

QAP	3.11
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## Quality Assurance Policies & Procedures

### SAFEGUARDING POLICY

#### CHILD AND VULNERABLE ADULT PROTECTION

##### Appendix A - Making a safeguarding referral

###### 1. Purpose and content

The purpose of this appendix of the College Safeguarding Policy is to provide a clear set of guidelines to staff regarding making a referral to children's social care, adult services or the police.

###### 2. Making a referral

It is important to note that any member of staff at the college is able to make a referral to children's social care, adult services or the police in an emergency however, the college has a team of trained staff who, under normal circumstances, are designated to make the final decision on when to refer and will make the referral on behalf of the college. The Principal and DSL are also available at all times using the contact details in section 11.

Staff should only consider making a referral when a young person or vulnerable adult is at immediate risk of serious harm and a designated safeguarding officer is not available or it would put the young person or vulnerable adult in more danger in the time taken to consult with a member of the safeguarding team.

##### **Peer-on-peer sexual harassment and sexual violence, including online**

**Colleges and multi-agency partners should act as though sexual harassment and online sexual abuse are happening, even when there are no specific reports.**

##### **Review of sexual abuse in schools and colleges June 2021**

<https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges>

The college will develop a culture where all kinds of sexual harassment and online sexual abuse are recognised and addressed and identify early signs of peer-on-peer sexual abuse. Creating an environment where staff model respectful and appropriate behavior, where young people are clear about what is acceptable and unacceptable behavior, and where they are confident to ask for help and support when they need it. A reporting platform is available for students to report anonymously if they wish, the colleges reporting procedures will then be applied.

##### **Prevent Referrals**

Refer to 3.11 Annex G.

###### **3. The Designated Safeguard lead has responsibility for operational safeguarding and will ensure that:**

- Advice and support are provided to staff on issues relating to safeguarding
- A record of any safeguarding referral, complaint or concern is kept (even where that concern does not lead to a referral).

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- If early help is appropriate, the designated safeguarding lead will support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate. If early help and/or other support is appropriate the case will be kept under constant review and consideration given to a referral to appropriate agencies if the situation doesn't appear to be improving.
- The College's safeguarding policy is drawn up and enforced. Cases of suspected abuse or allegations are appropriately referred to relevant agencies in a timely fashion and that advice is implemented effectively
- Staff receive regular training in safeguarding issues and are aware of the College safeguarding procedures.
- Safer recruitment practices are in place.
- College works with appropriate partners to safeguard children, young people and adults at risk of harm.
- Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.
- There is liaison with the nominated Governor and Principal as appropriate.
- In addition to their formal training, their knowledge and skills should be updated (Taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with developments relevant to the role.
- The designated senior person will ensure regular reports are provided to the College Leadership and College Governors detailing how the college has discharged its duties.
- Stay alert to and recognise welfare issues, being sure to challenge poor practice.
- A check of the List of Children is carried out to see who is subject to a Child Protection Plan.
- Sharing of appropriate information with relevant people takes place.
- Consultation with Hartlepool and Stockton-on-Tees Safeguarding Children Partnership (HSSCP) for additional information and guidance takes place if needed.
- All staff who have contact with children, vulnerable adults and/or their families have received

#### 4. Designated People will ensure that: -

- Support is provided for individuals who may benefit from 'early help' providing support as soon as a problem emerges at any point in a child's life
- Early help requirements are discussed with the designated safeguarding lead
- Support is provided for other agencies and professionals in an early help assessment. *Early help assessment includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals.*
- Parents/carers employers of children, young people or adults at risk of harm within the College have access to the College's Safeguarding Policy.
- They support the DSL with all relevant duties

#### 5. General Advisory Principles

Some general principles which will apply (and which will be covered in training) follow. If a child, young person or vulnerable adult tells you about possible abuse:

- Listen carefully and stay calm;
- Do not interview him/her, but question normally and without pressure, in order to ensure that you understand fully what he/she is telling you;

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- Do not put words in his/her mouth, or “lead” the conversation;
- Reassure him/her that he/she has done the right thing by telling you;
- Inform him/her that you must pass the information on, but only to those who need to know about it – tell him/her the name of the person to whom you will report it (i.e. the designated person or deputy designated person);
- Note the main points carefully, including date, time, place, what he/she said, your own questions, etc;
- Do not investigate the allegations yourself but pass the details immediately to the named person or deputy named person as laid out above.

## 6. Safeguarding Procedures – Students Under 16

Students under the age of 16 are governed by the procedures laid down by their respective school. The college has quality assurance procedures outlined in QAP 3.11.1 Involving Learners aged 14-16 years old

However, should a member of staff be unable to gain clarification from the school the following procedure should be followed:

- Refer the matter **immediately** to the College's designated person - Tell the student that this action will take place as a result of the disclosure;
- The designated person will contact the school to inform the school designated person of the disclosure or concerns;
- In an emergency situation, the College's designated person may contact Children's Services directly.

## 7. Safeguarding Procedures – Students Aged Between 16 and 18 Years

In keeping with the commitment made in the Children Act 2004 that children should be involved and have a say in actions taken on their behalf where a student is 16+ and emotionally and intellectually able, the College will only make a referral with their knowledge and, if possible, their full consent

The College acknowledges that unless someone aged 16+ is prepared to talk to those investigating any alleged abuse, the case will not easily progress. It is essential therefore that, in most instances, the student states that they are willing to co-operate with the Children's Services Department before action is taken by the designated person.

When a student discloses abuse or alleges that abuse has taken place, the following steps must be taken:

- The member of staff is to report the matter to the designated person;
- The designated person will interview the student and offer support and, if required, refer the student to the counselling service for further support. The College recognises that staff do not have a responsibility to continue to offer support to a student who has declined the offer of specialist support services
- Staff do not have a duty to act as an investigating or intervention agency
- Where other children under 16 are living at home with the student and felt to be at risk, the student will be informed that confidentiality cannot always be maintained.
- In line with BACP Ethical Framework for Good Practice in Counselling and Psychotherapy and after consultation with external supervisors and the named person, counsellors who have good grounds to believe that a student is at risk of abuse or is abusing others, will break the rules of confidentiality.

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Wherever possible, the student will be consulted about this and the student's consent to a change in the agreement about confidentiality sought.

- Students with learning difficulties are regarded by law as their chronological age. However, they may be less likely to appreciate the seriousness of a situation and unable to decide on the safest outcomes therefore there is a greater possibility of referral to social services without the student's full knowledge and consent.

## 8. Safeguarding Procedures – Vulnerable Adults Procedures

In the case of vulnerable adults' staff should: -

- Report the matter to the designated person;
- The designated person will interview the student and, if possible, offer support;
- In an emergency situation, the College designated person may contact Adult Safeguarding Services directly
- The designated person will contact Adult Social Care for general advice regarding each individual case
- Appropriate action and communication will be taken on the advice of the Adult Safeguarding Board this may include contact with support agencies or the police

## 9. Responses to outside agencies related to potential safeguarding issues

From time to time, the College receives enquiries from outside agencies regarding potential safeguarding issues. It is important, in these circumstances, the College responds to these enquiries in an effective and efficient manner. In these circumstances, the enquiries are to be referred to one of the College's Designated Person, one of the deputies or the Principal. If these people are unavailable, the Duty Officer is to be contacted. The agency who made the enquiry will be contacted to ascertain the nature of the enquiry.

## 10. Documenting Safeguarding Incidents

In order to formalise the recording of safeguarding incidents, relevant electronic safeguarding documentation issued by the Local Authority will be used by the Designated Person or Deputy Designated people once they have dealt with a safeguarding issue. Upon completion, the form will be returned to the Designated Person who will store the documents in a secure location.

## 11. Safeguarding Incident Procedure for Sexual Imagery

### Introduction

Hartlepool College of Further Education's mission is *to transform students' lives* and a key part of this is to ensure it has a safe and inclusive environment. This policy forms a part of the College's IT strategy and makes it clear that taking, making, sharing and possessing indecent images and pseudo-photographs of people under 18 is illegal. The UK government is working with partner organisations including the Internet Watch Foundation (IWF) and the Marie Collins Foundation to ensure everyone knows the law and understands that:-

- looking at sexual images or videos of under 18s is illegal, even if you thought they looked older
- these are images of real children and young people, and viewing them causes further harm

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## Definitions

A pseudo-photograph is an image made by computer-graphics or otherwise which appears to be a photograph.

This can include:

- photos
- videos
- tracings and derivatives of a photograph
- data that can be converted into a photograph
- A character that is grossly offensive, disgusting or otherwise of an obscene character

**Other key definitions include:**

- 'indecent' is not defined in legislation but can include penetrative and non-penetrative sexual activity
- 'making' can include opening, accessing, downloading and storing online content even if this appears as 'pop-up' content
- 'sharing' includes sending on an email, offering on a file sharing platform, uploading to a site that other people have access to, and possessing with a view to distribute

## Reporting procedure

### All incidents involving youth produced sexual imagery should be reported to the Designated Safeguarding Lead (DSL) and the Principal

- Suspicions or concerns that a child may be at risk, will always be reported to the DSL and the Principal
- in the first instance and a decision will be made regarding police involvement
- Parents and carers of learners under 18 should be informed immediately regarding the report unless there is good reason to believe that involving parents would put the young person at risk of harm
- Parents and carers will be invited to an initial review meeting, that will be held in college. The DSL, the Principal or an Executive member will attend this meeting. The police and multi-agency representatives will also be invited if appropriate
- If deemed appropriate subsequent interviews with the young people involved will be held to further clarify the situation.
- Employers should be informed at the discretion of the college following advice from the police or following the outcome of the initial review
- Once agreed actions agreed at the initial review have been completed a subsequent disciplinary/decision meeting will be held with the appropriate people attending including the DSL and principal or executive staff member. A risk assessment may be carried out to determine the risk to the young person in question and other college students
- The student disciplinary policy should be followed if suspending the student
- If there is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent, for example due to a learning difficulty, agencies supporting the student will also be informed. This may include the SEND team, social services or virtual school.
- The College's safeguarding procedure QAP 3.11 will be followed, if there is concern that a young person has been harmed or is at risk of harm, a referral should be made to children's social care and/or the police

## Advice for Staff when Dealing with an Allegation

The sharing of sexual imagery is illegal, the National Police Chief's Council (NPCC) is clear that 'youth produced sexual imagery should be primarily treated as safeguarding issue'.

- Never view, download or share the imagery yourself, or ask a child to share or download – this is illegal

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- If you have already viewed the imagery by accident (e.g., if a young person has showed it to you before you could ask them not to), report this to the DSL
- Do not delete the imagery or ask the young person to delete it
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL
- Do not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers
- Do not say or do anything to blame or shame any young people involved
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSL

## 12. Contacts for Safeguarding Children and Vulnerable Adults

NAME	ROLE	ROOM NO.	EXTENSION NO.	PHONE NO.
Deborah Caygill	Designated Safeguarding Lead	3.31	4142	01429 404142 07984 328302 (outside office hours)
Mary Kernan	Progression Coach Deputy Designated Officer	G11	4014	01429 404014 07719 072800
Graeme Reynolds	Progression Coach Deputy Designated Officer	G11	4009	01429 404009 07931 360754
Sharon Gray	Progression Coach Deputy Designated Officer	G11	4011	01429 404011 07931 359902
Gemma Robinson	Progression Coach Deputy Designated Officer	G11	4023	01429 404023 <b>TBC</b>
Beth Sinclair	Progression Coach Team Leader Deputy Designated Officer	G11	4187	01429 404187 07534 654252

If any safeguarding incident occurs outside of normal working hours and the Safeguarding Team are unavailable, the Duty Officer will deal with the incident. Prior to contacting any external agencies confirmation should be sought from the Principal (mobile number: 07834 721457) or the DSL (mobile number: 07984328302). Contact details for external agencies are listed below.

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## Child Safeguarding – contacts

### **Hartlepool and Stockton-on Tees**

First Contact and Support Hub (Former Duty Team) - 01429 284284

Emergency Duty Team (outside of office hours) - 08702 402 994

### Durham County Council

Duty Team (diverted outside of working hours) - 0845 850 5010

### Stockton-on -Tees Borough Council

First Contact Team - 01642 527764

Emergency Duty Team (outside of office hours) - 08702402994

### Middlesbrough Council

First Contact Team - 01642 726004

Emergency Duty Team (outside of office hours) - 08702 402994

## Adult Safeguarding contacts

How to Report Abuse and Neglect

You can report very serious abuse and neglect to Cleveland Police by calling 101 or 999 in an emergency

### **Gateshead**

**0191 433 7033 (24 hours a day, 7 week) [adultsocialcaredirect@gateshead.gov.uk](mailto:adultsocialcaredirect@gateshead.gov.uk)**

### **Hartlepool**

**01429 523 390 [dutyteam@hartlepool.gcsx.gov.uk](mailto:dutyteam@hartlepool.gcsx.gov.uk)**

### **Middlesbrough**

**01642 065 070 [adultsafeguardingalert@middlesbrough.gov.uk](mailto:adultsafeguardingalert@middlesbrough.gov.uk)**

### **Redcar & Cleveland**

**01642 065 070 [contactus@redcar-cleveland.gov.uk](mailto:contactus@redcar-cleveland.gov.uk)**

### **Stockton-on-Tees**

**01642 527 764 [firstcontactadults@stockton.gov.uk](mailto:firstcontactadults@stockton.gov.uk)**

### **Evenings and Weekends**

**01642 524 552**

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- HM Government March 2015: What to do if you are worried a child is being abused; advice for practitioners  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

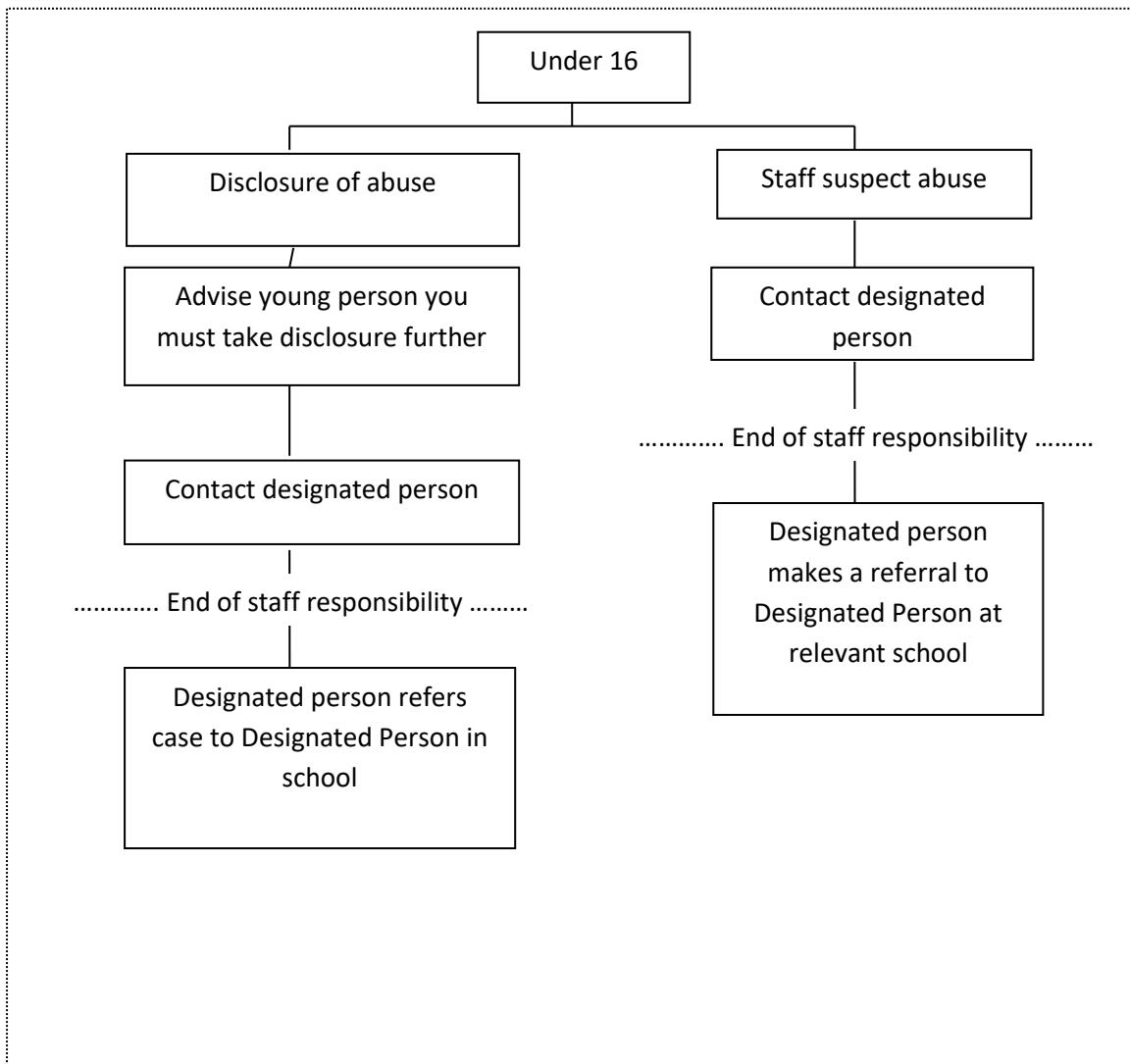
Information Sharing Advice for practitioners providing safeguarding services for children, young people, parents and carers May 2024

[https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/info\\_sharing\\_advice\\_content\\_May\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/info_sharing_advice_content_May_2024.pdf)

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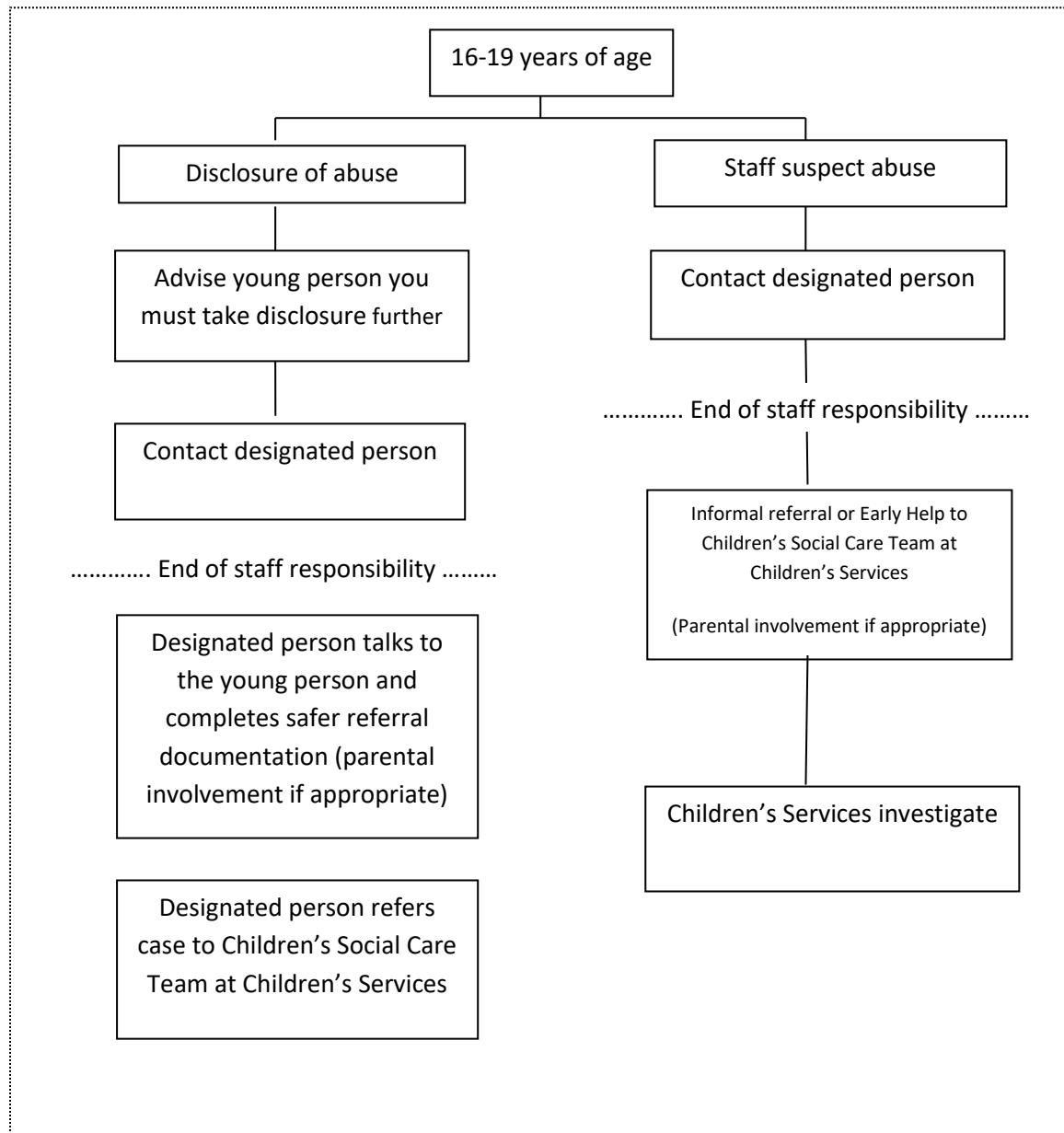
### 13. Referral flow charts

#### Referral of Young People Under 16 Years of Age



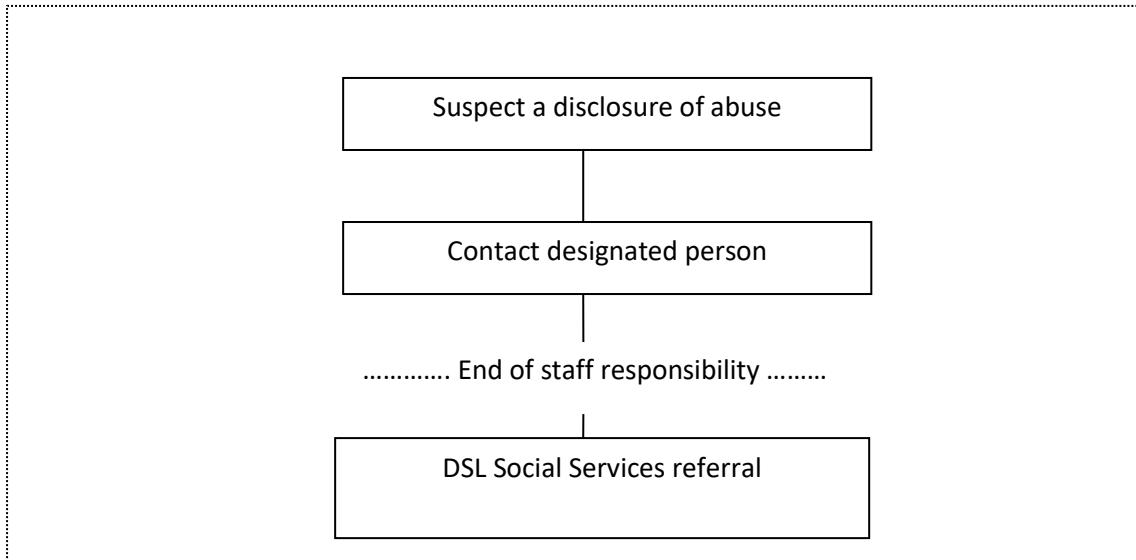
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## Referral of Young People 16-19 Years of Age



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## For Referral of Vulnerable Adults



## 14. Safeguarding process

The Three key stages of the Safeguarding Children, Young People and Adults process are as follow:

- **Stage One:** Safeguarding Concern
- **Stage Two:** Enquiry
- **Stage Three:** Safeguarding Review Meeting/ Making the Decision to Close a Case

Stage	Actions	Responsibility	Timescales
<b>Stage One – Safeguarding Concern</b>  Raise concern via the relevant area of social care (Children's Safeguarding team/ Adult Safeguarding team)	<p><b>Step A</b></p> <p>-Act to protect the student and deal with immediate risk</p> <p>-Report to Designated Safeguarding Lead, if applicable, who will then take any immediate management action in accordance with the colleges Safeguarding Policy and procedures</p> <p>Consider: -</p> <p>-What is the desired outcome for the student</p> <p>-Consent (consider the students age and their capacity)</p>	All college staff reporting to Course tutor, Head of School, DSOs	Immediately, if emergency or within same working day

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	<ul style="list-style-type: none"> <li>-Gather initial information to clarify facts</li> <li>-Consider reporting to police, if a crime</li> <li>-Record information</li> <li>-Raise Concern via Adult Social Care or the Children's Safeguarding team</li> <li>-If appropriate to the case parents/carers are to be contacted and informed of the referral</li> </ul> <p><b>Step B</b></p> <ul style="list-style-type: none"> <li>-Using the relevant documentation record details and pass concern onto the appropriate Safeguarding Team</li> </ul>	<p>DSL, DSOs</p> <p>In the absence of the DSL the Principal must approve the documentation</p>	Immediately, if emergency or within same working day
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Stage	Actions	Responsibility	Timescales
<b>Stage Two – Enquiry</b> Decide whether to or not to progress  If progressing, consider appropriate Referral Pathway	<b>Step A</b> Determine: <ul style="list-style-type: none"> <li>-If the student is an Adult (over 18)</li> <li>-has care and support needs; and their capacity</li> <li>-is at risk or experiencing abuse or neglect and as a result is unable to protect themselves</li> <li>-Consider what is the desired outcome of the Adult?</li> <li>-Consider whether the adult requires an independent advocate to represent and support the Adult during the Enquiry</li> </ul>	Safeguarding Adult Team, supported by the colleges safeguarding team and relevant support agencies	Within 5 working days where possible (recognising that it may take longer to determine what is the desired outcome for the student)

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<ul style="list-style-type: none"> <li>-Where there is insufficient information to undertake the above, gather initial information and clarify facts</li> <li>-If the student is under 18 follow the advice given by the Children's Safeguarding Team if they are at risk or experiencing abuse or neglect and as a result is unable to protect themselves</li> </ul> <p><b>Step B</b></p> <ul style="list-style-type: none"> <li>-Record decisions on Pro Monitor - 'no Further Action' or progress to 'referral'</li> <li>-Contact the person who raised the concern to inform them of the decision</li> </ul> <p><b>Step C (if progressing)</b></p> <ul style="list-style-type: none"> <li>-Gather information and clarify facts</li> <li>-Assess the needs of the adult/child and action how those needs might be met</li> <li>-Protect from abuse and neglect</li> <li>-Check if police are investigating (where relevant)</li> </ul>			
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Stage	Actions	Responsibility	Timescales
<b>Stage Three – Safeguarding Review Meeting</b>  For all referrals	<p><b>Step A</b></p> <ul style="list-style-type: none"> <li>-Review information from the Enquiry, and undertake further investigations if necessary</li> <li>-Review the outcome of the action taken and evaluate any further risk</li> </ul> <p><b>If further risk is identified:</b> -</p> <ul style="list-style-type: none"> <li>-A Safeguarding Planning meeting will be required within five working days of the initial report</li> <li>-During the Safeguarding meeting devise an action plan with clear roles and responsibilities to manage risk</li> <li>-Continue to hold review meetings at least once every three months until all actions are completed, also an appropriate outcome is reached</li> </ul> <p><b>Step C</b></p> <ul style="list-style-type: none"> <li>-Discuss outcomes and closure of procedure with the student</li> <li>-Complete all Safeguarding documentation and close process if no further actions are required</li> <li>-Ensure all records are updated on Pro-Monitor in the confidential database</li> </ul>	<p>Safeguarding Team, Multi agency partner organisations</p> <p>DSL/Multi-agency partners</p>	<p>Safeguarding Planning meeting within 5 working days.</p> <p>Review meetings at least once every three months.</p>

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## 15. Recording safeguarding procedures

A personalised safeguarding approach will be adopted with all safeguarding procedures. When a young person or adult is involved, they will be consulted in the decision making. Parents and guardians will be informed where appropriate to encourage proportionate responses and improve outcomes for the people and families concerned. Procedures will include an agreed action plan relating to promotion of wellbeing, preventing harm and responding effectively if concerns are raised. The plan will outline roles and responsibilities of all staff involved. A record of action taken will be stored in the confidential IT storage systems (Pro-Monitor). The information will include details of procedures taken when dealing with allegations of abuse, emergency action to ensure immediate safety, assessments of abuse and neglect and decisions regarding intervention and reporting to the police, urgently when necessary. All multi agency meetings will be recorded and uploaded to ProMonitor. Action reviews will be agreed with the appropriate timescales/frequencies and ongoing communications with support agencies, parents and safeguarding teams, this will be reported on the confidential area of Pro-Monitor with limited access.

**Information sharing and managing the child protection file** The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome