

SAFEGUARDING POLICY

Introduction

This safeguarding policy applies to students, staff, faculty and visitors at Leo Baeck College ('the College'). It pertains to all activities involving contact with children and vulnerable adults with a view to preventing harm and abuse and protecting them. This includes the duty to report the suspected abuse of children and vulnerable adults in any of the College's activities whether or not that person is a member of the College community. It also seeks to safeguard students, staff and faculty who come into contact with children or vulnerable adults as part of their work on site or during placements and internships.

The College distinguishes between its legal duty to ensure the safety, protection and wellbeing of children and vulnerable adults using its services and facilities and the duty of care towards its students which may fall outside the scope of the safeguarding policy and is part of student welfare.

In its endeavour to provide a safe environment for children and vulnerable adults at the College and to ensure the safety of its students, staff and faculty when pursuing placement and internships, the College is committed to working together with other relevant organisations.

General Principles

The College endeavours to follow best practice in its approach to safeguarding and recognises its responsibility for keeping children and vulnerable adults safe. Higher Education institutions, however, unlike schools and FE colleges, are not subject to the same legal safeguarding duties. It is up to local authorities to lead in the investigation of safeguarding concerns. Students, staff and faculty have a responsibility to be aware and alert to the possibility that a child or vulnerable adult may be at risk or is suffering from abuse or neglect. If this comes to their attention it is not their responsibility to investigate the situation, only to share the concern with appropriate persons and/or organisations.

There are six principles of safeguarding which are set out in the Care Act 2014 and adopted by the London Multi-Agency Adult Safeguarding Policy 2019 (https://www.barnet.gov.uk/sites/default/files/2020-11/london_safeguarding_policy_and_procedures_2019.pdf).

Empowerment	Adults are encouraged to make their own decisions and are provided with support and information	I am consulted about the outcomes I want from the safeguarding process and these directly inform what happens
Prevention	Strategies are developed to prevent abuse and neglect that promotes resilience and self determination	I am provided with easily understood information about what abuse is, how to recognise the signs and what I can do to seek help
Proportionate	A proportionate and least intrusive response is made balanced with the level of risk	I am confident that the professionals will work in my interest and only get involved as much as needed
Protection	Adults are offered ways to protect themselves, and there is a co-ordinated response to adult safeguarding	I am provided with help and support to report abuse. I am supported to take part in the safeguarding process to the extent to which I want and to which I am able
Partnerships	Local solutions through services working together within their communities	I am confident that information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation
Accounting	Accountability and transparency in delivering a safeguarding response	I am clear about the roles and responsibilities of all those involved in the solution to the problem

Context

The College is a very small institution of Higher Education. The overwhelming majority of its regular students are mature students. The College may

however from time-to-time run programmes or events open to or organised for young adults. As for student accommodation, students are responsible for their living arrangements. The expectation is that students enrolled at the College are students able to live independent lives.

Application of this policy

The College recognises that during the course of its activities, staff, faculty and students may come into contact with children and vulnerable adults. This can occur when (not an exhaustive list):

- Teaching, tutoring and supervising students at the College whether on-site or on-line;
- The College's students undertake Internships and placements in synagogues and other institutions as part of their studies;
- The College's students undertake research activities; and
- Undertaking secondary activities such as:
 - o adult education programmes;
 - o outreach programmes;
 - o summer programmes;
 - o work experience for children;
 - o leasing classrooms to other institutions; and
 - o activities of other institutions on site such as the nursery and school.

This policy does not cover personal and private arrangements between the College's students, staff and faculty and other parties when undertaking private employment.

Definitions

For the purposes of this policy **children** are defined as persons up to the age of 18 in accordance with the definition contained in section 105 (1) of the Children Act 1989.

An adult who is 'at risk' is defined in section 42 (1) of the Care Act 2014 as an adult who:

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

For the purpose of this policy a **vulnerable adult** is someone over the age of 18 who is 'at risk' within the definitions of section 42 (1) of the Care Act 2014. For the purpose of this policy **vulnerability** is defined as relating to whether the adult is able 'to make and exercise their own informed choices free from duress, pressure or undue influence of any sort and to protect themselves

from abuse, neglect and exploitation'. It is not a static situation but a shifting one in which an adult may become vulnerable due to circumstances.

The College's Approach

In order to ensure as far as is reasonably practical the safety of children and vulnerable adults the College will undertake the following actions:

- Appoint a Designated Safeguarding Lead and facilitate annual safeguarding training;
- Increase the awareness of all its staff and faculty to issues of safeguarding including the provision of basic training so they know how to recognise, respond to and report suspected safeguarding concerns;
- Provide training in safeguarding to students undertaking internships and placements as part of their studies at the College;
- Ensure that the College adheres to safer recruitment procedures including DBS checks at the appropriate level, completed by staff, faculty and students who regularly come into contact with children and vulnerable adults;
- Require students applying for courses in education and rabbinical training to declare whether they have any criminal convictions, as part of their application to the College (Rehabilitation of offenders Act 1974);
- Have a process for reporting and handling reported concerns;
- Conduct a risk assessment when there are activities organized by the College involving children;
- Report to the Board of Governors annually on safeguarding; and
- Review the Safeguarding Policy every two years.

Roles and Responsibilities

The Senior Management Team

The Senior Management Team is responsible for ensuring that:

- There is commitment to safeguarding at the College;
- There are sufficient resources for the College to undertake its safeguarding duties;
- It designates a member of the Senior Management Team to be the Designated Safeguarding Lead and another member of staff to be the Deputy Safeguarding Lead to support the Lead Officer for cases dealing with students; and
- In cases dealing with staff and faculty the Senior Executive Officer who has responsibility for HR will act as appropriate to HR issues.

Designated Safeguarding Lead and Deputy

The responsibilities of the Designated Safeguarding Lead include:

- The implementation of the Safeguarding Policy;

- Keeping the policy reviewed and up-to-date;
- Liaison with social services and other relevant authorities with direct involvement in safeguarding;
- Ensuring training at different levels for staff, faculty, students, and trustees is delivered;
- Organising training for the Lead Safeguarding Officer and the Safeguarding Officer(s);
- Working together with the lead governor on the Board of Governors on safeguarding issues and reporting to the Board of Governors how the College is meeting its safeguarding obligations;
- Ensuring that written records of concerns are stored securely and retained according to LBC data retention procedure and GDPR legislation; and
- Ensuring that records are shared appropriately on a need to know basis with the relevant organisations,

The responsibilities of the Deputy Designated Safeguarding Officer include:

- Supporting the work of the Designated Safeguarding Lead;
- Being a point of contact and support for members of staff, faculty and students on safeguarding concerns;
- Receiving information from members of staff, faculty and students when safeguarding concerns arise;
- Recording any incidents relating to safeguarding concerns;
- Referring, where appropriate, concerns to social services and other relevant authorities with direct involvement in safeguarding; and
- Acting on the concerns together with the Designated Safeguarding Lead.

Procedures

In an emergency:

In an emergency where there is a concern for the immediate safety of a child or vulnerable adult contact should be made with the emergency services by calling 999 or immediately making contact with the police or social services. This needs to be followed up with a safeguarding report.

Procedures for reporting concerns not in an emergency:

Concerns can be reported in a conversation with the Safeguarding Officer prior to filling in a Safeguarding Concern Form or directly through filling in the form. An exception to this can arise if a student, staff or faculty member cannot make contact with the College's Designated Safeguarding Lead, then the Deputy Safeguarding Lead should be contacted. This should then be reported as soon as possible to the College's Designated Safeguarding Lead by completing the Safeguarding Concern Form.

The duty of the person becoming aware of a suspected safeguarding issue is to:

- Explain the process and next steps;
- Refrain from asking any questions beyond those necessary to determine immediate health or safety concerns;
- Explain that this will need to be reported to the Safeguarding Officer; and
- Fill in the Safeguarding Concern Form detailing the conversation and inform the Safeguarding Officer of the incident.

It will be the Designated Safeguarding Lead's responsibility to determine, following an initial assessment, whether further action is necessary. This initial assessment may include talking to the person raising the concern and other people for advice if necessary. A record of the conversations must be kept and safely secured. It is not the responsibility of the Safeguarding Officer to investigate the allegation but to clarify whether there is an allegation of abuse. (See separate document on the College's Safeguarding Procedures).

The Safeguarding Officer in consultation with the Designated Safeguarding Lead will determine how to proceed:

- What support to put in place;
- Whether to apply a disciplinary procedures;
- Whether to report the case to the Safeguarding Adults Board at Barnet Council (<https://www.barnet.gov.uk/adult-social-care/keeping-safe/safeguarding-adults-board>) or the police; and
- Referrals to Social Services or Police will be made on the basis of an assessment of risk and include consideration of the impact of the referral on the person involved.

If the concern is about a child, it will be reported to the Multi-Agency Safeguarding Hub (MASH) on **020 8359 4066** between 9am and 5:15pm on weekdays or **020 8359 2000** outside of these hours (<https://www.barnet.gov.uk/children-and-families/keeping-children-safe>) and the police.

If the concern is about a vulnerable adult, the person in question will be part of the process. In exceptional circumstances the Designated Safeguarding Lead will make a report to the Safeguarding Adults Board at Barnet Council without the person's consent where a serious risk to a person's health or well-being has been identified. However, in most circumstances, it is important to try and seek the adult's consent.

The following principles will be applied to adults at risk:

When supporting a vulnerable student who is sometimes also referred to as 'an adult at risk' the following principles should be kept in mind:

- The student is to be encouraged to report the abuse and be supported in the process to the extent that s/he is able to do so;

- The outcomes of a safeguarding process are to be discussed and agreed with the student;
- The support offered will be proportional in that the College will intervene only as much as is needed; and
- Confidentiality will be observed but cannot be absolute. Sensitive information about the case may be shared with other relevant parties. The student will be informed who those other parties are.

In general the response to a safeguarding concern needs to be proportionate and empowering.

This approach is based on the six key principles underpinning adult safeguarding work as defined in the Care Act 2014 and set out at page 1 of this policy.

Support for staff dealing with a concern:

Staff dealing with the safeguarding concern may in turn require support. Support may include pointing the member of staff to the College's employee assistance scheme as well as signposting where additional help can be received such as GPs and other mental health services.

Students undertaking placements as part of their studies

The College will ensure that students who undertake placements as part of their studies receive safeguarding training at the College. The College will ensure that the placement providers know that they are required to familiarise students with their own safeguarding procedures upon starting the placement there.

Should a student identify a safeguarding concern while they are on a placement this should be brought to the attention of the designated safeguarding officer of the placement provider for them to proceed with their safeguarding procedures. Should students require additional advice or support they can approach the College's Safeguarding Officer.

Should the placement provider raise a safeguarding concern about a student on a placement with them, they must advise the College immediately. On completion of their investigation the placement provider should provide the College with the outcome of their investigation. The College can then apply its disciplinary procedures if relevant.

Disciplinary Action

The College may use disciplinary procedures if a member of staff, faculty or student are found to have breached this policy.

Research involving children or vulnerable adults

Research involving children or vulnerable adults may only be carried out with the permission of the Research Ethics Committee. A risk assessment must be carried out and control measures specified.

Risk assessments for activities involving children

In the event that the College organises activities specifically designed for children, a risk assessment must be conducted by the event organiser at the College. The risk assessment will be approved by the Senior Executive Officer.

In the event of a school visit in which staff from the school are present, the school must conduct its own risk assessment and take safeguarding measures in line with the local education authority guidelines. The College must assure itself that the school has in place a safeguarding policy and procedures.

Confidentiality

Sensitive personal information may have to be shared when safeguarding concerns are raised. While all information will be safely secured, there can be no guarantee of confidentiality as this information may have to be reported to other relevant bodies.

This draft policy awaits approval by the Board of Governors

Safeguarding Concern Form

This form should be used to report a safeguarding incident involving a child/young adult or a vulnerable adult.

Name of child/vulnerable adult:
Date and time of the incident:
Location of the incident:
Description of the incident. This can include something you have been told by the person of concern or something you may have observed.
The child's/vulnerable adult's account

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Any action taken including what was said to the child/vulnerable adult
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Other relevant information

Details of the person raising the concern
Name:
Contact details:
Signature:
Date: