

## SAFEGUARDING POLICY

### Part 1

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Author	Designated Safeguarding Lead
Responsible Manager	Director of Student Services
Approved by	ELT and Board of Governors
Date of Approval	October 2025

### Policy Statement

Safeguarding is everyone's responsibility and we all have a crucial role in fostering and promoting a safe environment to protect all students and the wider college community.

As a college we have a duty to safeguard and promote the welfare and safety of all children and vulnerable adults in accordance with the Department for Education's (DfE) ['Keeping Children Safe in Education 2025'](#) (KCSIE) guidance and actively work in partnership with external agencies and our safeguarding partners, in line with ['Working Together to Safeguard Children'](#) 2023 statutory guidance.

The college demonstrates its safeguarding commitment through continuous staff training, student personal development and continuous review of our safeguarding practices to ensure a welcoming environment conducive to learning and development; where well-being is paramount to future progress, achievement and success.

This policy clearly sets out the procedures and safeguarding protocols which should be followed by college staff, governors, volunteers, employers and sub-contractors, including visitors and parents/carers.

The below list of college policies should be read alongside the Safeguarding Policy for further information and guidance related to our safeguarding procedures.

- Staff Code of Professional Conduct
- Whistle Blowing Policy
- Anti-bullying and Harassment Policy
- Health and Safety Policy
- Recruitment Policy
- Recruitment of ex-offenders' policy
- Equality and Diversity Policy

External Speakers Policy  
Positive Behaviour Policy  
Acceptable Use Policy  
Online safety Policy  
Searching, Screening and Confiscation Policy  
Letting Conditions and Hire Policy  
Restraint and De-Escalation Policy

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### 1 Policy Principles

Barnet and Southgate College is committed to supporting inclusion and equality of opportunity by actively promoting the [College Values](#) which also promotes a zero tolerance approach to discriminatory and derogatory language/ behaviour; whilst encouraging students to develop and demonstrate the skills and attitudes to contribute positively in education, employment and within the community.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children and vulnerable adults from maltreatment.
- Preventing the impairment of mental and physical health or development.
- Ensuring that children and vulnerable adults can flourish in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children and vulnerable adults to have the best outcomes.

For the purpose of this policy, young people and vulnerable adults are defined as:

- An individual under the age of 18
- An individual with SEND and/or receive support from a care professional

### 2 Providing a Safe and Supportive Environment

Everyone who is part of the college community (including visitors and employers) are expected to adopt safe and professional working practices and recognise their role and responsibilities to safeguarding children and vulnerable adults. Collectively the college promotes a safeguarding culture whereby it is recognised 'it could happen here'. Everyone is expected to:

- Adopt a listening and open-door culture whilst working in an open and transparent way
- Report, refer and record incidents which may give rise to concern. See Appendix 1
- Apply professional standards in accordance with the Equality and Diversity policy and Staff Code of Conduct Policy.
- Conduct appropriate risk assessments to prevent safeguarding and health and safety risks.
- Visibly wear ID badges when on campus (if visiting, sign in and out via reception)
- Undertake mandatory safeguarding and prevent training.

### **3 Online Safety**

Due to the potential harms and risks online, the college has appropriate filtering systems in place on all college devices and networks to prevent accessing inappropriate material, in accordance with the Online Safety Policy. The college undertakes a risk-based approach to ensure the use of filtering and monitoring systems do not cause “over blocking”, which may lead to unreasonable restrictions as to what students can access using the colleges network. Where appropriate college policies are reviewed in line with the [filtering and monitoring standards](#) published by the DfE. Everyone has a role in promoting online safety, refer to appendix 6 for individual roles and responsibilities.

Further information regarding the colleges approach to online safety can be found in the Online Safety Policy and Acceptable Use Policy.

As part of a broad and balanced curriculum and CPD workshops, students and staff are made aware of online risks and how to stay safe online. Through training, staff and students will be made aware of:

- attitudes and behaviours which may indicate someone who is at risk of potential harm online.
- How to follow the colleges procedures to report concerns regarding online activity.

### **Remote Learning**

Whilst working remotely the normal safeguarding procedures apply. Staff and students are expected to follow the safeguarding procedures and follow the colleges Safeguarding referral process (Appendix 1).

It is essential that information is shared with parents/carers, social workers which outlines how online learning is being delivered. This should also include explicit details of sites that will be accessed and the names of staff students will interact with online, and how this is being monitored.

To seek immediate support out of college operating hours, staff are encouraged to [‘Report child abuse to the local council’](#) or dial 999 or 101 to make a police report if the students safety is at immediate risk.

### **4 Safeguarding Information for Students**

Barnet and Southgate college is committed to ensuring children and vulnerable adults know how to stay safe and keep others safe by:

- Listening to their views and providing a dedicated safeguarding team to talk to if concerns arise regarding personal safety and wellbeing.
- Promoting enrichment activities and tutorial workshops which encourage online safety, college and British Values, personal development, how to stay physically and mentally healthy, being prepared for life in modern Britain, etc.
- Promoting the colleges positive behaviour ethos ‘Ready, Respectful and Safe; ensuring a safe, welcoming environment, and promoting equality, diversity and inclusion for all.
- Providing access to Safeguarding information in induction, tutorials, Student Handbook, Student Hub and the college website.

All students are encouraged to read '[Young Persons Guide to Working Together to Safeguarding Children](#)', for more information on how we safeguard and promote the welfare of children.

To ensure the college can put in place timely interventions when responding to individual safeguarding concerns, the college relies on students sharing accurate and up to date information. Examples listed below:

- Names and contact details of persons with parental or caring responsibility
- Information relating to residence order, contact order, care order, Injunctions, etc.
- Notification of whether a student is a child in need or has a child protection plan and/or Education/Pathway Plan.
- Transfer Files detailing historical support from previous schools and other external agencies such as CAMHS
- Any other information which may impact on personal safety and wellbeing

## **5 Partnership with Parents/Guardians**

Our safeguarding statutory responsibilities for currently enrolled students are whilst they remain on campus. To promote a student-centred approach, the college aims to work with parents/carers openly and honestly and will share concerns we may have about a child or vulnerable adult, unless to do so may place them at risk of harm. Staff are advised to refer to [Working Together to Safeguard Children 2023](#), section 18, for additional awareness on the principles for working with parents and carers.

If a child or vulnerable adult is not well enough to participate at college whilst they are here, in most circumstances they will be expected to remain on site until a parent/carer provides authorisation for them to leave. If in the event the college is unable to obtain authorisation, the student will be consulted on what they want to happen next, and the parent/carer will be informed of the actions taken and decisions made by the Duty Principal or Campus Director.

The college doesn't provide access to residential facilities, therefore, children living with host families who support their education and provide accommodation, are recognised by the college as having parentis responsibility. Refer to the appendix 7 for guidance on homestay arrangements for international students.

## **6 Partnerships with External Agencies**

It is essential that the college establishes effective working partnerships with other external agencies and our local safeguarding partners, to fulfil our statutory duties in line with Working Together to Safeguard Children statutory guidance. For example, we work closely with the *Multi Agency Safeguarding Teams (MASH)*, *Local Designated Safeguarding Officer (LADO)* *Leaving Care Teams*, *Virtual Schools*, *Metropolitan Police*, *Barnet and Enfield Prevent Partnership groups*, *Youth Offending Services*, *Adult Mental Health Services*, *Child and Adolescent Mental Health Service (CAMHS)*, etc. (Refer to Appendix 5 for external agency contact information)

Any information shared with external agencies will be appropriate, proportionate, and respectful of confidentiality to ensure assessments are child-centred and focused on developmental needs, whilst considering the impact and influences internal and external to college.

Should a child or vulnerable adult be at risk of significant harm and local agencies are not able to respond, the college will follow the local safeguarding children partnership escalation procedures. ([Barnet Resolution Policy](#)).

## **7 Working with Employers (employer engagement and other off-site provisions)**

Employers also have a responsibility to safeguard children and vulnerable adults undertaking work placements and must refer to the DfE Guidance 'Keeping Children safe in Education 2025', Part 3 under the heading 'Adults who supervise children on work experience', (page 88).

Employers are expected to follow the colleges internal safeguarding referral process (appendix 1) to raise concerns related to safeguarding.

The college ensures the following safeguarding practices are in place to support the employer engagement provision:

- Health and safety risk assessments of work experience and sub-contractor placements.
- Signposting employers to read the colleges Safeguarding Policy and KCSIE Part 1.
- Request of DBS checks when deemed necessary from employers for staff working with children.
- Quality Monitoring visits for sub-contracted providers.

## **8 Criminal Convictions**

The College undertakes a risk assessment process for applicants and students who declare they have a pending or unspent conviction to ensure appropriate support is in place, should they commence a programme of study at the college. It also allows for the assessment and management of risks to students, staff and visitors at the college.

*Applicants, students and staff who declare that they have a conviction, or who are convicted whilst being a member of the college community are required to make a formal declaration to their personal tutor, curriculum manager, line manager or HR. Refer to the recruitment of ex-offenders' policy.*

## **9 Safer Recruitment and Selection**

The colleges recruitment processes ensure appropriate measures are applied before, during and after the recruitment and selection of new staff and volunteers; including external professionals who request unsupervised access to students whilst on college premises.

The college undertakes an appropriate risk-based approach to anyone who requires unsupervised access, which includes undertaking checks on Disclosure and Baring Service (DBS) status, online profile, right to work and remain in the UK; verifying identity, obtaining professional and character references, checking previous employment history and other relevant HR checks. For more information, refer to the Recruitment Policy.

## **10 External Visitors and Speakers**

The college welcomes visitors and speakers to support the enrichment of learning and delivery of the curriculum, including support for students. External speakers and visitors to the college must adhere to the procedures outlined in the External Speakers and Visitors Policy, for events delivered onsite and online.

Enrichment activities delivered by external speakers are reviewed, risk assessed and approved prior to visits to ensure delivery meets the needs of the college community and is in line with college values and procedures.

Arrangements in place to hire or rent the college premises to external organisations or individuals, the college will ensure appropriate arrangements are in place to keep children safe, therefore, the colleges safeguarding reporting procedures set out in this policy, are expected to be followed. *Refer to the lettings conditions for hire policy.*

## 11 Recognising and responding to abuse and safeguarding risks

The college does not solely rely on children and vulnerable adults to raise concerns; therefore staff, visitors, parents/carers, volunteers, external professionals are encouraged to share information which might be critical in keeping someone safe.

Everyone should be mindful that early information sharing is vital to minimising the impact harm/abuse on personal safety, mental health and wellbeing. If you suspect a child or vulnerable adult is being abused or is at risk of harm, do not hesitate to disclose your concerns to the Safeguarding Team.

Everyone must read [Keeping Children Safe in Education 2025 Part 1](#), alongside this policy, to be aware of their safeguarding responsibilities and alert to the potential need for early help for anyone who may fall into the criteria's below:

- Is disabled or health conditions and has specific additional needs.
- Has special educational needs (whether or not they have a statutory Educational Health Care and Plan).
- Has a mental health need.
- Is a young carer, looked after child or leaving care.
- Is showing signs of being drawn into anti-social behaviour and criminal behaviour, such as involvement in gangs and those with association with organised crime.
- Has experienced multiple suspensions and is at risk of being excluded from previous and current education provision.
- Is frequently missing or goes missing from care or from home.
- Is at risk of modern slavery, trafficking, exploitation or honour-based abuse.
- Is at risk of being radicalised or exploited.
- Is in a family circumstance presenting challenges for the child such as alcohol and drug abuse, adult mental health issues and domestic abuse.
- Is misusing drugs and alcohol themselves.
- Has returned to their family home from care.
- Is privately fostered child.

For more guidance on indicators and safeguarding risks, refer to Part 2 of the Safeguarding Policy:

Identifying and Understanding Safeguarding risks.

### How to handle a disclosure

A student may disclose abuse, fear of abuse or a cause for concern to any member of staff at any time and should be encouraged, reassured and made to feel their concern is being taken seriously.

Barriers to communication must be considered and special adjustments made for students with SEND should be implemented. For example, using visuals, social stories, body maps, etc to enable a disclose to be made.

Staff should also be vigilant to indicators of abuse/exploitation and should not rely on a child's disclosure, as they may not feel ready or know how to tell someone they are being abused, exploited or neglected, and they may not recognise their experiences as being harmful.

It is imperative that appropriate terminology is used when discussing students who have been exploited or are at risk of exploitation, as language implying, they are responsible in any way for abuse and crime that they are subjected to must be avoided to ensure we safeguard them appropriately. It is also important to recognise that a child cannot consent to their own exploitation.

For further guidance read the [Children's Society guidance about appropriate use of language](#) and the NSPCC video guidance: [Responding to a child's disclosure of abuse](#)

Do	Do not
<b>Listen</b> and provide a confidential space with minimal disruption so the student can speak and communicate discreetly. Students should feel their best interests are being always considered.	<b>Promise Confidentiality:</b> Make the student aware as early as possible that you will need to contact a member of the Safeguarding Team
<b>Record</b> Make a full written record as soon as possible, including date, time, location of incident, full factual details of the cause for concern or disclosure on the <a href="#">referral form</a> .	<b>Investigate:</b> avoid asking the student to make a written statement. However, you can ask, if they have been harmed and what the nature of that harm was
<b>Report</b> concern within 2 hours of the disclosure being made.	<b>Be biased or provide judgements:</b> The student has a right to expect their situation to be dealt with sensitively.
<b>Refer</b> the student to access immediate support by contacting the Safeguarding team. Email: <a href="mailto:safeguarding@barnetsouthgate.ac.uk">safeguarding@barnetsouthgate.ac.uk</a> Call: 020 3764 4077	<b>Share</b> with those who <b>DO NOT</b> need to know: Reassure them that only those who 'need to know' will be given the information

On receiving a completed safeguarding referral form the safeguarding team may want to discuss the report to gather more information and decide on the appropriate action to take. This could include informing parents/carers, a referral to the Multi-Agency Safeguarding Hub Team (MASH Team), Young people's or Adult Social Care Services, the Police or other relevant agencies.

The safeguarding team will not hesitate to take advice from our local safeguarding partners (Local Authority, Safer Schools Police Liaison Team and the Integrated Care Boards), who are best equipped to assess situations and provide guidance on actions to take where students are at risk or have been harmed.

Should anyone external to the college want to report a concern, complete the online [Referral Form](#), email [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk) or call the safeguarding team directly on 020 3764 4077.

Internal links for staff

[Safeguarding Referral Form](#) See Appendix 3

[Safeguarding Referral Process](#) see Appendix 1

[Safeguarding Guidance for staff](#)

For concerns where anti-social behaviour can impact on personal safety or a crime is being committed, a report should be made directly to the police by calling 101 or 999 in an emergency. Staff, visitors, parents/carers are then expected to inform a member of the college Security, Duty Principal, Campus Director or safeguarding team where deemed appropriate.

## 12 Suspicions/allegations against a member of staff

All college staff are recognised as being in a position of trust and should be prudent about their own conduct and vigilant about the conduct of others; so relationships with children and vulnerable adults remain entirely professional.

The initial response to an allegation or concern against a member of staff is to adhere to the following:

- Make a written record of the incident or concern (where possible in the child /adults' own words), including the time, date and place of incident/s, persons present and what was said).
- Sign and date the written record.
- Immediately report the matter to the Designated Safeguarding Lead or Head of Centre and HR.

All allegations against staff will be subject to a harms test to assess level of risk and support judgements made as part of a formal investigation. Refer to the Managing Staff Allegations process which provides guidance on how such cases may be handled (See Appendix 4).

Where the allegation is against the Principal, the Chair of Governors should be notified with a completed written report as part of the investigation process. For additional guidance, refer to the Colleges Whistleblowing Policy.

## **13 Roles and Responsibilities**

### **The Governing Body**

The Board of Governors have a strategic responsibility for ensuring the effectiveness of Safeguarding practices and procedures; and the implementation of policies, procedures and training (including online safety) comply within the law. In doing so, the Governing Body has nominated a link Governor to work with the Designated Safeguarding Lead and Principal in taking responsibility for the college's Safeguarding arrangements as follows:

- Ensure policies, procedures and training is effective and compliant with legislation, Local Safeguarding Partner requirements and we are working in line with statutory guidance.
- Ensure systems and policies operate in the **best interests** of children and vulnerable adults studying at the college.
- Ensure appropriate safeguards and responses are in place for those who go missing or leave the college.
- Ensure ongoing liaison with the local safeguarding partners and other agencies in the event of an allegation or safeguarding disclosure being made.
- Ensure the overall effectiveness of safeguarding is assessed in line with the Ofsted Education Inspection Framework and KCSIE 2025 statutory guidance.
- Ensure procedures to refer cases to the Disclosure and Barring Service where employment has ceased due to safeguarding concerns are in place.

### **The Designated Safeguarding Lead (DSL):**

The DSL takes lead responsibility for safeguarding, child protection and the welfare support for students at College. This is detailed as part of their job responsibility profile, updating Governors and the Principal as required. The Lead has certain duties to fulfil with regards to keeping students safe, the management of safeguarding cases, training and supporting staff.

### **Key responsibilities include:**

1. Co-ordinate referrals and liaise with local safeguarding partners and external agencies embedding a multi-agency approach to safeguarding and promoting students well-being.
2. Attend designated safeguarding lead and prevent awareness Training.
3. Ensure access to training for all staff, volunteers and governors.
4. Encourage a culture of listening to students and considering their views and **best interests** to protect them.
5. Oversee the review and raise awareness of the safeguarding policy and ensure this is made available publicly.
6. Support the educational outcomes of students by sharing information timely and proportionately to ensure relevant staff are aware of support needs, as required.
7. Ensure availability during college hours for staff to discuss safeguarding concerns.

## Designated Safeguarding Officer/s (DSO)

### Key responsibilities include:

1. To receive and lead on the referrals; respond to enquires in line with GDPR, KCSIE 2025, Working Together to safeguard children 2023 and the contribute to strategy meetings with; children's social care, adult social care, police or channel team where a child is suffering or is likely to suffer significant harm.
2. Keep up-to-date written, secure records of all safeguarding concerns, action taken, support offered, and referrals made.
3. Act in the **best interests** of students and taking their wishes into account.
4. To be trained to carry out the role and update skills and knowledge at regular intervals.
5. Act as a source of support and expertise to the college community.
6. Develop effective links and liaison with statutory and voluntary agencies.
7. To understand and use local safeguarding partner procedures (information sharing, assessments and thresholds), taking part in inter-agency safeguarding arrangements.
8. To be alert to the needs of additionally vulnerable groups; children in need, looked after children, those with special educational needs and disabilities and young carers.

### All staff, governors and volunteers must:

- Read and comply with the colleges safeguarding policy and procedures; and Part 1 of KCSIE 2025 to minimise the risk of harm and/or abuse.
- Understand the importance of their role in identifying concerns and take appropriate action by providing support as soon as a problem arises to prevent concerns from escalating; and take advice from internal or external support services.
- Ensure that the **best interests** of the student are at the centre of any support and disclosures are handled sensitively and confidentially.
- Be alert to indicators of abuse, neglect, exploitation and maltreatment.
- Ensure a safe environment for learning and demonstrate professional practice in line with statutory guidance and advice for practitioners: ['What to do if you are worried a child is being abused'](#) ; [Teacher Standards](#); [Working Together to safeguarding Students 2023](#), including other college policies and procedures.
- Complete mandatory staff safeguarding training and attend continuous professional development activities, cross college updates via meetings and acknowledge newsletters.
- Ensure appropriate procedures are in place and being followed to respond to student absence.

## 14 Confidentiality

The college operates in line with the GDPR and DPA guidelines as detailed in the colleges Data Protection Policy.

All members of staff, volunteers and governors must understand the importance of confidentiality, information sharing and consent to support the vital interests of young people and vulnerable adults, build trust and enable disclosures.

Fears about sharing information must not be allowed to stand in the way of safeguarding and promoting the welfare of children, therefore, confidentiality should not be promised. In these cases, appropriate information sharing will be prioritised and those who need to know communicated with. For more information speak to the Safeguarding Team or refer to the [Information Sharing Advice](#), information for professionals and the [Information Sharing Commissioners guide](#) to sharing information to safeguard children.

## 15 Review

This policy will be regularly monitored and reviewed in accordance with:

- Changes in legislation and statutory guidance on the safeguarding of young people and vulnerable adults.

- Governor and Safeguarding and Wellbeing Committee updates.
- Key trends identified through the college's compliments, complaints and concerns process and case reviews conducted.
- Changes within the college which may impact on the processes and procedures for safeguarding young people and vulnerable adults.
- The colleges annual self-assessment review process to continually develop and improve safeguarding practices across the organisation.

## **APPENDICES**

Appendix 1: Safeguarding referral process

Appendix 2: Out of hours safeguarding referral process

Appendix 3: Safeguarding referral form

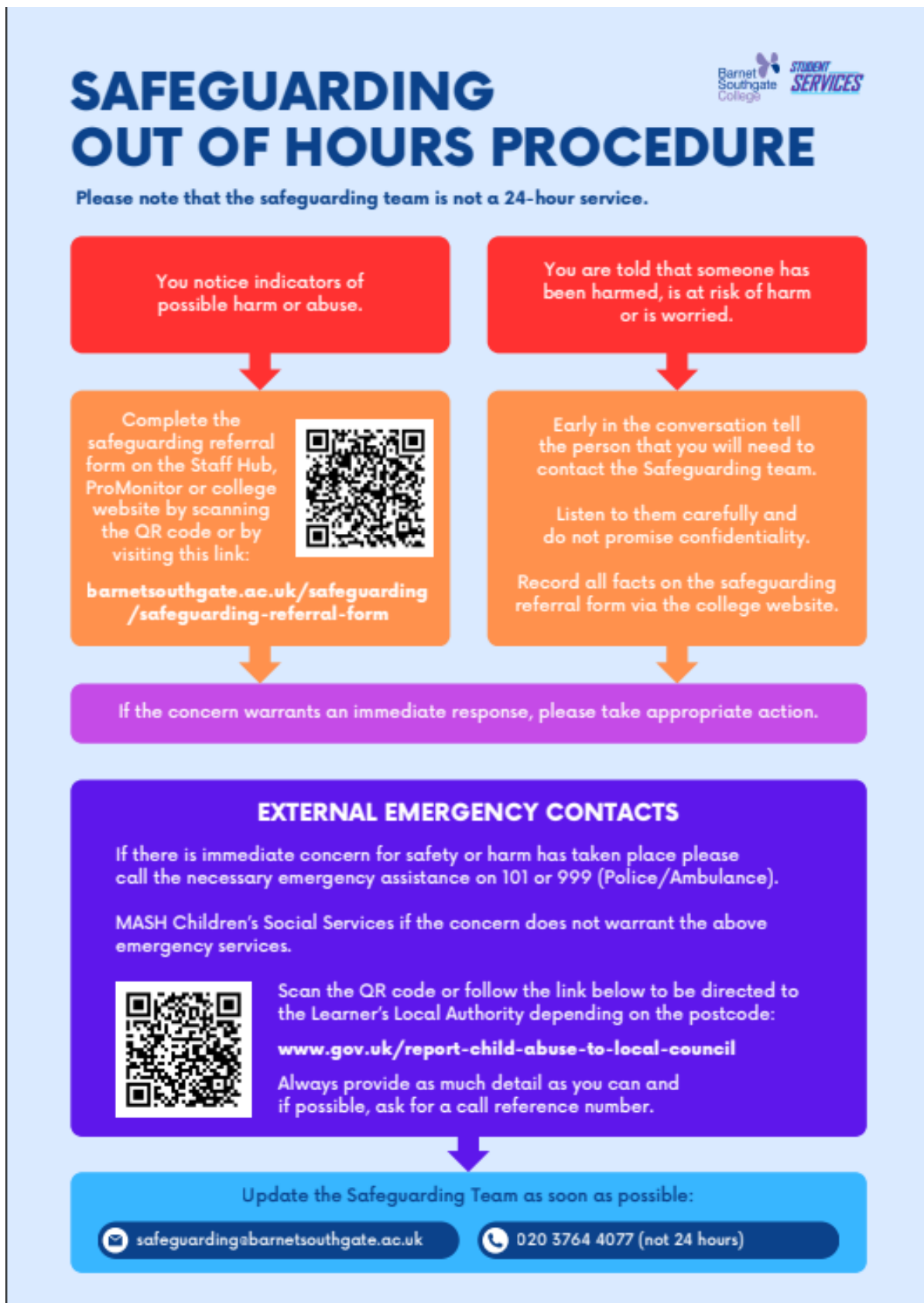
Appendix 4: Managing allegations against staff process.

Appendix 5: External contacts

Appendix 6: Online roles and responsibilities

Appendix 7: Homestay guidance for international students





**Appendix 3: Safeguarding Referral Form**



**SAFEGUARDING REFERRAL FORM**

This form is to be completed to record and report:

- Information Sharing
- Safeguarding Concerns

Please complete and forward to: [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk).

For immediate advice call a member of the Safeguarding Team on 020 3764 4077.

Have you informed the student you are making this referral (Tick Box)?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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**Student Details:** *(Complete details of the student you are concerned about)*

Date or Disclosure		Time of Disclosure	
Course		Name of person making referral	

Initials of Student:	Student ID Number:
Address:	Student Contact Number:
Post Code:	
Borough:	Date of Birth:
Parent/Carer Name:	Parent/Carer Name Contact No:

**Summary of Concern/Incident**  
***Factual – what do you KNOW?***

**How often/How long ago did the incident occur?**

**Who is/has been involved** *(siblings other students etc)?*

**What has happened?** *(What do you know?)*

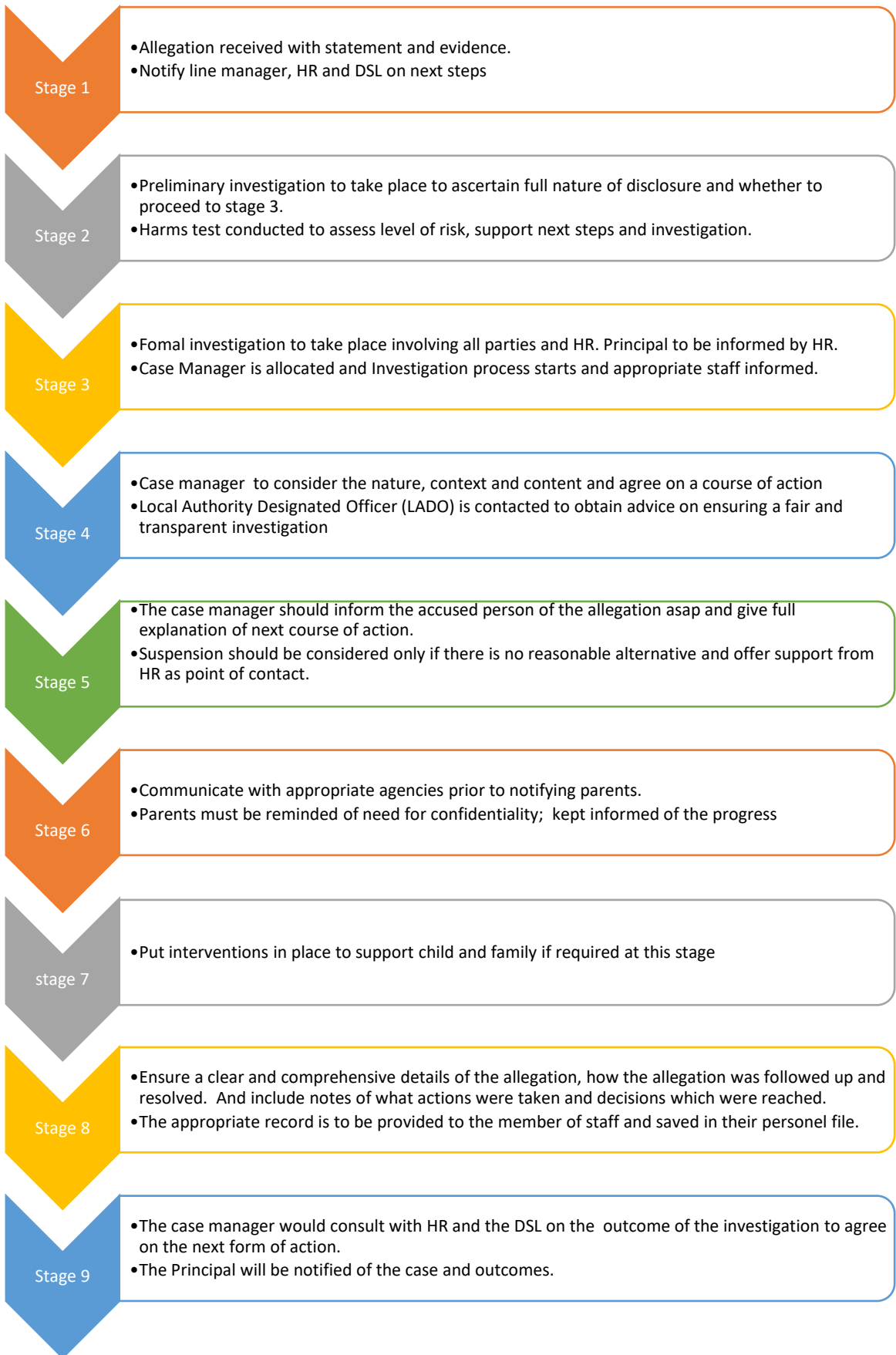
**Where and when did the incident take place?**

**Other action taken by you or others:** please provide details of meetings/referrals/other measures taken

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The College has a responsibility to promote equality and diversity and to eliminate unlawful discrimination, harassment and other inappropriate behaviour with regard to the nine protected characteristics as defined in the Equality Act 2010: Age; race; disability; sexual orientation; gender reassignment; pregnancy and maternity; marriage/civil partnership; gender; belief and religion.*

## Appendix 4: Managing Staff Allegations Process



**Appendix 5: External Contacts**

	<b>Barnet</b>	<b>Enfield</b>
Local Designated safeguarding Officer (LADO)	020 8359 4528 <a href="mailto:LADO@barnet.gov.uk">LADO@barnet.gov.uk</a> Out of Hours Number 020 8359 2000	0208 379 4392 <a href="mailto:Andreas.Kyriacou@enfield.gov.uk">Andreas.Kyriacou@enfield.gov.uk</a> <a href="mailto:safeguardingservice@enfield.gov.uk">safeguardingservice@enfield.gov.uk</a>
Designated Safeguarding and Exclusion Lead	Liam Foote School Safeguarding Lead	Andreas Kyriacou 0208 379 2850/0208 379 4392 <a href="mailto:safeguardingservice@enfield.gov.uk">safeguardingservice@enfield.gov.uk</a>
Channel Team – Prevent Referrals	<a href="mailto:BarnetCST@barnet.gov.uk">BarnetCST@barnet.gov.uk</a>	Enfield Prevent programme. <a href="mailto:prevent@enfield.gov.uk">prevent@enfield.gov.uk</a> .
National Anti-Terrorist Hotline	To report suspicious activity contact the police in confidence on 0800 789 321 <a href="https://act.campaign.gov.uk/">https://act.campaign.gov.uk/</a>	
Report Online Material Promoting Terrorism and Extremism	Report illegal or harmful information, pictures or videos you have found on the internet. <ul style="list-style-type: none"> <li>articles, images, speeches or videos that promote terrorism or encourage violence.</li> <li>websites made by terrorist or extremist organisations.</li> <li>videos of terrorist attacks</li> </ul> <a href="https://www.report-terrorist-material.homeoffice.gov.uk/evidence-url">https://www.report-terrorist-material.homeoffice.gov.uk/evidence-url</a>	
Multi Agency Safeguarding Hub (MASH team)	020 8359 4066 <a href="mailto:mash@barnet.gov.uk">mash@barnet.gov.uk</a>	0208 379 5555 <a href="http://www.enfield.gov.uk/childrensportal">www.enfield.gov.uk/childrensportal</a>
Forced Marriage Unit	School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email <a href="mailto:fm@fcdo.gov.uk">fm@fcdo.gov.uk</a> .	
Adult Social Care	<a href="tel:02083595000">020 8359 5000</a>	<a href="tel:02083791001">020 8379 1001</a>
Adult Barnet, Enfield and Haringey Mental Health Trust	<a href="tel:02087023000">020 8702 3000</a> <b>Address:</b> Block B2, St. Anns Hospital, St Ann's Rd, London N15 3TH	
Ofsted Whistle Blowing Whistle blowing helpline:	Tel: 0300 123 3155 Email: <a href="mailto:whistleblowing@ofsted.gov.uk">whistleblowing@ofsted.gov.uk</a>	
NSPCC Whistleblowing advice line for professionals:	Advice line for anyone concerned how workplace Child Protection issues are being handled. Tel: 0800 028 0245 Call between 8am to 8pm Email <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>	
Overseas students	Where an institution with a Student or Child Student route licence has an emergency which relates to a Student or Child Student, call the engagement team.  Engagement team  0300 104 7650 Monday to Friday, 9am to 5pm (except public holidays)	

	<p>The team are available to offer advice or assistance in circumstances where a student has:</p> <ul style="list-style-type: none"> <li>• been a victim of serious crime</li> <li>• died or a dependent has died</li> <li>• a serious medical emergency</li> <li>• been detained</li> </ul> <p>We also offer a flexible telephone contact line, 0300 1047652, which will be used to respond to operational pressure, global events or wider issues facing the study sector for a defined activation period.</p>
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### Appendix 6: Online safety roles and responsibilities

Staff Responsible	Area of Responsibility
Students /Apprentices /students on work experience	<ul style="list-style-type: none"> <li>• Be aware of attitudes and behaviours which may indicate they or someone they know is at risk of potential harm online.</li> <li>• Know how to keep themselves and others safe online.</li> <li>• Be aware of the colleges safeguarding procedure to report concerns regarding (their own or someone else’s) online activity.</li> <li>• Be aware of college monitoring and filtering processes by reading the Acceptable Use Policy and Online safety Policy.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Be aware of online risks and how to keep children safe online.</li> <li>• Monitor online use in online access environments.</li> <li>• Be aware of colleges Acceptable Use Policy and Online safety Policy.</li> <li>• Be aware of how to identify, report and escalate safeguarding concerns (internal and external to college).</li> <li>• Be familiar with remote working arrangements with college staff to ensure monitoring of online activities.</li> </ul>
All Staff including Business support staff / Volunteers /Agency staff	<ul style="list-style-type: none"> <li>• Develop knowledge and attend available training to identify and report online risks.</li> <li>• Monitor (where appropriate) students online use.</li> <li>• Record, report and refer identified safeguarding concerns linked to online harm and risks.</li> <li>• Be aware of the filtering and monitoring systems in place and how to escalate concerns.</li> </ul>
Personal Tutors/teachers	<ul style="list-style-type: none"> <li>• Monitor students online use in online access environments.</li> <li>• Record, report and refer identified safeguarding concerns.</li> <li>• Develop knowledge and attend available training to identify and report online risks.</li> <li>• Teach and develop students' awareness of online safety.</li> <li>• Be aware of how to identify, report and escalate safeguarding concerns (internal and external to college).</li> <li>• Inform parents/carers of sites that will be accessed, name of staff students will interact with, and how this is being monitored when delivering remote working.</li> </ul>
Employers /subcontractors	<ul style="list-style-type: none"> <li>• Monitor students online use in online access environments.</li> <li>• Record, report and refer identified safeguarding concerns.</li> <li>• Be aware of filtering and monitoring systems in place and how to escalate concerns.</li> <li>• Be aware of key legislation and statutory responsibilities (KCSIE 2023)</li> <li>• Have appropriate safeguarding policies and procedures in place which incorporate and/or have due regard to online safety, safer recruitment and prevent duty guidance.</li> </ul>
IT Team	<ul style="list-style-type: none"> <li>• Review and maintain college filtering and monitoring systems.</li> <li>• Provide filtering and monitoring reports which identify risks.</li> <li>• Carry out reviews and checks to limit risks to users; and following concerns linked to online filtering systems and identified safeguarding concerns.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote the use of filtering and monitoring systems in place and how to escalate concerns.</li> <li>• Review policies and procedures linked to Online Safety and Acceptable use of electronic devices.</li> </ul>
DSL including wider Safeguarding Team	<ul style="list-style-type: none"> <li>• Review filtering and monitoring reports to identify safeguarding trends and risks. Respond and act on safeguarding concerns when identified. Work closely with IT team to update and conduct regular checks to filtering and monitoring systems. Make available resources and CPD to increase staff and student awareness of online risks. Be aware of filtering and monitoring systems in place and how to escalate concerns externally.</li> </ul>
HR	<ul style="list-style-type: none"> <li>• Promote policies and procedures linked to Online Safety. Ensure all staff have conducted Online safety as part of induction process. Online checks conducted as part of safer recruitment and selection. Mandatory Safeguarding activities completed as part of induction process (including Online safety). Be aware of filtering and monitoring systems in place and how to escalate concerns.</li> </ul>
Senior Management and Governors	<ul style="list-style-type: none"> <li>• Ensure a whole college approach to online safety and review its effectiveness in meeting digital and technology standards in schools and colleges.</li> <li>• Attend relevant training and development to reinforce meeting these standards.</li> </ul>

## Appendix 7 – Homestay Arrangements

This guidance document should be read alongside the [Home office guidance for Student and Child Student](#) and [KCSIE Annex D](#)

Barnet and Southgate college is committed to ensuring the safety and well-being for all students and pays full regard to identifying students residing in the UK, solely for their studies.

International students under 18, studying at Barnet and Southgate college, are required to seek and provide proof of parental consent to support their application to study in the UK.

The college does not provide access to residential facilities or homestay arrangements for students, therefore, parents/ guardians are expected to put in place and maintain suitable arrangements to accommodate students living away from the family home.

For children aged under 16 years of age (and under 18 years if they have a disability), living in privately arranged accommodation or receiving care from a close relative, for a period lasting 28 days or more, is defined as private foster care arrangements.

Therefore, it is the responsibility of the parent, carer, including the licensed student sponsor, to notify their local authority of the private foster care arrangement. This is explained further in Children (Private Arrangements for Fostering) regulations 2015 under Safeguarding and Welfare and Keeping children Safe in Education 2024 Annex D.

Barnet and Southgate college acknowledges some students may require access to additional support, particularly if they are living away from their family home. All students have access to targeted welfare and pastoral support and the colleges processes and procedures for supporting students' well-being and safety; and how to report concerns relating to safeguarding is detailed on the college website and safeguarding policy.

Should parents/guardians and those with loco parentis responsibility are expected to liaise directly with the personal tutor, curriculum manager and/or the colleges safeguarding team for further information.