



# East Coast College

## Safeguarding Children and Vulnerable Adults Policy and Procedure

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This document can be provided in a larger font, electronically or other accessible requirement, upon request.

## Policy Consultation & Review

This policy is available on the College website, intranet and in printed form on request. We inform students, parents and carers about this policy at induction and through College information media.

The policy is provided to all staff (including temporary staff and volunteers) enclosed with their offer letter alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance '*Keeping Children Safe in Education*' (DfE, September 2025), where understanding is verified via Smartlog Safeguarding training completion

All staff who are employed, commissioned or contracted to teach or work on behalf of the college, in either a paid or unpaid capacity, should be familiar with college procedures and protocols for safeguarding.

Throughout the policy the term 'student' also encompasses apprentices where applicable.

## 1 Purpose & Aims

1.1 The purpose of East Coast College's safeguarding policy and procedure is to ensure every young person (under the age of 18) and vulnerable adult who is a student at the College is safe and protected from harm. This means we will always work to:

- Identify those at risk and protect young people and vulnerable adults\* at the College from maltreatment;
- Prevent impairment of young peoples' and vulnerable adults' health development, or access to education;
- Ensure that young peoples' and vulnerable adults' development takes place in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable young people and vulnerable adults at the college to have the best outcomes;
- Ensure the College is a safe environment;
- Ensure all staff have a responsibility to provide a safe environment in which students can learn

\*A vulnerable adult is someone who is over the age of 18 and who is, or may be, unable to take care of themselves or unable to protect themselves against significant harm, exploitation or radicalisation – Definition taken from '*No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse*' (Home Office/Department of Health, January 2015)

1.2 This policy will give clear direction to students, staff, parents, carers, governors,

volunteers and visitors about expected behaviour and our legal responsibility to safeguard and promote the physical, emotional and mental wellbeing of all young people and vulnerable adults at the College and to ensure that all members of the College community are treated with dignity and respect.

- 1.3 The College fully recognises the contribution it can make to protect young people and vulnerable adults from harm and supporting their wellbeing. For the purposes of this policy and its associated procedures, 'harm' is taken to mean neglect, physical, financial, emotional or sexual abuse, sexual harassment, harassment or bullying (including cyber-bullying) arising from any circumstances, of which we become aware. Further information regarding types of abuse can be found in Part One of the statutory guidance '*Keeping Children Safe in Education*' (DfE, September 2025).
- 1.4 This policy applies to all students, staff, parents, carers, governors, volunteers and visitors to the College and to all employers providing an experience of work for our students.

## **2 Our Ethos**

- 2.1 The wellbeing of our students is of paramount importance. The College will establish and maintain an ethos where all students feel secure, safe and listened to. Students at the College will be able to talk freely to any member of staff if they are worried or concerned about something. All students have access to safeguarding and wellbeing advice at the College.
- 2.2 Everyone who comes into contact with young people and vulnerable adults at the College has a responsibility to safeguard. We recognise that staff at the College play an important role as they are in a position to identify concerns early and provide help for young people and vulnerable adults to prevent concerns from escalating. All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned and to understand that an issue not being reported does not mean an issue is not happening. We will ensure that all staff working in all parts of the College understand their personal responsibilities and have access to the Senior Designated Safeguarding Lead. The Senior Designated Safeguarding Lead will be responsible for dealing with allegations or suspicions of harm to every young person (under the age of 18) or vulnerable adult.
- 2.3 All staff will, through training and induction, know:
- how to recognise indicators of concern
  - that young people and vulnerable adults may not feel ready or know how to tell someone they are being abused
  - how to respond to a disclosure from a young person or vulnerable adult
  - how to record and report this information. This information is clearly identified via the Safeguarding and Wellbeing Referral Flowchart (safeguarding handbook in shared drive)) which highlights the difference in response to a non-urgent concern and a concern which involves immediate risk of harm. Regular visitors (expected to visit more than once in an academic year) who will be seeing students on a 1:1 basis will be

required to sign a declaration that they will adhere to a Partner Code of Conduct which includes safeguarding. A record of these declarations will be stored on the Single Central record by the People Team. All visitors and contractors will be required to read safeguarding information at sign-in.

- understand online safety including an understanding of the expectations linked to roles and responsibilities in relation to filtering and monitoring
- be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities.

2.4 Students will be informed that what they tell us will be kept confidential but may be shared with or without consent if it is deemed a young person or vulnerable adult is at risk of immediate or significant harm. The aim will always be to gain consent prior to sharing information but this may not always be possible. Every student will know what the person they have spoken to will have to do with any information they have chosen to disclose.

2.5 Throughout students' time at East Coast College we will provide activities and opportunities for young people and vulnerable adults to develop the skills they need to identify risks, build resilience and stay safe via the Careers and Wellbeing Strategy and individual course activities. Our response should be preventative and reactive – managing the needs of students who are at risk of immediate harm as well as addressing the risk factors of potential crisis, building resilience and encouraging positive decision making.

2.6 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with *'Working Together to Safeguard Children'* (HM Government, Amended December 2023).

2.7 Where we have control over media and access to online resources, we will endeavour that young people are not exposed to inappropriate content. Internet facilities will be subject to automatic screening (filtering and monitoring) via software along with user agreements for all staff.

2.8 East Coast College recognises that some safeguarding scenarios may disproportionately impact those with particular protected characteristics and the importance of trusted adults in supporting disclosures. The College also recognises that positive action may be required to support students with protected characteristics or perceived protected characteristics such as LGBTQ+ students.

### **3 Roles and Responsibilities**

3.1 It is the responsibility of every member of staff, volunteer and visitor to the College to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the wellbeing of all students.

### **The Governing Body**

3.2 The Governing Body is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the wellbeing of our students, we also have a named governor who champions safeguarding within the College. This, however, does not remove responsibility from the Governing Body as a whole and all individual governors to ensure safeguarding duties are met in line with *'Keeping Children Safe in Education'* (DfE, September 2025).

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via the College website and has been written in line with national guidance and the requirements of the Norfolk and Suffolk Safeguarding Children and Adults Partners' policies and procedures;
- A minimum of one governor is designated to monitor safeguarding and attend relevant safeguarding meetings;
- The College's IT system has appropriate filters and monitoring systems in place to limit exposure to online risks and that this is regularly reviewed  
The College contributes to inter-agency working in line with *'Working Together to Safeguard Children'* (HM Government, Amended December 2023);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and that there are alternate and appropriately trained members of staff identified to deal with any issues in the absence of the Senior Designated Safeguarding Lead. There will always be cover for this role during core college hours. Outside of these core college hours the responsibility falls to the Duty Principal;
- All staff, including governors, receive a safeguarding induction and are provided with a copy of this policy, a copy of Part 1 of *'Keeping Children Safe in Education'* (DfE, September 2025) and the staff code of conduct;
- All staff, including governors, undertake appropriate safeguarding training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'* (DfE, September 2025);
- They remedy without delay any weakness in regard to our safeguarding.

3.4 The governing body will receive a safeguarding report on a termly basis that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the College. It will also record all relevant safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual students or include any identifying information but will highlight trends and areas of focus

## **The Principal**

3.5 The Principal is responsible for:

- Identifying a member of the senior leadership team to be the Senior Designated Safeguarding Lead (*Keeping Children Safe In Education*, DfE, September 2025) for safeguarding;

- Ensuring that the safeguarding and wellbeing policies and procedures agreed by the governing body are followed by all staff.

## **The Deputy Principal**

3.6 The Deputy Principal is responsible for:

- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed Public Interest Disclosure ('Whistle-blowing') procedures;
- Liaising with the Local Authority Designated Officer at the Norfolk and Suffolk Safeguarding Children and Adults Partners in the event of an allegation of abuse being made against a member of staff or ensuring the Senior Designated Safeguarding Lead does this when the Deputy Principal is not available. The Head of People and Wellbeing Team will be kept informed by the Deputy Principal or Senior Designated Safeguarding Lead at all stages
- Acting as Designated Lead in the absence of the Senior Designated Safeguarding Lead (Assistant Principal Student Services and SEND) and Safeguarding Co-ordinator.

## **The Senior Designated Safeguarding Lead**

- 3.7 The Senior Designated Safeguarding Lead will carry out their role in accordance with the responsibilities outlined in of '*Keeping Children Safe in Education*' (DfE, September 2025). The Senior Designated Safeguarding Lead will provide supervision, advice and support to other staff on student safeguarding and wellbeing matters. Any concern for a young person's or vulnerable adult's safety or wellbeing will be recorded and made available to the Senior Designated Safeguarding Lead or designated member of the safeguarding and wellbeing team who will consider the context of the concern.
- 3.8 The Senior Designated Safeguarding Lead or designated members of the safeguarding and wellbeing team will represent the College at child protection conferences and core group meetings. Through appropriate training, knowledge and experience the Senior Designated Safeguarding Lead or designated member of the safeguarding and wellbeing team will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of young people and vulnerable adults. They will also contribute to partner consultations regarding commissioning of local services around safeguarding.
- 3.9 The Senior Designated Safeguarding Lead will ensure written records and safeguarding files are maintained and that they are kept confidentially, centrally and stored securely.

3.10 The Senior Designated Safeguarding Lead, in collaboration with the People Team, is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate safeguarding information during induction and have undertaken the agreed annual training on safeguarding, PREVENT and E-Safety.

3.11 The Senior Designated Safeguarding Lead will co-ordinate the college action plan and implementation of the PREVENT agenda in line with the 'Counter Terrorism and Security Act 2015' and 'CONTEST' (HM Government 2023).

3.12 The Senior Designated Safeguarding Lead is responsible for ensuring liaison with education and other providers to transfer safeguarding information for students in a timely manner. Where relevant this will also include that current Service Level Agreements for information sharing are in place.

3.13 The Senior Designated Safeguarding Lead will also be the College's senior mental health lead.

### **The Designated Safeguarding Co-ordinator**

3.14 Designated Safeguarding Co-ordinator is responsible for:

- Receiving and recording information from any staff, volunteers, children, parents or carers who have safeguarding concerns;
- Assessing the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate;
- Consulting with relevant agencies to agree actions required;
- Making formal referrals to relevant agencies and completing risk assessments where required;
- Keeping accurate formal records of referrals, concerns and actions taken, providing data as requested;
- Acting as Appropriate Adult if police are required to speak to a child on college premises

## **4 Training & Induction (Coordinated by The People Team as part of Continuous Professional Development)**

4.1 When new staff, volunteers or regular visitors join the College they will be informed of the safeguarding arrangements in place and asked to complete appropriate safeguarding training prior to commencement of employment via the People Team. They will be given a copy of the College's safeguarding policy and Part One of 'Keeping Children Safe in Education' (DfE, September 2025) along with the staff code of conduct and told who our Senior Designated Safeguarding Lead for Safeguarding is. They will also be given information on how to refer disclosures or other concerns. Staff understanding of the College's safeguarding policy and Part One of 'Keeping Children Safe in Education' (DfE, September 2025) is confirmed by completion of the annual SmartLog safeguarding training.

- 4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a young person or vulnerable adult, how to record any issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all young people and vulnerable adults at the College and the remit of the role of the Senior Designated Safeguarding Lead. A minimum of annual safeguarding training will also take place on current themes, legislative changes, PREVENT and online safety. For more information on online safety please refer to the Online safety Policy.
- 4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training in accordance with Norfolk and Suffolk Safeguarding Children and Adults Partner's advice. This will be coordinated and recorded by the People Team. In addition to annual training updates, further staff updates will be given via team meetings and informal case review with the referrer and members of the safeguarding and wellbeing team, following referrals.
- 4.4 All regular visitors to the College will be given a set of our safeguarding procedures and contact details for the safeguarding and wellbeing team. They will also be required to agree to the Code of Contact for Partners which includes agreement to adhere to East Coast College's Safeguarding Policy and Procedures. Details of these agreements will be stored within the Single Central Record. Any partner who is expected to visit campus more than once in an academic year is classified as a regular visitor.
- 4.5 The Senior Designated Safeguarding Lead and members of the safeguarding and wellbeing team will attend multi-agency training courses as advised by Norfolk or Suffolk Safeguarding partners. In addition to this, the Senior Designated Safeguarding Lead and the safeguarding and wellbeing team members will attend Senior Designated Safeguarding Lead training as advised by Norfolk and Suffolk Safeguarding Children and Adults Partners guidance.
- 4.6 The governing body will also undertake appropriate training to ensure they are able to carry out their safeguarding duties.
- 4.7 We will ensure our staff keep up to date with the most recent local and national safeguarding advice and guidance in line with '*Keeping Children Safe in Education*' (DfE, September 2025) including:
- PREVENT;
  - extra-familial abuse such as Child Sexual and Criminal Exploitation (e.g. County Lines) or serious youth violence;
  - intra-familial abuse such as sexual or physical abuse, either current or historical;
  - so called 'Honour-based' abuse such as Female Genital Mutilation, Forced Marriage, conversion therapies and practices such as breast ironing;
  - Domestic abuse, control and coercion and the impact of this either

- witnessing this or in intimate relationships;
  - The Senior Designated Safeguarding Lead will also provide regular safeguarding updates for staff.
- 4.8 It will be required that staff with recruitment responsibilities will complete safer recruitment training prior to involvement with recruitment in line with the People Team's requirements.
- 4.9 The People Team will coordinate and collate CPD updates where legislative changes dictate need.

## **5 Procedures for managing concerns**

- 5.1 The College adheres to safeguarding procedures that have been agreed locally through the Norfolk or Suffolk Safeguarding Partners.
- 5.2 Every member of staff including volunteers are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the wellbeing of a young person or vulnerable adult, staff members have a responsibility to take action as outlined in this policy.
- 5.3 All staff are required to report any concerns that they have and not to see these as insignificant. A referral may be justified by a single incident such as an injury or disclosure of abuse or concerns may accumulate over a period of time and are evidenced by building up a picture. It is crucial that staff record and pass on all concerns in accordance with this policy to allow the Senior Designated Lead and safeguarding and wellbeing team to record a timeline and access support for the young person or vulnerable adult at the earliest opportunity. The factual and accurate recording of these concerns at the time of concern will give referral agencies the best information and opportunity to progress a referral.
- 5.4 It is not the responsibility of the College staff to investigate wellbeing concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on promptly in accordance with the procedures outlined in this policy. During Safeguarding training staff will be advised not ask leading questions and the reasons for this. Staff will also be advised to not promise confidentiality during a disclosure.
- 5.5 The safeguarding and wellbeing team should be used as a first point of contact for concerns and queries regarding any safeguarding concern in the College. Any member of staff or visitor to the College who receives a disclosure of abuse or suspects that a young person or vulnerable adult is at risk of harm must report it immediately to the designated member of the safeguarding and wellbeing team.
- 5.6 All concerns about a young person or vulnerable adult should be reported without delay using one of the agreed reporting methods.

- 5.7 Following receipt of any information raising concern, the Senior Designated Safeguarding Lead or designated member of the safeguarding and wellbeing team will consider what action to take. This may lead to onward referrals being completed or seeking advice in line with the local multi-agency safeguarding arrangements, police or other agencies as required. All information and actions taken, including the reasons for any decisions made, will be fully documented. This information will be stored within the central safeguarding and wellbeing recording systems which recognise that safeguarding issues are complex and may have many facets.
- 5.8 All referrals will be made in line with local multi-agency safeguarding arrangements. Referrals may be made to all tiers within child and adult services.
- 5.9 Staff should always follow the reporting procedures outlined in the safeguarding procedure in the first instance. However, they may also share information directly with multi-agency safeguarding partners or the police if they have followed the reporting procedures outlined in this policy but feel appropriate action has not been taken.
- 5.10 Any member of staff who does not feel that concerns about a young person or vulnerable adult have been responded to appropriately by the College safeguarding team and in accordance with the procedures outlined in this policy should raise their concerns with the Senior Management Team. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact local multi-agency safeguarding partners directly with their concerns.
- 5.11 Any concerns raised by contractors such as cleaning staff are to be raised with Estates and will then be directed through the usual reporting procedure.
- 5.12 The College seeks to provide support to safeguard adults from abuse or neglect in line with *The Care Act 2014*. The local authority have a responsibility to promote individual wellbeing, which includes mental health and emotional wellbeing, protection from abuse and neglect and participation in education and training (including young carers). We will refer to this Local Authority responsibility as a best practice guide in conjunction with referral support provided by our collaboration with the Local Safeguarding Adults Partnership.
- 5.13 It is noted that those with SEND are more likely to experience some forms of abuse or harassment. Where appropriate, members of the safeguarding and wellbeing team will work with other curriculum and support staff to ensure communication and other needs are met while managing a safeguarding concern for a student with SEND.

## **6 Procedures for managing allegations of sexual violence, domestic abuse and harassment including child-on-child.**

- 6.1 The College views that sexual violence and sexual harassment is not

acceptable and will not be tolerated. In the event of an allegation of sexual violence or sexual harassment between children the College will follow the protocols laid out in *'Keeping Children Safe in Education'* (DfE, September 2025) and *'When To Call The Police: Guidance for School and Colleges'* (NPCC, 2020). Examples of sexual violence or sexual harassment could include, but are not limited to, physical contact without consent, sexualized language, jokes or comments relating to an individual's alleged sexual activity. Sexual harassment may also include misogyny or misandry.

- 6.2 Actions taken may include removing the alleged perpetrator from shared classes or college premises pending investigation. This should not be perceived as a judgement of guilt on the alleged perpetrator.
- 6.3 Allegations of child-on-child sexual violence and sexual harassment will be recorded and investigated in line with safeguarding protocols outlined in this policy and procedure. Support will be given to all parties including, where relevant, referrals to external agencies for specialist interventions. It is noted that support for an alleged perpetrator can happen concurrently with investigations and disciplinary procedures.
- 6.4 The College's Careers and Wellbeing Tutorial Strategy includes reinforcement of the concept that sexual violence and sexual harassment is not acceptable. While it is noted that there is a gendered aspect to reporting of sexual violence and sexual harassment the concept that anyone can be a victim or a perpetrator is embedded as part of this programme.
- 6.5 In line with the Voyeurism (Offences) Act 2019 instances of 'upskirting' will be viewed as sexually harmful behavior and criminal.
- 6.6 It is noted that those witnessing sexual violence or harassment may also be impacted and support will be made available via college and partner support systems.
- 6.7 With all safeguarding disclosures and particularly those relating to sexual violence and sexual harassment we must ensure that students feel reassured that they are being taken seriously and are being supported to keep safe.
- 6.8 We recognise that Domestic abuse, control and coercion 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

## **7 Records and information sharing**

- 7.1 If staff are concerned about the wellbeing or safety of any young person or vulnerable adult at the College they will report their concern in one of the agreed methods. Any concerns should be passed to the designated member of the safeguarding and wellbeing team without delay.
- 7.2 Any paper-based information recorded will be kept in a separate named file, in a secure cabinet, in accordance with legislation and not with the student's academic file. These files will be the responsibility of the Senior Designated Safeguarding Lead. Safeguarding information will only be shared within College on the basis of 'need to know in the student's interests' and on the understanding that it remains strictly confidential. Consent for sharing of this information will be gained wherever possible.
- 7.3 Electronically-stored information will remain within the College's bespoke safeguarding system and is only accessible by designated MIS staff with responsibility for maintaining this system and by members of the safeguarding and wellbeing team. Copies of electronically completed paperwork such as search records or action plans will be uploaded to student E-ILPs unless deemed by the student/completing staff member that content is sensitive. In these instances they will be sent by email as a password protected document to the email address agreed by the student.
- 7.4 Sharing of information external to East Coast College will take place within the framework outlined by '*Information Sharing for Safeguarding*' (HM Government, May 2024) and '*Working Together to Safeguard Children*' (HM Government, Amended December 2023). Consent for sharing this information will be gained wherever possible.
- 7.5 When a young person or vulnerable adult leaves the College, the Senior Designated Safeguarding Lead will make contact with the Senior Designated Safeguarding Lead/MASH team at the new college or training provider/County and will ensure that the safeguarding file/information is forwarded to them in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving college and/or evidence of recorded delivery.
- 7.6 The Student Finance and Learning Support teams will provide the safeguarding and wellbeing team with a list of vulnerable students and will update this information as needed. Vulnerable students include but are not limited to Looked After Children, Care Leavers under 25, Unaccompanied Asylum Seekers, those subject to a Special Guardianship Order, those subject to a Child Arrangement Order, those who currently require social worker support Young Carers under 25, carers of those with an additional need aged 25 or over, those who disclose they are adopted, those with a mental health support need, students accessing Free College Meals and those with Educational Health Care Plans, disabilities, SEND, certain health conditions or are accessing High Needs funding.

- 7.7 The destinations of withdrawn students will be checked termly to pick up additional safeguarding concerns related to children missing education who we are unable to contact. The college provides enrolment updates to local authorities.

## **8 Working with parents and carers**

- 8.1 The College is committed to working in partnership with parents and carers to safeguard and promote the wellbeing of young people and vulnerable adults and to support them to understand our statutory responsibilities in this area.
- 8.2 When new students join the College, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the College website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with safeguarding enquiries and what happens should we have cause to make a referral to an external agency where the need arises.
- 8.3 We are committed to working with parents and carers positively, openly and honestly. We ensure that all parents and carers are treated with respect, dignity and courtesy. We respect parents' and carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a young person or vulnerable adult from harm and in line with '*Information Sharing for Safeguarding*' (HM Government, May 2024).
- 8.4 We will seek to share with parents and carers any concerns we may have about their child unless to do so may place a young person or vulnerable adult at increased risk of harm. A lack of parental/carer engagement or agreement regarding the concerns the College has about a young person or vulnerable adult will not prevent the Senior Designated Safeguarding Lead making a referral to multi-agency safeguarding partners or other relevant agency in those circumstances where it is appropriate to do so.
- 8.5 In order to keep young people and vulnerable adults safe the College requires accurate and up to date information regarding:
- Emergency contact details
  - Any details on court orders where contact is to be withheld
- 8.6 As part of ongoing communication with parents and carers East Coast College will share information and advice to support parents and carers with ensuring their child's online safety when not at college.

## **9 Child Protection conferences**

- 9.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the young person is judged to be at continuing

risk of significant harm. A review conference will take place once a young person has been made the subject of a Child Protection Plan in order to monitor their safety and the required reduction in risk.

- 9.2 Safeguarding and wellbeing team members may be asked to attend a child protection conference, strategy or core group meetings on behalf of the College in respect of individual young people. All reports for child protection conferences will be prepared in advance using the guidance and education template provided by Children's Services. The information contained in the report will be shared with parents and carers before the conference as appropriate and will include information relating to the young person's physical, emotional and intellectual development and their presentation at College. In order to complete such reports, all relevant information will be sought from staff working with the young person in College. Strategy meetings are convened at short-notice to agree a plan in respect of a new concern/new information received and as such does not include the parent/carer and information should not be shared with the parent/carer before the strategy meeting unless agreement to do so has been received from the meeting chair.

## **10 Safer recruitment for staff and volunteers**

- 10.1 We will ensure that at least one member of every staff recruitment panel has completed appropriate safer recruitment training. At all times the Principal and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, (DfE, September 2024).

There will be a mandatory question on safeguarding at all interviews and any gaps in employment will be explored in the interview/references.

- 10.2 The College will use the recruitment and selection process to reject unsuitable candidates. It is the College's policy to have at least two written references, one of which must be from the current/last employer, to have documentary proof of qualifications and eligibility to work in the UK, and satisfactory DBS clearance. Any offer of employment will be conditional on this documentation being satisfactory to the College. We will question the contents of application forms if we are unclear about them. We will also undertake barred lists check prior to employment and Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with young people and vulnerable adults. For staff working teaching with Lowestoft Sixth Form an additional Prohibition Order check will be completed. The College's Recruitment and Selection policy will also provide guidance on specific law such as the Rehabilitation of Offenders Act 1974 and actions required for agency staff.
- 10.3 Shortlisted candidates will be asked to self-declare information such as criminal records or other information which may make them unsuitable to work at the College. In line with *'Keeping Children Safe in Education'* (DfE, 2025) this information will not be requested at application stage. In addition, the college reserves the right to conduct an online search of information in

the public domain for shortlisted candidates to help identify any incidents or issues that have happened which the school or college might want to explore with the applicant at interview.

- 10.4 We will maintain a Single Central Record of all safer recruitment checks carried out in line with statutory requirements. This will be held securely within the People Team and subject to audit by the Head of the People Team and Senior Designated Safeguarding Lead.
- 10.5 Members of the Governing Body will be recorded on the Single Central Record and will have an enhanced DBS and barred lists check.
- 10.6 Written notification will be obtained from any agency, or third party organisation, that the organisation has carried out safer recruitment checks in line with '*Keeping Children Safe in Education*' (DfE, September 2025).
- 10.7 Where East Coast College is facilitating or supporting industrial placements, the Industrial Placement Policy and Procedure will be followed. If industrial placements require DBS checks, East Coast College will support students to complete these. Where students disclose unspent criminal convictions the Safer Learning for All procedure is followed.

## **11 Safer working practice**

- 11.1 All adults who come into contact with our students have a duty of care to safeguard and promote their wellbeing. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our students are competent, confident and safe to do so.
- 11.2 All staff will be provided with a copy of the College's code of conduct at induction and will be required to carry out their duties in accordance with this advice.
- 11.3 If staff, visitors or volunteers are working with young people or vulnerable adults alone they will be required to inform another member of staff of their whereabouts in College, who they are with and for how long. Unless the partner has completed a Code of Conduct and supplied DBS details (non-statutory only) they will be accompanied at all times on college premises and when seeing students.
- 11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. All staff and volunteers are required to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.
- 11.5 Where a room booking is requested by an external agency or person details of the booking person and organisation (if applicable) will be recorded by the staff member taking the booking using the agreed form. In accordance with Home Office guidance for preventing radicalisation both the name and

organisation will be internet searched by the person taking the room booking to ensure they are not publically part of an extremist group. This will be recorded on the agreed form. It will also be confirmed that the booking person or organization has appropriate safeguarding policies and procedures in place. Any concerns will be raised with the Senior Designated Safeguarding Lead or designated member of the safeguarding and wellbeing team (see external visitors policy).

11.6 Parents/carers of 16/17 year olds are informed that photographs of students may be used unless permission is withdrawn by the parent/carer for agreed safeguarding reasons, the individual student will be informed of rationale for this. Photograph permission for students will be gained as part of the enrolment process and withdrawn consent recorded on the student's ProMonitor page. Marketing will confirm with subjects that photo consent previously gained is still valid before publication of photographs or identifying characteristics external to East Coast College.

11.7 According to the Protection of Freedoms Act 2012 the College has a significant proportion of children and young people on site during opening times and has therefore determined that it is treated as a 'specified place' and therefore all staff are engaged in regulated activity under the regulations stipulated in the Act.

11.8 Clinical supervision can be provided by the Designated Safeguarding Lead and / or Deputy Lead. If there is a conflict in the content of supervision required this will be provided by the agreed external counselling provider. Supervision for the Designated Safeguarding Lead is available from the agreed external counselling provider.

## **12 Managing allegations against staff including agency staff, volunteers and contractors**

12.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for all our students. We recognise that sometimes an allegation of abuse may be made. All staff must be familiar with and abide by the College's Professional Code of Conduct for Staff which is provided to all staff on appointment.

12.2 We will take all possible steps to safeguard our young people and vulnerable adults and to ensure that the staff and volunteers in our College are safe to work with them. We will always ensure that the procedures outlined by the Norfolk and Suffolk Safeguarding partners and '*Keeping Children Safe in Education*', (DfE, September 2025) are adhered to and will seek appropriate advice from the Local Authority Designated Officer. The Local Authority Designated Officer can be contacted on 0300 123 2044 (Suffolk) or 0344 800 8020 (Norfolk).

12.3 In line with '*Keeping Children Safe in Education*' (DfE, September 2025), if staff have safeguarding concerns or an allegation is made about a staff member or volunteer who works at the College this should be referred to the Director of People and Wellbeing or deputy in their absence, who will appoint an

investigating officer. Should an allegation be made against the Director of People and Wellbeing, this will be reported to the Principal. In the event that the Principal is not contactable on that day, the information must be passed to and dealt with by the Director of Governance. Should an allegation be made against a member of the Governing Body, this will be reported to the Director of Governance. In the event that the Director of Governance is not contactable on that day, the information must be passed to and dealt with by the Director of People and Wellbeing.

12.4 Concerns may include that a staff member or volunteer including agency staff has:

- behaved in a way that has harmed a child or vulnerable adult or may have harmed a child or vulnerable adult;
- possibly committed a criminal offence against or related to a child or vulnerable adult;
- behaved towards a child or vulnerable adult in a way that indicated they may pose a risk of harm to children or vulnerable adults;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

12.5 The Senior Designated Safeguarding Lead or Head of People Team will seek advice from the Local Authority Designated Officer within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the Local Authority Designated Officer.

12.6 Where the allegation involves an agency/contracted member of staff the Director of People and Wellbeing will liaise with the agency/contractor manager in line with Keeping Children Safe in Education (September 2025)

12.7 Where the concern is 'low level' and does not meet threshold of harm for referral to the LADO a record should be made of this and retained alongside the individual's personnel records. If required a consultation can be completed with the LADO team to confirm next steps. This may be the result of an individual concern or cumulative concerns. Patterns will be reviewed to identify wider concerns and/or training needs.

12.8 Any member of staff or volunteer who does not feel confident to raise their concerns with Principal or Chair of Governors should contact the Local Authority Designated Officer directly on 0300 123 2044 (Suffolk) or 0344 800 8020 (Norfolk). Advice can be gained from the NSPCC Whistleblowing Advice line on 0800 028 0285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

12.9 The College has a legal duty to refer to the Disclosure and Barring Service if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at the College, a referral will be made as soon

as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer.

- 12.10 Staff are required to self-refer to their line manager or The People Team, for support if they feel they have been in a situation which could be misinterpreted, viewed as compromising or they have reflected does not meet expected professional standards.

### **13 Residential placements (including trips) under 18**

- 13.1 Where students are placed by the college in a residential setting arrangement will be made in line with Keeping Children Safe in Education (September 2025) and Further Education Residential Accommodation: National Minimum Standards (September 18).
- 13.2 This will include ensuring unmonitored contact with parents/carers and external support services such as ChildLine.
- 13.3 Students placed in residential settings by the College will have access to a named person(s) to whom they can report personal problems and concerns. This person(s) will have undergone safeguarding training and will be available outside of core College hours.

### **14 Relevant policies**

- 14.1 To underpin the values and ethos of the College and our intent to ensure that students at the College are appropriately safeguarded the following policies are also included under our safeguarding umbrella. This can all be found on the college intranet:

- Staff Code of Conduct;
- Recruitment Policy
- Whistleblowing;
- Security Threat Procedure;
- PREVENT;
- Student Inclusion and Disciplinary;
- Online Safety Policy;
- Health, Safety and Wellbeing Policy;
- First aid Policy;
- Industry placement Policy and Procedure;
- Student Bullying and Harassment Policy and Procedure
- SEND Policy;
- IT Acceptable Use Policy;
- E-resources Acceptable Use Policy;
- Procedure for Video Conferencing and Webinars;
- Procedure for use of Social Media in learning;
- Visitor Policy inc. external speaker procedure
- Procedure for Live Streaming;
- Equality, Diversity and Inclusion Policy

## 15 Statutory framework

This policy has been devised in accordance with the following legislation and guidance:

- 'Working Together to Safeguard Children' (DfE 2023)
- 'Keeping Children Safe in Education' (DfE, September 2025);
- 'What to do if you are Worried a Child is Being Abused' (DfE, March 2015);
- Norfolk and Suffolk Safeguarding partners procedures;
- Relevant OFSTED guidance;
- 'Children and Social Work Act 2017';
- 'Multi-agency Statutory Guidance on Female Genital Mutilation' (HM Government, July 2020);
- 'Information Sharing: Advice for Practitioners providing safeguarding Services to Children, Young People, Parents and Carers' (HM Government, July 2018);
- Care Act 2014;
- 'Criminal Exploitation of Children and Vulnerable Adults: County Lines Guidance' (Home Office, February 2020);
- The General Data Protection Regulation (GDPR) and Data Protection Act 2018;
- Further Education Residential Accommodation: National Minimum Standards (DfE September 2018)
- 'CONTEST : The United Kingdom's Strategy for Countering Terrorism' (HM Government June 2018)
- Voyeurism (Offences) Act 2019
- 'When to call the police: Guidance for Schools and Colleges' (National Police Chiefs Council)
- Human Rights Act 1998
- Equality Act 2010
- Public Sector Equality Duty

## **APPENDIX 1**

### **KEEPING CHILDREN SAFE IN EDUCATION 2025**