

# WHAT IS SAFEGUARDING?

**Safeguarding is the protection of children and vulnerable adults from:**

- Abuse
- Maltreatment or harm to their health or development

## **Child**

Anyone under the age of 18.

This extends to age 24 if a person:

- Is a Looked After Child
- Has an Education and Health Care Plan
- Has a learning or other disability

## **Vulnerable Adult**

Anyone aged 18 or over who is, or may be, in need of community care services for disability, age or illness; or who may be unable to protect themselves against significant harm or exploitation.

As an employer you have a duty of care towards your employees and students associated with Lincoln College Group are no exception. Students can be vulnerable by age or other specific needs and if you have concerns related to a student who is working with you then please raise those concerns sooner than later. This can be done by either speaking with your line supervisor or with the Lincoln College Safeguarding Team directly.

The Safeguarding Team are contactable by calling **01522 87600** or email at [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)

# CATEGORIES OF ABUSE

## **Physical**

This may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating amongst other forms. This can be done deliberately or recklessly or as a result of a deliberate failure to prevent injury.

## **Sexual**

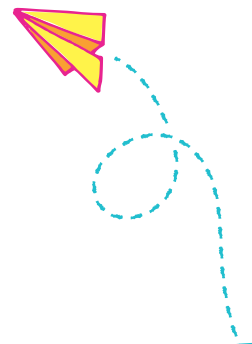
Sexual abuse takes many forms and can include contact and non-contact abuse. 9 out of 10 victims of sexual abuse are abused by someone that they already know who could be a relative or a person in a position of trust. Sexual abuse can be committed by men, women, young people and children from all areas of society.

## **Emotional**

Is the persistent emotional ill treatment or rejection of a person. This can cause significant adverse effects on the person suffering the abuse and can have a long term impact on their wellbeing and ability to function. The impact can be catastrophic to the point that individuals turn to self-harm or suicide.

## **Neglect**

Neglect is the failure to meet the needs of the child or vulnerable adult whether physical or psychological which can result in serious impairment to the person's health or development.





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# INDICATORS OF ABUSE

## Physical

The signs and symptoms of any form of abuse are many and varied. There is no clear indicator of what, and if, abuse could be taking place but concerns should be raised if any of the below become apparent:

- Change in appetite and weight
- Unexplained or vague accounts for physical injuries
- Recent and older injuries
- Evidence of self-harm
- Inappropriate clothing to hide injuries/ appearance
- Untreated medical conditions
- Constant fatigue.

## Behavioural

Abuse is often identified by behavioural changes in a person. This could be small changes over time or a dramatic extreme where they become noticeably different in their presentation in comparison to normal. Changes in a person's personality or character can offer a window of opportunity to identify and support an individual suffering abuse. Even subtle changes could give you a 'gut feeling' that something is wrong and should be an indicator to offer support and seek advice.

## Remember:

The welfare of the child is paramount.

# BULLYING, HARASSMENT AND HATE CRIME

Lincoln College has a zero tolerance towards any form of bullying, harassment or hate crime.

Bullying, harassment and hate crimes by their nature are corrosive, tormenting and distressing and can have a significant physical and emotional impact on groups and individuals.

## Definition

*Bullying, harassment and hate crimes by definition are behaviour that is:*

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation.

*It takes many forms and can include:*

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger).

If you are concerned that someone is suffering from any form of bullying or harassment, be it physical or online, then please make contact with the Safeguarding Team for advice.

Lincoln College is also a safe reporting centre for hate crime and we take all reports seriously. We work closely with partnership agencies to raise awareness of hate crime and increase reporting. We encourage the reporting of any incidents to our Safeguarding Team internally or Stop Hate UK or the Police externally. Contact details can be found at the back of this booklet.



# PREVENT & FUNDAMENTAL BRITISH VALUES

The PREVENT duty requires providers of education and training to have “due regard to the need to prevent people from being drawn into terrorism”. PREVENT was introduced by the Counter Terrorism and Security Act (2015) to help safeguard young people and vulnerable adults from being drawn into supporting terrorism or extremist ideologies.

Extremism is defined by the Government as the vocal or active opposition to the Fundamental British Values of democracy, rule of law, individual liberty and mutual respect and can have a social, political, religious or environmental influence.

PREVENT is an ever important safeguarding duty for providers of education and training. It is acknowledged that the current threat of extremism or terrorism to the United Kingdom may involve the exploitation of vulnerable adults and young people who could become radicalised into supporting terrorist or extremist activity through influence.

The PREVENT duty is not about stopping people from having their own political or religious views, but to safeguard them from being acted upon in extremist ways.

The workplace continues to play an important role in helping to provide both a safe space to build resilience against harmful narratives and embed Fundamental British Values. This can be done by having controlled discussions with students and helping to prepare them for life in modern Britain and around the world through encouraging values of democracy, rule of law, individual liberty and mutual respect in their work and conduct.

If you have any concerns regarding PREVENT, these can be reported during office hours to our College Safeguarding Team.

# LOOKED AFTER AND CARE LEAVER STATUS

Further Education (FE) colleges have a vital role to play in the successful transition to adulthood for students who hold Looked After or Leaving Care status.

Lincoln College is committed to improving outcomes for children in care and care leavers and is engaged in the Personal Education Plan (PEP) process.

The Personal Education Plan (PEP) is the statutory tool to ensure that everyone is actively prioritising the education of the Young Person, carefully tracking their progress and supporting them to achieve and to be aspirational.

All Looked After Children (LAC) have a statutory Care Plan, which is drawn up and reviewed by the Local Authority that looks after them. The Personal Education Plan (PEP) is a legal part of the Care Plan; which is a statutory requirement for Looked After Child aged 3 years and above if in education provision and up to the age of 18.

Additionally, approximately 10,000 16 to 18 year olds also leave foster or residential care in England every year.

A Care Leaver (CL) is defined as a young person who has been in the care of the Local Authority for more than thirteen weeks after their 14th birthday and for at least a day after their 16th birthday. Children in care must leave Local Authority care by their 18th birthday and the Local Authority must support Care Leavers until they are 21 years old (or 25 if they are in education or training).

Lincoln College has a dedicated point of contact, the Safeguarding Co-ordinator within the Safeguarding Team. This role is to ensure the student has every opportunity to achieve their full potential, is safe and has access to pastoral and additional learning support as identified by the student, carers or professionals involved. Please contact the Safeguarding Co-ordinator at Lincoln College with any enquiries and to discuss any concerns.



# MENTAL HEALTH AND WELLBEING

Mental health and emotional wellbeing affect all aspects of our lives and health choices. Mental wellbeing is about feeling good and functioning well. It is also about our ability to cope with life's problems and making the most of life's opportunities.

Mental health problems are common, affecting at least one in four people in their lifetime, yet it isn't so common for people to talk about the way they are feeling, even with those closest to them.

Globally, more than 300 million people suffer from depression or anxiety disorders; young people that grow up with additional stressors due to the effects of trauma, discrimination, major mental illness, bullying and suicide are far more likely to experience mental stress, which can be defined as "an extreme adverse psychological response to personal perception of uncontrollable pressure, tension, strain or stress".

Our experience in the workplace is also one factor which determines our emotional wellbeing. Employers and managers who put in place workplace initiatives to promote mental health and to support employees who have mental health illnesses see gains not only in the health of their employees but also in their productivity at work.

For many, mental ill-health can be a permanent condition which comes and goes throughout various points; what is important however is to understand that we are not alone and support is always there.

Lincoln College students can access support for mental health through the Mental Health Co-ordinators who work within Student Services. The Mental Health Co-ordinators will support students and recommend different strategies to help recovery take place.

Mental Health Co-ordinators are contactable through Student Services on 01522 876000 or email [studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)







# DISCLOSURE

Disclosure is a term used when an individual divulges abuse that they may be suffering. This could range from low level abuse to significant and troubling concerns that to a reasonable person are abhorrent and upsetting.

Information that an individual discloses may have to be shared with other agencies dependent on what is disclosed and it's because of this that confidentiality cannot be guaranteed or agreed to.

If someone makes a disclosure to you, don't panic, listen to what's being said and try to clarify what you're being told. This will place you in a better position to forward the information to the Safeguarding Team or other agency and enables them to make a decision as to how to deal with it.

If anyone makes a disclosure to you, you should record as much detail as possible about what was actually said as soon as practicable after you have been told. This can be hand written or typed into a document and should be retained securely by you and forwarded to the Safeguarding Team.

# REPORTING CONCERNS

The first thing to do when you have concerns is not to panic. Try and identify your concerns then discuss with a line supervisor or a Safeguarding Lead what those concerns are.

If your concerns are that the person is at immediate risk of harm then the Police or Social Services should be contacted directly.

# SAFEGUARDING SUPPORT & ADVICE INFORMATION

**Lincolnshire Rape Crisis** - 0800 33 4 55 00 | [www.lincolnshirerapecrisis.org.uk](http://www.lincolnshirerapecrisis.org.uk)  
**Nottinghamshire Sexual Violence Support** - 0115 941 0440 | [www.nottssvss.org.uk](http://www.nottssvss.org.uk)  
**SARCS (Sexual assault support 18+ Lincs)** - 01522 524402 | [www.springlodge.org](http://www.springlodge.org)  
**SARCS (Sexual assault support 18+ Notts)** - 0845 6001588 | [www.topazcentre.org](http://www.topazcentre.org)  
**Hate Crime** - 0800 1381625 | [www.stophateuk.org](http://www.stophateuk.org)  
**Police** - 101 non emergency - 999 emergency  
**Lincolnshire Children's Social Care** - 01522 782111  
**Lincolnshire Adult Social Care** - 01522 782155  
**Notts Multi Agency Safeguarding Hub (MASH)** - 0300 500 80 90  
**EDAN (Domestic Abuse Service)** - 01522 510041 | [www.southwestlincolnshireccg.nhs.uk](http://www.southwestlincolnshireccg.nhs.uk)  
**Shelter (Housing/homeless advice)** - [www.shelter.org.uk](http://www.shelter.org.uk)  
**We Are With You (formerly Addaction)** - [www.wearewithyou.org.uk](http://www.wearewithyou.org.uk)  
**CAMHS online mental health resources** - [www.camhs-resources.co.uk](http://www.camhs-resources.co.uk)

**Safeguarding Team** 01522 876000 | **Email** [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)

# MENTAL HEALTH SUPPORT & ADVICE INFORMATION

**Single Point of Access** (Mental Health Support) - Lincs 0303 123 4000 | Notts 01777 274 422  
**CASY – Counselling Service Under 25's** (Notts & Lincs) - 01636 704620  
**Young Minds** (Mental Health Support Under 25's) - [www.youngminds.org.uk](http://www.youngminds.org.uk)  
For urgent help text YM to 85258  
**Mind (mental health support)** - [www.mind.org.uk](http://www.mind.org.uk) - 0300 123 3393 text 86463  
**NHS Talking Therapy Services (Notts 18+)** - 0300 555 5582  
**Online Counselling Service** - Kooth.com (Under 25's Lincs only)  
**Samaritans** - [www.samaritans.org](http://www.samaritans.org) | 116 123  
**Lincs Suicide Safe** - [www.lpft.nhs.uk](http://www.lpft.nhs.uk)  
**CRISIS Team 18+** - 01522 573648  
**CRISIS Team Newark & Sherwood** - 0300 3000 131 or 01159 560860  
**Self Harm UK** - [www.selfharm.co.uk](http://www.selfharm.co.uk)  
**NHS Non emergency** (mental health assessment) - 111 **Emergency** - 999  
**Shout** (free support in crisis) Text Shout to 85258 [www.giveusashout.org](http://www.giveusashout.org)  
**Safeguarding Team** 01522 876000 | **Email** [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)

## SAFEGUARDING TEAM

If you have any safeguarding concerns or worries,  
please contact the Lincoln College  
Safeguarding Team on 01522 876000  
or email [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk).



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