



# DERBY COLLEGE GROUP POLICY

## Safeguarding Policy

|                                     |                                                                                    |
|-------------------------------------|------------------------------------------------------------------------------------|
| Policy Number:                      | STS012                                                                             |
| Executive Owner:                    | Director of Health and Safety (DSL)                                                |
| Owning Strategy / Department:       | Safeguarding                                                                       |
| Approval Board / Committee / Group: | Corporation/Safeguarding Leadership Meeting/Safeguarding Operational Group         |
| User Group:                         | Employees, Students, Apprentices, Stakeholders, Contractors, Members of the Public |
| Relevant To:                        | Employees, Students, Stakeholders, Contractors, Members of the Public              |
| Implementation Date:                | 22/09/2025                                                                         |
| Approval Date:                      | 22/09/2025                                                                         |
| Next Review Period Start Date:      | 01/08/2026                                                                         |
| Expiry Date:                        | 01/09/2026                                                                         |

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|-------------|-------------------------------------|
| Date:       | September 2025                      |
| Ref:        | V18                                 |
| Originator: | Director of Health and Safety (DSL) |
| Area:       | Safeguarding                        |

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## Policy Accountability and Implementation

|                                   |                                                                  |
|-----------------------------------|------------------------------------------------------------------|
| Policy Title:                     | Safeguarding Policy                                              |
| Policy Author / Reviewers:        | Director of Health and Safety (DSL)                              |
| Policy Implementation:            | Corporation                                                      |
| Policy Monitoring and Compliance: | Safeguarding Operational Group / Safeguarding Leadership Meeting |
| Policy Review Timeline:           | This policy will be reviewed annually                            |

### Synopsis:

At DCG, safeguarding is of the highest priority. The safety and well-being of students is paramount in all College activities. The College recognises that all employees, volunteers, and students play a vital role in safeguarding—particularly in promoting the welfare of children and vulnerable individuals, and in preventing abuse or harm.

DCG acknowledges that vulnerability is not static—any person may be considered vulnerable at any time. The College is committed to fulfilling its statutory responsibilities under the Department for Education’s statutory guidance, including:

- Working Together to Safeguard Children (updated 12 June 2025)
- Keeping Children Safe in Education (published May 2024; in force from 1 September 2024)
- Designated Teacher for Looked-After and Previously Looked-After Children (published 26 February 2018)

This commitment is further supported by key legislation:

1. Children Act 1989 and 2004, including:
  - *Section 17* – Provision of services for children in need
  - *Section 47* – Duty to investigate risk of significant harm
2. Education Act 2011
3. Human Rights Act 1998 and Equality Act 2010, including the Public Sector Equality Duty
4. Data Protection Act 2018 and UK GDPR

DCG also adheres to the Prevent Duty, as outlined in:

- Prevent Duty Guidance: England and Wales (published 7 September 2023; in force from 31 December 2023)
- The Prevent Duty: Safeguarding Learners Vulnerable to Radicalisation (published 7 September 2023)

Locally, DCG follows the Derby and Derbyshire Multi-Agency Safeguarding Children Procedures, ensuring alignment with regional safeguarding protocols.

To meet these obligations, all employees and volunteers must be fully aware of the College’s safeguarding procedures, including clear lines of communication and defined levels of responsibility. This ensures that safeguarding concerns are addressed promptly, appropriately, and effectively.

# Policy Classification and Publication

## Classification

*Note: Author to delete options as appropriate*

- Essential Authority (EA)

## Publication

*Note: Author to delete options as appropriate*

- Intranet – Policy portal
- Student VLE (Moodle)
- Website

## Empowering/related legislative and/or authoritative references:

Keeping Children Safe in Education (September 2025), Working Together to Safeguard Children (2023), Education Act 2011 and the Children Act 1989 and 2004 (Section 17 Child in Need (Provision of services for children in need, their families and others) and Section 47 Risk of Significant Harm (Local Authority's duty to investigate)), Care Act 2014.

## Periodic Policy Review / Change History

*Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rationale for a new or substantive policy review*

| Version | Reviewed / Modified by:               | Change History                                                                                                                           | Advisory committee / groups or specialists | Review / Meeting Date/s |
|---------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------|
| 5.0     | Environmental Compliance Manager      | Senior Designated person job title changed to Designated Safeguarding Lead in line with Keeping Children Safe in Education guidance      | QIG - Safeguarding                         | June 2016               |
|         | ECM                                   | Inclusion of Early Help Process and other forms of abuse                                                                                 | QIG - Safeguarding                         | June 2016               |
|         | ECM                                   | Vice Principal Student Journey, Inclusion & Vocational Curriculum job title changed to Deputy Principal Education and Student Experience | QIG - Safeguarding                         | September 2016          |
| 6.0     | ECM/Team Manager – Student Engagement | Designated Safeguarding Lead changed to Head of Ilkeston & Student Support Services                                                      | QIG - Safeguarding                         | July 2017               |
|         | ECM/TMLE                              | Little Explorers Nominee changed to Head of Ilkeston & Student Support Services                                                          | QIG - Safeguarding                         |                         |
|         | ECM/TMLE                              | Training element included within Team Manager – Student Engagement responsibilities                                                      | QIG - Safeguarding                         |                         |
|         | ECM/TMLE                              | Self Harm Policy added to Supporting Documents list                                                                                      | QIG - Safeguarding                         |                         |
|         | ECM/TMLE                              | Job titles amended in line with recent management changes                                                                                | QIG - Safeguarding                         |                         |
|         | ECM/TMLE                              | Data Protection Act amended to General Data Protection Regulations                                                                       | QIG - Safeguarding                         |                         |
|         | ECM                                   | Learner changed to student throughout policy in line with College preferred term of reference                                            | QIG - Safeguarding                         |                         |
| 7.0     | ECM/TMLE                              | Example of leading question inserted                                                                                                     |                                            | September 2017          |
|         | ECM/TMLE                              | Example of independent action inserted                                                                                                   |                                            |                         |
|         | ECM/TMLE                              | Reporting to a member of the Safeguarding Team made more explicit                                                                        |                                            |                         |
|         | ECM/TMLE                              | Subcontract provision made more explicit who is responsible for monitoring and managing                                                  |                                            |                         |

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|             | ECM/TMLE                                          | Immediate referral made more explicit in relation to who is responsible for this                                                                                                                                                                                                                                                                                                                                  |                |            |
|             | ECM/TMLE                                          | DSL (or nominated deputy) will inform the alleged offender                                                                                                                                                                                                                                                                                                                                                        |                |            |
|             | ECM/TMLE                                          | Made it more explicit which College policy an employee would follow if they wished to appeal against a decision following disciplinary action                                                                                                                                                                                                                                                                     |                |            |
|             | ECM/TMLE                                          | Made it more explicit that HR will contact an employee following allegations without foundation                                                                                                                                                                                                                                                                                                                   |                |            |
|             | ECM/TMLE                                          | Self-referral support expanded to include Employee Assistance Programme                                                                                                                                                                                                                                                                                                                                           |                |            |
|             | ECM/TMLE                                          | Attendance at Case Strategy Meetings will either be attended by the Director of HR or their nominated deputy                                                                                                                                                                                                                                                                                                      |                |            |
|             | ECM/TMLE                                          | Obtaining a DBS for employees made more explicit, to include their role and responsibilities within the College and in line with Government guidance                                                                                                                                                                                                                                                              |                |            |
|             | ECM/TMLE                                          | Procedures section (pg. 12) inserted information regarding new ESFA requirement to report safeguarding allegations against the organisation to the ESFA                                                                                                                                                                                                                                                           |                |            |
| <b>8.0</b>  | HISSS                                             | Guideline section page 28 re Female Genital Mutilation. More explicit reference regarding the requirements of teachers to report cases of FGM to the police.                                                                                                                                                                                                                                                      | DSL Exec Group | 23.11.17   |
| <b>9.0</b>  | ECM                                               | Inclusion of supervision timetables into the roles of Team Managers (page 18) and Director of HR (page 19)                                                                                                                                                                                                                                                                                                        |                | 23.02.18   |
|             | ECM                                               | Inclusion of key principles which underpin all adult safeguarding work                                                                                                                                                                                                                                                                                                                                            |                |            |
| <b>10.0</b> | ECM                                               | Change of job title from Team Manger – Student Engagement to Team Manager – Student Welfare & Guidance (TMSWG)                                                                                                                                                                                                                                                                                                    |                |            |
|             | ECM                                               | Inclusion of the roles and responsibilities of the Residential & Welfare Manager                                                                                                                                                                                                                                                                                                                                  |                |            |
| <b>11.0</b> | ECM/TMSWG                                         | Added in section on peer on peer abuse                                                                                                                                                                                                                                                                                                                                                                            |                | 24.07.18   |
|             | ECM/TMSWG                                         | Within Designated Safeguarding Lead responsibilities included about Carer Leavers and transferring of safeguarding files                                                                                                                                                                                                                                                                                          |                |            |
|             | ECM/TMSWG                                         | Added in section on Host Families                                                                                                                                                                                                                                                                                                                                                                                 |                |            |
|             | ECM/TMSWG                                         | Within Executive Director of HR's responsibilities included the requirement to seek written confirmation related to fee-funded ITT trainees                                                                                                                                                                                                                                                                       |                |            |
|             | ECM/TMSWG                                         | Within Executive Director of HR's responsibilities included the requirement to undertake appropriate checks for employees changing roles                                                                                                                                                                                                                                                                          |                |            |
|             | ECM/TMSWG                                         | Within Executive Director of HR's responsibilities included the requirement to have supervision timetables in place for new starters (as necessary)                                                                                                                                                                                                                                                               |                |            |
|             | ECM/TMSWG                                         | Within Executive Director of HR's responsibilities included the requirement for DBS information for contractors/volunteers working within the College to be obtained                                                                                                                                                                                                                                              |                |            |
|             | ECM                                               | Removal of the Disqualification by associated definition and updated the procedures to reflect the changes in legislation                                                                                                                                                                                                                                                                                         |                |            |
|             | ECM 24.08.18                                      | Change of job title from Head of Ilkeston & Student Support Services to Director of Services for Students                                                                                                                                                                                                                                                                                                         |                | 24.08.18   |
|             | Director of Services for Students, DSL 25/06/2019 | Reviewed and minor updates only required. References to Derby College replaced with DCG. Responsibility for Policy development as well as implementation sits within the Director of Services for Students role (policy development previously within Environmental compliance manager role) - see section 5 Updated references to Keeping Children Safe in Education September 2019 (updated statutory guidance) | DSL Exec Group | 26/06/2019 |

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|            | Director of Services for Students, DSL<br>21/09/2020 | Updated references and links to key guidance documents including Keeping Children Safe in Education September 2020 (updated statutory guidance) Amended the DSL responsibilities in the policy by adding 'overseeing the implementation of the arrangements covered by this policy including accountability for ensuring that safeguarding records are retained, stored and destroyed in the appropriate manner.' Updated safeguarding procedures Record Keeping section to reference the age by which a student record should be retained ' Copies of safeguarding files should be stored securely and kept until the child is 25 years old (this is seven years after they reach the school leaving age). (Information and Records Management Society (IRMS), 2016)' Included an addition to the guidance document - Safeguarding guidance for remote teaching and learning in the Safeguarding Guidance document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DSL Exec Group                     | 22 October 2020                 |
| <b>V14</b> | Director of Services for Students, DSL<br>20/09/2021 | Section 1 Policy Statement – amended to highlight zero tolerance to peer on peer abuse, and reference to Prevent Action Plan, Sexual Abuse Action Plan and SDAT Section 5 Responsibilities – amended to include Multi agency working arrangements and responsibility of all for safeguarding Section 11 Related Documents - Updated references and links to key guidance documents including Keeping Children Safe in Education September 2021 (updated statutory guidance), link to DDSCP Threshold Document. Added reference to DCG Sexual Abuse Action Plan. Updated the Safeguarding Procedure to include procedure for reporting 'low level concerns' and included link to DDSCP Allegations against staff, carers and volunteers guidance. (p8/9) Updated Safeguarding Guidance document to include more detailed information re Child Sexual Exploitation, Child Criminal Exploitation and Peer on Peer Abuse. Also referenced key guidance document, KCSIE Part 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    | 20/09/2021                      |
| <b>V15</b> | Director of Services for Students, DSL<br>20/09/2022 | Minor amends - made to ensure current and compliant with KCSIE 2022 and recommendations by Derby and Derbyshire Childrens Safeguarding Partnership Safeguarding Policy updates (Minor) · Section 5 – updated list of local agencies DCG works in partnership with · Section 11 – Updated list of related DCG Policies and includes reference to DCG Safeguarding Work plan (now incorporates actions re Sexual Harassment and Abuse – this was a separate work plan in 2021/22 but is now embedded) · Section 11 – Updated all weblinks to local and national guidance documents in accordance with those on the Derby and Derbyshire safeguarding Childrens Partnership. Safeguarding Guidance Updates · Added table of contents for ease of use · Section 2 Categories of abuse – updated definitions in line with KCSIE 2022, replaced references to Peer on Peer abuse to Child on Child Abuse,. Added further detail to DCG approach to preventing child on child abuse, sexual violence and harassment. Reference added to DCG Speak out Campaign. · Section 3 Vulnerable Children – added reference to LGBTQ+ Student Union as a safe place for students to talk. Added a list of factors that can make students and apprentices vulnerable. · Section 4 Teaching Safeguarding – added this section which outlines DCG preventive education in place to safeguard students and apprentices. · Appendices – Added the DCG Employee CPOMS system User Guide Safeguarding Procedures Updates · Added list of contents for ease of use · Updated all weblinks and references for local and national policy and guidance documents · Section 4 Training and Information – expanded this section to include explicit reference to College Leaders and Governor requirement to have read and understood the whole of KCSIE 2022. Included purpose of training for governors. · Section 5 Systems for Children to Report Concerns and Abuse – Added welfare@derby- | DSL Safeguarding Group Corporation | 12 October 2022 31 October 2022 |

|            |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                               |                                                |
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|            |                                                     | college.ac.uk contact for students and apprentices.<br>Added new QR code for welfare team live chat. ·<br>Section 6 Dealing with a Safeguarding Disclosure or Concern - Removed references to SG1/SG2 process and added references to the new child Protection Online Management System (CPOMS). · Section 8 Record Keeping and Information Sharing – Added reference to The Seven Golden Rules to Sharing Information · Section 13 Procedure for Dealing with Allegations Against Employees or a Volunteer. –Added that concerns about another employee or volunteer should be reported directly to the Chief Executive Officer (not the DSL as previously). Low Level concerns (that do not meet the harms threshold) to be reported to the Executive Director of HR. · Appendix A – flowchart. References to SG1/2 replaced with CPOMS · Appendix C – New Key Safeguarding Contacts document added (DCG contacts/local and national agencies) · Appendix D – New document added ‘The seven Golden Rules to Share Information’ Significant change added · Safeguarding Procedures. Section 10 – Safer Recruitment. In accordance with KCSIE the College will now, as part of due diligence on the preferred candidate, carry out an online search in order to help identify any incidents or issues that have happened, and are publicly available online, which the College might want to explore with the applicant |                                                                                                               |                                                |
|            | Director of Services for Students, DSL<br>4/07/2023 | Minor changes · Updated key documents links to ensure all current · Checked compliance with updated KCSIE 2023 version · Section 1 page 10 - Added explicit reference to DCG compliance with the Prevent Duty · Section 4 page 12 – added The DSL has lead responsibility for safeguarding, including online safety and filtering and monitoring arrangements at DCG in responses to KCSIE updated guidance re filtering and monitoring responsibilities. · Section 6 page 13 – added reference to working with new key partner Derby and Derbyshire Suicide Alliance Forum · Section 10 page 14 – added link to DFE Filtering and Monitoring Standards for schools and colleges (2023)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SLT Safeguarding Group<br><br>Corporation                                                                     | 06/07/2023<br><br>13/09/2023                   |
| <b>V16</b> | Director Of Health and Safety (DSL)                 | Minor changes to reflect change of DSL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SLT Safeguarding Group                                                                                        | 25/01/2023                                     |
| <b>V17</b> | Director Of Health and Safety (DSL)                 | Minor changes throughout the Policy and supporting documents as applicable to reflect KCSIE 2024, including: <ul style="list-style-type: none"> <li>Definition of ‘safeguarding and promoting the welfare of children’</li> <li>References to ‘Early help’ amended to reflect the duties which apply to school and college staff within the revised ‘Working Together’ guidance.</li> <li>References to ‘Abuse and Neglect’ – amended to include ‘exploitation’</li> <li>‘Indicators of Abuse and neglect’ amended to include where students see, hear, or experience its effects’ when referring to domestic violence.</li> <li>References to missing education amended to reflect revised definition of ‘unexplainable and or/persistent absences from education’</li> <li>References to Data Protection Act 2018 and UK GDPR – paragraph amended to comply with DPA/UKGDPR requirements</li> <li>References to ‘Children who are lesbian, gay, bisexual, or questioning their gender’ amended to include disclaimer and clarification to comply with gender questioning children guidance terminology</li> <li>Checked and removed for ‘Individuals who have lived or worked outside the UK’ - reference to ‘UK Centre for Professional Qualifications’ as they no longer provide an advisory service on behalf of the UK Government regarding regulated professions</li> </ul>                                      | Safeguarding Operational Group<br><br>Curriculum Performance Committee<br><br>Safeguarding Leadership Meeting | 18/09/2024<br><br>25/09/2024<br><br>02/10/2024 |

|            |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                              |                                     |
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|            |                                     | <p>and recognition of professional qualifications. This service ceased in December 2023</p> <ul style="list-style-type: none"> <li>• References to 'Holding and sharing information' amended to include rationale for making decisions</li> <li>• Replaced reference to welfare team with Safeguarding and/or Pastoral team</li> <li>• Replaced reference to Director of Student Experience with Vice Principle of Student Experience and Pastoral Support</li> <li>• Added named teacher for Looked After Children</li> </ul> |                                                                              |                                     |
| <b>V18</b> | Director Of Health and Safety (DSL) | <p>Minor changes throughout the Policy and supporting documents as applicable to reflect KCSIE 2025.</p> <p>Reference to Events Procedure</p>                                                                                                                                                                                                                                                                                                                                                                                  | <p>Safeguarding Operational Group</p> <p>Safeguarding Leadership Meeting</p> | <p>15/09/2025</p> <p>22/09/2025</p> |

# 1. Policy Statement

Derby College Group (DCG) places the highest importance on safeguarding. The safety and well-being of students and apprentices is paramount in all College activities. The College recognises that employees, volunteers, students, and apprentices have a vital role to play in multi-agency safeguarding—particularly in promoting the welfare of children and vulnerable persons and preventing abuse and/or harm. DCG also acknowledges that at any time, any person could be classed as ‘vulnerable’.

DCG operates a whole-college approach and ethos to safeguarding and protecting children. Where safeguarding is concerned, we maintain an attitude of “it could happen here.” We recognise that everyone in the College has a role to play in keeping children safe—this includes identifying concerns, sharing information, and taking prompt action. Safeguarding and child protection are incorporated into all relevant aspects of College processes and policy development.

The College has a statutory duty placed on it by the Department for Education’s Keeping Children Safe in Education (*latest version: September 2025*) to have arrangements in place for carrying out its functions with a view to safeguarding and promoting the welfare of children and vulnerable persons. This duty is further supported by:

- Working Together to Safeguard Children (*latest version: December 2023; updated June 2025*)
- Education Act 2011
- Children Act 1989, including:
  - *Section 17* – Provision of services for children in need, their families, and others
  - *Section 47* – Duty of the Local Authority to investigate risk of significant harm
- Children Act 2004
- Care Act 2014

To comply with this duty of care, all employees and volunteers must be aware of the lines of communication and levels of responsibility that exist to ensure safeguarding matters are dealt with adequately.

The College also complies with the Prevent Duty, as outlined in the Revised Prevent Duty Guidance for England and Wales (*published September 2023; in force from December 2023*), and ensures arrangements are in place to fulfil its statutory responsibilities.

DCG is not an investigating agency. This function is normally carried out by Social Care and Health or other statutory agencies such as the Police, as set out in the Derby and Derbyshire Safeguarding Children Partnership Policy & Procedures and the Derby & Derbyshire Safeguarding Adults Policy & Procedure.

The College assesses risks and issues in the wider community when considering the well-being and safety of its students and apprentices. To protect our college community and address both local and national requirements, DCG maintains a Prevent Risk Register and Action Plan, a Safeguarding Work Plan, and actively participates in the Stopping Domestic Abuse Together initiative.

In response to local risks, the College delivers a tailored preventative education programme that teaches children how to keep themselves and others safe. Topics include knife crime, bullying, mental wellbeing, sexual harassment, healthy relationships, and consent.

We ensure that parents/carers and partner agencies are aware of our safeguarding policy by publishing it on the College website.

The College's Safeguarding Guidelines and Procedure set out the framework for meeting its statutory responsibilities.

## 2. Definitions

*Safeguarding and promoting the welfare of children* is defined in Working Together to Safeguard Children (2023) as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or 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

### *Regulated Activity – Children*

Regulated activity relating to children is defined in the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012. It includes:

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice or guidance on well-being; or driving a vehicle only for children
- Specified places: work in schools, childcare premises, and FE colleges that mainly educate children full-time
- Frequency: activity is regulated if carried out by the same person once a week or more often, or on 4 or more days in a 30-day period, or overnight

### *Regulated Activity – Adults*

Regulated activity with adults is defined in the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012. It includes:

- Providing personal care (e.g. assistance with washing, dressing, eating, drinking, toileting)
- Providing health care by or under the supervision of a health professional
- Providing social work, help with household matters, conduct of affairs, or conveying
- Note: There is no requirement for the activity to be carried out multiple times—a single instance qualifies as regulated activity

### *Definition of a Child*

Under UK law, a child is defined as any person under the age of 18. This definition applies regardless of whether the individual is living independently, in education, in hospital, or in custody.

## 3. Principles

Safeguarding arrangements in the College are underpinned by two key principles drawn from statutory guidance including Working Together to Safeguard Children (2023) and Keeping Children Safe in Education (2025):

1. Everyone who encounters children and their families has a role to play in safeguarding. All governors, employees, supply staff, contractors, trainees, and

volunteers have a responsibility to identify concerns, share information appropriately, and take prompt action. All employees will maintain an attitude of “it could happen here” where safeguarding is concerned.

2. When concerned about the welfare of a child, employees will always act in the best interests of the child. The College operates a child-centred approach, considering children’s views and voices. The child’s wishes and feelings are considered when determining actions and services to provide. Systems are in place for children to express their views and give feedback. These wishes are especially important in cases of peer-on-peer sexual violence and/or harassment and are carefully considered alongside the need to protect other children.

## **Adult Safeguarding Principles**

The six key principles that underpin all adult safeguarding work are set out in the Care Act 2014 and its statutory guidance:

1. Empowerment – Supporting individuals to make their own decisions and give informed consent.
2. Prevention – Acting before harm occurs.
3. Proportionality – Responding in the least intrusive way appropriate to the risk.
4. Protection – Providing support and representation for those in greatest need.
5. Partnership – Working with communities and services to prevent, detect, and report abuse.
6. Accountability – Ensuring transparency and clear roles in safeguarding practice.

## **4. Scope and Limitations**

Children under the age of 18.

The Care Act 2014 defines an adult at risk as:

- Someone over the age of 18 who has a need for care and support
- Someone who is experiencing or is at risk of neglect or abuse

As a result of the above needs, the adult is unable to protect himself or herself against the abuse or neglect, or the risk of it.

## **5. Responsibilities**

Everyone working in or for DCG takes all welfare concerns seriously and encourages children to talk about anything that worries them. We share a collective objective to help keep children safe by contributing to:

- Providing safe environments, with secure access, where children can learn and develop
- Acting in the best interests of children to protect them both online and offline, including during remote education
- Identifying children who may need early help, are at risk of harm, or have been harmed—including through neglect, abuse (including by other children), grooming, or exploitation
- Taking timely and appropriate safeguarding action for children who need extra help or who may be suffering, or likely to suffer, harm. This includes making referrals to appropriate agencies
- Using safe recruitment practices and managing both allegations that meet the harm threshold and low-level concerns, in line with Keeping Children Safe in Education (September 2025)

## **Leadership and Accountability**

The Chief Executive Officer ensures that safeguarding policies and procedures adopted by the Governing Body are understood and followed by all employees. This includes working with the Designated Safeguarding Lead (DSL) and senior leaders to ensure the effectiveness of safeguarding across the College and promoting the educational outcomes of children who have or have had a social worker.

The Director of Health and Safety is DCG's Designated Safeguarding Lead (DSL). They are responsible for developing the safeguarding policy, overseeing its implementation, and ensuring safeguarding records are retained, stored, and destroyed appropriately. The DSL holds lead responsibility for safeguarding, including online safety and filtering and monitoring arrangements, as outlined in Annex C of Keeping Children Safe in Education (2025).

The Governing Body holds strategic leadership responsibility for DCG's safeguarding arrangements and ensures compliance with statutory duties under Keeping Children Safe in Education (2025). The Link Governor for Safeguarding liaises with the DSL regarding the implementation of the College's safeguarding policy and procedures.

The Leadership Team, Team Managers, Deputy Designated Safeguarding Leads, Safeguarding Team, and Pastoral Teams are responsible for delivering safeguarding procedures across the College.

The roles and responsibilities of all employees are clearly outlined in the College's Safeguarding Procedures document.

## **Multi-Agency Working**

DCG recognises its role as a relevant agency within local safeguarding arrangements. The safeguarding partners in Derby and Derbyshire—Derby City Council, Derbyshire County Council, Derbyshire Constabulary, and the Derby and Derbyshire Integrated Care Board (formerly CCG)—share an equal duty to work together to safeguard and promote the welfare of children and adults at risk.

DCG operates in accordance with the Derby and Derbyshire Safeguarding Children Partnership (DDSCP) multi-agency procedures, including the Threshold Document and local protocols for assessment (currently under review). The College also implements learning from DDSCP case reviews and briefing notes, such as the DDSCP Briefing Note: Safeguarding School Age Children.

## **Local Partnership Working**

DCG works in partnership with a wide range of local agencies to support vulnerable children and families, including:

*CAMHS, SV2, Safe and Sound, Breakout, Building Sound Minds, Health Services, Trent PTS, Local Authority Early Help Teams, Social Care, Police, DSL Network Group, CEASE, Safeguarding Education Hub, Prevent Team, Derby and Derbyshire Suicide Prevention Alliance, and Stopping Domestic Abuse Together (nationally known as Operation Encompass)*

This partnership work includes hosting meetings in college, participating in forums and events, and supporting individual children and families through coordinated multi-agency approaches.

## 6. Implementation Arrangements

All new employees are made aware of the College's safeguarding policy and procedures during the formal employee induction process. This includes an introduction to the Designated Safeguarding Lead (DSL), safeguarding responsibilities, and how to report concerns.

To ensure ongoing awareness and compliance:

- Updated and amended procedures are disseminated through:
  - Safeguarding and team training sessions
  - Departmental and cross-college team meetings
  - Internal newsletters and bulletins
  - Email communications from the DSL or Safeguarding Team

The College's Safeguarding Policy is accessible to all:

- Available on the College intranet for employees
- Published on the College website for students, parents/carers, and external partners

This approach ensures that safeguarding remains a visible and integral part of college culture, and that all staff are equipped to respond appropriately to concerns.

## 7. Monitoring and Review

The DCG Safeguarding Leadership Meeting and Safeguarding Operational Group are responsible for monitoring the effectiveness of safeguarding policies and procedures across the College to ensure compliance with statutory duties and best practice.

To support this, managers at all levels are accountable for the ongoing monitoring and implementation of safeguarding arrangements.

The Safeguarding Policy and Procedures are subject to formal annual review, unless there are changes in legislation, statutory guidance, or internal management arrangements that require earlier revision. This review process includes:

- Consideration of feedback from employees, students, and apprentices
- Reference to relevant local and national guidance, including updates from the Derby and Derbyshire Safeguarding Children Partnership (DDSCP) and statutory documents such as Keeping Children Safe in Education (2025) and Working Together to Safeguard Children (2023)
- Incorporation of learning from case reviews, audits, and safeguarding incidents

The College reserves the right to make changes to the policy and procedures at any time it deems necessary to ensure continued legal compliance and the safety of its community.

## 8. Guidelines

[DCG Safeguarding Guidelines](#) provides additional information to support the College's Safeguarding Policy and supporting Safeguarding Procedures.

## 9. Procedures

[DCG Safeguarding Procedures](#) set out the framework for DCG's approach to safeguarding all.

Events Management Procedure sets out the procedure for ensuring the health, safety, and welfare of staff, students, and visitors attending events associated with Derby College Group (DCG)

## 10. Templates / Forms

[Disclosure and Barring DBS Disqualification by Association Annual Declaration form](#)  
[Events Approval Form – Microsoft Form](#)  
[External Speakers Approval Form - Microsoft Form](#)

## 11. Related Documents

This policy does not stand alone and should be used in conjunction with other College policies and procedures. (The following list is not exhaustive.)

DCG Policy, Procedure and Documents

- Little Explorers Day Nursery Safeguarding Policy
- Health, Safety & Welfare at Work Policy
- Health & Safety Risk Assessment Policy
- Health & Safety Vetting for WBL & Work Experience (including Projects) Policy
- Disciplinary Policy for Employees
- Employee Recruitment & Selection Policy
- Employee Bullying and Harassment Policy
- Retention of Records Policy
- Employee Code of Conduct
- Public Interest Disclosure Policy (Whistleblowing)
- E-Safety Policy
- Disclosure to Parents/Carers (16 to 18 and vulnerable adult students) Procedure
- Positive Behaviour (including Student Discipline) Policy
- Criminal Conviction Risk Assessment Policy
- Personal Assessment Plan Policy
- Educational Visits Policy
- Self-Harm Policy
- Fitness to Study Policy
- DCG Prevent Risk Register and Action Plan
- DCG Safeguarding Work Plan

This policy is consistent with the Derby and Derbyshire Safeguarding Children Partnership (DDSCP) web-based procedures, including:

- The Thresholds Document (local criteria for action)
- Local protocols for assessment (currently under review)
- Multi-agency safeguarding procedures and guidance documents

These resources are available on the DDSCP website: <https://www.ddscp.org.uk>

DCG adheres to both local and national statutory requirements and guidance, including: National Statutory Guidance and Legislation

Working Together to Safeguard Children – December 2023; updated June 2025  
Keeping Children Safe in Education – September 2025  
Filtering and Monitoring Standards for Schools and Colleges – Updated March 2025  
Designated Teacher for Looked-After and Previously Looked-After Children – February 2018  
Information Sharing: Advice for Practitioners – Updated May 2024  
SEND Code of Practice: 0 to 25 Years – Updated September 2024  
Children Missing Education: Statutory Guidance – Updated September 2025

## **Legislation**

Children Act 1989 and Children Act 2004  
Education Act 2011  
Care Act 2014  
Protection of Freedoms Act 2012  
Sexual Offences Act 2003 and Serious Crime Act 2015  
Human Rights Act 1998  
Equality Act 2010, including the Public Sector Equality Duty  
Data Protection Act 2018 and UK GDPR

## **Prevent and Safeguarding**

Revised Prevent Duty Guidance: England and Wales – September 2023; in force December 2023  
Prevent Duty Guidance for Further Education Institutions – September 2023  
Mandatory Reporting of Female Genital Mutilation – Procedural Information – 2020

## **Education and Wellbeing**

Relationships Education, Relationships and Sex Education (RSE) and Health Education – 2021  
Serious Violence Strategy – 2018  
Promoting the Education of Looked-After Children and Previously Looked-After Children – 2018  
Elective Home Education Guidance – 2019