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Author: Director of Care & Safeguarding lead
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Safeguarding Policy

Policy Reference: Safeguarding

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Governor approved: Yes

Purpose:	The policy provides guidance on safeguarding for adults and children. To help protect adults, children and young people at risk of abuse and mistreatment, roles and responsibilities of staff directly employed by the College, Governors and volunteers are given.
Procedures:	• Raising an adult safeguarding concern and referring • Raising a child safeguarding concern and referring • Disclosure in relation to Senior Managers and Governance • Managing Allegations against Staff and Volunteers
Accountabilities:	Director of Care (Designated Safeguarding Lead); Diversity, Equity & Inclusion Committee; Board of Governors
Target audience:	All staff, governors, volunteers, learners and citizens
Content linkage:	• Preventing Radicalisation and Extremism Policy • Quality Policy • Safer Recruitment Policy
Monitoring and Review cycle:	The College will review this policy and its safeguarding procedures annually or sooner if required, to reflect any organisational changes, national guidance or changes to legislation. It will be the responsibility of the Principal/CEO to: • identify a suitable reviewer • ensure that the review is conducted • ensure that required changes are made. Changes may be required as a result of legislation, national or local guidance, findings of Child Safeguarding Practice Reviews, recommendations of audits or from other sources. The College recognises the upcoming Protect Duty (Martyn's Law), which seeks to enhance preparedness for and protection against terrorist threats at publicly accessible locations. The College is committed to implementing proportionate measures to assess risk, protect learners and staff, and ensure a safe physical environment.

On behalf of the College Governing Body, the Diversity, Equity and Inclusion Committee will monitor the effectiveness of safeguarding practice through internal and external audit reports and associated action plans six times a year; this will inform any necessary changes to the policy and associated procedures.

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Glossary

Heading	Abbreviation
Care Quality Commission	CQC
Child Criminal Exploitation	CCE
Data Protection Act	DPA
Deprivation of Liberty Safeguards 2007	DoLS
General Data Protection Regulation	GDPR

General Medical Council	GMC
General Social Care Council	GSCC
Human Rights Acts	HRA
Independent Mental Capacity Advocate	IMCA
Independent Safeguarding Authority	ISA
Keeping Children Safe in Education	KCSIE
Liberty Protection Safeguards	LPS
Mental Capacity Act 2019 (and associated codes of practice)	MCA
Multi Agency Risk Assessment Conference	MARAC
Multi Agency Safeguarding Hub	MASH
Nursing and Midwifery Council	NMC
Office for Standards in Education, Children's Services and Skills	Ofsted
Police and Criminal Evidence Act 1984	PACE
Youth Justice and Criminal Evidence Act 1999	YJCEA
Nottinghamshire Safeguarding Children Partnership	NSCP
Nottinghamshire Safeguarding Adults Board	NSAB

Our Aim

Living a life that is free from harm and abuse is a fundamental human right of every person. Being subjected to harassment, violence and or abuse, may breach a person's rights, as set out in the Human Rights Act. When abuse does take place, it needs to be dealt with swiftly, effectively and in ways which are proportionate to the issues and where the adult, child, or young person in need of protection stays as much in control of the decision-making as is possible. The right of the individual to be involved and heard throughout this process is a critical element in the drive towards more personalised care and support and making safeguarding personal.

Empowerment, protection, prevention, proportionality, partnership and accountability are the cornerstones to protecting adults, children and young people at risk of harm. Our aim is to consolidate our experience to date and to encourage the development of further work in order to better protect adults, children and young people at risk.

The College is committed to improving the well-being of all adults, children, young people and families to whom it delivers education, care and guidance and support services. Keeping adults, children and young people safe and free from harm must be our first principle – if they are not safe they cannot be happy, healthy and achieve their full potential. The policy and its associated procedures are relevant to the Care Quality Commission (CQC) Outcome Regulation 13 – Safeguarding service users from abuse and improper treatment. It adopts the Nottinghamshire and Nottingham City Safeguarding Adults and Children Procedures, designed to explain simply and clearly how agencies and individuals should work to protect adults, children and young people at risk and recognise that safeguarding is a duty and shared responsibility.

The College champions the view that adults, children and young people must be valued, treated with fairness and dignity and have equality of opportunity in access to relevant services, regardless of the child's:

- Race, religion, first language or ethnicity
- Sex, gender identity or sexual orientation
- age
- health status or disability
- political or immigration status.

Working Together to Safeguard Children (2023) promotes a child centred and coordinated approach to safeguarding, which follows the following principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part: and
- a child centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

The College is committed to discharging in full its duties under Section 11 of The Children Act (2004). This places a statutory duty on key people and bodies to make arrangements to safeguard and promote the welfare of children.

All staff, governors or volunteers, in whatever setting, have a key role in preventing harm or abuse occurring and in taking action where concerns arise. The associated procedures set out to explain simply and clearly how agencies and individuals should work to protect adults, children and young people at risk.

Legal Framework

This policy fulfils the requirements of:

Working Together to Safeguard Children (2023)
The Counter-Terrorism and Security Act (2019)
Health and Care Act (2022)
The Children Act 1989 and (2004)
The Protection of Children Act (1999)
The Sexual Offences Act (2003)
The Human Rights Act (1998)
Mental Capacity Act (2019)
Working Together to Safeguard Children (2020)
Care Act (2014)
Safeguarding Vulnerable Groups Act (2006)
Nottinghamshire & Nottingham City Safeguarding Adults & Children Multi Agency Policy
Equality Act (2010)
Deprivation of Liberty Safeguards (2009)
Keeping Children Safe in Education (2025)
Online Safety Act (2023)
Children and Families Act (2014)
Safeguarding Children in Education (2014)
Children Missing from Education (2016)
Domestic Abuse Act (2021)

Children's Social Care National Framework Statutory Guidance (2024):

With reference to Keeping Children Safe in Education (2025), although staff should be aware of the Children's Social Care National Framework (2024) and its relevance to multi-agency working, there is no statutory requirement for college staff to comply with this framework. However, the principles of effective partnership and early intervention outlined within it support our approach to safeguarding and working with external agencies.

This Policy should also be read in conjunction with the following College procedures:

Recruitment and Selection Policy

Disciplinary Policy

Whistleblowing Policy

Anti-Bullying Policy

Complaints Policy

Health and Safety Policy

Preventing Radicalisation and Extremism Policy

Quality Policy

Safer Recruitment Policy

Designated safeguarding roles and staff at the College

Safeguarding role	College role	Staff contact detail
Safeguarding & Prevent Governor	Governor Safeguarding Lead	sarahegley@portland.ac.uk
Designated Safeguarding Lead	Assistant Principal - Care Pollyteach: Ellie Wood, Headteacher	DDI: 01623 499187 – internal extension 366 Mobile: 07912 044480 07775589587
Deputy Safeguarding Leads	Pollyteach: Debbie Overton, Assistant Headteacher	07766480961

	Rebecca Chalkley, SENCO	07443815169
	Jo Perry-Warriner, Business Manager	07400605943
Named Safeguarding Professionals	Pollyteach: Rhia Lambert, Head of Centre Meadows Courtney Kirk, Deputy Head of Centre, Elms Natalie Barsby, Deputy Head of Centre, Elms	

Equality statement

The College aims to design and implement a procedure that meets the diverse needs of the service and its community including learners, staff, governors and volunteers. It takes into account the provision of the Equality Act 2010 and the Care Act 2014 and aims to advance equality for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender) or their sexual orientation. In carrying out all of its duties the College will have due regard to the different needs of different protected equality groups.

Policy Statement

Portland College believes that safeguarding students is our paramount concern and therefore safeguarding issues take priority in relation to any other policies and/or procedures. The College is committed to ensuring this duty of care. This policy is intended to safeguard and promote the welfare of children, young people and adults at risk who are students of Portland College. Its aim is to provide an environment in which all learners, citizens and staff feel secure and supported.

Therefore, within statutory requirements the College recognises that safeguarding and promoting the welfare of children, young people and adults at risk is everyone's responsibility. Everyone who comes into contact with learners, citizens and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is person-centred. This means that they should consider, at all times, what is in the best interests of the individual.

Members of staff have a legal and moral responsibility to ensure that all children, young people and children, young people and adults at risk are protected from harm. All complaints, allegations or suspicions must be taken seriously. There is also a responsibility for the welfare of children, young people and children, young people and adults at risk who if they were to ignore such issues may result in harm.

Definitions:

The Children Act 1989 defines a child as person under the age of 18.

This policy accordingly applies to children/young people under the age of 18. 'Working Together to Safeguard Children 2023, statutory guidance published by HM Government, sets out the guidance on child protection for all staff, including those in further education. Colleges should be aware of the need to alert Social Care/Children's Services, the NSPCC or the Police, where they believe a child has been abused or is at risk of abuse. This would also include children and young people who are at risk of actual FGM (female genital mutilation), sexual exploitation, peer on peer abuse, child criminal exploitation (including county lines), missing in education, running away and bullying.

A Vulnerable Adult

A vulnerable adult refers to any person over the age of 18 years who amongst other indicators:

- Is or may be in need of community care services by reason of mental or other disability, age or illness
- Is or may be unable to take care of themselves
- Is or may be unable to protect themselves against significant harm or serious exploitation

Guiding Principles

The Government has established six principles which underpin all our adult safeguarding work. The principles are listed in the following table along with a description of the individual outcomes that should result:

Principles	Individual outcomes
Empowerment	Learners and citizens being supported and encouraged to make their own decisions with informed consent.
Prevention	It is better to take action before it occurs.
Proportionality	The least restrictive response appropriate to the risk presented.
Protection	Providing support and representation to those in greatest need.
Partnership	Local solutions through active partnership with our local communities and agencies.

Portland College recognises its duty to safeguard learners and citizens encompasses specific safeguarding issues whilst committing itself to these principles

Shared Responsibilities

A successful outcome for learners and citizens depends on strong multi-agency partnership working across the whole system of help, support and protection including effective work from all agencies with parents, carers, and families. Portland college is committed to working in partnership with learners, citizens, families and other multi-agency professionals to demonstrate the importance of building positive, trusting, and co-operative relationships to deliver tailored support to learners and citizens. Where there is active family involvement, the College will involve them as required and subject to the learner/citizen's wishes in accordance with Making Safeguarding Personal Agenda, 2014 and capacity considerations within the Children's Act, 1989, and Mental Capacity Act, 2019. The role played by the College, learner, citizen, families including the duties and responsibilities of each relevant partner will be agreed with all partners as the need arises and will be subject to the individual needs of the learner/citizen and the wider needs of the family.

Local Multi-Agency Partnership Arrangements

The College is committed to working in partnership and in accordance with the principles of the Nottinghamshire Safeguarding Children Partnership (NSCP) and the Nottinghamshire Safeguarding Adults Board (NSAB) safeguarding arrangements. The NSCP and NSAB provides the safeguarding arrangements under which the College and other safeguarding partners and relevant agencies work together to coordinate their safeguarding services. The College's Safeguarding Policies and Procedures have been developed following the NSCP and NSAB's safeguarding arrangements and relevant government legislation.

Providing Help, Support and Protection

The College will support the work of agencies, other organisations in providing help, support, and protection in early help, through statutory services under section 17 of the Children Act 1989⁴¹ and through section 47 of the Children Act 1989⁴² (child protection enquires and processes). Early help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. The College is most likely to have daily contact with most children and families, therefore is uniquely placed to identify concerns and, with partners as appropriate, address them early.

Learners who are children who may require early help will be offered early intervention through Nottingham City and Nottinghamshire Early Help support services for families. The College will ensure relevant staff are aware of the early help process, and understand their role in

identifying emerging problems, including sharing information with other professionals to support early identification and assessment of a child's needs. It is important for young children to receive the right help at the right time to address risks and prevent issues escalating. This also includes staff monitoring the situation and feeding back to the Designated Safeguarding Lead any ongoing/escalating concerns so that consideration can be given to a request for involvement to Children's Services if the child's situation does not appear to be improving.

Professionals and families wishing to get advice and guidance linked to Early Help Services, can make contact using the following:

Nottinghamshire Early Help Unit

Telephone: 0115 804 1248; email: early.help@nottscc.gov.uk

Nottingham City Early Help Services

Targeted Family Support – support for families with children aged 0-19 years. Referrals can be made via Nottingham City Council MASH team (Tel: 0115 876 4800) Email: CityMASH@nottinghamcity.gov.uk)

Brief Intervention Team – Short term interventions for families with children aged 0-19 years. Referrals can be made via Nottingham City Council MASH team (Tel: 0115 876 4800 Email: CityMASH@nottinghamcity.gov.uk)

Child and Adolescent Mental Health (CAMHS) – If a child/young person, parent or professional of a young person is struggling with their mental health, contact can be made online or call 01158764000.

Behavioural and Emotional Health Team (BEH) – If a child/young person, parent or professional of a young person who is struggling with their child who is presenting with ADHD or ASD symptoms, contact call 01158764000

Supporting Families - A better way of targeting help and support to those families who need it most. Contact the team via Email: fip@nottinghamcity.gov.uk or Telephone: 0115 8763606

Types of abuse and wider safeguarding issues

The Children's Act 1989 highlights the main forms of abuse which are listed below. The College maintains a "zero" tolerance approach to all the types of abuse and the wider issues linked to it.

Children			
Emotional	Physical	Sexual	Neglect or Acts of Omission

The wider safeguarding issues include:

Breast Ironing	Gangs and youth violence	Coercive behaviour	Hate Crime
Bullying/Cyber bullying	Gender-based violence/Violence against women and girls (VAWG)	Drugs and alcohol abuse	Mental health
Discriminatory	Institutional	Financial	Domestic Abuse
Child Sexual Exploitation	Fabricated or induced illness	Female Genital Mutilation (FGM)	Child on Child abuse
Private fostering	Radicalisation and extremism	Sexting	Child Criminal Exploitation (CCE)
Modern Day Slavery	Self-Neglect	Online Abuse	

The definitions of the above can be found in the associated safeguarding procedures.

Online Abuse – Legal Context

This policy reflects the principles of the Online Safety Act 2023, which reinforces responsibilities for safeguarding children, young people, and vulnerable adults from online abuse, exploitation, and radicalisation. The College ensures robust filtering, monitoring, and educational practices to promote digital safety are in place to prevent, identify, and respond to online risks, particularly those that involve illegal content, harassment, or exploitation in all aspects of its provision.

Mental Capacity

The Mental Capacity Act (MCA) 2019 provides a statutory framework to empower and protect people from age 16 who may lack capacity to make decisions for themselves and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters. All decisions taken by the College in the Safeguarding process must comply with this Act.

Mental Health

The College recognises the strong correlation between safeguarding and mental health. Staff are trained to identify signs of mental health concerns, including anxiety, depression, self-harm, and eating disorders, and are encouraged to act early in seeking support for learners/citizens at risk.

As part of our safeguarding approach, we:

- Promote positive mental health and resilience in learners and citizens
- Provide mental health support through trained staff and external referrals
- Include mental health education in the curriculum and care plan support where appropriate

Deprivation of Liberty Safeguards (DoLS)

The College commits to implement the principles of the Deprivation of Liberty Safeguards (DoLS) whilst providing care and treatment. DoLS provide protection to people in hospitals and care homes by ensuring any restriction in their care has been authorised by the supervisory local authority. DoLS apply to people who have a mental disorder and who

do not have mental capacity to decide whether or not they should be accommodated in the relevant care home or hospital to receive care or treatment.

Consequently, all decisions on care and treatment must comply with the MCA and the DoLS codes of practice, otherwise these may be classed as abuse. In July 2018, the government published a Mental Capacity (Amendment) Bill, which passed into law in May 2019. It replaces DoLS with a scheme known as the Liberty Protection Safeguards (LPS) (although the term is not used in the Bill itself). This policy acknowledges the upcoming transition from Deprivation of Liberty Safeguards (DoLS) to Liberty Protection Safeguards (LPS), as outlined in the Mental Capacity (Amendment) Act 2019. Staff will be updated and trained accordingly in preparation for implementation.

On 5 April 2023, the Government announced that it would be delaying the implementation of the Liberty Protection Safeguards (“LPS”) to replace the Deprivation of Liberty Safeguards (“DoLS”) “beyond the life of this Parliament”. This means that the DoLS framework will remain in place for the foreseeable future.

Key features of the Liberty Protection Safeguards (LPS) include:

- In line with the Law Commission’s suggestion they start at 16 years old.
- Deprivations of liberty have to be authorised in advance by the ‘responsible body’:
- For the responsible body to authorise any deprivation of liberty, it needs to be clear that:
 - the person lacks the capacity to consent to the care arrangements
 - the person has a mental disorder
 - the arrangements are necessary to prevent harm to the care-for person, and proportionate to the likelihood and seriousness of that harm
- Safeguards once a deprivation is authorised include regular reviews by the responsible body and the right to an appropriate person or an IMCA to represent a person and protect their interests
- As under DoLS, a deprivation can be for a maximum of one year initially.
- Again, as under DoLS, the Court of Protection will oversee any disputes or appeals

Consent

It is always essential in safeguarding to consider whether the child/young person (16-18 years) and adult at risk is capable of giving informed consent in all aspects of their life. If they are able, their consent should be sought. The College will seek consent from learners and citizens with capacity over any safeguarding decisions that affects their care. Where capacity is established to be absent, the College will follow the best interest's process.

Looked after children

Looked After children have additional needs and vulnerabilities. In addition to this policy and the safeguarding procedures, staff, governors and volunteers should refer to [Promoting the health and wellbeing of looked-after children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/promoting-the-health-and-wellbeing-of-looked-after-children) and other current national and local documents related to the care of looked after children.

Every effort is made to be aware of Children Looked After enrolled in the College, with lead LAC responsibility delegated to a member of the College Safeguarding Team. The College liaises with local authorities, feeder schools, the NSAB and other appropriate agencies to ensure that records are shared where students join the College with safeguarding concerns or subject to a Child Protection Plan.

The College is committed to being an effective member of the Local Safeguarding Children Boards (LSCB) and recognises the vital role of multi-agency collaboration in the safeguarding of children and young people.

Extremism / Radicalization – the Prevent Duty

The Counter Terrorism and Security Act (2019) places a duty to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty). This is part of the government's wider counter terrorism strategy aimed at raising awareness of the challenges raised by terrorism and extremism and providing appropriate support and advice. Portland College is committed to providing a secure environment for learners and

citizens where they feel safe and are kept safe from the risks of extremism and/or radicalisation. Further details can be found in the Prevent policy.

Roles and Responsibilities (in relation to adult and/or child safeguarding)

1. **The College Principal and CEO** is ultimately responsible for safeguarding performance across the College. The College Board of Governors will receive an annual quality and integrated performance report in relation to safeguarding and will attend safeguarding updates in line with College mandatory training requirements.
2. **The College Quality Assurance Committee** will be responsible for assuring itself that there is sufficient accountability and ownership of processes, procedures (which would include appropriate training of staff) and due diligence with regard to all children, young person and adult safeguarding. It has a role in ensuring its contribution to the multi-agency partnership safeguarding arena is discharged appropriately.
3. **The College Diversity, Equity and Inclusion Committee** will monitor the effectiveness of safeguarding practice through internal and external audit reports and associated action plans six times a year; this will inform any necessary changes to the policy and associated procedures.
4. **The Designated Safeguarding Lead and the Deputy Designated Safeguarding Leads** will ensure clear and robust procedures are in place for staff to obtain guidance and clarity on safeguarding concerns and the referral process.
They are responsible for:
 - providing operational leadership to the College on children, young person and adult safeguarding matters
 - having Professional oversight of all safeguarding children, young person and adult cases at the College
 - maintaining accurate records of all safeguarding children, young person and adult cases at the College

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- ensuring the College staff development programme is of a high standard and reflects local and national safeguarding children, young person and adult's requirements
 - developing and monitoring the quality of safeguarding children, young person and adult practice across the College
 - developing effective partnership working with external agencies.
 - ensure there are adequate and effective filtering and monitoring technology on all College devices and networks.
 - supporting counter-terrorism preparedness
5. **The College Board of Governors** provides leadership and strategic direction for the College and will have a designated Trustee that provides expert knowledge, support and advice to the staff team on the issue of safeguarding children, young person and adults at risk.
6. **Departmental Managers are responsible for:**
- providing advice and guidance to staff on safeguarding issues/concerns raised within any of their departments
 - ensuring that all staff within their respective department access induction and safeguarding refresher updates
 - ensuring that staff that raise a concern based on the safeguarding of children, young people and adults at risk are supported to access advice and support from their manager
 - ensuring that staff complete the running records and forward these without delay to the safeguarding named person.

In addition;

7. **All staff, Governors and volunteers are responsible for:**

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- recognising the importance of how issues of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation may impact on individuals.
 - raising concerns regarding suspected, actual abuse and/or historical abuse with their line manager or seek advice from the named safeguarding professionals without delay
 - co-operating with any safeguarding investigations
 - attending appropriate children, young people and adults at risk safeguarding education and training
 - maintaining good record keeping standards and always completing a running record where a concern or allegation of abuse and/or neglect is disclosed.

Allegations of Abuse against College Staff, Volunteers or Governors

Any allegation of abuse by a staff member must be managed in accordance with the College Procedure for allegations against staff [available from the HR Hub]. Reference should also be made to Local Multi-Agency Safeguarding Adults or Children's Procedures and Local Authority Designated Officer (LADO) allegations against staff - [Safeguarding adults - Multi-Agency Safeguarding Hub \(MASH\) | Nottinghamshire County Council](#) and [Allegations Against Staff or Volunteers \(proceduresonline.com\)](#)

These apply when:

- there are suspicions or allegations of abuse by a person who works with either children, young person or adults, in a paid or unpaid capacity or a person in a position of trust (PIPOT).
- it has been discovered that an individual known to have been previously involved in abuse, is or has been, working with children or adults
- when the allegation or suspicion arises in connection to the individual's work, her/his own family or in relation to any other relationships.

Where an allegation has been made against a member of staff the relevant manager should also take advice from Human Resources regarding any actions required with regard to performance and conduct.

Low level concerns for Staff/Adults working in/on behalf of the College

As part of the College's approach to safeguarding, we will promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, persons in position of trust (PIPOT), volunteers and contractors) are dealt with promptly and appropriately. Creating a culture in which all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately, is critical well-being and safety of our learners. Further details can be found in the College's Raising a Child and Raising an Adult Safeguarding procedures.

Support and Supervision

It is recognised that learners and staff may find it difficult or stressful to be involved in adult or child abuse reporting or investigation:

- Line managers should recognise the risk of psychological trauma to the member of staff involved and offer advice and support, for example, through supervision with the line manager, Human Resource Department or referral to Occupational Health or other services to help them through what potential is a difficult time.
- Staff should be supported through regular follow up meetings (at least monthly until no longer required) with their manager or another appropriate member of staff to ensure they have recovered or are recovering from the experience. This will be recorded in supervision notes.
- Learners and citizens or carers whose alleged abuse is being investigated may need support from the College. It will be the Human Resources Department and the Designated Safeguarding Lead responsibility for supporting staff to ensure that learners/citizens and/or carers have an appropriate care plan to identify the relevant support to ensure their needs are met. This should be done in collaboration with any investigation team, taking care that evidence is not destroyed or invalidated during the investigation process.

- All governors or volunteers can obtain advice or support from a member of the safeguarding team at any time if they have concerns about a learner's welfare or safety.

Learning from Safeguarding Incidents

As a College, we recognise it is essential to review and analyse all safeguarding incidents to identify the impact that our practices may have had on a child, young person or adult's life and on the lives of their family members, and whether or not different approaches or those actions could have resulted in a different outcome. It is in this way that we can identify lessons and make good judgements about what might need to change across the organisation.

The objective of reviews is to identify improvements that can be made to safeguard and promote the welfare of children, young people, and adults and to prevent or reduce the risk of recurrence of similar incidents. They are not conducted to hold individual staff or teams, to account, as there are other processes for that purpose, including employment law and College disciplinary procedures.

Where a serious safeguarding incident occurs (including when a child, young person, or adult who might be a current learner/citizen or leaver, over the age of 21 and up to the age of 25, has died or been seriously harmed) and the College will report once we become aware and work in partnership with the local authority, family, social services, NSAB and other statutory agencies to support a Serious Case Review investigation to enable the LSCP fulfil its duties.

Training Requirements

All staff, Governors and volunteers within Portland College are required to access adult and child protection training at a level applicable to their role as defined by the; [Keeping Children Safe in Education 2024](#), [Safeguarding Vulnerable Groups Act 2006](#), [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)

- Attendance at safeguarding training is a mandatory requirement. All staff, Governors and volunteers must be aware of their roles and responsibilities in safeguarding and promoting the welfare of adults and children.

- Managers must ensure that their staff attend appropriate safeguarding training in accordance with Staff Training and Development in the Quality Policy, and that this is achieved through the annual meeting to complete their appraisal.
- Ensuring the provision of safeguarding education within the organisation is the function of the Assistant Principal – Care, Designated Safeguarding Lead.
- Safeguarding training and education details will be reported annually to the College Quality and Staff Development Committee.
- All staff will receive training in Safeguarding (children, young people and adults at risk) during College induction and refresher training every three years during their employment. Training will include staff awareness of online harms as set out under the Online Safety Act 2023 and also reference to the Protect Duty (Martyn's Law)

Family and Friends

Family, friends and other relevant people who are not implicated in the allegation of abuse often have an important part to play in the Safeguarding process, and can provide valuable support to the individual/child. In some cases, they can also assist in managing the risk. In line with the Nottingham and Nottinghamshire Multi-agency safeguarding at risk guidance, staff can support understanding to the person at risk and wider family by providing the College's safeguarding policies, procedures and easy read version to support understanding of the process and their part to play in ensuring safeguarding is personalised.

If appropriate and possible, where the adult or child at risk has mental capacity and gives their consent, and there are no evidential constraints, family and friends should be consulted. If the adult/child does not have mental capacity, family and friends must be consulted in accordance with the principles of the MCA 2005 and if it is safe to do so as part of the Best Interests decision making process. A record should be made of the decision to consult or not to consult family and friends with reasons being given and recorded.

Allegations of Abuse against External Organisations, Staff using the College's premises

Any allegation of abuse against any external professional or client or staff must be managed in accordance with the College Procedure for allegations against staff [available from the HR Hub]. Reference should also be made to Local Multi-Agency Safeguarding Adults or Children's Procedures, allegations against staff - [Safeguarding adults - Multi-Agency Safeguarding Hub \(MASH\) | Nottinghamshire County Council](#)

These apply when:

- there are suspicions or allegations of abuse by an external person who has contact with children or adults, in a paid or unpaid capacity whilst using the College's premises
- when the allegation or suspicion arises in connection to the individual's work i.e. an individual or organisation who uses the College's premises.

Where an allegation has been made against an external person, the relevant manager should also take advice from Human Resources which might include informing the Local Authority Designated Officer (LADO) regarding any actions required.

Selection and Recruitment of Staff

Recruitment must take place in accordance with the College's Safer Staff Recruitment Policy. For those posts involving regular or close contact with children the preferred candidate requires satisfactory completion of the following prior to commencement in post:

- Disclosure and Barring Service (enhanced) disclosure check
- Professional Register check (if applicable)
- Online search (if applicable)
- Confirmation of identity through official documents, particularly if they are married or have otherwise changed their name

- Verification of authenticity of qualifications
- Verification of employment/professional references.

Whistle Blowing

Whistleblowing is the action a staff member takes to report wrongdoing within the College that affects others which might be children, young people, and adults at risk or individuals/adults working in/or on behalf of the College. All staff should make use of the College's internal safeguarding reporting systems to whistleblow or raise any issue in confidence.

Safeguarding Procedures

Please refer to the Raising an Adult and Raising a Child Safeguarding procedures for the full procedural framework on our Safeguarding Adult and Child duties.

Related documents

Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers (2018):

[Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/684223/Information-sharing-advice-for-safeguarding-practitioners.pdf)

Child maltreatment: when to suspect child maltreatment in under 18s (NICE 2017):

[Overview | Child maltreatment: when to suspect maltreatment in under 18s | Guidance | NICE](https://www.nice.org.uk/guidance/CG127/resources/child-maltreatment-when-to-suspect-child-maltreatment-in-under-18s-2017-1)

Data Protection Act (2018); [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/684223/Data-protection-the-data-protection-act-2018.pdf)

Department for Education (DfE) Keeping children safe in education 2025:

[https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_childr
en_safe_in_education_from_1_September_2025.pdf](https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf)

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Published: November 2023, Reviewed Sept 2025



Department of Education and Department of Health and Social Services (2022) Promoting the health and wellbeing of Looked After Children:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1100188/Promoting the health and well-being of looked-after children August 2022 update.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1100188/Promoting_the_health_and_well-being_of_looked-after_children_August_2022_update.pdf)

Care Act (2014):

<https://www.legislation.gov.uk/ukpga/2014/23/contents>

Deprivation of Liberty Safeguards (DoLS); [Deprivation of Liberty Safeguards \(DoLS\) at a glance - SCIE](#)

Female Genital Mutilation Act (2003): [Female Genital Mutilation Act 2003 \(legislation.gov.uk\)](#)

General Data Protection Regulation (GDPR) Act (2018); [Data Protection Act 2018 \(legislation.gov.uk\)](#)

His Majesty's Government (2023) Working Together to Safeguard Children: <https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

His Majesty's Government (2020) What Ofsted means by a serious incident: [Reporting serious incidents in a children's social care service to Ofsted - GOV.UK \(www.gov.uk\)](#)

Human Rights Act; [Human Rights Act 1998 \(legislation.gov.uk\)](#)

Law Commission Adult Social Care Command Number 326 May 2011: [Adult Social Care - Law Commission](#)

Mental Capacity Act; [Mental Capacity Act 2019 Legislation.gov.uk](#)

Nottingham & Nottinghamshire Safeguarding Adults Guidance; [Nottingham and Nottinghamshire Multi-Agency Safeguarding Adults at Risk Guidance | Nottinghamshire County Council](#)

Police and Criminal Evidence Act (PACE) 1984; [Police and Criminal Evidence Act 1984 \(legislation.gov.uk\)](#)

Safeguarding Vulnerable Groups Act 2006;
[Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](#)

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The Children Act (2004):

https://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf

The Children Act (2004) section 11:

<https://www.legislation.gov.uk/ukpga/2004/31/section/11>

The Children Act (1989): [Children Act 2004 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1989/41/section/1)

Youth Justice and Criminal Evidence Act (YJCEA) (1999): [Youth Justice and Criminal Evidence Act 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1999/37/section/1)

Annexes: none