

Safeguarding Students Policy & Procedures

EQUALITY IMPACT ASSESSMENT				
1. Document Responsibility	Jane Steel Assistant Principal - Students			
2. Date of Impact Assessment	30 August 2016			
3. Date of SLT Approval	31 August 2016			
4. Date of Governors Approval	2 September 2016			
5. Date of Future Review	12 months			
6. Purpose of Policy or Document (What does this cover?)	This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with the government publication: 'Working Together to Safeguard Children (2015)', the statutory guidance 'Keeping Children Safe in Education (2016)' and the Local Safeguarding Children Board (LSCB) procedures.			
How could this Policy/Document impact on the Protected Characteristics listed?				
	No Disproportionate Impact	Positive Impact	Negative Impact	Evidence (from consultation, sources of advice, guidance and feedback)
Race	X			
Disability	X			
Gender	X			
Pregnancy/Maternity	X			
Religion/Belief	X			
Sexual Orientation	X			
Age	X			
Gender Reassignment	X			
Marriage & Civil Partnership	X			
Accessible to all				
If you have ticked the Negative Impact box of any of the above please complete details of the Actions necessary below				
Actions required	Date	Comments Received	Action Taken	
Equality Impact Assessment carried out by: (Please list staff members involved in process)			Assistant Principal - Students	

EQUALITY MONITORING/REVIEW

1. Name of Policy or Document	Safeguarding Students Policy and Procedure
2. Document Responsibility	
3. Date Created / Modified	
4. Purpose of Policy or Document	
5. Complaint/Issues arising	

How could this Policy/Document impact on the Protected Characteristics listed?

	No Disproportionate Impact	Positive Impact	Negative Impact	Evidence (from consultation, sources of advice, guidance and feedback)
Race	X			
Disability	X			
Gender	X			
Pregnancy/Maternity	X			
Religion/Belief	X			
Sexual Orientation	X			
Age	X			
Gender Reassignment	X			
Marriage & Civil Partnership	X			
Accessible to all				

If you have ticked the Negative Impact box of any of the above please complete details of the Actions necessary below

Actions required	Date	Comments Received	Action Taken
Equality Monitoring/Review carried out by: (Please list staff members involved in process)			Lin Barry, Workforce Development and Equalities Co-ordinator
Date of Equality Monitoring/Review:			



Safeguarding Students Policy & Procedures

Introduction

Middlesbrough College fully recognises its statutory and moral duty to promote the safety and welfare of those students who are under the age of 18 years and those adult students who are deemed to be vulnerable; however the College has a moral duty and is committed to the safeguarding of all students regardless of their age and vulnerability.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with the government publication: 'Working Together to Safeguard Children (2016)', the statutory guidance 'Keeping Children Safe in Education (2015)' and the Local Safeguarding Children Board (LSCB) procedures.

Scope

This policy and its procedures will apply to:

1. Governors.
2. Employees of the College.
3. Students.
4. Volunteers.
5. Contractors.
6. Employers providing work placements or an apprenticeship.
7. All other users of the College.
8. All College activities.

The College Policy and Procedures will apply at all times when the College is providing services or activities directly under the management of Middlesbrough College staff and all services and activities that come under the responsibility of the College.

The College recognises that safeguarding and promoting the welfare of its students is **everyone's** responsibility. Everyone who comes into contact with a student and their families and carers has a role to play in safeguarding.

Definitions

Although legislation is specifically related to children and vulnerable adults as defined below, the College is committed to the safeguarding of all students and the term student is used throughout this policy.

Child - In terms of this policy, a child is defined as anyone who has not reached their 18th birthday.

Vulnerable Adults - In terms of this policy, a vulnerable adult is defined as a person aged 18 years or over and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. This may include a person who has a learning difficulty, a physical or sensory disability or a mental illness.

Definition of Safeguarding: Safeguarding and promoting the welfare of students is defined in 'Working Together to Safeguard Children (2015)' as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Safeguarding actions may be needed to protect students from the following: - a more comprehensive list of definitions can be found within **Appendix A** of this Policy:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Bullying including cyberbullying.
- Child missing from education.
- Child missing from home or care.
- Child sexual exploitation (CSE).
- Domestic violence.
- Drugs.
- Fabricated or induced illness.
- Faith abuse.
- Female genital mutilation (FGM).
- Forced marriage.
- Gangs and youth violence.
- Gender-based violence / violence against women and girls (VAWG).
- Mental health.
- Private fostering.
- Preventing radicalisation.
- Relationship abuse.
- Sexting
- Trafficking.

Staff need to have an awareness of the different types of safeguarding issues and explanations and definitions can be found within **Appendix A** of this Policy. Staff should also be aware that behaviours linked to, for example, drug taking, alcohol; abuse, truanting and sexting also put students in danger.

Looked After Children

All staff need to be aware of issues around safeguarding looked after children. The most common reason for young people becoming looked after is as a result of abuse and/or neglect. (Please refer to the College's Looked after Children Policy.)

Students with Special Educational Needs and Disabilities

All staff need to be aware that additional barriers can exist when recognising abuse and neglect in students with special educational needs (SEN) and disabilities. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the student's disability without further exploration.
- Students with SEN and disabilities can be disproportionately impacted by issues such as bullying without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.

The College recognises that safeguarding is not just about protecting students from deliberate harm, neglect and failure to act. It relates to the broader aspects of care and education and the following procedures should be read in conjunction with this policy:

- Health and Safety Welfare Policy.
- Use of Reasonable Force to Control, Restraint or Search.
- First Aid Operations Procedure.
- Staffing and Recruitment Appointment Policy and Guidelines.
- Code of Conduct for All Staff.
- Student Bullying and Harassment Policy.
- Looked After Children Policy.
- External Speakers and Events Policy.
- The Distribution of Leaflets, Posters and Other Publicising Material.
- Fundraising Policy.
- Multi Faith Prayer Room Policy.

Procedure for Staff

If College staff have concerns about a student:

If staff members have any concerns about a student, this must be referred to a member of the Safeguarding Team to agree a course of action. Options can include referral to specialist services or early help services. The College recognises its role in identifying students who may benefit from early help and providing support as soon as a problem emerges in a student's life. Providing early help is more effective in promoting the welfare of young people than reacting later. Staff may be required to support other agencies and professionals in an early help assessment and share information support early identification and assessment.

If early help is appropriate, the Safeguarding Team will support the staff member to liaise with external agencies. The student should then be monitored and if the situation does not appear to be improving, a referral will be made by a member of the Safeguarding Team to Children's Social Care ensure the student's situation improves.

If College staff believe a student is in immediate danger or at risk of harm:

This immediate concern must be reported to a member of the Safeguarding Team and if a student is in immediate danger or is at risk of harm, a referral will be made to Children's Social Care and/or to the police immediately.

This concern could be the result of gross misconduct as identified in the Learner Disciplinary Procedure. If this is the case, the Security Team and the Duty Manager must be informed who will consult with the Safeguarding Team as appropriate.

Staff responsibilities or **5Rs** are summarised as:

1. Recognise.
2. Respond.
3. Record.
4. Report.
5. Refer.

If a student makes a disclosure to a member of staff

If a student makes a disclosure to a member of staff, the student should be acknowledged, taken seriously and listened to.

As soon as it becomes clear that the learner is talking about a safeguarding issue, you need to gently stop them and inform them that if they continue you have a **legal obligation** to pass this information on to a Designated Safeguarding Person. **You cannot promise confidentiality to the student.** Reassure the student but tell them that a record of information given will be made.

It is important not to ask too many questions as it is **clear that you must not under any circumstances investigate any accusations.**

Allow the student to freely recall significant events, keeping questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said. Record the factual details of what has been told to you using the Safeguarding Concern / Disclosure Form (**Appendix D**).

Contact a **Designated Safeguarding Person (Safeguarding Team contacts are detailed in Appendix B)** immediately to explain the situation and pass on the written notes. The Designated Safeguarding Person will outline the action that he/she has to take so that you can explain this to the student. It may be appropriate for the Designated Safeguarding Person to meet the student. You must not take any further action yourself. This includes contacting parents/carers or outside agencies.

TXT Safe / Safeguarding E-Mail

If a student uses the TXT Safe facility, this will send an email to a safeguarding e-mail account (safeguarding@mbro.ac.uk), which will give details of the mobile phone number used to send the text. During normal working hours, this will be responded to by the core Safeguarding Team.

The Incident Managers will deal with emails that come through when they are on duty. The email includes an automatic reply to inform students what to do if they text this number during non-working hours.

The email facility is also available to staff and students.

If a member of staff receives information about a student from another person

If a member of staff receives information about a student, which suggests a that there is a safeguarding issue or that this is likely, this must be recorded on the Safeguarding Concern / Disclosure Form and reported immediately to a Designated Safeguarding Person. The College has a duty to refer these concerns to the Local Authority Children's Social Care Office for the area in which the student lives or to the police if the student is in immediate danger.

If a member of staff suspects a student has a safeguarding concern

If a member of staff suspects that a student is at risk from a safeguarding issue, they must discuss these concerns with a Designated Safeguarding Person and **not take any independent action**. The concerns must be recorded on the Safeguarding Concern / Disclosure form.

All contact with outside agencies over issues of safeguarding must be approved by the Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. The Designated Safeguarding Lead / Deputy Designated Safeguarding Leads will decide whether to make a referral to children's social care. In exceptional circumstances, such as in an emergency or a genuine concern that action has not been taken, staff members can speak directly to children's social care.

Parents / carers have the right to be informed in respect of any concerns or any action taken to safeguard and promote their welfare, providing this does not compromise the student's safety.

Support will be offered to students through Student Services.

14-16 Students

MC Academy students fall under the scope of this policy.

The College has a designated and identifiable area for the provision of education and support for the MC Academy students. Break-time and lunch-time supervision arrangements are in place.

If a student is on a 14 -16 programme but on the roll of another education establishment, the Designated Safeguarding Lead / Deputy Designated Safeguarding Leads will make contact with the Designated Safeguarding Person from the school/training provider to discuss and share information about concerns or disclosures.

Allegations of abuse made against other young people

Staff must recognise that children are capable of abusing their peers and be aware that safeguarding issues can manifest themselves via peer on peer abuse. Peer on peer abuse is abuse young people may experience from their peers (people of their own or similar age) perpetrated by a young person/s (under the age of 18 years)/vulnerable adult/s on young person/s/vulnerable adult/s.

Staff need to be aware that abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. The College will take any concerns of this nature very seriously and concerns should be raised in the same way as any other concerns, directly to a Personal Tutor or to the Safeguarding Team.

Peer on peer abuse can take the form of bullying (including cyber-bullying) sexting and any other form of sexual or physical abuse. Gender based issues can also occur for example girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence.

Visitors

All official visitors to the College are required to report to the main reception on arrival and sign in. Visitors are issued with a visitor pass on a blue lanyard which must be worn and visible at all times. Visitors are asked to wait in reception until they are collected by a member of College staff. Visitors are not permitted to enter access controlled areas unless accompanied by a member of staff.

Members of the public have access to the non-access controlled areas of the College to enable them to use College facilities such as the Francesco Hair and Beauty Salons, the Waterside Brasserie and other catering facilities, Gymworld, the Fitness Studio, sports facilities and for Children's party bookings. Parents and carers are responsible for the supervision, safety and behaviour of their child/children whilst on College premises and toilet visits must be supervised by parents/carers on every occasion.

Apprentices and Work Experience

The College has a responsibility to ensure the health, safety and welfare of all students undertaking work placements or apprenticeships with employers.

The College will ensure that employers are aware of this policy and their responsibilities for compliance in relation to Safeguarding and the Prevent duty for any student who is placed with them and that arrangements are in place to ensure that a student's wellbeing is safeguarded. .

Sub-contracted Provision

Sub-contractors will be required to have in place safeguarding arrangements which are consistent with the standards expected by Middlesbrough College. The College undertakes a full Due Diligence check on potential sub-contractors prior to awarding them a contract to deliver. This will include a review of the organisation's Safeguarding Policies and Procedures, including Prevent, and evidence of compliance with mandatory Safeguarding and Prevent Training. This is also referenced in the Provider Contract.

Students with Criminal Convictions

The College is committed to the fair treatment of all students and welcomes applications from a wide range of individuals, including those with criminal convictions.

The College is committed to the equality of opportunity and selects individuals based on their skills, qualifications and experience and not on their background or personal circumstances. Having a criminal conviction will not necessarily prevent someone from studying at the College.

The College is mindful, however, of the duty of care it owes to its students, staff and the wider community to act reasonably to protect their health, safety and welfare. As a consequence, the College requires all applicants to disclose any criminal convictions on application and re-enrolment.

If a criminal conviction is disclosed or otherwise brought to the College's attention, the College will work with that person to determine the level of risk posed by the conviction to both the individual and/or to others. The individual will be required to complete a Criminal Convictions Disclosure Form (**Appendix E**) providing the College with further information about the offence and contact details for any relevant third party e.g. a Probation Officer.

The information given on the Disclosure Form will then be used to assess whether there is any risk posed should the individual enrol on a course at the College. An interview must take place with one of the nominated Safeguarding Team prior to enrolment to approve the application and sign the enrolment form.

Where medium/high risk has been identified, this will be referred to the Safeguarding Operational Group and enrolment deferred until a decision is reached.

Concerns about another Staff Member

It is recognised that sometimes allegations may involve a member of College staff. In these circumstances the allegation must be reported directly to the Principal / Chief Executive.

In the absence of the Principal, the Assistant Principal - Human Resources or Director of Human Resources must be informed. On receipt of such an allegation, Middlesbrough College's Disciplinary Procedures relating to allegations of abuse will be followed. Additionally, the Chairman of Governors (or Vice Chairman of Governors in their absence) will be notified if the allegations relate to the Principal / Chief Executive.

Concerns about Safeguarding Practices

All staff should feel able to raise concerns about poor or unsafe practice and potential failures in the College's safeguarding practices and that such concerns would be taken seriously by the College's Leadership Team.

If staff members have any concerns about the College's safeguarding regime, they should raise this initially with their Line Manager. If no immediate action is taken, then appropriate Whistle-blowing Procedures are in place for such concerns to be raised with the College's Leadership Team.

Where a staff member feels unable to raise an issue with the College or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found at - Advice on whistleblowing.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 - line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

Alternatively, staff can write to:

National Society for the Prevention of Cruelty to Children (NSPCC)
Weston House
42 Curtain Road
London
EC2A 3NH

Responsibilities

The Governing Body

The Governing Body will:

1. Ensure that the College has an effective Safeguarding Policy in place which is updated annually and that the College contributes to inter-agency working in line with statutory guidance 'Working Together to Safeguard Children 2015' and 'Keeping Children Safe in Education 2016'.
2. Ensure that the College's Safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Children Board (LSCB).
3. Ensure that the College complies with the Prevent Duty as set out in the Counter-Terrorism and Security Act 2015.
4. Ensure that the policies and procedures in place enable appropriate action to be taken in a timely manner to safeguard and promote students' welfare.
5. Appoint a Governor with responsibility for Safeguarding and Prevent who will liaise with the Principal and the Designated Safeguarding Lead and be a member of the College's Safeguarding & Welfare Committee.
6. Ensure that a Designated Safeguarding Lead is appointed to lead on safeguarding, advise/support staff and liaise with the Local Authority and other agencies. He/she will have status/authority to carry out the role e.g. commit resources to safeguarding and direct staff as appropriate.
7. Give scrutiny to regular reports which will provide detail on the numbers and types of safeguarding incidents and concerns which have arisen, along with updates from Human Resources and Workforce Development.
8. Ensure that any deficiencies or weaknesses in safeguarding arrangements are remedied without delay.
9. Ensure that a member of the Governing Body is nominated to liaise with the designated officer for the relevant local authority and partner agencies in the event of a safeguarding allegation being made against the Principal.

The Principal / Chief Executive

The Principal / Chief Executive retains overall responsibility for and oversight of Safeguarding within the College and will ensure through the College Leadership Team and the Safeguarding & Welfare Committee that:

1. Safeguarding policies and procedures and any linked Safeguarding policies are fully implemented and followed by all staff.
2. All staff feel able to raise concerns about poor or unsafe practice regarding students and that concerns will be addressed sensitively and in a timely and appropriate manner.
3. Policy / procedures are available to parents / carers on request.

The Designated / Deputy Safeguarding Leads (DSL)

The Designated / Deputy Safeguarding Lead/s will:

1. Ensure that the Safeguarding Policy, including Prevent, is reviewed annually and the procedures and implementation are reviewed regularly by the Safeguarding & Welfare Committee and Governors.
2. Ensure that the Safeguarding Policy is available publically and that parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the College in this.
3. Provide an Annual Safeguarding report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by self, staff with specific responsibility and all other staff and Governors and number and type of incidents/cases.
4. Ensure the quality assurance of the provision of safeguarding information, advice and guidance and procedures.
5. Ensure there is liaison with employers providing student placements and Apprenticeships to ensure proper safeguarding arrangements are in place.
6. Be member of Middlesbrough Safeguarding Children Board.
7. Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and, when deciding to make a referral, by liaising with relevant agencies.
8. Keep detailed, accurate, confidential and secure written records of concerns, disclosures and referrals. Ensure all such records are kept confidentially and securely.
9. Liaise with the Safeguarding Team / any other relevant staff to inform of any issues/ongoing investigations via the Safeguarding Operational Group.

10. Ensure the Safeguarding Team acts as a key point of referral for students / staff / volunteers / parents / carers, offer advice, assess information promptly, take action or refer on to the Designated / Deputy Safeguarding Lead so that the College can respond swiftly and appropriately to all concerns referrals and disclosures.
11. Have access to resources and attend any relevant or refresher training courses at least every two years.
12. Ensure that a member of the Safeguarding Team or the personal tutor attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report.

The Safeguarding & Welfare Committee

The Safeguarding & Welfare Committee will:

1. Oversee and review the College's Safeguarding Policy and Procedures, including linked policies.
2. Raise awareness of developments in safeguarding legislation and good practice.
3. Ensure the quality assurance of provision of safeguarding information, advice and guidance.
4. Ensure compliance with national standards and LSCB guidance through annual audits.
5. Receive and commission reports from the College's Safeguarding Operational Group.
6. Receive feedback from Student Union Representatives on any safeguarding issue.
7. Receive and monitor reports relating to safeguarding in the curriculum.
8. Receive and commission reports on any trends or developing issues in relation to security matters at the College or in the surrounding areas.
9. Receive and commission reports from the Health & Safety team on the progress of safeguarding through the effective use of risk management.
10. Monitor the staff and Governors' workforce development record in relation to Safeguarding and Prevent.
11. Receive and review the annual College Safeguarding Report prepared prior to presentation to the Governors.

The Safeguarding Operational Group

The Safeguarding Operational group will:

1. Discuss specific concerns raised and identified trends, through referrals made for all safeguarding issues including Prevent.
2. Review the criminal disclosures where medium / high risk has been identified and approve enrolment is appropriate.
3. Ensure updated legislation / good practice is shared with relevant colleagues.
4. Provide a forum for supporting colleagues with issues raised.
5. Ensure training for staff is up to date.
6. Prepare reports for the Safeguarding & Welfare Committee



Appendix A

Definitions

(Definitions taken from Keeping Children Safe in Education (KCSI) 2016 and the supplementary guidance within KCSI.)

Staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Physical Abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Specific Safeguarding Issues

Bullying, including cyberbullying

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, College staff should report their concerns to a member of the Safeguarding Team. Even where safeguarding is not considered to be an issue, the College may need to draw on a range of external services to support the student who is experiencing bullying, or to tackle any underlying issue which has contributed to a student engaging in bullying.

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously the College's first priority but staff need to be aware that emotional bullying can be more damaging than physical. Many experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

Child Missing from Education

A young person going missing from education is a potential indicator of abuse or neglect. College staff should follow the College's procedures for dealing with students that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage. Any concerns should be referred to a member of the Safeguarding Team.

As the College is providing education for young people of compulsory school age (MC Academy), the College will work collaboratively with the appropriate local authority in order to share information about the attendance and/or absences of that child as the local authority deems necessary, as set out in departmental advice. The college will also inform the relevant local authority immediately if that child is removed from roll so that the local authority can as part of their duty identify children of compulsory school age who are missing education.

Child Missing from Home or Care

Young runaway - a child who has run away from their home or care placement, or feels they have been forced or lured to leave.

Missing child - a child reported as missing to the police by their family or carers. If a member of staff suspects that a child is running away, the normal safeguarding procedures apply and this must be reported to one of the Designated Safeguarding Persons.

Looked after Child: a child who is looked after by a local authority by reason of a care order, or being accommodated under section 20 of the Children Act 1989.

Care Leaver: an eligible, relevant or former relevant child as defined by the Children Act 1989.

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.

Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who have older boyfriends or girlfriends.
- Children who suffer from sexually transmitted infections or become pregnant.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late.
- Children who regularly miss school or education or do not take part in education.

What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Domestic Violence

The definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological.
- Physical.
- Sexual.
- Financial.
- Emotional.

The College is part of Operation Encompass Partnership which is a multi-agency approach to give early notification to the College that a child or young person has been present, witnessed or been involved in a domestic abuse incident. Nominated Key Adults (Safeguarding Leads) within the College will receive information from Cleveland Police to afford them the opportunity of assessing the needs of the child / young person during the day and, should it be deemed appropriate to do so, to provide early support.

Drugs

This includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances ('legal highs') and volatile substances.

Fabricated or Induced Illness - There are three main ways of the parent / carer fabricating or inducing illness in a child. These are not mutually exclusive and include:

- Fabrication of signs and symptoms which may include fabrication of past medical history.
- Fabrication of signs and symptoms and falsification of hospital charts and records, and specimens of bodily fluids. This may include falsification of letters and documents.
- Induction of illness by a variety of means.

Faith Abuse

Faith abuse is child abuse linked to faith or belief. This includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

Honour Based Violence (HBV)

So-called 'honour based violence' encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts, staff should speak to one of the Safeguarding Team.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Although the age of students at the College is such that they are not necessarily in the high risk category for FGM, a student may disclose that she is at risk of FGM, has suffered FGM or that a sister or family member is at risk. College staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. The new mandatory reporting duty for FGM, introduced via the Serious Crime Act 2015, came into effect on 31 October 2015. This duty requires the College to report known cases of FGM in under 18 year olds to the police.

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. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse (taking wages or not giving money) can also be a factor.

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 communities use religion and culture as a way to coerce a person into marriage.

An arranged marriage is not the same as a forced marriage. In an arranged marriage, the families take a leading role in choosing the marriage partner, but both parties are free to choose whether to enter into the marriage or not.

Breast Ironing

Breast Ironing, also known as "Breast Flattening", is the process whereby young pubescent girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like Female Genital Mutilation (FGM), Breast Ironing is a harmful cultural practice and is classified as physical abuse.

Gangs and Youth Violence

Gang Activity - Groups of children and young people often gather together in public places to socialise, and peer association is an essential feature of most children's transition to adulthood. Groups of children and young people can be disorderly and/or anti-social without engaging in criminal activity. Young people on the periphery of becoming involved with street gangs and those young people already involved in some way can be described as 'A relatively durable, predominantly street-based group of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity'.

Youth Violence - Youth violence, serious or otherwise, may be a function of gang activity. However, it could equally represent the behaviour of a child acting individually in response to his or her particular history and circumstances. 'Serious youth violence' is defined as 'any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19', i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences. Most children and young people do not become violent overnight. Their behaviour represents many years of (increasingly) anti-social and aggressive acts.

Gender-based Violence / Violence against Women and Girls (VAWG)

Gender-based violence and violence against women can include:

- Physical, sexual and psychological violence occurring in the family, within the general community or in institutions, including: domestic abuse, rape, incest and child sexual abuse.
- Sexual harassment and intimidation at work and in the public sphere; commercial sexual exploitation, including prostitution, pornography and trafficking.
- Dowry related violence.
- Female genital mutilation.
- Forced and child marriages.
- 'Honor' crimes.
- Commercial sexual exploitation including activities such as pornography, prostitution, stripping, lap dancing, pole dancing and table dancing.
- Sexual harassment and stalking.

Mental Health

Mental health problems can include depression, anxiety, eating disorders, self-harm, suicidal tendencies and the potential risk of harming others.

The College's Student Counselling Service will ensure the most appropriate support is provided to help students with any difficulties they may be experiencing that could have a negative impact on their College life. Students can seek support from the Counselling Service for various issues such as:

- Relationship problems.
- Family break-up/divorce.
- Depression.
- Study problems.
- Anger Management.
- Self-harming behaviours.
- Feeling dissatisfied with life or self.
- Domestic Violence/Abuse (past/present).
- Stress/Anxiety.
- Bereavement.
- Low self-confidence / self-esteem.
- Issues with drugs or alcohol.
- Suicidal thoughts.

Private Fostering

Private fostering is where parents make arrangements for their child to live with somebody else (not a close relative) for 28 days or more and without the involvement of the local authority. The College must notify the local authority of a privately fostered arrangement that comes to their attention, where they are not satisfied that the local authority has been or will be notified of the arrangements.

Preventing Radicalisation

The Prevent Duty, introduced as part of the Counter-Terrorism and Security Act 2015, came into effect for key bodies including schools, health bodies and police on 1 July 2015. The duty commenced for higher and further education institutions from the 18 September 2015.

The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need to have “due regard to the need to prevent people from being drawn into terrorism”. This includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Where deemed appropriate, the College will seek external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities and prevent them becoming further radicalised.

What is Terrorism/Extremism?

Terrorism covers all forms of extremism both violent and non-violent and is defined in the national Prevent Strategy as any vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. Prevent covers international and domestic terrorist threats, and includes the activities of far right groups, and animal rights groups.

What is Radicalisation?

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas.

The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame. Safeguarding from extremism is no different to how staff would share a concern about drugs, physical and sexual abuse or any other safeguarding concern.

What is Channel?

Channel is a key element of the Prevent Strategy. It is a multi-agency approach to protect people at risk from radicalisation using collaboration between local authorities, statutory partners, the police and local community to:

- Identify individuals at risk of being drawn into terrorism.
- Assess the nature and extent of that risk.
- Develop the most appropriate support plan for the individual concerned.

The following indicators identify factors that may suggest a young person or their family may be vulnerable to being drawn into extremism:

- Identity crisis - distance from culture religious heritage and uncomfortable with their place in the society around them.
- Personal crisis - family tensions, sense of isolation, adolescence low self-esteem, disassociation from existing friendship groups and becoming involved with a new and different group of friends searching for answers to questions about identity, faith and belonging.
- Personal circumstances - migration, local community tensions, events affecting Country and region of origin, alienation from UK values having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy, unmet aspirations, perceptions of injustice feeling of failure, rejection of civic life, criminality, experiences of imprisonment, poor resettlement, reintegration, previous involvement with criminal groups.

The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame. Potential indicators of radicalisation are listed below:

- Use of inappropriate language
- Possession or accessing violent extremist literature
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Articulating support for violent extremist causes or leaders
- Using extremist views to explain personal disadvantage
- Joining or seeking to join extremist organisations
- Seeking to recruit others to an extremist ideology

Any prejudice, discrimination or extremist views, including derogatory language, displayed by learners or staff will always be challenged and where appropriate will be dealt with in line with the Student Disciplinary Policy and the Code of Conduct for staff.

Staff should use their professional judgement and discuss with a Designated Safeguarding Person if they have any concerns. Once assessed, and if appropriate, this will be referred in to the Channel Panel Process as per the flowchart below on the following page.

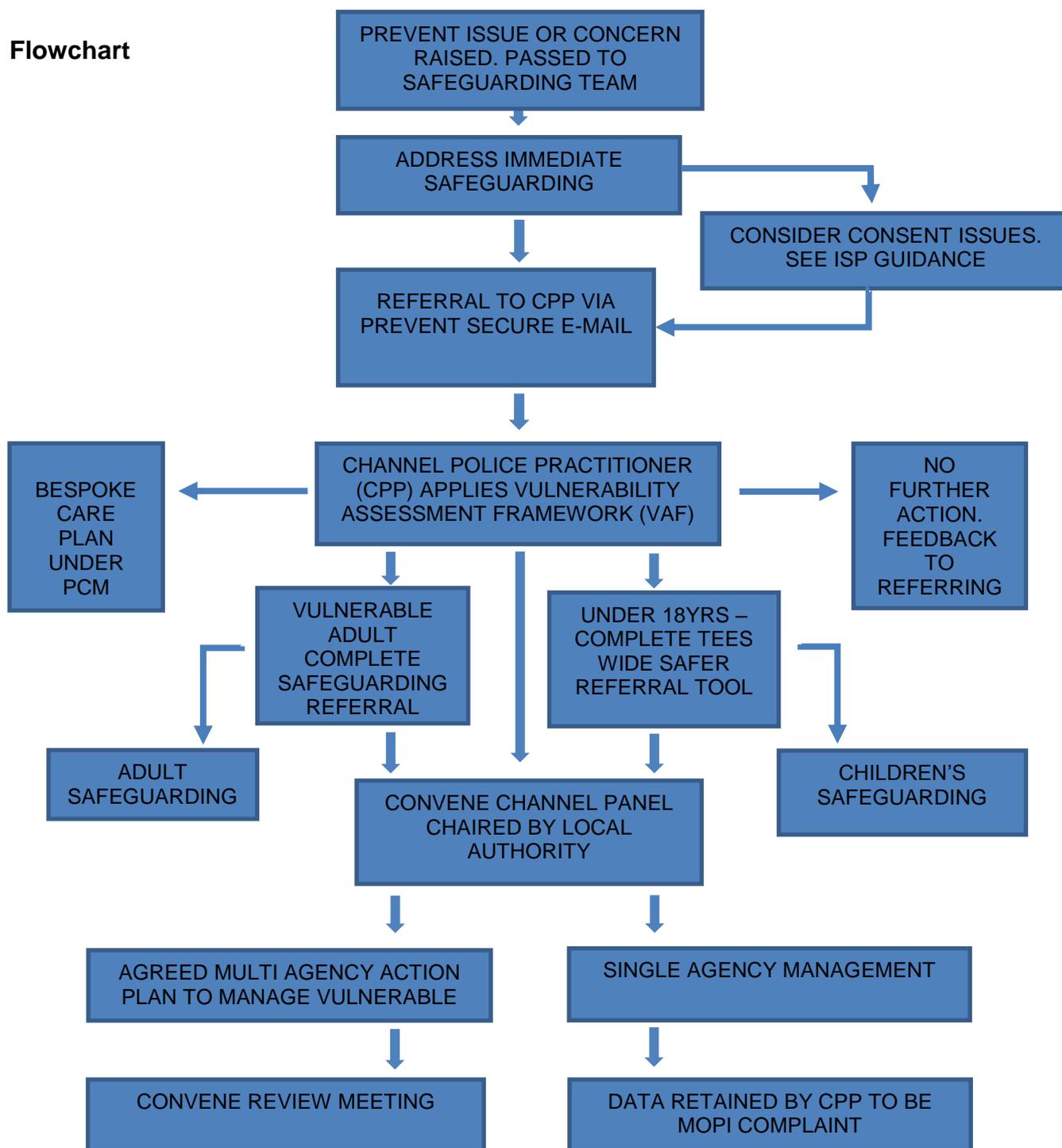
The College has an identified single point of contact (SPOC) in relation to Prevent which is the Assistant Principal Students and the Designated Safeguarding Lead and any concerns discussed with any member of the Safeguarding Team will be passed on and referred if appropriate.

To ensure compliance with the Prevent duty, all staff must make sure that they:

- Undertake training in the Prevent duty as identified by the College to ensure they have an understanding of the factors that make people vulnerable to being drawn into terrorism and that they are able to recognise this vulnerability and are aware of what action to take.
- Exemplify British/Community Values into their work and practice and that opportunities in the curriculum are used to promote these values to students.

Channel Referral Process

Flowchart



CPP - Channel Police Practitioner

PCM - Primary Care Manager

Youth Produced Sexual Imagery (Sexting)

Making, possessing and distributing an imagery of someone under 18 which is indecent is illegal. This includes imagery created by under 18s themselves. The relevant legislation is contained in the Protection of Children Act 1978 (England and Wales) as amended in the Sexual Offences Act 2003 (England and Wales).

Specifically, it is an offence to possess, distribute, show and make images of children. The Sexual Offences Act 2003 defines a child, for the purposes of indecent images, as anyone under the age of 18.

The latest guidance from the UK Council for Child Internet Safety (UKCCIS) introduces the phrase 'youth produced sexual imagery' instead of 'sexting'. (August 2016). This guidance refers to sexual imagery and not indecent imagery as indecent is subjective and has no specific definition in law.

The type of incidents covered by this guidance are:

- A person under the age of 18 creates and shares sexual images of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

The sharing of sexual imagery of people under 18 by adults constitutes child sexual abuse and this should be reported to the police.

Handling Incidents

1. All incidents involving youth produced sexual imagery should be reported to the Safeguarding Team.
2. An initial review meeting will be held and subsequent interviews with the young people involved, if appropriate.
3. Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm.
4. At any point in this process if there is a 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 immediately.

An immediate referral to the police and/or children's social care will be made at this initial stage if:

1. The incident involves an adult.
2. 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.
3. What is known about the imagery suggests the content depicts sexual acts which are unusual for the young person's development age or are violent.
4. The imagery involves sexual acts and any child in the imagery is under 13.
5. There is reason to believe that a young person is at risk of harm owing to the sharing of imagery, for example, the young person is presenting as suicidal or self-harming.

If none of the above apply the College may decide to respond to the incident without involving the police or children's social care. Although 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' and the law was also created to protect children and young people and not to criminalise them.

The decision to respond to the incident without involving the police or children's social care will be made when the Designated safeguarding Lead is confident that there is enough information to assess the risks to the young people involved and that the risks can be managed within the College's pastoral support and disciplinary policy.

Relationship Abuse

Emotional abuse - can include constant insults and name calling, isolation from friends and family, controlling what someone wears / where they go, checking up on someone all the time (checking emails, texts, social networking sites etc) and making someone feel responsible for the abuse.

Physical abuse - can include hitting, punching, pushing, biting, kicking, using weapons etc.

Sexual abuse - can include unwanted kissing or touching, forcing someone to have sex, being made to watch pornography against their will and pressure not to use contraception.

Financial abuse - can include the taking and controlling of money, forcing someone to buy things for someone, forcing someone to work or not to work.

Trafficking

Trafficking is defined as 'the recruitment, transportation, transfer, harbouring or receipt of children by means of threat, force or coercion for the purpose of sexual or commercial sexual exploitation or domestic servitude' (NSPCC).

The Palermo Protocol establishes children as a special case for whom there are only two components - movement and exploitation. Any child transported for exploitative reasons is considered to be a trafficking victim - whether or not he/she has been deceived, because it is not considered possible for children to give informed consent.

A child may be trafficked without crossing any national borders, e.g. only within the UK.

A child may be trafficked between a number of countries prior to being trafficked into/within the UK. The child may have entered the UK illegally or legally (i.e. with immigration documents). The intention to exploit the child underpins the entire process.

The Modern Slavery Act 2015 consolidates current offences of trafficking and slavery and details the different forms of exploitation that a victim of trafficking may be forced into. The exploitation can take place in a number of ways including:

- Sexual Exploitation
- Labour Exploitation
- Criminal Exploitation
- Domestic Servitude
- Organ Harvesting

Distinction between human trafficking and smuggling:

Human trafficking does not include people smuggling, which requires the consent of the person being moved. A smuggled person is, however, a potential victim who may be vulnerable to being trafficked at any point in their journey, and the distinction can be blurred. Perpetrators may smuggle people with the intention of exploiting them, or with the intention of facilitating exploitation. Alternatively, the smuggled can become vulnerable to traffickers upon arrival at their destination and subsequently be exploited and/or harmed.

Financial or Material Abuse

This can include theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse, misappropriation of property, possessions or benefits.



Appendix B

Safeguarding Contacts

Name	Title	Contact Details
Peter Studd	Governor with Safeguarding responsibility	Contact via Clerk to the Corporation Richard Atkinson Room 4.049 Extension 3269 Mobile 07919 394692 r.atkinson@mbro.ac.uk
Jane Steel	Assistant Principal - Students Designated Safeguarding Lead	Room 0.094 Extension: 3775 Mobile 07789 272194 j.steel@mbro.ac.uk
Jenni Cairns	Director of the Department Progression Studies Deputy Designated Safeguarding Lead	Room 0.080 Extension 3528 Mobile: 07919 394709 j.cairns@mbro.ac.uk
Mike Bulmer	Student Services Manager Deputy Designated Safeguarding Lead	Room 0.079A Extension: 3527 Mobile: 07919 394719 mj.bulmer@mbro.ac.uk
Sophie Holland	Safeguarding and Student Liaison Co-ordinator Designated Safeguarding Person	Maternity Leave.
June Craven	Head of MC Academy (Curriculum) & 14-16 Engagement Coordinator Designated Safeguarding Person (14-16)	Room 3.039 Extension 3895 Mobile 07824 351397 j.craven@mbro.ac.uk

Name	Title	Contact Details
Clare Read	Head of MC Academy (Pastoral) Designated Safeguarding Person (14-16)	Room 3.039 Extension 3895 Mobile 07826 894595 cp.read@mbro.ac.uk
Graham Anderson	Assistant Estates Manager Designated Safeguarding Person	Room 0.095 Extension 3537 Mobile 07468 718811 gj.anderson@mbro.ac.uk

Incident Managers on Duty Rota only

Name	Title	Contact Details
Gary Millward Incident Manager 1700 - 2100	Head of Health and Safety	Room 4.037 Extension 3364 Mobile 07794 090449 g.millward@mbro.ac.uk
Gary Rogers Incident Manager 1700 - 2100	Facilities Manager	Room 0.091 Extension 3573 Mobile 07919 394623 g.rogers@mbro.ac.uk
Graham Anderson Incident Manager 1700 - 2100	Assistant Estates Manager	Room 0.095 Extension 3537 Mobile 07468 718811 gj.anderson@mbro.ac.uk
Peter Bland Incident Manager 1700 - 2100	Assistant Principal Estates	4 th Floor Extension 3468 Mobile 07919 394659 p.bland@mbro.ac.uk
Susan Tindall Incident Manager 1700 - 2100	Vice Principal Quality & Performance	4 th Floor Extension 3386 Mobile 07919 394653 sc.tindall@mbro.ac.uk
Richard Atkinson Incident Manager 1700 - 2100 HR related issues	Assistant Principal Human Resources (Clerk to the Corporation)	Room 4.049 Extension 3269 Mobile 07919 394692 r.atkinson@mbro.ac.uk
Alison Stephenson HR related issues	Director of Human Resources	Room 4.032 Extension 3565 Mobile 07717 665111 a.stephenson@mbro.ac.uk

External Contacts - Local Authority

Children's Services - First Contact Teams	Office hours	Out of Hours Emergency Duty Team	Email
<u>Hartlepool</u> First Contact & Support Hub Civic Centre Victoria Road Hartlepool TS24 8AY	01429 284284	08702 402994 In an emergency contact the Police on: Tel: 01642 326326	fcsh@hartlepool.gcsx.gov.uk
<u>Middlesbrough</u> First Contact Team Middlesbrough Wellbeing Care & Learning Department Vancouver House Gurney Street Middlesbrough TS1 9FU	01642 726004	08702 402994 In an emergency contact the Police on: Tel: 01642 326326	firstcontact@middlesbrough.GCSX.gov.uk
<u>Redcar & Cleveland</u> The First Contact Team Redcar & Cleveland Childrens' Services Seafield House Kirkleatham Street Redcar Redcar & Cleveland TS10 1SP	01642 771500	08702 402994 In an emergency contact the Police on: Tel: 01642 326326	firstcontact@redcar-cleveland.gcsx.gov.uk
<u>Stockton-on-Tees</u> First Contact Tithebarn House High Newham Road Stockton-on-Tees TS19 8RH	01642 527764	08702 402994 In an emergency contact the Police on: Tel: 01642 326326	firstcontact@stockton.gov.uk

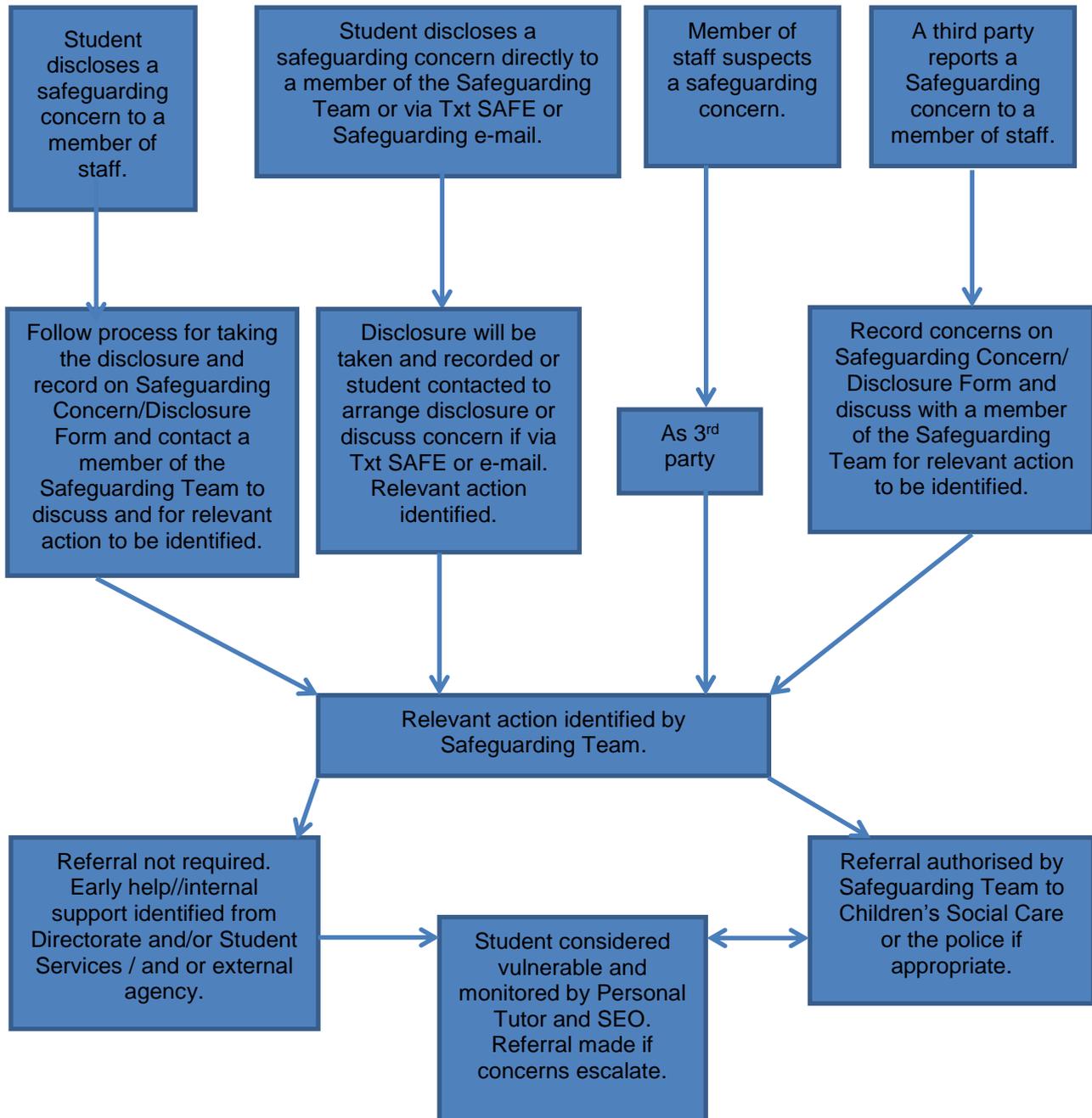
Children's Services - First Contact Teams	Office hours	Out of Hours Emergency Duty Team	Email
<u>North Yorkshire</u>	0845 0349417	0845 0349410	social.care@northyorks.gov.uk
<u>Durham</u>	03000 267979	03000 267979	First.contact@durham.gcsx.gov.uk

External Services Contacts

Team	Office hours	Other Numbers	Email
The Prevent Team - Channel Co-ordinator	01642 302028 or 01642 301412	Police: 101/999 National Anti- Terrorism hotline: 0800 789 321	prevent.contest@cleveland.pnn.police.uk
HALO Project Support for victims of Honour Based Violence, forced marriage and FGM Vanguard Suite 307a Broadcasting House Middlesbrough TS1 5JA	01642 683045	08081 788 424	info@haloproject.org.uk
My Sisters Place Domestic Violence Service 123 Borough Road Middlesbrough TS1 3AN	01642 241864		hello@mysistersplace.ac.uk
Harbour Domestic Violence Service 15 Whitburn Street Hartlepool TS24 7QR	03000 20 25 25 (24 hours)		info@myharbour.org.uk

Appendix C

Safeguarding Students Procedure Flow Diagram





Appendix E

Strictly Confidential

Disclosure of Criminal Convictions or Youth Offending Order

Instructions

This form must be completed in full by any prospective student who has indicated that they have a Criminal Conviction or Youth Offending Order on their Application Form or Enrolment Form. Please complete all sections of the Form in BLOCK CAPITALS. When you have completed the form return it to the student enrolment desk or in the accompanying envelope as soon as possible to avoid any delay in assessing your application.

Section 1 - Personal Details

Surname	
Forename	
Date of Birth	
Address	
Telephone number	

Section 2 - Proposed Course Details

Please give details of the course/subjects you would like to study at College.

Course 1	
Course 2	
Course 3	



Section 3

Details of Conviction or Youth Offending Order

For each offence, please answer the following questions.

If you have had more than two offences, please continue on a separate sheet and attach to this form.

Questions	Offence 1		Offence 2	
What was the conviction for?				
On what date did the offence occur?				
Did you appear in court?	Yes	No	Yes	No
What was the sentence for this offence?	Conviction		Conviction	
	Reprimand		Reprimand	
	Final Warning		Final Warning	
Details of sentence (e.g. fine, custody, community service, or other court imposed restrictions)				
If you were placed on a Probation or Referral Order was made to the Youth Offending Team? If so, please provide us with their contact details.	Name		Phone number	



Section 4

Declaration

In order to further my application to study at Middlesbrough College and for no other purpose - I give my permission for the College to contact any agencies / individuals named.

I accept that as a result of the discussions of the College's Safeguarding Panel my application or enrolment may be deferred or terminated and I will be withdrawn from any course(s) that I have applied to join. There is no right of appeal following a decision made by the College's Safeguarding Panel.

I understand that I must inform the College if I later become involved in any further criminal investigations and / or convictions that have not been declared above.

I understand that if I am found not to have revealed a Criminal Conviction, Reprimand or Final Warning my application or enrolment may be terminated immediately.

Signature	Date

Approval for Enrolment

Risk	Title	Signature
Low	Designated Safeguarding Officer	
Medium	Director of Programme	
High	Assistant Principal - Students	