Safeguarding & Child protection Policy

Related documents include:
• Abbey College Code of conduct • Working Together to Safeguard Children' 2023 (last update 18th of March 2026). • Keeping Children Safe in Education, (Department for Education) September 2026 (note it is a statutory requirement for all staff to read and understand this document). • Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (February 2022) • Abbey College Code of conduct
Legal Status:
• Children Acts 1989 and 2004 (last update October 2026) • The Children and Families Act 2014 • S175 of the 2020 Education Act, The Education (Independent School Standards) Regulations 2014 (for independent schools) • Guidance contained in Working Together to Safeguard Children' 2023 (last update 18th of March 2026). • DfE's statutory Guidance Keeping Children Safe in Education 2026. • the Education and Training (Welfare of Children) Act 2021 which amends the Education Act 2002 and the Apprenticeships, Skills, Children and Learning Act 2009 • Voyeurism Offences Act 2019 • Relationship Education, Relationships and Sex Education (RSE) and Health Education 2019 (updates September 2026) • Sharing Nudes and Semi-Nudes 2024: advice for educations settings working with children and young people, UKCIS 2020
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Designated Safeguarding Lead and the Principal. • The Designated Safeguarding Lead will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
• The next official date for review is **October 2027**

Abbey College in Malvern Ltd (Number 08661073)
Registered in England and Wales. Registered office: 253 Wells Road, Malvern, Worcestershire, WR14 4JF
Member of ENGLISH UK, Accredited by the British Council for the teaching of English in the UK, DfES Reg. No. 8856026

Introduction

Every student should feel safe and protected from any form of abuse and maltreatment which could impair his/her/their mental and/or physical health or development. In this policy, this means any kind of physical, emotional or sexual abuse or ill-treatment, or neglect. Abbey College adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff encourage children and parents/carers to feel free to talk about any concerns and to see the college as a safe place when there are difficulties. Children's worries and fears will be taken seriously, and children are encouraged to seek help from members of staff.

Safeguarding is everyone's responsibility. All adults working at or for Abbey College must maintain an attitude of professional curiosity and 'it could happen here'. Concerns must be acted on promptly; staff must not wait for proof or attempt to investigate matters themselves.

The College aims to raise pupils' awareness of Safeguarding issues through induction processes, the curriculum, and Life Skills lessons as well as through the tutorial system and within the boarding houses. Pastoral care and College Policies ensure that students have a range of contacts and strategies for their own protection and an understanding of the importance of protecting others.

The Welfare Team consist of Houseparent's and assistants situated within the boarding houses. They also offer support during the day within the Welfare Office. There is always someone the students can go to for help and support. A tutorial system is also in place and enables opportunities to discuss any concerns they may have within the college.

In performing its safeguarding duties and when responding to safeguarding situations, the College will always consider what is in the best interests of the child. The policy is updated annually and has been updated in response to Keeping Children Safe in Education (KCSiE), 1st of September 2026, and is ratified by the Advisory Board in September having been checked by the Designated Safeguarding Lead and the Principal. It is further updated if needed to reflect emerging and evolving safeguarding issues, including lessons learnt.

This policy is reviewed at least annually by the College Secretary & DSL and was

Last reviewed on Date: 19/10/2026

Next Review Date: 18/10/2027

Signature……. (Secretary) Mehran Noor

Signature……. (DDSL) Jeff Smith

Signature……. (DSL) Andra Groza

Read and agreed at meeting of Advisory Board

……. Chair of Board

Date……

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Key Personnel:

The Designated Safeguarding Lead (DSL) is...

Contact details: Andra Groza
email: Andra@abbeycollege.co.uk
Telephone: 01684 892300

The deputy DSL(s) is/are...

Contact details: Jeff Smith
email: principal@abbeycollege.co.uk
Telephone: 01684 892300

Contact details: Mehran Noor
email: director2@abbeycollege.co.uk
Telephone: 01684 892300

The nominated safeguarding officer is...

Contact details: Mehran Noor
email: director2@abbeycollege.co.uk
Telephone 01684 892300

The Principal is...

Contact details: Jeff Smith
email: principal@abbeycollege.co.uk
Telephone: 01684 892300

The chair of Advisory Board is...

Contact details: Jeff Smith
email: principal@abbeycollege.co.uk
Telephone: 01684 892300

Other named staff and contacts:

- Online Safety Co-ordinator, Andra Groza
- Safeguarding in Education Adviser, WCF Denise Hannibal
- Local Authority Designated Officer/Position of Trust WCF Denise Hannibal
- Channel Chair Paul Kinsella, Advanced Public Health Practitioner
- Family Front Door: **01905 822666** (core working hours)
  Out of hours or at weekends: **01905 768020**

Section 1 Child Protection and Safeguarding Leads and Key Dates

Advisory Board member Responsible: Michelle Eliot

Secretary: Mehran Noor

Designated Safeguarding Lead of Staff: Andra Groza

Prevent Lead: Andra Groza

Child Exploitation GET SAFE lead: Andra Groza

Status & Review Cycle: Statutory Annual

Next Review Date: 1/10/2027

Section 2 Safeguarding Statement

Abbey College adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff encourage children and parents/carers to feel free to talk about any concerns and to see the college as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from members of staff.

The College will have regard to the statutory requirements and guidance applicable to an independent school in England, including the current versions and any subsequent amendments.

- Education Act 2002, including section 157 (the safeguarding and welfare duty applicable to independent schools) and the Independent School Standards.
- Education (Independent School Standards) Regulations 2014, particularly Part 3: Welfare, health and safety of pupils.
- Children Act 1989 and Children Act 2004, including the framework for child protection, children in need and inter-agency cooperation.
- Keeping Children Safe in Education 2026 (KCSIE), in force from 1 September 2026. All staff, including staff who do not work directly with children, **must read Part One in full**. Keeping children safe in education 2026: September 2026
- Working Together to Safeguard Children 2026, statutory guidance published 18 March 2026. Working together to safeguard children - GOV.UK
- Counter-Terrorism and Security Act 2015 and the current Prevent duty guidance for England and Wales.
- Female Genital Mutilation Act 2003, as amended by the Serious Crime Act 2015, including the mandatory reporting duty.
- Safeguarding Vulnerable Groups Act 2006 and relevant Disclosure and Barring Service legislation and guidance.
- Equality Act 2010; Human Rights Act 1998; Data Protection Act 2018 and UK GDPR.
- Domestic Abuse Act 2021, Voyeurism (Offences) Act 2019, Sexual Offences Act 2003 and relevant legislation concerning forced marriage and child marriage.
- Statutory guidance on information sharing to safeguard children and young people, updated September 2026, and current guidance on children missing education, attendance, online safety and safer recruitment.
- Legal clarification: the existing policy incorrectly described section 175 as a section of a '2020 Education Act'. Section 175 is in the Education Act 2002 and applies to local authorities and governing bodies of maintained schools and further education institutions. For Abbey College as an independent school, section 157 and the Independent School Standards are the directly relevant school-specific provisions. Section 175 should not be represented as the College's own statutory basis.
- NSPCC's whistleblowing advice line dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by our school. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- Staff can call 0800 028 0285 – line is available from 8:00 am to 8:00 pm, Monday to Friday and email: when-to-call-the-police--guidance-for-schools-and-colleges.pdf

Who this document applies to:

This document applies to all young people under 18 at Abbey College, and to all pupils on the College roll who are 18 and over.

- Anyone coming into contact with our pupils or visiting the College site must abide by this policy.
- Everyone working at the College as a member of staff, supply teacher, volunteer or contractor has a duty to safeguard and protect our pupils. They must read this policy 4 and sign to say they agree to work to it.
- Visitors (e.g. visiting speakers) and contractors must also comply with it.

Human Rights Act

The Human Rights Act 1998 (HRA) sets out the fundamental rights and freedoms that everyone in the UK is entitled to and contains the Articles and protocols of the European Convention on Human Rights (ECHR) that are deemed to apply in the UK. It compels public organisations to respect and protect and individual's human rights when they make individual decisions about them. Being subjected to harassment, violence or abuse, including that of a sexual nature, may breach any or all of these rights, depending on the nature of the conduct and the circumstances. Further information can be found at https://www.equalityhumanrights.com/en.

Part 1 Safeguarding Information and procedures for all staff

All staff are aware of systems within our college, which support safeguarding, and these are explained to them as part of staff induction. These include the:

- Child Protection Policy.
- Behaviour Policy
- Staff Behaviour Policy (sometimes called a Code of Conduct).
- Safeguarding response to children who go missing from education; and
- Role of the Designated Safeguarding Lead (including the identity of the Designated Safeguarding Lead and any deputies).
- Keeping Children Safe in Education 2026 (KCSIE), in force from 1 September 2026. All staff, including staff who do not work directly with children, must read Part One in full.

Abbey College will follow the current Worcestershire Safeguarding Children Partnership (WSCP) procedures, the Worcestershire multi-agency Levels of Need guidance and the operational instructions issued by Worcestershire Children First (WCF). The local authority responsible for the child will normally be the authority where the child lives; where a pupil is placed from another authority, the DSL will liaise with both the host and placing authority as appropriate.

Family Front Door – children's social care referrals

Route	Current published contact information
Family Front Door – office hours	01905 822666. Monday–Thursday 9.00am–5.00pm; Friday 9.00am–4.30pm.
Emergency Duty Team – out of hours	01905 768020. Weekday out-of-hours, weekends and bank holidays.
Immediate danger	Call Police on 999 first, then refer to children's social care.
Online referral / information	Worcestershire County Council – Refer to Children's Social Care: https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care

Where a child protection matter is referred by telephone, Worcestershire County Council states that the referral must be followed up in writing within three working days in accordance with local procedures. Staff must record the date, time, person spoken to, advice received, actions agreed and reference number where supplied. The DSL must ensure the written follow-up is completed.

For targeted intervention / Children in Need referrals at Levels 3 and 4, the Council's published instructions state that family or parental consent is required for that offer of help and referrals are made through the secure services portal. This consent requirement must not be confused with child protection referrals: consent is not required to share information with children's services where there is a safeguarding concern.

LADO – allegations about adults working with children

Worcestershire's Local Authority Designated Officers manage allegations against people in positions of trust. A referral is required where an adult working with children has:

- 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 in a way that indicates they may pose a risk of harm to children; or
- Behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.

The employer/organisation is responsible for considering the concern and making a LADO referral where the threshold is met. Worcestershire's current published process directs professionals to discuss the matter with their DSL/safeguarding manager and submit the referral through the Council's LADO online portal. The College must use the live LADO page and portal rather than relying on an individual officer's name or an unverified historic email address.

Current LADO information and referral portal: https://www.worcestershire.gov.uk/council-services/childrens-social-care/lado-managing-allegations-against-persons-who-work-children

The existing policy names Denise Hannibal as the LADO / Safeguarding in Education Adviser. This name must be checked against the current Council service before the policy is approved. The Council's current public LADO page does not provide a direct telephone number in the material reviewed; the College should use the live referral route or contact the Family Front Door if directed by the Council.

Local threshold guidance and professional escalation

The DSL will use the current WSCP multi-agency Levels of Need guidance to determine whether a child requires universal support, targeted early help/family help, or a statutory children's social care response. Thresholds are a guide to professional decision-making, not a reason to delay action where risk is immediate or significant.

If the response from another agency is inadequate, delayed or does not address the risk, the DSL or Principal will challenge the decision and use the WSCP professional disagreement / escalation procedure. Staff must continue to safeguard the child while disagreement is being resolved.

Other local pathways

- GET SAFE: where child criminal exploitation, county lines or related exploitation is suspected, the DSL will consider a GET SAFE assessment/referral and a Family Front Door referral. The College will check the current WCF pathway and forms.
- Prevent: the DSL / Prevent Lead will use the current local Prevent referral route and seek advice where a pupil may be vulnerable to radicalization.
- Operation Encompass: The College will act on domestic abuse notifications received through local arrangements, record relevant information securely and provide proportionate support to the pupil.
- Private fostering: staff must notify the local authority when they become aware of a private fostering arrangement; the DSL will make the required notification without delay.
- Children missing education: The College will follow current Worcestershire County Council CME procedures and applicable school registration / attendance requirements.

Abuse, Neglect and Exploitation

All our staff are aware of indicators of abuse and neglect. As part of our safeguarding training, staff know what signs to look for to identify early signs of abuse and neglect and specific safeguarding issues such as child criminal exploitation and child sexual exploitation to safeguard children who may need help or protection. If staff are unsure, they always speak to the Designated Safeguarding Lead, or deputy.

Main categories of abuse

Category	Examples and indicators
Physical abuse	Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm. May include fabricated or induced illness.
Emotional abuse	Persistent emotional maltreatment, rejection, humiliation, intimidation, threats, isolation, exploitation or conveying that a child is worthless or unloved. May include age/developmentally inappropriate expectations.
Sexual abuse	Forcing or enticing a child to take part in sexual activities, with or without physical contact; rape, assault by penetration, sexual assault, sexualised touching, grooming, exposure to sexual activity or images, and online-facilitated abuse.
Neglect	Persistent failure to meet basic physical or psychological needs likely to result in serious impairment of health or development, including inadequate food, clothing, shelter, supervision, medical care or emotional care.

Exploitation and contextual safeguarding

The College recognises child sexual exploitation (CSE), child criminal exploitation (CCE), county lines, trafficking, modern slavery, online exploitation, gang involvement, coercion, group-based exploitation and exploitation within peer or intimate relationships. A child may be exploited even where they appear to have agreed or received something in return. Children involved in offending may also be victims.

Missing episodes, unexplained money or possessions, new phones, older associates, changes in friendship groups, secrecy, fear, unexplained travel, debt, threats, injuries, substance misuse and sudden changes in behaviour may indicate exploitation. The DSL will consider the full context, including risks outside the College, online and in the local community.

Other possible safeguarding concerns could be:

- Domestic abuse: children are victims in their own right when they see, hear or experience the effects of domestic abuse. The College will consider coercive control, teenage relationship abuse and the impact on the child.
- Child-on-child abuse, bullying, discriminatory abuse, racism, sexual harassment, sexual violence and harmful sexual behavior.
- Female genital mutilation (FGM), forced marriage, child marriage, breast ironing and other honor-based abuse. Do not contact family members where doing so may increase risk.
- Radicalization and extremism, including online influence and recruitment.
- Self-harm, suicidal ideation, mental health concerns, substance misuse, homelessness, child abduction and unsafe community situations.
- Abuse linked to disability, communication barriers, care experience, family circumstances, faith or belief, gender, sex, sexual orientation or other protected characteristics.

Raising Student Awareness of Safeguarding

In our college, students are taught about safeguarding, including online safety, and we recognise that a one size fits all approach may not be appropriate for all students, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed. The majority of our students have English as an additional language and this is considered when producing the curriculum.

As part of providing a broad and balanced curriculum Abbey College teach online safety throughout the curriculum including ICT lessons, PSHE, assemblies and external speakers.

Online Safety

The College recognises that online harm may occur through College systems, personal devices, mobile networks, social media, gaming, messaging platforms and AI-enabled services. Online safeguarding is part of the College's whole-school safeguarding approach and includes content, contact, conduct and commerce risks.

The College's mobile phone arrangements currently require pupils to hand in phones during the specified school day and prohibit VPN use under College rules. These operational arrangements must be accurately reflected in the separate mobile phone / acceptable use policies and consistently implemented. They do not remove the need to address online activity occurring outside College systems.

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Students hand in their mobile phones from 08:30 until 16:15, during class times. No VPN' s are allowed, therefore and amnesty of 2 weeks is given to students at the beginning of the year to remove any VPN's they might have on their mobile phones or other devices.

Filters and Monitoring

The proprietor and senior leadership team must ensure that appropriate filtering and monitoring systems are in place, reviewed at least annually and supported by clear roles and responsibilities. The College's existing policy identifies the Company Secretary as responsible for ensuring appropriate arrangements and D&D as the external IT monitoring provider. These appointments and contractual responsibilities must be confirmed for 2026–2027.

- Identify a senior leader responsible for filtering and monitoring and ensure the DSL understands the systems, their limitations and escalation process.
- Identify who configures, tests, reviews and maintains filtering and monitoring, including the role of the external provider.
- Review provision at least annually and after significant incidents, changes in technology or changes to the pupil cohort.
- Ensure harmful and inappropriate content is blocked without unreasonably restricting legitimate teaching and learning.
- Ensure monitoring alerts are reviewed, triaged, escalated and recorded in a timely way.
- Train staff on their responsibilities and how to report concerns arising from online activity.
- Ensure pupils understand safe and responsible use of technology, reporting routes and the consequences of harmful online behavior.

The College will use the DfE Filtering and Monitoring Standards for Schools and Colleges and relevant UK Safer Internet Centre guidance. Technical assurance must be evidenced rather than assumed from the presence of a filtering product.

Children with special educational needs, disabilities, or additional vulnerabilities

Children with special educational needs, disabilities, medical conditions, communication needs or mental health needs may face additional barriers to recognising, disclosing or reporting abuse. The College will not assume that changes in mood, behaviour, presentation or injury are explained by a child's disability or condition without further exploration.

- Consider communication needs, including accessible language, interpreters where appropriate and alternative methods of communication.
- Be alert to isolation, bullying, prejudice-based abuse, dependency on adults, coercion and disproportionate impact of harmful behavior.
- Ensure that the child's wishes and feelings are sought in a way they can understand and communicate.

- Work closely with the DSL and relevant SEND / pastoral staff while maintaining the safeguarding lead's responsibility for referral and recording.
- Do not allow an EHCP, diagnosis, disability or behavior plan to replace a safeguarding assessment.
- Ensure individual risk assessments and support plans do not inadvertently restrict a pupil's ability to disclose or seek help.

The College will use the SEND Code of Practice and relevant specialist advice as appropriate. Safeguarding concerns must be referred through the same statutory pathways as for any other child, with adjustments to ensure the child can participate meaningfully.

Please refer to the SEND Policy for further information.

Children missing from education

Persistent or unexplained absence, repeated missing episodes, failure to return to boarding, unexplained departure from the College site or a pupil whose whereabouts are unknown may indicate abuse, neglect, exploitation or other harm. Attendance is a safeguarding issue as well as an educational matter.

The College will maintain accurate attendance registers and follow its missing-pupil / boarding procedures. Where a pupil is missing, staff must act immediately in accordance with the College's emergency procedure, establish the last known whereabouts, contact the DSL and senior staff, and contact parents/carers and/or the Police as appropriate to the risk. A child protection referral must be made where circumstances indicate risk of harm. Do not wait for an arbitrary period before acting.

Where a child of compulsory school age is removed from the admission register or leaves without a known destination, the College will comply with the current statutory school attendance and children missing education requirements and notify the relevant local authority. The existing policy's fixed four-week description is not to be treated as a safe waiting period or a substitute for the statutory notification triggers.

Children Missing Education (CME) | Worcestershire County Council

Statutory guidance children missing in education

Elective Home Educated

Many home-educated children have an overwhelmingly positive learning experience. At our school we expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, we know this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

From September 2016 the Education (Pupil Registration) (England) Regulations2006 were amended, we must inform our Worcestershire Children First all deletions from our admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we will work together to coordinate a meeting with parents/carers where possible.

Private Fostering

Private fostering is generally an arrangement where a child under 16 (or under 18 if disabled) is cared for and accommodated for 28 days or more by someone who is not a parent, person with parental responsibility or a defined close relative. Staff who become aware of a possible private fostering arrangement must notify the DSL immediately. The DSL must notify the relevant local authority in accordance with statutory requirements; the College must not assume that a guardian or host arrangement is automatically private fostering or automatically exempt.

Homelessness

Homelessness or risk of homelessness may place a child at risk. A 16- or 17-year-old who is homeless or excluded from home may require an urgent children's social care response. The DSL will make referrals in accordance with local procedures; a housing referral does not replace a child protection referral where there is risk of harm.

Children with Family Members in Prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation, and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Boarding Specific Safeguarding Matters

The College's boarding environment requires clear supervision, communication and escalation arrangements outside normal teaching hours. House parents and boarding staff must know how to contact the DSL / deputy and senior on-call staff. Safeguarding concerns arising overnight, at weekends, during holidays, on trips or when pupils are off site must be reported without delay.

- Staff must know which pupils are expected in each boarding house, their approved whereabouts, sign-out arrangements, curfews and return times.
- Any unexplained absence, late return, unauthorized leave, missing student or concern about a pupil's safety must be acted upon immediately under the missing student procedure.
- Visitors, host families, guardians, transport providers and external activity staff must be subject to appropriate safeguarding checks, supervision and clear reporting arrangements.
- Staff must maintain professional boundaries in bedrooms, bathrooms, changing areas and one-to-one situations; avoid unnecessary private contact and follow the Staff Code of Conduct.
- Concerns about bullying, intimidation, hazing, sexualized behavior, exploitation, alcohol, drugs, visitors or inappropriate contact in boarding accommodation must be reported and recorded. Overnight and holiday cover arrangements must identify the adult with safeguarding responsibility and ensure access to emergency referral routes.

Mental Health, Self-Harm and Suicide Risks

Mental health difficulties may be an indicator of abuse, neglect or exploitation, or may arise independently. Staff should report concerns to the DSL where safeguarding may be involved. Immediate danger or imminent risk of serious self-harm requires emergency action, including 999 where appropriate. Staff must not attempt to diagnose a mental health condition unless professionally qualified to do so.

We will seek advice and guidance from Mental health and behaviour in schools - GOV.UK

Children Potentially at Greater Risk of Harm

Children who need a social worker (Child in Need and Child Protection Plans)
Sometimes children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

If a student at Abbey College is allocated a social worker, the staff at Abbey College will co-operate with the local authority to ensure that the needs of the child are put first and all appropriate resources are put in place.

Domestic Abuse and Operation Encompass

The College recognises that children are victims of domestic abuse in their own right. Staff should report concerns to the DSL. The DSL will consider the child's immediate safety, the need for referral, and appropriate support. The College will respond to domestic abuse notifications received through Operation Encompass or other local arrangements, sharing information only with staff who need it.

FGM and Honour-Based Abuse

FGM, forced marriage, child marriage, breast ironing and other honour-based abuse are forms of abuse. Staff must report concerns immediately to the DSL. Do not approach family members or attempt mediation where this could increase risk. A teacher who discovers that FGM appears to have been carried out on a girl under 18 must personally report it to the Police as required by section 5B of the Female Genital Mutilation Act 2003, as amended. This duty applies to discovery through disclosure by the victim or visual evidence; staff must not examine a pupil.

Information on when and how to make a report can be found at: Mandatory reporting of female genital mutilation procedural information

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage.

Staff in our college understand we could potentially play an important role in safeguarding children from forced marriage. The Forced Marriage Unit has published statutory guidance and Multi-agency statutory guidance for dealing with forced marriage and multi-agency practice guidelines: Handling cases of forced marriage (accessible version) - GOV.UK of which focus on the role of schools and colleges.

Contact: 020 7008 0151 or email fmu@fco.gov.uk.

Prevent and Radicalisation

The College is subject to the Prevent duty under section 26 of the Counter-Terrorism and Security Act 2015. Staff must report concerns about vulnerability to radicalisation to the DSL / Prevent Lead. The DSL will assess the concern, consider a Prevent referral and, where appropriate, Channel support. Channel is a voluntary, confidential programme. Staff must consider vulnerability in context and must not treat a pupil's faith, race, political opinion or protected characteristic as evidence of radicalisation.

The Prevent duty is part of our schools wider safeguarding obligations. Our designated safeguarding leads and other senior leaders are familiar with the revised Prevent duty guidance: for England and Wales,

Preventing Radicalisation

We know Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from harm. As part of our whole safeguarding approach, we include and consider the following.

- Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

As defined in the Government's Counter Extremism Strategy 2015

Counter-Extremism Strategy - GOV.UK

As defined in the Revised Prevent Duty Guidance for England and Wales 2024

Prevent duty guidance: England and Wales (2023) - GOV.UK

As defined in the Terrorism Act 2000 (TACT 2000)

Terrorism Act 2000

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children's homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

We may identify a child may be at risk of exploitation the Designate Safeguarding Lead will work with and support and consider completion of a GET SAFE risk assessment which will be referred to Worcestershire Children First GET SAFE team for further assessment and support.

The Designated Safeguarding Lead will also consider referral to Worcestershire Children First Family Front Door as part of our schools and local safeguarding procedures. More information can be found: Get Safe - keeping children and young people safe from criminal exploitation

Child Abduction and Community Safety Incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers.

Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Child-on-Child Abuse

Children can abuse other children. This can occur in person, online, inside or outside the College, in boarding accommodation, during travel or in relationships. It must never be dismissed as 'banter', 'just a joke', 'part of growing up' or 'boys being boys'. The College adopts a zero-tolerance approach to sexual violence and sexual harassment.

Forms of child-on-child abuse

- Bullying, cyberbullying, prejudice-based and discriminatory abuse.
- Physical abuse, threats, intimidation, coercion and initiation or hazing rituals.
- Sexual violence, including rape, assault by penetration and sexual assault.
- Sexual harassment, including sexual comments, jokes, remarks, unwanted touching, online harassment and the sharing of sexualised content.
- Abuse in intimate personal relationships between peers, including coercive or controlling behaviour.
- Causing a child to engage in sexual activity without consent.
- Consensual or non-consensual sharing of nude or semi-nude images or videos.
- Upskirting and other image-based abuse.

Responding to reports

All reports must be taken seriously and passed immediately to the DSL. The DSL will make an immediate risk assessment and consider the needs and wishes of the victim, the alleged perpetrator, other pupils and the wider College community. The DSL will consider whether to refer to children's social care and/or the Police and will seek specialist advice where required.

The College will not promise absolute confidentiality, conduct an internal investigation that could prejudice a criminal investigation, or require the victim to confront the alleged perpetrator. The DSL will discuss with the relevant agencies how and when parents/carers and the alleged perpetrator should be informed. Immediate protective action must not be delayed.

Risk assessment and support

A written risk assessment and management plan will consider contact between pupils, shared lessons, boarding accommodation, social spaces, transport, online contact, trips, retaliation, intimidation and the risk of further harm. Arrangements must be proportionate, regularly reviewed and recorded. The victim must not be made to feel responsible or be disadvantaged for reporting. The College will provide appropriate support to the victim and, where suitable, support and intervention for the alleged perpetrator. Disciplinary action and safeguarding support may both be necessary.

Nude and semi-nude images

Staff must follow the current UK Council for Internet Safety / DfE guidance on sharing nude and semi-nude images. Staff must not view, copy, print, forward, store or ask a pupil to send an image. The DSL will consider the safeguarding response, age and circumstances, coercion, exploitation, distribution, threats and whether the Police or children's social care should be involved. Preserve relevant information without circulating illegal images.

Relationships and Sex Education

This may include covering relevant issues for schools through Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) which was made compulsory from September 2020. The statutory guidance can be found here: Statutory guidance: .RSE Guidance (Updated 1st of September 2026).

Children who are lesbian, gay, bi, or trans (LGBT)

The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by other children. In some cases, a child who is perceived by other children to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.
Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. It is therefore vital that at Abbey College we endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.

LGBT inclusion is part of the statutory Relationships Education, Relationship and Sex Education and Health Education curriculum and there is a range of support available to help schools counter homophobic, biphobic and transphobic bullying and abuse.

Upskirting

The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress, or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Responding to a Concern or Disclosure

Immediate action

If a child is in immediate danger or requires urgent medical attention, call 999. Do not delay emergency action while trying to contact the DSL. Then inform the DSL or deputy as soon as possible and ensure a referral is made to children's social care.

If a child tells an adult about abuse or harm

1. Listen carefully, stay calm and take the child seriously.
2. Allow the child to speak at their own pace. Use only open, minimal prompts to clarify what they are saying; do not lead, probe or ask the child to repeat the account unnecessarily.

3. Reassure the child that they have done the right thing by telling you. Do not promise secrecy or confidentiality. Explain that you will share the information with people who can help keep them safe.
4. Do not show shock, disbelief or judgement. Do not investigate, confront an alleged perpetrator or seek evidence.
5. Consider immediate safety and whether the child needs medical assistance or protection from contact with an alleged perpetrator.
6. Report the concern to the DSL or deputy immediately, in person where possible, and make a written record as soon as possible.
7. Do not contact parents/carers before seeking DSL / agency advice where doing so could increase risk, alert an alleged perpetrator or compromise an investigation.

Recording, Information Sharing and Confidentiality

The College will operate safer recruitment and selection procedures in accordance with KCSIE 2026, the Independent School Standards and DBS requirements. The Single Central Record (SCR) will be maintained accurately, securely and reviewed regularly.

Recruitment checks

Before appointment, the College will undertake the checks required for the role, which may include:

- Verification of identity and right to work in the UK.
- Enhanced DBS check, with barred list information where the role is regulated activity and the check is legally available.
- Separate barred list check where permitted and required if a person is to start regulated activity before the DBS certificate is received, subject to all applicable safeguards.
- Verification of qualifications and professional status, including teacher prohibition checks where relevant.
- Employment history, references and appropriate exploration of gaps or discrepancies.
- Overseas criminal record / certificate of good conduct and other relevant checks for individuals who have lived or worked outside the UK.
- Section 128 direction checks for relevant management roles in independent schools and other roles to which the direction applies.
- Appropriate checks and written assurances for agency, supply, contractor and third-party staff.
- Risk assessment and appropriate supervision where checks are pending or where an individual is not in regulated activity.

The College will ensure that the person presenting for work is the person who has been checked. No unchecked person may be allowed to undertake regulated activity or have unsupervised access to pupils contrary to the law and College procedures.

Shortlisting and online searches
The College will consider online searches as part of due diligence on shortlisted candidates, in accordance with KCSIE 2026 and data protection requirements. Candidates will be informed that such searches may be carried out. Relevant information will be explored fairly and recorded.

Single Central Record
The SCR must record the checks and information required by the current KCSIE and Independent School Standards for the relevant categories of staff, supply staff, agency staff, contractors and governance/proprietor personnel. HR and the safeguarding lead / nominated officer will monitor it throughout the year. The College will retain evidence and audit trails in accordance with current requirements.

Volunteers, contractors and visitors
Volunteers will be risk-assessed and checked according to their role and whether they undertake regulated activity. Unchecked volunteers must not be left unsupervised or allowed to undertake regulated activity. Contractors and their employees must be identity-checked and appropriately vetted; where checks are absent, the College must ensure suitable supervision and must not permit unsupervised access to pupils. Visitors must sign in, be given safeguarding expectations and be supervised where required.

Staff induction and ongoing suitability
New staff must receive safeguarding induction before or at the start of work, including this policy, the Staff Code of Conduct, Part One of KCSIE 2026, reporting arrangements, online safety, filtering and monitoring, allegations and whistleblowing. Existing staff must receive updates at least annually and whenever significant changes occur.

Recording, Information Sharing and Confidentiality

Recording
All safeguarding concerns, disclosures, discussions, decisions and reasons for decisions must be recorded promptly and accurately using the College's designated safeguarding recording system / form. Records should be factual, dated, timed and signed or attributable to the author.

- Record the child's words as accurately as possible, using quotation marks where appropriate.
- Distinguish direct observation, the child's account, information from another person and professional opinion.
- Record dates, times, locations, people present, injuries or visible indicators, actions taken, advice received, referrals made and outcomes.
- Do not include speculation, emotive language or personal opinions unrelated to safeguarding.
- Record why a decision was made not to refer, where relevant, and what monitoring or review will follow.

Secure storage and access
Child protection records must be stored separately from the main pupil file, securely and with access restricted to those who need the information for safeguarding purposes. Each file should

contain a chronology. The DSL is responsible for oversight, review and secure transfer. Staff must not store safeguarding material in personal email, personal cloud storage or unapproved devices.

Information sharing

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for safeguarding purposes. Staff must share relevant, necessary and proportionate information promptly with children's social care, the Police, the LADO and other agencies where lawful and necessary to protect a child. Consent is not required where there is a lawful safeguarding basis to share, where seeking consent is not appropriate, or where it could place a child at risk. Record the rationale and the information shared.

Information must be shared securely and only with people who need it. Staff should follow the current DfE information-sharing advice and the College's data protection procedures. Where there is uncertainty, consult the DSL or data protection lead promptly; uncertainty must not cause dangerous delay.

Transfer of child protection files

When a pupil leaves the College, the DSL will ensure the child protection file is transferred securely and separately from the main pupil file to the new school or college as soon as possible. The College will follow the current KCSIE timescale: within five working days for an in-year transfer or within the first five working days of a new term for a transfer at the start of a term. Receipt must be confirmed and the transfer recorded. A receiving DSL should be given an appropriate handover where necessary.

Early Help

Any child may benefit from Early Help, our staff, are experienced and appropriately trained to early identify the potential need for Early Help for a child who:

- Is disabled or has certain health conditions and has specific additional needs;
- Has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- Has mental health needs.
- Is a young carer.
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- Is frequently missing/goes missing from care or from home.
- Is at risk of modern slavery, trafficking, sexual or criminal exploitation.
- Is at risk of being radicalised or exploited.
- Has a family member in prison or is affected by parental offending.
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- Is misusing drugs or alcohol themselves.
- Has returned home to their family from care.
- Is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage.
- Is a privately fostered child; and

- Is persistently absent from education, including persistent absences for part of the school day.

Our Early Help Offer is accessible on our school website, as part of our Early Help Offer/Supporting Families, we support children and young people by completing an Early Help Assessment.

Alternative Provision

Abbey College are aware of the additional risk of harm that their pupils may be vulnerable to.

The Department has issued two pieces of statutory guidance to which commissioners of Alternative Provision should have regard:

- Alternative provision - DfE Statutory Guidance
- Education for children with health needs who cannot attend school

Students at Abbey College will use alternative provision during the college term, when they are suspended from College due to mis conduct. The accommodation is referred to as 'home stay.' All accommodation is checked by visiting the address by the welfare manager and ensuring that home safety checks such as gas, electricity are all up to date and all DBS checks have been carried out on all adults above 16 years old living in the household.

Allegations against Adults and Low-level Concerns

Harm threshold allegations

The College will follow KCSIE 2026 and Worcestershire LADO procedures where an allegation meets the harm threshold. The allegation must be reported immediately to the Principal / case manager. If the allegation concerns the Principal, it must be reported to the independent proprietor / board-level person designated for this purpose. If the allegation concerns that person, the matter must be referred directly to the LADO and appropriate external authority.

The case manager will contact the LADO without delay, share relevant facts and agree the next steps. The College must not undertake an investigation that could prejudice Police or children's social care enquiries. Basic fact-finding may only be undertaken where advised and must be limited to establishing essential context.

The College will consider the welfare of the child, immediate risk, referral to children's social care and/or Police, the position of the adult, support for the person subject to the allegation, communication with parents/carers and record keeping. Suspension is not automatic; alternatives must be considered and the rationale documented. The College will follow LADO advice and maintain confidentiality.

Low-level concerns

A low-level concern is any concern, however small, that an adult working in or on behalf of the College may have acted inconsistently with the Staff Code of Conduct, even where the behaviour does not meet the harm threshold. Examples include over-familiarity, favouritism, inappropriate one-to-one contact, use of personal devices contrary to policy, or humiliating a pupil.

All low-level concerns must be shared promptly with the Principal or designated recipient and recorded. Concerns about the Principal must be shared with the independent proprietor / board-level recipient. The College will assess the concern, determine proportionate action, identify patterns, and refer to the LADO if new information means the harm threshold may be met. Records will be stored confidentially and reviewed for patterns.

Supply staff and third-party personnel

The College will lead the safeguarding response to concerns about supply staff, agency workers and contractors while liaising with the employer or agency. The College must not simply cease using an individual without first establishing facts and consulting the LADO where appropriate. Agencies must cooperate with safeguarding enquiries and provide relevant information.

Referrals to DBS and professional regulators

Where the legal criteria are met, the College will make a referral to the Disclosure and Barring Service and, where relevant, the Teaching Regulation Agency or other professional regulator. A referral must not be avoided because the person resigns, retires or otherwise leaves before the process is concluded.

Staff Conduct, Whistleblowing and Professional Disagreement/Misconduct

All adults must comply with the College's Staff Code of Conduct and current safer working practice guidance. Staff must maintain professional boundaries, use approved communication channels, follow rules on physical contact, one-to-one working, transport, gifts, social media, photography, mobile devices and online contact, and report any accidental or unavoidable breach.

Staff who are concerned about the conduct or actions of a colleague must report the concern. If the concern is not addressed, or relates to the Principal, staff may use the confidential whistleblowing procedure and/or contact external safeguarding agencies. The NSPCC Whistleblowing Advice Line is available on 0800 028 0285 (the published service hours should be checked before use).

Professional disagreements with another agency must be escalated through the WSCP procedure. Staff should maintain a respectful, evidence-based approach while keeping the child's safety central.

Training, Curriculum and Pupils Voice

Staff training

All staff must read Part One of KCSIE 2026 in full. The shorter overview is supplementary and does not replace Part One. This requirement applies to all staff, including those who do not work directly with children. Staff must receive safeguarding and child protection training at induction and regular updates at least annually.

The DSL and deputies must receive training appropriate to their role, refreshed at least every two years, with regular updates to maintain current knowledge. Board/proprietor members must receive appropriate safeguarding training to enable strategic challenge and assurance.

Curriculum and pupil awareness

Safeguarding is taught through the curriculum, PSHE / Life Skills, ICT, assemblies, tutorials, induction and boarding pastoral provision. Teaching will be age-appropriate and adapted for pupils' English language proficiency, SEND and communication needs. Topics include healthy relationships, consent, online safety, bullying, exploitation, substance misuse, domestic abuse, FGM, forced marriage, radicalisation, road and community safety, and how to seek help.

Listening to pupils

The College will provide clear routes for pupils to raise concerns, including access to trusted adults, the DSL and deputies, pastoral staff and appropriate external support. Pupils will be told what will happen when they report a concern. Their wishes and feelings will be considered in safeguarding decisions, subject to the need to protect them and others.

The Use of 'reasonable force' in Schools and Colleges

There are circumstances when it is appropriate for staff in our college to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

Other Relevant Policies

The Directors statutory responsibility for safeguarding the welfare of children goes beyond compliance with child protection procedures. The safeguarding duty is relevant for the discharge of all functions and activities. This policy needs to be considered in conjunction with the following policies:

- Staff Code of Conduct / Guidance for Safer Working Practice
- Behaviour and Anti-Bullying Policies
- Online Safety Policy and Acceptable Use arrangements
- Mobile Phone / Smart Technology Policy
- Attendance, Missing Pupil and Children Missing Education procedures
- Boarding Handbook and Boarding Safeguarding / Missing Pupil procedures
- Safer Recruitment Policy and Single Central Record procedure
- Whistleblowing Policy and Complaints Procedure
- Educational Visits and Off-Site Activities procedures
- Health and Safety, First Aid and Medical Needs procedures
- RSHE / PSHE Policy and Curriculum

Principal

The Principal of Abbey College will ensure that:

- The Safeguarding policies and procedures adopted by the Directors are effectively implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Allegations of abuse or concerns that a member of staff or adult working at college may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer in a timely manner.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children's Social Care (Children's Services) or the Police.

Directors/Advisory Board members

In accordance with the Statutory Guidance "Keeping Children Safe in Education" September 2026 our Directors will ensure that:

- Child protection/safeguarding policy, procedures and training are in place which are always effective and comply with the law. The policy is made available publicly.
- We will ensure that all members of the advisory board receive appropriate safeguarding and child protection (including online) training at induction. This training will equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in our college are effective and support the delivery of a robust whole school approach
- The policy will be reviewed at least annually or more often, for example in the event of new guidance or a significant incident.
- Governors/directors in maintained school have an enhanced criminal records certificate from the DBS.
- We carry out a section 128 check for any officer representing of the company, because a person subject to one is disqualified from being an officer of the company.
- We check if a person we recruit as an officer is barred because of being subject to a section 128 direction.
- We operate safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Principal, a nominated officer and other staff involved in the recruitment process have undertaken Safer Recruitment Training.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers/ people in a position of trust.
- There is a senior member of our leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always cover for this role (at least one deputy) whenever the DSL is absent.
- The Designated Safeguarding Lead undertakes effective Local authority training (in addition to basic child protection training) and this is refreshed every two years. In addition to this

formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.

- The Principal, and all other staff and volunteers who work with children, undertake appropriate training which is regularly updated (at least every year); and that new staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities (including this policy and Part 1 of Keeping Children Safe in Education 2024). Training should include FGM/Prevent/Child Exploitation.
- Any deficiencies or weaknesses in these arrangements brought to the attention of the directors and will be rectified without delay.
- The Director/Bursar, Mr Mehran Noor, deals with any allegations of abuse made against the Principal, with advice and guidance from the Local Authority Designated Officer (LADO).
- Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers – Guidance for Safer Working Practice
- Information is provided to the Local Authority (on behalf of the WSCP) when requested, for example through the Annual Safeguarding Return (e.g. section 175 audit)
- Our Directors ensure that students are taught about safeguarding, including online safety. This as part of providing a broad and balanced curriculum.
- There is an individual member of the Advisory Board, Mrs Michelle Elliot, who will champion issues to do with safeguarding children and child protection within the school, liaise with the Designated Safeguarding Lead, and provide information and reports to the Directors.
- Our school contributes to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" 2018 including providing a co-ordinated offer of Early Help for children who require this. Early Help may be offered directly through our school Early Help provision or via referral to an external support agency. Safeguarding arrangements consider the procedures and practice of the Local Authority and the Worcestershire Safeguarding Children Partnership (WCSP).
- GDPR- Our Governing Body/Proprietors are aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information we hold safe and secure in .Data protection : Toolkit for schools – GOV.UK
- Abbey College complies with all legislative safeguarding duties, including the duty to report suspected or known cases of FGM and the duty to prevent young people from being drawn into terrorism. In conjunction with the Principal and DSL they should assess the level of risk within the college and put actions in place to reduce that risk

In our college we will:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- Ensure that students know that there are adults in the college whom they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities (specifically through PHSE/ ICT/RSE, which equip children with the skills they need to stay safe from abuse (including online) and to know where to get help.
- Ensure every effort if made to establish effective working relationships with parents/carers and colleagues from other agencies.
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children including identity, right to work, enhanced DBS criminal record and barred list (and overseas where

needed), references, and prohibition from teaching or managing in schools "s128" For senior leaders in Academies/Independent schools and for Governors in maintained schools (Since September 2018)

- As Education Safeguarding Practitioners we will liaise with the three safeguarding partners in line with Working Together 2018.
- Criminal history and suitability to work with children information should only be requested from applicants who have been shortlisted.
- As part of the shortlisting processes we will consider conducting an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the college might want to explore with the applicant at interview.
- Please follow this link to identify crime statistics in your local area **https://www.crime-statistics.co.uk**

Designated Safeguarding Lead

The Principal will ensure an appropriate senior member of staff, from our college is on our leadership team, as the role of the Designated Safeguarding Lead (DSL). Our Designated Safeguarding Lead has lead responsibility for safeguarding and child protection (including online safety). This DSL role is explicit in their job description

We also have Deputy Designated Safeguarding Lead/s who have been trained the same as our DSL. Whilst the activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with our Designated Safeguarding Lead. This responsibility will not be delegated.

The Designated Safeguarding Lead and any deputies will liaise with the safeguarding partners, and work with other agencies in line with Working Together to safeguard children will help our Designated Safeguarding Lead understand when they should consider calling the Police and what to expect when they do.

During term time, our Designated Safeguarding Lead and/or a deputy will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Where appropriate our Designated Safeguarding Lead will arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Our Designated Safeguarding Lead and any deputies have undertaken training to provide them with the knowledge and skills required to carry out the role.

In addition to our formal training as set out above, their knowledge and skills will be updated (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, and at least annually, to keep up with any developments relevant to their role.