

**Safeguarding Young People and Vulnerable Adults Policy**

**Policy details**

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| **Policy Title** | Safeguarding Young People and Vulnerable Adults Policy |
| **Current Revision** | 2 |
| **Policy Owner** | Sam Gunnarsson, Assistant Principal Learner Experience |
| **Linked Policies** | Appendix 4 |
| **Relevant Legislation** | Appendix 3 |

**Approval and Review**

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| **Approval** | Via College Executive Board |

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| **Date of Issue** | January 2025 |
| **Next review due** | January 2027 |

**Equality**

The College will comply with all statutory duties in respect of The Equality Act 2010 and its Protected Characteristics: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. The college will work within the terms of the Rehabilitation of Offenders Act 1974 and the Human Rights Act 1998 and any subsequent enactments or modifications.

Equality Impact Assessments will be carried out at the drafting stage for new policies and where existing policies are reviewed and updated.

**Sustainability**

The college will comply with all statutory duties in respect of sustainable development by seeking to improve the long-term economic, social and environmental wellbeing of people and communities. This needs to be done in ways which promote social justice, equality of opportunity and which enhance the natural and cultural environment while respecting its limits.

**Welsh Language**

The College will comply with its Welsh Language Scheme, which is a statutory document, in all of its activities. This includes conducting Welsh Language Impact Assessments for all new and revised policies and initiatives.

**Our commitment to being a Trauma Informed Organisation**

The College is committed to transforming into a trauma-informed institution where safety, collaboration, choice, trust and empowerment are central to our culture and practices, ensuring the wellbeing and resilience of all learners and staff. We prioritise the wellbeing of all, fostering positive relationships and experiences which develop and uphold the resilience of learners and staff.

**Our commitment to becoming an Antiracist Organisation**

Our approach will tackle racism on many levels. We will engage all members of our College community to support transformational change.

We are determined to tackle racial discrimination in all its forms and will be referring to the [Race Relations Act 1976](https://www.bing.com/ck/a?!&&p=fee515377e5babfeJmltdHM9MTY5OTIyODgwMCZpZ3VpZD0yZGEwYzc3My04ZmUxLTY1ZjMtMzI5MC1kNGRjOGUwMTY0MzEmaW5zaWQ9NTE5Nw&ptn=3&hsh=3&fclid=2da0c773-8fe1-65f3-3290-d4dc8e016431&psq=anti+racist+legislation+uk&u=a1aHR0cHM6Ly93d3cubGVnaXNsYXRpb24uZ292LnVrL3VrcGdhLzE5NzYvNzQvZW5hY3RlZA&ntb=1) and to achieve the actions set out in the Black Further Education Leadership Group (BFELG) 10 Point Plan.

We are committed to making sure that our College is inclusive. We want the experience of studying and working here to be positive and welcoming for everyone, of all ethnic and racial backgrounds.

We understand that this is the responsibility of all of us and we expect everyone to play an active part.

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**1. Policy scope and purpose**

The College Merthyr Tydfil and its subsidiary, Tydfil Training Consortium (known as The College throughout this document) is fully committed to a universal approach to protecting children, young people and vulnerable adults from harm. The College has four values which are Professional, Inspiring, Supportive and Collaborative which underpin how we support our learners, staff and stakeholders.

The College is person centred and recognises that learners have a fundamental right to be protected and safeguarded from harm and should be given every opportunity to develop into confident and independent citizens. In working towards these aims, the College is committed to creating a safe and secure environment which is underpinned by our Responsible at Study Policy (behaviour / disciplinary policy) which outlines clear expectations around behaviour and conduct.

Everyone working in and with The College will promote a **safe** environment by:

* Recognising potential safeguarding concerns, those who may be suffering or at risk of suffering from harm, and reporting them appropriately using the four R’s (Recognise, Respond, Report, Record).
* Being aware of vulnerabilities that may indicate an individual who is more susceptible to being at risk of harm such as, additional learning needs, Child Looked After (CLA) and Young Adult Carers as well as those who have Adverse Childhood Experiences (ACES) or have experienced trauma.

Safeguarding is preventing and protecting children from abuse, neglect or other kinds of harm, and educating those around them to recognise the signs and dangers (Keeping Learners Safe, 2022). Whilst statutory responsibilities for safeguarding and child protection applies to young people (children) who are under 18 years of age, the Social Services and Wellbeing (Wales) Act 2014 extends the duty to report where the College has reasonable cause to suspect that an adult is at risk.

**2. Relevant Legislation**

The key aims that surround this policy are stated in safeguarding legislation, which includes; [Wales Safeguarding Procedures (2019)](https://www.safeguarding.wales/en/), [Keeping Learners Safe Guidance document number 275/2021](https://www.gov.wales/keeping-learners-safe) (replacing document number 272/2021), The Wellbeing of Future Generations (Wales) Act 2015 and The Social Services and Wellbeing (Wales) Act 2014.

The College will align guidance and procedures to the [Cwm Taf Morgannwg Safeguarding Board](https://www.cwmtafmorgannwgsafeguardingboard.co.uk/En/Home.aspx) (CTMSB) and the [Wales Safeguarding Procedure](https://www.safeguarding.wales/en/). Additional relevant legislation and guidance can be found in appendix 1. These documents along with this policy will enable the College to comply with requirements under statutory bodies including Estyn, Care Inspectorate Wales (CIW) and the Welsh Government.

**3. Roles and Responsibilities**

## The Board of Directors

The Board of Directors is committed to ensuring that the College:

* Raises awareness of issues relating to safeguarding, trauma and promoting the welfare of children, young people and vulnerable adults in the College;
* Provides a **safe** environment for all learners and staff;
* Identifies young people and vulnerable adults who are suffering or are at risk of suffering significant harm and takes appropriate action to see that such learners are kept safe at the College, supporting a multi-agency approach;
* Have procedures for reporting and dealing with allegations of abuse against members of staff, other learners and volunteers;
* Operates **safe** recruitment procedures;
* Designates a member of staff with sufficient authority to take lead responsibility for safeguarding;
* Remedies any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to the Board of Director’s attention;

**Designated Director for Safeguarding**

The Designated Director will liaise with the Designated Safeguarding Person to ensure:

* The Board of Directors are informed about how the Safeguarding policy is being fully complied with by all members of staff, including training;
* The Safeguarding policy meets the Regional Safeguarding Board’s requirements;

The Designated Director will also be responsible for overseeing liaison with appropriate agencies in connection with allegations against the Principal. This will not involve undertaking a formal investigation, but will ensure communication between parties and provide information to assist enquiries.

To assist the Designated Director to fulfil these duties, they shall receive appropriate training.

**The Principal**

The Principal will ensure, that all staff:

* Follow the safeguarding policies and procedures;
* Have the resources to safeguard individuals against harm, including training;
* Know how to recognise a safeguarding concern, how to pass it on, who the Designated Safeguarding Person is and how to contact them;
* Feel able to raise concerns about poor or unsafe practice and be confident that such concerns will be addressed sensitively and effectively in a timely manner in accordance with Welsh Government’s Procedures for Whistleblowing.

## Designated Safeguarding Person (VP Resources & Chief Operating Officer)

The Designated Safeguarding Person (DSP) for safeguarding, child protection and Prevent, will ensure that:

* All staff receive mandatory training, and regular updates on recognising, responding and reporting concerns, at least every two years;
* They act as a point of contact for external agencies, including Cwm Taf Morgannwg Safeguarding Board;
* They act as a single point of contact (SPOC) for Prevent and reporting concerns to the Welsh Extremism and Counter Terrorism Unit (WECTU);
* Submit an annual report to the Board of Directors which reviews how the duties have been discharged, including staff training and recommendations;
* The recruitment of staff meets safer recruitment guidelines, including the use of the Disclosure and Barring Service (DBS) and Education Workforce Council requirements;
* New staff receive training as part of the wider induction on safeguarding procedures;
* Mechanisms exist to ensure that the use of temporary and agency staff comply with the college’s safeguarding responsibilities and procedures;
* Oversee and manage concerns and allegations in relation to staff.

**Deputy DSP (AP Learner Experience)**

Will deputise for the DSP when they are not available.

## Head of Wellbeing & Learner Support Services

The Head of wellbeing & Learner Support Services as Operational Safeguarding lead, will ensure that:

* Applicants with a disclosed criminal conviction are assessed thoroughly and associated risks to self and others are considered based on their application
* Ensure a safe online environment by filtering and monitoring activity using appropriate software and investigating any online incident reporting logs
* All safeguarding concerns are recorded accurately and securely in line with GDPR, using MyConcern
* Liaison with key internal and external agencies, local authorities, contractors, parents/ guardians, learners, staff to ensure effective and timely communication and information sharing (as appropriate)
* Senior managers are advised to ensure that the college conforms to legislation in respect of Equality & Diversity, Estyn and Welsh Government agendas
* Relevant training for staff and external partners across a range of safeguarding topics is provided
* Liaise with the regional safeguarding children board (Cwm Taf Morgannwg Safeguarding Board) as appropriate

## Designated Safeguarding Leads (DSLs)

DSLs are designated members of the safeguarding team and have responsibility for:

* Providing frontline contact for the reporting of safeguarding concerns
* Providing advice, support and training to staff
* Referring cases of suspected abuse, allegations of abuse or incidents of harm to the relevant agencies
* Maintaining accurate records of safeguarding referrals in line with data protection regulations via MyConcern
* Deal with individual cases, including attending case conferences and review meetings as appropriate
* Keeping the DSP and Head of Wellbeing and Learner Support informed about all cases of suspected abuse, allegations of abuse or incidents of harm

**Person in Charge – The College Merthyr Tydfil Day Nursery and Playscheme**

The designated Person in Charge of the College Merthyr Tydfil Day Nursery and Playscheme is responsible for the safeguarding of children attending the nursery and holiday playscheme and for ensuring that reporting processes fulfil requirements under the Care Inspectorate Wales (CIW). The setting will have its own policy in relation to safeguarding children, in line with the requirements of its registration. The Person in Charge must notify the Responsible Individual (DSP) for the service immediately.

**All Staff**

Staff must:

* Keep learners safe and promote the ethos of the College that learners feel secure, valued and listened to;
* Undertake mandatory Level 2 Safeguarding training, trauma awareness training and training to access, report and record safeguarding concerns via the online platform, MyConcern (safeguarding software);
* Identify learners who are experiencing or are likely to experience significant harm and report on MyConcern or directly to a member of the Wellbeing & Safeguarding Team.
* Be aware of their roles and responsibilities in preventing violent and non-violent extremism
* Promote learners’ wellbeing via the tutorial programme and develop their resilience
* Resist re-traumatising others
* Recognise learners experiencing distress and act appropriately;
* Use Trauma-Informed approaches on a daily basis (e.g. Positivity, supportiveness, kindness, non-judgement, calmness)
* Be aware of how “vicarious trauma” can affect self and others and seek the appropriate support if necessary
* Positively challenge inappropriate behaviour in College, for example, bullying, substance misuse and refer to the Wellbeing & Safeguarding teams as appropriate;
* Report to the Designated Safeguarding Person any personal circumstances which may be deemed to bring their professional practice or judgement into question. Examples include matters which may lead to a Professional Strategy Meeting, a Section 47 Child Protection Conference or other matters involving Social Services or the Police.

All staff are in a position of trust, with nearly all roles within the College classified as ‘regulated activity’, as defined by the [Disclosure and Barring Service (DBS)](https://www.gov.uk/government/organisations/disclosure-and-barring-service). Staff registered with the Education Workforce Council (EWC) have additional requirements placed upon them, as outlined within the [EWC Code of Professional Conduct and Practice](https://www.ewc.wales/site/index.php/en/fitness-to-practise/code-of-professional-conduct-and-practice-pdf.html).

## 4. Safer recruitment and Selection

The College Merthyr Tydfil will ensure that all appropriate measures are applied in relation to everyone who works in the College who is likely to be perceived by the student as a safe and trustworthy adult, including volunteers and staff employed by contractors.

The College will commit to ensuring at least one interview panel member is Safer Recruitment trained.

Safer recruitment practice adopted by the College includes scrutinising applicants, verifying identity, academic and vocational qualifications, obtaining professional 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 checking the candidate’s Disclosure and Barring Service (DBS) status, Education Workforce Council registration and status and right to work and remain in the UK.

For supply staff, the College will seek written confirmation that the employment business providing the member of supply staff has carried out the relevant checks and obtained the appropriate certificates and whether any enhanced DBS check certificate has been provided in respect of the member of supply staff and the date that confirmation was received.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity with a person under 18.

Where services such as student transportation are procured, contracting requirements will outline the College’s requirement for any adult in direct contact with The College Merthyr Tydfil’s students, holds a valid enhanced DBS check.

See Appendix 4.

## 5. Professional Relationships and Boundaries

The College Merthyr Tydfil recognises that positive professional relationships with learners will support the best outcomes. In adhering to the EWC Staff Code of Conduct and appropriate, professional boundaries both students and staff can be safeguarded from unfounded allegations. It is the College’s duty to promote a safe learning environment to protect the wellbeing of its learners and staff.

It is essential that staff are mindful of the conduct and communication with students either directly or online. Please refer to the College Communication Protocol.

# Social media

The college does not endorse connecting with learners via personal social media accounts, including accepting friend/ follow/ connection requests. Where curriculum, course related or other college accounts and online spaces are used for communication purposes, the college’s Acceptable IT Use and Social Media Policies should be adhered to in conjunction with the [EWC Guidance on the Use of Social Media](https://www.ewc.wales/site/index.php/en/fitness-to-practise/good-practice-guides).

# Remote/ Online teaching and learning

Staff should consider:

* Work area/ backdrop is appropriate
* Clothing is appropriate
* Consent is sought before recording sessions/ sharing photographs or screenshots Should a concern arise following an online session, please report immediately to the Safeguarding team

# Home visits

Home visits should only be undertaken as a last resort and without entering the home. It is recommended that no less than two members of staff would attend.

# Transporting Learners

Wherever possible, it is expected that college transport would be used for learner transport. Staff should ensure that all necessary vehicle checks are carried out prior to use; that insurance cover is appropriate and that two members of staff accompanying the learner(s). In the event that a college vehicle is unavailable, a taxi should be used.

# Photography/ video

Where photography or video footage is captured for the purposes of qualification evidence or marketing purposes, all subjects must have consented to images and footage being used. Staff must remember that some students will be subject to protection under a Public Protection Notice (PPN) or could be a child in care in a placement in a different local authority area to ensure their protection. The use of footage and images could contravene and place at harm a student in such a scenario.

**Out of hours contact with students**

The College recognises the need to work flexibly and that core hours (8:30am – 5pm) are not always practical depending on timetabled sessions, part time courses and trips. However, contact with a learner should only take place via college approved systems such as email, chat or Microsoft Teams. We would also encourage that emails are scheduled to send if the hour at which you are writing the email is unsociable.

Staff are not permitted to share their personal mobile at any time. In cases of a trip, staff should use the college trip phone.

# 6. Confidentiality, Information and the Police

The matter of confidentiality is not absolute, information may be shared if it is to protect an individual or the wider population. If professionals feel that an individual or group are at risk of harm, confidentiality can be breached.

Staff are not to provide any personal information about a student to third parties without permission from the Head of Wellbeing or the Designated Safeguarding Person (DSP). This includes requests from a parent, guardian or Police for information. The Police are required to submit a Data Sharing form authorised by a Detective Inspector, prior to any information being shared.

Whilst the College has a duty to comply with the General Data Protection Regulation (GDPR), we will operate in accordance with lawful information sharing for the purposes of protecting and safeguarding students at risk of harm. [Further information on how we will do this can be found here.](https://hwb.gov.wales/repository/resource/47196b0e-5c4b-496a-b3aa-91bfdac26ab9/en?sort=recent&strict=1)

**7. Peer on peer abuse**

The College take bullying and harassment seriously and are committed to ensuring all learners are treated equally and with respect. Sexual misconduct and harassment will not be tolerated. This responsibility refers to individuals when they are both in and out of our organisations and includes use of the internet and electronic communication devices such as email, mobile phones, games consoles and social networking sites.

The College recognises that there is the potential for abuse between young people, and staff will remain vigilant to the signs of peer-on-peer abuse. Staff will follow their organisation’s safeguarding procedures to report and manage any concerns. This policy has been updated in July 2021 using Welsh Government guidance, [‘Guidance for education settings on peer sexual abuse, exploitation and harmful sexual behaviour’](https://gov.wales/peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour).

**8. Young Carers**

In many families, learners contribute to family care and well-being as part of normal family life. A young carer is a person under the age of 25 who is responsible for caring on a regular basis for an adult or sibling who has an illness or disability.

Caring responsibilities can impact upon a learner’s studies. Any carers should be notified to the Wellbeing and Safeguarding team who will complete a carers assessment in compliance with the Quality Standards in Carer Support (QSCS).

# 9. Prevent, Radicalism and Extremism

The College will create a safe environment in which learners can understand and discuss sensitive topics, including terrorism and extremist ideas, and learn how to challenge these ideas. Through the tutorial and curriculum opportunities will be explored to challenge these topics and to promote the values of democracy, mutual respect and tolerance of different faiths and beliefs.

The College seeks to protect its students against the messages of violent extremism including, but not restricted to, those linked to Islamic ideology, far right and extremist animal rights movements. Prevent happens before any criminal activity takes place by recognising, supporting and protecting people who might be susceptible to radicalisation.

The Counter Terrorism and Security Act 2015 places a duty on the College and its Work Based Learning providers to prevent people from being drawn into terrorism. All College staff are required to understand Prevent and the role they play in adhering to the Prevent Duty.

The College will in accordance with the 2015 ‘Prevent Duty’ ensure that the DSP through their role will:

* Represent the College on the local CONTEST and Prevent Boards;
* Ensure the College is compliant with the Prevent Duty;
* Liaise with the Dyfed Powys Police Prevent Co-ordinator.
* Will serve as a Channel Panel member for the relevant local authority areas;
* Ensure College staff are aware of and work to the Safer Working Practice Guidance;
* Support the Director of People and Culture to inform the College’s risk register with regards to Prevent/safeguarding activity;
* Facilitate the Aspire safeguarding programme and embed prevent training within this activity, WRAP - WRAP@homeoffice.gov.uk and Preventraining@homeoffice.gov.uk are the E-learning tools that will be used;
* Share appropriately, information concerning learners at risk with appropriate agencies as part of Channel panels;
* Review and update arrangements with respect of Prayer Rooms on college sites and visiting speakers

This will be achieved through:

* Embedding British Values within the curriculum
* Building staff and student understanding of the issues and confidence to deal with them through staff development, specialist tutorials, awareness campaigns and community engagement activities.
* Working with the Chaplain in the University of South Wales.
* Bespoke training opportunities will be made available for staff and students through:
  + Professional Learning Days
  + Tutorial programme
  + Speakers and workshops available during National Safeguarding week
  + Partnerships with local PCSO’s and Hate Crime Officer
  + Online Home Office training available to all staff and students

There is a specific email inbox that the Prevent Lead manages in relation to external room bookings to quality check and put assurances in place that the external is reputable: [T\_Prevent@merthyr.ac.uk](mailto:T_Prevent@merthyr.ac.uk). Please also refer to the College’s Guidance for Identifying Vulnerable People (IVP) at risk of Recruitment into Violent Extremism (Appendix 10).

The College will fulfil its responsibilities as outlined within the [Prevent Duty guidance for further education institutions in England and Wales.](https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales)

## 10. Online safety

The College reserves the right to monitor the use of IT systems, WIFI and other College owned devices. The College uses appropriate levels of firewall to reduce the risks of students from accessing content deemed inappropriate. Monitoring is used to ensure the safety of all students and to reduce risks associated with online grooming, sexual exploitation, trafficking, radicalisation, extremism and other illegal activities.

If a student discloses that they have received or shared a sexually explicit image, staff must refrain from viewing the image, take a screenshot of the image or ask the student to share the image with them as these actions are illegal. The disclosure must be shared immediately with the Deputy Designated Safeguarding persons who will then support the student to report the incident appropriately and to use the [Report Remove Tool.](https://learning.nspcc.org.uk/research-resources/report-remove?utm_campaign=KIS_CASPAR_March_20&utm_content=Supporting%20young%20people%20to%20take%20down%20nudes%20shared%20online&utm_medium=email&utm_source=Adestra)

Further information can be found via the [guidance from Welsh Government](https://hwb.gov.wales/news/articles/97931dfd-3fe4-4514-967a-7038f421726a).

**11.** **Work based learners and Apprenticeships**

The College will ensure that:

* Health and safety checks are undertaken prior to establishing work experience placements.
* Employers and providers are aware of, and are carrying out their responsibilities, in relation to safeguarding and ensure that providers have appropriate policies and procedures in place that are followed by all staff.
* College staff, volunteers, employers and work placement providers are aware of the action to be taken and by whom, should a safeguarding issue be raised before, during or after the placement.
* The College Work Experience Officer is appropriately trained to carry out the health safety and work placement audit.
* Where a safeguarding concern is raised relating to an apprentice whose programme is being delivered by a third-party contractor, engaged by The College Merthyr Tydfil, it is expected that our own policy will be followed.

It is the responsibility of the College’s sub-contracted partners DSLs to manage any concerns about their learners appropriately ensuring that there is good, effective and timely communication, liaison and information sharing with the College DSL.

**12. Allegations against a member of staff**

All allegations against a member of staff must be reported immediately to the DSP who will follow the [Welsh Government guidance](https://gov.wales/handling-allegations-abuse-against-teachers-and-staff) to address the matter sensitively and as quickly as possible. The College has a responsibility to ensure we are working and learning in a safe environment, whilst supporting the employee and minimising the stress around this process as much as possible.

The DSP will work with the Designated LA Safeguarding Manager to confirm the details of individual meetings and attend Strategy meetings as appropriate. The College will co-operate fully with these enquiries.

## 13. Document Review

This policy and associated procedures will be reviewed annually and updated in line with statutory guidance or legislation

**This policy applies to:**

- All learners within the College, regardless of mode or location of study.

- All staff within the College.

- All partners and franchise organisations.

- Visitors to the College.

## Appendix 1

## Safeguarding protocols for staff

All staff are responsible for safeguarding one another and learners. Where a learner makes a disclosure to a member of staff they should:

* **LISTEN** carefully, stay calm; do not express shock or embarrassment
* Explain you have a **DUTY OF CARE** and have to share the information with the Safeguarding team, to ensure the learner is safe and are given the right support.
* **GIVE REASSURANCE** that you are taking the information seriously
* Let the learner speak freely and **REFLECT** back to ensure understanding of what they have said.
* **ACCEPT** what the learner tells you, physical injuries do not need to be witnessed or examined.
* **REPORT** the disclosure immediately, you are not required to investigate or confirm what you have been told by the learner.
* **I**f the allegation is against a member of staff, the information is **ONLY** to be shared and reported to the DSP
* **RECORD** what was said, time, date and place using MyConcern
* **CONTACT** a member of the Safeguarding team as soon as is reasonably possible
* **COMMUNICATE** to the learner what is going to happen next

The Safeguarding team will report all concerns and allegations and take advice on the next steps in terms of whether a referral to an external agency is appropriate. The team meet on a regular basis to review new cases and monitor on-going cases. All cases are recorded in the secure, online software, MyConcern.

There are occasions when learners may accuse members of staff of abuse or inappropriate behaviour. In such cases, the information must be reported immediately to the DSP (VPResources & Chief Operating Officer) and if they are not available, the Deputy DSP (AP Learner Experience).

Any action taken as a result of the allegation will be taken in accordance with the safeguarding policy, Welsh Government guidance, Wales Safeguarding procedures and Keeping Learners Safe.

If any person wishes to raise a complaint about the way in which a matter of alleged abuse was handled, this should be made in writing to the Principal/CEO/Vice Principal who except in periods of absence, will personally review the details.

# Appendix 2

# Safeguarding Reporting Procedure

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| **Recognise**  **Have you noticed:**  **Changes in behaviour, appearance or mood?**  **Lack of engagement?**  **Have you heard, have other learners told you something?** |

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| **Respond**  **Talk to the learner, listen but do not prompt or judge.**  **Use positive body language and reflective statements.**  **Demonstrate you are actively listening.** |

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| **Report**  **Once a learner has made a disclosure, please report as soon as possible.**  **Learners:** [**T\_safeguarding@merthyr.ac.uk**](mailto:T_safeguarding@merthyr.ac.uk)**, or enter the incident onto MyConcern.**  **Staff – Sara Fowler (Vice Principal):** [**sfowler@merthyr.ac.uk**](mailto:sfowler@merthyr.ac.uk) |

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| **Record**  **Record the concern / disclosure on MyConcern as soon as possible. The concern will be triaged and actioned by a DSL.**  **Remember: Be factual and provide the time(s), place(s), who is involved.** [**https://www.myconcern.education/Account/Login?ReturnUrl=%2**](https://www.myconcern.education/Account/Login?ReturnUrl=%252)  **Any investigations will be led by an external, statutory partner and inter agency working will take place, where necessary.** |

to demonstrate you are listening

# Appendix 3

# Legislation & Guidance \* not exhaustive

[Keeping Learners Safe Guidance 2022](https://gov.wales/keeping-learners-safe)

[Wales Safeguarding Procedure 2019](https://safeguarding.wales/)

[All Wales Practice Guides](https://www.safeguarding.wales/chi/index.c6.html)

[Cwm Taf Morganwwg Safeguarding Board](https://www.cwmtafmorgannwgsafeguardingboard.co.uk/En/Home.aspx)

[Statutory Guidance to help keep children and young people from missing education 2017](http://learning.gov.wales/docs/learningwales/publications/170323-statutory-guidance-to-help-prevent-children-and-young-people-from-missing-education-en.pdf)

Education Act 2002

Safeguarding of Vulnerable Groups Act 2006

EWC Staff Code of Conduct

Female Genital Mutilation Act 2003

Safety on Learner Transport (Wales) Measure 2011

Social Services & Well-being (Wales) Act 2014

United Nations Convention on the Rights of the Child (UNCRC)

[Handling allegations of abuse against teachers and other staff (2014)](https://gov.wales/handling-allegations-abuse-against-teachers-and-staff)

Well-being of Future Generations (Wales) Act 2015

Equality Act 2010

Rights of Children & Young Persons (Wales) Measure 2011

Children Act 1989

Prevent Duty Guidance for England and Wales (revised July 2015)

[Prevent Duty Guidance for Further Education Institutions in England and Wales](https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales)

Sexual Offences Act 2003

Counter-Terrorism and Security Act 2015

**Appendix 4**

## Links to other college policies

The following policies and guidelines are of particular importance:

General Data Protection Regulations (GDPR) Policy and Privacy Notice

Dignity at work policy

Dignity at study policy

Attendance Policy

Disciplinary procedure

EWC Staff Code of Conduct

Grievance procedure

Social Media Policy

Acceptable IT Use Policy

Personal Relationships Policy

Whistleblowing Policy

Fit to Study Policy

Learner Behaviour Policy

# Appendix 5

## Categories of Abuse

The following categories of abuse are recognised for the purposes of the Child ‘At Risk Register’ (a register of children at risk of abuse which is maintained by the local Social Services Department or by the National Society for the Prevention of Cruelty to Children (NSPCC) on behalf of the local Social Services Department).

**Neglect:**

Neglect means persistently failing to meet a child’s basic, physical, emotional, social or psychological needs which is likely to result in an impairment of the person’s wellbeing. It includes the failure to access medical or dental care services, negligence in the face of risk-taking, leaving the child unsupervised or with unsuitable carers, failure to give prescribed medication, failure to maintain the child’s personal hygiene or the provision of food, shelter, clothing and making sure the child receives a suitable education.

**Physical Abuse:**

Actual or likely physical injury to a child, (severe bruising, cuts, burns, broken bones with no reasonable or rational explanation). Physical abuse also includes overuse or misuse of medication making them unwell (fabricated or induced illness). Acts of undue restraint or inappropriate sanctions may also fall within this category.

## Sexual Abuse

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn’t necessarily involve violence and the child may not be aware that what is happening is abuse.

Child sexual abuse can involve contact abuse and/ or non-contact abuse. **Contact abuse** happens when the abuser makes physical contact with the child, eg sexual touching any part of the body. **Non-Contact abuse** involves non-touching activities. It can happen on-line or in person, eg encouraging a child to watch or hear sexual activities

## Emotional/ Psychological Abuse

Emotional abuse is persistent and over time can severely damage a child’s emotional health and development. It can involve threats of harm or abandonment, coercive control, humiliation and constantly criticizing, verbal or racial abuse and isolation. Exposing a child to distressing events or interactions such as drug taking, heavy drinking or domestic abuse. Being cold and emotionally unavailable during interactions with a child and never saying anything positive, kind or encouraging.

## Financial Abuse

Young people may be vulnerable and often not aware of the risk of financial abuse. Financial abuse may also be parts of other forms of abuse and may include controlling access to their finances such as cash, bank accounts and misappropriating direct payments**.**

## Child Sexual Exploitation

Sexual exploitation can occur when children and young people are forced/manipulated into sexual activity for money, power or status. Consent cannot be given (under the age of 18 years) even where a young person believes they are voluntarily engaging in sexual activity with the person who is exploiting them Sexual exploitation does not always involve physical contact and can happen online.

**Child Criminal Exploitation**

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. To find out more, please go to the [NSPCC website](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/gangs-criminal-exploitation/#criminalexploitation).

## Sexting

This generally refers to the sending of sexually explicit images via text, email, instant messaging (e.g. Google Hangouts, WhatsApp or Facebook Messenger) or through social networking sites. Young people (under 18) texting intimate pictures of themselves via social media are committing a criminal offence (distribution of child pornography) and can face police action even if their actions are entirely voluntary.

## Radicalisation

This isthe action or process of causing someone to adopt radical positions on political or social issues.

Terrorism is the unlawful use of violence and intimidation, especially against civilians, in the pursuit of political aims. The college has a duty to *Prevent* people being drawn into terrorism. This is done through training our staff and working with learners to recognise the signs of radicalisation.

## County Lines

This is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move [and store] the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

## Cyber bullying

This is where aggressive, intentional acts are carried out by an individual or a group via electronic forms of communication over a period of time. It can have a negative impact on the individual affecting self -esteem, fear, changes in behaviour, depression and self-harm. Staff need to ensure learners are made aware that they can report incidences so they can be dealt with swiftly.

**Peer-on-Peer Abuse**

Peer-on-peer sexual abuse is a form of Harmfully Sexual Behaviour where sexual abuse takes place between children of a similar age or stage of development. Read more on the [NSPCC website](https://learning.nspcc.org.uk/child-abuse-and-neglect/harmful-sexual-behaviour).

**Appendix 6**

# Safer Recruitment and Selection Procedures

The College will have in place safer recruitment procedures which will ensure that every care is taken to ensure that young people and vulnerable adults are protected from unsuitable people.

The recruitment procedures will apply to all staff and volunteers within the College who may work with young people or vulnerable adults. The recruitment procedures will include the following:

* Identity check;
* The post or role will be clearly defined;
* The key selection criteria for the post or role will be identified;
* The requirement to produce documentary evidence of academic/vocational qualifications.
* Obtaining professional and character references;
* Verification of previous employment history;
* Enhanced DBS check where the applicant or volunteer is applying to work in the College
* Use of a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks).
* As a result of the introduction of the DBS:

The College must not knowingly employ, or use as a volunteer, a person who has been barred from working with young people and vulnerable adults in regulated activity.

**Appendix 7**

## Safeguarding Team & Contacts

Designated Safeguarding Person (DSP)

Sara Fowler

Vice Principal, Resources & Chief Operating Officer.

[sfowler@merthyr.ac.uk](mailto:sfowler@merthyr.ac.uk) 01685 726107 ext 6107

Deputy Designated Safeguarding Person

Sam Gunnarsson

Assistant Principal Learner Experience

[sgunnarsson@merthyr.ac.uk](mailto:sgunnarsson@merthyr.ac.uk) 01685 726107 ext. 6022

Operational Safeguarding Lead

Rhian Francis

Head of Wellbeing & Learner Support Services

rfrancis@merthyr.ac.uk 01685 726011 ext 6011

Designated Safeguarding Leads

Caroline Donaldson

Rosanna Lewis

Christian Philips

Lynne Lloyd

T\_safeguarding@merthyr.ac.uk

WBL Safeguarding Officers

**Appendix 8**

**Prevent structure of support**

The following diagram is an outline of the college structure and links to USW for the implementation of the Prevent compliance agenda.

Board of Directors and

Executive

Prevent Lead and member of College Executive and USW Prevent Lead

**Safeguarding/Prevent Panel**

To include:

Prevent Lead, Safeguarding Officer, Learner Welfare Officer, ALN Co,

H & S/Compliance Co-ordinator, TTC Prevent Link,

USW Prevent Lead (SPOC)

Equality and Diversity Steering Group

Operational Prevent Links

(Safeguarding/ Welfare Officer/ TTC Prevent Link)

Business Support Managers

Curriculum

TTC

Learner Assembly

**Appendix 9**

**Emergency Contact Details**

Social Services You should only report a safeguarding concern where you are unable to speak to the College Wellbeing Team, Designated Safeguarding and Wellbeing Manager or the Designated Safeguarding Person (DSP). You can also seek advice using the Police non-emergency number 101.

If you are making a referral regarding the protection of children and vulnerable adults, you will need to contact the appropriate department within each Council for where the person lives.

In an emergency you should dial (9)999 if using a College phone and 999 otherwise.

|  |  |
| --- | --- |
| **Children’s Services** | **Adult Protection** |
| **Merthyr Tydfil County Borough Council**  Intake and Assessment Team Duty Officer: 01685 724 525 Out of Hours Emergency Duty Team: 01443 849944 | **Merthyr Tydfil County Borough Council**  Protection of Vulnerable Adults Team Tel: 01685 724 507 / 725000 / 724594 (Manager) Out of Hours Emergency Duty Team: 01443 849944 |
| **Rhondda Cynon Taff County Borough Council**  Duty Social Work Team: 01443 486731 Out of Hours Emergency Duty Team: 01443 849 944 | **Rhondda Cynon Taff County Borough Council**  Adult Protection Coordinator: 01443 427755 Out of Hours Emergency Duty Team: 01443 849 944 |
| **Caerphilly County Borough Council** Safeguarding Children Board Contact & Referral Team: 0808 100 1727  Out of Hours South East Wales Emergency Duty Team Tel: 0808 328 4432 | **Caerphilly County Borough Council** Adult Services Tel: 0808 100 2500 or 01443 873635 (Manager)  Out of Hours Emergency Duty Team: Tel: 0808 328 4432 |
| **Cardiff County Council**  Children Services Team: 02920 536 400 Out of Hours Emergency Duty Team: 02920 448 360 | **Cardiff County Council**  Protection of Vulnerable Adults Team 02920 536436 Out of Hours Emergency Duty Team: 02920 788 570 |
| **Powys County Council**  Children’s Services Tel: 01597 827666 (Monday to Thursday: 8.45am - 4.45pm and Friday: 8.45am - 4.15pm)  For out of hours please call - 0345 054 4847  Or email: csfrontdoor@powys.gov.uk | **Powys County Council**  Adult Services Tel: Assist on 0345 602 7050  Email: assist@powys.gov.uk |

**Appendix 10**

[Prevent Risk Assessment](https://studentmerthyrac-my.sharepoint.com/:x:/g/personal/sgunnarsson_merthyr_ac_uk/Ee_9yZ1I4tZMmXjpptVbMnIB_cEFGZ6_UISv6nqY-F2m7g?e=SCNu7E)

**Appendix 11**

**Equality Impact Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Protected Characteristic** | **Positive Impact** | **Negative impact** | **Comment** |
| Disability |  |  | It is not envisaged that this will have either a positive or negative impact on this group |
| Gender Reassignment |  |  | It is not envisaged that this will have either a positive or negative impact on this group |
| Marriage or Civil Partnership |  |  | It is not envisaged that this will have either a positive or negative impact on this group |
| Pregnancy and Maternity |  |  | It is not envisaged that this will have either a positive or negative impact on this group |
| Race |  |  | It is not envisaged that this will have either a positive or negative impact on this group |
| Religion or Belief | x |  | It is intended that this policy will have a positive impact on those who choose to worship and will have access to support if needed. |
| Sexual Orientation | x |  | It is intended that this policy will have a positive impact on those regardless of their sexual orientation and will have access to support if needed. |
| Sex (Gender) |  |  | It is not envisaged that this will have either a positive or negative impact on this group |
| Age |  |  | It is not envisaged that this will have either a positive or negative impact on this group |

**Welsh Language Impact Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ar bwy mae'r polisi hwn yn effeithio?**  **Who does the policy affect?** | **Dysgwyr**  **Learners** | **x** | **Staff** | **x** | **Y Cyhoedd /**  **General**  **Public** |  |

**Safonau’r Gymraeg / Welsh Language Standards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Math/**  **Type** | **Safon / Standard** | **Cadarn haol**  **(gallai fod o fudd)**  **Positive**  **(could benefit)** | **Negyddo l (gallai**  **effeithio)**  **Negative**  **(could impact)** |
| Safonau  Llunio Polisi  Policy Making standards | Pan fyddwch yn llunio polisi newydd, neu‘n adolygu neu‘n addasu polisi sydd eisoes yn bodoli, rhaid i chi ystyried pa effeithiau, os o gwbl (pa un ai yw‘r rheini‘n bositif neu‘n andwyol) y byddai‘r penderfyniad polisi yn eu cael ar— (a) cyfleoedd i bersonau ddefnyddio‘r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na‘r Saesneg.  When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on — (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language. |  |  |

**Cynllun Gweithredu / Action Plan**

Dylai camau gweithredu ddangos camau i'w cymryd i leihau neu, lle bo modd, ddileu unrhyw effaith negyddol ar yr Iaith Gymraeg.

Actions should demonstrate steps to be taken to reduce or where possible, eliminate any negative impact on the Welsh Language.

|  |  |  |  |
| --- | --- | --- | --- |
| **Gweithredu/**  **Action** | **Pwy/ Who** | **Erbyn Pryd/ By When** | **Mesur Llwyddiant/**  *(sut y byddwn ni'n gwybod ein bod wedi cyflawni'r camau gweithredu)*  **Success Measure**  *(how will we know we have achieved the action)* |
| Make all documents  accessible bilingually | HR | Time of publish | Available bilingually |
| Enable all Welsh primary speakers to access the documentation and the process through their language of choice | HR | At time of launch | Available bilingually |

Dyddiad Cwblhau’r Asesiad / Assessment Completion Date: January 2025