

POLICY/PROCEDURE: SAFEGUARDING POLICY & PROCEDURES

Approval required by:	Executive	Y	Governing Body	Y
Senior Lead:	Vice Principal Curriculum and Student Experience			
Responsible Manager:	Head of Safeguarding			
Date approved:	March 2026			
Date to be reviewed:	November 2026			

SCOPE AND PURPOSE

This Safeguarding Policy outlines the commitment of Barnsley College and ITS to promoting the safety and welfare of all learners, staff and visitors. Its purpose is to provide a clear framework for preventing and responding to any concerns related to abuse, neglect, exploitation, or other forms of harm. The policy applies to all staff, supply/agency staff, governors, volunteers, sub-contractors, contractors, work placement providers, employers, partners, visitors, external hire clients and commercial lettings clients to endorse and practice this commitment at all times. It aims to ensure that appropriate procedures are in place to identify concerns early, respond effectively and work collaboratively with external agencies to protect individuals at risk.

The Children Act 1989 and 2004, defines a child as “a person under the age of 18”. This could therefore include:

- Any student up to the age of 18;
- Siblings or other family members of any student;
- Any other persons under the age of 18 participating in Group activities on the College premises

Under the Care Act 2014 safeguarding duties apply to adults (over the age of 18) who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect;
- as a result of those care and support needs is unable to protect themselves

PRINCIPLES

The College community has a statutory duty to safeguard its learners.

This College recognises its legal and moral duty to promote the well-being of learners and protect them from harm and respond to safeguarding concerns when they arise.

We believe that every learner has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in them being physically, or psychologically damaged.

We have a primary responsibility for the care, welfare and safety of the learners in our care, and we will carry out this duty through our teaching and learning, day to day practices, extracurricular activities, pastoral care and extended College activities. In order to achieve this, all members of the College community, in whatever capacity, will at all times act proactively in learner welfare matters especially where there is a possibility that a learner may be at risk of significant harm.

We will enable learners, through tutorial, Relationships, Sex and Health Education (RSHE) and other support activities, to develop the skills they need to stay safe from harm. We will also help them to develop the confidence they need to speak up for themselves and others. We will provide effective support, guidance and care if a learner shares a concern with us. They will cover safeguarding topics such as abuse, neglect, healthy relationships, exploitation, mental health and wider safeguarding concerns.

Learners should be able to:

- recognise and manage risks in different situations;
- judge what kind of physical contact and behaviour is acceptable and what is not acceptable;
- recognise when their personal safety is threatened and when and where to get help.

We will maintain systems that will:

- prevent unsuitable people working with learners;
- promote safe practice and challenge poor and unsafe practice.

The College seeks to adopt an open and accepting attitude towards learners as part of their responsibility for pastoral care. The College hopes that parents/carers and learners feel free to talk about any concerns and will see College as a safe place if there are any difficulties at home and/or extra familial concerns.

Learners' worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the learner's welfare and/or protect them from abuse, exploitation and/or neglect. Learners will be made aware of this legal obligation.

In our College, if there are suspicions that a learner's physical, sexual, mental or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, abused or exploited in any way, appropriate action will be taken. This action will be in accordance with the safeguarding procedures issued by the Safeguarding Children Partnership, if learner is under 18 or Safeguarding Adult Board, if learner is 18 years or over, of the Local Authority area where the learner resides.

As a consequence we:

- assert that the whole College community at Barnsley College and ITS are an integral part of the safeguarding processes;
- accept totally that safeguarding learners is required and is an appropriate function for the whole College community, and wholly compatible with their primary pedagogic responsibilities;
- recognise that safeguarding learners at Barnsley College and ITS is a responsibility of the whole College community;
- will ensure through training and supervision that the whole College community are alert to the possibility that a learner is at risk of or suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff (Designated Safeguarding Lead) with knowledge and skills in recognising and acting on safeguarding concerns. They will act as a source of expertise and advice, and are responsible for coordinating action with the college and liaising with other agencies.
- ensure (through the Designated Safeguarding Lead) that all staff receive appropriate training;

- will share our concerns with others who need to know and assist in any referral process;
- will ensure that all members of the College community who have a suspicion that a learner may be suffering or may be at risk of suffering significant harm, refer such concerns immediately to the central Safeguarding Team, who will refer on to Children/Adults Social Care in accordance with the policy and procedures of the Local Safeguarding Children Partnership or Safeguarding Adults Board based in the Local Authority where the learner lives. Should a member of the central Safeguarding Team not be available, the member of staff with the concern will themselves make a referral to Children/Adults Social Care, as appropriate.
- will ensure that all staff are aware of the safeguarding procedures of the Safeguarding Children Partnerships and Safeguarding Adult Boards and, where appropriate, the Local Authority, and act on any advice given by them;
- will reserve the right to refuse admission to any person who may pose a risk to children or adults at risk.
- will ensure that appropriate risk assessments are undertaken before students go on placement, both within and outside the Group, in relation to safeguarding children, and adults with care and support needs. The placement pre-assessment questionnaire will refer to child and adult protection issues, including prevent and the students and employers will be briefed. Safeguarding information and Group contacts will be provided to all employers.
- safeguard the welfare of learners whilst in the College, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, prejudice or discriminatory based, disability or special educational needs, online or social media bullying;
- will ensure through the recruitment and selection of volunteers, paid employees and subcontracted staff that all people who work in Barnsley College are suitable to work with children and adults who need safeguarding;
- will ensure that entry to programmes which include placements with relevant organisations, and lead to employment within relevant industries, is subject to a satisfactory enhanced Disclosure and Barring Service checks.
- will act swiftly and make appropriate referrals to the Local Authority Designated Officer where an allegation has been made that a member of staff has committed an offence against a learner, harmed a learner, or acted in a way that calls into question their suitability for working with learners.

INHERENT PRINCIPLES OF THIS POLICY in line with Children, Young People and adults safeguarding

Children and Young People safeguarding

Barnsley College recognises its responsibilities and duties under the Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2025 requirements, which defines safeguarding as:

- ***“providing help and support to meet the needs of children as soon as problems emerge***
- ***protecting children from maltreatment, whether that is within or outside the home, including online***
- ***preventing the impairment of children’s mental and physical health or development***
- ***ensuring that children grow up in circumstances consistent with the provision of safe and effective care***
- ***taking action to enable all children to have the best outcomes.”***

Adult safeguarding

‘Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.’

Care and Support Statutory Guidance, Department of Health, updated June 2023

Barnsley College adheres to following the six key principles which underpin adult safeguarding work (Care Act 2014):

- **Empowerment**
- **Prevention**
- **Proportionality**
- **Protection**
- **Partnership**
- **Accountability**

All these principles underpin all safeguarding work in the College with the learner and safeguarding being at forefront of all decision making.

Monitoring

Implementation of the policy will be reviewed through regular updates and an annual report to the Board of Governors. There will also be a link governor for Safeguarding and PREVENT who will provide link governor reports to the board. Any intermediate updates and actions will be shared via termly meetings of the Safeguarding Strategy Group. Ofsted will report on the effectiveness of safeguarding in all inspections under Inspecting Safeguarding in, education and skills settings.

Adherence to this policy will be monitored through the audit process through Barnsley Council, Barnsley Children and Young People Safeguarding Board and Barnsley Adult Safeguarding Board.

Review

Barnsley College will review this policy annually in line with DfE guidance “Keeping Children Safe in Education “and Working Together to Safeguard Children 2023. Alongside national legislation and good practice relating to adults.

Barnsley College will continue to develop and improve processes in line with local safeguarding guidelines relating to both children and adults where these are appropriate to the FE setting

What happens if the Safeguarding Policy is not adhered to?

We will not tolerate behaviour which breaches the Safeguarding Policy and will initiate disciplinary or other action, if circumstances warrant, against those who contravene the guidance contained in it.

EQUALITY AND DIVERSITY

An EQiA is not required for this policy.

LINKED POLICIES AND PROCEDURES

- Acceptable Use of the Internet.
- Behaviour Support Policy.
- Building Occupancy Policy.

- Complaints Policy and Procedure.
- Contractors Policy.
- Data Protection Policy.
- Disciplinary Procedure (Staff).
- Email Policy.
- Grievance Procedure.
- Harassment and Bullying Policy (staff).
- Health and Safety Policy.
- Prevent Policy.
- Recruitment and Selection Policy.
- SEND Policy.
- Subcontracting Policy.
- Tutorial, Induction and RSE Policy.
- Visual Identification Policy.
- Wellbeing Support Policy.
- Whistleblowing Policy.
- Work Experience Policy.

LOCATION AND ACCESS TO THIS POLICY

This policy is available on the College's intranet, the College website and is provided to all staff members during induction and on an annual basis.

All students are informed of safeguarding processes and information during induction, enrolment and training events.