

National College Creative Industries Safeguarding Policy

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CONTENTS

- 1. Scope.....3
- 2. Statutory Framework5
- 3. Definitions7
- 4. Governing Body Responsibilities7
- 5. Staff Roles and Responsibilities8
- 6. Appendices.....14

Introduction

National College Creative Industries recognises its statutory and moral duty to ensure that we safeguard and promote the welfare of children, young people and adults at risk of harm, in our care. It is the responsibility of all stakeholders to comply with this policy at all times.

Managers, staff and consultants at National College Creative Industries come into contact with children, young people and adults at risk through the following activities:

- Delivery of teaching and learning to, and assessment of, apprentices and classroom/work based students.
- Management, co-ordination and delivery of production days at The Backstage Centre.
- Attendance at Careers Events.
- Visits and delivery of workshops in a range of settings including employer premises.

This safeguarding policy and its accompanying procedures establishes the roles and responsibilities of management, staff and consultants in relation to the protection of children, young people and adults at risk, with whom their work brings them into contact. It seeks to ensure that National College Creative Industries undertakes its responsibilities with regard to their protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, pregnancy and maternity and marriage and civil partnership. We recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

This policy establishes a framework to support all staff. National College Creative Industries will ensure that all managers, staff and consultants understand the importance of safeguarding and in accordance with best practice will receive regular enhanced DBS checks and training in safeguarding where applicable.

1. Scope

Throughout this policy and procedure, reference is made to 'children and young people'.

This term is used to mean those under the age of 18 years old. Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes

(Keeping Children Safe in Education, Sept.2016).

Reference is also made in this policy to 'adults at risk'. An 'adult at risk' is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

This policy and procedure focuses on how we recruit and train our staff, support our students, make referrals and deal effectively with allegations against staff. It incorporates a wide range of risks we need to safeguard against, including those related to the prevention of violent extremism.

To achieve this, National College Creative Industries will annually review this policy with the aim of:

- Raising awareness of issues relating to the welfare of children, young people, adults at risk and the promotion of a safe environment for them to learn within the National College.
- Aiding the identification of children, young people and adults at risk of significant harm, providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- Responding to the safe recruitment of staff.
- All staff working with children, young people and adults at risk will receive appropriate training in order to familiarise them with the College's Safeguarding Policy and Procedure and the safeguarding issues and their responsibilities.
- All staff to undertake mandatory safeguarding and prevent training as part of their induction process and continual professional development (CPD).

The overall policy review should be related to:

- Incidents (3 monthly)
- Legislative changes
- Changes required by the Board of Governors
- Changes required by the Local Safeguarding Children's Board (LSCB) or Children's Partnership
- Changes required due to the Southend Essex Thurrock (SET) procedures.
- Recommendations from Serious Case Reviews.

2. Statutory Framework

National College Creative Industries aims to meet legislative requirements and good practice in safeguarding. There are a number of statutory regulations which place a responsibility on the College to protect young people and adults at risk. This policy has been written with reference to the following statutory legislation:

- The Children Act 2004, which is fundamental to professionals working with children and young people in the UK.
- The Protection of Children Act 1999 requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children.
- The Education Act 2002 requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of children and young people.
- The Sexual Offences Act 2003 makes it is an offence for a person over 18 (e.g. a teacher or other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach.
- The Safeguarding Vulnerable Groups Act 2006 which sets out the type of activity in relation to children and adults at risk for which employers and individuals will be subject.
- Mental Capacity Act 2005
- The Protection of Freedoms Act 2012 which changed the definition of Regulated Activity including who is eligible for a barred list check.
- Keeping Children Safe in Education Sept. 2016, Statutory Guidance from the Department for Education, to be referred to in conjunction with: Working together to Safeguarding Children 2015 and What to do if you are worried a child is being abused 2015 – Advice for Practitioners.
- Prevent Duty Guidance for Further Education Institutions in England and Wales July 2015.
- The Care Act 2014

- Southend Essex Thurrock (SET) Safeguarding and Child Protection Procedures 2015
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings March 2009
- Every Child Matters 2003
- NSPCC Child Safeguarding Awareness Resources, Feb 2005
- Safer Recruitment in Education 2005
- The Common Assessment Framework (CAF)

Prevent Duty

The Statutory Prevent Guidance summarises the requirements in terms of four general themes: risk assessment, working in partnership, staff training, IT Policies.

National College Creative Industries will work with the DfE Regional FE/HE Prevent Co-ordinator and Prevent Programme Co-ordinator for Thurrock to ensure it is responding to this duty guidance.

All staff working in National College Creative Industries (including visiting staff, volunteers, contractors and learners on placement) are required to be able to identify and report instances where they believe a young person may be at risk of harm or neglect including any harm through extremism or radicalisation to the Designated Safeguarding Lead.

Under the Prevent Duty, safeguarding staff will be trained to recognise when it is appropriate to make a referral to the Channel Programme to support students who may be vulnerable to such influences and where we believe a student is being directly influenced by extremist materials or influences.

It is unacceptable to download or transmit any material which might reasonably be considered obscene, abusive, sexist, racist, defamatory, related to violent extremism or terrorism or which is intended to annoy, harass or intimidate another person. This also applies to use of social media systems accessed from National College Creative Industries systems.

National College Creative Industries has systems in place for assessing and rating risks. Risk assessments for planned events, including off site events, external

visitors and speakers to mitigate any risk and clearly set out what is required for any event to proceed.

The college has a Prevent Action Plan in place see Appendix 4.

FGM Act 2003

From October 2015, the FGM Act 2003 (as amended by section 74 of the Serious Crime Act 2015) introduced a mandatory reporting duty for all regulated health and social care professionals and teachers in England and Wales. Professionals must make a report to the police, if, in the course of their duties:

- They are informed by a girl under the age of 18 that she has undergone an act of FGM.
- They observe physical signs that an act of FGM may have been carried out on a girl under the age of 18.

3. Definitions

For definitions of abuse and details of potential indicators of abuse please refer to:

Appendix 1 – Definitions

Appendix 2 – Indicators of Abuse

4. Governing Body Responsibilities

The Governing Body at the National College for the Creative and Cultural Industries abide by their responsibilities as outlined in *Keeping Children Safe in Education* (Sept. 2016 Pg.14-21). Governors also have specific responsibility for ensuring that National College Creative Industries monitors the impact of its work.

The Governing Body instructs the National College Creative Industries to:

- Provide a safe environment for children, young people and adults at risk of harm to learn in. Identify those who are suffering, or are likely to suffer significant harm or who are at risk of radicalisation.
- Have a system for identifying concerns in relation to abuse of adults at risk of harm and effective methods of responding to disclosures.
- Refer concerns that a child, young person or adult at risk of significant harm or might be at risk of significant harm to the appropriate referral agents.
- Work effectively with others as required by *Working Together to Safeguard Children* (March 2015).

- Listen to the voice of the child and always act in the interest of the child
- Ensure appropriate safeguarding responses for children who go missing from National College Creative Industries.
- Ensure there is an effective Safeguarding Policy in place together with a Staff Code of Conduct which include staff/student relationships and communications including use of social media.

The Governing Body will approve and annually review policies and receive regular information relating to safeguarding with the aim of:

- Maintaining awareness of progress across National College Creative Industries and/or issues relating to the welfare of children, young people and adults at risk of harm.
- Being reassured by the Principal that systems are in place and effective in relation to the identification of children, young people and adults at risk of harm, and procedures for reporting concerns are widely known.
- Ensuring effective procedures are in place for reporting and dealing with allegations of abuse by members of staff or others who come into contact with students through National College Creative Industries, including referral to the Designated Officer at the Local Authority (LADO).
- Ensuring safe recruitment of staff and volunteers.
- Ensuring staff are appropriately trained to discharge their duties in relation to safeguarding and Prevent.
- Ensuring procedures are in place to make a referral to the Disclosure and Barring Services (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been if they had not resigned.

In developing policies and procedures, the Governing Body will take account of guidance issued by the Department for Education, Ofsted (Inspecting Safeguarding in Early Years Education and Skills settings, Aug 2015) and other relevant bodies and groups. National College Creative Industries recognises its duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

National College Creative Industries Governing Body will receive three reports in a 12-month cycle: two updates and end of year review which outline how the duties have been discharged and ensures that National College Creative Industries is meeting its statutory requirements.

5. Staff Roles and Responsibilities

The senior member of staff with lead responsibility for safeguarding is the Principal designate and outlined responsibilities on the staff will be set in National College Creative Industries safeguarding procedures.

Designated Member of Staff with lead responsibility for safeguarding

The Designated Member of staff with lead responsibility for safeguarding has a key duty for raising awareness across all staff of issues relating to the welfare of children, young people and adults at risk learning within National College Creative Industries .

The post holder is required to have training in safeguarding issues and inter-agency working, and receive refresher training at least every two years. The Designated Member of staff is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies.
- Providing advice and support to other staff on issues relating to safeguarding.
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral).
- Ensuring that parents of children, young people and adults at risk within the National College Creative Industries are aware of the College's safeguarding policy.
- Liaising with the Local Authorities and other appropriate agencies.
- Liaising with secondary schools which send pupils to National College Creative Industries to ensure that appropriate arrangements are made for students.
- Ensuring that staff who are liaising with employers and training organisations that receive children or young people from National College Creative Industries on long term placements have appropriate safeguards in place.
- Ensuring that staff receive basic training in Safeguarding and Prevent issues appropriate to their roles and are aware of the College safeguarding procedures.
- Ensure that Health and Safety procedures are in place for students, including off site students on excursions or trips.

Managers responsibility for safeguarding

All managers within the College have additional responsibility for safeguarding issues. These designated staff:

- Regularly report to the Designated Member of Senior Management.
- Know how to make an appropriate referral.
- Are available to provide advice and support to staff on issues relating to safeguarding and Prevent.
- Are available to listen to children, young people, looked after children, and adults at risk studying in the National College Creative Industries.
- Deal with individual cases, including attending case conferences and review meetings as appropriate.

Confidentiality

National College Creative Industries regards confidentiality and disclosure of information as extremely important and this ethos is embedded into the policy. Information is shared on a need to know basis, as agreed by the student, with external information sharing protocols being adhered to in principle. Child protection issues always override the student's agreement to refer onto relevant agencies.

Referral point for safeguarding adults

The referral point is the Adult Social Care Team at the local council where the adult resides, except where the person making the referral is aware of the allocated social worker for that team, in which case they may report the concern directly to them. The police may also be contacted directly if the risk is deemed immediate.

Referral point for children and young people

The referral point is the Children's Social Care Team at the local council where the child or young person resides, except where the person making the referral is aware of the allocated social worker for that team, in which case they may report the concern directly to them. The police may also be contacted directly if the risk is deemed immediate.

Designated Governor with responsibility for safeguarding

The Designated Safeguarding and Prevent Governor is responsible for liaising with the Principal and Designated Member of staff members over matters regarding Safeguarding and Prevent including:

- Ensuring National College Creative Industries has procedures and policies in place which are consistent with guidelines.
- Ensuring the governing body considers National College Creative Industries policy on safeguarding each year.
- Ensuring that each year the governing body is informed of how the National College Creative Industries and its staff have complied with the policy, including, but not limited to a report on the training that staff have undertaken.
- Ensuring that the governing body is informed of the Prevent Duty in relation to the National College Creative Industries.

The Designated Safeguarding and Prevent Governor is responsible for overseeing the liaison between agencies, e.g. police, social services in connection with allegations against the Principal and Designated Member of staff. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries. To assist in these duties the designated governor receives appropriate training.

Staff Training

All staff will be required to undertake safeguarding training as part of Induction. The Designated Member of staff will attend all relevant Safeguarding and Child Protection meetings and Conferences. The National College Creative Industries is required to sign the Thurrock Multi Agency Safeguarding Hub (MASH) Sharing Information Agreement.

Staff Responsibilities

All staff, including consultants, working with students are reminded of their responsibilities to ensure that all students (apprentices and classroom/work based students) are in a healthy and safe environment and should therefore ensure that the relevant Health and Safety and Safeguarding checks have been made using the Standard Health and Safety Risk Assessment form.

Where an apprentice is regularly working alone with a single employer/ee the employer is expected to risk assess the situation in line with their own safeguarding/health and safety policy prior to the apprentice(s) commencing employment. National College Creative Industries may require the employer/ee

who is working alone with the apprentice to complete an enhanced DBS check prior to the apprentice starting.

If a member of staff witnesses or suspects a safeguarding issue they must report any incident or concerns immediately to the Designated Member of staff and follow-up immediately with a written record of their concerns including in this specific language used by the suspected person at risk. Where appropriate, it is the responsibility of the designated member of staff to contact the relevant authorities/agencies. If deemed an urgent issue, staff should report their concerns directly to the Thurrock Multi Agency Safeguarding Hub (MASH) on 01375 652802. All staff are required to keep any details of safeguarding incidents confidential to protect individuals.

Allegations against staff

Where an allegation is made against a member of staff, or there is concern about the way a member of staff is behaving towards a student, this will be investigated in accordance with The College's disciplinary policies and procedures. A confidential and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on a member of staff's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on.

Allegations made against staff must also be reported to the Designated Member of staff and/or the Principal. This will then be raised with the Thurrock Local Authority Designated Officer (LADO) on 01375 652921, who will advise on whether further action needs to be taken in addition to The College's disciplinary procedure.

Staff safeguarding principles

Staff of National College Creative Industries are expected, at all times, to adhere to the following principles:

- The welfare of students is paramount.
- Staff are responsible for their own actions and behaviours and should avoid any conduct which could lead any reasonable person to question their motivations and intentions.
- Staff must work in an open and transparent way.
- Staff must discuss and/or take advice promptly from the Designated Member of staff/Principal if they have acted in a way that may give rise to concern.
- Staff that breach the law or other professional guidelines set out by National

College Creative Industries will be subject to disciplinary action and/or criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS).

- Staff should be aware of and understand the College's disciplinary procedure, whistleblowing policy, and complaints procedure alongside this safeguarding policy.

Apprentices and work based students

All apprentices will receive information on safeguarding as part of their induction at the start of their apprenticeship programme which will include contact details for the Designated Member of Staff as well as key referral agencies and support organisations. In addition, safeguarding and health and safety, along with equality and diversity, will be discussed during each 12 week review with the apprentice.

Where a safeguarding allegation is made against a student by another student, member of staff or an apprentice's colleague it should be referred immediately to the Designated Member of staff. Where an allegation is shared with us by the employer of an apprentice, which they are investigating through their own procedures, we must make a detailed written record of the allegation including the steps the employer is taking to investigate the matter. This must then be logged with the Thurrock Multi Agency Safeguarding Hub (MASH), who will advise on any further action to be taken by us.

All external agencies and organisations that use National College Creative Industries and The Backstage Centre premises are provided with, amongst other policies, access to this Safeguarding Policy

National College Creative Industries has a clear duty of care to protect students and staff when allowing external visitors/clients access to the College premises and The Backstage Centre. There are clearly defined access points to meet different visitor requirements, these comprise agency staff, volunteers, contractors, applicants, interviewees, assessments etc. Responsibility for security, throughout a visit, is the responsibility of the member of staff with the appropriate remit from National College Creative Industries and/or The Backstage Centre.

Safeguarding Policy Appendices

To be read alongside National College Creative Industries Safeguarding Policy.

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult **protection** is about responding to circumstances that arise.

Appendix 1

Definitions of Abuse:

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse may take a variety of forms including:

Physical Abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

A child going missing from education is a potential indicator of abuse or neglect. Staff should follow the procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Female Genital Mutilation (FGM) is also a form of abuse with long lasting harmful consequences.

Emotional Abuse – is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children and young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children and young people frequently to feel frightened or in danger, or the exploitation or corruption of children and young people. Some level of emotional abuse is involved in all types of maltreatment of a child and young person, though it may occur alone.

Sexual Abuse – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children and young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children and young people.

Financial Abuse - where financial abuse occurs, the victim does not always realise that it is abuse. It can be in the form of asking for money to be your friend, stealing your belongings, taking someone's pension, or just the constant borrowing of money and never returning it.

Poor professional practice where children, young people or adults at risk are not care for in an appropriate manner, this may lead to the child, young person or vulnerable adult being disadvantaged, discriminated against, harmed, put in danger or worse

Neglect – is the persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Or ensure access to appropriate medical care or treatment;

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Significant Harm – where some children may be in need because they are suffering or likely to suffer significant harm. The Children Act V section 47 (1) introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children.

Forced Marriage - is a term used to describe a marriage in which one or both of the parties is married without his/her consent or against his/her will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party (such as a matchmaker) in identifying a spouse.

Extremism and Radicalisation - from July 2015 in line with the Prevent Duty Guidance for Further Education Institutions in England and Wales protecting students from the risk of radicalisation is part of the Colleges' wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse.

Radicalisation refers to the process by which a person comes to support terrorism or other forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Appendix 2

Abuse indicators

Evidence of any one indicator from the information below should not be taken on its own as proof that abuse is occurring. However, it should alert staff to make further assessments and to consider other associated factors. The lists of possible indicators and examples of behaviour are not exhaustive and people may be subject to a number of abuse types at the same time.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it is not just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

It is often difficult to tell if domestic abuse is happening, because it usually takes place in the home. Those who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well when studying due to disruption

Sexual Abuse

A child or young person is sexually abused when they are forced or persuaded to take part in sexual activities. This does not have to be physical contact and it can happen online. Sometimes the person being abused will not understand that what is happening to them is abuse and may not even understand that it's wrong.

Those who are being sexually abused may:

- Stay away from certain people
- Avoid being alone with one or more people
- Seem frightened of a person or reluctant to socialise with them
- Show sexual behaviour that is inappropriate for their age and environment
- Became sexually active at a young age
- Become promiscuous
- Use sexual language or know information that you would not expect them to

Physical symptoms may include:

- anal or vaginal soreness
- sexually transmitted infection (STI)
- pregnancy

Emotional Abuse

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child or young person. It is sometimes called psychological abuse and can seriously damage emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this is not always the case.

Those who are being abused emotionally may:

- use language, act in a way or know about things that you would not expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated
- lack social skills and/or have few, if any, friends.

Physical Abuse

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

It is not accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as **fabricated or induced illness** (FII).

Those being physically abused may have:

- Bruises
- Burns or scalds
- Bite marks
- Fractures and broken bones
- Scarring
- Vomiting, drowsiness or seizures
- Respiratory problems

Neglect

Neglect can be really difficult to identify, making it hard for professionals to take early action. Those who are neglected might have:

- Poor appearance and hygiene
- Inadequate clothes e.g. no winter coat
- untreated injuries, medical and dental issues
- repeated accidental injuries
- recurring illnesses or infections
- not been given appropriate medicines
- thin tummy, poor muscle tone or prominent joints
- skin sores, rashes, flea bites, scabies or ringworm
- anaemia
- tiredness
- faltering weight

- poor language, communication or social skills
- Housing and/or family issues

Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home, at work or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Bullying and Cyberbullying includes:

- creating and sharing embarrassing images or videos
- 'trolling' - the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

Those being Bullied and/or Cyberbullied may:

- have belongings that get "lost" or damaged
- have physical injuries such as unexplained bruises
- be afraid to go to school or work, being mysteriously 'ill' each morning, or skipping school or work
- not do as well at school or work
- ask for, or steal, money (to give to a bully)
- be nervous, lose confidence, or become distressed and withdrawn
- have problems with eating or sleeping
- bully others.

Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Groomers may be male or female. They could be any age. Many children and young people don't understand that they have been groomed, or that what has happened is abuse.

The signs of grooming are not always obvious. Groomers will also go to great lengths not to be identified.

Those being groomed may:

- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends
- have new things such as clothes or mobile phones that they cannot or will not explain
- have access to drugs and alcohol.
- In young people, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Young people who are being sexually exploited may:

- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- go missing from home, care or education

Female Genital Mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision, cutting or sunna.

A girl or woman who is had FGM may:

- have difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- have unusual behaviour after an absence from school, college or work
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Child Trafficking

Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. They are often subject to multiple forms of exploitation.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft.

Signs that a child or young person has been trafficked may not be obvious but you might notice unusual behaviour or events.

These include a child/young person who:

- spends a lot of time doing household chores
- rarely leaves their house, has no freedom of movement and no time for playing/leisure
- is orphaned or living apart from their family, often in unregulated private foster care
- lives in substandard accommodation
- is not sure which country, city or town they are in
- is unable or reluctant to give details of accommodation or personal details
- might not be registered with a school or a GP practice
- has no documents or has falsified documents
- has no access to their parents or guardians
- is seen in inappropriate places such as brothels or factories
- possesses unaccounted for money or goods
- is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- has injuries from workplace accidents
- gives a prepared story which is very similar to stories given by other children/young people

General signs of abuse

It is important to note that any form of abuse or exploitation may result in a child or young person displaying the following behaviour(s):

- withdrawn
- suddenly behaves differently
- anxious
- clingy
- depressed
- aggressive
- problems sleeping
- eating disorders
- takes risks
- changes in eating habits
- obsessive behaviour
- alcohol and/or drug use
- self-harm
- thoughts about suicide

Further information about each of the above can be found at www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect

APPENDIX 3 – Responding to disclosure by students

If a young person is suffering abuse then the likelihood is that they will talk to someone they know and trust. False allegations of abuse do occur, but they are rare. Any allegations of abuse, or suspicions of abuse, need to be taken seriously and handled in a sensitive manner.

No college member of staff carries out investigations or decides whether a student has been abused. Our obligation is to notice and report. Individual members of staff should never deal with child abuse disclosures in isolation and must always report them as outlined below. Information will be kept confidential and only be shared with people where it is necessary for the protection of the student.

Recognition

If you notice changes in a student's behaviour or regular physical marks or have any reason to suspect a student is being abused complete the safeguarding initial concern sheet and discuss this on the same day to Designated Member of staff or a manager.

Pre-Disclosure

If you think a student wants to talk to you about abuse you must make it clear that you cannot promise absolute confidentiality, because matters may develop in ways which mean that this promise cannot be honoured. If you believe a child or vulnerable adult is at risk of harm, legally, you have to report the risk.

If, on hearing this, the student does not wish to continue or if you do not feel comfortable listening to the student you can take the following steps:

- discuss the matter confidentially with the Designated Member of staff.
- make them an appointment (or take them) to the Designated Member of staff.
- encourage them to call:
 - o Childline - 0800 11 11 (freephone 24 hours) www.childline.org.uk
 - o NSPCC - 0808 800 5000 (freephone 24 hours) 0800 056 0566 (minicom/deaf/hard of hearing)
- always make a note of your concern on the safeguarding initial concern sheet and forward it to the Designated Member of staff who will investigate and follow up.

Disclosure

It is likely to be extremely difficult for a student to disclose abuse and all staff have a role in supporting students through this process and ensuring we help them give as much information as possible.

Actions to take if a student makes a disclosure:

- react calmly so as not to make the student more anxious or discourage them from telling more
- listen carefully to what the student says without interruption
- use open questions to encourage further information, but do not probe
- it is OK to have periods of silence
- take what the student says seriously
- reassure the student that he/she was right to tell, and that he/she is not to blame
- reassure the student that there are many sources of help and that you will

- help and support them in seeking help
- Make the student aware that what they have disclosed may need to be shared with the Designated Member of staff and other safeguarding agencies including the Thurrock Multi Agency Safeguarding Hub (MASH).
- explain to the student that you will need to discuss with the Designated Member of staff and state that you can be with them when they meet. It is often most appropriate to take them to meet the Designated Member of staff straight away, providing they are comfortable with this
- make a full record of what was said, using their own words (don't assume or paraphrase). Note the time and location
- report the matter without delay
- Pass all information to the Designated Member of staff immediately, including all notes taken during the conversation. **N.B. notes should not be destroyed as they may be needed as evidence.**

If you have reason to believe that a student is at immediate risk of harm, including self-harm or suicide, take them to the Designated Member of staff or manager immediately.

Actions to avoid during a disclosure:

- Panic – it may be difficult for you, however it is likely far more difficult for the student. If you are distressed by the disclosure inform a manager for advice and support.
- Allow your shock or distaste to show.
- Probe for more information than is offered.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Make promises that you will be unable to keep, e.g. to keep this secret.
- Discuss the matter with colleagues/friends.

Recording

Make a brief signed note (using the student's words) of any allegations:

- The names of any people who are present during the disclosure.
- The date and time of the conversation, and a brief outline of what may have happened, when, and to whom (remember other children or vulnerable adults may be involved and at risk too).
- A brief description of any injuries which are visible or alleged.
- Any nonverbal signs that you noticed.
- The student's preferred action.

Reporting

Contact the Designated Member of staff as soon as possible. In the absence of the Designated Member of staff contact a manager.

The Designated Member of staff then takes responsibility for all further action,

including referral to Social Services or the Police. If the student reveals past abuse or that there are other children under 18 who are currently at risk then the above guidelines must also be followed.