



SAFEGUARDING HANDBOOK FOR STAFF



WHAT IS SAFEGUARDING?

Safeguarding is the protection of children and vulnerable adults from:

- Abuse
- Maltreatment
- Harm to their health or development

A Child is anyone under the age of 18. This extends to the age of 24 if a person is a Looked After Child or has an Education and Health Care Plan or learning or other disability.

A Vulnerable Adult is 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

What is your role?

As a member of staff at Lincoln College Group you have a legal duty of care towards the students at College. Your role in regards to Safeguarding is simple in that you should:

- Know the categories of abuse
- Be aware of the signs and symptoms
- Know what to do with concerns or disclosures

This handbook provides you with the information to cover those three points. Ultimately if you have any concerns or worries in regards to a student then you should seek advice and support from your Line Manager or Safeguarding Team.

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

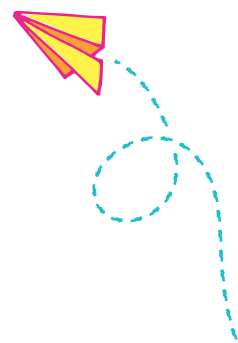
Sexual abuse takes many forms and can include contact and non-contact abuse. 9 out of 10 victims of sexual abuse are abused by someone that they already know who could be a relative or a person in a position of trust. Sexual abuse can be committed by men, women, young people and children from all areas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





Follow
my
heart

INSPIRE
★ ★ ★ ★
OTHERS

Self
CONFIDENCE

RK

INDICATORS OF ABUSE

Physical

The signs and symptoms of any form of abuse are many and varied and there is no clear indicator of what, and if any, abuse is taking place.

Concerns however should be raised if any of the below become apparent:

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

The above indicators are a small example and you should be alert for signs and symptoms and seek advice.

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 and vulnerable adult is paramount.

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 Manager or a Safeguarding Team what those concerns are. If your concerns are to such an extent that you believe that a child or vulnerable adult is at immediate risk of harm then the Police or Social Services should be contacted directly and immediately.

Disclosures

Disclosure is a term used when an individual tells you about 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 is because of this that confidentiality cannot be guaranteed or agreed to.

Again you should not panic but listen to what is being said and try to clarify what you are being told. Some disclosures can be difficult to hear but it is important to remain professional and calm. 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 the matter. If anyone makes a disclosure to you then you should record as much detail as possible as to what was actually said as soon as practicable after you have been told. This can be hand written or typed into a document but this should be retained securely by you or forwarded to the Safeguarding Team for them to retain. This is something that other agencies may need to see and retain so be professional in your approach and do not be tempted to record personal judgements or opinions.



BULLYING & HARASSMENT

Definition

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)

The College has a zero tolerance policy towards bullying and it should be tackled where ever it is encountered.

Child Sexual Exploitation

Child Sexual Exploitation is a form of child sexual abuse that is based on an on-going exploitative relationship between a perpetrator and a child. A child or young person under the age of 18 is sexually exploited when they have received 'something' (e.g. food, accommodation, drugs, alcohol, gifts, money) in exchange for sex.

Children and young people can be sexually exploited through the use of technology - for example by being persuaded to post sexual images on the internet or via a mobile phone.

Sexually exploitative relationships are characterised by an imbalance of power and the use of controlling behaviours to keep the child or young person in a dependent position.

Child Criminal Exploitation

Children are not only exploited sexually, the exploitation of children for criminal gain is an emerging issue affecting communities across the UK.

Child Criminal Exploitation occurs where an individual or a group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact, it can also occur through the use of technology.

Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

You should be mindful of the issues that impact on young people outside of the family unit, or lack of it, and that they can be negatively influenced or exploited by others resulting in them becoming involved in corrosive and challenging behaviour.

Grooming

All forms of child exploitation can involve a 'grooming stage'. The term 'grooming' describes the variety of methods that are used to manipulate and control victims.

This can include:

- The giving of gifts or presents
- Rewards - like mobile phone top-ups or games credits
- False promises of love and/or affection
- The provision of alcohol and drugs

Grooming is a way of developing an exclusive bond between abuser and victim. Adolescents are particularly vulnerable to grooming where the abuser deceptively constructs a connection between sought after love and affection, increased status, or offers a sense of belonging. As a result of this process, children and young people rarely recognise the coercive and abusive nature of the relationship and will prioritise their attachment and loyalty to the offender over their own safety and wellbeing. The early stages of the grooming process can seem an exciting time for a child or young person - particularly if they are given high status gifts or are taken to parties, pubs, or clubs that they wouldn't normally get into.

In cases of sexual exploitation it is common for grooming to take place online.

Once a bond is established, offenders will use a variety of coercive and controlling behaviours to maintain their hold over the child. These can include:

- Isolating the child from friends and family
- Monitoring use of social media
- Threatening or inflicting violence or injury
- Making threats to harm themselves if the child withdraws from the 'relationship'.



County Lines - What is it?

Across the country, young people and vulnerable adults are being exploited by gangs to move and sell drugs on their behalf in suburban areas, market towns and coastal regions. This criminal activity is known as 'county lines', as young people travel to different regions where they're unknown to the police and can therefore operate undetected. These young people can be as young as 10 and are often subjected to threats, violence, and sexual abuse by the gangs.

Professional Boundaries

You have an important role in the lives of students and it's important that both staff and students have a safe learning environment. Legally, you have a duty of care towards students and as such should raise concerns when there appears to be an issue. To protect yourself you should avoid behaviour which might be seen by others as concerning. A number of areas where you can protect yourself are set out below:

Communications

You should normally only make contact with students within normal working hours. This relates to all forms of communication but needs to be put into the context of what is reasonable and relevant. For example, a Tutor may be reviewing a student's body of work and in the process compiles an e-mail indicating some additional work or amendment that needs to be undertaken which is then sent to the student out of hours. In this context the e-mail would be relevant in that it relates to college work and it is reasonable in that it is auditable and can be viewed if concerns are raised. You should not disclose your personal details such as e-mail address, personal mobile or home telephone number to students. The College provides adequate forms of communication for you to make contact with students including JANET Text and email.

Ultimately you have a responsibility to safeguard yourself and should ask whether the form of communication you are having with a student is reasonable and how someone else may view your actions.

Boundaries

You should be mindful of discussing anything which could make you vulnerable. This could include discussing your personal intimate relationships which may be seen as unprofessional and over stepping boundaries. In addition you should not make personal comments that could be seen to cause offence and in particular comments that could be in contravention of the College Equality and Diversity Policy.

Money and Gifts

You should never lend or give money or gifts to students. Should a student need money, please refer them to student services.

Infatuation

There could be occasions where students becoming infatuated with a member of staff for various reasons. This could be because that member of staff has helped the student in a time of need or due to the student's personality or mental health issues. If you are concerned that a student may be forming inappropriate feelings for a member of staff then you should inform your Line Manager or member of the Safeguarding Team.

Social Contact

You should not seek social contact with students for the purpose of securing a personal relationship. There may be an occasion where the student and member of staff were friends or in social contact prior to their attendance at College. If this arises, the member of staff should make their Line Manager aware to assure transparency. You should not acknowledge attempts by students to instigate social contact i.e. Facebook, Instagram etc.

Physical Contact

You should be aware of the context of any physical contact with students. It is appropriate within a vocational education setting that there may be staff/ student contact on occasion i.e. beauty therapy treatment or sporting activities. There may be occasions where certain physical contact is inappropriate and you should be aware of your professional status and that physical contact with a student is open to scrutiny or question. Any physical contact with a student should be reasonable, proportional and beyond reproach. In addition you should avoid 1:1 contact with students in a setting where questions may be raised or when you are aware that a student may present issues.

If you find yourself in a difficult situation then you should speak with your Line Manager as soon as possible.

Confidentiality

You have certain legal duties in regards to confidentiality and in particular the Data Protection Act. In addition you should be aware of the context of when you can discuss students and in particular the confidential aspect of such discussions. It would be inappropriate for you to discuss a student's personal information within a social setting outside of College where members of the public could overhear. You should never use information you have access to for your own, or others, personal gain. In addition you should never use such information to undermine, humiliate or otherwise impact negatively on another.

Medication

You should never administer medication to students without prior approval and instruction from College. This refers to any type of medication, including over the counter pain killers.

Social Media

How to protect your reputation and stay safe online. Act in accordance with College policy. E-mail or text communications between an adult and a child or young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites. Manage your personal information.

You are strongly advised, in your own interests, to take steps to ensure your personal data is not accessible to anybody who does not have permission to access it. This includes your date of birth and address. Identity theft is a growing crime and this information could be used to access your bank account or apply for a credit card in your name.

Understand privacy

How you behave online is not the same as doing what you like in the privacy of your own living room. As an employee you should be careful that your behaviour and conversations on the internet do not compromise your professional role. Privacy on the internet seldom means communications are entirely private, even messaging.

Respect dignity

Do not post pictures of, or comments about children or young people you are working with. Respect people's right to confidentiality.

Uphold your reputation

Remember that anything posted online could end up in the public domain to be read by parents, children, young people or your employer. Some organisations may even access social networking sites before considering you for a job interview.





PREVENT

Prevent is a Government programme which helps to safeguard young people and vulnerable adults from being drawn towards supporting extremism or terrorism. It is part of the Government's CONTEST counter-terrorism strategy and aims to equip practitioners with the knowledge and confidence to identify concerns and support young people and vulnerable adults, as well as cascade knowledge on the fundamental British values of democracy, rule of law, individual liberty and mutual respect.

The Government acknowledges that the current threat from extremism or terrorism may involve the exploitation of children and vulnerable adults who could become radicalised into supporting terrorist or extremist activity. Radicalisation is the process by which a person comes to support terrorism or the forms of extremism which can lead to terrorism.

There is no single profile that could highlight an individual as vulnerable to radicalisation. An individual may experience a state of mind from circumstances where they can be influenced, led, inspired or exploited into extreme ways of thinking. Whilst there is no exhaustive list of indicators, vulnerabilities or warning signs, the below is a list of potential signs that may cause concern, but is important to note that they do not equal extremism and sometimes do not have a direct link to criminal behaviour:

- Feelings of grievance and injustice
- Vocal expression of views that could incite hatred, racism or ill-thought perceptions
- A need to dominate and control others
- In possession of extremist literature or videos
- Following extremist groups or individuals on social media and sharing their material with others
- Resentment to authority and cascading an "us" vs "them" mentality
- Becoming increasingly secretive about activities, plans and whereabouts
- Social withdrawal or isolation from friends and family
- Making travel plans to areas of conflict

Concerns should be reported to the College Prevent Officer within the College Safeguarding Team by contacting 01522 876000 and asking to speak to the Safeguarding Team. Alternatively, emails can be sent to: safeguarding@lincolncollege.ac.uk.

If you believe that an individual is in imminent danger or that there is an immediate threat to life, then this should be reported to the police emergency number 999.

In your professional experience, if you believe that there is a concern, then you should report this to the College Safeguarding Team as soon as possible.

EXTERNAL SUPPORT GROUPS

Lincolnshire Rape Crisis	0800 33 4 55 00	www.lincolnshirerapecrisis.org.uk
Nottinghamshire Sexual Violence Support	0115 941 0440	www.nottsvss.org.uk
SARCS (Sexual assault support 18+ Lincs)	01522 524402	www.springlodge.org
SARCS (Sexual assault support 18+ Notts)	0845 6001588	www.topazcentre.org.uk
Hate Crime Police	0800 1381625	www.stophateuk.org
Social Services	101	
Social Services (Notts)	01522 782111	
EDAN (Domestic Abuse Service)	0300 500 80 90	
	01522 510041	www.southwestlincolnshireccg.nhs.uk

Homelessness support/advice

Housing Options Team
The Property Shop
City Hall
Beaumont Fee
Lincoln
LN1 1DD (01522) 873777

Housing Options Team
North Kesteven District Council
Kesteven Street
Sleaford
NG34 7EF

Housing Options Team
West Lindsey District Council
Gainsborough Guildhall
Marshalls Yard
Gainsborough
DN21 2NA
(01427) 676676

Housing Options Team
Castle House
Great North Road
Newark
Notts
NG24 1BY
(01636) 650000

Safeguarding Team

Jaqui VARLOW – Designated Safeguarding Lead
Charlie McHUGH – Head of Student Services
Sam YATES – Customer Services and Pastoral Manager
Jeff MASTERTON – Safeguarding team Leader
Donna STALLARD TAYLOR – Safeguarding Coordinator
Chris GOW – Prevent and safeguarding Officer
Maria WALL – Safeguarding Officer
James PINCHBECK – Designated Safeguarding Governor

Lincoln College Safeguarding Team 01522 876000
or email safeguarding@lincolncollege.ac.uk

