



# SAFEGUARDING POLICY

**A framework to enable students to progress and  
achieve in a supportive and safe learning  
environment**

<b>Author of Update</b>	Geraint Williams
<b>Policy Updated</b>	October 2023
<b>Impact Assessment</b>	October 2023
<b>Status</b>	Approved
<b>Approved by</b>	Catholic Ethos and Culture Committee
<b>Approval date</b>	12/10/2023
<b>Review date</b>	12/10/2024
<b>Commencement date</b>	12/10/2023

## **1.0: Introduction**

Safeguarding is about protecting young people and adults from abuse or neglect and educating those around them to recognise the signs and dangers. The Social Services and Well-being (Wales) Act has introduced a strengthened, robust and effective partnership approach to safeguarding. One of the most important principles of this Act is that it is everyone's responsibility. Each professional and organisation must do everything they can, to ensure that children and adults at risk are protected from abuse.

Furthermore, a Christian approach to safeguarding young people asks both individuals and communities to create a safe environment for them, to act promptly on any complaints made, to care for those who have been abused along with promoting the wellbeing of all.

## **2.0 Context**

St David's is a Catholic College for the community seeking to discover and realise the full potential of all, in an atmosphere of love, service and respect inspired by Christ.

### **Safeguarding our young people is central to the Catholic Ethos.**

This is achieved in a number of ways:

- **Multi agency working:**

The College works in partnership with its colleagues in Social Services, Health, the Police and the Voluntary and Independent Sectors to challenge and combat abuse and promote the rights of vulnerable people and young people. Abuse may be an isolated event or a series of incidents. It may take place in the person's own home or in day or residential centres, clinics and hospitals or indeed in the College. It is everyone's responsibility to play a part in the safeguarding of children, young adults and vulnerable adults. The College has developed this policy in order that it can play its part in reducing abuse.

The South Wales Adult Protection Forum policy states: "The development and implementation of effective policy and professional practices for responding to the abuse of vulnerable adults requires a multi-agency approach, co-ordinated locally by each local authority social services department and involving the core services of health and police together with those agencies tasked with the care and protection of vulnerable adults."

The College recognises its part in the multi-agency approach and will work with partners to this end.

- **The College's role**

The College takes very seriously its role and responsibilities to protect and safeguard the wellbeing and interests of all young people in its care. Its role in protecting young people from exploitation is an essential priority of its mission as a Catholic College. Dealing with the safety and protection of young people is a demanding and difficult area of work. These difficulties and demands are balanced out with rewarding results when staff work together to successfully support and protect young people. The College recognises these factors and aims to ensure that its staff will be provided with appropriate training, guidance and direction in this sensitive but essential area. We recognise that a safe and secure College and work environment is central to the wellbeing of all students and the College Charter is central to enabling this, endorsing three behaviour expectations: **Be Ready; Be Respectful; Be Safe.**

## **2.1 Transparent procedures that are regularly reviewed**

It is well documented that effective safeguarding requires clear and sound procedures, good inter-agency collaboration and co-operation, and requires those who work in this area to be competent and confident in recognising and responding to safeguarding situations. We will also co-operate with the Catholic Archdiocese in furtherance of this process. In producing this policy, the College will draw upon the experience, procedures and practices of professionals who work with young people in educational, social and health and local authority and other related settings. The College refers to these professionals as a matter of course. This policy is also informed by known good practice on a national basis and aims to act in line with Safeguarding Children Board policies, protocols and procedures.

## **2.2 Pastoral responsibility and promotion of young people in achieving their potential**

In addition to this statutory duty, there exists a pastoral responsibility on the part of the College, which recognises that all young people who need to use its services have a fundamental right to be protected from harm. This policy is designed to reaffirm our responsibilities and aims to ensure that all staff when working with or on behalf of young people are aware of the need to act in a consistent manner to enhance the welfare and safety of young people.

## **2.3 Designated roles**

The College has 1 Safeguarding Manager, and 2 part time Counsellors, as well as a Governor responsible for Safeguarding. It also has a member of the SLT team as the Designated Safeguarding Person and a Deputy Designated Safeguarding Person.

## **3.0 Acting within statutory duties**

The College will also act within statutory duties and follow Welsh Government DfES policies/regulations in fulfilling the college's duties and other related bodies. These include:

- 3.1 Keeping Learners Safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002. Guidance document no:283/2022. Date of issue: March 2022
- 3.2 Safeguarding Children in Education: handling allegations of abuse against teachers and other staff Guidance for local authorities, headteachers, school staff, governing bodies and proprietors of independent schools. Guidance Welsh Government circular no: 009/2014 Date of issue: April 2014
- 3.3 The Children Act 1989 Section 175 of the Education Act 2002 (local authorities, governing bodies of maintained schools and institutions in the further education sector), Section 157 of the Education Act 2002 and the Independent Schools Standards Wales Regulations 2003 The Children Act 2004 Section 28 of the Children Act 2004 (other agencies) Sections 141F, 141G and 141H of the Education Act 2002.
- 3.4 Safeguarding Children: Working Together Under the Children Act 2004 ("Working Together") and the All Wales Child Protection Procedures which provide guidance and inform child protection practice to Local Safeguarding Children Boards in Wales and their statutory partners.

- The All Wales Child Protection Procedures 2008

- Allegations of Professional Abuse Procedures (AWCPP Part IV) The Safeguarding children in education: handling allegations of abuse against teachers and other staff: Welsh Government Circular 009/2014.
- Section 59 Safeguarding Vulnerable Groups Act 2006 (18+)
- Safeguarding Children in Education: the role of local authorities and governing bodies under the Education Act 2002, Welsh Government Circular 005/2008
- The college's Safeguarding Strategy is provided in Appendix 3.
- The College's PREVENT responsibilities under the Counter-Terrorism and Security Act 2015 are also an integral part of the Safeguarding Policy. The Government has published 'Prevent Duty Guidance: Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism'. Specified authorities, which include Further Education Colleges, Universities, Schools and Health Boards are required to be legally compliant.

**The PREVENT strategy:**

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views
- provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

Other relevant legislation that the College will adhere to includes:

- Health and Safety at Work Act 1974
- Data Protection Act 1998
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- Mental Capacity Act 2005

Other in-house policies that support safeguarding principles and practice include:

- Student Dignity Policy
- Health and Safety Policy
- E safety Policy
- Equality Policy
- Counselling Policy
- Studentship Policy
- Prevent Policy

## **4.0 The Principles behind the Policy**

### **Young adults**

All young adults deserve the opportunity to achieve their full potential. They should be able to:

- be as physically and mentally healthy as possible
- gain the maximum benefit possible from good-quality education opportunities
- live in a safe environment and be protected from harm
- experience emotional wellbeing
- feel loved and valued, and supported by a network of reliable and affectionate relationships
- become competent in looking after themselves and coping with everyday living
- have a positive image of themselves and a secure sense of identity, including cultural and racial identity
- develop good interpersonal skills and confidence in social situations.

All staff working with young people should:

- treat young people's welfare with utmost importance
- be alert to potential indicators of abuse and neglect
- be alert to the risks which individual abusers, or potential abusers, may pose to young people
- be aware of the effects of abuse and neglect on young people
- contribute as necessary to all stages of the safeguarding process.

### **Young Adults and those who may be vulnerable**

All young adults who may be vulnerable to abuse also have the right to be protected from abuse and supported in seeking treatment and redress in the event that they have been abused.

**Therefore, in supporting these principles the policy supports a multipronged approach to safeguarding:**

- I. Prevention (positive College atmosphere, careful and vigilant teaching, pastoral care, support to students, providing good adult role models, keeping learners safe from the dangers of radicalism and extremism);**
- II. Protection (following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Safeguarding Officer concerns); and**
- III. Support (to College staff and to children and young persons who may have been abused)**

## **5.0 Roles and Responsibilities**

All adults working with or on behalf of young people have a responsibility to those protect young people. Indeed, all individuals within St David's community have a duty to report any signs of concern immediately.

Within the College, the following individuals have special responsibilities:

The Designated Safeguarding Person is Geraint Williams (Tel. 02920431860) who is supported by a the Director of Safeguarding and Studentship (DDSP) – Jamie Beynon (Tel. 02920431853).

The Designated Safeguarding Persons (and Deputy) role is to:

- Keep the Principal fully informed of all Safeguarding issues that may arise
- Liaising with the College Governor with special responsibility for Safeguarding
- Report to Governors regularly on Safeguarding issues
- Liaising with the Diocesan Safeguarding Officer who has special responsibility for Safeguarding within the Archdiocese of Cardiff
- Ensuring the College Governor with special responsibility for Safeguarding receives appropriate training in Safeguarding
- Dealing with complaints against adults working in the College
- Ensure the college operates Safe Recruitment practices

The Safeguarding Manager (DDSP) is Sarah-Jane Bailey (Tel. 02920431856)

The Safeguarding & Wellbeing Manager's role is to co-ordinate work related to Safeguarding. This includes:

- Dealing with reports of abuse against children and young people
- Making referrals to Safeguarding agencies if appropriate
- Ensuring all adults working in the College receive training in basic Safeguarding
- Ensuring that all new staff are properly inducted in respect of Safeguarding
- Ensuring all staff are up to date on training on the latest or emerging safeguarding issues and practices
- Liaising with the Senior Leadership Team to ensure prevention strategies are embedded into the pastoral programme that all students follow.

The role of the College Governor with special responsibility for Safeguarding is John Edwards whose role is:

- To liaise with the Safeguarding Manager on matters relating to the Safeguarding policy.

The College's Safeguarding Team's Terms of Reference include:

1. To coordinate safeguarding issues
2. To refine and approve policy and procedures
3. To review the operational success of policy and procedures
4. To create a forum where serious concerns are raised and any precedents, where necessary, are formulated and actioned
5. To contribute to the PREVENT agenda
6. To allow dissemination, where appropriate, by group members to their own functional areas

## **5.1 Training**

St David's Catholic College also ensures that the DSP, DDSP, Safeguarding Manager, Governor with special responsibility for Safeguarding and Pastoral Tutors receive training relevant to their role. The College also ensures that all staff are kept informed about Safeguarding issues through a programme of staff INSET and regular staff briefings.

## 5.2 Records and monitoring

Well-kept records are essential to good safeguarding practice. The Safeguarding Manager is responsible for maintaining confidential records of all concerns raised about a child, including actions taken. Information is shared with other agencies as necessary to ensure the protection of children. Copies of reports, risk assessments, notes etc. will be uploaded to **MyConcern** and any paper copies will be kept securely locked at all times. In England, Scotland and Wales, the file should be kept until the child is 25. Safeguarding issues or concerns are also indicated in a simple generic way on Staff Advantage to alert staff to seek information on a need-to-know basis.

Evidence of child abuse can manifest itself in many different ways and over a period of time and information relating to suspicion or allegation of abuse can come from many sources including learner, parents, staff or others. Therefore, clear records are essential.

In addition, regular reporting and analysis is undertaken and reported at Governors meetings and in Senior Leadership meetings.

The corresponding Safeguarding Procedures Framework includes a proforma which should be used in recording any safeguarding incidents.

## 5.3 Attendance at case conferences

The Safeguarding Manager will represent the College and provide information relevant to case conferences where appropriate.

## 5.4 Supporting children at risk

The College recognises that children and young people who are abused may find it difficult to develop a sense of self-worth and to view the world in a positive way. The College may be the only stable, secure and predictable element in the lives of some of the children and young people under its care. Such children and young people might exhibit challenging and defiant behaviour and the College will take careful note of the context of such behaviour.

Some children and young people who have experienced abuse may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support.

Children and young people with behavioural difficulties and disabilities are most vulnerable to abuse. College staff who work, in any capacity, with children and young people with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

In a home environment where there is domestic violence, drug or alcohol abuse, children and young people may also be vulnerable and in need of support and protection.

The College recognises the emotional vulnerability of children and young people who may be undertaking the role of a carer, and is aware of the need to provide support for such “young carers”.

In producing the corresponding St David’s Safeguarding Procedures document, the revised **Disciplinary and Dismissal procedures for school staff Welsh Government Circular 002 2020 (February)** principles are also adhered to.

## 6.0 Guidance and Procedures Documents

This policy statement should be read alongside our organisational policies, guidance, and other related documents as well as our **Safeguarding Procedures Framework** which address the following situations:

- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment practice
- online safety
- peer on peer abuse
- action following a report of sexual violence and/or sexual harassment
- safeguarding and supporting the victim following a report of sexual violence or harassment
- safeguarding and supporting the alleged perpetrator who has displayed harmful sexual behaviour
- honour based abuse: forced marriage and FGM
- fitness to study policy
- radicalisation and extremism & PREVENT duty
- physical intervention and use of reasonable force
- First Aid and managing medical conditions
- managing complaints and whistleblowing
- health and safety
- induction, training, supervision and support
- safeguarding students during a prolonged college closure
- children and young people missing from education
- looked after young people and young carers
- site security and contractors
- hospitalisation
- referral to college counsellors



## 7 Appendix 1 - Definitions

The policy was written with reference to the following Government initiatives and guidance and definitions:

### **Safeguarding children**

Whilst there is no statutory definition of safeguarding, 'Safeguarding children: working together under the Children Act 2004' sets out that safeguarding and promoting the welfare of children is concerned with:

- protecting children from abuse and neglect;
- preventing impairment of their health or development; and
- ensuring that they receive safe and effective care;

...so as to enable them to have optimum life chances.

### **Safeguarding vulnerable adults**

In respect of safeguarding vulnerable adults, again, there is no statutory definition. Whilst 'In Safe Hands: implementing Adult Protection Procedures in Wales' contains no definition of safeguarding of vulnerable adults, it does separately define the concepts of a 'vulnerable adult' and 'significant harm' (see below for these definitions).

Essentially, all vulnerable adults have the right to be protected from abuse and neglect, the right to receive proper care and be supported in seeking help in the event that they have been abused.

### **What is a Child?**

The Welsh Assembly Government (2007) document 'Safeguarding children: working together under the Children Act 2004' explains that a child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout that document. The fact that a child has become sixteen years of age is living independently or is in Further Education, or is a member of the armed forces, or is in hospital, or in prison or a young offenders institution does not change their status or their entitlement to services or protection under the Children Act 1989.

Under Section 175 of the Education Act 2002, local authorities (LAs) and governing bodies in the maintained sector are required to ensure that they safeguard and promote the welfare of children and young people. This requirement also extends to the governing bodies of institutions, for example within the further education sector.

### **What is a vulnerable adult?**

The definition of a 'Vulnerable Adult' is set out in section 59 Safeguarding Vulnerable Groups Act 2006 as a person having attained the age of 18 and:

- a. is in residential accommodation,
- b. is in sheltered housing,
- c. receives domiciliary care,
- d. receives any form of health care,
- e. is detained in lawful custody,
- f. is by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43),
- g. receives a welfare service of a prescribed description,
- h. receives any service or participates in any activity provided specifically for persons who fall within subsection (9),
- i. payments are made to him (or to another on his behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c. 15), or
- j. requires assistance in the conduct of his own affairs..."

## **What are safeguarding risks to Children**

The following definitions are taken from chapter six of 'Safeguarding Children: working together under the Children Act 2004' (WAG 2007):

### **Neglect**

The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

### **Physical abuse**

The 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 or induces illness in a child whom they are looking after.

### **Emotional abuse**

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.

### **Sexual abuse**

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:

- physical contact, including penetrative or non-penetrative acts;
- 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.

### **Significant Harm**

Section 31 (10) of the Children Act 1989 states that 'where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child'.

### **Psychological abuse**

Including threats of harm or abandonment, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks

### **Financial or material abuse**

Including theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits

### **Racially motivated abuse**

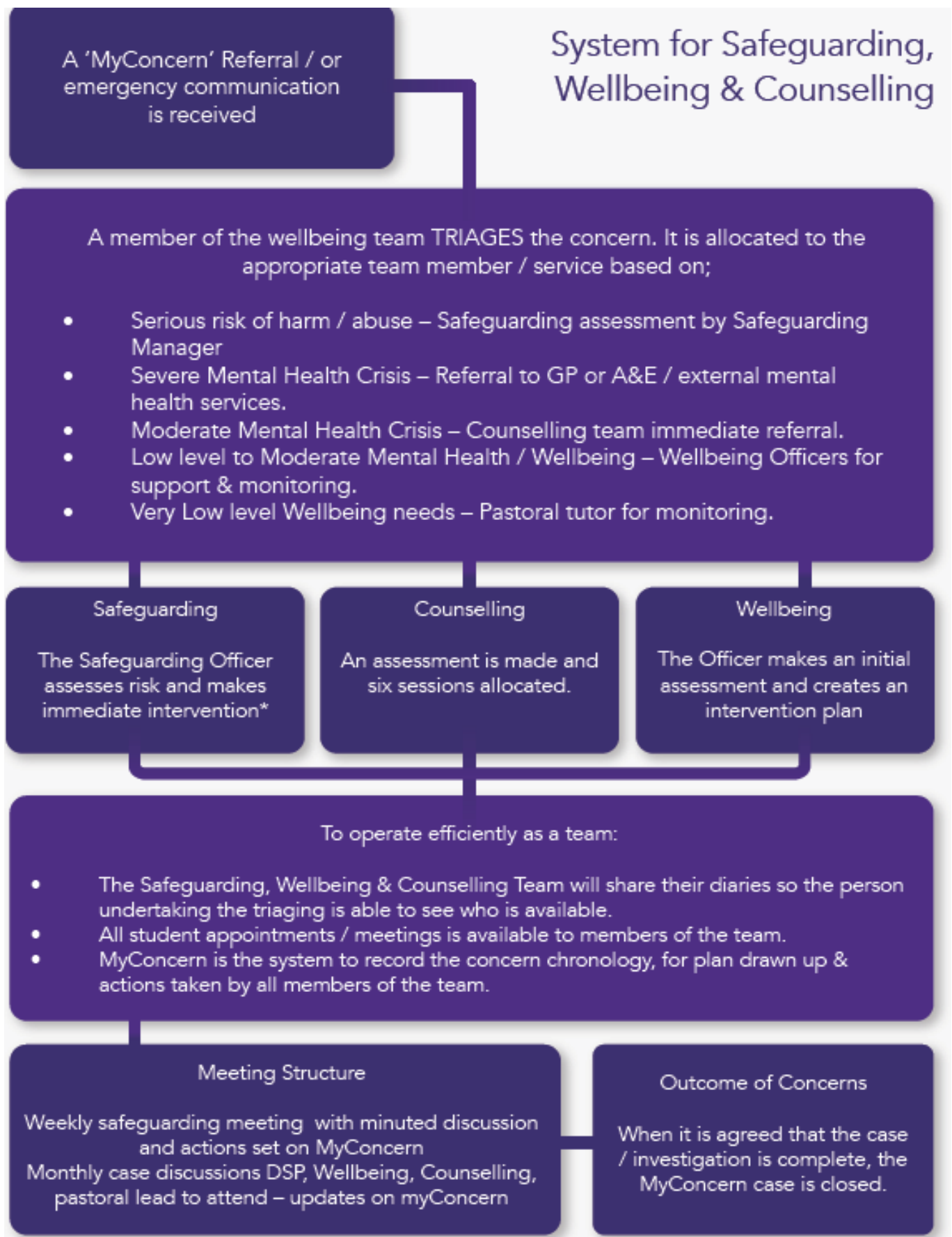
This could take any of these forms and this needs to be noted additionally in situations when the victim perceives abuse to have been racist in its intent.

Some instances of abuse will constitute a criminal offence. In this respect Children, young adults and vulnerable adults are entitled to the protection of the law. Accordingly, when complaints about alleged abuse suggest that a criminal offence may have been committed it is imperative that reference should be made to the police as a matter of urgency. Criminal investigation by the police takes priority over all other lines of enquiry.

## 8 Appendix 2 – Key Literature

- Estyn code of conduct for inspectors as set out in the Common Inspection Framework and expanded in each of the inspection handbooks.
- Estyn’s policy on the safe recruitment for those who work for Estyn
- Safeguarding Children: Working Together under the Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006: Controlled Activities Wales
- Welsh Office Circular 52/95: Protecting children from abuse – the role of the education service (English only)
- Safeguarding Children in Education: the role of local authorities and governing bodies under the Education Act 2002, Circular 005/2008, especially pages 101-104, for relevant guidance, other publications and regulations.
- National Assembly for Wales Circular 34/02 Safeguarding Officer: preventing unsuitable people from working with children and young people in the education service.
- Safeguarding children in whom illness is fabricated or induced (2008).
- National Assembly for Wales Circular 02/03 Criminal Records Bureau: basic facts for school volunteers.
- Safeguarding children in education: handling allegations of abuse against teachers and other staff: Welsh Government Circular 009/2014.
- Counter-Terrorism and Security Act 2015
- Wales Safeguarding Procedures (<https://www.safeguarding.wales>)

## 9 Appendix 3 – System for Safeguarding, Wellbeing & Counselling



\*999 phone call have to be agreed by a member of SLT.

## Additional Points

### **For MyConcern / Emergency Referrals**

1. The Safeguarding & Wellbeing Officer triages the concern. The aim is to triage within 30 minutes of the receipt of the MyConcern notification or call.
2. For the various classifications of concern referral:
  - Serious risk of harm / abuse – Safeguarding assessment by Safeguarding Officer
  - Severe Mental Health Crisis – Referral by a member of the team to GP services or A&E / external mental health services.
  - Moderate Mental Health Crisis – Counselling team immediate referral with 6 sessions allocated. Notes added to MyConcern.
  - Low level to Moderate Mental Health / Wellbeing – Wellbeing Officers for support & monitoring. Wellbeing intervention action plan devised based on identifying and addressing learner issues. Action plan to have a defined end date. All notes added to MyConcern.
  - Very Low level Wellbeing needs – Pastoral tutor monitoring.

### **For Targeting Vulnerable Learners**

1. The college has a risk register for learners who have been identified as having a wellbeing / safeguarding need. This is on the Wellbeing / Safeguarding SharePoint site (closed site). These learners are identified in September from transition information obtained from the previous school as well as information obtained on enrolment from the student themselves. This includes those who:
  - Have current safeguarding concerns
  - Are looked after children
  - Are on the Child Protection Register
  - Are on a Care and Support Plan
  - Are working with YOS

The team will make contact with every learner on the risk register before October half-term of the academic year they start college. This will be by email to invite them to a brief meeting with a member of the team where services and support will be explained to them.

## **Other General Points**

1. Recording on MyConcern is essential for the team to function and to meet legal obligations. Notes taken from a student meeting or actions agreed by a member of the MyConcern team must be added to the student MyConcern file within 24 hours. Any paper notes must be destroyed in confidential waste after the electronic update is made.
2. Meetings with learners is restricted to 45 minutes per student. Then allowing 15 minutes to type up any notes necessary to equate to one hour per student maximum.
3. We need to avoid a culture when students drop in on the service. Learners can make contact and request / arrange an appointment. The appointment is put in the team member's Outlook calendar.
4. All members of the team will share their Outlook diaries so the person undertaking the triaging is able to see who is available.
5. The college student day is 9.05 to 3.20pm and where possible student appointments should be kept within these times. This allows for administration time in the staff college day when students are off-site for approximately two hours per day.

## 10 Appendix 4 –

### Key Contacts for safeguarding and child protection at college

**Acting Assistant Principal & Designated Safeguarding Person:** Geraint Williams  
Email [gwilliams@stdavidscollege.ac.uk](mailto:gwilliams@stdavidscollege.ac.uk)  
Telephone **02920 431860**

**Director of Studentship and Safeguarding & Deputy Designated Safeguarding Person:** JAMIE BEYNON  
Email [jbeynon@stdavidscollege.ac.uk](mailto:jbeynon@stdavidscollege.ac.uk)  
Telephone **02920 431853**

**Safeguarding Manager & Deputy Designated Safeguarding Person:** Carys Turner  
Email [cturner@stdavidscollege.ac.uk](mailto:cturner@stdavidscollege.ac.uk)  
Telephone **02920 431856**

**Safeguarding Link Governor:** John Edwards

**Diocesan Safeguarding Co-ordinator:** Mr Christopher Mullane  
Email [SC@rcadc.org](mailto:SC@rcadc.org)  
Telephone **02920365961 / 07498209554**

**Cardiff Social Services Safeguarding**  
**Urgent & Immediate Concerns of Child at risk telephone:** **029 2053 6490**  
**Adult at risk telephone:** **029 2233 0888**  
**Education Reps at MASH:** **029 2033 8438**  
**Urgent Referrals Out of office hours:** **029 2078 8570**

**POLICE:** **101 (or in an emergency 999)**  
**Education Safeguarding Team:** [educationsafeguarding@cardiff.gov.uk](mailto:educationsafeguarding@cardiff.gov.uk)