

# **BIRKENHEAD SIXTH FORM COLLEGE**

## **SAFEGUARDING POLICY AND PROCEDURE**

**2010 / 2011**

## **Introduction**

Birkenhead Sixth Form College recognises that young people and vulnerable adults have a fundamental right to be protected from harm and exploitation and students cannot learn effectively unless they feel safe. The College is committed to ensuring that best practice is adopted when working with all young people and vulnerable adults, offering them support and protection and accepts that it has a legal and moral responsibility to implement procedures, to provide a duty of care to young people, to safeguard their well being and to protect them from abuse.

The policy applies to all staff, Governors and others who work in direct contact with learners in the College. Abuse may take place both outside and inside of the College setting. Everyone who is part of the College community is responsible for safeguarding, promoting and protecting the welfare of young people and vulnerable adults.

The Safeguarding Policy sets out a framework that informs procedures related to the College's legal obligation to protect young people and vulnerable adults who are suffering forms of abuse as defined in the Children's Act 1989 and the Protection of Vulnerable Adults Scheme 2004.

The development and implementation of the policy is overseen by the Safeguarding Working Group, which has representatives from staff, governors and students. The policy is supported by a Safeguarding Action Plan which is reviewed at least once per term by the working group. A training and development plan covering the whole College community also forms an integral part of the action plan.

Safeguarding has also been embedded at the core of the Ofsted common inspection framework (refer to Handbook for the Inspection of Further Education and Skills from September 2009). It will receive its own limiting grade during the inspection process, with the outcome having an impact on the overall leadership and management grade for the college. The Safeguarding Policy and Action Plan also takes into account this requirement.

The College has appointed a senior member of staff as Designated Safeguarding Officer (Kate Rigby) with deputy support (Ted Behan/Emma Russell) to cover in periods of absence. Information posters are displayed around the College explaining the College's commitment to its commitment to creating and maintaining a safe learning and working environment, and the procedures to follow in the event of any concerns or worries about safeguarding.

## **1. Policy Statement**

Birkenhead Sixth Form College:

- Recognises that children and vulnerable adults have a fundamental right to be protected from harm and exploitation and students cannot learn effectively unless they feel safe.
- Is committed to ensuring that best practice is adopted when working with all children, young people and vulnerable adults, offering them support and protection and accepts that it has a legal and moral responsibility to implement procedures, to provide a duty of care to young people, to safeguard their well being and to protect them from abuse.
- Will provide an environment which promotes self confidence, a feeling of worth and the knowledge that students' concerns are listened to and acted upon.
- Corporation members, staff and volunteers at the College understand the importance of working in partnership with students, their families/carers and other agencies in order to promote and safeguard the welfare of children and young people.
- Is committed to following the Wirral's LSCB (Local Safeguarding Children Board) guidance and inter-agency procedures with regard to safeguarding of children, young people and vulnerable adults.
- Will identify designated personnel to take responsibility, oversee and monitor safeguarding issues.

## **2. Purpose**

The purpose of this policy is to:

- Enable staff and volunteers to safeguard and promote the welfare of children and vulnerable adults.
- Afford protection to students.
- Promote a culture which makes the College a safe place to learn.

## **3. Aims**

- To keep students safe from harm or potential harm.

- To contribute to the Every Child Matters outcomes. The aim is for every student, whatever their background or their circumstances, to have the support they need to:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
- To raise awareness of all staff of the importance of safeguarding children and vulnerable adults and their responsibilities for identifying and reporting actual or suspected abuse.
- To ensure that all students know that the College takes the safeguarding agenda very seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff.
- To ensure that parents/carers/guardians are clear about the value the College places on safeguarding.
- To promote effective liaison with other agencies in order to work together for the protection of all students.
- To support students' learning in ways which will ensure they feel safe and confident.
- To take account of and inform policy in related areas such as bullying, behaviour and e-safety.

There are three main elements to the College's Safeguarding and Child Protection Policy:

1. **PREVENTION** (positive and safe environment, careful and vigilant teaching, accessible pastoral care, support to students and good adult role models).
2. **PROTECTION** (agreed procedures are followed, staff are trained and supported to respond appropriately and sensitively to child protection / safeguarding concerns).
3. **SUPPORT** (to students, staff and children who may have been abused or have been affected by the abuse of others).

#### 4. Definitions

**Children and Young People** these terms are interchangeable and refer to children who have not yet reached their 18<sup>th</sup> birthday.

**Vulnerable adults** – The Safeguarding Vulnerable Adults Act 2006 (s59) defines “vulnerable adult” as a person who is aged 18 and over and:

- Receiving social care service
- Receiving health service care
- Living in sheltered accommodation
- Detained in custody or under a probation order
- Requiring assistance in the conduct of his/her affairs
- Receiving a service or participating in an activity targeted at older people, people with disabilities (learning or physical) or with physical or mental health conditions.

This definition can include participants **whose particular circumstances make them vulnerable** for example because they are leaving (or recently left) care, they have inadequate housing or they are being supported to overcome a dependency on drugs or alcohol.

## 5. Scope

**The Policy** applies to all Governors, staff (including designated Senior Postholders as defined in the Instrument and Articles), agency staff and volunteers, contractors, consultants and those working under self employed arrangements.

They must acknowledge that:

- The young person's welfare is of paramount importance and all young people have the right to be protected from abuse.
- Governors, staff and volunteers will receive child protection training appropriate to their role.
- Young people who are being abused will only tell people they trust and with whom they feel safe and that any member of staff needs to be able to respond appropriately to any young person or vulnerable adult who discloses evidence of abuse.
- It is essential that all staff members' own practice and behaviour puts young people's welfare first and cannot be misconstrued in any way and does not contravene accepted good practice or the College's Staff Code of Practice.

## 6. The Role of the Corporation ensures:

- The College has a Safeguarding Policy and procedures in place that are in accordance with Wirral's LSCB (Local Safeguarding Children Board) guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- The College operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children or vulnerable adults.
- The College has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from Wirral's

LSCB (Local Safeguarding Children Board) and locally agreed inter-agency procedures.

- A member of the College's senior management team is designated to take lead responsibility for child protection.
- Staff undertake appropriate safeguarding training.
- A governor is nominated to be responsible for liaising with the Wirral's LSCB (Local Safeguarding Children Board) and / or partner agencies in the event of allegations of abuse being made against the Principal. The nominated governor is Peter Cumings, Chair of the Corporation.
- Where services or activities are provided on the College premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding and liaises with the College on these matters, where appropriate.
- The College reviews its policies and procedures annually.

## **CURRICULUM**

The Corporation believes that the curriculum is important in safeguarding and child protection and aims to ensure that curriculum development meets the following objectives:

- Developing self-esteem
- Developing communication skills
- Informing about all aspects of risk
- Developing strategies for self protection
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults and children and young people
- Developing non-abusive behaviour between students and in relationships
- How to respond to and report bullying
- Use of social and emotional aspects of learning to promote well being.

### **7. The Designated Member of Staff**

- The designated member of staff with lead responsibility for safeguarding children and vulnerable adults is Kate Rigby, Assistant Principal. It will be the responsibility of the Designated Safeguarding Officer to review and monitor the procedures and to seek the advice of Wirral's LSCB (Local Safeguarding Children Board) and to bring about a change in procedures, if necessary.
- Further, it is the responsibility of the Designated Safeguarding Officer to ensure that this policy is reviewed annually and appropriate staff development is in place and all staff have a general awareness of safeguarding children and vulnerable adult protection issues.

- Other senior staff, Ted Behan and Emma Russell, are trained as Designated Safeguarding Officers to act in the absence of Kate Rigby.

## **8. Raising Safeguarding Awareness**

- All staff are required to undertake safeguarding training. The training will advise staff of College policy and procedures, how to recognise possible or potential abuse, how to report it and how the College is linked to external safeguarding authorities.
- The Designated Safeguarding Officer ensures that up to date information is displayed in prominent positions around College informing all students, staff and volunteers of the procedures for reporting safeguarding allegations or concerns.
- Personal Tutors advise new students of the College Safeguarding Policy as part of their induction and tutorial programme and deliver agreed tutorial content throughout the year to promote and support the College's Policy.
- Safeguarding information is provided for staff as part of their induction and is also located on the College intranet, Moodle which can be accessed by staff and students.

## **9. Safer Recruitment and Selection**

The College pays full regard to DfE guidance "Safeguarding Children and Safer Recruitment in Education" January 2007. It ensures that all appropriate measures are applied in relation to everyone who works in the College e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking ISA and Criminal Records Bureau checks.

The College will ensure that:

- A CRB Enhanced Disclosure and ISA check is obtained for **all** new appointments to the College's workforce.
- A single central record detailing a range of checks carried out on its staff is maintained and records demonstrating that staff have completed appropriate safeguarding training for their role.
- All new appointments to the College workforce who have lived outside the UK are subject to additional checks as appropriate.
- Supply staff have undergone the necessary safeguarding checks.
- Identity checks are carried out on all persons appointed.

## **10. Partnership with Parents**

The College shares a purpose with parents/guardians/carers to keep children safe from harm and to have their welfare promoted and makes this statement in its Prospectus.

The College is committed to:

- working with parents positively, openly and honestly. It ensures that all parents are treated with respect, dignity and courtesy. It respects parents/guardians/carers' rights to privacy and confidentiality and will not share sensitive information unless permission has been given, or it is necessary to do so in order to protect a child/young person.
- sharing with parents/guardians/carers any concerns about their child/young person unless to do so may place a child at risk of harm.
- encouraging parents/guardians/carers to discuss any concerns they may have with the Managers of Learner Services or one of the Designated Safeguarding Officers.

## **11. Communication of the Policy and Procedure**

The following statement is placed in College publications.

*Birkenhead Sixth Form College recognises that members of staff and learners have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse. The College has written a comprehensive Safeguarding Policy and Procedure to ensure that the welfare of the child and vulnerable adults is always placed at the centre of its activities. Anyone who would like to see a copy of this policy should contact the Designated Safeguarding Officer or access it through the College website. [www.bsfc.ac.uk](http://www.bsfc.ac.uk)*

## **12. Categories of Abuse**

Please see Appendix 1.

## **13. Procedure**

- a. All complaints, allegations or suspicions must be taken seriously.
- b. The procedures laid out in this document must be followed whenever an allegation is made that a young person/vulnerable adult has been abused.
- c. Promises of confidentiality should not be given as the matter may develop in such a way that these might not be able to be honoured.
- d. If the complaint comes directly from the young person/vulnerable adult, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must always be avoided.

e. A full record of any conversations must be made immediately after any conversations with the young person/vulnerable adult and must include:

- The date and time of the observation or disclosure
- The young person/vulnerable adult's name
- The young person/vulnerable adult's address
- The age of the young person/vulnerable adult
- The date and time of the alleged abuse
- The place where the alleged abuse happened
- Your name and the names of any other persons present
- The name of the complainant
- The nature of the alleged abuse
- A description of any injuries observed
- The account which has been given of the allegation
- The exact words spoken by the young person/vulnerable adult
- An objective record of the observation or disclosure

**Any such notes should be, as far as possible, verbatim rather than summarised and it should be factual in terms of what the young person/vulnerable adult has reported and should not be based on opinion or assumptions.**

f. Some young people or adults with learning difficulties and/or disabilities may need additional support. This may take the form of the young person/vulnerable adult's nominated carer or teacher being present at any interview to act as a facilitator or in an advocacy role. It should NEVER be assumed that a young person/adult with learning difficulties and or disabilities is not capable of providing credible evidence. The College will always respond in a positive manner to any legitimate requests for support from the appropriate agencies. The College regards parents/guardians/carers of learners under 19, Social Care, the Police and certain other government departments as authorised enquirers.

g. Where a learner who is not a child under the act is identified as being at risk the Designated Safeguarding Officer will make a decision on whether there is a need to involve outside agencies such as social care or the Police. Outside agencies should only be involved with the agreement of the alleged victim unless disclosure is necessary in the over-riding public interest and / or where the law is being broken (e.g. to protect others from serious harm). In the case of learners with learning difficulties, advice will be sought from the appropriate persons / agencies which could include the learner's tutor, case worker or Social Care Department.

## **14. Responding to an Allegation**

It is understood that all staff (teaching staff, support staff and managers) of the College may come in contact with learners who are exhibiting 'a cause for concern'. No member of staff should take any independent action themselves but should observe the protocols set out in this section of the policy unless the individual is in crisis in which case action should be taken to stabilise the situation in consultation with relevant managers.

- Any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Officer with responsibility for safeguarding children and vulnerable adults as soon as possible.
- The Designated Safeguarding Officer should refer the matter to the Wirral's LSCB (Local Safeguarding Children Board) where they feel that the young person/vulnerable adult may be in need or may be at risk of suffering significant harm. A written record of the date and time of the report should be made and the report must include the name and position of the person to whom the report is made. The telephone report must be confirmed in writing within 24 hours. The confirmation may be hand written, posted or faxed but a copy **MUST** be kept on file.
- The advice received from Wirral's LSCB (Local Safeguarding Children Board) on what action, if any, should be taken and a note kept of that conversation.

#### **14 – 16 year old learners**

- Where an allegation is made regarding a 14-16 year old learner, members of staff should follow the same procedures as outlined above. The Designated Safeguarding Officer will liaise with the Child Protection Officer from the learner's school or sponsor, ensuring that the learner is informed of this process.

#### **15. Work Placements**

- Employers and training organisations will be asked to cooperate with the College in putting in place and subscribing to appropriate safeguards consistent with those in place within College.
- Where a placement is long term or meets the criteria laid out in "Safeguarding Children and Safer Recruitment in Education 2007, DFE" the College will ensure that additional safeguards are in place, these may include ensuring those staff arranging placements have had training in child protection.
- Training organisations will be asked to make a commitment to safeguarding learners' welfare by endorsing an agreed statement of principles.
- Vetting and CRB checking any person whose normal duties will include regular caring for, training, looking after or supervising a child in the

workplace where that person has been specifically designated to have responsibility for such activities

## **16. Allegations about a Member of Staff**

**This section refers to both employed staff and volunteers**

- Any suspicion, allegation or actual abuse of a child/adult by a member of staff must be reported to the Designated Safeguarding Officer as soon as possible. If the Designated Safeguarding Officer cannot be contacted a member of the senior management team must be contacted. Reception staff are always aware of who the senior person in charge is.

On being notified of any such matter the Designated Safeguarding Officer shall:

- Take such steps, as s/he considers necessary to ensure the safety of the child/adult in question and any other person who is considered at risk.
- Immediately notify the Principal or, in her absence the Deputy Principal and the Human Resources Manager. The Principal will, following College procedures, inform the member of staff that s/he may be suspended on full pay pending an investigation. The staff member's representative will also be informed. The length of any suspension will be in line with College policies and will be as short as is possible while ensuring the safety of the child. N.B. Suspension should not necessarily be an automatic response to an allegation and all allegations should be dealt with quickly, fairly and consistently. After being informed of an allegation against a member of staff, the Principal will consult the Local Authority Designated Officer (LADO) within one working day.
- Report the matter to the Wirral's LSCB (Local Safeguarding Children Board) in accordance with the procedure set out in 13 above.
- Ensure that the person who reported the original concern completes a report of the matter as set out above.
- Any investigation relating to a member of staff will follow the College's laid down procedure for investigations, after agreement from the Wirral's LSCB (Local Safeguarding Children Board).
- Following an investigation the College will take a view on how to proceed in line with its disciplinary policies dependent on the outcome of the investigation.

- Where it is subsequently found that an allegation has been made maliciously, the College may refer the matter to be dealt with under the College's disciplinary procedures.
- Throughout the process, the HR department will ensure that contact is maintained with the member of staff and offer appropriate support.
- If the Designated Safeguarding Officer is the subject of the allegation or complaint, the matter must be reported directly to the Principal or Deputy Principal.
- If the Principal is subject to any such allegation or complaint, the Designated Safeguarding Officer will contact the Chair of the Corporation who is the Governor nominated to be responsible for liaising with Wirral's LSCB (Local Safeguarding Children Board).

## 17. Record Keeping

- DfE guidance says that the Designated Safeguarding Officer should keep detailed, accurate, secure written records of referrals and concerns. These should be kept separately from academic records, in a confidential file stored in a secure cabinet, accessible only by appropriate senior staff members. They are exempt from records available for examination by parents or young people unless subject to a court order.
- The College promotes high quality record keeping in respect of all concerns about young people's welfare. The records should be completed in a timely manner and include all relevant information such as dates, times, others involved, witnesses etc. All records should be signed and dated by the member of staff involved. The young person's confidential record should include a front sheet chronology of concerns to support the understanding of the impact of past concerns, patterns and escalation of concerns.
- If a young person transfers to another College or other educational establishment, the Designated Safeguarding Officer should forward the child protection file to a named person at the receiving College / establishment under separate cover from the academic records. The file should be marked '*confidential, to be opened by addressee only.*' This should be followed up with a telephone call to establish safe receipt.
- The Designated Safeguarding Officer should retain a copy of the child protection file, which should be stored in a secure cabinet accessible only by appropriate senior staff members.
- The referrer should confirm verbal and telephone referrals in writing within 48 hours, using the interagency referral form.

- The College will ensure that it keeps up-to-date personal data records of all young people by regularly reminding parents to inform us of any change in family circumstances and requesting an annual update.

## **18. Confidentiality and Information Sharing**

The College recognises that all matters relating to child protection are confidential.

- The Principal or Designated Safeguarding Officer will disclose personal information about a young person to other members of staff on a need to know basis only.
- However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard young people. Guidance can be found at [www.wirral.gov.uk/lscb](http://www.wirral.gov.uk/lscb) and [www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00340/](http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00340/)

When considering sharing information staff will:

1. Remember that the Data Protection Act is not a barrier to sharing information, it provides the framework
  2. Be open and honest with the person from the outset about how information may be shared
  3. Seek advice, and will not fail to share information because they are unsure what to do
  4. Share with consent where appropriate and respect the wishes of those who refuse consent unless it is believed that there is a risk of harm to a young person if the information is not shared
  5. Consider safety and well-being of the young person and base information sharing decisions on this
  6. Ensure all information shared is necessary, proportionate, relevant, accurate, timely and secure. Ensure any third party or hearsay information is identified and consent to share it is given
  7. Keep a record of the decision and reasons for it, record what has been shared, with whom and the purpose.
- All staff must be aware that they cannot promise a young person to keep secrets which might compromise the young person's safety or well-being or that of another.
  - The College will always undertake to share its intention to refer a young person to Wirral's LSCB (Local Safeguarding Children Board) with their parents/guardians/ carers unless to do so could put the young person at greater risk of harm, or impede a criminal investigation. If in doubt, the College will consult with Wirral's LSCB (Local Safeguarding Children Board).

## **19. Whistle Blowing**

Staff should be aware that young people may feel unable to express concerns in an environment where staff are reluctant to do so. All staff should therefore feel free to voice concerns about the attitude and actions of their colleagues in accordance with the College's Whistle Blowing Policy.

## **20. Safer Working Practice for Staff**

### **1. Interviewing Students**

All staff should be aware of the potential risks (i.e. false allegations against staff) of interviewing a young person alone, particularly if the young person has an experience of sexual/emotional abuse. Interviewing individual students is an integral part of our work and therefore staff should exercise their own professional judgement and a degree of caution in these situations. All staff should try to ensure that they are not place themselves in any compromising situations where allegations could potentially be made against them.

Suggested protective measures to consider:

- ask another person (teacher/tutor or young person's friend – as appropriate to the content) to sit in on the interview:
- sit in a room where it is possible to be observed through a window or glass-panelled door:
- do not close the door of the room, if you are not clearly visible from outside the room.

### **2. Transporting Students**

Situations often arise, which require a member of staff to take a young person home. Staff should be aware of the risks involved in this; when a young person has to be taken home, a male teacher should not normally transport a girl in his car unless he is accompanied by a female colleague. It may be better for female staff to carry out this task so that male staff can be protected from false allegations. No staff should be alone with a student in this situation.

### **3. Use of Technology**

All staff in the College will use technology to support and promote the learning and welfare of young people. However certain safeguards should be remembered:

- Telephone - Staff will NOT give any young person their personal telephone numbers (mobile or home) and will not contact the young person on the young person's mobile phone either by voicemail or by

texting unless this is in line with the College's policy in respect of making contact.

- Communication by technology should only take place using approved College systems and communication of a personal nature must not be conducted with young people.
- Use of Internet: Staff will NOT access or expose young people to unsuitable material on the internet. Staff will ensure that they follow the College's ICT Policy about access to and use of the internet.

#### **4. Social Networking Sites**

A member of staff should be aware that where potentially compromising information is posted on social networking sites, there is a danger that it may be accessed by colleagues and/or young people, and as a result seriously impact upon that colleague's professional standing. For example, if a member of staff posted information about an aspect of their private life relating to areas of sexual behaviour, alcohol, drug misuse, violence or anything that was illegal this would be considered inappropriate.

Should any inappropriate information be posted by a member of staff and it became common knowledge, then professional relationships (those of mutual respect, professional distance, acting as a role model etc) with students could be compromised. This would be considered as a serious disciplinary offence by the College. It would also be considered that such an incident would be deemed to have brought the profession and/or the College into disrepute.

It may be considered that for people working in the front line of public service that the best advice would be not to use social networking websites. However, if a member of staff chooses to do so they should be aware of potential pitfalls. Staff are strongly advised that they should:

- be highly circumspect about the information that is posted in public view; criticising the College, colleagues and young people will be considered a serious disciplinary offence
- take steps to ensure that there are appropriate access restrictions in force on personal internet content
- ensure that they do not engage with young people online or become 'friends' on social sites

## **21. Safety**

### **The College must ensure that:**

- All sites are clean and a safe environment for young people, staff and visitors.
- All staff have access to the Safeguarding Policy and Procedure and know who the Designated Safeguarding Officers are
- All incidents are recorded in accordance with Health & Safety procedures.
- All staff and students wear photograph ID badges at all times.

- All visitors must report and sign in at reception and will be issued with visitor badges.
- An accurate and up to date student record system is in place and confidentiality of data is maintained.
- Regular audits of all equipment (first aid kits, fire extinguishers, telephones etc) is carried out.
- Regular fire drills / inspection are undertaken.
- There is a designated person in charge on site at all times to deal with emergencies and ensure the safety of young people whilst on site.





Reason for concern:  
**(State briefly what the learner said or what you observed that caused concern. Include date, time, event)**

Category of concern: **Physical**  **Neglect**  **Emotional**  **Sexual**

Who have you spoken to and what was said?

State what action taken, and when.

**Signed:** .....

**Print name:** .....

**Date:** .....

**Position:** .....

## **Appendix 1**

### **CATEGORIES OF ABUSE**

#### **Children**

##### **Physical Abuse**

This may involve hitting, shaking, throwing, 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**

This is the persistent emotional ill-treatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions which are beyond the child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve 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 ill-treatment of a child, though it may occur alone.

##### **Sexual Abuse**

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

##### **Neglect**

This is the persistent failure to meet the 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 and clothing, shelter

including exclusion from home or abandonment, failure to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Adults**

### **Physical abuse**

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

### **Sexual Abuse**

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

### **Psychological Abuse**

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

### **Financial or Material Abuse**

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

### **Neglect and Acts of Omission**

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

### **Discriminatory Abuse**

This includes racist, sexist, or other forms that are based on a person's disability and other forms of harassment, or similar treatment.

### **Self Neglect**

This is not a direct form of abuse but staff need to be aware of it in the general context of risk assessment / risk management and to be aware that they may owe a duty of care to a vulnerable individual who places him/herself at risk in this way.

### **Forced Marriage**

The tradition of arranged marriages has operated successfully within many communities and many countries for a very long time. A clear distinction must be made between a forced and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in choosing the marriage partner but the choice whether or not to accept the arrangement remains with the young people. In forced marriage, one or both spouses do not consent to the marriage or consent is extracted under duress. Duress includes both physical and emotional pressure.

#### Possible Indicators of Forced Marriages

- Truancy
- Decline in performance or punctuality
- Low motivation at school
- Poor exam results
- Being withdrawn from school by those with parental responsibility
- Unplanned holidays abroad
- Not allowed to attend extracurricular activities

What to do if you are concerned that a student is being forced to marry.

- Immediately contact the DESIGNATED SAFEGUARDING OFFICER
- If the student insists on talking to you:
  - Tell someone when and where you are meeting the student
  - Make sure you can meet them in a private place where there is a telephone
  - Have a 'story' ready about how you are providing support with learning in case you are challenged by the family
  - Listen to what the student has to say and write it down
  - Do not question apart from to clarify
  - Inform the student you have to talk to a senior member of staff but that it will remain confidential
  - Provide the opportunity for them to talk to the Forced Marriage Unit on 0207 008 0151