Safeguarding and Child Protection Policy – Part 1

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Policy Statement

Safeguarding is everyone's responsibility and we all have a crucial role in fostering and promoting a safe environment to protect all students and the wider college community.

As a college we have a duty to safeguard and promote the welfare and safety of all children and vulnerable adults in accordance with the Department for Educations (DfE) Keeping Children Safe in Education 2026 (KCSIE) guidance and actively work in partnership with external agencies and our safeguarding partners, in line with Working Together to Safeguard Children 2026 statutory guidance.

The college demonstrates its safeguarding commitment through continuous staff training, student personal development and continuous review of our safeguarding practices to ensure a welcoming environment conducive to learning and development; where well-being is paramount to future progress, achievement and success.

This policy clearly sets out the procedures and safeguarding protocols which should be followed by college staff, governors, volunteers, employers and sub-contractors, including visitors and parents/carers.

The below list of college policies should be read alongside the Safeguarding Policy for further information and guidance related to our safeguarding procedures.

Staff Code of Professional Conduct
Whistle Blowing Policy
Anti-bullying and Harassment Policy
Health and Safety Policy
Recruitment Policy
Recruitment of ex-offenders' policy
Equality and Diversity Policy
External Speakers Policy
Positive Behaviour Policy
Acceptable Use Policy
Online safety Policy
Searching, Screening and Confiscation Policy
Letting Conditions and Hire Policy
Restraint and De-Escalation Policy

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1 Policy Principles

Barnet and Southgate College is committed to supporting inclusion and equality of opportunity by actively promoting the College Values which also promotes a zero tolerance approach to discriminatory and derogatory language/ behaviour; whilst encouraging students to develop and demonstrate the skills and attitudes to contribute positively in education, employment and within the community.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children and vulnerable adults from maltreatment.
- Preventing the impairment of mental and physical health or development.
- Ensuring that children and vulnerable adults can flourish in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children and vulnerable adults to have the best outcomes.

For the purpose of this policy, young people and vulnerable adults are defined as:

- An individual under the age of 18
- An adult at risk is a person aged 18 or over who has needs for care and support, is experiencing or is at risk of abuse or neglect, and as a result of those care and support needs is unable to protect themselves from the risk of, or experience of, abuse or neglect.

2 Providing a Safe and Supportive Environment

Everyone who is part of the college community (including visitors and employers) are expected to adopt safe and professional working practices and recognise their role and responsibilities to safeguarding children and vulnerable adults. Collectively the college promotes a safeguarding culture whereby it is recognised 'It could happen here'. Everyone is expected to:

- Adopt a listening and open-door culture whilst working in an open and transparent way
- Recognise indicators of abuse, record and report incidents which may give rise to concern. See Appendix 1
- Apply professional standards in accordance with the Equality and Diversity policy and the Staff Code of Conduct Policy.
- Demonstrate professional curiosity by maintaining an open, questioning and reflective approach when exploring concerns.
- Conduct appropriate risk assessments to prevent safeguarding and health and safety risks.
- Visibly wear ID badges when on campus (if visiting, sign in and out via reception)
- Undertake mandatory safeguarding and prevent training.

3 Online Safety

Due to the potential harms and risks online, the college has appropriate monitoring and filtering systems in place on all college devices and networks to prevent accessing inappropriate material, in accordance with the Online Safety Policy. The college undertakes a risk-based approach to ensure the use of filtering and monitoring systems do not cause "over blocking", which may lead to unreasonable restrictions as to what students can access using the colleges network. Where appropriate college policies are reviewed in line with the Meeting digital and technology standards in schools and colleges published by the DfE. Everyone has a role in promoting online safety and protecting students from online harms. Refer to appendix 5 for individual roles and responsibilities.

Further information regarding the colleges approach to online safety can be found in the Online Safety Policy and Acceptable Use Policy.

As part of a broad and balanced curriculum and CPD offer, students and staff are made aware of online harms and how to stay safe online. Through training and development, staff and students will be made aware of:

- Attitudes and behaviours which may indicate someone who is at risk of potential online harm.
- How to follow the colleges procedures to report concerns regarding online harms.

Remote Learning

Whilst working remotely the normal safeguarding procedures apply. Staff and students are expected to follow the safeguarding procedures and follow the colleges Safeguarding referral process (Appendix 1).

It is essential that information is shared with parents/carers, social workers which outlines how online learning is being delivered. This should also include explicit details of sites that will be accessed and the name of staff students will interact with online, and how this is being monitored.

To seek immediate support out of college operating hours, staff are encouraged to 'Report child abuse to the local council' or dial 999 or 101 to make a police report if the student's safety is at immediate risk.

4 Safeguarding Information for Students

Barnet and Southgate college is committed to ensuring children and vulnerable adults know how to stay safe and keep others safe by:

- Listening to their views and providing a dedicated safeguarding team to talk to if concerns arise regarding personal safety and wellbeing.
- Promoting enrichment activities and tutorial workshops which encourage online safety, college and British Values, personal development, how to stay physically and mentally healthy, being prepared for life in modern Britain, etc.
- Promoting the colleges positive behaviour ethos 'Ready, Respectful and Safe; ensuring a safe, welcoming environment, and promoting equality, diversity and inclusion for all.
- Providing access to Safeguarding information in induction, tutorials, Student Handbook, Student Hub and the college website.

All students are encouraged to read 'Young Persons Guide to Working Together to Safeguarding Children', for more information on how we and our safeguarding partners safeguard and promote the welfare of children.

To ensure the college can put in place timely interventions when responding to individual safeguarding concerns, the college relies on students, parents/carers and professionals to share accurate and up to date information when they apply to enrol on a course. Examples listed below:

- Names and contact details of persons with parental or caring responsibility
- Information relating to residence order, contact order, care order, Injunctions, etc.
- Notification of whether a student is a child in need or has a child protection plan and/or Education/Pathway Plan.
- Transfer Files detailing historical support from previous schools and other external agencies such as CAMHS
- Any other information which may impact on personal safety and wellbeing

5 Partnership with Parents/Carers

Whilst the college's direct operational responsibility is during college activities, the college will respond to and act upon safeguarding concerns that arise both on and off site, where they impact upon a student's welfare.

To promote a student-centred approach, the college aims to work with parents/carers openly and honestly and will share concerns we may have about a child or vulnerable adult that occurs external and internal to college, unless to do so may place them at risk of harm. Staff are advised to refer to Working Together to Safeguard Children 2026, section 19, for additional awareness on the principles for working with parents and carers.

If a child or vulnerable adult is not well enough to participate at college whilst they are here, in most circumstances they will be expected to remain on site until a parent/carer provides authorisation for them to leave. If in the event the college is unable to obtain authorisation, the student will be consulted on what they want to happen next, and the parent/carer will be informed of the actions taken and decisions made by the Duty Manager or Campus Director.

The college doesn't provide access to residential facilities, therefore, children living with host families who support their education and provide accommodation, are recognised by the college as having parentis responsibility. Refer to the appendix 6 for guidance on homestay arrangements for international students.

6 Partnerships with External Agencies

It is essential that the college establishes effective working partnerships with other external agencies and our local safeguarding partners, to fulfil our statutory duties in line with Working Together to Safeguard Children statutory guidance. For example, we work closely with the *Multi Agency Safeguarding Hubs (MASH), Best Start Family Hubs, Local Designated Safeguarding Officer (LADO) Leaving Care Teams, Virtual Schools, Metropolitan Police, Barnet and Enfield Prevent Partnership groups, Youth Offending Services, Adult Mental Health Services, Child and Adolescent Mental Health Service (CAMHS), etc.* (Refer to Appendix 4 for external agency contact information)

Information that we share with external agencies will be appropriate, proportionate, and respectful of confidentiality to ensure assessments are child-centred and focused on developmental needs, whilst considering the impact and influences internal and external to college.

Should a child or vulnerable adult be at risk of significant harm and local agencies are not able to respond, the college will follow the local safeguarding children partnership escalation procedures. (**Barnet Resolution Policy**).

7 Working with Employers (employer engagement and other off-site provisions)

Employers also have a responsibility to safeguard children and vulnerable adults undertaking work placements and must refer to the DfE Guidance 'Keeping Children safe in Education 2026', Part 3 under the heading 'Adults who supervise children on work experience', *(page 98)*.
Employers are expected to follow the colleges internal safeguarding referral process (appendix 1) to raise concerns related to safeguarding.

The college ensures the following safeguarding practices are in place to support the employer engagement provision:

- Health and safety risk assessments of work experience and sub-contractor placements.
- Signposting employers to read the colleges Safeguarding Policy and KCSIE Part 1.
- Request of DBS checks when deemed necessary from employers for staff working with children.
- Quality Monitoring visits for sub-contracted providers.

8 Criminal Convictions

The College undertakes a risk assessment process for applicants and students who declare they have a pending or unspent conviction to ensure appropriate support is in place, should they commence a programme of study at the college. It also allows for the assessment and management of risks to students, staff and visitors at the college.

Applicants, students and staff who declare that they have a conviction, or who are convicted whilst being a member of the college community are required to make a formal declaration to their personal tutor, curriculum manager, line manager or HR. Refer to the recruitment of ex-offenders' policy.

9 Safer Recruitment and Selection

The colleges recruitment processes ensure appropriate measures are applied before, during and after the recruitment and selection of new staff, trainee teachers and volunteers.

The college undertakes an appropriate risk-based approach to anyone who requires unsupervised access, which includes undertaking checks on Disclosure and Baring Service (DBS) status, online profile, right to work and remain in the UK; verifying identity, obtaining professional and character references, checking previous employment history and other relevant HR checks. For more information, refer to the Recruitment Policy.

To ensure safer recruitment practices are maintained the college will request written notification from any agency, or third-party organisation, that they have carried out the same checks as the college would for any individual working with students unsupervised whilst on college premises.

10 External Visitors and Speakers

The college welcomes visitors and speakers to support the enrichment of learning and delivery of the curriculum, including support for students. External speakers and visitors to the college must adhere to the procedures outlined in the External Speakers and Visitors Policy, for events delivered onsite and online.

Enrichment activities delivered by external speakers are reviewed, risk assessed and approved prior to visits to ensure delivery meets the needs of the college community and is in line with college values and procedures.

Arrangements in place to hire or rent the college premises to external organisations or individuals, the college will ensure appropriate arrangements are in place to keep children safe, therefore, the colleges safeguarding reporting procedures set out in this policy, are expected to be followed. *Refer to the lettings conditions for hire policy.*

11 Recognising and responding to abuse and safeguarding risks

The college does not solely rely on children and vulnerable adults to raise concerns; therefore staff, visitors, parents/carers, volunteers, external professionals are encouraged to share information which might be critical in keeping someone safe.

Everyone should be mindful that early information sharing is vital to minimising the impact harm/abuse. The college also recognises that children missing education can be an indicator of abuse, neglect, exploitation, radicalisation, mental health and wellbeing concerns or other safeguarding risks.

If you suspect a child or vulnerable adult is being abused or is at risk of harm to themselves or others, do not hesitate to disclose your concerns to the Safeguarding Team.

Everyone must read Keeping Children Safe in Education 2026 Part 1, alongside this policy, to be aware of their safeguarding responsibilities and alert to the potential need for early help for anyone who may fall into the criteria's listed below:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care plan)

- has a mental health need
- is a young carer
- is pregnant and/or is a parent themselves
- has exhibited early signs of abusive, violent and/or harmful behaviours
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from education, home or care
- has been repeatedly removed from the classroom, experienced multiple suspensions, is on a part-time timetable, is at risk of being permanently excluded or previously attended an Alternative Provision or a Pupil Referral Unit
- is at risk of exploitation, modern slavery, trafficking, including criminal or sexual exploitation
- is at risk of being radicalised into terrorism
- has a parent or carer in custody, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- is at risk of honour or faith-based abuse such as Female Genital Mutilation or Forced Marriage, and
- is a privately fostered child

For more guidance on indicators and safeguarding risks, refer to Part 2 of the Safeguarding Policy: Understanding Safeguarding risks and indicators.

Mandatory reporting and immediate referral requirements

All staff, agency staff, volunteers, governors, contractors and visitors have a responsibility to safeguard and promote the welfare of children and young people. Any safeguarding concern must be reported immediately to the safeguarding team in accordance with the college's safeguarding procedures.

Where a student is believed to be suffering, or is likely to suffer, significant harm, staff must take immediate action and not delay making a referral because they are waiting for advice, further evidence, or approval.

Any member of staff who receives a disclosure, witnesses an incident, or becomes aware of information indicating risk should ensure appropriate action is taken without delay and make a safeguarding record and refer.

It is important for children to receive the right help at the right time to address concerns, prevent issues escalating and to promote children's welfare.

Staff will also identify students who are in receipt of statutory services who will require additional support in line with the Children Act 1989, if they are suffering or likely to suffer from significant harm or abuse.

Child in Need (CIN) section 17

The Children Act 1989 defines a child in need as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare.

Child Protection (CP) section 47

Local authorities, with the help of education professionals and other agencies, have a duty to make enquiries under section 47 of the Children Act 1989 if they have suspect a child is suffering, or is likely to suffer, significant harm.

Such enquiries enable agencies to decide whether they should take any action to safeguard and promote the child's welfare and must be initiated where there are concerns about maltreatment. This includes all forms of abuse, neglect and exploitation.

Female Genital Mutilation (FGM) - Mandatory Reporting Duty

Female Genital Mutilation (FGM) is a form of child abuse and violence against women and girls.

Should any professional, in the course of their professional duties, discover that an act of FGM appears to have been carried out on a girl under the age of 18, they must make a direct report to the police as soon as possible and notify the safeguarding team.

- Emergency: 999 / Non-Emergency: 101

Serious Violence, Weapon Possession and Risk of Harm

Where a child or young person is known or believed to be carrying a weapon, threatening to use a weapon, involved in serious violence, gang-associated activity, criminal exploitation, or presents an immediate risk of harm to themselves or others, staff must take immediate action.

The safeguarding team must be informed without delay and the police contacted where there is an immediate threat to life or safety.

- Emergency: 999 / Non-Emergency: 101

Forced Marriage

Forced marriage is a form of child abuse and may involve emotional, physical, sexual, financial or psychological abuse.

Any concern that a child or young person is being pressured, coerced or forced into a marriage, including planned travel overseas for marriage purposes, must be reported immediately to the safeguarding team.

Staff must maintain the highest levels of confidentiality and share with those who need to know and not attempt mediation with family members or contact parents, where doing so may place the child at increased risk.

Mental Health Crisis and Immediate Risk of Harm

Mental health concerns alone do not automatically indicate a safeguarding issue; however, where a child presents with behaviours that suggest they may be at risk of significant harm, such as expressing suicidal intent, making credible threats of self-harm, experiencing a severe mental health crisis, staff must seek emergency assistance and notify the DSL immediately.

- Emergency Services: 999 / NHS Urgent Mental Health Support: 111

Harmful Sexual Behaviour, Sexual Violence and Sexual Harassment

Children can be both victims and perpetrators of harmful sexual behaviour.

Any allegation, disclosure, concern, observation or incident involving sexual violence, sexual assault, harmful sexual behaviour, online sexual abuse, child-on-child abuse, image-based abuse, sexual exploitation or rape must be treated seriously and reported immediately to the safeguarding team who will inform the appropriate agencies.

No child should ever be blamed for abuse or subjected to victim-blaming attitudes or language.

Gender Questioning and Gender-Related Distress

Where a child or young person is questioning their gender, experiencing gender-related distress, or requests changes to how they are known, addressed or supported, staff should respond with sensitivity, respect and professionalism.

Staff must seek advice from the safeguarding team who will consider what information should be shared, with whom and when, taking account of the child's welfare, wishes, capacity and any safeguarding risks.

Recording, Information Sharing and Escalation

All safeguarding concerns must be:

- Reported to the safeguarding team without delay.
- Recorded accurately, objectively and identifies risks as they are presented.
- Shared only with those who need the information to safeguard the child.
- Escalated where staff believe a child remains at risk or appropriate action has not been taken.

Staff should never promise confidentiality. Instead, they should explain that information may need to be shared with safeguarding professionals when necessary to protect them or others from harm.

How to handle a disclosure

A student disclosing abuse, fear of abuse or a cause for concern to any member of staff at any time should be encouraged, reassured and made to feel their concern is being taken seriously.

Barriers to communication must be considered and special adjustments made for students with SEND should be implemented. For example, using visuals, social stories, body maps, etc to enable a disclose to be made.

Staff should also be vigilant to indicators of abuse/exploitation and should not rely on a child's disclosure, as they may not feel ready or know how to tell someone they are being abused, exploited or neglected, and they may not recognise their experiences as being harmful.

It is imperative that appropriate terminology is used when discussing students who have been exploited or are at risk of exploitation, as language implying, they are responsible in any way for abuse and crime that they are subjected to must be avoided to ensure we safeguard appropriately. It is also important to recognise that a child cannot consent to their own exploitation.

For further guidance read the Children's Society guidance about appropriate use of language and the NSPCC video guidance: Responding to a child's disclosure of abuse

Do	Do not
Listen and provide a confidential space with minimal disruption so the student can speak and communicate discreetly. Students should feel their best interests are being always considered.	**Promise Confidentiality:** Make the student aware as early as possible that you will need to contact a member of the Safeguarding Team
Record Make a full written record as soon as possible, including date, time, location of incident, full factual details of the cause for concern or disclosure on the referral form.	**Investigate:** avoid asking the student to make a written statement. However, you can ask, if they have been harmed and what the nature of that harm was
Report concern within 2 hours of the disclosure being made.	**Be biased or provide judgements:** The student has a right to expect their situation to be dealt with sensitively.
Refer the student to access immediate support by contacting the Safeguarding team. Email: safeguarding@barnetsouthgate.ac.uk Call: 020 3764 4077	**Share** with those who **DO NOT** need to know: Reassure them that only those who 'need to know' will be given the information

On receiving a completed safeguarding referral the safeguarding team may want to discuss the report to gather more information and decide on the appropriate action to take. This could include informing

parents/carers, a referral to the Multi-Agency Safeguarding Hub Team (MASH Team), Best Start Family Hubs, Young people's or Adult Social Care Services, the Police or other relevant agencies.

The safeguarding team will not hesitate to take advice from our local safeguarding partners (Local Authority, community ward officers and the Integrated Care Boards), who are best equipped to assess situations and provide guidance on actions to take where students are at risk or have been harmed.

Should anyone external to the college want to report a concern, complete the online Referral Form, email safeguarding@barnetsouthgate.ac.uk or call the safeguarding team directly on 020 3764 4077.

Internal links for staff

Safeguarding Referral Form

Safeguarding Referral Process

Safeguarding Guidance for staff

For concerns where anti-social behaviour can impact on personal safety or a crime is being committed, a report should be made directly to the police by calling 101 or 999 in an emergency. Staff, visitors, parents/carers are then expected to inform the safeguarding team, a member of the college Security, Duty Manager and/or Campus Director, where deemed appropriate.

12 Suspicions/allegations against a member of staff

All college staff are recognised as being in a position of trust and should be prudent about their own conduct and vigilant about the conduct of others, ensuring relationships with children and vulnerable adults remain entirely professional.

To share concerns related to an allegation or concern about a member of staff, the following must be actioned:

- Make a written record of the incident or concern (where possible in the child /adults' own words), including the time, date and place of incident/s, persons present and what was said).
- Sign and date the written record.
- Immediately report the matter to the safeguarding team, Principal and/or Vice Principal.

All allegations against staff will be subject to a harms test to assess level of risk and support judgements made as part of a formal investigation.

Where the allegation is against the Principal and/or Vice Principal, the Chair of Governors should be notified. For additional guidance, refer to the Colleges Whistleblowing Policy.

Refer to the Managing Staff Allegations process which provides guidance on how such cases are handled (See Appendix 3).

For concerns that don't meet the harms test, the college maintains procedures for recording, reviewing and responding to low-level concerns regarding staff conduct in accordance with the Staff Code of Conduct.

13 Roles and Responsibilities

The Governing Body

The Board of Governors have a strategic responsibility for ensuring the effectiveness of Safeguarding practices and procedures; and the implementation of policies, procedures and training (including online safety) comply within the law. In doing so, the Governing Body has nominated a link Governor to work

with the Designated Safeguarding Lead and Principal in taking responsibility for the college's Safeguarding arrangements as follows:

- Ensure policies, procedures and training is effective and compliant with legislation, Local Safeguarding Partner requirements and we are working in line with statutory guidance.
- Ensure systems and policies operate in the **best interests** of children and vulnerable adults studying at the college.
- Ensure appropriate safeguards and responses are in place for those who go missing or leave the college.
- Ensure ongoing liaison with the local safeguarding partners and other agencies in the event of an allegation or safeguarding disclosure being made.
- Ensure the overall effectiveness of safeguarding is assessed in line with the Ofsted further education and skills toolkit and KCSIE 2026 statutory guidance.
- Ensure procedures to refer cases to the Disclosure and Barring Service where employment has ceased due to safeguarding concerns are in place.

The Designated Safeguarding Lead (DSL):

The DSL takes lead responsibility for safeguarding, child protection and the welfare support for students at College. This is detailed as part of their job responsibility profile, updating Governors and the Principal as required. The Lead has certain duties to fulfil with regards to keeping students safe, the management of safeguarding cases, training and supporting staff.

Key responsibilities include:

1. Co-ordinate referrals and liaise with local safeguarding partners and external agencies embedding a multi-agency approach to safeguarding and promoting students well- being.
2. Attend designated safeguarding lead and prevent awareness Training.
3. Ensure access to training for all staff, volunteers and governors.
4. Encourage a culture of listening to students and considering their views and **best interests** to protect them.
5. Oversee the review and raise awareness of the safeguarding policy and ensure this is made available publicly.
6. Support the educational outcomes of students by sharing information timely and proportionately to ensure relevant staff are aware of support needs, as required.
7. Ensure availability during college hours for staff to discuss safeguarding concerns.

Designated Safeguarding Officer/s (DSO)

Key responsibilities include:

1. To receive and lead on the referrals; respond to enquires in line with GDPR, KCSIE 2026, Working together to safeguard children 2026 and the contribute to strategy meetings with; children's social care, adult social care, police or channel team where a child is suffering or is likely to suffer significant harm.
2. Keep up-to-date written, secure records of all safeguarding concerns, action taken, support offered, and referrals made.
3. Act in the **best interests** of students and taking their wishes into account.
4. To be trained to carry out the role and update skills and knowledge at regular intervals.
5. Act as a source of support and expertise to the college community.
6. Develop effective links and liaison with statutory and voluntary agencies.
7. To understand and use local safeguarding partner procedures (information sharing, assessments and thresholds), taking part in inter-agency safeguarding arrangements.
8. To be alert to the needs of additionally vulnerable groups; children in need, looked after children, those with special educational needs and disabilities and young carers.

All staff, governors and volunteers must:

- Read and comply with the colleges safeguarding policy and procedures; and Part 1 of KCSIE 2026 to minimise the risk of harm and/or abuse.
- Understand the importance of their role in identifying concerns and take appropriate action by providing support as soon as a problem arises to prevent concerns from escalating; and take advice from internal or external support services.
- Ensure that the **best interests** of the student are at the centre of any support and disclosures are handled sensitively and confidentially**.**
- Be alert to indicators of abuse, neglect, exploitation and maltreatment.
- Ensure a safe environment for learning and demonstrate professional practice in line with statutory guidance and advice for practitioners: 'What to do if you are worried a child is being abused' ; ETF Professional Standards for Teachers and Trainers; Working Together to safeguarding Students 2026, including other college policies and procedures.
- Complete mandatory staff safeguarding training and attend continuous professional development activities, cross college updates via meetings and acknowledge newsletters.
- Ensure appropriate procedures are in place and being followed to respond to student absence.

14 Confidentiality

The college operates in line with the GDPR and DPA guidelines as detailed in the colleges Data Protection Policy.
All members of staff, volunteers and governors must understand the importance of confidentiality, information sharing and consent to support the vital interests of young people and vulnerable adults, build trust and enable disclosures.

Fears about sharing information must not be allowed to stand in the way of safeguarding and promoting the welfare of children, therefore, confidentiality should not be promised. In these cases, appropriate information sharing will be prioritised and those who need to know communicated with. For more information speak to the Safeguarding Team or refer to the Information Sharing Advice, information for professionals and the Information Sharing Commissioners guide to sharing information to safeguard children.

15 Review

This policy will be regularly monitored and reviewed in accordance with:

- Changes in legislation and statutory guidance on the safeguarding of young people and vulnerable adults.
- Governor and Safeguarding Strategic Review Board updates.
- Key trends identified through the college's compliments, complaints and concerns process and case reviews conducted.
- Changes within the college which may impact on the processes and procedures for safeguarding young people and vulnerable adults.
- The colleges annual self-assessment review process to continually develop and improve safeguarding practices across the organisation.

APPENDICES

Appendix 1: Safeguarding referral process
Appendix 2: Out of hours safeguarding referral process
Appendix 3: Managing allegations against staff process.
Appendix 4: External contacts
Appendix 5: Online roles and responsibilities
Appendix 6: Homestay guidance for international students

Appendix 1:

SAFEGUARDING REFERRAL PROCEDURE

Barnet Southgate College | STUDENT SERVICES

You notice indicators of possible harm or abuse.

You are told that someone has been harmed, is at risk of harm or is worried.

Complete the safeguarding referral form on the Staff Hub, ProMonitor or college website by scanning the QR code or by visiting this link:

bit.ly/external-safeguarding-referral-form

Early in the conversation tell the person that you will need to contact the Safeguarding team.

Listen to them carefully and do not promise confidentiality.

Record all facts on the safeguarding referral form via the college website.

A designated member of staff will consult with college staff, Police, Local Authority MASH team and any other relevent agencies within 24 hours of receiving a referral.

A decision will be made to formally investigate your concerns and contact will be made to the person identified as at risk.

Staff or visitors who make a referral may receive feedback on our response in line with GDPR and confidentiality.

Those identified as at risk will be informed at each stage of our enquiry and any referrals made to external agencies.

If you would like to discuss further, please contact the Safeguarding team:

safeguarding@barnetsouthgate.ac.uk | 020 3764 4077 (not 24 hours)

Designated Safeguarding Lead: Chalene Scott

It is important to apply this procedure with sensitivity and remain calm. It is extremely important to maintain the confidentiality and privacy of the person involved and to only communicate with those that need to know.

The Safeguarding team will also provide any feedback or strategies to support you and the student.

Appendix 2:

SAFEGUARDING OUT OF HOURS PROCEDURE

Barnet Southgate College — STUDENT SERVICES

Please note that the safeguarding team is not a 24-hour service.

You notice indicators of possible harm or abuse.

You are told that someone has been harmed, is at risk of harm or is worried.

Complete the safeguarding referral form on the Staff Hub, ProMonitor or college website by scanning the QR code or by visiting this link:

bit.ly/external-safeguarding-referral-form

Early in the conversation tell the person that you will need to contact the Safeguarding team.

Listen to them carefully and do not promise confidentiality.

Record all facts on the safeguarding referral form via the college website.

If the concern warrants an immediate response, please take appropriate action.

EXTERNAL EMERGENCY CONTACTS

If there is immediate concern for safety or harm has taken place please call the necessary emergency assistance on 101 or 999 (Police/Ambulance).

MASH Children's Social Services if the concern does not warrant the above emergency services.

Scan the QR code or follow the link below to be directed to the Learner's Local Authority depending on the postcode:

www.gov.uk/report-child-abuse-to-local-council

Always provide as much detail as you can and if possible, ask for a call reference number.

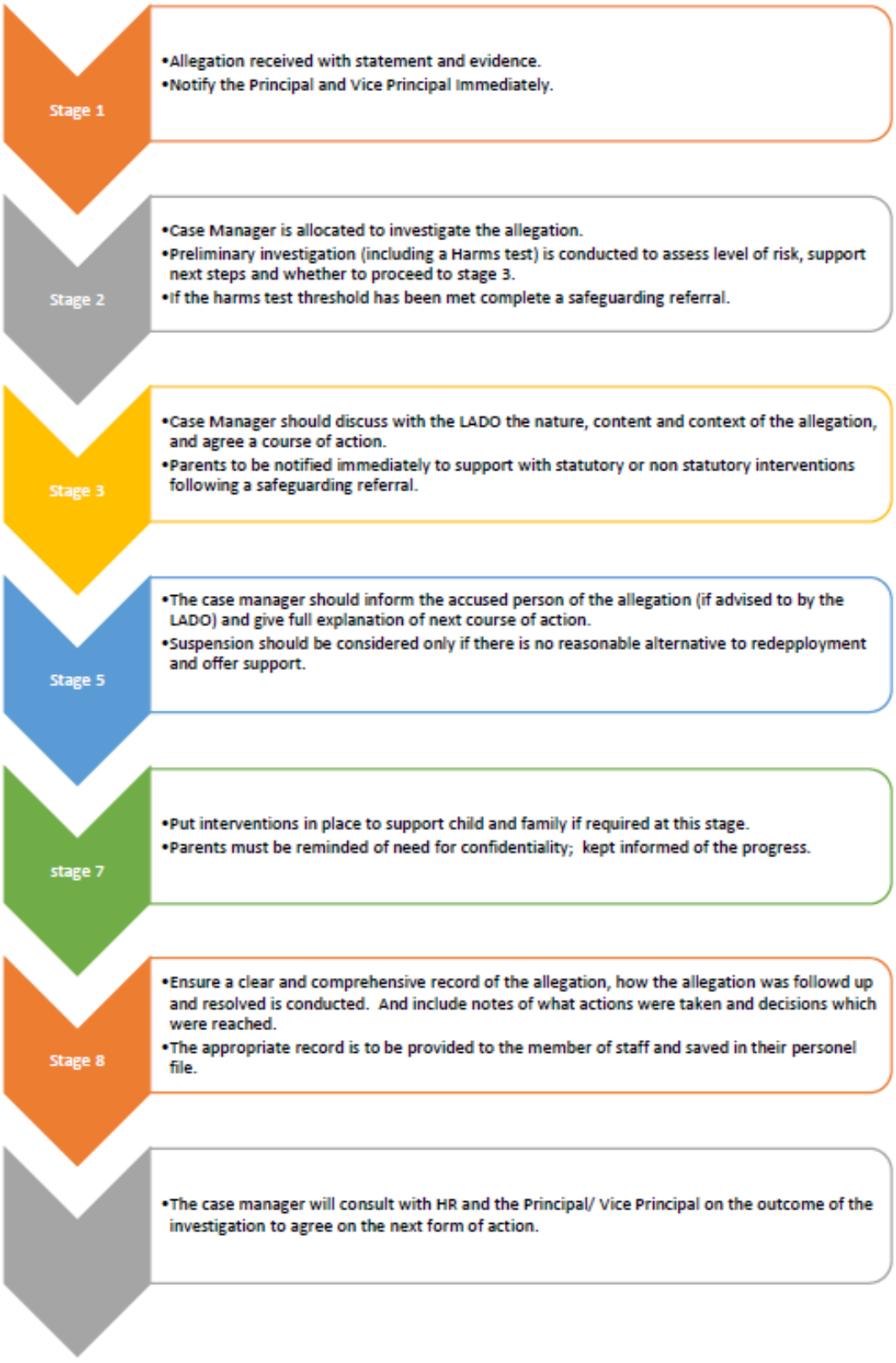
Update the Safeguarding Team as soon as possible:

safeguarding@barnetsouthgate.ac.uk

020 3764 4077 (not 24 hours)

Appendix 3: Managing Staff Allegations Process

Guidance for Managing Staff Allegations



Appendix 4: External Contacts

	Barnet	Enfield
Local Designated safeguarding Officer (LADO	020 8359 4528 LADO@barnet.gov.uk Out of Hours Number 020 8359 2000	0208 379 4392 Andreas.Kyriacou@enfield.gov.uk safeguardingservice@**enfield**.gov.uk
Designated Safeguarding and Exclusion Lead	Liam Foote School Safeguarding Lead	Andreas Kyriacou 0208 379 2850/0208 379 4392 safeguardingservice@enfield.gov.uk
Channel Team – Prevent Referrals	 BarnetCST@barnet.gov.uk	Enfield Prevent programme. **prevent@enfield.gov.uk**.
National Anti-Terrorist Hotline	To report suspicious activity contact the police in confidence on 0800 789 321 https://act.campaign.gov.uk/	
Report Online Material Promoting Terrorism and Extremism	Report illegal or harmful information, pictures or videos you have found on the internet. • articles, images, speeches or videos that promote terrorism or encourage violence. • websites made by terrorist or extremist organisations. • videos of terrorist attacks https://www.report-terrorist-material.homeoffice.gov.uk/evidence-url	
Multi Agency Safeguarding Hub (MASH team)	020 8359 4066 mash@barnet.gov.uk Safeguarding Concern or Early Help Request Early help Universal Plus Referral	0208 379 5555 Children's Portal Child protection Referral Targeted Early Help Referral
Out of hours emergency Services	If the emergency or crisis is life threatening, call 999. For non-emergencies call the police on 101, or for medical advice call the NHS on 111 or visit NHS 111 online and/or Report child abuse to a local council	
Forced Marriage Unit	School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdo.gov.uk.	
Adult Social Care	020 8359 5000	020 8379 1001
Adult Barnet, Enfield and Haringey Mental Health Trust	020 8702 3000 **Address:** Block B2, St. Anns Hospital, St Ann's Rd, London N15 3TH	
Ofsted Whistle Blowing Whistle blowing helpline:	Tel: 0300 123 3155 Email: whistleblowing@ofsted.gov.uk	
NSPCC Whistleblowing advice line for professionals:	Advice line for anyone concerned how workplace Child Protection issues are being handled. Tel: 0800 028 0245 Call between 8am to 8pm Email help@nspcc.org.uk	

Overseas students	Where an institution with a Student or Child Student route licence has an emergency which relates to a Student or Child Student, call the engagement team. Engagement team 0300 104 7650 Monday to Friday, 9am to 5pm (except public holidays) The team are available to offer advice or assistance in circumstances where a student has: • been a victim of serious crime • died or a dependent has died • a serious medical emergency • been detained We also offer a flexible telephone contact line, 0300 1047652, which will be used to respond to operational pressure, global events or wider issues facing the study sector for a defined activation period.

Appendix 5: Online safety roles and responsibilities

Staff Responsible	Area of Responsibility
Students /Apprentices /students on work experience	• Be aware of attitudes and behaviours which may indicate they or someone they know is at risk of potential harm online. • Know how to keep themselves and others safe online. • Be aware of the colleges safeguarding procedure to report concerns regarding (their own or someone else's) online activity. • Be aware of college monitoring and filtering processes by reading the Acceptable Use Policy and Online safety Policy.
Parents	• Be aware of online risks and how to keep children safe online. • Monitor online use in online access environments. • Be aware of colleges Acceptable Use Policy and Online safety Policy. • Be aware of how to identify, report and escalate safeguarding concerns (internal and external to college). • Be familiar with remote working arrangements with college staff to ensure monitoring of online activities.
All Staff including Business support staff / Volunteers /Agency staff	• Develop knowledge and attend available training to identify and report online risks. • Monitor (where appropriate) students online use. • Record, report and refer identified safeguarding concerns linked to online harm and risks. • Be aware of the filtering and monitoring systems in place and how to escalate concerns.
Personal Tutors/teachers	• Monitor students online use in online access environments. • Record, report and refer identified safeguarding concerns. • Develop knowledge and attend available training to identify and report online risks. • Teach and develop students' awareness of online safety. • Be aware of how to identify, report and escalate safeguarding concerns (internal and external to college).

	• Inform parents/carers of sites that will be accessed, name of staff students will interact with, and how this is being monitored when delivering remote working.
Employers /subcontractors	• Monitor students online use in online access environments. • Record, report and refer identified safeguarding concerns. • Be aware of filtering and monitoring systems in place and how to escalate concerns. • Be aware of key legislation and statutory responsibilities (KCSIE 2023) • Have appropriate safeguarding policies and procedures in place which incorporate and/or have due regard to online safety, safer recruitment and prevent duty guidance.
IT Team	• Review and maintain college filtering and monitoring systems. Provide filtering and monitoring reports which identify risks. Carry out reviews and checks to limit risks to users; and following concerns linked to online filtering systems and identified safeguarding concerns. • Promote the use of filtering and monitoring systems in place and how to escalate concerns. • Review policies and procedures linked to Online Safety and Acceptable use of electronic devices.
DSL including wider Safeguarding Team	• Review filtering and monitoring reports to identify safeguarding trends and risks. Respond and act on safeguarding concerns when identified. Work closely with IT team to update and conduct regular checks to filtering and monitoring systems. Make available resources and CPD to increase staff and student awareness of online risks. Be aware of filtering and monitoring systems in place and how to escalate concerns externally.
HR	• Promote policies and procedures linked to Online Safety. Ensure all staff have conducted Online safety as part of induction process. Online checks conducted as part of safer recruitment and selection. Mandatory Safeguarding activities completed as part of induction process (including Online safety). Be aware of filtering and monitoring systems in place and how to escalate concerns.
Senior Management and Governors	• Ensure a whole college approach to online safety and review its effectiveness in meeting digital and technology standards in schools and colleges. • Attend relevant training and development to reinforce meeting these standards.

Appendix 6 – Permitted living arrangements for Child Students

This guidance should be read alongside the Home office guidance for Student and Child Student

Barnet and Southgate college is committed to ensuring the safety and well-being for all students and pays full regard to identifying students residing in the UK, solely for their studies.

According to Section 55 Borders, Citizenship and Immigration Act 2009 International students under 18 (identified as a child applicant by the home office), studying at Barnet and Southgate college, are required to provide proof of parental consent to support their application to study in the UK.

The college does not provide access to residential facilities or homestay arrangements for students; therefore, parents/ guardians are expected to put in place and maintain suitable arrangements to accommodate students living away from the family home.

For children aged under 16 years of age (and under 18 years if they have a disability), living in privately arranged accommodation or receiving care from a close relative, for a period lasting 28 days or more, is defined as private foster care arrangements.

Therefore, parents, carers, the licensed student sponsor or guardianship organisation including the college have a responsibility to notify their local authority of private foster care arrangements in place.

This is explained further in Keeping children Safe in Education 2026 (page 99) under section Children staying with Host families.

Barnet and Southgate college acknowledges some students may require access to additional support, particularly if they are living away from their family home. All students have access to targeted welfare and pastoral support and the colleges processes and procedures for supporting students' well-being and safety; and how to report concerns relating to safeguarding is detailed on the college website and safeguarding policy.

Parents/guardians and those with loco parentis responsibility are expected to liaise directly with the personal tutor, curriculum manager and/or the colleges safeguarding team to ensure a student-centred approach to support and safeguarding arrangements.