



Newcastle College

Single Safeguarding Procedure

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1. Introduction

The following procedure complies with the updated NCG *Single Safeguarding Policy* (appendix 4) and provides guidance to all Newcastle College managers and staff on the implementation of this policy.

This procedure is written in accordance with both Governmental guidelines and the locally agreed inter-agency procedures put in place by Newcastle Safeguarding Boards for Children and Adults. This procedure should be read in conjunction with the Department for Education statutory guidance *“Keeping Children Safe in Education”* (2020) ((appendix 5)). It is a legal requirement for all staff to read part one of this guidance to and maintain currency with updates to it. With regards to adults at risk this procedure is in accordance with government guidance on the protection of adults considered vulnerable in the DfES/NIACE publication *“Safer Practice, Safer Learning”* (2007). With regards to radicalisation this procedure is in accordance with the *“Prevent Duty Guidance for England and Wales”* (2016) and *“The Counter Terrorism and Security Act”* (2015).

It is important that all young people and adults are protected from abuse and radicalisation. Newcastle College recognises that **all** members of staff and learners have a role to play in safeguarding the welfare of young people and adults and preventing their abuse, with specific attention paid to the safeguarding risks of Looked After Children, adults defined as “at risk”, and all learners who have additional support needs. Learners with these needs are normally identified during enrolment and induction and are offered additional support via Central Support Services.

This procedure is made available through the college website to all learners, parents, carers and external partners. Learners are made aware of safeguarding procedures and referral processes, including aspects of Prevent and Online Safety, during induction, Personal, Social Development (PSD)/Tutorial sessions, events/activities/awareness raising campaigns and via Teams ; the impact of these are monitored through Progress Reviews, Learner Forums and student surveys. Learners are always expected to adhere to the NCG *Student Positive Behaviour Policy* and staff to the NCG *Staff Code of Conduct*. Additional measures to keep learners and staff safe online are managed through the effective use of IT web filters and “keyword” search checks being in place; these are monitored daily by NCG IT and the College Safeguarding team.

All complaints, allegations or suspicions must be taken seriously and discussed with the College Designated Safeguarding Manager who will seek support or guidance as necessary from the NCG Designated Manager for Safeguarding before any steps are taken.

Specialised Safeguarding and Prevent Risk Register meetings for SLT information sharing are held termly. Safeguarding reports are produced for both local and NCG board meetings. Analysis of Safeguarding referrals are included at these and currently identify mental health issues and self-harm as being the greatest key risk faced by learners.

At the time of writing the UK remains in midst of the COVID-19 pandemic, as such this policy is required to be compliant with the following, additional guidance:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

The NCG Executive will continue to monitor the guidance and provide any updates (as an annex to this policy) on the NCG website. <https://www.ncgrp.co.uk/wp-content/uploads/2020/04/2020-04-Safeguarding-Policy-Annex-in-response-to-COVID-19.pdf>

2. Key Definitions

- **Young Person** – anyone classed as a child under the age of 18 years old, as defined by “*The Children Act*” (1989, 2004), including learners within any 14-16 operated provisions.
- **Private Fostering** – where a young person under the age of 16 years (under 18 years if disabled) is cared for by someone who is not their parent or a 'close relative' for 28 days or more, this is identified as a Private Fostering arrangement. Where a member of staff becomes aware of this arrangement, they must raise this with the Safeguarding Officers at Newcastle College, so they can check with the relevant local authority to ensure the arrangements are suitable and safe for the young person.
- **Children Missing in Education** – where young people under the age of 18 withdraw from study programmes at Newcastle College staff will speak to parents/carers/guardians to ensure they are continuing in education, employment or training. Where it is not possible to contact parents/carers/guardians the relevant local authority will be informed, via the Safeguarding Officers.
- **Adult at Risk** – (NB replaces the previous terminology of vulnerable adults) a person {aged 18 years of age and over} who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect, as defined by “*The Care Act*” (2014).

This definition includes the elderly and the very frail, adults suffering from mental illness, including dementia, adults with physical or sensory disabilities, adults with learning disabilities, adults with acquired brain injuries and adults suffering from a severe incapacitating physical illness.

Young People

The Department for Education statutory guidance “*Keeping Children Safe in Education*” (2020) defines abuse in connection to young people and children as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (e.g. via internet). They may be abused by an adult or adults or another child or children. It is important that staff recognise abuse, neglect and safeguarding issues are rarely standalone incidents that are covered by one single definition or category, in most cases multiple incidents will overlap one another. This guidance refers to the following specific types of abuse and defines neglect.

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate online abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
 - The sexual abuse of children by other children is a specific safeguarding issue in education, recognised within *"Keeping Children Safe in Education"* (2020). Newcastle College will follow DoF guidance on *"Sexual Violence and Sexual Harassment between Children in Schools and Colleges"* (2018) where applicable.
 - **Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or 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 sexual exploitation does not always involve physical contact: it can also occur through the use of technology. Like all forms of child sex abuse, child sexual exploitation:
 - can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year olds who can legally consent to have sex;
 - can still be abuse even if the sexual activity appears consensual;
 - can include both contact (penetrative and non-penetrative acts) and noncontact sexual activity;
 - can take place in person or via technology, or a combination of both;
 - can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
 - may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
 - can be perpetrated by individuals or groups, males or females, and children

or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, strength, status, and access to economic or other resources. Some of the following signs may be indicators of child sexual exploitation:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who have older boyfriends or girlfriends;
- children who suffer from sexually transmitted infections or become pregnant;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

- **Female Genital Mutilation (FGM)** comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. It is essential **all** staff have awareness of FGM and are aware that “*The Serious Crime Act*” (2015) places a statutory duty on **all** staff within education to report to the police suspicions of FGM having been carried out on a girl under the age of 18.
- **Neglect:** 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.
- **County Lines:** County lines is a term used by the police to describe an approach taken by some groups within the UK to distribute drugs and conduct other criminal activities in certain areas. The offenders originate from large urban areas and use children and vulnerable people to deliver drugs / other illegal commodities, often using deception, intimidation, violence, debt bondage and / or grooming.
- **Knife Crime:** Knife crime is a term commonly used in relation to street-based knife assaults and knife carrying. It is an offence to threaten or cause harm to a person with a bladed weapon, some bladed weapons are prohibited from being sold or purchased, including to anyone under the age of 18, offences such as robbery or assault can be aggravated if a knife is involved and it is also an offence to carry a knife in a public place without good reason.

Learners will be educated about the risks associated with County Lines and Knife Crime as part of tutorials, hot topic activities and awareness raising campaigns.

Appendix A of *Keeping Children Safe in Education*” (2020) provides important information about specific safeguarding issues and forms of abuse; **all** staff are expected to read this in line with college mandatory training requirements.

Adults at Risk

“The Care Act” (2014) refers to the following specific types of abuse in relation to adults.

- **Physical Abuse:** this is usually the use of force to cause pain and injury and signs might include burns, bruising, scratches, or accidents that cannot be explained. Also included is misuse of medication or forcing someone, for example, to stay in a care home against their wishes.
- **Psychological / Emotional Abuse:** this might be emotional abuse such as threats of harm or abandonment, humiliation, blaming or controlling behaviour, verbal or racial insults, enforced isolation, intimidation and coercion.
- **Financial Abuse:** this is when a vulnerable adult is exploited for financial gain. It includes theft, fraud, exploitation, misuse or misappropriation of property/finance etc. Often valuables will go missing in the home or there may be a change in financial circumstances that cannot be explained.
- **Neglect and Self-Neglect:** this is when a vulnerable adult does not have their basic needs met, such as adequate food or warmth or help with personal hygiene. Signs might include deteriorating health, appearance or mood. It also includes ignoring indicators of abuse and withholding information in relation to allegations or suspicion of abuse.
- **Discriminatory Abuse:** this includes any sort of abuse based on a vulnerable adult’s race, gender or impairment such as their mental or physical health.
- **Sexual Abuse and Exploitation:** this includes rape and sexual assaults and sexual acts to which the vulnerable adult has not consented, or could not consent, or was pressurised into. Signs can include changes in behaviour or physical discomfort.
- **Organisational Abuse:** this is poor professional practice, including neglect, and can take the form of isolated incidents right through to ill treatment or gross misconduct.
- **Modern Slavery:** this is when an adult has limited access to freedom of movement and / or is forced to work for little or no financial reward and denied their basic human rights. Aspects of forced marriage and sexual exploitation can fall into this category.
- **Domestic Abuse:** this is of the former categories of abuse being enforced by a spouse, partner or relative.

Radicalisation (All Staff and Learners)

In line with our Prevent Duty it is important that **all** our staff and learners regardless of age are protected from abuse linked to the risk of radicalisation, as discussed within Section 26 of the “Counter Terrorism and Security Act” (2015) which places a duty to comply with the “Revised Prevent Duty Guidance for England and Wales” (2016).

Radicalisation is the process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism or supporting terrorism – most often by a third party, who have their own agenda. The Government has defined extremism 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. We also include in our definition of extremism calls for the death of members of our armed forces”.

Concerns related to radicalisation

Where there are concerns that a learner or staff member is being radicalised or where there are concerns that a learner is expressing extremist views, then in line with the government Prevent Duty guidance, these concerns must be raised in the same way that any other safeguarding concern would be raised.

Online Safety and Remote Study/Working

Colleagues are additionally expected to be vigilant around harmful online material that may constitute one or more types of abuse. The period of home study resulting from the COVID outbreak in the spring and summer for 2020 has increased the amount of online learning and study significantly, and staff are required to be aware of the risks to their learners and take steps to reduce those risks through training and education. Additional arrangements (such as additional training, learner engagement and wellbeing monitoring and learner surveys) may be necessary in the event of a prolonged period of home study, which will be advised to staff via the NCG website. <https://www.ncgrp.co.uk/guide-to-information/our-policies-and-procedures/safeguarding/>

3. People responsible for Safeguarding Young People, Adults at Risk and Prevent

Newcastle College recognises that all members of staff, external partners and learners have a role to play in safeguarding the welfare of young people and adults and preventing their abuse.

In line with NCG Single Safeguarding Policy Newcastle College has an identified College Designated Safeguarding Lead, a Deputy College Designated Safeguarding Lead and a team of Safeguarding Officers. A list of names, titles and contact details for these staff is attached at **Appendix 1**.

4. Dealing with Safeguarding Concerns and Disclosures of Abuse

Dealing with disclosure of abuse - procedures for staff working with all learners, i.e. young people and adults.

Concern – where staff, learners and/or external partners have any concerns about a young person/adult welfare they should raise those concerns with the Newcastle College Safeguarding Officers immediately (but within any event within two hours). These concerns will be discussed and recorded confidentially, and Early Help assessments internally and externally will be considered.

Risk of Harm – where staff, learners and/or external partners believe a young person/adult is suffering or likely to suffer from harm they should raise this with the Newcastle College Safeguarding Officers immediately. These risks will be discussed and recorded confidentially, and The College Designated Safeguarding Lead or Deputy College Designated Safeguarding Lead will determine the next steps, which may include a referral to Children / Adults Social Care Services and/or the Police.

Immediate Danger - where staff, learners and/or external partners believe a young person/adult is in immediate danger they should raise this with the Newcastle College Safeguarding Officers immediately (but within any event within two hours). These risks will be discussed and recorded confidentially, and The College Designated Safeguarding Lead or Deputy College Designated

Safeguarding Lead will determine the next steps, which may include a referral to Children/Adults Social Care Services and/or the Police. In these instances, it may also be appropriate for any referrer to contact the emergency services directly (9 999).

Abuse Disclosed by Learner

- Assess whether anyone is at immediate risk or in danger. All immediate risk and/or danger situations **must** be reported to the Newcastle College Safeguarding Officers immediately. General lower level concerns **should** be reported to the Newcastle College Safeguarding Officers immediately, but **must** be reported within two hours,
- Take all reasonable steps **within your role** to protect any person from immediate harm, for example:
 - Call a first aider or ambulance if someone needs medical attention
 - Call the emergency services / police if a crime is taking place or has taken place
 - Separate the alleged perpetrator and victim **but only if safe to do so**
 - Ensure the Safeguarding Officers and your own line managers are informed in the event of these actions immediately.
- Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.
- Inform the learner that there is a legal duty to inform an authorised agency. The arrangements for this should be negotiated with the learner.
- The person to whom an allegation or concern is reported **must gather relevant information but must not investigate the matter**, they must:
 - Treat the matter seriously;
 - Keep an open mind and avoid asking leading questions (use phrases such as “Tell me, Explain to me, Describe to me”)
 - If the complainant is the learner him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Care must be taken in asking or interpreting responses to questions about indications of abuse as this could influence the evidence which is put forward if there are subsequent legal proceedings.
 - Make a written record of the information as soon as possible (with notes taken in the learner’s own words), which should include:
 - The name of the complainant and, where different, the name of the learner who has allegedly been abused
 - When and where the alleged incident took place, including date and time
 - Who was present
 - The account of what is alleged to have happened
 - A description of any injuries observed
 - Your name, signature and date
 - The learner’s signature, if appropriate

The form in Appendix 3 can be used to record the information or an email can be sent using the college email system to NCLSafeguarding@ncl-coll.ac.uk

The names and contact details of managers and officers who have responsibility for safeguarding issues at Newcastle College are included in [Appendix 1](#). If you have received an allegation of abuse or need further advice or guidance about an issue related to Safeguarding, you should:

- Discuss your concern with the Newcastle College Safeguarding Officers immediately to report that an allegation has been made, but in any event, within two hours.
- The Newcastle College Safeguarding Officers will contact the College Designated Safeguarding Lead as soon as possible but, in any event, within two hours.
- If you are unable to contact the Newcastle College Safeguarding Officers, you must contact the College Deputy Designated Manager or the College Designated Safeguarding Lead immediately.
- If none of the above are available, contact the Newcastle College Divisional Head or NCG's Designated Manager for Safeguarding for further guidance.
- If none of the above-named managers can be contacted within two hours of the initial concern arising, the member of staff making the referral should contact the local Children's Social Care/Adult Social Care Service's duty social worker and notify the Divisional Designated Safeguarding Lead as soon as possible about the action taken.
- Where a student has been found to be at physical risk on college premises, the Head of Health and Safety and the Head of Security should be informed immediately, but in any event, within two hours.
- A flowchart describing this referral process is attached at [Appendix 2](#).

Abuse Suspected but not disclosed by Learner

- Where abuse is suspected but not disclosed by the learner, concerns should be discussed with the Newcastle College Safeguarding Officers. They will then confer with the College Designated Safeguarding Lead with responsibility for Safeguarding. If they consider that the information given indicates that the learner or another person, including minors may be at risk of significant harm they will make a referral to the local Children's Social Care/Adult Social Care Services and/or Police where appropriate.

Action to be taken by the College Designated Safeguarding Lead

- Before acting, the College Designated Safeguarding Lead may wish to seek support or guidance from NCG's Designated Manager for Safeguarding. If support or guidance is not necessary, the College Designated Safeguarding Lead will report the matter to the local Children's Social Care/Adult Social Care Services duty social worker, and/or Police.
- A written record of the date and time of the report shall be made, and the report must include the name and position of the person to whom the matter is reported. A telephone report must be confirmed in writing to the local Children's Social Care/Adult Social Care Services within 48 hours, following the procedures set by the relevant local authority. A copy of the document must be kept within the secure Safeguarding shared area.

- The College Designated Safeguarding Lead should discuss with the local Children's Social Care Adult Social Care Services what action will be taken to inform the parents/guardians/carers of the learner and a note of that conversation should be made, together with confirmation of any steps agreed with the local Children's Social Care/Adult Social Care Services and/or the Police to safeguard the learner and/or other learners in the interim or with regard to retaining control until the appropriate person arrives. **At no point should Newcastle College staff undertake any investigatory interviews.**
- Written Records - The College Designated Safeguarding Lead shall retain a copy of:
 - The report to local Children's Social Care/Adult Social Care Services
 - Any notes, memoranda or correspondence dealing with the matter
 - Any other relevant material
 - Copies of reports, notes etc. should always be kept securely locked, and kept for a period of 7 years

Notify NCG Designated Manager for Safeguarding in accordance with NCG *Single Safeguarding Policy* for the following referrals:

1. Learner (children and adults at risk referrals to the Local Authority Designated Officer / Children and Families or Safeguarding Adults' Duty Team / Police whereby the learner is the alleged 'subject');
2. Learner (children and adults at risk) referrals to the Local Authority Designated Officer / Children and Families or Safeguarding Adults Duty Team / Police whereby the learner is the alleged 'perpetrator'
3. Staff referrals to the Local Authority Designated Officer / Children and Families or Safeguarding Adults Duty Team / Police whereby the staff member is the alleged 'perpetrator'

Confidentiality

- The issue of confidentiality in the context of Safeguarding is very complex. How a member of staff handles the situation if a learner does not initially want to be identified as being in need of safeguarding is crucial in making them feel safe enough to disclose their identity. There are several things to consider including the possible risk posed to other, young people, children and adults and NCG's legal responsibility to notify Children's Social Care/Adult Social Care Services of confidential information, when justified in the interests of a young person's and / or adult's safety.
- If a learner has capacity to make informed choices and decisions, information must not be passed on to external authorities unless the learner agrees or unless the College Designated Safeguarding Lead is satisfied that there is a serious risk of harm to self, others or the public at large.
- If a learner with capacity does not wish to be named and staff are in any doubt about how to proceed, advice can be sought from the local Children's Social Care Service/Adult Social Care Services Duty Social Worker. This should preferably be done via the College Designated Safeguarding Lead.

- GDPR is not a barrier to sharing Safeguarding information with designated authorities.

5. Safeguarding and Allegations about a Member of Staff

Introduction

In order to safeguard our learners, all staff appointments are made subject to Safer Recruitment practices and ensures that all appropriate checks are carried out on staff and volunteers who work with all learners in a position of trust and maintain a single central register. A process is in place to verify that agency staff have been appropriately checked prior to starting work. These processes include:

- Satisfactory references
- Satisfactory Disclosure and Barring Service (DBS)
- Prohibition from teaching checks (where appropriate)

Until the DBS clearance has been received new staff working in 'regulated' activity are not allowed to work alone and without supervision with learners.

All staff, (including Governors) working with learners are trained in line with the NCG *Single Safeguarding Policy* and Newcastle College Single Safeguarding Procedure. All staff complete mandatory e-learning training for Safeguarding and Prevent on appointment, which is refreshed two yearly and includes the requirement of reading "*Keeping Children Safe in Education*" (2020). All staff receive termly information for Safeguarding updates. Bespoke safeguarding training is also provided annually training to relevant staff groups and is identified in line with local and national priorities.

The College Designated Safeguarding Lead, College Deputy Designated Safeguarding Lead and Safeguarding Officers also undertake external local authority Level 3 training for Safeguarding Children and Adults.

Recognising and responding to an allegation

The following procedures must be applied where allegations relating to a member of staff are received.

There are several sources from which a complaint or an allegation might arise, including from:

- A young person or an adult
- A parent/guardian/carer
- A member of the public
- A disciplinary investigation
- Another member of staff (additional information can be found in the NCG *Disclosure Policy* in relation to Whistleblowing activities)

The person to whom an allegation or concern is reported **must not question the learner or investigate the matter further**; they must:

- Treat the matter seriously;

- Keep an open mind and avoid asking leading questions (use phrases such as “Tell me, Explain to me, Describe to me”)
- If the complainant is the learner him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Care must be taken in asking or interpreting responses to questions about indications of abuse as this could influence the evidence which is put forward if there are subsequent legal proceedings.
- Make a written record of the information as soon as possible (where possible in the individual’s own words), which should include:
 - The name of the complainant and, where different, the name of the learner who has allegedly been abused
 - When and where the alleged incident took place, including date and time
 - Who was present
 - The account of what is alleged to have happened
 - A description of any injuries observed
 - Your name, signature and date
 - Learner’s signature if appropriate

The form in Appendix 3 can be used to record the information or an email can be sent using the college email system to NCLSafeguarding@ncl-coll.ac.uk

If an allegation or suspicion of abuse by a member of staff is received:

- Contact the Newcastle College Safeguarding Officers immediately to report that an allegation has been made, but in any event, within two hours.
- The Newcastle College Safeguarding Officers will contact the College Designated Safeguarding Lead as soon as possible but, in any event, within two hours.
- If you are unable to contact the Newcastle College Safeguarding Officers, you must contact the College Deputy Designated Safeguarding Lead or the College Designated Safeguarding Lead immediately.
- If none of the above are available, contact the Newcastle College Divisional Head or NCG Designated Safeguarding Manager for further guidance.
- In the event the allegation is being made against the Newcastle College Divisional Head and/or the Designated College Safeguarding Lead/ Deputy College Designated Safeguarding Lead, the NCG Designated Safeguarding Manager and NCL Board Lead must be notified immediately.

Action to be taken by the College Designated Safeguarding Lead

The College Designated Safeguarding Lead must gather information by;

- Obtaining written details of the allegation, signed and dated by the person receiving the allegation

- Recording any other information in relation to time, dates and location of incident(s) and names of any potential witnesses
- Recording discussions about the learner and / or member of staff, any decisions made, and the reasons for those decisions
- Countersigning and dating the written record

The College Designated Safeguarding Lead must report an allegation to the Local Authority Designated Officer (LADO) within 1 working day if the allegation suggests a staff member who works with young people has:

- Behaved in a way that has harmed a young person, or may have harmed a young person
- Possibly committed a criminal offence against or involving a young person
- Behaved towards a young person in a way that indicates he/she is unsuitable to work with young people in connection with his/her employment or voluntary activity

There is no process in place to refer an allegation against a member of staff to an identified person in in Adult Social Care Services as there is with Safeguarding Young People. Where there is an allegation of abuse of an adult by a member of staff this should be dealt with in the same way as concerns about any other alleged perpetrator. The College Designated Safeguarding Lead will follow the process outlined on page 8-9 of this procedure.

The College Designated Safeguarding Lead will also contact the NCG HR Manager to agree how to inform the member of staff against whom the allegation has been made and to agree appropriate action pending any investigation (initiated by the LADO in connection with young people). The College Designated Safeguarding Lead will notify NCG Designated Manager for Safeguarding in accordance with NCG *Single Safeguarding Policy*.

If a concern or an allegation requiring immediate action is received outside normal office hours the College Designated Safeguarding Lead will consult immediately with the LADO/Adult Social Care Services Emergency Duty Team and/or the local Police.

In line with ESFA funding arrangements the College Designated Safeguarding Lead will notify the ESFA by email if Newcastle College, or one of its' subcontractors, is the subject of an investigation by the local authority/police in response to a serious safeguarding incident.

Malicious Allegations

Where it is subsequently found that an allegation was made with malice aforethought, the College will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

Proportionate responses to perpetrators of false or unsubstantiated allegations

- Despite the distress caused, learners who make false allegations may still be entitled to continue to receive full access to the curriculum with appropriate risk assessments and support plans in place where applicable

- Where remaining in the same organisation as the falsely accused member of staff would be prejudicial either to that member of staff or the learner, consideration should be given to supporting the learner to identify suitable education or training opportunities elsewhere
- Permanent exclusion should be considered only as a last resort

6. Working with External Partners

Where Newcastle College subcontracts/has agreements in place with other organisations to work with learners, the college area responsible for managing the contract will ensure the following:

- Safe recruitment and staff monitoring policies are in place in line with College policies. For example, all staff appointments are made subject to:
 - Satisfactory references
 - Satisfactory Disclosure and Barring Service (DBS)
 - Prohibition from teaching checks (where appropriate)
 - Provision of Safeguarding and Prevent training, including the reading of *“Keeping Children Safe in Education”* (2020)

Until the DBS clearance has been received new staff working in ‘regulated’ activity are not allowed to work alone and without supervision with students. All staff working with learners are provided with a copy of Newcastle College *Safeguarding and PREVENT Handbook for Employers, Work Placement Providers and Partner Organisations*.

Linked Policies, Procedures and Guidance Documents

- NCG Single Safeguarding Policy
- NCG Staff Code of Conduct
- NCG Criminal Records Disclosure Policy
- NCG Disclosure Policy
- NCG Student Positive Behaviour Policy
- NCL Safeguarding and PREVENT Handbook for Employers, Work Placement Providers and Partner Organisations

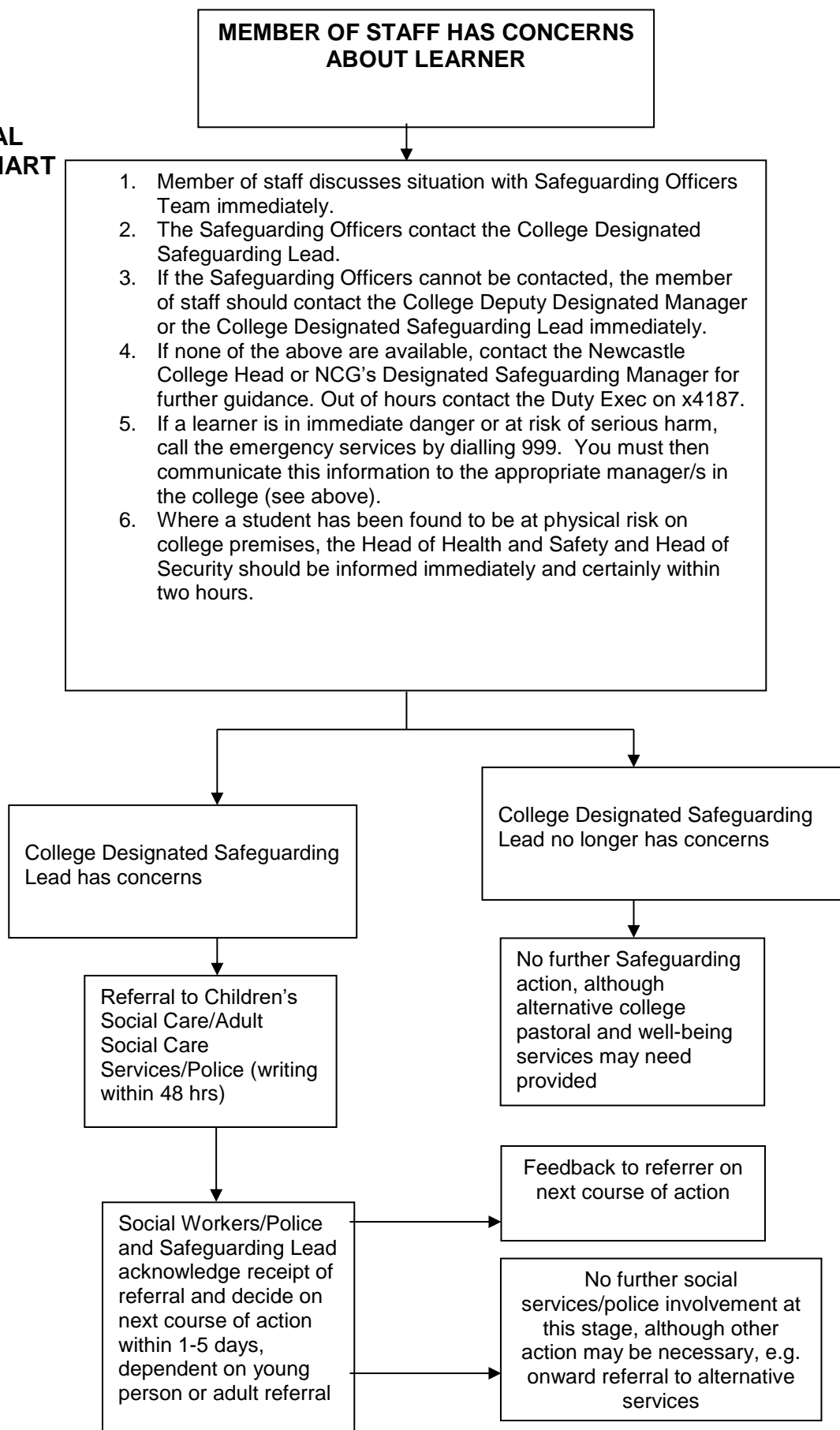
Single Safeguarding Procedure - List of Useful Names and Contact Details

NCG / NCL – Internal Contacts

Name	Title	Organisation	Tel. Number
NCG DESIGNATED MANAGER			
Steve Wallis	NCG Executive Director of Quality with responsibility for safeguarding	NCG	0191 200 4321
NEWCASTLE COLLEGE DESIGNATED SAFEGUARDING LEAD			
Paula Miller	Head of Learner Services and Safeguarding	Newcastle College	0191 200 4107 or 07836674831
NEWCASTLE COLLEGE DEPUTY DESIGNATED MANAGER			
Jon Ridley	Vice Principal	Newcastle Colle	0191 200 4922 or 07814704505
NEWCASTLE COLLEGE SAFEGUARDING OFFICERS TEAM			
Dobir Ahmed	Learner Services and Safeguarding Officer	Newcastle College	0191 2266316
Kay Gnezere	Learner Services and Safeguarding Officer	Newcastle College	0191 2266316
Neal Terry	Learner Services and Safeguarding Officer	Newcastle College	0191 2266316
Leanne Ovenden	Learner Services and Safeguarding Officer	Newcastle College	0191 2266316
David Mailer	Complex Case Officer	Newcastle College	0191 2266316
CONTACTS OF OTHER SENIOR STAFF			
NEWCASTLE COLLEGE HUMAN RESOURCES			
Angela Curry	HR Manager	NCG	01912004140 / 07912311188
NEWCASTLE COLLEGE HEALTH AND SAFETY			
Lee Ambler	Head of Health and Safety	NCG	0191 2006327
NEWCASTLE COLLEGE SECURITY			
Tony Lewis	Head of Security	NCG	0191 2004167

NCG GROUP CHIEF EXECUTIVE			
Liz Bromley	Chief Executive	NCG	c/o 0191 200 4011
NEWCASTLE COLLEGE DIVISIONAL HEAD			
Scott Bullock	Interim Principal	Newcastle College	0191 200 4023

**REFERRAL
FLOW CHART**





PREVENT AND SAFEGUARDING NOTIFICATION FORM - Strictly Confidential

This form is to be used by employees or volunteers to record any Prevent issues and safeguarding incidents, disclosures or suspicions of abuse or potential risk of harm relating to a child (under 18 years), young person or adult at risk.

Once completed and checked, the Form should be sent from the Designated Divisional Safeguarding Lead to the referrals e-mail Referrals@ncl-coll.ac.uk within **2** working days. The Designated Divisional Safeguarding Lead will notify the HR Manager and Managing Director, and by sending on this form, the Group Designated Safeguarding Lead.

Part A – Control and Follow-up

Incident	Date	Key Note
Referral within College	Click or tap to enter a date.	
Referral to Group	Click or tap to enter a date.	
Follow-up #1 @ 6 weeks	Click or tap to enter a date.	
Follow-up #2 @ 12 weeks	Click or tap to enter a date.	
Follow-up #3 @ 24 weeks	Click or tap to enter a date.	
Follow-up #bespoke	Click or tap to enter a date.	

Part B – People Involved

Referrer Details			
College / Department		Name of person making this referral: (please print name)	
Job title of referrer:		Contact phone number	
Place of work of referrer:		Email of referrer:	
Is this a Safeguarding incident?	<input type="checkbox"/>	Is this a Prevent incident?	<input type="checkbox"/>
Category 1 - Learner is subject	<input type="checkbox"/>	Category 2 - Learner is perpetrator	<input type="checkbox"/>
Category 3 – Staff member is perpetrator	<input type="checkbox"/>	Category 4 – ESFA	<input type="checkbox"/>
Learner Details			
Is the learner: A young person (under 18 years of age) Yes/No An Adult learner Yes/No		Name of learner:	
Learner student number:		Address: [If address is not current on the Learner Record]	
Date of birth: Click or tap to enter a date. Age at point of referral:		Telephone number: [If not current on the Learner Record]	
Have you attached Local Authority Referral Paperwork? <input type="checkbox"/> If Yes, go to Part D.			

Name, Address, phone, contact if relevant:

Subcontractor Details [if applicable tick]

Employer Details [for apprentices and work-place learners, if applicable tick]:

Part C – Details of Safeguarding Concern [skip to Part D if you have attached Local Authority referral paperwork]

Detail the safeguarding concern:					
<p>Other relevant details about the person involved: <i>Include family circumstances (e.g. substance misuse, domestic abuse, parental mental health issues, or any other factor which may impact on parenting), physical and mental health of the person concerned, any communication or learning difficulties they may have.</i></p>					
Is the person in danger of further abuse?			<input type="checkbox"/>		
Is the person any risk to others?			<input type="checkbox"/>		
Parent/guardian/carer's contact details:			[If not current on Learner Record]		
Relationship to person concerned:					
Any siblings/children/dependents if known:			Yes/No/Not known <i>(siblings/children/dependents) delete as appropriate</i>		
Name		Age	Gender		
Name and address of GP if known:			[If not current on Learner Record]		
<p>Are you recording: <i>(tick as appropriate)</i></p>			<p>A disclosure made directly to you by the learner? <input type="checkbox"/></p> <p>A disclosure or suspicions from a third party? <input type="checkbox"/></p> <p>Your suspicions or concerns? <input type="checkbox"/></p> <p>Concern from online / remote learning? <input type="checkbox"/></p>		
Date and time of disclosure:			Click or tap to enter a date.		
Date and time of incident:			Click or tap to enter a date.		
Are there any previous reports?			Yes/No		

Date(s) of any previous reports (if applicable)	Click or tap to enter a date.
Is there a Risk Assessment or EHCP Plan in place for any learners involved in the disclosure: Yes/No	
Name of learner (if different to report name):	
Date of risk assessment:	Click or tap to enter a date.
Additional Risk Factors	Radicalisation <input type="checkbox"/>
	Pregnant <input type="checkbox"/>
	Has responsibility for children <input type="checkbox"/>
	Current or recent suicide attempts <input type="checkbox"/>
	History of self-harming <input type="checkbox"/>
	Self-neglect <input type="checkbox"/>
	Threats or violence to others <input type="checkbox"/>
	Misusing substances <input type="checkbox"/>
	Currently receiving medication <input type="checkbox"/>
	Mental health problems <input type="checkbox"/>
	Online / web / internet issue <input type="checkbox"/>
	Other [<i>please state</i>]

Part D – Action – Response

External Agencies	Referral to Social Services	<input type="checkbox"/>	<i>Details must be provided including copy of referral documentation form / online form</i>
External Agencies	Police or other Emergency Services involved?	<input type="checkbox"/>	<i>Details:</i>
External Agencies	Have any other external agencies been contacted?	<input type="checkbox"/>	<i>Details:</i>
Medical	Was first aid administered?	<input type="checkbox"/>	<i>Details:</i>
Medical	Did the learner need to attend A&E or GP?	<input type="checkbox"/>	<i>Details:</i>
Well-being	Has counselling or other emotional support been offered? Please note if this was accepted or not?	<input type="checkbox"/>	<i>Details:</i>
Data and consent	Information shared with: <i>(please include contact details – note this is a legal requirement and transcends consent)</i>		<i>Details:</i>
Location	The person concerned is now: <i>(describe current condition and whereabouts)</i>		<i>Details:</i>
Additional Note:			

Appendix 4 and 5

Please note the NCG *Single Safeguarding Policy* can be found [here](#)

Please note *Keeping Children Safe in Education* can be found [here](#)