



CHILD AND ADULT PROTECTION POLICY

This policy outlines the framework and procedures to be carried out to safeguard children, adults at risk of harm and those at risk of radicalisation at United Colleges group

Policy owner:	Vice Principal Quality of Education
Date of last issue:	October 2019
Approval/Review Body	Governing Body / Safeguarding Steering Group
Review Date:	October 2020

1. Purpose:

This policy outlines the framework and procedures to be carried out to safeguard young people, adults at risk of harm /vulnerable adults and those at risk of radicalisation at United College Group.

2. Scope

2.1 Safeguarding refers to the process of protecting children (and adults) to provide safe and effective care. This includes all procedures designed to prevent harm to a child or adult. Safeguarding is a term that covers all people on site and at sub-contractor premises, e.g. staff, students, visitors, contractors, etc.

2.2 Throughout the policy and supporting documentation, reference is made to 'children'. That is, those under the age of 18. The College recognises that some adults are also vulnerable to abuse, therefore the procedures may be applied (with appropriate adaptations) when there are allegations of abuse of an adult. Some adults are more vulnerable to abuse because of their care and support needs as defined in The Care Act (2014).

2.3 See Appendix 1 for key definitions of Children, Adults with Care and Support Needs (also referred to as adults at risk of harm) and Vulnerable Adults.

2.4 Legislation underpinning the policy is outlined in Appendix 2

2.5 Appendix 3 outlines indicators of abuse (as described in *Keeping children safe in education 2019*)

3. Policy Statement

United Colleges Group aims to maintain a safe and welcoming environment on all its campuses for students, staff and visitors. It is committed to meeting its statutory duties to safeguard and promote the welfare of children and adults at risk of harm. The College recognises its role in identifying cases of suspected abuse and making referrals to the appropriate investigating agencies. The College will work in partnership with statutory services to support students to be safe.

4. Policy

This policy represents United College's Group response to its role in safeguarding the welfare of students.

4.1 United Colleges Group (UCG) will set up clear procedures with designated members of staff in charge of these procedures. Each College will have an assigned safeguarding lead who will ensure procedures are followed. See appendix 4 – staff with designated safeguarding responsibilities at College of North West London and City of Westminster College.

- 4.2 UCG will work in partnership with other agencies (including the Police, Local Authorities and Clinical Commissioning groups) to support children and adults at risk of harm to stay safe and to investigate allegations of abuse.
- 4.3 The College will ensure the student's wishes or feelings are taken into account when determining what action to take and what services to provide to protect them.
- 4.4 The College recognises that there are times when the wishes of the individual may be overruled if there is a significant risk of harm to a child or adult.
- 4.5 The College will ensure that all staff and governors, as part of staff development (including staff working for contracted out services) receive appropriate training to ensure that they are able to recognise the signs and symptoms of abuse. In addition all staff will be made fully aware of the procedures for reporting and recording their concerns. The College will deliver training on radicalisation and the action that must be taken if there is a concern that a member of the College community may be drawn into terrorism
- 4.5 The staff of the college will work towards ensuring the curriculum offers information and support for issues of safeguarding.
- 4.6 The College will monitor and review annually the Safeguarding Policy and Procedures as part of its equality initiatives.
- 4.7 The College will ensure that all recruitment checks, as outlined in *Keeping children safe in education (September 2019)* are carried out.
- 4.8 The College will liaise with schools regarding pre 16 year old students
- 4.9 The College will be represented at Local Authority Safeguarding Board/s and/or multi-agency panels, and contribute to review of local/national priorities and/or initiatives.
- 4.10 The College will recommend and disseminate its "Code of Conduct" for staff working with young people and vulnerable adults for all staff as outlined in guidance published by Government Offices for the English region.

5. Local and national safeguarding priorities (see Appendix 5 for more information on national priorities)

The College is mindful of its responsibilities to respond to current local and national priorities,

5.1 Safeguarding issues include:

- **Peer on peer abuse:** This is likely to include, but may not be limited to:
 - bullying (including cyberbullying)
 - physical abuse
 - sexual violence
 - sexual harassment
 - upskirting
 - sexting

- initiation/hazing type violence and rituals
- Serious Violence. All staff should be aware of the indicators, which may signal that children are at risk from, or are involved in serious violent crime. These may include increased absences for education, a change of friendships or relationships with older individuals or groups, a significant decline in performance, signs of self harm or a significant change of well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could indicate that children have been approached by, or are involved with individuals associated with criminal networks or gangs.
- Female genital mutilation. There is a specific legal duty on teachers to report to the police that an act of FGM appears to have been carried out on a girl under the age of 18
- Contextualising safeguarding. Safeguarding incidents and/or behaviours can be associated with factors outside college. All staff should consider the context within which such incidents/behaviours occur (ie are wider environmental factors present in a child's life a threat to their safety and/or well-being)

6. Monitoring and review

- 6.1 Implementation of this policy is monitored through termly and end of year reports to the Board of Governors
- 6.2 At a local level (CNWL and CWC), a Safeguarding Group will meet termly to review implementation of the policy, emerging themes and priority actions. The Group will include members of staff who have designated safeguarding responsibilities. The Designated Senior person will convene the group termly.
- 6.3 United Colleges Group Safeguarding Steering group will convene twice yearly.
- 6.4 A named governor will be responsible for overseeing this policy and related procedures and to liaise with partner agencies in the event of allegations of abuse being made against a Campus Principal or CEO.

7. Safeguarding Procedures.

- 7.1 If any member of staff suspects that a young person or vulnerable adult is being abused they must share their concerns with a Designated Safeguarding lead in the College. (see appendix 4 for nominated staff members). The Designated Safeguarding leads will follow guidance and procedures identified in *Keeping children safe in education (20e)* and *Working together to keep children safe (2018)*, when deciding the action that needs to be taken.

“If at any point, there is a risk of immediate serious harm to a child a referral should be made to Children’s Social Care immediately. Anybody can make a referral”. Details of all referrals must be shared with the relevant designated safeguarding team.

All concerns must be recorded on The College’s Safeguarding Referral forms and shared with the designated safeguarding teams.

- 7.2 All complaints, allegations or suspicions must be taken seriously.

- 7.3 Absolute promises of confidentiality should **not** be given as the matter may develop in such a way that these might not be able to be honoured.
- 7.4 If the complaint comes directly from the child/adult, questions should be kept to the minimum necessary to understand what is being alleged and care is taken to avoid leading questions. Unnecessary questioning could jeopardise future legal proceedings.
- 7.5 If it is deemed necessary for a safeguarding concern involving an LDD student to be referred to statutory services, the following guidelines must be adhered to:
- If the concern arises out of an incident that occurred at College or while the student is in “the care” of the College, the concern must be reported to the local authority in which the College is based (i.e. Westminster or Brent Social Services in the first instance. (Appendix 7 links to Westminster referral procedures.)
 - If the concern arises out of an incident that occurred at the student’s home or when they were not at College, the referral must be made to the “home” authority
- 7.6 Looked after Children: Students will be given the opportunity to declare their Looked After/Care Leaver status at all stages of the recruitment and enrolment process; during induction and while on course. Additional support will be offered to students who fall into these categories by the Careers and Student Advice teams. A senior member of staff in each College will be responsible for promoting the educational achievements of LAC, Care Leavers and young people estranged from family.
- 7.7 Missing Children: In the case of missing children the college will work with statutory agencies to ensure the safety of the missing child. In the case of students with high needs in Disability School staff will follow Local Authority guidelines on reporting of absences.
- 7.8 Students on Work Experience: The College has policies and procedures in place to protect students from harm when they are on work placement. (see Appendix 8)
- 7.9 All children aged under 16 must be supervised whilst on college premises and access to college premises is restricted as follows:
- Students are only permitted to bring young children on to campus during enrolment periods, open evenings, parent carer evenings and disciplinary meetings, they must be supervised at all times and access to high risk areas and activities is restricted
 - In exceptional circumstances staff can bring young children on to campus if they are supervised and access to high risk areas and activities is restricted
 - Risk assessments are completed for enrolment, group visits by children under the age of 16 and for staff bringing children on to the premises
- 7.10 Information shared with the Student Advice Team will be kept securely in accordance with GDPR Guidelines.

Safeguarding concerns relating to a child (under 18yrs) or a Vulnerable Adult will be held for 7 years after school leaving age. (For a child this will be until they are aged 26

8. Safeguarding students aged 14- 16

A number of pre-16 year old students attend college on a regular basis.

- 8.1 All allegations or suspicions of abuse must be reported to the 14-Safeguarding Officer. In their absence, another member of the Safeguarding Team, even if the student's stated wishes are to the contrary. The student must be informed that the information will be passed to someone else within college, and possibly also to the school and/or Children's Services.
- 8.2. The 14-16 Safeguarding Officer will liaise with the school as appropriate, ensuring that the matter is reported to the appropriate investigating agency, either by the school or by the college. A written record of any discussions/referrals will be made and logged on ProMonitor within the confidential comments section.

9. Private Fostering

Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of staff through the normal course of their interaction, and promotion of learning activities, with children

The college must notify the local authority if they are made aware that a child is being privately fostered to allow the local authority to check the arrangement is suitable and safe for the child.

10. Procedure for Allegations Against Staff

- 10.1 Allegations of abuse against a member of staff must be referred to the Designated Senior Person as soon as possible and in any case within 2 hours of the initial concern arising. If the nominated member of staff cannot be contacted a member of the Executive team must be contacted. The Principal should be notified and will follow College Disciplinary procedures. The College will inform the Local Authority Designated Officer (LADO) of any allegations that might indicate a person would pose a risk of harm to children.
- 10.2 All allegations and investigations against members of staff will be conducted in line with legislation and good practice outlined in the revised statutory guidance "Keeping children safe in education."

- 10.3 When conducting an investigation involving a safeguarding issue (where the alleged victim is under 18 or a vulnerable adult) the investigating officer must take guidance from the Designated Senior Person in relation to the interviewing procedure to be followed and where there is significant risk student interviews could be conducted by the Designated Senior Person or the Senior Student Advisor.
- 10.4 The Designated Senior Person may decide to stop proceedings and refer the case to the police for further investigation where this is deemed necessary.
- 10.5 If a member of staff is dismissed or removed from “regulated activity” (or would have been had they not already left) because they harmed or posed a risk of harm to vulnerable groups including children, the College will be under a legal obligation to forward information about that person to the DBS. It is the responsibility of the DBS to make a decision on the barring or not of any individual. The member of staff may make representation to the DBS against being barred.

11. Training of Staff

Designated staff receive multi-agency safeguarding training every 2 years, and their knowledge and skills are refreshed regularly, and at least annually, to ensure they are up-to-date with developing local and national priorities.

All other staff and governors receive mandatory training as part of their induction, to ensure they are aware of their safeguarding responsibilities and of the college’s policies and procedures. The training includes recognising signs of abuse, and recording and reporting suspected abuse. They receive updates on safeguarding and child protection at least annually.

All staff are made aware of our duties under the Prevent agenda.

All staff are required to read of Keeping Children Safe in Education (2019) Part One and the Staff Code of Professional Conduct. (Appendix 8)

All staff should be familiar with ‘What to do if you are worried a child is being abused’.

12 Sub Contracted Provision

Safeguarding and Prevent duties are included in service level agreements and form part of the mandatory requirement for all subcontracted partners. All partners have a nominated safeguarding nominee. Safeguarding and Prevent are addressed as part of annual due diligence, Quality Monitoring Visits and Standard Review Meetings. Safeguarding and prevent is embedded into teaching and learning, is addressed through the induction programme, ILP, learner reviews and observations. Annual partners staff and curriculum development days update partners on safeguarding and Prevent

13. Supporting documentation:

The following College documents give further guidance on the application of this policy and matters relating to the wider child protection agenda:

- Admissions Policy
- Anti-Bullying Policy
- London Borough of Brent Safeguarding Children Board Procedures
- Children Act 1989 and 2004
- Confidentiality Procedure
- Education Act 2002 (s175)
- Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (2009)
- ICT Acceptable Use Policy
- Keeping Children Safe in Education (2019)
- Prevent Duty Guidance (2015)
- Procedure for Visiting Speakers and Events
- Social Media Policy
- Staff and Student Disciplinary Procedures
- What to do if you are worried a child is being abused (2015)
- Working Together to Safeguard Children (2018)
- UCG Safeguarding Agreement
- Staff Code of Professional Conduct

Appendix 1 Key Definitions

1. Children - Children includes everyone under the age of 18

Any child may benefit from early help, but all College staff should be particularly alert to the potential need for help for a child who:

- Is disabled and has specific needs
- Has special educational needs (whether or not they have an EHCP)
- Is a young carer
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- Is frequently/goes missing from care or from home
- Is at risk of modern slavery, trafficking or exploitation
- Is at risk of being radicalised or exploited
- Is in family circumstances presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is privately fostered
- Is in the care of the local authority

2. Adults with Care and Support Needs

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning disability or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day to day living
- victims of sexual exploitation

3. Vulnerable Adult - Current NHS definition of a Vulnerable Adult is:

A vulnerable adult is aged 18 or over, receives or may need community care services because of a disability, age or illness, and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

From September 2012, a vulnerable adult is defined by the Protection of Freedoms Act 2012 as a person aged 18 or over who is in receipt of **regulated activity**. This definition informs the level of DBS check required of people who provide support for adults.

4 Regulated Activity (applies to children and vulnerable adults)

The term **Regulated Activity** is a statutory term used to describe working or volunteering with children or vulnerable adults. Regulated activity covers anyone working closely with children or vulnerable adults, either paid or unpaid, not part of a family or personal arrangement, on a frequent, intensive or overnight basis.

Frequent means once a week or more (except in health or personal care services where frequent means once a month or more); **intensive** means four times in a month or overnight.

Appendix 2- legislation that underpins safeguarding policies and procedures.

- 1.1 **Keeping children safe in education**” Statutory guidance for schools and colleges, in September 2019. This guidance replaces all previous versions of the document. This document contains information on what schools and colleges should do and sets out the legal duties with which schools and colleges must comply. The guidance stresses the need for effective and timely multi- agency action which promotes the best interest of the child.

The guidance should be read alongside *Working Together to Safeguard Children (April 2018)* and *What to do if you are Worried a Child is Being Abused- Advice for Practitioners (March 2015)*

- 1.2 The revised guidelines make reference to “Safeguarding and promoting welfare of children.” Safeguarding and promoting the welfare of children is defined as “ protecting children from mal-treatment; 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”

- 1.3 The guidance states “Where a child is suffering significant harm, or is likely to do so, action should be taken to protect the child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or at immediate risk”

- 1.4 Legislation that underpins “Keeping children safe in education” Statutory guidance for schools and colleges that applies directly to education includes:

- The Rehabilitation of Offenders Act 1974
- The Children Act 1989 and 2004
- The Education Act 2002
- The Further Education (Providers of Education) regulations 2006
- Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015
- Prevent Duty Guidance (2015)
- Female Genital Mutilation Act 2003 (Serious Crime Act 2015)

- 1.5 The Care **Act.2014**. In the context of the legislation, specific adult safeguarding duties apply to an adult who:

- has care and support needs and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs

The Care Act 2014 explicitly requires local authorities to work with partner organisations, to actively promote people’s independence and well-being, not just to respond to crises when they occur. People with care and support needs are not inherently vulnerable, but they may come to be at risk of abuse or neglect at any point due to:

- Physical or mental ill health
- Becoming disabled
- Getting older
- Not having support networks
- Inappropriate accommodation
- Financial circumstances
- Being socially isolated

Legislation and Guidance which underpins safeguarding of vulnerable adults includes:

- Health Act (1999) includes provision for the protection of vulnerable adults
- No Secrets (2000)
- Care Standards Act (2000)
- Sexual Offences Act (2003)
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act (2006)
- Care Act 2014
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015
- Prevent Duty Guidance (2015)

- 1.6 The purpose of the **Safeguarding Vulnerable Groups Act (2006)** as amended by the **Protection of Freedom Act 2012** is to restrict contact between children and vulnerable adults and those who might do them harm. The level of DBS check required and whether a prohibition check is required will depend on the roles and duties of staff in an institution.
- 1.7 **The Counter-Terrorism and Security Act (2015)** places a public sector duty on Colleges to have due regard to the need to prevent people from being drawn into terrorism. The *Prevent*-related responsibilities includes helping prevent people being drawn into terrorism. This includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.
- 1.8 Section 5B of the **Female mutilation Act 2003** (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty on teachers along with other professionals, where they discover (either through disclosure by the victim or through visual evidence) that FGM appears to have been carried out on a girl under 18.

Appendix 3. Indicators of abuse and neglect (taken from keeping *Children safe in education 2019*)

3.1 All staff members should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another,

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, although it may occur alone. Types of emotional abuse include:

Bullying: Bullying is the oppression or persecution of a weaker person by a stronger person. It is sometimes included as a type of child abuse. The difference is that bullying is often inflicted by a peer rather than by an adult. However adults and older children are capable of bullying behaviour and it is frequently an element of all types of child abuse.

Cyberbullying: Cyberbullying is the use of Information Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone. It is different from other forms of bullying because: it can take place at any time and can intrude into spaces that have previously been regarded as safe or personal; the audience can be very large and reached rapidly. Cyberbullying can take place between peers and across generations and some instances of cyberbullying are known to be unintentional.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is fully aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. This may include non-contact activities, such as involving children in looking at or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Sexting: Sexting is when someone sends or receives a sexually explicit text, image or video on their mobile phone, usually in a text message.

Upskirting involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).

Grooming is the term used to describe how an adult gets to know a child gradually and in quite natural ways, with the intention of sexually abusing and /or exploiting them. With increased internet usage more children are being targeted for this form of abuse.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food or shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

3.2 Specific safeguarding issues identified in *Keeping children safe in education* (September 2019)

Peer on peer abuse

- Bullying (including cyber bullying)
- Physical abuse
- Sexual violence and sexual harassment between children in schools and Colleges
Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children,
- Sexting
- Initiation/hazing type violence and rituals
- Young people are sometimes required to give evidence in criminal courts, the Ministry of Justice has launched an online child arrangements tool to support people going through the process.

Children missing from education

Children going missing from education can act as a warning sign of safeguarding possibilities. This may include abuse, neglect, child sexual exploitation, child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM or forced marriage.

Children with family members in prison

Children with family members in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health

Child Sexual exploitation

CSE is a form of child abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a young person under the age of 18 into sexual activity a) in exchange for something the victim needs or wants and/or b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual.

Child Criminal exploitation: county lines

Criminal exploitation of young people is a geographically widespread harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas

Domestic abuse

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members.

Homelessness

Being homeless or at risk of becoming homeless presents a real risk to a child's welfare. It is important to recognise that some 16 and 17 year old young people could be living independently from their parent/guardian and will require a different level of intervention and support

So called "honour-based crime"

So called "honour based violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or community, including FGM,, physical abuse and forced marriage

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of female genitalia or other injury to female genital organs.

Section 5B of the FGM Act 2003, places a statutory duty upon teachers to report to the police where they report to the police where they discover that FGM appears to have been carried out on a girl under 18.

Forced marriage

A forced marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any form of coercion is used to cause a person to enter into a marriage.

Preventing radicalisation (see section 6 for additional information)

Colleges have a responsibility to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. All schools and colleges are subject to a duty under Section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism".

The Prevent duty is an integral part of the College's safeguarding obligations. (see appendix 5 for Prevent/Channel processes)

Terrorism

Defined in the Act as 'The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause'

Extremism

Defined in the Prevent Strategy as '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'

Radicalisation

Defined as 'the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups'.

Abuse of position of trust

Under the Sexual Offences Act 2003 it is an offence for a person over 18 e.g. teacher, to have a sexual relationship with a young person under 18 where that person is in a 'position of trust' in respect of the young person, even if the relationship is consensual.

Vulnerable Adults – descriptions and categories of abuse (identified in Care and support statutory guidance 2015)

Physical Abuse:

This includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse:

This includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent to, or was pressured into consenting. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship. A relationship of trust should exist between a member of staff or a volunteer and the person for whom they are caring, it would be seen as a betrayal of that trust, and therefore abusive, for that member of staff or volunteer to have a sexual relationship with the person they are caring for. **Vulnerable adults are susceptible to grooming**, see 3.3 for definition

Sexual Exploitation:

Sexual exploitation is the sexual abuse of children and vulnerable adults through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money. Sexual exploitation includes involving children and vulnerable adults in creating pornography and sexually explicit websites.

Psychological Abuse:

This includes emotional abuse, threats of abandonment or harm, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or Material Abuse:

This includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation.

Neglect and Acts of Omission:

This includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

Discriminatory Abuse: including forms of: harassment, slurs or similar treatment because of:

- Race
- Gender and gender identity
- Age
- Disability
- Sexual orientation
- Religion

Organisational Abuse:

This is the mistreatment of a vulnerable adult by a regime or individuals in an institution. It can be through repeated acts of poor or inadequate care and neglect, or poor professional practice.

Domestic Violence and Abuse:

an incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Sexual
- Financial
- Emotional
- physical

Modern slavery:

Includes slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Appendix 4 Safeguarding leads at CWC and CNWL

Campus/Directorate	Link Person	Location	Ext
Paddington Green Campus	Sophie Knight	Room 0SW2.5	2759
	Faye Tilyard	Room 0SW2.6	2836
	Ethelin Meade	Room 0SW2.6	2820
Maida Vale Campus ESOL, Business Development	Ethelin Meade	MV122	2820
	Learners with Learning Difficulties and or Disabilities (Discrete provision)	Phil Bunce (HoS) Gemma McCarthy	MV 304 MV G11 2825 2820
Designated Senior Person Stand-in Designated Senior Person	Ita Leavy Sophie Knight	0SW2.3 0SW2.5	2768 2759

College of North West London

Name	Title	Ext
Grethe Woodward	VP Quality of Education	5436
Alison Eaglestone	Head of Student Experience and Enhancement	5043
Diana Brown	Deputy Head Student Services	5129

If for any reason these people are not available contact your line manager

Appendix 5

***Prevent* – related responsibilities**

Partnership

The College will actively engage with governors, members of staff, students and other partners (including the police and *Prevent* Co-ordinators) to implement best practice in supporting students. Our aim is to prevent students from being radicalised and drawn into extremism, which terrorist organisations may exploit /or being exploited by terrorist organisations.

Risk assessment

The College will carry out a risk assessment which assesses where and how students or staff may be at risk of being drawn into terrorism. The College will review its policies and procedures, in response to identified risks. The College will prioritise reviewing the policies and procedures for events held by staff, students or visitors and relationships with external bodies who may use College premises or work in partnership with the institution. Key risks and control measures will be reflected in the College's Risk Register.

Action Plan

The College will inform the local *Prevent* co-ordinator of any identified risks and the action it plans to take to mitigate the risks.

Staff training

The College will demonstrate that governors, managers, teachers and support staff undertake appropriate training and are able to identify students who may be vulnerable to being drawn into extremism and possibly terrorism. Training for teachers and staff involved in supporting learning will include the importance of exemplifying British values and reinforcing the importance of respecting other people with particular regard to the protected characteristics set out in the Equalities Act 2010. Procedures for sharing concerns and referrals to Channel programmes will be incorporated into the training.

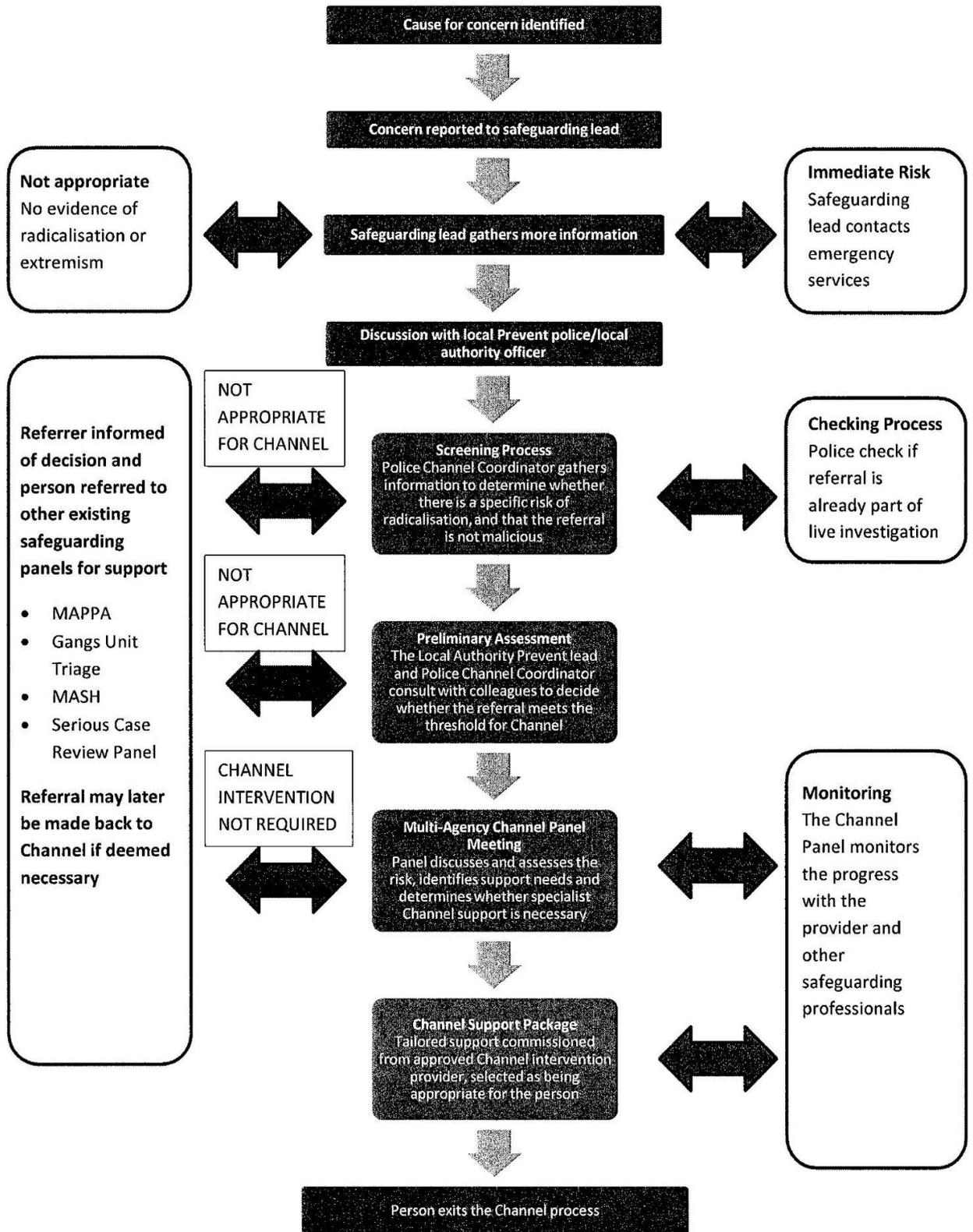
Welfare and pastoral care

All members of the College community will be reminded of their responsibility to safeguarding students (through face to face training, Information leaflets and Staff bulletin items). The College will review how the multi-faith room is used and the mechanism for managing any issues that may arise from the use of the facility.

IT policies

The College will review IT policies and procedures to ensure that they make reference to the *Prevent* duty guidance.

The Channel Process within FE Colleges



Appendix 6 Links to LLDD referral forms (CWC only)

hiips://www.westminster.gov.uk/sites/default/files/uploads/workspace/uploads/forms/SA1-SA-Referral-Form-1243267419.pdf

Appendix 7

Links to keeping children safe in Education 2019

hiips://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf

hiips://www.gov.uk/government/publications/keeping-children-safe-in-education--2