



Safeguarding Policies and Procedures

September 2018

Safeguarding Statement:

Liverpool Football College is committed to safeguarding students and promoting student's welfare and expects all staff, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect students by reporting anything that might suggest a student is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. Liverpool Football College seeks to work in partnership with families and other agencies to improve the outcomes for students who are vulnerable or in need.

Liverpool Football College understands that safeguarding and promoting the welfare of students is everyone's responsibility. Everyone who comes into contact with students and their families and carers has a role to play in safeguarding students. In order to fulfil this responsibility effectively, all professionals will make sure their approach is student- centred. This means that staff will consider, at all times, what is in the best interests of the student. (DFE 2016)

Definitions:

A '**student**' includes anyone under the age of 18.

A '**student in need**' is defined under the Students Act 1989 as a student who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a student who is disabled. A social worker will lead and coordinate any assessment under section 17 of the Students Act 1989.

Student protection: *'Where a student is suffering significant harm, or is likely to do so, action should be taken to protect that student.'*

Safeguarding Students: *'Action should also be taken to promote the welfare of a student in need of additional support, even if they are not suffering harm or are at immediate risk.'*

Safeguarding and promoting the welfare of students is defined as protecting students from maltreatment; preventing impairment of students's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all students to have the best outcomes.'

Keeping Students Safe in Education (DfE 2016)

Policy Aims:

- To ensure responsibilities and procedures are fully understood and that everyone can recognise signs and indicators of abuse or neglect and respond to them appropriately
- To ensure that Liverpool Football College's practice meets local and national guidance.

Key Principles:

The student's needs and welfare are paramount. All students have a right to be protected from abuse and neglect and have their welfare safeguarded.

Students should be listened to and their views and wishes should inform any assessment and provision for them. Staff should always act in the interests of the student in order to protect them.

Liverpool Football College recognises that scrutiny, challenge and supervision are key to safeguarding students.

Liverpool Football College is committed to working with other agencies to provide early help for students before they become at risk of harm or require a 'student in need' statutory assessment. 'Early Help means providing support as soon as a problem emerges, at any point in a student's life, from the foundation years through to the teenage years.' (DfE 2015)

All Liverpool Football College staff are aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.' (DFE 2016)

'All staff should be aware of the process for making referrals to students' social care and for statutory assessments under the Students Act 19895 that may follow a referral, along with the role they might be expected to play in such assessments.' (DFE 2016)

All staff have equal responsibility to report their concerns about a student or the behaviour of any adult **without delay** to the Designated Safeguarding Lead. Whilst the Designated Safeguarding Lead will normally make referrals to Students' Services, **any** staff member can refer their concerns to students's social care directly in emergencies or if they feel they need to do so. (Liverpool Careline 0151 233 3700) Everyone has responsibility to escalate their concerns and 'press for reconsideration' if they believe a student's needs remain unmet or if the student is failing to thrive and in need or if the student is at risk of harm. 'Concerns about a student should always lead to help for a student at some point.'

Liverpool Football College understands its responsibility to request a statutory assessment lead by a social worker for any student in need, as defined under the Childrens Act 1989, who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services.

Keeping Children Safe in Education (DfE 2016) reminds us that all staff should

maintain an attitude of “it could happen here” where safeguarding is concerned.

Liverpool Football College will work in partnership with other agencies to promote the welfare of students and protect them from harm, including the need to share information about a student in order to safeguard them. ‘Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of students.’ Working Together to Safeguard Children (DfE 2015)

Liverpool Football College will work with other agencies to ensure any actions that are part of a multi- agency coordinated plan are completed in a timely way.

Staff, students and families will need support following student protection processes being followed.

Students have a right to learn ways to keep themselves safe from harm and exploitation.

Legislation and Guidance:

Liverpool Football College regard the DfE statutory guidance ‘Keeping Safe in Education (DfE 2016) and

Children all staff have read and understand at least part 1 of this guidance.

Local authorities have a duty to make enquiries under [section 47](#) of the Childrens **Act 1989** if they have reasonable cause to suspect that a student is suffering, or is likely to suffer, significant harm, to enable them to decide whether they should take any action to safeguard and promote the student's welfare. There may be a need for immediate protection whilst the assessment is carried out.

A ‘student in need’ is defined under the Childrens Act 1989 as a student who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a student who is disabled. A social worker will lead and coordinate any assessment under [section 17](#) of the Students Act 1989.

Section 175 of the **Education Act 2002** places a duty on local authorities (in relation to their education functions, and governing bodies of maintained schools and further education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of students who are pupils at a school, or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.)

Working Together to Safeguard Children (DfE 2015) provides additional guidance and clearly states:

‘Protecting students from harm and promoting their welfare depends upon a shared responsibility and effective joint working between different agencies’

In addition, *Working Together* also reinforces the need to take action to provide Early Help before student protection is required:

‘Providing early help is more effective in promoting the welfare of students than reacting later. Early Help means providing support as soon as a problem emerges, at any point in a student’s life, from the foundation years through to the teenage years.’ DfE 2016

Liverpool Football College therefore understands its responsibility to engage with other professionals in Early Help Assessments when a student’s needs according to the Liverpool

Students’s Safeguarding Board Responding to Need and Level of Needs framework sit below the requirement for a statutory assessment.

The Counter-Terrorism and Security Act 2015 places a duty upon local authorities and educational providers to ‘have due regard to the need to prevent people from being drawn into terrorism’. The DfE has provided statutory guidance for schools and student care providers: ‘**The Prevent Duty**’ (June 2015). The guidance summarises the requirements on schools and student care providers in terms of four general themes: risk assessment, working in partnership, staff training and IT policies. Our school will ensure that staff are aware of the indicators of extremism and radicalisation and how to respond in keeping with Local and national guidance. Staff will use their judgement in identifying students who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme. Equally students will be made aware of the risks and support available to them. We will ensure that students are safe from terrorist and extremist material when accessing the internet in schools. The Government has developed an ‘educate against hate’ website providing information and resources for schools and parents to support them to recognise and address extremism and radicalisation in young people.

‘Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **staff** along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for staff to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been

carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at- ‘Mandatory reporting of female genital mutilation procedural information’

Staff **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with Liverpool Football College or college’s designated safeguarding lead and involve students’ social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, staff should follow local safeguarding procedures.’ DFE 2016

Liverpool Football College will also consult the government guidance **Multi-agency statutory guidance on female genital mutilation (revised 2016)**. In addition, Liverpool Football College recognises the important role schools has in safeguarding students from Forced Marriage. (The Forced Marriage Unit has published **Multi-agency guidelines**, with pages 32-36 focusing on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fm@fmu.gov.uk., DFE 2016)

Early years providers have a duty under section 40 of the **Children Care Act 2006** to comply with the welfare requirements of the **Statutory Framework for the Early Years Foundation Stage**.

The Teaching Standards (DfE 2013) also requires all staff to ‘uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, including: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position having regard for the need to safeguard pupils’ well- being, in accordance with statutory provisions showing tolerance of and respect for the rights of others’

In addition, the **Sexual Offences Act 2003** makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person below the age of 18, even if that pupil is over the age of consent. In addition it would be a breach of trust to have a relationship with any school student over the age of 18.

Liverpool Football College will also take account of additional DFE guidance including:

Working Together to Safeguard Students (DFE, 2015)

What to do if you are worried [a student is being abused 2015- Advice for practitioners](#) DFE 2015

The Prevent Duty - Departmental advice for schools and studentcare providers DFE 2015

How social media is used to encourage travel to Syria and Iraq (DFE Briefing note for schools)

Disqualification under the **Studentcare Act 2006**

The Ofsted School Inspection Handbook and Inspecting safeguarding in early years, education and skills

Other DFE statutory guidance including: attendance and students who go missing from home or care which is found here <https://www.gov.uk/topic/schools-colleges-studentss-services/safeguarding-students>

Communicating with parents and visitors:

The following statement is provided to parents so they are aware of Liverpool Football College's responsibilities:

Liverpool Football College ensures students learn in a safe, caring and enriching environment. Students are taught how to keep themselves safe, to develop positive and healthy relationships, how to avoid situations where they might be at risk including by being exploited.

Liverpool Football College also has a statutory responsibility to share any concerns it might have about a student in need of protection with other agencies and in particular police, health and students' services. Schools are not able to investigate student protection concerns but have a legal duty to refer them. In most instances Liverpool Football College will be able to inform the parents/carer of its need to make a referral. However, sometimes Liverpool Football College is advised by students' services or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. Liverpool Football College follows legislation that aims to act in the interests of the student.

Liverpool Football College will always seek to work in partnership with parents and other agencies to ensure the best possible outcomes for the student and family'

The following notice is made available to all visitors in reception. In addition all visitors are provided with additional safeguarding guidance.

The name of the Designated Safeguarding Lead is displayed in the building.

Safeguarding Framework:

In addition to this student protection policy Liverpool Football College has procedures or policies in relation to other areas for safeguarding students including as examples:

- attendance
- administering medicines
- anti-bullying including cyber bullying
- behaviour for learning
- code of conduct for staff (guidance on safer working practices)
- data protection
- drug and substance misuse
- disability objectives and access plan
- equal opportunities
- fire drills
- first aid
- internet (e-safety)
- risk assessments
- safe recruitment practices
- managing allegations against staff
- safeguarding advice for visitors
- special educational needs and disabilities
- taking and using photographs

Roles and responsibilities:

The Chair of Governors is: **David MacDiarmid**

The Designated Safeguarding Officer is: **David James**

The Deputy Safeguarding Officer is: **Jan Tonkies**

The nominated Safeguarding / Student Protection Governor is: **David James**

The Governing body should ensure that:

Liverpool Football College meets the statutory responsibilities set out in Keeping Students Safe in Education (DfE 2016) and Working Together to Safeguard Students (DfE 2015).

The Student Protection Policy is reviewed annually and available to parents, normally via Liverpool Football College's office.

All adults working within Liverpool Football College are aware of Liverpool Football College's code of conduct and this guidance is in keeping with the

Guidance for Safer Working Practices for Adults Working with Students (Safer Recruitment Consortium, 2016)

Liverpool Football College's practice is reviewed in line with the prime funder's guidance.

There is a named Designated Safeguarding Lead who is a member of Liverpool Football College leadership team. There are colleagues trained to provide cover for the role.

Liverpool Football College follows safer recruitment procedures, including the statutory pre-employment checks on all staff working with young people.

Liverpool Football College itself is a safe environment where the views of students and families are listened to and where students are taught about safeguarding and how to keep themselves safe, including on the internet or when using new technology. Any complaints about services lead to improvements in practice.

Liverpool Football College will ensure there are appropriate filters and monitoring systems in place in respect of internet use.

It scrutinises the impact of Liverpool Football College's training strategy so that all staff, including temporary staff and volunteers, are aware of Liverpool Football College's student protection procedures. All staff must have student protection training which is regularly updated.

There is effective analysis of safeguarding data including bullying, attendance, exclusions, behaviour logs, pupils taken off roll, views and the progress and participation of vulnerable students.

All safeguarding practices are quality assured by the leadership team, including the auditing of safeguarding records and the supervision of the Designated Safeguarding Lead and other members of the safeguarding team.

The Directors will appoint an appropriately trained designated teacher to promote the educational achievement of students who are looked after.

Job descriptions and person specifications for all roles make specific reference to student protection and safeguarding. There is a listening culture within Liverpool Football College where both staff and students are able to raise concerns about poor or unsafe practices.

Referrals are made to the Disclosure and Barring Service and / or the National College of School Leadership as appropriate. They liaise with the Local Authority Designated Officer where an allegation is made against a member of staff.

The Designated Safeguarding Lead has a job description in keeping with the

requirements of Keeping Students Safe in Education 2016 and that sufficient time, training and support are allocated to this role, including the appointment of colleagues able to deputise for the Designated Safeguarding Lead who have undertaken the same training.

The curriculum provides opportunities to help students stay safe especially when on- line. Students should be aware of the support available to them.

Keeping Students Safe in Education DfE 2016 sets out the broad areas of responsibility for the Designated Safeguarding Lead:

'Manage referrals'

The designated safeguarding lead is expected to:

- *Refer cases of suspected abuse to the local authority students's social care as required;*
- *Support staff who make referrals to local authority students's social care;*
- *Refer cases to the Channel programme where there is a radicalisation concern as required;*
- *Support staff who make referrals to the Channel programme;*
- *Refer cases where a person is dismissed or left due to risk/harm to a student to the Disclosure and Barring Service as required; and*
- *Refer cases where a crime may have been committed to the Police as required.*

Work with others

Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Students Act 1989 and police investigations; As required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for student protection concerns (all cases which concern a staff member); and Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Undertake training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at

regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- *Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;*
- *Have a working knowledge of how local authorities conduct a student protection case conference and a student protection review conference and be able to attend and contribute to these effectively when required to do so;*
- *Ensure each member of staff has access to and understands Liverpool Football College's or college's student protection policy and procedures, especially new and part time staff;*
- *Are alert to the specific needs of students in need, those with special educational needs and young carers;⁸⁰*
- *Are able to keep detailed, accurate, secure written records of concerns and referrals;*

- *Understand and support Liverpool Football College or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting students from the risk of radicalisation;*
- *Obtain access to resources and attend any relevant or refresher training courses; and*
- *Encourage a culture of listening to students and taking account of their wishes and feelings, among all staff, in any measures Liverpool Football College or college may put in place to protect them.*

Raise Awareness

- *The designated safeguarding lead should ensure Liverpool Football College or college's student protection policies are known, understood and used appropriately;*
- *Ensure Liverpool Football College or college's student protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;*
- *Ensure the student protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of Liverpool Football College or college in this; and*
- *Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.*

Student protection file

- *Where students leave Liverpool Football College or college ensure their student protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.*

Availability

- *During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in Liverpool Football College to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such mediums is acceptable.’*

In addition to the role outlined in Keeping Students Safe the Designated Safeguarding Lead is also expected to ensure that:

Directors are notified if a student is:

- Subject to a Student Protection Plan,
- Absent for more than two days without explanation,
- The social worker is informed when a student subject to a Student Protection Plan or a Student in Need Plan moves to a new setting.

A training log is kept of all student protection training include the names of those attending.

All staff must have regular training.

Student protection records are kept securely and separately from the student’s normal files

Liverpool Football College attends and contributes to Student Protection Case Conferences and Student in Need Meetings, ensuring actions are completed in a timely manner.

Liverpool Football College escalates its concerns with other agencies when a student’s needs are not being met.

All staff and volunteers should:

Contribute to ensuring students learn in a safe environment.

Read and understand as a minimum part 1 of the DFE (2016) guidance Keeping Students Safe in Education and engage in training which enables them to identify students who may need additional help or who are suffering or likely to suffer significant harm and take appropriate action. Staff should have an understanding of the specific safeguarding issues outlined in part 1 of the DFE (2016) guidance Keeping Students Safe e.g. fabricated or induced illnesses, faith abuse. Be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put students in danger.

Follow Liverpool Football College's policies including this student protection policy and Liverpool Football College's code of conduct for adults and the Guidance for Safer Working Practices for Adults Working with Students (2015)

Understand their responsibility to escalate their concerns and 'press for reconsideration' if a student remains at risk or their needs are not met. This includes the understanding that any member of staff can make a referral to Students' Services if required to. (Liverpool Careline 0151 233 3700).

Be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Staff should recognise that students are capable of abusing their peers. Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing particularly towards girls. Behaviours by students should never be passed off as 'banter' or 'part of growing up'.

The DFE states *'peer on peer abuse should be taken as seriously as abuse by adults and should be subject to the same student protection procedures. Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.'* Concerns should be referred to senior staff who may need to consult with the Designated Safeguarding Lead. Victims of peer on peer harm should be supported by Liverpool Football College's pastoral system and referred to specialist agencies including, as examples, 'CAMHs', 'Brook' and 'Barnardos'. A risk assessment may need to be in place. Liverpool Football College curriculum will support young people to become more resilient to inappropriate behaviours towards them, risk taking behaviours and behaviours that students may be coerced into including 'sexting' or 'initiation/hazing' behaviours.

Understand that some students, including those with Special Educational Needs or Looked After, may be more vulnerable to abuse. 'Students with special educational needs (SEN) and disabilities can face additional safeguarding challenges. This can include: assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the student's disability without further exploration; students with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.' (DFE 2016)

The DFE has provided additional practice guidance 'Safeguarding Disabled Students' DFE 2009.

Have access to Liverpool Football College's managing allegations against adults procedures and whistle blowing policy. (The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding student

protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.)

Have access to 'What to do if you are worried [a student is being abused](#) [2015- Advice for practitioners](#) DFE 2015'

Procedures for reporting Student Protection or Student Welfare Concerns:

All concerns should be reported without delay directly to the Designated Safeguarding Lead, Designated Safeguarding Deputies, Head of Alternative Provision or any member of the School Leadership Team. This should be followed by a written account of the concerns completed on Liverpool Football College's Student Protection/Student Welfare Incident Form.

Consideration will need to be given to immediately protecting the student and contacting the police or other emergency services.

The Designated Safeguarding Lead will follow the LSCB and Local Authority Procedures by making a referral to Students Services (Keeping Safe in Education reminds us that any adult can refer their concerns to Students' Services directly). This should be followed up with a written referral to Students' Services.

Concerns about a student should always lead to help for a student. Liverpool Football College may need to escalate its concerns with Students' Services to ensure a referral is accepted or work with other agencies to ensure an Early Help Assessment is completed.

School Improvement Liverpool School's Safeguarding Handbook and Part 1 of Keeping Students Safe in Education (DFE 2016) provides key flowcharts and guidance to support staff and volunteers understanding and decision making. **This will support staff to make a referral themselves should that become necessary.**

Any staff member who has a concern about a student's welfare should follow the referral processes set out in paragraphs 21-27 of Keeping Students Safe in Education (DFE, 2016). Staff may be required to support social workers and other agencies following any referral.

If a teacher in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the teacher must report this to the police. Keeping Students Safe in Education provides additional guidance.

Additional Student Protection Guidance provided to all adults working with young people which will include:

- Part 1 of Keeping Students Safe in Education (DfE 2016)
- Liverpool Football College's Code of Conduct for staff and volunteers
- Guidance for Safer Working Practices for Adults Working with Students (Safer

Recruitment Consortium 2015)

- A flowchart summarising the student protection procedures
- Definitions of abuse or neglect and possible indicators
- Identified groups of students more vulnerable to abuse
- Specific guidance related to Female Genital Mutilation, Forced Marriage, Student Sexual Exploitation, Extremism and Radicalisation, Neglect and online-safety
- Dealing with allegations against staff and volunteers procedures
- Whistleblowing procedures
- 'What to do if you are worried a student is being abused 2015- Advice for practitioners DFE 2015'

On-line safety, data protection and the use of digital photographic equipment

Liverpool Football College's on-line/E-safety/ Acceptable User policy clearly outlines the way in which Liverpool Football College uses technology and the measures in place to ensure safe and responsible use by all. There is a clear code of conduct for staff and volunteers for using new technologies, mobile phones and personal photographic equipment around students. Liverpool Football College will consider, in particular, Looked After Students (Students in Care) who might be put at risk by being included in publicity materials or school photographs.

The DFE highlights the risks of new technologies:

'The use of technology has become a significant component of many safeguarding issues. Student sexual exploitation; radicalisation; sexual predation- technology often provides the platform that facilitates harm. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material
- contact: being subjected to harmful online interaction with other users
- conduct: personal online behaviour that increases the likelihood of, or causes, harm'

Staff should bring immediately to the attention of the Designated Safeguarding Lead and senior leadership team any behaviours by adults or students themselves that may be risky or harmful.

Monitoring attendance

A student missing from an education setting is a potential indicator of abuse or neglect including exploitation. Local Authority guidance and procedures will be followed for dealing with a student who is missing from education, particularly on repeated occasions.

Unauthorised attendance will be closely monitored. The attendance students with known welfare and attendance concerns will be monitored closely, particularly those

with chronic poor attendance or persistent absentees. Schools should also scrutinize the attendance of off-site provision to ensure students are attending and are safe. Similarly the attendance of students who are vulnerable or with known welfare and safeguarding concerns such as students who have a Student Protection Plan, a Student In Need, are Students Looked After and/or SEN will be monitored on a daily and weekly basis. Social care will be informed immediately when there are unexplained absences or attendance concerns. It is important that Liverpool Football College's attendance team, including the EWO, school nurse and Safer Schools Officer, are aware of any safeguarding concerns. It is critical that when a student is not attending school their welfare is confirmed and best practice would be for an appropriate professional to visit the home and speak to the student away from their parents/carers, particularly if there are any safeguarding concerns. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

Complaints

Complaints about safeguarding should follow Liverpool Football College's complaints policy. Liverpool Football College and Local Authority also have whistle blowing procedures.

The Local Authority Officer for dealing with allegations against staff and volunteers can be contacted through Careline on 0151 233 3700.