



Safeguarding Young People in Education Procedure

September 2025

1. PURPOSE OF THE SAFEGUARDING PROCEDURE

The aim of this document is to keep children, and young people safe by providing a framework to ensure they experience a safe environment for students to learn and work, whilst contributing to the prevention of harm or abuse. This includes the protection of students who are identified as suffering or likely to suffer harm from any such risk to their safety, health or well-being, whether off-line or online in college, at home or in the wider community.

The document and the associated policies provide guidance to all ROC college employees who may have concerns of this nature within the context of their work.

2. WHO THE PROCEDURE IS FOR

- ALL ROC COLLEGE STAFF TO FOLLOW
- ALL AGENCY STAFF WORKING AT ROC COLLEGE TO FOLLOW
- TO PROTECT ALL STUDENTS UNDER 25 WITH AN EHCP

3. DEFINITION OF SAFEGUARDING

Definition taken from [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – safeguarding children and young people is defined as:

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

A child is defined as any young person under the age of 18 years but legislation refers to children and young people 16-25 who have an Education, Health & Care Plan and are within education.



4. MAKING SAFEGUARDING PERSONAL

Improving outcomes for all our students (16-25) underpins the development and learning which is achieved through the adoption of a whole college approach to safeguarding. The college emphasises safeguarding is everyone's responsibility, and recognises the importance of listening to students, and the embedding of opportunities and activities throughout our curriculum, to ensure students develop the appropriate life skills and protective behaviours to keep them safe.

The development of a safeguarding culture that focuses on the personalised outcomes desired by children and young people who may have been abused is a key operational goal. College leaders, therefore, consider the role they can play in embedding the 'Making Safeguarding Personal' approach across the college by establishing and developing:

- accessible information to support participation of children and young people in safeguarding support
- a focus on qualitative reporting on outcomes as well as quantitative measures
- advocacy opportunities
- person-centred approaches to working with risk
- policies and procedures that are in line with a personalised safeguarding approach

5. INDICATORS OF ABUSE

If you think a child or young person is being abused, you must pass this on to the Designated Safeguarding Lead via Databridge, or direct contact. The following might indicate that a child or young person is being abused.

- ❖ Unexplained changes in behaviour or personality
- ❖ Becoming withdrawn
- ❖ Seeming anxious
- ❖ Becoming uncharacteristically aggressive
- ❖ Evidence of a poor relationship with a parents
- ❖ Knowledge of adult issues
- ❖ Running away or going missing from home
- ❖ Bruising
- ❖ Unexplained weight loss

Children are often not aware that they are being abused or feel they are not able to tell you that they are being abused so you must be vigilant to spot the signs that a child might have been harmed.



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Regular training is provided throughout the academic year so that you know what to look for to help prevent or report the abuse that children and young people may be suffering. You need to be aware that safeguarding issues are rarely standalone and often cannot be covered by one definition or label alone.

6. KEY DEFINITIONS

DSL – Designated Safeguarding Lead
EHCP – Education, Health & Care Plan
SCR – Single Central Record

ACTION TO TAKE

If you have a concern that someone is being abused or neglected then you must take action.

Step 1

- Ensure that the Young Person is safe
- Listen to them and assure them that you are here to keep them safe
- Do not promise to keep anything they say to you a secret

Step 2

- You must inform the Designated Safeguarding Lead on Databridge or by phone/in person (if you cannot access Databridge) as soon as possible but no longer than 24 hours after receiving the safeguarding disclosure.

Step 3

- The Designated Safeguarding Lead will confirm receipt of the Databridge submission. This will be a written email confirmation and will take no longer than 24 hours from point of receipt.

Step 4

- If your concern is that a member of staff has harmed a child then you must call the DSL in person immediately who will contact People Services for advice. If your concern is about the DSL then you must contact the United Response DSL for Young People Jenny Tremewan, Director of People and Inclusion

Step 5

- After the point of raising the concern, you must continue to liaise with the DSL as requested. They may contact you by email and/or phone for more information and to update you on actions taken.



7. MANAGING SAFEGUARDING ROLES & RESPONSIBILITIES

RESPONSIBILITIES – ALL STAFF

All staff, including temporary agency staff are responsible for:

- Maintaining vigilance and remaining alert to signs of abuse
- Reporting concerns to an available DSL
- Providing updates to the DSL as requested

RESPONSIBILITIES – LEADERSHIP TEAM

At ROC College there are a team of leaders who are trained to respond to safeguarding concerns and are responsible for building a culture of safeguarding. These leaders are:

- Designated Safeguarding Lead for Young People in United Response: Jenny Tremewan (contact number 07557426917)
- ROC College Designated Safeguarding Lead: Nikki Forsyth (contact number: 07747 258634)

DDSL's are as follows:

- Justin Foster-Gandy (contact number 07471 645596)
- Rebecca Quantrill (contact number: 07805 793323)
- Natasha Irvine (contact number 07823 782318)

These staff have undertaken enhanced Designated Safeguarding Lead training in safeguarding.

RESPONSIBILITIES OF DSL

The DSL has ultimate lead responsibility for safeguarding and child protection with responsibilities set out in Annex C of KCSIE (2025) including online safety and understanding the filtering and monitoring systems and processes in place. The DSL is responsible for ensuring

- The management of SCR
- The publication and correct implementation of the organisations policy and college process document and reviewing the effectiveness through submission of written reports to the ESEE Committee and Operations Committee.
- All staff are aware and understand safeguarding and child protection, together with related themes for both online and offline safety. Knowing where to go and what to do if they have any concerns.
- Completion of external and internal audits related to the effectiveness of safeguarding



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- Oversight of the recording and passing on to external agencies, and internal bodies where appropriate, any disclosures received and liaising with the Local Authority Designated Officer (LADO) on any staff related matters, where required.
- Attendance of advanced multi-agency safeguarding training every two years and complete other safeguarding related continuous professional development to keep up to date with policy and best practice developments. This includes attendance of local safeguarding conferences.
- Effective record keeping whilst ensuring all documents relating to safeguarding are managed and secured in accordance with statutory guidance and legislation.
- Regular review and re-assessment of interventions when situations do not improve
- A half - termly review of the Safeguarding Young People in Education Procedure document is undertaken to ensure all identified staff and contact details are accurately recorded.
- They are an active and regular attender of United Responses Safeguarding Forum.
- Escalating concerns through line management or via United Response Quality Team for advice and support to resolve difficulties in reporting or acting on concerns raised.

See Young people safeguarding guidance for further DSL information for managing Safeguarding concerns

8. WHAT TO DO IF YOU STILL HAVE CONCERNS

All staff are responsible for following up any concerns raised if:

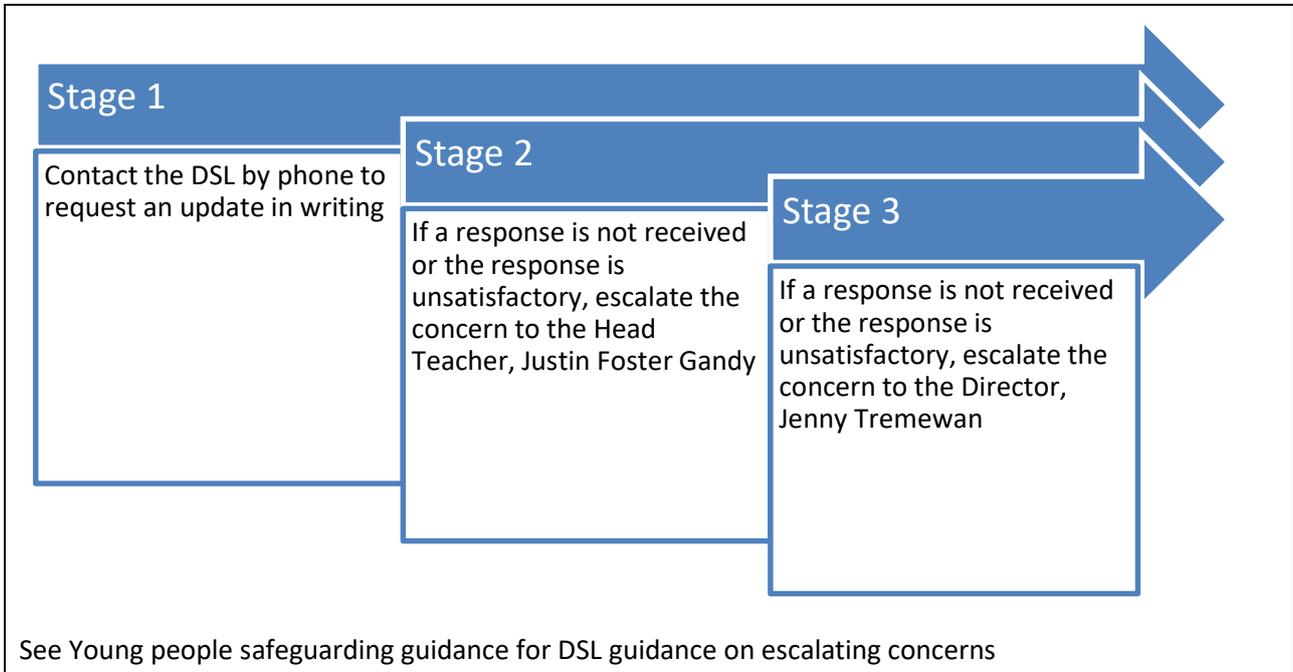
- They have not had communication regarding the concern raised
- They do not feel satisfied with the actions identified and still have concerns

Staff should follow the below steps:



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9. TRAINING		
<p>All education staff, committee members and the United Response Head of Safeguarding is expected to complete training relevant to safeguarding. This training will be provided through two online platforms; SSS Learning and Careshield and face to face. The expected training and frequency of completion information is outlined below.</p>		
Course title	eLearning platform or face to face	Frequency of completion
KCSIE Update	SSS Learning	1 year
KCSIE Document reading for Staff	SSS Learning	1 year
Child Sexual Exploitation (CSE)	SSS Learning	2 years
Child-on-Child Sexual Violence, Abuse and Harassment	SSS Learning	2 years
County Lines	SSS Learning	2 years
Domestic Abuse	SSS Learning	2 years



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Prevent Duty	SSS Learning	1 year
Safeguarding Adults and Children	Face to Face with Education Area Trainer	3 years
Child Protection eLearning	Careshield	2 years
Safeguarding Adults at Risk eLearning	Careshield	2 years
United Response: Whistleblowing Staff eLearning	Careshield	3 years

In addition, the DSL, Deputies, Head Teacher and United Response Head of Safeguarding will complete enhanced safeguarding training at least Level 4. The enhanced training is renewed every two years. These identified staff will also undertake one off internal training to ensure clarity regarding Serious Incident Reporting to United Response.

10. STATUTORY GUIDANCE

Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)

11. RELATED UNITED RESPONSE POLICIES & GUIDANCE

- [Safeguarding Guidance](#)
- [Safeguarding Children’s Policy](#)
- [Raising Concerns and Whistleblowing Policy](#)
- [Incidents and RIDDOR Policy](#)
- DSL guidance and information for Managing Safeguarding is in the Young Persons Safeguarding Guidance
- Raising a concern on Databridge Guidance
- Safeguarding Debrief Record



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12. CONTACTS

If you have any queries or concerns regarding this procedure, please contact the relevant person.

SUBJECT	CONTACT	TELEPHONE
Policy contacts		
Clarification on points of procedure	Rebecca Quantrill	07805 793323
Policy owner	Jennifer Tremewan	07557 426917
In an emergency always contact the Police or emergency services: 999		

13. DOCUMENT CONTROL

VERSION	DATE OF ISSUE	DATE OF NEXT REVIEW
1	September 2024	November 2024
2	November 2024	November 2025
3	September 2025	September 2026