

1 Safeguarding Policy

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Oldham College

The purpose of this policy is to provide a framework that informs procedures related to Oldham College's legal obligation to safeguard and promote the welfare of children and vulnerable adults as defined in the Children Act 2004 (Section 11); Education Act 2002 (Section 175) and Safeguarding Vulnerable Groups Act 2006.

2 Scope

This policy applies to all staff, Governors and others who work in direct contact with learners in the College. This also includes WBL, work experience placement settings and sub-contractors delivering programmes on behalf of Oldham College. Abuse may take place both outside and inside of the College setting; everyone who is part of the College community is responsible for safeguarding, promoting and protecting the welfare of children and vulnerable adults.

3 Legal Framework

Colleges have a duty, under the Children Act 2004, to safeguard and promote the well-being of children and young people. It also has a duty, under the Safeguarding Vulnerable Groups Act 2006, to promote and safeguard the welfare of vulnerable adults. The Education Act 2002 requires governing bodies of further education colleges to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. The Children Act 2004 requires agencies to work co-operatively to protect the welfare of children. Colleges also have a duty under Section 26 (1) of the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism, which includes not just violent extremism but also non-violent extremism.

The Oldham College adheres to the Oldham Local Safeguarding Board guidelines.

See also:

- Child Protection Procedure
- Data Protection and Data Access Policy

- Equality & Diversity Policy
- Health and Safety Policy
- IT Acceptable Use Policy
- Student Disciplinary Procedure
- Violence on Site Procedure
- Searching Students for Prohibited Items Procedure, including
 - Guidance on Searching Students for Prohibited Items (Appendix 1)
 - Guidance on Use of Force or Physical Restrain (Appendix 2)
 - Guidance on Infection Control (appendix 3)
- Guidance for Safe Working Practice for the Protection of Learners and Staff: A Code of Conduct for staff 2010
- IAG and Admissions Procedure
- Guidance on infection control

4 Principles

The College recognises that for young people who have been abused, or who are being subjected to abuse, College may be the only stable and secure element in their lives. The College's Safeguarding policy and procedure is based on the following principles:

- an ethos that promotes a positive, supportive and secure environment where learners feel valued and safe.
- liaison with other internal and external agencies that support learners, such as social/children's services, Positive Steps, Housing Trusts.
- all allegations and suspicions of abuse taken seriously, and responded to swiftly and appropriately by trained and experienced staff.

There are five main elements to the policy:

1. ensuring the College practices safe recruitment in checking the suitability of students who are enrolled onto its programmes and staff or volunteers who work with young people
2. raising awareness of child protection issues and their effective handling amongst staff
3. developing and implementing procedures for identifying and reporting cases or suspected cases, of child abuse
4. supporting effectively and in a timely manner the young person who has been abused
5. establishing a safe and welcoming environment in which young people can learn and develop, where they are able to talk and be listened to

See also:

- Student Guide to College Life (Induction booklet)

14 – 16 Students

In accordance with the Further and Higher Education Act 1992, Oldham College may provide education across the college site, through both direct entry and the LIVE (Learning in a Vocational Environment) curriculum. The college has full

responsibility for any direct entry students whilst relevant feeder schools retain responsibility for LIVE students. The college has dedicated sites for these purposes which is used for the education and support of 14 – 16 year olds. The location of this area(s) should be made clear to students.

5 Definitions

The following definitions apply throughout the Safeguarding policy and associated procedures:

Child or Children:

The Children Act 2004 defines a child as a person under eighteen for most purposes.

Vulnerable Adult or Adults:

The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability
- a physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs
- a significant reduction in physical or mental capacity.

Forms of abuse:

The Children Act 2004 defines four types of abuse: physical, emotional, sexual and neglect.

Physical Abuse:

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

Emotional Abuse:

Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:

- conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
- imposing developmentally inappropriate expectations
- causing the child or vulnerable adult to feel frightened or in danger – e.g. witnessing domestic violence
- exploitation or corruption of children or vulnerable adults

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

Sexual Abuse:

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening and includes penetrative (i.e. vaginal or anal rape or buggery) and non penetrative acts.

It may also include non-contact activities, such as looking at, or being involved in the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Neglect:

Neglect involves the persistent failure to meet basic physical and/or psychological needs, likely to result in serious impairment of the child or vulnerable adult's health and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Prevent:

Prevent is about safeguarding students to keep them safe from being exploited by extremists. The Prevent Duty is not about discouraging students from having political views and concerns and should balance its legal duties in terms of both ensuring freedom of speech but also of protecting students and staff welfare.

6 Responsibilities

All members of the College community, including staff, governors, students, contract staff, sub-contractors and work experience providers are responsible for safeguarding and promoting the welfare of children and vulnerable adults.

All staff:

All staff who come into contact with children and vulnerable adults in their everyday work have a duty to safeguard and promote the welfare of children and vulnerable adults. Staff will be trained to understand their responsibilities. Failure to comply with these responsibilities will be seen as a serious matter which may lead to disciplinary action. Staff are expected to:

- attend safeguarding training as required
- familiarise themselves with the Safeguarding policy and associated procedures
- safeguard and promote the welfare of children and vulnerable adults and
- alert the Designated Safeguarding Officers if they have concerns about a child or vulnerable adult

Course Tutors, Curriculum Leaders and Student Support Workers:

These staff are responsible for ensuring that their learners are aware of the services they can approach for support.

Designated Safeguarding Officers:

The Director of Student Services is responsible for safeguarding children and vulnerable adults. There are also the Student Mentor team who are designated as safeguarding officers and are responsible for dealing with safeguarding issues and referrals. In addition, the Team Leader (Job Shop), Childcare Development Manager (Nursery), Development Studies Leader, and the HE Quality & Administration Manager (UCO) are designated to support with safeguarding issues within their own areas.

Designated Safeguarding Officers act as the College's source of support, advice and expertise on safeguarding issues, and are responsible for dealing with allegations or suspicions of abuse. They attend training as appropriate, liaise with the Principal and other College departments where necessary, and make referrals to external agencies. Other aspects of their role include:

- obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of children or vulnerable adults, and to record this information
- assessing information quickly and carefully and asking for further information where appropriate
- consulting with a statutory child protection agency e.g. the local social services department, to clarify doubts or worries
- making referrals to statutory child protection agencies or the police without delay
- initiating relevant internal support mechanisms

Designated Safeguarding Officers have contact telephone numbers for the local Area Safeguarding Children's Board and other statutory agencies.

The Principal:

The Principal is responsible for ensuring that:

- the College's Safeguarding policy and procedures are fully implemented and followed by staff
- The Director of Student Services advises Principalship on strategic decisions in relation to safeguarding
- Designated Safeguarding Officers have sufficient time and resources to carry out their roles
- all staff feel able to raise concerns about the safety of children and vulnerable adults
- such concerns are dealt with sensitively, effectively and in a timely manner

The Governing Body:

College Governors are responsible for ensuring that:

- the College has a safeguarding policy and procedures in place, which includes safe recruitment and dealing with allegations of abuse against members of staff
- the College has appointed Designated Safeguarding Officers.

7 Safe recruitment of staff

Oldham College undertakes to ensure that its staff are fit to work in a college setting with children and vulnerable adults. It also reserves the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its learners.

The College has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff and require the following checks to be made on appointment:

- a minimum of two references, satisfactory to the College, one of which should be from a previous employer
- documentary evidence checks of identify, nationality, residency and “right to work” status
- enhanced DBS/CRB checks*
- a check under Section 142 of the Education Act 2002 (formally known as List 99)
- documentary evidence of qualifications
- satisfactory completion of the probationary period
- where subcontractors are delivering courses on behalf of Oldham College, the provider must provide written assurance that all relevant staff will be DBS/CRB checked*. Safeguarding Children and Safer Recruitment in Education 2007 place a duty on colleges to undertake an Enhanced Criminal Records Bureau Disclosure for all new staff providing education, training or care to children, young people or vulnerable adults. The College also carries out Enhanced DBS/CRB checks on all staff whose jobs involve some contact with children or vulnerable adults. Positions which fall into this category include administration staff, where unsupervised access to students or vulnerable adults is not a large part of the job

In accordance with the Regulations, records of all checks carried out are kept centrally in the Human Resources department.

8 Staff Development and Training

All staff in the college undergo a mandatory induction programme to the college an element of which is safeguarding training. The College’s Safeguarding policy, procedure and accompanying guidance will be issued to all new staff as part of their induction.

All staff also participate in annual training programmes for emerging concerns such as Child Sexual Exploitation and Prevent.

9 Safe recruitment of learners

The College undertakes to ensure that its students are suitable to study in a college setting. It also reserves the right to refuse entry to any applicants whom it has a reasonable belief may pose a risk to learners. To ensure this is addressed appropriately the college has:

- Signed declarations by all learners upon enrolment
- Case conferences at all feeder schools
- DBS/CRB checks for learners on relevant college programmes
- risk assessment of vulnerable learners
- risk assessment of ex-offenders

In accordance with the Regulations, records of all checks carried out are kept centrally in the Student Services department.

14 – 16 Students

Students are admitted to the college full time in accordance with the published IAG & Admissions Policy. For those students undertaking a LIVE programme, Service Level Agreements are in place with all participating schools. Students identified as vulnerable or with specific needs will have a risk assessment carried out and appropriate support put in place with regular opportunities for monitoring and review.

10 What to do if you suspect someone is being abused

All staff, volunteers and others working in direct contact with learners in the College environment must be alert to the signs of abuse. Anyone who suspects that abuse is taking place inside or outside of the College setting, or to whom a learner discloses issues relating to safeguarding, should contact one of the Designated Safeguarding Officers immediately.

The Lead Designated Safeguarding Officer is:

Lynne Barker, Mentoring & Safeguarding Coordinator
0161 785 4913 / 07912 485461

Additional Safeguarding Officers are:

Javed Anwar – Tel: 0161 785 5562
Hasna Begum – Tel: 0161 785 4201
Pete Dabrowski – Tel: 0161 785 5563
Rebecca Hirst – Tel: 0161 785 4102
Jane Walker – Tel: 0161 785 4159

Sally Lawton, Director of Student Services
Tel: 0161 785 4050 / 07850 313079

For children attending Butterflies Nursery contact:
Claire Johnson (0161 785 4090)

In cases involving WBL, Transition, 14-16 or UCO, advice can also be sought from:

Gillian Sarioglu (Apprentices) (0161 785 4350)
Trish Bennett (Development Studies) (0161 785 4351)
Marie Taylor (UCO) (0161 785 8815)

Staff who are not Safeguarding Officers, but who are approached with concerns about a child or vulnerable adult, must bring the concerns raised to the attention of one of the Safeguarding Officers immediately. All staff to whom a learner discloses issues that may be related to safeguarding refer these concerns to a safeguarding officer using the online safeguarding referral.

The Lead Designated Safeguarding Officer will develop effective links with relevant agencies and co-operate as required with any enquires regarding child or vulnerable adult protection matters, including attendance at case conferences. All Safeguarding Officers will liaise with and represent the college at external child protection or core group meetings, including those relating to Child Sexual Exploitation and Prevent.

See also: Child Protection Procedure

11 Allegations of abuse against members of College staff:

- Allegations of abuse, or concerns raised against members of College staff, will always be treated seriously. The allegation must always be referred to the Director of Student Services who will follow the Safeguarding Procedure in the same way as for other safeguarding allegations. The Lead Designated Safeguarding Officer will take the appropriate steps to ensure the safety of the child or vulnerable adult, and any others who may be at risk. The Lead Designated Safeguarding Officer will also inform The Principal, the Director of Human Resources (or the Human Resources Manager in the absence of the Director) in order that College procedures may be followed. If the allegation or concern is against one of the Designated Safeguarding Officers, it should be reported to the Principal. Where there is a complaint against a member of staff, the Oldham Authority LADO (Local Authority Designated Officer) will be informed and involved. This may result in possibly criminal (police) investigations and/or a child/vulnerable adult's protection investigation, carried out by Social Services. In this instance, the Local Safeguarding Children Board, LADO Procedure should be followed. All

steps of this procedure will be advised and supported by the LADO, working in partnership with the college. The LADO Procedure is available on the Local Safeguarding Children's Board website.

See also:

- Performance Procedure
- Staff Code of Conduct Procedure
- Complaints Handling Procedure

12 Allegations of abuse against other students:

Should a student make an allegation against another student, these will be dealt with under the following procedures:

- Child Protection Procedure
- Student Disciplinary Procedure

13 Reporting cases to the Disclosure & Barring Service

The Oldham College has a statutory duty to make reports, and provide relevant information to the Disclosure & Barring Service (DBS) where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the Director of Human Resources. The DBS make barring decisions as legislated by the Safeguarding Vulnerable Groups Act 2006 which sets out the scope and operation of the vetting and barring scheme.

14 Resignations

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, the College is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to reach a conclusion in cases relating to the welfare of children or vulnerable adults, including those where the person concerned refuses to co-operate with the process.

15 Whistleblowing

The Oldham College has an established Whistleblowing procedure for enabling staff to share, in confidence with a Designated Assessor, concerns they may have about instances of suspected malpractice in the College. Malpractice can include fraud and financial

irregularities, criminal offences being committed, that have been committed or that are likely to be committed, endangering the health or safety of individuals, and can also include concerns around the protection of children or vulnerable adults. The procedure is intended to provide safeguards to enable members of College staff to raise concerns without fear of adverse repercussions. The College recognises that it may be difficult to express concerns about colleagues, and is fully supportive of Whistleblowing for the sake of a child or vulnerable adult, and will provide support and protect those who “blow the whistle”. This procedure is, accordingly, intended to provide safeguards to enable members of staff to raise concerns about malpractice in connection with the College. The aim is to provide a rapid mechanism under which genuine concerns can be raised internally, and, if necessary, externally without fear of adverse repercussions to the individual. It is also intended to promote throughout the College a culture of openness and a shared sense of integrity by inviting all employees to act responsibly in order to uphold the reputation of the College and maintain public confidence.

See also: Whistleblowing Procedure

16 Support for Staff

The College is aware that safeguarding cases can be distressing and that staff who have been involved may find it helpful to talk about their experiences, in confidence, with one of the Designated Safeguarding Officers or with a trained counsellor. Staff wishing to be referred for counselling should contact Human Resources.

17 Equality of Opportunity

All children and vulnerable adults, as part of the College community, have the right to be safeguarded from harm and exploitation whatever their race, religion, gender, sexuality, age, or disability. This policy relates to the College’s legal obligation to protect children who are suffering forms of abuse as defined in the Children Act 2004 and is therefore in line with the College’s equality and diversity policy.

Change History Record

Appendix 1

Guidance on Searching Students for Prohibited Items

Screening and Searching Students

Key points

1. College staff can search a student for any item if the student agrees. This is a common law power to search.
2. Principals and staff authorised by them have a statutory power to search students and their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. This is contained in the Education Act 2011 which amends Part 3 of the Further and Higher Education Act 1992.
3. College staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to College discipline.

What are the prohibited items?

Prohibited items for **ALL** students are:

- Knives or weapons, Illegal drugs, Stolen items
- Prohibited items for students **up to the age of 18 only** are:
- Alcohol
 - Tobacco Products
 - Fireworks
 - Pornographic

In addition Principals, and staff authorised by them, have a statutory powers to search students or their possessions, without consent, for any article that the member of staff reasonably suspects has been, or is likely to be used:

To commit an offence

To cause personal injury to, or damage to the property of, any person (including the student)

Searching with consent

Colleges' common law powers to search:

College Principals and staff authorised by them can search students **with their consent** for any item

Colleges are not required to have formal written consent from the student for this sort of search – it is enough for an authorised staff member to ask a student to turn out his/her pockets or ask if the staff member can look in the students bag or locker, and for the student to agree.

If a member of staff suspects a student has a prohibited item in his/her possession, they can instruct the student to turn out his/her pockets or bag and if the student refuses, the member of staff can report using the Student Incident Report Form, recommending appropriate disciplinary actions, in accordance with the Student Disciplinary Procedure.

Searching without consent

Who can search a student of his or her possessions without consent for prohibited items?

- The law empowers the Principal of the College, or a member of staff authorised by the Principal to carry out the search if they have reasonable grounds for suspecting that a student may have in his possession a prohibited item.
- In the case of Oldham College, the Principal has an authorised team Stop and Search Team of 12 staff, the details of which are listed within the College Intranet, on the phonebook, under 'Stop and Search Team'

Establishing grounds for a search without consent

The Stop and Search Team can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item.

The member of staff must decide in each particular case what constitutes reasonable grounds for suspicion.

The powers allow College staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspects a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

Where can these searches be carried out?

A search under this legislation may only be carried out where:

- The member of staff and the student are on the premises of the college; or
- They are elsewhere and the member of staff has lawful control or charge of the student

Are there any other requirements for the search?

A person who carried out the search of a student:-

- Must be of the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they also should be the same sex as the student being searched.
- There is a limited exception to this rule. A search can be conducted by a person of the opposite sex to the student and without a witness being present, but **only** where the searcher reasonably believes that there is a risk that serious harm will be caused to the student if the search is not concluded immediately and where it is **not reasonably practicable** to summon another member of staff.

To what extent can the student be searched?

The staff member conducting the search has the power to conduct a personal search, but not an intimate search. A personal search involved the removal of outer clothing and searching pockets during which they:-

- May not require the student to remove any clothing other than outer clothing

Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but outer clothing does include hats; shows; boots; gloves and scarves.

Can a student's possession be searched?

- Yes, the student's possessions can be searched for prohibited items, the student and the second member of staff has to be present. There is a limited exception to this rule. A search can be conducted without the student being present or a second member of staff, but only where the search reasonable believes that there is a risk that serious harm will be caused to the student if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

'Possessions' means any goods over which the student appears to have control on the premises of the college or elsewhere and the member of staff has lawful control or charge of the student.

Can the person carrying out the search use force?

- A person exercising this power may use such force as is reasonable in the circumstances for exercising the power.

Advice regarding the use of force is given in the college guidance document **'Guidance on the Use of Force & Physical Restraint'**

What should be done with items found during a search?

In the case of any item seized during a 'with consent' search the member of staff can use their discretion to confiscate retain and/or destroy any item found as long as it is reasonable in the circumstances. Weapons must be passed to the police.

In the case of a **'without consent'** search:-

- A person carrying out the search may seize any of the following found in the course of the search -
 - Anything which that person has reasonable grounds for suspecting is a prohibited item;
 - Any other thing which that person has reasonable grounds for suspecting is evidence in relation to an offence.

Alcohol:

You may retain or dispose of the alcohol and its container.

Controlled Drugs:

- a) You must deliver it to a police constable as soon as is reasonable practicable; but
- b) You may dispose of it if you think there is good reason to do so.

- c) Substances which are not believed to be controlled drugs can be confiscated if the member of staff believes them to be harmful or detrimental to good order and discipline.

Stolen property:

- a) You must deliver it to a police constable as soon as is reasonably practicable; but
b) May return it to its owner (or, if returning it to its owner is not practicable, may retain it or dispose of it) if you think that there is a good reason to do so.

When determining whether there is a good reason to dispose of a controlled drug or to return a stolen article to its owner, retain or dispose of it, you must take into account all relevant circumstances and use your professional judgement to determine whether the item can be safely disposed of.

Offensive Weapons:

Any weapon or item which are evidence of an offence must be passed to the police as soon as possible.

Other Articles:

Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.

Electronic Devices:

Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is good reason to do so.

‘good reason’ – in determining good reason to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, or to disrupt teaching or break the College rules.

If inappropriate material is found on the device it is up to the member of staff to decide whether they should delete that material, retain it as evidence or whether the material is of such seriousness that it requires the involvement of the police.

What record should be kept of a search?

- There is no legal requirement to make or keep record of a search. However, if the search is an element of an incident that a Duty Principal will be formally reporting, there is an

opportunity to record 'Stop and Search' as part of that incident report through the college intranet.

Do we need to tell the parents or guardians of students?

1. Colleges are not required to inform parents or guardians of students aged under 18 before a search takes place or to seek consent to search their son or daughter.
2. It is good practice for colleges to inform parents or guardians of students aged under 18 when alcohol, illegal drugs, tobacco products, fireworks, pornography or potentially harmful substances are found, although there is no legal requirement to do so.
3. Where a student is of statutory school age, and also attending school, it would be advisable for the college to inform the school when a search has taken place and if any of the items at (2) have been found.

See '**Searching Student for Prohibited Items Procedure**' for advice on carrying out a search.

Sally Lawton
May 2014

Appendix 2

Guidance on Use of Force or Physical Restraint

Key points

1. Section 550A of the 1996 Education Act came into force on 1st September 1998.
2. This clarifies the law on physical contact between school staff and students.
3. Section 206 and Schedule of Education Act 2002 extends the provision to any institution in FE sector.
4. Our duty of care to employers also requires us to have clear guidance for staff that may be faced with confrontational situations.

Definition of reasonable force?

"Reasonable Force" is difficult to define but the term can only be applied to circumstances that warrant the use of force (i.e. are not trivial). Force must be proportional to the circumstances and should be the minimum to achieve a result (taking into account the age, understanding and sex of the student). Wherever possible a verbal warning should be given before force is used. A member of staff should not intervene physically if they are going to put themselves at risk but instead should immediately seek assistance. Assistance can be obtained via switchboard in the form of a security guard and/or police.

Examples of reasonable force include:

- a) holding a student.
- b) pushing or pulling.
- c) leading a student by the hand or arm.
- d) shepherding a student by a hand on the back.

1. Those categories of staff who are authorised to “have control or charge of students” and so authorised to use reasonable force to control or restrain students are:

- those who have undergone appropriate training. These include the Safety Engagement Team, certain staff from the Education Support Unit and certain staff from the Morris Building.

2. The only situation in which use of reasonable force could be appropriate is in self-defence or where there is serious imminent risk of injury to another student or member of staff.

Examples of such situations include:

- a) student attacking another student or a member of staff.
- b) a student is putting others at risk by misuse of material or objects.
- c) a student leaves a class without permission and in doing so may be at risk?
- d) uninvited members of public causing disruption on College premises, however this should always be referred to the Police for their assistance.

Warnings

- a) Staff should not act in a way that might be expected to cause injury unless there is an immediate risk of serious injury.
- b) Staff should always avoid any contact that could be considered indecent.
- c) Striking a student should always be avoided.
- d) Any form of corporal punishment remains strictly against the law.

Do's and Don't of Physical Restraint

In all circumstances other de-escalation methods should be used if appropriate or effective – physical restraint is a last resort. If it is necessary to apply restraint:

Do

- Tell the students what you are doing and why
- Use the minimum force necessary
- Be aware of any accessories worn by the student
- Involve another member of staff if possible
- Provide a soft surface if possible

- Tell the student what she / he must do for you to remove this restraint (this may need frequent repetition)
- Use simple and clear language and talk to the student in a calm way
- Hold limbs above a major joint if possible e.g. above the elbow
- Relax your restraint in response to the student's compliance

Don't

- Try to manage a situation on your own
- Act in temper (involve another member of staff if you have lost control of your emotions)
- Involve yourself in a prolonged verbal exchange with the student
- Involve other students in the restraint
- Stop talking even if the student does not reply
- Tough or hold the pupil in sexual areas
- Straddle the student
- Twist or force limbs back against a joint, including pushing arms up the back
- Bend fingers or pull hair
- Touch the learner near the throat or head
- Put pressure on joints
- Slap, punch or kick
- Trip up the student

Physical restraint should be applied as an act of care and control with the intention or re-establish verbal control as soon as possible and, at the same time, allowing the student to regain self-control. It should never take a form which could be seen as punishment.

Reporting of incidents:

Incidents should be recorded immediately using the Student Incident Report form on the college intranet and reported to the Duty Principal.

The record should note briefly:

1. Name of student and place of incident.
2. Names of witnesses (staff and students).
3. Reasons for the use of force.
4. Details of the event.
5. Outcome of the incident.
6. Any injuries or damage to property.
7. Action taken by member of staff

Contact with parents if needed shall be instigated by the Duty Principal in line with the Student Incident Reporting mechanisms.

Appendix 3

Guidance on Infection Control

Please note that nothing in this notice overrides the Critical Incident Procedure which is intended for incidents occurring outside of college hours.

Notification of a number of specified infectious diseases is required under the Public Health (Infectious Diseases) 1988 Act and the Public Health (Control of Diseases) 1984 Act.

List of notifiable diseases:

- [Acute encephalitis](#)
- Acute viral [meningitis](#)
- Acute bacterial meningitis (urgent).
- [Acute poliomyelitis](#) (urgent).
- Acute infectious hepatitis (urgent).
- [Anthrax](#) (urgent).
- [Botulism](#) (urgent).
- [Brucellosis](#) (urgent if UK-acquired).
- [Cholera](#) (urgent).
- [Diphtheria](#) (urgent).
- Enteric fever ([typhoid](#) or paratyphoid) (urgent).
- [Food poisoning](#) (urgent - if clusters or outbreaks).
- [Haemolytic uraemic syndrome](#) (urgent).
- Infectious bloody diarrhoea (urgent).
- Invasive group A streptococcal disease (urgent).
- [Scarlet fever](#)
- [Legionnaires' disease](#) (urgent).
- [Leprosy](#)
- [Malaria](#) (urgent if UK-acquired).
- [Measles](#) (urgent).
- [Meningococcal septicaemia](#) (urgent).
- [Mumps](#).
- [Plague](#) (urgent).
- [Rabies](#) (only urgent if seen at time of bite rather than with symptoms).
- [Rubella](#).
- [Severe acute respiratory syndrome](#) (SARS) (urgent).
- [Smallpox](#) (urgent).
- [Tetanus](#) (urgent if IV drug user).
- [Tuberculosis](#) (urgent if health worker, case cluster or multiple drug resistance).
- [Typhus](#).
- [Viral haemorrhagic fever](#) (urgent).
- [Whooping cough](#) (urgent in acute phase).
- [Yellow fever](#) (urgent if UK-acquired).

Such events are thankfully rare but then they do occur it is critical that any communication is dealt with efficiently and sensitively. We must ensure that contact with relevant medical practitioners is appropriate and timely. For this reason the college contact is the Director of Student Services. In her absence contact can also be made with the Health & Safety Manager.

What to do in the event of an outbreak:

- Contact the Director of Student Services immediately, providing as much information as possible (student details, reported illness, medical contact etc)
- The Director of Student Services will seek immediate expert medical advice from the Health Protection Unit – reporting the issue at the same time.
- Following the advice of the Health Protection Unit, the Director of Student Services will liaise with the Health & Safety Manager and the appropriate curriculum area(s) to ensure the college takes relevant action to minimise harm and speed, enabling immunisation opportunities if requested/offered by medical advisers.
- The Director of Student Services will agree with the relevant HoF or nominee, appropriate internal support and action plan.
- The Director of Student Services will take steps to inform all relevant internal service/departmental heads.

In the absence of the Director of Student Services, the Health & Safety Manager will ensure these steps are followed. In the absence of the Health & Safety Manager, a Safeguarding Officer should be contacted.

Contact numbers for action:

- Health Protection Unit 0161 786 6710
- Infection Control Advice 0161 622 6472