



BOLTON
COLLEGE



A Guide to Safeguarding at Bolton College

At Bolton College, all staff and Governors fully recognise the contribution the college makes to safeguarding its learners.

Everyone who comes into contact with our learners has a part to play in keeping learners safe.

Everyone has a responsibility to safeguard our learners who are under 18 years old or learners who are adults at risk.

Everyone at our college is committed to working in a trauma informed way and being open to 'it could happen here.'

For further information on our approach to safeguarding please refer to our Child Protection &

Safeguarding Children Policy and our Adults at Risk Policy below.

Child Protection & Safeguarding Children Policy



Adults at Risk Policy



Read the Department for Education's statutory guidance, Keeping Children Safe in Education





Jane Marsh,
Group Director of Safeguarding & College
Designated Safeguarding Lead

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📍 Room A3.17



Stephen Mellor,
Safeguarding Manager & Deputy DSL

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Rosie Croarkin,
Safeguarding Support Officers / Deputy DSL

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Janine Perry,
Safeguarding Support Officers / Deputy DSL

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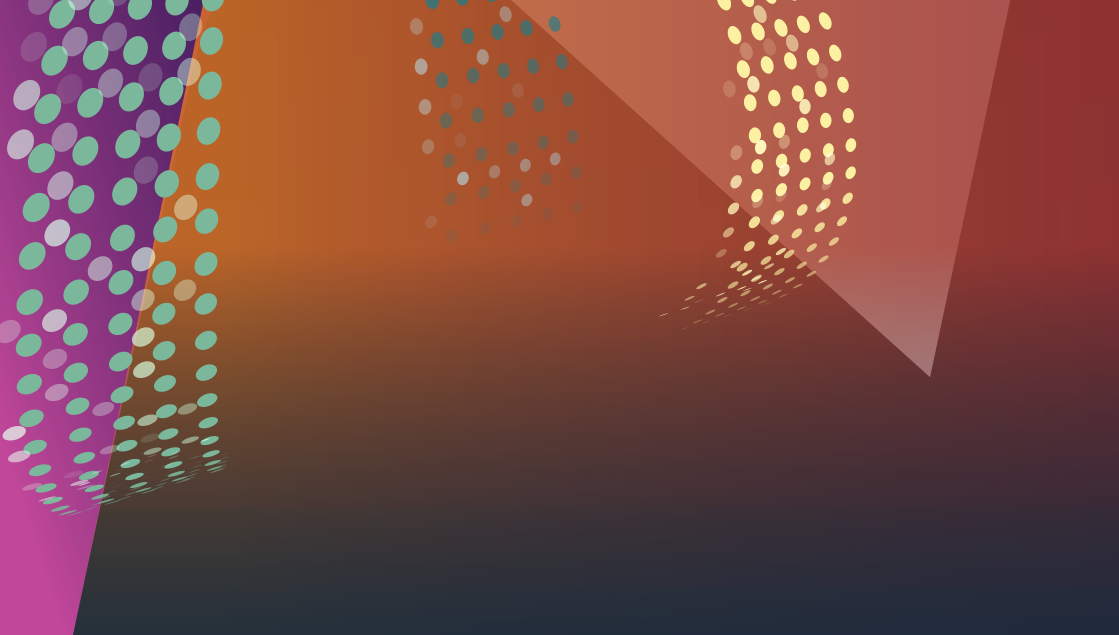
Shahida Khan,
Safeguarding Support Officers / Deputy DSL

☎ 01204 482 758

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If you have a concern

- ✓ Receive what they have said, listen without judging or interrupting and try not to appear shocked.
- ✓ Reassure the learner that they have done the right thing by telling you, but don't promise confidentiality.
- ✓ React by clarifying any points you are not sure about; explain you have a duty to pass the information on to someone who can help.
- ✓ Record by making accurate notes of the discussion; use the learner's own words and pass the information on to the Safeguarding Team within 24 hours.
- ✓ Support the learner - this may involve giving some of your time. Consider what support you might need yourself, and speak to the Safeguarding Team.

What should concern me?

Examples would be...

- Any signs of physical abuse.
- Child on child abuse - becoming aware of sexual harassment/sexual assault/non-consensual sex/sharing of intimate photos/physical abuse or emotional abuse.
- Drug abuse - selling or buying of illegal substances.
- A change in behaviour or presentation.
- Mental health and wellbeing - self harm/suicide ideation/low mood.
- Exploitation - being coerced into criminal activity or inappropriate sexual behaviour.
- Weapons - possession of a weapon or being threatened.
- Please talk to the Safeguarding Team if you have any concerns... if in doubt, shout!

How to make a report on ProMonitor

Log into ProMonitor to raise a concern under the safeguarding section and send an alert to the Safeguarding Team.

If it is urgent, speak personally to a member of the safeguarding team in rooms **A2:32A** and **A2:11C**, then follow up by documenting your concerns on ProMonitor.



What if I have concerns about a member of staff?

Low level concerns - witnessing a staff interaction with a learner which is not consistent with college policies and values. This can also relate to behaviour outside of work or online which can cause a sense of unease about a person's suitability to work with young people or adults at risk.

If you have any concerns then they must be reported to either Jane Marsh, Group Director of Safeguarding / College DSL or Sue Bury, Head of HR immediately or in their absence, the College Principal or a member of the executive management team.

Emergency Lockdown

In the event the college goes into lockdown there will be an alarm sound:

- Upon hearing the alarm people must move to a safe place and hide.
- Turn off lights, turn phones to silent, shut blinds, keep quiet and stay out of sight.
- Where possible lock doors or place furniture against the door.

RUN HIDE TELL



See It, Share It, Report It

See It:



If you witness or overhear something that concerns you

If you have something on your mind that concerns you

Share It:



Speak to a member of the Safeguarding Team for advice

Report It:



In an emergency situation speak to safeguarding in person, don't wait!

For a non-emergency situation, report your concern via ProMonitor or by emailing **safeguarding@boltoncc.ac.uk**

Your wellbeing matters

Safeguarding cases can sometimes be distressing for staff or they may remind us of events in our past which may leave us feeling in need of support. This is natural. If you have been affected by a disclosure then talk to the Safeguarding Team or your line manager.

If you are finding it hard to let go of a disclosure then the college has support mechanisms in place to support you - talk to the People & Culture Team (HR) who can sign post you. You can find the team in room **A3.19**.

Safeguarding at Bolton College

