



Child Protection and Safeguarding Policy

September 2026

Document Quality Control

Original

Version	Author	Date	Reviewed By	Date
March 2016	Lisa Morton	March 2016	Gareth Collier	March 2016

Document Reviews/Updates

Document Version Editing	Reason for Review/Update	Reviewer	Date	Checked / Approved By	Date
March 2016	Changes in government policy and emphasis on Welsh Government procedures	Lisa Morton	March 2017	Gareth Collier	March 2017
March 2017	Changes in other College policy and governance	Lisa Morton	August 2017	Paul Ludlow	August 2017
August 2017	Annual Update	Lisa Morton	September 2018	Paul Ludlow	September 2018
September 2018	DSP Change	Gareth Collier	May 2019	Paul Ludlow	May 2019
May 2019	Changes to government policy	Lisa Morton	August 2019	Paul Ludlow	August 2019
August 2019	DSP Change	Lisa Morton	September 2019	Gareth Collier	September 2019
September 2019	Document Formatting	Cerys Williamson	September 2019	Gareth Collier	September 2019
September 2019	Changes to government policy	Lisa Morton	September 2019	Gareth Collier	September 2019
January 2019	SG Governor Change	Cerys Williamson	January 2019	Gareth Collier	January 2020
January 2019	Changes to government policy	Lisa Morton	September 2020	Gareth Collier	September 2020
September 2020	KLS Publication	Lisa Morton	October 2020	Gareth Collier	October 2020

Document Version Editing	Reason for Review/Update	Reviewer	Date	Checked / Approved By	Date
October 2020	Annual Review	Lisa Morton	August 2021	Gareth Collier	August 2021
August 2021	Annual Review	Lisa Morton	September 2022	Gareth Collier	September 2022
September 2022	Annual Review	Lisa Morton	August 2023	Tom Arrand	August 2023
July 2024	Annual Review	Lisa Morton	August 2024	Tom Arrand	August 2024
August 2024	Annual Review	Lisa Morton	August 2025	Paul Ludlow	September 2025
September 2025	Annual Review	Lisa Morton	August 2026	Paul Ludlow	August 2026

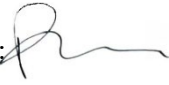
Contents

Document Quality Control	ii
Original	ii
Document Reviews/Updates	ii
Contents	iv
Governor Sign Off	vi
Key Contact Details	vi
Policy	1
1.0 Purpose and Aim	1
2.0 Introduction	2
3.0 Prevention	2
4.0 Protection	3
5.0 Roles and Responsibilities	3
6.0 Responding to concerns that a child is at risk	8
7.0 Responding to a Disclosure	9
8.0 Making a Report	10
9.0 Protection and Support	11
10.0 Children requiring mental health support	12
11.0 Serious Violence and Gang Involvement (including Criminal Exploitation such as county lines (CCE) 12	
12.0 Dealing with Disclosures of Peer-on-Peer Safeguarding Allegations (including Harmful Sexual Behaviours)	13
13.0 Online Safety	14
14.0 Bullying	15
15.0 Suicide and Self Harm	16
16.0 Substance Misuse	16
17.0 Safety on Trips	16
18.0 Conducting a Search and use of Physical Intervention	16
19.0 Female Genital Mutilation (FGM) and Forced Marriage	17
20.0 Domestic abuse, gender-based violence and sexual violence	19
21.0 Duty to Prevent (Radicalisation and Terrorism)	19
22.0 Hate Crimes	20
23.0 Grooming and Entrapment	20
24.0 Child Sexual Exploitation (CSE)	20

25.0	Child Trafficking and Modern Slavery.....	21
26.0	Child Missing from Education, Home or Care	21
27.0	Host families.....	22
28.0	Looked after children in education (LACE)	22
29.0	Procedures for dealing with allegations of abuse involving a member of staff, the Principal, the Director or Governors.....	22
30.0	Safer Staff Recruitment Practice	28
Appendix A - Contact Details.....		29
Appendix B – Reporting a Child Protection Concern.....		32

Governor Sign Off

Name of Safeguarding Governor: Paul Ludlow

Signature: 

Date: 02 September 2026

Key Contact Details

Designated Safeguarding Person (DSP) - Mrs Lisa Morton 07554 957178

Deputy Designated Safeguarding Persons – Ms Helen Williams, Mrs Kate Ladbroke-Davies, Ms Emily Davies, Mrs Angela Anwyl – Williams, Ms Paisley Beeching, Mr Kristian Gwilliam and Peter Joyce – 07776 419599

*** Mrs Angela Anwyl – Williams, Ms Paisley Beeching, Mr Kristian Gwilliam and Peter Joyce are available 24 hours for cover***

Designated Safeguarding Governor – Mr Paul Ludlow – 07584 012130 paul.ludlow@dukeseducation.com

Chair of Governors – Mr Tim Fish – 020 3696 5300/ 07803935385

College Mental Health Lead – Ms Sally Wozencroft – sal.wozencroft@ccoex.com

College Looked After Children Lead – Ms Helen Williams – helen.williams@ccoex.com

College Prevent Lead – Mrs Lisa Morton (DSP) - 07554 957178

Cardiff Children's Services – FASPH (Family Advice Support and Protection Hub) - 03000 133 133

Cardiff Children's Services – Out of Hours (Emergency Duty Team) - 029 20788570

Children's Commissioner for Wales – 01792 765600

Care Inspectorate Wales – 01382 207100

ESTYN – 02920 446446

NSPCC Whistleblowing Helpline – 0800 028 0285

Policy

1.0 Purpose and Aim

- 1.1 The purpose of the Cardiff Sixth Form College Safeguarding and Child Protection Policy is to ensure that the safety and welfare of all students, staff, contractors, and visitors is upheld, always. The Proprietors take safeguarding responsibilities seriously and as such, it is a requirement for all Cardiff Sixth Form College staff to follow this policy and its associated procedures in full.
- 1.2 This policy aims to make explicit the College's commitment to the development of good practice and sound procedures regarding safeguarding and child protection, making it clear that safeguarding children is everybody's responsibility, in line with the first key principle of safeguarding from the [Wales Safeguarding Procedures' 2019](#).
- 1.3 All staff (anybody who is employed by the College and/or anybody who is visiting the College) have a responsibility to safeguard and promote the welfare of all children regardless of age, gender, ability, culture, race, language, or sexual identity and must therefore familiarise themselves and always comply with this policy.
- 1.4 All College staff (teaching and non-teaching) should be aware that safeguarding incidents can happen at anytime and anywhere and are required to be alert to any possible concerns - everyone is responsible, and everyone can make a report.
- 1.5 The College has a statutory responsibility to ensure that measures are taken to always minimise risks for children and that swift, appropriate action will be taken by staff to address the welfare of a child or children, working with agreed local policies and procedures and with other local agencies.
- 1.6 The College has a commitment to ensuring that staff receive regular training in safeguarding and child protection, appropriate to their role and in line with any changes in local or national guidelines.
- 1.7 The College must instil confidence in staff to work with the safeguarding and child protection policy and the subsequent policies that dovetail to it to report any concerns that they have regarding student welfare and child protection issues to the named Designated Safeguarding Person, or Deputy Designated Safeguarding Persons.
- 1.8 Any concerns regarding staff behaviour with students must be referred to the Principal (in his absence the Vice Principal). Should the allegations be about any member of the College safeguarding team then the Designated Safeguarding Governor must be informed. Any allegations concerning the Principal, Director, or Senior Leadership Team, must be referred to the Chair of Governors
- 1.9 The College will ensure that students and staff involved in safeguarding and child protection issues will receive appropriate support and guidance and that safeguarding, and child protection concerns and reports are handled at all times sensitively, professionally and in ways that support the needs of the child.
- 1.10 The College has a duty to renew the policy annually or when statutory legislation changes, familiarising all staff and students with it upon renewal and College must make this policy available to all parents (and all members of the public) on the college website or in writing on request.
- 1.11 In order to keep children safe, the college has systems in place to Prevent unsuitable people (as defined in '[Section 113BA of the Police Act 1997](#)') from working with children, promote safe practice and challenge poor and unsafe practice and identify instances in which there are grounds for concern about a child's well-being, and initiative or take appropriate action to keep them safe.
- 1.12 The College is committed to contributing to effective working partnerships and making sure that good communication between all those involved with providing services for children and families take place.
- 1.13 The College aims to always promote and protect children and young peoples' rights in line with Welsh Government Guidance, '[The Right Way](#)' and promote and uphold a culture of safeguarding.
- 1.14 This policy must be read and followed by all staff.

2.0 Introduction

- 2.1 Cardiff Sixth Form College aims to create students who whilst attaining their full, unique academic potential are independent, self-sufficient young adults with a genuine care and interest in others. As such, the College aims to nurture and develop each individual student, enabling all to thrive within a mutually respectful, safe and supportive environment.
- 2.2 The College is committed to safeguarding its students and through a culture of vigilance; staff recognise their moral and statutory responsibilities in safeguarding and promoting the welfare of all children.
- 2.3 There are five main elements to Cardiff Sixth Form College's Child Protection and Safeguarding Policy, all of which take account of the '[Wales Safeguarding Procedures](#)' two key principles, 'safeguarding and protecting is everybody's responsibility' and 'a child-centred approach':
 1. **Prevention** (positive atmosphere, careful and vigilant teaching, pastoral care, support to students, providing good adult role models).
 2. **Protection** (following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns).
 3. **Support** (to students and college staff and to children who may have been abused).
 4. **Safer Recruitment:** The College complies with the requirements made by the Welsh Government '[Keeping Learners Safe](#)' and '[Safeguarding children: working together under the Children Act 2004](#)'. The College has a Safer Recruitment policy, which enhances the safer recruitment programme, and a staff behaviour policy, which details the expectations of staff behaviour.
 5. **To contribute to an inter-agency approach** to child protection by developing effective and supportive liaison with other agencies and Colleges.

3.0 Prevention

- 3.1 Cardiff Sixth Form College ensures that a safe, welcoming environment is maintained where children are respected, valued, and listened to and students are regularly made aware of who they can talk to if they are upset, concerned or if they have worries regarding other students and/or staff conduct with students.
- 3.2 All staff receive appropriate safeguarding training which is refreshed regularly, and all new college staff receive a separate safeguarding induction. A record of training is kept.
- 3.3 All staff have access to the college policy on safeguarding and child protection and are aware of their duties and responsibility to refer safeguarding concerns to the Designated Safeguarding Person, or in her absence one of the Deputy Designated Safeguarding Persons.
- 3.4 The college continuously monitors and evaluates its safeguarding practice, and policies and procedures are reviewed and updated annually.
- 3.5 Students are regularly informed of safeguarding procedures and pastoral initiatives that promote well-being through both timetabled curriculum lessons and college activities. The college's pastoral curriculum gives students information on a wide variety of topics impacting on low self-esteem and poor mental health and contain links to local and national organisations, along with help guides from a great many sources such as MEIC Cymru.

- 3.6 Posters in all college buildings give details of the safeguarding team, including numbers and email addresses.
- 3.7 Curriculum and pastoral systems are designed to foster the spiritual, moral social and cultural development of all students and promote tolerance, mutual respect and understanding. A Children's Rights Approach is adopted and mapped to all pastoral and safeguarding curriculums and students are aware of the role that their individual rights play in keeping them safe.
- 3.8 All teaching staff help to ensure that all students relate well to one another and feel safe and comfortable within the college environment. The College expects all staff to lead by example and to play a full part in promoting an awareness that is age appropriate on issues relating to health, safety, and well-being. All staff have an important role to play in insisting that students adhere to the standards of behaviour set out in the college Behaviour, Rewards and Sanctions Policy and in enforcing the Anti-bullying and E-safety Policy.
- 3.9 In line with 'Keeping Learners Safe 2022', students are informed that they can raise concerns with any staff member at the college and they are also provided with details of peer groups who can offer additional support to them.
- 3.10 Parents of students are given access to the safeguarding and child protection policy and are made aware that if the College believes any child to be at risk of harm to themselves or others then early help interventions will be put in place. If a report is made to Cardiff Children's Services, then, where appropriate to do so, permission will be sought from the parents. If the case is such that to contact parents is inappropriate, then a report will be made regardless to protect and safeguard the child at risk.
- 3.11 Parents are encouraged to contact the college with any concerns regarding their child.
- 3.12 A whole college approach is taken in preventing safeguarding and child protection issues and staff ensure that all college sites are clean and safe, regular emergency drills are carried out and that any college accidents are logged in line with the Health and Safety Policy.

4.0 Protection

- 4.1 Everyone who comes into contact with children and their families has a responsibility and a role to play in safeguarding children. School staff are particularly important as they can identify concerns early on and provide early intervention for children to prevent issues from escalating. Prevention, identification, and early intervention are key. Whilst all college staff have a role to play in improving life chances, quality of life and promoting a better future for learners, staff, students, parents, guardians, and carers need to be aware of the below staff responsibilities when it comes to safeguarding and child protection matters.

5.0 Roles and Responsibilities

5.1 Governing Body

- 5.1.1 Governing bodies are accountable for ensuring effective policies and procedures are in place to safeguard and promote the well-being of children, in line with the requirements set out in 'Keeping Learners Safe 2022'. The governing body will identify a Governor as the Designated Safeguarding Governor and all members of the governing body will undertake relevant safeguarding training within the first term of starting the role.

- 5.1.2 The College Principal meets with the governing body at least once every term to report formally on safeguarding issues and compliance. The College provides the governors and the Designated Safeguarding Governor with a written report weekly, every term and annually.
- 5.1.3 The governing body should ensure that:
 - 5.1.4 They facilitate a whole college approach to safeguarding. This means ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development.
 - 5.1.5 The College has effective safeguarding (including child protection) policies and procedures that are in place in accordance with local authority guidance, locally agreed inter-agency procedures and national minimum standards and are reviewed at least annually.
 - 5.1.6 The College has made policies available to parents and carers on request and that policies and procedures have been made accessible to students.
 - 5.1.7 The College operates safer recruitment procedures that take account of the need to safeguard children, including arrangements to ensure that all appropriate checks are carried out on new staff and unsupervised volunteers who work with children, including relevant checks. Further details can be found in the College Safer Recruitment Policy.
 - 5.1.8 The Principal, along with all other permanent staff and volunteers who work with children undertake the training necessary to carry out their responsibilities for safeguarding effectively, which is kept up to date by refresher training
 - 5.1.9 As part of the requirement for staff to undergo regular updated safeguarding training, including online safety and Prevent training, training is integrated, aligned, and considered as part of the whole school or college safeguarding approach and wider staff training and curriculum planning. All staff receive training at the start of the year on online safety, including grooming and online bullying and sextortion/sharing of nude imagery and peer issues such as sexual abuse, harmful sexual behaviours and harassment. In addition, staff are made aware of the different types of mental health issues, including disordered eating and signs and symptoms, including who they need to contact are clearly defined.
 - 5.1.10 The College gives clear guidance on its arrangements for child protection and responsibilities to staff.
 - 5.1.11 The College remedies without delay any deficiencies or weaknesses regarding any child protection arrangements brought to its attention.
 - 5.1.12 Governors have regard to the 'Teacher's Standards' which set out the expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment and require teachers to have a clear understanding of the needs of all students.
 - 5.1.13 The Chair of Governors (delegated to Paul Ludlow, Safeguarding Governor) is responsible for liaising with the statutory authorities and ensuring that relevant processes are undertaken and completed, in line with 'Safeguarding children in education; handling allegations of abuse against teachers and other staff' (009/2014) and 'Disciplinary and dismissal procedures' (002/2020)

5.2 Designated Safeguarding Governor

- 5.2.1 Paul Ludlow is the Designated Safeguarding Governor and child protection and is responsible for:
- 5.2.2 Taking responsibility for all safeguarding matters on behalf of the governing body

- 5.2.3 Ensuring the governing body undertakes an annual review of safeguarding policies and procedures that includes consideration of how its responsibilities have been discharged.
- 5.2.4 Ensuring the governing body reviews the college policies and procedures annually.
- 5.2.5 Maintaining contact with the statutory authorities in relation to child protection staff disciplinary cases as set out in Welsh Government guidance.

5.3 The Principal

5.3.1 The Principal must ensure that all staff:

- Fully implement and follow the safeguarding policies and procedures adopted by the governing body.
- Have both the time and access to sufficient resources to enable them to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings as well as contributing to the assessment of children.
- Understand the procedures for safeguarding children, 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 the Welsh Government's 'Procedures for Whistleblowing in Schools and Model Policy'
- Have access to a written statement about the school's policies and procedures, as well as the name and contact details of the Designated Safeguarding Person (DSP)
- Understand the policies and procedures for safeguarding children and feel able to raise concerns about poor or unsafe practice.
- The Principal will ensure that the Designated Safeguarding Person is given sufficient time and resources to carry out the role effectively, has access to the required levels of training and support to undertake the role, including online safety training.
- The Principal will also ensure that the College Single Central Register (SCR) includes identity checks, qualification checks, disclosure and barring checks and an enhanced disclosure, along with right to work checks.

5.4 Designated Safeguarding Person (DSP) and Deputy Designated Safeguarding Persons (DSPs)

- 5.4.1 The Designated Safeguarding Person (DSP) and the Deputy Designated Safeguarding Persons (DSPs) have been fully trained for the demands of the role in child protection and inter-agency working in accordance with the locally agreed procedures and as set out in 'Keeping Learners Safe 2022'
- 5.4.2 The team receive relevant (Level 3) training and ensure that all staff receive regular training, at least annually and they both have a job description for their safeguarding roles and key activities. The Designated Safeguarding Person's role is to ensure that each member of staff has access to and is aware of and understands the College's safeguarding policy and procedures and that all training meets the requirements of 'Keeping Learners Safe'. Sessions at the start of the academic year and within staff Inset sessions throughout the year make staff aware of a variety of safeguarding and child protection issues, including radicalisation and extremism, online harms such as bullying, teenage relationship issues, peer issues such as bullying, sexual abuse, harmful sexual behaviours and sextortion/sharing of nude imagery. In addition, staff are also made aware of the different types of mental health issues, including disordered eating and all signs and symptoms and contact details for support are shared.

- 5.4.3 The Designated Safeguarding Person and all other members of the safeguarding team can be contacted at any time and contact details are displayed widely for students and staff across all college sites.
- 5.4.4 There are safeguarding rotas on weekends and during school holidays to ensure that any staff leave is appropriately covered.
- 5.4.5 The Designated Safeguarding Person will always be aware of the progress and outcome of new, ongoing and referred safeguarding cases and will keep the Principal and governing body informed with on-going safeguarding issues and any enquiries under 'Section 47 of the Children Act 1989' and police investigations.
- 5.4.6 The Designated Safeguarding Person must know how to recognise and identify the signs of abuse, neglect and other types of harm, irrespective of whether it is online or offline, and know when it is appropriate (liaising with relevant agencies) to make a report to the local authority (or police where the child/children are in immediate danger as these are the only body who have the power to remove a child to a place of safety without court intervention).
- 5.4.7 The Designated Safeguarding Person maintains close links with the Cardiff and Vale of Glamorgan Regional Safeguarding Board (contributing to proceedings when necessary) and reports weekly to the Designated Safeguarding Governor on safeguarding and child protection issues.
- 5.4.8 The Designated Safeguarding Person will make prompt contact with Cardiff Children's Services where there are concerns that a child may need help or is at risk of harm, following direct report procedures in line with Welsh Government requirements, as outlined in 'Keeping Learners Safe' 2022.
- 5.4.9 The Principal and Designated Safeguarding Person will also make prompt contact with the FASPH (Family Advice Support and Protection Hub) who will refer if needed to the LADO in relation to allegations against someone working at the College and/or the police if a criminal offence is suspected. Any report will be made within 24 hours.
- 5.4.10 The Designated Safeguarding Person is responsible for keeping accurate and secure records of children where there are safeguarding concerns. All concerns, discussions and decisions made, and the reasons for those decisions, are recorded in writing. All records include a chronology of concerns, reports and actions taken (including a log of telephone calls, emails and meetings), any reports made and requests for consent and overall outcomes.
- 5.4.11 When a child leaves the college, the Designated Safeguarding Person is responsible for copying and securely transferring that any safeguarding files directly to the Designated Safeguarding Person at the child's new educational establishment. The Designated Safeguarding Person is also responsible for contacting all local schools at the beginning of each new academic year to ask for the secure transfer of records for any new students. Safeguarding records are audited annually by the Compliance Director, and the Designated Safeguarding Person has an annual appraisal.
- 5.4.12 If a child goes missing or leaves to be educated at home, then a copy of the child protection file should be forwarded to:

**Education Welfare Service,
Room 422,
County Hall,
Atlantic Wharf,
Cardiff,
CF10 4UW
Telephone - 029 2087 3619**

5.5 All Staff

- 5.5.1 Staff have a duty to report all student concerns promptly to the Designated Safeguarding Person and/ or the Deputy Designated Safeguarding Persons.
- 5.5.2 All staff are accountable for the safety and welfare of students and as a result work as a wider part of the safeguarding team. Each member of staff is integral to the success of the support system around any children who are vulnerable as they can identify concerns early and provide help for children to prevent issues from escalating.
- 5.5.3 Staff have a responsibility to provide a safe environment at college and to identify children who are suffering, or are at risk of suffering, abuse, neglect, or harm either online, offline or on or off the premises.
- 5.5.4 Staff have a responsibility to take appropriate action, working with other services as needed. In addition to working with the Designated Safeguarding Person, staff should be aware that they might be asked to support social workers to take decisions about individual children. In such instances staff will be supported by the safeguarding team.
- 5.5.5 Staff are required to undertake all training asked of them and to read any guidance required as a requirement of their role.
- 5.5.6 Cardiff Sixth Form College has regard to 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018' and in line with the 'Wales Safeguarding Procedures', all staff have a duty to share information in accordance with the Welsh Government 'Sharing Information to Safeguard Children' July 2019. Staff must have due regard to the relevant data protection principles which allow them to share personal information ('Data Protection Act 2018'). Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. Further information can be found in the college's GDPR Policy.
- 5.5.7 All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of the se environments. All staff, but especially the Designated Safeguarding Person (and Deputy Designated Safeguarding Persons) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra- familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- 5.5.8 All staff must respond and deal with any incidents involving students in a sensitive, empathetic, and supportive manner. Staff must never promise confidentiality. Any observations made by staff that cause concern must be reported to the safeguarding team.
- 5.5.9 Staff must be aware of the signs of abuse, neglect and other kinds of harm and must take immediate action in the child's best interest by reporting any suspicion or evidence of abuse or non-accidental injury to the Designated Safeguarding Person, or Deputy Designated Safeguarding Persons.
- 5.5.10 All Staff must know the role of the Designated Safeguarding Person, the Cardiff and the Vale of Glamorgan Regional Safeguarding Board and have an awareness of the Wales Safeguarding Procedures and know how to access a copy.
- 5.5.11 All staff in our college are required to notify the College immediately if there are any reasons why they should not be working with children.
- 5.5.12 If at any point staff are unhappy with the way in which a safeguarding incident has been dealt with at the College by the safeguarding team, then the Designated Safeguarding Governor should be

notified. Staff can also contact NSPCC's 'what you can do to report abuse dedicated helpline' which is available from 08:00am to 20:00pm Monday to Friday - 0800 028 0285. Staff can also email the NSPCC on help@nspcc.org.uk. The NSPCC also has a Whistleblowing Advice Line – 0808 800 5000

6.0 Responding to concerns that a child is at risk

- 6.1 [*'The Social Services and Well-being \(Wales\) Act 2014'*](#), *Section 130(4)* defines a child at risk as a child who:
1. Is experiencing or is at risk of abuse, neglect or other kinds of harm, and
 2. Has needs for care and support (whether or not the local authority is meeting any of those needs)
- 6.2 It is a requirement of being employed at Cardiff Sixth Form College, that all staff have a duty to report any concern or allegation of risk of harm to students. As a college we have a duty to report any disclosure or suspicion of abuse to the local authority within 24 hours. Failure to report concerns to the Designated Safeguarding Person or Deputy Designated Safeguarding Persons would be classed as misconduct. A quick read flow diagram can be found on reporting a concern in Appendix B of this policy.
- 6.3 It is not the responsibility of college staff to investigate welfare concerns or reports of abuse to determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind and report these immediately to the Designated Safeguarding Person, or Deputy Designated Safeguarding Persons. Accordingly, all concerns regarding the welfare of students will be recorded and discussed with the Designated Safeguarding Person or, in her absence, the Deputy Designated Safeguarding Persons.
- 6.4 Staff must be aware that early identification and intervention are key to meeting the needs of children by preventing or delaying circumstances that might lead to social services' intervention. This includes the identification of ACEs (Adverse Childhood Experiences). All staff have received training on Adverse Childhood Experiences through TES Develop.
- 6.5 All staff must familiarise themselves with the [*'Wales Safeguarding Procedures'*](#), *which sets out the duty to report*.
- 6.6 All staff members should be aware of the signs of abuse, neglect and other kinds of harm. Any concerns regarding students must be directed to the safeguarding team as small changes may be part of a larger issue.
- 6.7 Staff must immediately report:
- Any suspicion that a student is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
 - Any explanation given which appears inconsistent or suspicious.
 - Any behaviours which give rise to suspicions that a student may have suffered harm (e.g. worrying drawings, writings or behaviours).
 - Any concerns that a student may be suffering from inadequate care, ill treatment, or emotional maltreatment.
 - Any concerns that a student is presenting signs or symptoms of abuse or neglect.
 - Any significant changes in a student's presentation, including non-attendance.
 - Any hint or disclosure of abuse from any person.
 - Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

- 6.8 Any concerns should be reported immediately to the Designated Safeguarding Person, or in her absence another member of the safeguarding team.

7.0 Responding to a Disclosure

- 7.1 It is important that all staff are aware of the importance of safeguarding and promoting the welfare of children and that they create a climate in which students can feel able to talk about their feelings, concerns and their worries and feel confident to come forward to disclose abuse if it arises. They must know it will be taken seriously, treated with sensitivity and respect and have their wishes and feelings taken fully into account.
- 7.2 The college will ensure that if a Welsh language student wishes to make a disclosure that, they are offered to make this disclose in Welsh, should they wish and feel more comfortable doing so. In addition to this, due to the multi-cultural nature of students at the college language and cultural needs will always be taken into consideration. Staff should be aware of cultural sensitivities regarding harmful practices such as FGM (Female Genital Mutilation) and forced marriage.
- 7.3 Students with additional learning needs may be at increased risk of harm and staff should understand that there may be certain barriers faced. The College Additional Learner Needs Coordinator (ALNco) is part of the safeguarding team and works with individual students who have additional learning needs and is always on hand to provide advice and guidance to staff on how to best support students with additional needs.
- 7.4 Staff should be aware of a child's wider circumstances such as previous trauma and family relationships/dynamics, including safeguarding in specific circumstances.
- 7.5 All staff must reassure and inform any child making a disclosure or voicing concerns that the college is a safe environment for them to do so. Posters in and around the college environment encourage students to come forward if they have concerns and national and local children's helplines are widely displayed and provided to students, such as Children's Commissioner for Wales, Childline, MEIC Cymru and the NSPCC.
- 7.6 The NSPCC has developed a safeguarding resource, [*'Let children know you're listening: the importance of an adult's interpersonal skills in helping to improve a child's experience of disclosure'*](#). Staff should read this as good practice to aid in demonstrating you are listening to a child who is disclosing, that you are reassuring in your approach and that you are putting a child in charge of the conversation.
- 7.7 During a conversation with a student, staff must:
- **Receive (Listen, accept what the student is saying)**
 - **Reassure (Stay calm and reassure the student, do not promise confidentiality)**
 - **React (Do not ask leading questions, explain what actions will be taken next and inform the Designated Safeguarding Person)**
 - **Record (Make brief notes, record the date, time place and use objective non-ambiguous language)**
 - **Support (Continue to support the student and if needed seek support for yourself via the safeguarding team)**
- 7.8 The Designated Safeguarding Person will react immediately when they discover a student who has suffered or is at risk of suffering serious harm and will work alongside Cardiff Children's Services. It is

the responsibility of the local authority to consider whether there are grounds for carrying out an investigation under '[section 47 of the Children Act 1989](#)'. The Designated Safeguarding Person should take the lead in liaising with relevant agencies.

- 7.9 Where the Designated Safeguarding Person has reasonable cause to suspect that a child attending the education setting is a risk, a report must be made to the local authority as soon as possible, however if there are immediate concerns about the safety of a child or if a criminal offence against a child is suspected, the emergency services must be contacted without delay to protect the child/children from risk of serious harm.
- 7.10 All information and actions taken (including signposting or that no further action will be taken), including the reasons for any decisions made, will be fully documented. All reports to social care will be accompanied by a standard form.

8.0 Making a Report

- 8.1 The guidance from '[Keeping Learners Safe 2022](#)' places the responsibility of making decisions regarding reports with the College's Designated Safeguarding Person.
- 8.2 At Cardiff Sixth Form College we stress that anyone can make a report, however staff should go through the Designated Safeguarding Person whenever this is possible. Staff must report any concerns of a safeguarding nature, or any disclosures to the Designated Safeguarding Person, or a Designated Deputy Safeguarding Person within 24 hours. Urgent reports concerning a child must be made by telephone, using the safeguarding numbers, or in-person to the Designated Safeguarding Person, or Deputies. Any non-urgent concerns of a safeguarding nature can be made in-person, or via email to the safeguarding team.
- 8.3 It is vital that students receive the right help at the right time to address risks and prevent issues escalating. Cardiff Children's Services are always prepared to discuss borderline cases and give informal advice, and the College encourages the sharing of information with local agencies to ensure the best outcome for each student. NSPCC Wales can also be contacted for confidential advice.
- 8.4 A report that a child may be at risk online or offline must be made to social services as soon as a concern is identified and must be within 24 hours. No member of staff working in education can remain anonymous when making a report. The below contact details must be used for this.
- 8.5 Contact Cardiff Children's Services via the Single Point of Access (FASPH): **03000 133 133**
 - 8.5.1 Or out of office hours the emergency duty team on: **029 2078 8570**
- 8.6 **Where a report is made via telephone, it must be confirmed in writing within 24 hours via a FASPH Referral Form**
- 8.7 The Designated Safeguarding Person and/or Deputy Designated Safeguarding Persons will follow the Signs of Safety model when making a report and will address what is working well, what is causing worry, how worried are staff and lastly a recommendation of what staff believe needs to happen.
- 8.8 The Designated Safeguarding Person will always support the child and make them aware of the need to share this information with others, informing the child which individuals will be informed and why. Where possible the parents of the child/children will be contacted for consent prior to making a report, however if it is in the child's best interests to continue with a report and or by contacting the parents this would place the child at greater risk then the Designated Safeguarding Person will continue with the report without consent from the parents.

- 8.9 The Designated Safeguarding Person will also give feedback where possible to the staff member who reported the case using judgement about what information to share. If sharing information is likely to support the safeguarding and protection of a child, then the duty of confidentiality can be breached where this is in the best interests of the child. The same principle applies when making a report.
- 8.10 All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. These records are held securely and are only accessible to the safeguarding team. Any request for transfer of records to any college or setting the student moves to, will clearly be marked 'Child Protection, Confidential, for attention of Designated Safeguarding Person' in line with our current policy on sharing information. All safeguarding files will be transferred separately from the child's main school file, and all records must be signed for, with the return of receipt.
- 8.11 A student going missing from an education setting is a potential indicator of abuse or neglect. Members of Staff should inform the Designated Safeguarding Person of any student who goes missing, particularly on repeat occasions. The Designated Safeguarding Person will then act to identify any risk of abuse and neglect, including sexual abuse, exploitation, or radicalisation.
- 8.12 The College will retain all original copies of Child Protection files in line with our *Data Retention Policy*.

9.0 Protection and Support

9.1 Safeguarding Responsibilities in Specific Circumstances

- 9.1.1 Everyone working in an education setting should be familiar with the signs of a child at risk of harm, neglect, and abuse so they can raise their concerns and safeguard children.
- 9.1.2 Teachers and other adults in college are well placed to observe any physical, emotional, or behavioural signs, which indicate that a child may be suffering significant harm. S.130 (4) of the [*'Social Services and Wellbeing \(Wales\) Act 2014'*](#), defines a child at risk as a child who:
- Is experiencing or is at risk of abuse, neglect or other kinds of harm;
 - Has needs for care and support (whether or not the authority is meeting any of those needs)
 - Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- 9.1.3 Any concern you have about a child should always be reported to the Designated Safeguarding Person or in her absence another member of the safeguarding team. Every concern is noted and followed up at Cardiff Sixth Form College.
- 9.1.4 It is the duty of all staff to be vigilant and observant when dealing with students in their care and to have no hesitation in passing on concerns that they may have regarding the physical and emotional wellbeing of any student in the College. Staff are aware that children with additional learning needs are potentially at a greater risk of harm. The college Additional Learning Needs Coordinator (ALNco) is a member of the safeguarding team and supports students fully during times of need/crisis.
- 9.1.5 There are five main types of abuse: physical, emotional, sexual, neglect and financial and staff are aware of signs of symptoms of all through regular and updated safeguarding training. Additionally, staff are made aware that abuse can occur on or offline and in or out of the college setting and that students may be vulnerable to extra familiar harms. Staff through training are made aware of contextual safeguarding and are informed that issues can occur within the home, external to the

home and within their peer group, or may involve other students at college or even, in the case of online harms and radicalisation, may be affected by individuals within the local community. Duties to report remain the same.

- 9.1.6 Staff should familiarise themselves with the '[All Wales Practice Guides](#)', which accompany the '[Wales Safeguarding Procedures](#)'. These guides offer a variety of information about a range of different safeguarding circumstances.

10.0 Children requiring mental health support

- 10.1 Mental health, in some cases is an indicator of a child suffering or at risk of abuse. All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately, trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- 10.2 The College has a Mental Health Lead - Ms Sally Wozencroft.
- 10.3 The College has several staff who are trained in Mental Health First Aid and these staff are well signposted to both students and staff.
- 10.4 If staff have a mental health concern about a child, that is also a safeguarding concern, immediate action should be taken, and the Designated Safeguarding Person notified, or in her absence another member of the safeguarding team.

11.0 Serious Violence and Gang Involvement (including Criminal Exploitation such as county lines (CCE))

- 11.1 All College staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. This may include increased absence from school, change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.
- 11.2 All staff should be aware of the range of factors, which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending such as theft or robbery.
- 11.3 Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing.
- 11.4 The College, if concerned about any of the above should seek advice provided in the 'Home Office's '[Preventing Youth Violence and Gang Involvement](#)' and '[Criminal Exploitation of Children and Vulnerable Adults: County Lines Guidance](#)'.
- 11.5 In addition, the *All Wales Practice Guide on '[Safeguarding children from Child Criminal Exploitation \(CCE\)](#)'* should be referred to for further information.

- 11.6 Concerns of a safeguarding nature regarding any of the above should immediately be referred to the Designated Safeguarding Person, or in her absence another member of the safeguarding team.

12.0 Dealing with Disclosures of Peer-on-Peer Safeguarding Allegations (including Harmful Sexual Behaviours)

- 12.1 All staff should be aware that children can abuse other children and that it can happen both inside and outside of school or college or online. It is important that all staff recognise the indicators and signs of peer-on-peer abuse and know how to identify it and respond to reports.
- 12.2 Peer on peer abuse is most likely to include, but may not be limited to:
- bullying (including online bullying, prejudice based and discriminatory bullying)
 - abuse in intimate personal relationships between peers (teenage relationship abuse)
 - physical abuse (or the threat of physical abuse)
 - sexual violence
 - sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment which may be standalone or part of a broader pattern of abuse;
 - causing someone to engage in sexual activity without consent
 - consensual and non-consensual sharing of nudes and semi-nude images and or videos (sexting or youth produced sexual imagery)
 - upskirting and;
 - initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)
- 12.3 Staff will be aware of the harm caused by bad behaviour and bullying and will use the College's behaviour procedures. However, there will be occasions when a student's behaviour warrants a response under child protection procedures. All staff should understand and recognise the risks of peer abuse, exploitation and harmful sexual behaviour. Staff can access the NSPCC and Barnardos guidance on ['Peer on peer sexual abuse, exploitation and harmful sexual behaviour'](#) for further information.
- 12.4 The All Wales Practice Guides on ['Safeguarding children from child sexual exploitation \(CSE\)'](#) and ['Safeguarding children where there are concerns about harmful sexual behaviour'](#) should also be referred to.
- 12.5 Abuse by children and young people should be treated seriously and should always be referred to children's services and/or the police. All staff should understand that even if there are no reports in their schools or colleges it does not mean that it is not happening, it may be the case that it is just not being reported.
- 12.6 Staff members need to identify when relationships between children are coercive, inappropriate or exploitative and any concerns regarding peer-on-peer abuse and/or concerns involving harmful sexual behaviours or harassment must be reported immediately to the Designated Safeguarding Person, or in her absence another member of the safeguarding team.
- 12.7 Sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and harassment can occur online and face to face and Cardiff Sixth Form College adopts a zero-tolerance approach to all forms of inappropriate behaviour.

- 12.8 The needs of children and young people who abuse other children should be considered separately from the needs of their victims, and a report by the Designated Safeguarding Person should be carried out separately in each case, along with a risk assessment which will consider if other students or staff at school are at risk. Children and young people who abuse others are likely to have considerable needs themselves as well as posing a significant risk of harm to other children. They may also need protection. The college will always take any report of sexual violence or sexual harassment seriously and victims will be supported and kept safe.
- 12.9 If reports concern online elements, then staff should refer to [*'UKCIS Sharing Nudes and Semi-nudes: Advice for Education Settings Working with Children and Young People'*](#). The key consideration is for staff not to view or forward illegal images of a child. Staff should follow guidance on record keeping and how to respond to a disclosure. Advice can be sought from the safeguarding team.
- 12.10 12.1.9 The management of children who evidence sexually harmful behaviour is complex and the College will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who are concerned about or receive a safeguarding allegation made by a student against another student should follow the reporting procedures, outlined in this document and *Appendix B*.
- 12.11 If the Designated Safeguarding Person does not consider the allegation to be a safeguarding concern or if neither the police nor children's services accept the complaint a thorough school investigation should take place using the school's disciplinary procedures.

13.0 Online Safety

- 13.1 Online harms might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography/videos or face- to-face meetings. Cyber-bullying by students, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. The college has a separate *E-safety Policy* which should be referred to which categorises each of the four areas of risk. Any reports of cyberbullying should be passed on to the Designated Safeguarding Person.
- 13.2 Staff and students are aware that making, possessing, or distributing any imagery of someone under 18, which is indecent is illegal. This includes imagery of yourself if you are under 18 ([*'Sexting: responding to incidents and safeguarding learners: guidance for educational settings in Wales UKCCIS'*](#)). Students are therefore encouraged to tell staff if they are worried about any photographs that are taken of them but if staff become aware of any photographs or images then it is not their duty to investigate. The student/students involved should save the image and a report should be made to the Designated Safeguarding Person. The same applies to video footage. The HWB contains guidance on [*'Sharing nude images – responding to incidents and safeguarding learners: safeguarding guidance for educational setting in Wales'*](#) and [*'Sharing Nudes and Semi-nudes: Responding to incidents and safeguarding children and young people'*](#) must be referred to for guidance on appropriate management, prevention, resources and support when handling incidents and includes information on behaviours and risk guidance on viewing, deleting and reporting. Staff are aware that financially motivated extortion, or 'sextortion; is on the rise. The Welsh Government, along with the National Crime Agency have developed [*'Financially motivated sexual extortion: alert for education settings'*](#), which should be referred to for further information and guidance.
- 13.3 Chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour although it is recognised that monitored forums and discussions are a valuable means of contact

for senior students. All online activity is closely monitored at college using Smoothwall and staff and students have a Wi-Fi login. Online safety issues are covered extensively throughout the curriculum.

- 13.4 In recent years, some online viral challenges and hoaxes on social media have caused widespread concern about the potential to cause harm. The '[Advice for schools on preparing for and responding to viral online harmful challenges and hoaxes](#)' should be referenced for guidance and support. Any concerns should be raised immediately with the Designated Safeguarding Person.
- 13.5 The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect students, we will:
- seek parental and student consent to use their images in college publications;
 - use only the student's first name with initial of surname with an image, so their name cannot be 'googled';
 - ensure students are appropriately dressed.
- 13.6 All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of online safety and know what to do in the event of misuse of technology by any member of the college community.
- 13.7 All staff are encouraged to incorporate online safety activities and awareness within their curriculum areas.
- 13.8 Staff need to be aware of the '[Report Harmful Content national reporting centre](#)', along with the '[Professionals Online Safety Helpline](#)' (POSH) which offers advice and support to practitioners on a range of online safety concerns such as, online reputation, gaming, grooming, online bullying, sexting, inappropriate behaviour on social media, illegal content, online harassment and radicalisation.
- 13.9 The College uses a Smoothwall filtering system, which is monitored and reviewed by the College IT Manager. Any searches which are flagged as a cause for concern are immediately sent by the IT Manager to the Designated Safeguarding Person, or the Designated Deputy Safeguarding Persons for further investigation and follow up. Any concerns which are radical/extremist in nature will be discussed with the local Prevent Education Safeguarding Team and a risk assessment will be put in place. Any concerns which flag up a wellbeing concern will be shared with the wider pastoral team, including boarding staff, the medical team, the wellbeing officer and the Head of House/Director of Lower School in order to support the student pastorally and a pastoral support plan/medical risk assessment will be put in place and actioned in order to support the student/s.
- 13.10 In addition to the above, all students have Personal Social Education and Relationship and Sexuality Education sessions which alert them to the dangers of online harms, alerting them to current dangers and signposting them to help and support.
- 13.11 The college follows the *All Wales Practice Guidance on '[Safeguarding Children from Online Abuse](#)'*

14.0 Bullying

- 14.1 The college has a separate policy on Anti-bullying which follows Welsh Government Guidance on '[Rights, respect, equality](#)' and should be referred to by staff for further information.
- 14.2 Staff are made aware that bullying can occur both inside and outside college and on and offline.
- 14.3 Any concerns of bullying must be reported to the Designated Safeguarding Person or in her absence another member of the safeguarding team.

15.0 Suicide and Self Harm

- 15.1 The College has several Mental Health First Aid trained members of staff and the Wellbeing Officer, along with the college medical team are available to support students and offer guidance to staff. Within this guidance, staff are made aware of issues surrounding confidentiality, safeguarding and routes of escalation.
- 15.2 The '[Help is at Hand](#)' self-help guide can be accessed for individuals to provide help and suggestions on how to find support.
- 15.3 Any concerns regarding mental health, or a sudden deterioration in mood or serious disclosure must be reported immediately to the Designated Safeguarding Person, or in her absence another member of the safeguarding team.

16.0 Substance Misuse

- 16.1 The college has a *Substance Misuse Policy* which should be referred to for further information.
- 16.2 '[DAN 24/7](#)' is a free and bilingual drugs helpline providing a single point of contact for further information or help for drug and alcohol misuse in Wales.
- 16.3 All concerns of substance misuse in any form must be reported to the Designated Safeguarding Person, or a member of the safeguarding team.

17.0 Safety on Trips

- 17.1 The college has a separate *Educational Visits Policy* which refers to information provided from the Outdoor Education from the Outdoor Education Advisors' Panel. This policy should be referred to for any further information about trip safety.
- 17.2 During all educational visits, the same reporting procedures (as outlined in this policy) apply.

18.0 Conducting a Search and use of Physical Intervention

- 18.1 The college's policy on *Conducting a Search and use of Physical Intervention* notes, in line with '[Section 93 of the Education and Inspections Act](#)' that all school staff are able to use force as it is reasonable in the circumstances to prevent a child or young person from doing, or continuing to do any of the following:
 - Committing any offence
 - Causing personal injury to, or damage to the property of, any person (including self-harm to the learner)
 - Prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a lesson or otherwise

- 18.2 To be judged lawful, any force used would need to be in proportion to the consequences it is intended to prevent. The degree of force should be the minimum needed to achieve the desired result. Use of force is never justified to prevent trivial misbehaviours.
- 18.3 Any use of force as punishment is prohibited under '[*Section 548 of the Education Act 1996*](#)'
- 18.4 The college policy on Conducting a Search and Use of Physical Intervention refers to the Welsh Government Guidance Safe and Effective Intervention: The use of reasonable force 2013, along with the EWCs Guide to good practice with 'appropriate touch, handling and restraint' 2018 and the EWC's Code of professional conduct and practice for registrants with the Education Workforce Council 2019.
- 18.5 The college references the aims of the Welsh Government's '[*Reducing Restrictive Practices Framework 2021*](#)'. Further information can be found in the college's policy on *Conducting a Search and Use of Physical Intervention*.

19.0 Female Genital Mutilation (FGM) and Forced Marriage

19.1 Female Genital Mutilation

- 19.1.1 The '[*Welsh Government Female Genital Mutilation: Guidance for professionals*](#)' includes good practice guidance for staff working in education. Please refer to this for more information, along with '[*Section 130 of the Social Services and Wellbeing \(Wales\) Act 2014*](#)'.
- 19.1.2 FGM is highlighted as a specific risk to girls and young women and the number of female children affected in the UK is difficult to assess, as it is a practice shrouded in secrecy.
- 19.1.3 Staff should be alert to possible signs and what action to take if they have concerns. The College will demonstrate immediate and appropriate action with regards any student thought to be at risk. FGM has been a criminal offence in the UK since 1985.
- 19.1.4 Staff should be aware that girls may be taken abroad during the summer break to undergo FGM, as procedures take up to four weeks to heal. The procedure may therefore be performed before a girl returns to school at the start of the autumn term. Staff should therefore be vigilant in looking for signs of FGM after the holidays and report any suspicions to the Designated Safeguarding Person, or in her absence another member of the safeguarding team.
- 19.1.5 A student may talk about a long holiday to her country of origin or another country where the practice of FGM is prevalent (procedures take up to 4 weeks to heal), including African countries and the Middle East.
- 19.1.6 A student may confide to a professional that she is to have a 'special procedure' or to attend a special occasion.
- 19.1.7 A professional hears reference to FGM in conversation, for example a student may tell other students about it.
- 19.1.8 A student may request help from a teacher or another adult.
- 19.1.9 Any female child born to a woman who has been subjected to FGM must be considered to be at risk, as must other female children in the extended family.
- 19.1.10 Any female child who has a sister who has already undergone FGM must be considered to be at risk, as must other female children in the extended family.
- 19.1.11 Indications that FGM may have already taken place include:

- A student may spend long periods of time away from the classroom during the day with bladder or menstrual problems.
- A student may have difficulty walking, sitting, or standing.
- There may be prolonged absences from college.
- A prolonged absence from college with noticeable behaviour changes on the girl's return could be an indication that a girl has recently undergone FGM.
- Professionals also need to be vigilant to the emotional and psychological needs of students who may / are suffering the adverse consequence of the practice, e.g., withdrawal, depression etc.
- A student may ask for help or confide in a professional.
- Recurrent Urinary Tract Infections (UTI) or complaints of abdominal pain.

19.1.12 It is a statutory requirement (*'Section 5B of the Female Genital Mutilation Act 2003'*) that staff report incidents of FGM or that they report concerns that FGM is about to take place. The Mandatory reporting duty commenced in October 2015 due to the *Serious Crimes Act* and this is reflected in the *'Multi-Agency Statutory Guidance on Female Genital Mutilation'* and within the *'Mandatory Reporting of Female Genital Mutilation – procedural information'*. Staff must report directly to the police cases where they discover that an act of FGM appears to have been carried out, using the Police 101 number. The College's Designated Safeguarding Person will be happy to give any advice to staff regarding this and involve Cardiff Children's Services as appropriate.

19.1.13 The NSPCC has a 24-hour helpline for anyone who is worried a child is at risk of or has had FGM. You can call 0800 028 3550 or email fgmhelp@nspcc.org.uk

19.1.14 The *All Wales Practice Guide on 'Safeguarding children from harmful practices related to tradition, culture, religion or superstition'* can be referred to and is primarily for practitioners working with children (up to the age of 18)

19.2 Forced Marriage and Honour Based Violence

19.2.1 *'The Anti-Social Behaviour, Crime and Policing Act'* made it a criminal offence in England, Wales and Scotland to force someone to marry.

19.2.2 This includes:

- Taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- Marrying someone who lacks the mental capacity to consent to the marriage (whether they are pressured or not)

19.2.3 Forced marriage is an abuse of human rights and a form of domestic abuse which should be dealt with under child protection legislation. Colleges are considered as being front line in protecting young people from this type of abuse and students may disclose such a fear to you.

19.2.4 The UK Government's *'Multi-agency practice guidelines: Handling cases of Forced Marriage'* provides step-by-step guidance to professionals on forced marriage and includes signs to recognise when a child or young person may be at risk.

19.2.5 The Forced Marriage Unit has a telephone line and email: 020 7008 0151 fmu@fco.gov.uk

19.2.6 If you are concerned that a student in the College has concerns or fears over forced marriage, let the Designated Safeguarding Person, or in her absence another member of the safeguarding team know immediately.

20.0 Domestic abuse, gender-based violence and sexual violence

- 20.1 Everyone working with children should be alert to the frequent interrelationship between domestic abuse and the abuse and neglect of children.
- 20.2 The Designated Safeguarding Person will act as the first point of contact for any concerns about violence against women, domestic abuse and sexual violence regarding children and young people. Further guidance on safeguarding responsibilities in additional specific circumstances can be found in [*Chapter 9 of 'Safeguarding Children: Working Together Under the Children Act 2004'*](#)
- 20.3 Staff with concerns should:
- Inform the Designated Safeguarding Person immediately and act in accordance with the '[*Wales Safeguarding Procedures*](#)'
 - Where abuse is between adults in the household, the child can be provided with advice on who can help, including the police, local authority, or local domestic abuse advocacy services.
- 20.4 Any staff, parents, students who are concerned about violence against women, domestic abuse and sexual violence also have access to support services. To discuss any concerns around such issues, anyone can contact the 24-hour Live Fear Free Helpline (0808 80 10 800) or consult the website – www.gov.wales/live-fear-free Guidance can also be sought through emailing info@livefearfreehelpline.wales
- 20.5 The *All Wales Practice Guides* on '[*safeguarding children affected by domestic abuse and safeguarding children from harmful practices related to tradition, culture, religion or superstition*](#)' should be referred to for further information. [*Operation Encompass*](#) can also be accessed for support for children experiencing domestic abuse.

21.0 Duty to Prevent (Radicalisation and Terrorism)

- 21.1 Full information on Prevent can be found within the College *Prevent Policy* and '[*HM Government: Revised Prevent Duty Guidance for England and Wales*](#)' should be looked at for further information. It is important that all staff understand the Prevent strategy and the role they play in adhering to the Prevent duty.
- 21.2 All education settings should create a safe environment in which children can understand and discuss sensitive topics, including terrorism and extremist ideas, and learn how to challenge these ideas.
- 21.3 Schools and colleges have the duty to have due regard to the need to prevent people from being drawn into terrorism and staff must report any concerns regarding radicalisation, or potential radicalisation to the Designated Safeguarding Person, or in her absence another member of the safeguarding team.
- 21.4 '[*The Professionals Online Safety Helpline*](#)' (POSH) can be used for help and support with any online safety issues and the staff and student safeguarding websites contain details of how content of concern can be directly referred to social media platforms.
- 21.5 The *All Wales Practice Guide* on '[*Safeguarding children from online abuse*](#)' can be referred to and is primarily for practitioners working with children (up to the age of 18).

22.0 Hate Crimes

- 22.1 Any concerns should be directed through the Designated Safeguarding Person, or in her absence another member of the safeguarding team. If a crime has been committed, then the police and local authorities will be contacted.
- 22.2 Students are taught about tolerance and respect through Personal, Social Education and wider college pastoral initiatives. The college Wellbeing Hub and student safeguarding website offers support for students who may have been the victim of hate crimes via signposting students to the Children and Young Persons Helpline at MEIC Cymru and the National Hate Crimes and Incidents Centre at Victim Support Cymru.

23.0 Grooming and Entrapment

- 23.1 Grooming is a conscious, purposeful, and carefully planned approach used by the offender to gain access to the child, gain the child's trust and compliance and maintain the child's secrecy to provide opportunities to abuse and reduce the likelihood of being reported or discovered. This process is thought to strengthen the offender's abusive pattern of behaviour, as it may be used as a means of justifying or denying their actions.
- 23.2 Staff are made aware that grooming may take place online or offline, or in or outside college.
- 23.3 Any individual at the College who has concerns about grooming or has concerns about another member of staff should speak to the Designated Safeguarding Person immediately. The procedures outlined in Section 29 '[*Procedures for dealing with allegations of abuse involving a member of staff, the Principal, the Director, or Governors*](#)'.

24.0 Child Sexual Exploitation (CSE)

- 24.1 Child Sexual Exploitation can affect any child who is coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex.
- 24.2 Child Sexual Exploitation can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media.
- 24.3 College staff have received information on financially motivated sexual extortion and any concerns regarding this must be reported immediately to the Designated Safeguarding Person, or in her absence a member of the safeguarding team.
- 24.4 The Cardiff and the Vale of Glamorgan Regional Safeguarding Board defines child sexual exploitation as 'a hidden form of child abuse'. Child sexual exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious, organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship.
- 24.5 Child Sexual Exploitation can occur both on and offline and the *All Wales Practice Guide on '[*Safeguarding children from child sexual exploitation \(CSE\)*](#)'* can be referred to for guidance and further information, along with '[*Safeguarding children where there are concerns about harmful sexual behaviour*](#)'.

25.0 Child Trafficking and Modern Slavery

- 25.1 Child trafficking is a form of child abuse and is addressed in two main pieces of legislation, the '[Social Services and Wellbeing \(Wales\) Act 2014](#)' and the '[Modern Slavery Act 2015](#)'.
- 25.2 The *All Wales Practice Guide on '[Safeguarding children who may be trafficked](#)'* should be referred to for a full and comprehensive list of risk indicators.
- 25.3 All children identified as potentially trafficked must be referred into the *Independent Child Trafficking Advocates Service* and the ICTA service will allocate the case for direct support to the child or for support via the ICTA Regional Practice Co-ordinator. Making a referral quickly is vital.
- 25.4 The ICTA can be contacted on 0800 043 4303 to make a referral. If it is thought that the child is in immediate danger, or it is suspected that they may go missing prior to support being secured then the police must be notified by calling 999.
- 25.5 Any concerns or disclosures regarding child trafficking or slavery must be reported immediately to the Designated Safeguarding Person or in her absence the safeguarding team.

26.0 Child Missing from Education, Home or Care

- 26.1 All children, regardless of their circumstances, are entitled to a full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education is a potential indicator of abuse or neglect. College staff should follow the College's Missing Child Policy.
- 26.2 The College will:
- Use our attendance records to spot patterns of absences
 - Stay in contact with parents and carers, ensuring absences are followed up quickly to ensure the child is safe and not missing
 - Follow up quickly to make sure a child is safe
- 26.3 It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.
- 26.4 We will inform the Education Welfare Service, Room 422 County Hall, Atlantic Wharf, Cardiff, CF10 4UW Telephone - 029 2087 3619, of any student who is going to be deleted from the admission register where they have been taken out of College by their parents and are being educated outside the College system e.g. home education.
- 26.4.1 In the case of students sponsored on a Tier 4 Visa, UKVI would also be informed via the Dukes UKVI team. The College must inform the Education Welfare Service of any student who fails to attend College regularly or has been absent without the College's permission for a continuous period of 10 College days or more, at such intervals as are agreed between the College and the Education Welfare Service (or in default of such agreement, at intervals determined by the Secretary of State). The Attendance Policy outlines the procedures by which the student's attendance is monitored.

- 26.5 The *All Wales Practice Guide on [‘Safeguarding children who go missing from home or care’](#)* should be referred to for further information on supporting children.
- 26.6 The Missing Child Policy must be followed in full by staff.

27.0 Host families

- 27.1 Cardiff Sixth Form College does not use host families for any of our students.

28.0 Looked after children in education (LACE)

- 28.1 The lead for looked after children in education at Cardiff Sixth Form College is Ms Helen Williams.
- 28.2 The contact for LACE in Wales is: Sean O’Neill, Deputy CEO and Policy Director (Children in Wales) E-mail - Sean.Oneill@childreninwales.org.uk

29.0 Procedures for dealing with allegations of abuse involving a member of staff, the Principal, the Director or Governors

- 29.1 Children have a right to be safeguarded and protected from harm. Any allegation of abuse made by or on behalf of a child should be taken seriously and the child should be listened to and dealt with sensitively. **All allegations must be reported immediately as the safety and welfare of the child is paramount.**
- 29.2 Allegations of abuse may be made against a member of staff, a volunteer, a student, parent or other person connected to the College.
- 29.3 Allegations of abuse against teachers and other staff will be dealt with according to the statutory guidance set out in *‘[Keeping Learners Safe](#)’* and also within the Welsh Government Circular *‘[Safeguarding children in education: handling allegations of abuse against teachers and other staff](#)’ (009/2014)*. Staff should also have regard to the *Staff Code of Conduct* (including the *ICT Acceptable Use Policy*) to minimise the risk of allegations being made.
- 29.4 If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse comes to their attention it is their duty to listen to the student, to provide re-assurance and to record the student's statements, but not to prob, investigate or put words into the student's mouth. Any students who are involved will receive appropriate care and support.
- 29.5 Where an allegation is made against any person working in or on behalf of the College, that they have:
- Behaved in a way that has harmed a child or may have harmed a child.
 - Possibly committed a criminal offence against or related to a child.
 - Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- 29.6 The College will apply the principles within *‘[Safeguarding children in education: handling allegations of abuse against teachers and other staff](#)’ (009/2014)* and will always follow the *‘[Cardiff and the Vale of Glamorgan Regional Safeguarding Board](#)’* procedures.

- 29.7 Detailed records will be made, which will include decisions, actions taken, and reasons for these. All records will be retained securely by the Principal.
- 29.8 Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be well founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed local procedures.
- 29.9 Initial Action if you have concerns
- 29.9.1 The member of staff should make and submit an accurate written record and inform the Principal immediately so that appropriate agencies can be informed within 24 hours and the matter resolved without delay. The Principal will contact FASPH for advice or direction and contact the LADO. In the event that the Principal is not present then this action will be carried out by the Vice Principal.
- 29.9.2 The Principal will take steps, where necessary, to secure the immediate safety of students and any urgent medical needs.
- 29.9.3 The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of students.
- 29.9.4 The Principal may need to clarify any information regarding the allegation; however, no person will be interviewed at this stage.
- 29.9.5 Consideration will be given throughout to the support and information needs of students, parents and staff.
- 29.9.6 Should the allegation of abuse concern the Designated Safeguarding Person, the member of staff should inform the Designated Safeguarding Governor.
- 29.9.7 Should the allegation be against the Principal, the Director and/or the Senior Leadership Team, the Chair of Governors will be notified, without the Principal, the Director and/or the SLT being informed first. If an allegation is made against the Designated Safeguarding Governor, then this should be reported to the Chair of Governors. In the event of serious harm or a crime being committed, the police will always be notified from the outset.
- 29.9.8 All allegations or suspicions of abuse or cases where there is reasonable cause to suspect a student is suffering, or is likely to suffer harm, will be referred to FASPH, to refer to the LADO within 24 hours. Police are the only body authorised in these cases to conduct an investigation.
- 29.9.9 Borderline cases will be discussed with the FASPH team without identifying individuals in the first instance and following discussions the FASPH Team will judge whether or not an allegation or concern meets the relevant threshold. The FASPH Team will decide in the circumstances what further steps should be taken, liaising with the College. This could involve informing parents and calling the police.
- 29.9.10 If the allegation concerns a member of staff, student, volunteer or visitor he/she would normally be informed as soon as possible after the result of any initial investigation by the Principal, or in his absence the Vice Principal and authorised or conducted by the FASPH Team; advice will always be sought from the FASPH Team first, however. The College will normally appoint a member of staff to act as a liaison to keep the person informed of the likely course of action and the progress of the case. The Parents or carers of the student(s) involved will be informed of the allegation as soon as possible if they do not already know of it. Where the FASPH Team advises that a strategy discussion is needed, or the police or Cardiff Children's services need to be involved, the Principal (in his absence, the Vice Principal) should not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed. The

parents or carers should be kept informed of the progress of the case, including the outcome of any disciplinary process.

- 29.9.11 The outcome of investigation of an allegation will record whether it is substantiated (sufficient evidence either to prove or disprove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it) or malicious (sufficient evidence to disprove it and that there has been a deliberate act to deceive). If it is established that the allegation is malicious, no details of the allegation will be retained on the individual's personnel records. In all other circumstances a written record will be made of the decision and retained on the individual's personnel file.
- 29.9.12 If the FASPH Team or any of the statutory child protection authorities decide to take the case further, any staff member concerned may be suspended if this is felt appropriate. The reasons and justification for suspension will be recorded and the staff member informed of them. In all cases where the act of suspension is used this will be immediate. In the case of staff, the matter will be dealt with in accordance with the Disciplinary Procedure.
- 29.9.13 Where a member of the residential staff is suspended pending an investigation of a child protection nature, suitable arrangements must be put in place for alternative accommodation away from students.
- 29.9.14 During the course of the investigation the College in consultation with the FASPH Team will decide what information should be given to parents, staff and other students and how press enquiries are to be dealt with. In reaching their decision due consideration will be given to the provisions in '[Safeguarding children: working together under the children act 2004' \(Wales\)](#), '[The rights of children and young persons \(Wales\) Measure 2011](#)' and '[Keeping Learners Safe](#)' relating to reporting restrictions identifying teachers who are the subject of allegations from students.

29.10 Support

- 29.10.1 The College has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. Individuals should be informed of concerns or allegations as soon as possible and explained the likely course of action unless external agencies object to this. A representative will be appointed to act as a liaison to keep him or her informed of the progress of the case and to consider what other support is available for the individual, as appropriate.
- 29.10.2 The College will make every effort to maintain confidentiality and guard against unwanted publicity regarding allegations against a member of staff. Restrictions are enforced up until the point where the accused person is charged with an offence, or the Education and Workforce Council of Wales publish information about an investigation or decision in a disciplinary case.

29.11 Action to be taken against the accused

- 29.11.1 Where an investigation by the police or Cardiff Children's services is unnecessary, the FASPH Team will discuss the steps to be taken with the Principal (in his absence, the Vice Principal), or the Designated Safeguarding Governor, as appropriate. The appropriate action will depend on the nature and circumstances of the allegation and will range from taking no further action to summary dismissal or a decision not to use the person's services in the future.
- 29.11.2 It may be necessary to undertake a further investigation to determine the appropriate action. If so, the FASPH Team will discuss with the Principal, or in his absence the Vice Principal how and by whom the investigation will be undertaken. The appropriate person will usually be an independent

investigator linked to the Police, as advised by the Cardiff and the Vale of Glamorgan Regional Safeguarding Board.

29.12 Suspension

29.12.1 Suspension must not be an automatic response to an allegation and should only be considered in a case where:

- there is cause to suspect a student or other students at the College is or are at risk of significant harm; or
- the allegation warrants investigation by the police; or
- the allegation is so serious that it might be grounds for dismissal.

29.12.2 The professional reputational damage that can arise from suspension where an allegation is later found to be unsubstantiated, unfounded or malicious must be considered. It may be that the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment. If there is adequate evidence to inform the decision to suspend a staff member, suspension will be immediate.

29.13 Return to Work

29.13.1 If it is decided that the person who has been suspended should return to work, the College should consider how to facilitate this, for example, a phased return may be appropriate and / or the provision of a mentor to provide assistance in the short term. The College should also consider how to manage the contact with the student(s) who made the allegation.

29.14 Criminal Proceedings

29.14.1 The College will consult with the FASPH Team following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed. The options will depend on the circumstances of the case, including the result of the police investigation or trial and the standards of proof applicable.

29.14.2 We follow Disclosure and Barring Service (DBS) guidance and procedures regarding referrals and barring decisions and the '[Safeguarding Vulnerable Groups Act 2006](#)' and the '[Safeguarding Vulnerable Groups Act \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)'. Separate to involvement of the Cardiff and the Vale of Glamorgan Regional Safeguarding Board and the FASPH Team, Colleges have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) at the College, or would have been removed had they not left.

29.14.3 The DBS will consider whether to bar the person. Detailed guidance on when to refer to the DBS, and what information must be provided, can be found on GOV.UK. Referrals should be made as soon as possible, and ordinarily on conclusion of an investigation, when an individual is removed from regulated activity. This could include when an individual is suspended, redeployed to work that is not regulated activity, dismissed or when they have resigned. When an allegation is made, an investigation should be carried out to gather enough evidence to establish if it has foundation, and employers should ensure they have sufficient information to meet the referral duty criteria explained in the DBS referral guidance, which can be found on GOV.UK

29.14.4 Cardiff Sixth Form College will make such a referral as soon as possible after the resignation or dismissal of any individual (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children. This includes

dismissal, non-renewal of a fixed term contract, no longer using supply teacher engaged directly or supplied by an agency, terminating the placement of a trainee or volunteer, no longer using staff employed by a contractor and resignation and voluntary withdrawal from any of the above.

- 29.14.5 Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, the College will consider making a referral to the Education Workforce Council and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence). The College's Designated Safeguarding Governor will also be informed.
- 29.14.6 Where the College ceases to use the services of a teacher because of serious misconduct, or would have dismissed them had they not resigned, it will refer to the *Education Workforce Council* who, in line with '[The Education \(Wales\) Act 2014 \(Section 26 – Disciplinary Functions\)](#)' will consider undertaking an investigation to determine if a disciplinary order is required.
- 29.14.7 The '[Multi-Agency Statutory Guidance on Female Genital Mutilation](#)' places a statutory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. The College's designated safeguarding person will be happy to offer advice to any staff members regarding this and involve Cardiff Children's Services as appropriate.
- 29.14.8 Should historical allegations of child abuse be made against a teacher who is no longer teaching, the College will, in accordance with *Keeping Learners Safe* report the matter to the DBS in line with *Section 1.3 of the Welsh Government Circular – '[Procedures for reporting misconduct and incompetence in the workplace in the education workforce in Wales](#)'*. In addition, the Education Workforce Council will also be informed. All allegations of historical abuse should be referred to the Principal and/or the Vice Principal or DSP straight away and the police would be informed as necessary.
- 29.14.9 Further information, including information sharing in these instances can be found within the Welsh Government Circulars:
- [002/2020: Disciplinary and Dismissal Procedures for School Staff](#)
 - [009/2014: Safeguarding Children in Education: Handling allegations of abuse against teachers and other staff](#)

29.15 Ceasing to use staff

- 29.15.1 If an allegation is substantiated and the person is dismissed or the employer ceases to use the person's services or the person resigns or otherwise ceases to provide his or her services, the Principal, and or/the Director and the FASPH Team will discuss in the light of current legislation how to refer the case to the Disclosure and Barring Service (DBS) for consideration of inclusion on the barred lists. Cardiff Sixth Form College understand they are legally required to refer to the DBS when they think an individual has engaged in conduct that harmed or was likely to harm a child. This report will be made to the DBS immediately in line with the *Welsh Government Circular 168/2015 – '[Procedures for reporting misconduct and incompetence in the education workforce in Wales](#)'*.
- 29.15.2 Reports made in these circumstances will include as much evidence of the circumstances or the case as possible. Compromise Agreements cannot apply in these circumstances.
- 29.15.3 The College will also make a referral to the Teaching Regulation Agency/Education and Workforce Council Wales and possibly the NCTL if transfer to England is suspected in conjunction with the FASPH Team when a teacher has been dismissed or would have been dismissed if they had not resigned. Referrals will be made if the College considers that the teacher involved could be accused

of “unacceptable professional conduct”, “conduct which would bring the profession into disrepute” or a “conviction, at any time, for a relevant offence”. Essentially these are cases where a dismissal is not sufficient to report to the DBS but should be noted by a professional body.

- 29.15.4 If the College ceases to use the services of a teacher because of serious misconduct or would have dismissed them, had they not left first, the College in consultation with the FASPH Team will consider carefully whether to refer the case to the Secretary of State, as required in sections 141D and 141E of the [Education Act 2002](#). The Secretary of State may investigate the case and if they find a case to answer then they will decide whether to make a prohibition order in respect of the person.

29.16 Resignation

- 29.16.1 If a member of staff (or a governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the College. Resignation will not prevent a prompt and detailed report being made to the Disclosure and Barring Service in appropriate circumstances.

29.17 Timescales

- 29.17.1 All allegations must be dealt with as a priority to avoid any delay. Where it is clear immediately that the allegation is unfounded or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month with exceptional cases being completed within 12 months.
- 29.17.2 If the nature of the allegation does not require formal disciplinary action, the Principal, and/or the Vice Principal in his absence should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, it should be held within 15 working days.

29.18 Unfounded or malicious allegations

- 29.18.1 Where an allegation by a student is shown to have been deliberately invented or malicious, the Principal (or in his absence, the Vice Principal) will consider whether to take disciplinary action.
- 29.18.2 Where a parent has made a deliberately invented or malicious allegation the Principal (or in his absence, the Vice Principal) will consider whether to require that parent to withdraw their child or children from the College on the basis that they have treated the College or a member of staff unreasonably.
- 29.18.3 Whether or not the person making the allegation is a student or a parent (or other member of the public), the College reserves the right to contact the police to determine whether any action might be appropriate.
- 29.18.4 Students who are found to have made malicious allegations will be asked to leave the College and could be reported to the police if the College believe there has been a criminal offence committed.

29.19 Record Keeping

- 29.19.1 Details of an allegation will be recorded on the employee's file and retained at least until the employee reaches the normal retirement age or for a period of ten years from the date of the allegation.
- 29.19.2 Allegations which are found to be malicious will be removed immediately from an individual's record. Any which are unsubstantiated, unfounded or malicious will not be referred to in a reference.

30.0 Safer Staff Recruitment Practice

- 30.1 When recruiting staff and volunteers the College must ensure all appropriate checks must be made. Please refer to the College's separate Safer Recruitment Policy for details of safer recruitment practice at Cardiff Sixth Form College.
- 30.2 The College must keep a careful check on all visitors and guests whether their visit is by invitation or unsolicited. Please refer to the *College's Visitor Policy*.
- 30.3 The College must ensure that there are sufficient staff (in the appropriate male/female balance) to run all activities and that students are appropriately supervised.
- 30.4 The *Staff Handbook* lays out behaviour expectations for college staff.
- 30.5 The College will report immediately to the DBS any person (whether employed, contracted, a volunteer or student) who has harmed or poses a risk of harm to a child and who has been removed from working (paid or unpaid) with children, or would have been removed had they had not left earlier. Consideration will be given to making a referral to the Education Workforce Council.
- 30.6 No staff member should have or be in contact with any current students or previous students under the age of 18 on any social media accounts. If it is found that this is the case, then disciplinary action will be taken.

Appendix A - Contact Details

Designated Safeguarding Person

Mrs Lisa Morton

Telephone – 029 2049 3121 ext. 251

Mobile – 07554 957178

E-mail – lisa.morton@ccoex.com

Deputy Designated Safeguarding Persons

Ms Helen Williams – helen.williams@ccoex.com

Mrs Kate Ladbroke-Davies - kate.ladbroke-davies@ccoex.com

Ms Angela Anwyl Williams – angela.anwylwilliams@ccoex.com

Ms Paisley May Beeching – beeching@ccoex.com

Mr Kristian Gwilliam – Kristian.gwilliam@ccoex.com

Mr Pete Joyce – peter.joyce@ccoex.com

Ms Emily Davies – emily.davies@ccoex.com

Telephone - 07776 419599

Designated Safeguarding Governor

Paul Ludlow – paul.ludlow@dukeseducation.com

Telephone – 07584 012130

Chair of Governors

Tim Fish- tim.fish@dukeseducation.com

Telephone – 020 3696 5300/ 07803935385

Independent Listener

Ms Lou Price

Telephone – 07825 678870 (available between the hours of 1730 and 1830)

Cardiff and the Vale of Glamorgan Regional Safeguarding Board

Telephone – 02922 330880 / 02922 330883

E-mail – cardiffandvalersb@cardiff.gov.uk

Cardiff Children's Services – FASPH Team

If you think a child or young person is being harmed or is at risk of being harmed, then you should contact the Single Point of Access - Family Advice Support and Protection Hub (FASPH) on 03000 133 133

Monday to Friday, 8.30am-5pm

If it is outside of these hours, please call the emergency duty team on:

029 2078 8570

FASPH Team (Through Children's Services) who will refer to LADO

Telephone - 03000 133 133

Prevent

For non-emergency referral telephone: 101

DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and trustees

E-mail - counter-extremism@education.gsi.gov.uk

Telephone - 020 73407264

Counter Terrorism Policing Wales – 01656 310239

Local Authority Prevent Co-ordinator – Steph Kendrick Doyle – 02920 873266

stephanie.kendrick-doyle@cardiff.gov.uk

Prevent Education Officer – Tom Noaks – 02920 872727/07811 980031

thomas.noaks3@cardiff.gov.uk

South Wales Police

To contact the police by phone, 24 hours a day dial 101

If life is in danger or a crime is in progress dial 999

Reporting FGM to Police: Since October 2015, it has been a legal obligation for all staff to report suspected cases of FGM to the police. South Wales Police have trained, specialist officers who can be contacted by calling 101

Other useful numbers

Care Inspectorate Wales – 0300 7900 126

Estyn – 02920 446446

NSPCC 24-hour helpline - 0800 800 5000

NSPCC Cardiff – 02920 108080

MEIC Cymru – 0808 8023456

Childline - 0800 1111

Children's Commissioner for Wales – 0800 801 1000

Children and Adolescent Mental Health Service (CAMHS) – 02920 536730

The National Wales Safeguarding Procedures and All Wales Practice Guides

[Safeguarding Wales](#)

[Safeguarding Wales](#)

Appendix B – Reporting a Child Protection Concern

1. If a student has made a disclosure. Confidentiality cannot be promised and TED (Tell Explain Describe) must be followed to ensure no leading questions.
2. Staff members must notify the Designated Safeguarding Person (07554 957178) or the Designated Deputy Safeguarding Person (07776 419599) immediately.
3. If the disclosure is regarding FGM (Female Genital Mutilation) then staff must call the police on 101 before contacting a member of the safeguarding team.
4. If the concern involves the Director, Principal, or another member of the Senior Leadership Team (excluding the Designated Safeguarding Person), then the Chair of Governors, Mr Tim Fish (020 3696 5300/ 07803935385 must be notified.
5. If the concern involves the Designated Safeguarding Person, or another member of the safeguarding team, then the Designated Safeguarding Governor, Mr Paul Ludlow must be informed (07584 012130)
6. If the concern involved any other staff member, not listed above, then the Principal (or in his absence, the Vice Principal) must be notified immediately.
7. If the concern does not involve a staff member, the concern must be reported immediately to the Designated Safeguarding Person. The safeguarding team will then address the safeguarding concern, and will, if required:
 - Make a direct report to Cardiff Children's Services
 - Contact the Police
 - Or make a referral to external services such as CAMHS/Out of Hours GP
8. The staff member who has reported the incident to the safeguarding team will be asked to provide a verbatim account of the disclosure, or concern raised and note the time and date which this occurred, along with full details.
9. The staff member who has reported the incident will be given feedback, and support if required. The student involved in the safeguarding incident will also be given full support.