

SAFEGUARDING

Practical guide for staff



GRIMSBY INSTITUTE GROUP

February 2013

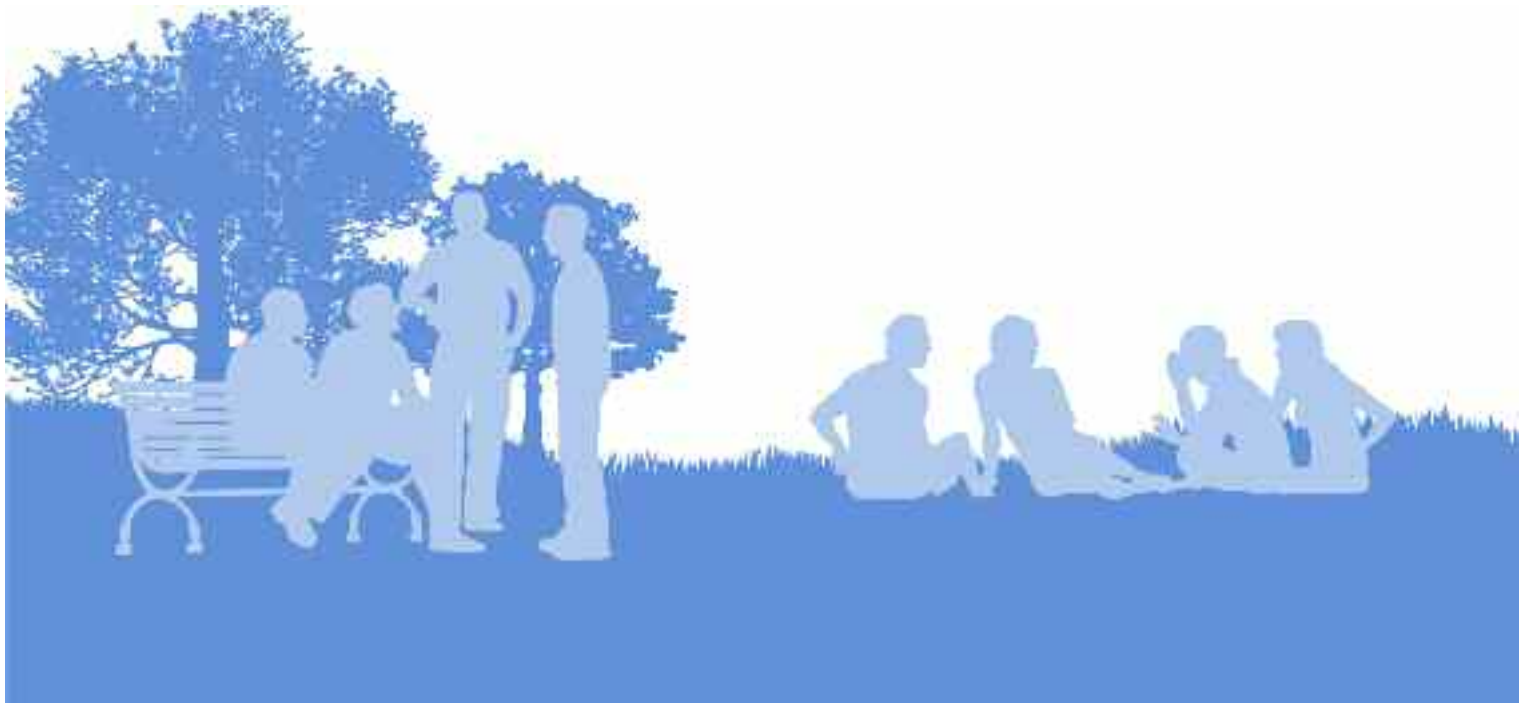
*It's everyone's
responsibility*



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INTRODUCTION

Government Legislation places a duty on all organisations involved with children and young people to promote safeguarding. The Grimsby Institute Group recognises that it has an important role to play in promoting the welfare and safeguarding of children, young people and vulnerable adults who are part of our community. The Group has a statutory and moral duty to support all learners and we want all our learners to feel safe and enjoy their time studying with us.

THE LEGAL FRAMEWORK

The Children Act 1989, Children Act 2004 (s11) and the Education Act 2002 (s175) set out the legal obligations everyone in education has in relation to safeguarding and promoting the welfare of children and young people and vulnerable adults.

Some of the issues included are:

- The requirement to have a Safeguarding Officer to provide support, advice and to co-ordinate safeguarding activities on behalf of the Group.
- A requirement that all staff have an awareness of safeguarding and know what to do if they suspect a child, young person or vulnerable adult is being harmed or abused.
- A duty to refer concerns, disclosures or suspicions of harm or abuse.
- A requirement to work with statutory agencies such as the Police, Social Care and the Local Children's Safeguarding Board.

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WHO HAS RESPONSIBILITY FOR SAFEGUARDING?

While Safeguarding is everyone's responsibility there are some staff within GIG who have specific responsibilities for safeguarding.

Graham Towse, Deputy Principal, acts as the Designated Senior Person for Safeguarding across the Grimsby Institute Group.

The Safeguarding Officer across the Grimsby and Lincolnshire sites is Rachel Jackson. Rachel can be found in Room OB106E at the Nuns Corner campus (Tel: 01472 311222 ext 474).

In Scarborough the Head of Learner Services is the Safeguarding Officer and can be contacted on 01723 356113.

There are also two Deputy Safeguarding Officers in Grimsby – Amanda Nettleton, Room OB106E (Tel: 01472 311222 Ext 625) Tamarra Taylor, Room OB106E (Tel: 01472 311222).

Jan Rhodes is the Deputy Safeguarding Officer at Scarborough and can be contacted on 07833 294541.

Louise Hanks at Scarborough and Vicky Hubbard at Grimsby are responsible for Safer Recruitment of Staff. Louise can be contacted on 07771 974835. Vicky can be contacted at Nuns Corner on ext 153.

There are a number of Safeguarding Representatives across all sites and their details can be found on Page 8.

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WHAT SHOULD I DO IF SOMEONE MAKES A DISCLOSURE?

No one likes to hear about vulnerable people being abused, neglected or unsafe and this can sometimes make it difficult to respond when concerns are raised.

It doesn't matter if you are a paid worker or a volunteer, you have a duty to act if you are worried about a learner. Any concerns that you have could make up part of a bigger picture which could help in preventing serious harm to a vulnerable person.

The individual's safety must take priority. At this time their feelings are more important than your own, or than any other person's such as their parents.

Sometimes you may have concerns that a learner is worried or anxious about things at college or home. You might recognise a change in the learner's behaviour or attitude. Their personal presentation may have deteriorated.

In such situations the learner should be encouraged to talk to someone.

This could be:

- You
- Their Tutor
- One of the Safeguarding Representatives (see list on Page 8)
- The Safeguarding Officer or the Deputy Safeguarding Officer
- A trusted friend or family member

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WHAT TO DO:

Always do something

- LISTEN – let the learner tell their story using their own words.
- LISTEN some more.
- Seek clarification so that you understand what is being said.
- Be genuine and honest towards the learner. Do not patronise them.
- Remain objective; remember it is not your responsibility to investigate potential abuse.
- Acknowledge that you recognise how difficult it might have been for them to talk to you if you think it is appropriate.
- Acknowledge that the learner has done the right thing in telling someone.
- Be clear with the learner about what will happen next.
- Be reassuring. As hard as it may be for you, the learner needs to feel safe now they have disclosed to you.
- Think about whether there are any immediate health or safety concerns. What situation will the learner be going home to?
- Report the information to the Safeguarding Officer.
- As soon as possible afterwards, make a written record. This should be factual, include quotes where possible and be signed and dated. The Safeguarding Officer should be provided with a copy of the report.
- You have a duty to share your concerns where you believe a learner may be at risk of being harmed.

REMEMBER when a learner discloses they are likely to have a range of difficult emotions. They may feel one or all of the following:

Guilty

Victims often blame themselves for the abuse and often feel guilt for telling.

Ashamed

Victims are often ashamed about the abuse itself.

Confused

Victims are often confused about their feelings for the perpetrator.

Scared

Victims are often fearful of the repercussions of telling. They may be scared of the perpetrator, scared that the abuse may recur, or that the family will break up.

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WHAT NOT TO DO:

Never keep concerns about a learners safety to yourself

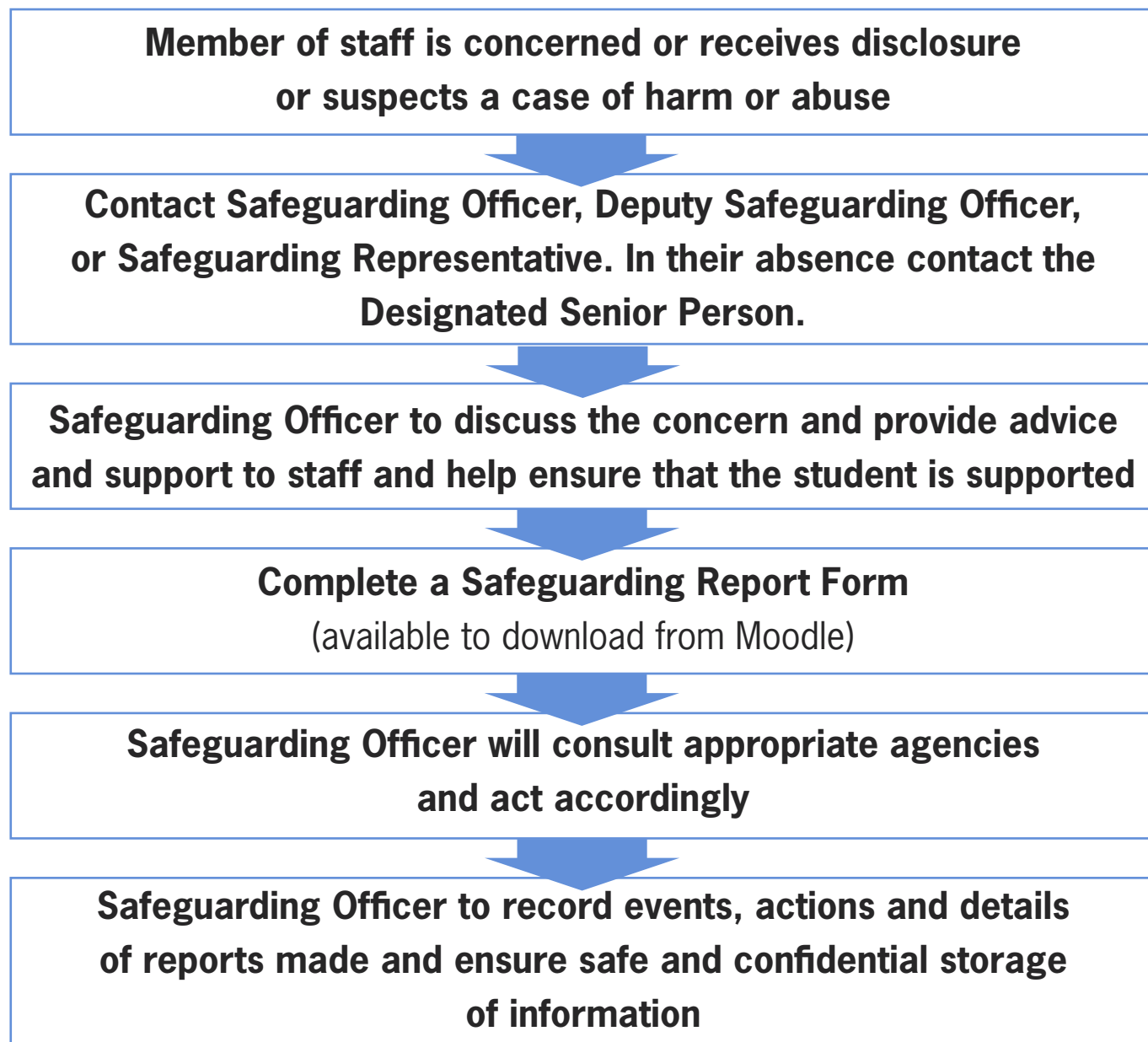
- **DO NOT** make promises you can't keep – you cannot promise to keep secrets for learners.
- **DO NOT** panic or show that you are shocked about what is being said to you. It is important to remain calm and in control of your feelings. Remember that although this is new to you, the learner may have been living with this for a long time.
- **DO NOT** initiate physical contact.
- **DO NOT** ask intrusive questions. Listen but don't pry. Respect the individual's need for privacy. Remember they may have to re-tell their story later on, so you only need to gather enough information to help you make a decision about what to do next.
- **DO NOT** make interpretations or assumptions about what has been said to you. Don't jump to conclusions about what you think might have happened. It's not your responsibility to investigate potential abuse.

It is your duty to refer all potential safeguarding concerns.

If you have concerns about a child, young person or a vulnerable adult being harmed or being at risk of being harmed, you should consult the Safeguarding Officer, the Deputy Safeguarding Officer or Safeguarding Representative without delay. If they are not available you should contact the Designated Senior Person for Safeguarding. You should make your Line Manager aware of the situation.

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Procedures flow chart for dealing with concerns, suspicions or disclosures of harm or abuse



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SAFEGUARDING REPRESENTATIVES

Nuns Corner, Grimsby

Amanda Nettleton	–	Deputy Safeguarding Officer, Ext 625
Carol Walker	–	Tutor LDD, Ext 343
Sophie Blow	–	Learner Mentor, 07789 373961
Nancy Pack	–	Learner Mentor, 07825 626893
Paul Mitchell	–	Learner Mentor, 07796 946923
Emma Cave	–	Learner Mentor, 07827 232305
Tamarra Taylor	–	Learner Mentor, 07833 058633

Vicky Hubbard – Senior HR Officer, Ext 153

Grimsby Area

Katie Easey	–	University Centre Grimsby, Nuns Corner, Ext 1436
Christina Ferrol	–	Accommodation Officer, Nuns Corner, Ext 1151
Jo Shaw	–	TST Team Leader, Westward Ho Campus, Ext 361
Sarah Dickens	–	Tutor, Animal Care, Nunsthorpe Campus, Ext 1229
Jon Findlay	–	Grimsby Learning Shop, 01472 347408
Mat Thompson	–	Humber Seafood Institute, Grimsby 01472 582400
Annette Brown	–	Tutor, Immage Studios, Immingham 01469 576646

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SAFEGUARDING REPRESENTATIVES

Lincolnshire

- David Smith – Centre Manager, LRAC, Louth
01507 604945
- Gavin Hosford – Centre Manager, LRC, Skegness
07795645727
- Catherine Booth – IT Learning Centre/LRC – Skegness & Louth
01754 899186
- Leila Vanderweele – The Graduate Salon, Louth
01507 611031

Yorkshire Coast College

- Jan Rhodes – Deputy Safeguarding Officer, 07833 294541
- Lisa Routledge – LDD Team Leader, Ext 6212
- Pam Tapsel – Learner Mentor, 07876 398087
- Leigh Brand – Learner Mentor, 07769 235615
- Paul Sharp – Progression Mentor, 01723 372105 Ext 6102
- Debbie Hilton – Employer Programmes Manager, 07885 554349
- Sian Harrison – Head of School, Westwood Campus,
07771 974263

- Louise Hanks – HR Director, Grimsby Institute Group,
07771 974835

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OUT OF HOURS NUMBERS

North East Lincolnshire Social Care

Adults – 01472 256256

Children – 01472 325555

Lincolnshire Social Care

Adults & Children – 01522 782333

North Yorkshire Social Care

Adults & Children – 0845 034 9417

Further Help and Advice

Helpline@nspcc.org.uk

www.nspcc.org

www.oneparentfamilie.org.uk

www.womensaid.org.uk (domestic violence)

www.there4me.com

www.parentlineplus.org.uk

www.talktofrank.com

www.samaritans.org.uk

www.bullyonline.org

www.anti-bullyingalliance.org.uk

www.kidscape.org

www.barnardos.org



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Nuns Corner, Grimsby, North East Lincolnshire, DN34 5BQ