguarding team.

If your referral is urgent, you should call the Safeguarding Helpline on 01772 644377.

In accordance with our Confidentiality Guidelines and GDPR, you may not receive any further communication in relation to this referral. If you have any further concerns, please contact the Safeguarding Team 08:30-16:30 Monday to Friday.

If you have any safeguarding concerns whilst the college is closed the following agencies are available and offer free advice and support:

HopeLine UK - tel: 0800 068 4141 / text: 07786 209 697

Samaritans on 116 123.

If you need urgent medical advice you should go to your local hospital accident and emergency department or ring 999.

If you need urgent help with regard to your personal safety, you should contact 999.

If you think you have symptoms of coronavirus and need medical advice, use the NHS 111 online coronavirus service.

Out of hours message on referral system and safeguarding e-mail for **staff**:

Thank you for contacting the Safeguarding Team. Your referral has been received and will be actioned.

If your referral is urgent, you should call the Safeguarding Helpline on 01772 644377

*In accordance with our Confidentiality Guidelines and GDPR, **you may not receive any further communication in relation to this referral.** If you have any further concerns, please contact the Safeguarding Team.*

If you have any safeguarding concerns whilst the college is closed the following agencies are available and offer free advice and support:

- *HopeLine UK - tel: 0800 068 4141 / text: 07786 209 697*
- *Samaritans on 116 123*

If you need urgent medical advice you should go to your local hospital accident and emergency department or ring 999.

If you need urgent help regarding your personal safety, you should contact 999

You can now close this page.

Counselling – message on counselling appointment system and counselling email for students who self-refer:

Thank you for your referral to our counselling service. We will review your referral as soon as possible. Please note that referrals are only monitored during term time and during college hours. In the meantime, if you feel you need immediate support, please use the links below.

If you are having suicidal thoughts and want to talk to someone, help and support is available right now. Please visit <https://www.nhs.uk/conditions/suicide/>.

Other support and information is available on Kooth: <https://www.kooth.com/>.

If you don't feel you can keep yourself safe or have seriously harmed yourself, for example, by taking a drug overdose, call 999 for an ambulance or go straight to A&E.

The Counselling Team

Guidance for Out of Hours Safeguarding Concerns:

Staff who have any concerns for the welfare of a student out of college hours should follow guidance in part one of Keeping Children Safe in Education 2023 (page 22), and as outlined below:

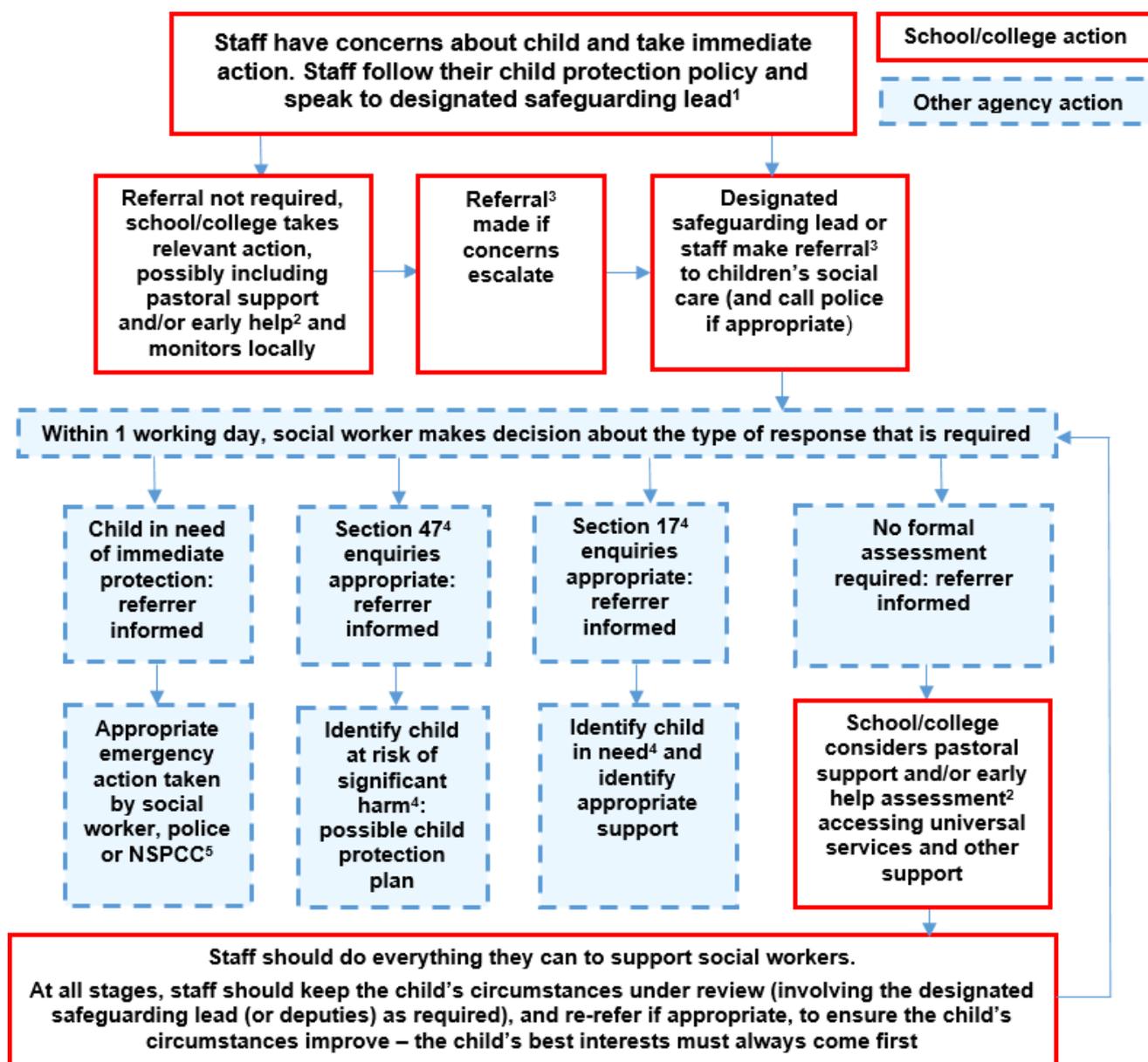
If staff have immediate concerns for a student's safety or that a student is at risk to the safety of themselves or others, they should call emergency services by dialling 999.

If staff have non-urgent concerns about a student, they should call the relevant Local Authority (a list of contact numbers are in Appendix X), or use the online tool [Report Child Abuse to Your Local Council](#) which directs to the relevant local authority children's social care contact number.

Staff may also want to signpost students to other external services. A comprehensive, but not exhaustive, list can be found on Appendix X

Any actions should be followed up with an email to safeguarding@runshaw.ac.uk or by completing the safeguarding referral form, found on staff portal landing page

Actions where there are concerns about a child



¹ In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

² Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

³ Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

⁴ Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

⁵ This could include applying for an Emergency Protection Order (EPO).

Contact Information

Lancashire's Children's Safeguarding Assurance Partnership (CSAP)

<http://panlancashirescb.proceduresonline.com/index.htm>

Child/young person/young people's Social Care Referrals

Local Authority	For Social Care Referrals 0300 1236720
Lancashire	If you are concerned about the safety or welfare of a child, please phone: Tel: 0300 1236720 Out of Hours: 0300 123 6722
Local Authority	Local Authority Designated Officer
Lancashire	Tel: 01772 536 694
Local Authority	For Social Care Referrals
Blackburn & Darwen	If you are concerned about the safety or welfare of a child, please phone: Tel: 01254 666400 Out of Hours: 01254 587547
Local Authority	For Social Care Referrals
Blackpool	If you are concerned about the safety or welfare of a child, please phone: Tel: 01253 477299 Out of Hours:
Local Authority	For Social Care Referrals 300
Bolton	If you are concerned about the safety or welfare of a child, please phone: Tel: 01204 331500 9am - 5pm. Out of Hours: 01204 337777.
Local Authority	For Social Care Referrals 300
Sefton	If you are concerned about the safety or welfare of a child, please phone: Tel: 0345 140 0845 between 8am and 6pm Out of Hours: 0151 934 3555 (from 5.30pm Mon to Thurs, and 4pm Friday and weekends)
Local Authority	For Social Care Referrals 300
St Helens	If you are concerned about the safety or welfare of a child, please phone: Tel: 01744 676600 Out of Hours: 0345 0500 148
Local Authority	For Social Care Referrals 300
Wigan	If you are concerned about the safety or welfare of a child, please phone: Tel: 01942 828 300 Out of Hours: After 8pm: 0161 834 2436
NSPCC	
NSPCC HELPLINE	Worried about a child? Contact our trained helpline counsellors 24 hours a day by email or our online reporting form. You can also call the Helpline Monday to Friday 8am – 10pm or 9am – 6pm at the weekends. help@nspcc.org.uk 0808 800 5000

[NHS Choices Home Page](#)

www.nhs.uk

NHS Choices homepage, Your Health Your Choices

[Samaritans](#)

www.samaritans.org

A UK charity offering support to people who are suicidal or despairing, and are on hand 24 hours a day, every day of the year.

[Childline | Childline](#)

www.childline.org.uk

Childline 0800 1111: get info and advice about a wide range of issues, talk to a counsellor online, send Childline an email or post on the message boards.

[Prevention of young suicide UK | PAPYRUS](#)

www.papyrus-uk.org

PAPYRUS is the national UK charity dedicated to the prevention of young suicide.

[About Big White Wall](#)

www.bigwhitewall.com

About Big White Wall. A safe online community of people who are anxious, down or not coping who support and help each other by sharing what's troubling them,



[Home | Mind, the mental health charity - help for mental ...](#)

www.mind.org.uk

Extensive collection of information about mental health and related topics. Mind is a national UK charity with many regional branches.

[Child & Adolescent Mental Health - YoungMinds](#)

www.youngminds.org.uk

YoungMinds is the UK's leading charity committed to improving the emotional wellbeing and mental health of children and young people.

[Stop panic attacks with our free online course](#)

www.panic-attacks.co.uk

Get help with panic attacks or panic disorder with our free online course. Panic attacks and panic disorder can be helped very quickly with the right approach

[Grassroots Suicide Prevention](#)

www.prevent-suicide.org.uk

Grassroots is a suicide prevention charity

[Getselfhelp.co.uk CBT self-help and therapy resources](#)

www.getselfhelp.co.uk

CBT Self Help & Therapy Resources ... This mobile-friendly version of the website has replaced the old site.

[Students Against Depression](#)

A website offering advice, information, guidance and resources to those affected by low mood, depression and suicidal thinking. Alongside clinically-validated information and resources it presents the experiences, strategies and advice of students themselves – after all, who better to speak to their peers about how depression can be overcome?

www.studentsagainstdepression.org

[The Mix](#)

The Mix is the UK's leading support service for young people. We are here to help you take on any challenge you're facing - from mental health to money, from homelessness to finding a job, from break-ups to drugs. Talk to us via online, social or our free, confidential helpline

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

SAFEGUARDING REFERRAL FORM

This form should be used to report a safeguarding disclosure, incident or concern, where a student is at risk of suffering significant harm. Please email the completed form to safeguarding@runshaw.ac.uk or pass to the Safeguarding Team.


Safeguarding Incident, Concern or Disclosure Referral Form

Preferred Name(s) of Learner:

Student ID:

What is the nature of your concern

- What are you most concerned about? i.e. physical, sexual, emotional abuse or neglect, Self-harm, bullying, radicalisation, sexual exploitation, sexualised behaviour, honour-based violence / forced marriage, e-safety issues, other ...
- Any evidence of impairment of health or development?
- Any evidence of ill-treatment?
- Why are you reporting this concern now?
- Have you had any previous concerns about this learner? If so, what, when, action ?

Record the nature of your concerns, include as much detail as possible, use the exact words used by the student. Clearly distinguish between fact, observation, allegation and opinion.

Detail:

Detail any action already taken and by whom:

It is not advisable to try and complete this record whilst talking to the student but within 2 hours of disclosure. The important thing is to listen actively and carefully and reassure the learner.

Did the Student give consent to share this information ?	Yes	No
If not, did you explain that you would have to share this information with the College Safeguarding Team and why ?	Yes	No

Further Information / Comment (relevant to this referral):

Signed	
Name:	
Job Title:	
Time/Date:	

The General Data Protection Regulation (GDPR) and Data Protection Act 2018

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 introduce new elements to the data protection regime, superseding the Data Protection Act 1998. Practitioners must have due regard to the relevant data protection principles which allow them to share personal information.

The GDPR and Data Protection Act 2018 place greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements for collecting, storing, and sharing information.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

To effectively share information:

- All practitioners should be confident of the processing conditions, which allow them to store, and share, the information that they need to carry out their safeguarding role. Information which is relevant to safeguarding will often be data which is considered 'special category personal data' meaning it is sensitive and personal.
- Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 includes 'Safeguarding of children and individuals at risk' as a condition that allows practitioners to share information **without consent**.
- Information **can be shared legally without consent**, if a practitioner is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.
- Relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well.

Seven Golden Rules of sharing information

- 1 Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
- 2 Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3 Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- 4 Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
- 5 Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

- 6 Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).
- 7 Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Student Guidelines for Online Learning

Our aim is to make sure you are happy, safe and successful. In order to achieve this aim, it is important that you work in partnership with us and meet our expectations. Our expectations during **online learning** are the same as when we are on campus. We expect you to:

- **Attend** all lessons on time.
- **Behave** appropriately at all times and adhere to the **Runshaw Respect** agenda.
- Meet all **deadlines** that are set as part of your Study Programme.
- Ensure that you are fully committed to, and engage with, all aspects of learning and college life.

The following guidelines will help you adhere to our **high expectations** during online learning:

1. Arrive on time and be prepared learn. Where possible create a quiet workspace free from distractions. During live lessons do not use other devices.
2. Position your computer / camera in an appropriate area, for example, not in bedrooms; and where possible against a neutral background (or use a background image/blurred background).
3. Only access videoconferences and online platforms using your college email address.
4. Set your video to off and audio to mute, only switch them on when instructed to do so.
5. Wear appropriate clothing during online lessons.
6. Follow the instructions of the staff member delivering the live lesson.
7. Be respectful to others during live lessons. Communicate positively and constructively at all times. Any recording of an online session should only be used for educational purposes. Recordings should not be edited or shared, as this may result in disciplinary action.
8. Only use the chat function when instructed to do so and “raise your hand” to ask questions.
9. Follow the same expectations around eating and drinking during “live” online lessons as you would on site.
10. If you experience any difficulties with online learning, please contact your teacher or Progress Mentor immediately.

For further information please refer to following Policies on Moodle

<https://elearn.runshaw.ac.uk/>:

- Student Disciplinary Policy
- Attendance Policy
- Student Harassment & Bullying Policy