



# **POLICY 010 SAFEGUARDING POLICY**

If you have a disability which makes reading this document or navigating our website difficult and you would like to receive information in an alternative format, please contact: [anddegree@acm.ac.uk](mailto:anddegree@acm.ac.uk)

## **Policy 010: SAFEGUARDING POLICY**

### **1. PURPOSE**

1.1 The purpose of the policy is to assist ACM in discharging its duties and commitments in respect of safeguarding students, staff and the wider community in institution-led activities fully, effectively and in accordance with statutory guidance and legislation.

1.2 It is the intention of this Policy to promote high standards of personal and professional practice across the institution and outlines the procedures for staff to follow when concerns arise.

1.3 This Policy has been written in accordance with, and with reference to, the statutory guidance and legislation as outlined in Item 8.

### **2. POLICY DETAILS**

2.1 ACM is committed to safeguarding and promoting the welfare of all students, staff, visitors and guests and acknowledges its particular responsibilities to children, young people and adults at risk.

2.2 All staff within ACM have a responsibility to be involved in contributing to a culture in which safeguarding is embedded, discussed openly and risk proactively reduced. Every member of staff is DBS checked prior to commencing employment, and again every three years for FE, AND, Safeguarding and Wellbeing staff, and all staff members must complete training in the following areas:

- Safeguarding Young People/ Adult at Risk
- Mental Health Awareness in Children & Young People
- An introduction to GDPR
- Health and Safety in Education Awareness
- The Prevent Duty
- First Aid Essentials

2.3 All suspicions and allegations of abuse or concerns about radicalisation will be taken seriously by ACM and responded to appropriately involving referral to external agencies when deemed necessary. These suspicions and allegations will be acted upon immediately.

2.4 ACM will ensure that there are established governance structures in place to ensure that all aspects relating to safeguarding are regularly audited, reviewed and monitored.

2.5 All ACM students and staff are required to wear ID cards and lanyards at all times whilst on ACM premises. Any person or persons found to be on ACM premises without a valid ACM ID will be removed by security representatives. The main doors to ACM buildings are key card access only to ensure access is only granted to ACM students and staff, or supervised contractors. Any member of the ACM community found to be abusing this system (e.g. by granting access to another person by using their ID card), may be subject to staff or student disciplinary procedures.

2.6 All visitors, guests and contractors etc. are required to register at the Campus Reception on arrival. They will be issued with, and must display at all times, a Visitor Pass and are required to return it on leaving the premises. A Safeguarding leaflet will also be issued which contains essential information for disclosure process, team information and also includes fire precautions and first aid information.

2.7 All visitors, guests and contractors etc. will be made aware of and follow ACM's safeguarding policy. They will recognise, respond to and report any concerns that come to their attention regarding the safety and/or welfare of a young person or vulnerable adult.

2.8 ACM's safeguarding policy and procedure are supported by the Safeguarding Team. The safeguarding team must remain aware of all safeguarding policies and procedures and be able to communicate them effectively to all staff. They are responsible for providing comprehensive safeguarding inductions, regular training and reinforcing staff responsibility to recognise, report and respond to concerns.

2.9 The ACM safeguarding team consists of the Designated Safeguarding Lead and a team of Deputy Designated Safeguarding Lead, and is responsible for responding to safeguarding disclosures under the direction of the DSL. Such actions may include, referring allegations to the relevant investigating agencies such as Local authority, Police, Channel panel, social services; Attending Child In Need meetings and Child Protection conferences.

2.10 ACM is committed to providing clear and easy to follow procedures for management of all concerns, including those that are deemed low level. In addition to its safeguarding provision, ACM has established procedures to enable staff to raise low level concerns about staff competency, organisational risk and reputational risk.

2.11 Notwithstanding the measures in place to safeguard children and young people, and ACM's commitment to students in need of extra support as outlined in Section 8 of the Additional Needs and Disability Policy, ACM does not act *in loco parentis* for registered students under 18.

### 3. POLICY SCOPE

3.1 The policy applies to all members of the ACM community, including students at all levels and campuses, staff, applicants, associate members, visitors, contractors and volunteers.

3.2 All ACM campuses have students under the age of 18 participating in courses or events, our safeguarding policy and training programme is developed in line with Keeping Children Safe in Education for both our Higher and Further Education provision. All staff adhere to recommendations and necessary requirements stated within this legislation regardless of role or position.

### 4. RELATED POLICIES

- Safeguarding Procedures
- Staff Code of Conduct
- Student Charter
- Harassment and Sexual Misconduct Policy (E6)
- Data Protection Policy
- Prevent Policy
- Fitness to Study Policy
- External Speaker and Events Policy
- Acceptable Use of IT and E-Safety Policy
- Social Media Policy
- Student Disciplinary Policy
- Student Complaints and Grievances Policy
- Equality & Diversity Policy
- Staff Recruitment Policy
- Health & Safety Policy
- Whistleblowing Policy

- Criminal Convictions Policy

## 5. POLICY OWNER

The responsibility for this Policy falls under the remit of the Designated Safeguarding Lead, overseen by the Student Experience and Opportunity Committee. This role is supported under the Integrated Services Division.

The responsible committee will ensure the regular review of this Policy is carried out under ACM's Quality Assurance Framework.

## 6. DEFINITIONS

**Safeguarding:** Actions taken to promote the welfare of children, young people and adults at risk and to protect them from harm, abuse, neglect, exploitation and radicalisation.

**DSL:** Designated Safeguarding Lead is the member of staff that coordinates all safeguarding concerns and oversees all referrals. Work with the local authority for managing allegations against adults who work with children

**DDSL:** Deputy Designated Safeguarding Lead is the member of staff who supports the DSL in maintaining the function of safeguarding throughout all campuses.

**LADO:** Local Authority Designated Officer

**Abuse:** A form of maltreatment of a person. Someone may abuse or neglect another person by inflicting harm or by failing to act to prevent harm. Abuse may occur in a family, institutional or community setting, online or offline, and may be perpetrated by adults or by children/peers.

**Physical Abuse:** A form of physical abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to anyone. Physical harm may also be caused when a responsible adult fabricates the symptoms of, or deliberately induces, illness in someone.

**Emotional Abuse:** The persistent emotional maltreatment of a person such as to cause severe and adverse effects on that person's emotional development. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on people. These may include interactions that are beyond a person's developmental capability as well as overprotection and limitation of exploration and learning or preventing the person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing people frequently to feel frightened or in danger, or the exploitation or corruption of people. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual Abuse:** Involves forcing or enticing someone to take part in sexual activities, not necessarily involving violence, whether or not the person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving someone in looking at, or in the production of, sexual images, watching sexual activities, encouraging

people to behave in sexually inappropriate ways, or grooming someone in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can people under the age of 18. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer abuse) in education and all staff should be aware of it and ACM's policy and procedure for dealing with it.

**Neglect:** The persistent failure to meet someone's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)** Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

**Serious Violence:** Indicators may signal someone is at risk from or is involved with serious violent crime. These may include increased absence from education, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that someone has been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

**Mental Health:** Mental health problems can, in some cases, be an indicator that a person has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. ACM staff, however, are well placed to observe students day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

**Female Genital Mutilation (FGM):** FGM is a procedure where the female genitals are deliberately cut, injured or changed, even though there is no medical reason for this to be done. It is also referred to as female circumcision. If a member of staff, in the course of their work, discovers that an act of FGM appears to have been carried out, they must report this to the DSL or DDSL and it must be reported to the police.

**PEER ON PEER ABUSE:** Children can abuse other children and it can happen inside or outside the institution and online. Even if there are no reports from within the institution, it does not mean it is not happening; it may be the case that it is just not being reported. It is therefore important if staff have any concerns, they should contact the Designated Safeguarding Lead or Deputy. Inappropriate behaviours between peers that are abusive in nature should be challenged. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh" can lead to a culture of unacceptable behaviours, an unsafe environment for people and in worst case scenarios a culture that normalises abuse leading to people accepting it as normal and not coming forward to report it. Peer on peer abuse is seen as a specific safeguarding concern. ACM

therefore additionally covers peer on peer abuse in a separate policy and procedures document.

## 7. PROCEDURES

The procedure that accompanies this safeguarding policy is Procedure 010: Safeguarding Procedure, and can be found at [acm.ac.uk/policies](http://acm.ac.uk/policies)

## 8. EXHIBITS/ APPENDICES/ FORMS

This Policy has been written in accordance with, and with reference to, the following statutory guidance and legislation:

- Keeping Children Safe in Education (DfE, 2025)
- Working Together to Safeguard Children (2018)
- What to do if you're worried a child is being abused (DfE, 2015)
- The Prevent Duty (DfE, 2015, updated 2019)
- Child sexual exploitation; definition and guide for practitioners (DfE, 2017)
- Sexual violence and harassment between children in schools and colleges (DfE, 2018)
- The Children Act 2004 (with later amendments),
- Safeguarding Vulnerable Groups Act 2006,
- The Sexual Offences Act 2003
- Office for Students (OfS) Condition E6
- Protection of Freedoms Act 2012;
- Children and Families Act 2014;
- Care Act 2014;
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government, July 2018)
- OfS guidance on student safeguarding, harassment and sexual misconduct, and student protection and choice

## 9. DOCUMENT HISTORY AND NEXT REVIEW

|             |                   |
|-------------|-------------------|
| Version     | 6.1               |
| Approved on | 01 September 2025 |
| Approved by | Academic Board    |
| Next review | August 2027       |