

BISHOP BURTON
College

RISEHOLME
College



SAFEGUARDING HANDBOOK FOR STUDENTS (FURTHER EDUCATION)

*A guide to keeping yourself safe
and where to find help when you need it.*

What is safeguarding?

Bishop Burton College is committed to providing a safe and welcoming environment in which to work, learn and live. Safeguarding involves keeping children, young people and adults safe from a wide range of potential harm.

As a College community we all have a responsibility to support one another and report concerns. You may feel that you don't have evidence that anything is really wrong but just have feelings of unease about a situation, or you may be worried about the consequences of reporting it but remember if you see something, hear something, say something.

How does Bishop Burton College keep students safe?

There are a number of ways in which the College ensures the safety and wellbeing of its students and staff:

- Ensuring lanyards are worn by students, staff, visitors and contractors
- Advice and guidance provided at induction and throughout the academic year in group tutorials as part of the Personal Professional Development (PPD) programme
- Access to health and welfare staff who can help with a wide range of pastoral issues
- Provision of a counselling service
- Access to the Safeguarding Team to discuss any concerns about yourself or others

The advice in this booklet covers specific safeguarding issues which may affect you or someone you know during your time at College. If you feel worried, confused or upset by any of the information, do not hesitate to speak to your Course Manager or a member of the Student Services team.

The safeguarding information in this booklet relates to the document updated by the Department for Education in September 2024 entitled "Keeping Children Safe in Education", which contains statutory guidance for schools and colleges.

Online Safety

What is online safety?

Online safety involves making sure young people are safe and secure when they are using the internet. It includes mobile phones, games consoles, wireless technology and social networking. The internet can be a great way of staying in touch with friends and can be used in a number of ways to help you learn while you are at College but it's really important that you understand the risks and know how to use it safely and responsibly. If you encounter anything online which is worrying or upsetting make sure you tell someone or report it.

How can I stay safe online?

- Remember, you can't trust everything you read/see on the internet
- Not everyone is who they say they are online
- Don't meet up with people you have only ever met online
- You have the right to keep information private, you don't have to tell people things if you don't want to
- Be cautious when filling out online forms and questionnaires
- Pictures, messages and videos are out of your control once they're online
- If upsetting pictures or messages of you or about you are posted you have the right to report them and ask for them to be removed
- Inappropriate behaviour and online (cyber) bullying should be reported immediately
- Always use respectful and appropriate language and behaviour online. Anything which is upsetting or

offensive should be reported

What is sexting?

Sexting is when someone sends naked or sexually explicit pictures of themselves (or someone else) through their mobile phones or online. Sexting can also involve videos and rude messages.

Why do people do it?

Sexting can happen for many reasons and it is very easy to get drawn into an inappropriate exchange of messages. It may feel like everyone is doing it or that you need to prove to someone you are sexually confident or experienced. It could be that you really trust the person you are messaging or that you are involved in a sexual relationship with them so feel it is ok to send them pictures of yourself.

Why is it a problem?

Before you send a message think about the following issues:

- Once you send the picture, you have lost control of where it goes - it could end up anywhere on the internet or on people's personal devices e.g. phones
- Even with instant messaging/photos e.g. WhatsApp, people can take a screenshot or save your message/picture and send it on
- Would you be comfortable if a parent, teacher or friend saw what you were posting?
- Do you definitely know who you are sending the picture to? People you meet online may not always be who they say they are
- Why are you doing it? There are lots of ways to show someone you care about them. Never feel pressurised into doing something you are not sure about
- Remember a quick message or picture can have serious long-term consequences

How do I report problems?

Most social networking sites and a number of other websites have a button you click to report abuse or inappropriate behaviour. If you are being sent offensive images or messages, do not respond. You can take a screen shot of an inappropriate message and report it.

Speak to your tutor, Course Manager, Student Services staff or the Safeguarding Team.

Bullying & Cyberbullying

What is bullying?

Bullying can take many different forms and can be physical or emotional. It involves one individual or a group deliberately hurting or upsetting another individual or group.

Cyberbullying involves someone being bullied by email, messaging, social media websites or text messages. It could be that someone is writing nasty or upsetting comments about you or perhaps uploading embarrassing photographs or videos.

Being bullied can make you feel lonely and depressed and you may start avoiding social situations or feel that you don't want to come to College.

What should I do if I am being bullied?

Bishop Burton College has a zero tolerance to bullying and incidents should be reported so they can be dealt with quickly and effectively. It can be difficult to ask for help but if you talk to your tutor, course manager or Student Services staff they can help and support you and ensure the issue is tackled.

If you are being bullied online, it is really important not to respond to the messages. You should save them or take a screenshot so you can have a record of what has happened and report it as soon as you can.

Peer on Peer Abuse (Child on Child Abuse)

What is peer on peer abuse?

Peer-on-peer abuse/Child-on-child abuse is abuse that happens between young people, or between people of a similar age and situation, like students in school or college. It includes bullying, physical abuse, sexual violence, sexual harassment and sexting, in fact it can include any form of verbal, written or physical action that causes harm or distress. Harassment and abuse can also be linked to protected characteristics such as – age, disability, sex, sexual orientation, gender reassignment, race, religion or belief.

You do not have to put up with this, don't be afraid to report any concerns that you have. We always take peer on peer abuse seriously and will follow up on any allegations or concerns, supporting everyone involved. Peer on peer abuse is never just banter or a part of growing up. It is a serious matter that will be dealt with through our student code of conduct, disciplinary and pastoral support process.

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

In an emergency call 999

Childline: 0800 1111

NSPCC 24-hour helpline: 0808 800 5000 or text 88858

Personal Safety

Personal safety is important when taking part in any kind of learning. Everyone has the right to be and feel safe. Your responsibilities are to keep yourself safe and to respect other people's rights to safety.

Top Tips for Personal Safety

- When you go out make sure someone knows where you are going, who you are meeting and when you expect to return
- Always make plans for your journey home in advance
- When out at night, stick to busy, well-lit areas
- Walk facing on-coming traffic
- Keep your valuables in a cross-the-body bag and keep it zipped up
- Ensure you have an 'ICE' (In Case of Emergency) number in your mobile phone
- Remember– alcohol can reduce your awareness, judgement and can affect your ability to make safe and sensible decisions
- Know your safe limits when drinking alcohol and make sure you stay with your friends and keep an eye on their safety too
- Don't meet up with people you have only ever met online. You don't know if you can trust them and if they are who they say they are
- Avoid using your phone for long periods or listening to music when you are out as this can make you less alert to danger

Visitor Procedures

Bishop Burton College welcomes a wide variety of visitors and guests. All visitors must sign in at Main Reception in the first instance. Visitors will be issued with a visitor badge and white coloured lanyard and their contact details will be left at reception.

Guests arriving to visit residential students must be signed in through the Duty Warden. Guests visiting students must be accompanied by the student they are visiting at all times. Anyone on the campus who is not displaying a visible ID will be stopped and challenged.

Mental Health

What is mental health?

Mental health is also referred to as emotional health or wellbeing and it is just as important as your physical health. Good mental health doesn't just mean that you don't have any mental health problems, it should mean that you are able to positively engage in all aspects of your life, including college, friends and family and your leisure time. You should be able to cope with everyday problems and fulfil your potential, however, everyone reacts to challenges and difficulties in their lives differently. Some people find it easy to manage their emotions and problems, others may find it harder and need support. There are a number of mental health problems and some of the more common ones include:

- Depression
- Anxiety and panic attacks
- Self-harm
- Suicidal thoughts and feelings
- Phobias
- Eating disorders
- Obsessive Compulsive Disorder (OCD)

What to do if you are worried about your mental health

Some people feel embarrassed talking about their mental health or see it as a sign of failure or weakness. However, mental health issues are very common and with the right support most people learn to manage their difficulties and live a happy fulfilling life. Talking about how you feel is the first step and will lead you to getting the support you need.

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

Your GP will support you and refer you when necessary

www.mind.org

Anxiety and panic advice: **www.anxietyuk.org.uk**

Eating Disorders support: **www.beatingdisorders.co.uk**

Substance Misuse

What are substances?

'Substances' in this context refers to alcohol, tobacco, illegal drugs, and medicines which are legal but create a 'high' feeling when taken. Although many young people want to know about substances, alcohol and others, all those listed above are potentially very dangerous and can lead to long term health issues, addiction and even death.

Why do people take substances?

There are lots of reasons why people take substances or start to smoke or drink. Often peer pressure plays a strong part when someone tries a substance for the first time so it is important to consider the risk you are taking and the benefit you are gaining. You should never feel pressurised into doing something you don't want to do, and if you find yourself in that situation it is important to tell someone about it. Legal substances such as tobacco are associated with a whole range of health problems and alcohol can have a serious impact too, both physically and in terms of how it affects your judgement when you are drunk.

Zero tolerance

Bishop Burton College operates a zero-tolerance policy towards illegal substances. Any student involved in a substance related incident will be excluded and the police will be informed.

Who can help?

If you have become involved in substances or are dependent on them (including tobacco and alcohol) then you can get lots of support to give them up for good.

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

Frank offers information and advice: www.talktofrank.com

Alcohol advice: www.drinkaware.co.uk

Advice on giving up smoking: www.nhs.uk/smokefree

Domestic Violence and Abuse

What is domestic violence and abuse?

Domestic violence is abuse which takes place between two people over 16 who are in an intimate relationship together or are family members. The abuse can take many forms including:

Psychological, physical, sexual, financial and emotional abuse

Domestic abuse can happen to anyone, no matter what your gender or sexuality, and it may not always or exclusively involve violence i.e. being hit, punched or kicked. It could be that your partner or a family member threatens you, shoves or pushes you or makes you feel scared or frightened. They may act in a very possessive or jealous way and try to control what you do and where you go, or make you feel bad about yourself by insulting you and making hurtful remarks.

What to do if it happens to you

It can be difficult to tell someone that you are experiencing domestic violence. It may be that you feel it is your fault or that your loved one is going through a bad time and will soon change. However, this form of abuse is serious and if it happens to you it is really important that you tell someone so that you can get help. It is important to seek help before you find yourself in an emergency situation when abuse has escalated. You must remember that it is not your fault and that you are not alone.

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

In an emergency call 999

National Domestic Violence Freephone helpline open 24 hours: **0800 970 2070** or text **60777**

National Centre for Domestic Violence: www.ncdv.org.uk or **0844 8044 999**

Men's Advice: info@mensadviceline.org.uk or **0808 801 0327**

Gangs and Youth Violence

Who gets involved in gangs?

Most young people never get involved in gangs or violence. However, there are some individuals both male and female who are vulnerable to this and it can result in them being harmed or harming other people.

Many young people involved in gangs and violent behaviour are victims of crimes as well as offenders. Being involved in a gang can involve violence, sexual exploitation, weapons, drugs and criminal activity.

Why do people join gangs?

People get involved with gangs for a number of reasons. These can include wanting to be respected, to feel they belong, to make money, boredom, feeling protected and because other friends and family are already involved. It can also seem exciting or glamorous to be involved in a gang. Although it can sometimes feel you have no choice but to get involved, or feel there is no way out when you are, it is important to remember that being involved in a gang means you are not safe and you must tell someone who can give you help and advice. Being involved in a gang can mean you are unable to have the freedom to do what you want and you may feel pressurised or be threatened to do things you don't want to do.

What are the consequences?

Being involved in a violent gang can have serious long-term consequences for you. Members of gangs involved in illegal activity (drugs, weapons, violence etc.) will face criminal prosecution and the violence involved can lead to injury and death.

Who can help?

If you are involved in a gang or are being pressurised into joining, there are a number of ways in which you can get help; it is very important to talk to someone about the issues you are having.

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

NSPCC: **0808 800 500**

Gender-Based Violence Against Women

What is gender-based violence against women?

This term is used to describe violence and abuse that is specifically targeted towards women. It includes rape and sexual violence, domestic abuse, female genital mutilation and forced marriage. Sometimes women experience violent behaviour from strangers but they may also be the victims of violence from people they know or are in a relationship with. Domestic and sexual violence often takes place behind closed doors and women may suffer in silence, feeling too frightened or ashamed to tell anyone, but the women involved are not responsible for the violence being inflicted upon them and should seek help in order to end it.

How can it be stopped?

There is a lot of support available to help women who are the victims of violence. The first step is to talk to someone if this is something which is happening to you. In March 2014 a new law known as the Domestic Violence Disclosure Scheme or 'Clare's Law' was introduced which allows individuals to check with the police to find out if their partner has a history of domestic violence.

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

Refuge is a charity which supports women who are the victims of domestic violence and they run a free 24 hour helpline: **0808 2000 247** or visit www.refuge.org.uk

www.womensaid.org.uk

www.rapecrisis.org.uk

www.forwarduk.org.uk (female genital mutilation)

Child Sexual Exploitation (CSE)

What is child sexual exploitation?

Child sexual exploitation is a situation where a young person, under the age of 18 is being pressured or forced into a sexual relationship with someone else because that person is giving them something in return. It could be that the young person is receiving money, food, drugs, housing, gifts or even just affection in return for sex.

How does it happen?

It could be that an older person has spent a long time getting to know a young person, in order to then initiate a sexually exploitative relationship, often making them feel special by giving them gifts or lots of attention— this process is known as 'grooming.' Even if someone says they care about you and sometimes makes you feel really good, it's wrong for them to make you feel upset or frightened and it's wrong for them to try and control you or pressurise you.

Who does it happen to?

Sexual exploitation can happen to anyone, male or female, and sometimes it can be difficult to know when you are being exploited. It might feel like someone is being really nice to you, but that doesn't mean that they aren't going to end up doing something bad. Being sexually exploited in this way is never the fault of the young person and there are lots of ways in which you can get help if you find yourself in this situation.

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

In an emergency call 999

Child Criminal Exploitation (CCE)

What is child criminal exploitation?

Criminal exploitation is also known as 'County Lines'. This is when gangs and organised crime networks groom and exploit young people to sell drugs. Often, young people are made to travel between different counties and they use a network of mobile phone lines to supply drugs.

Who is targeted by criminal groups?

Criminals deliberately target vulnerable children – those who are homeless, experiencing learning difficulties, going through family breakdowns, struggling at school or college, living in care homes or trapped in poverty.

Criminals groom children into trafficking their drugs for them with promises of money, friendship and status. Once they have been drawn in, children are controlled using threats, violence and sexual abuse leaving them traumatised and living in fear.

What are the signs of criminal exploitation and County Lines?

- Returning home late, staying out all night or going missing
- Being found in areas away from home
- Increasing drug use or being found with large amounts of drugs on them
- Being secretive about who they are talking to or where they are going
- Unexplained absences from school, college, training or work
- Unexplained money, phones, clothes or jewellery
- Increasingly disruptive or aggressive behaviour
- Using sexual, drug-related or violent language
- Coming home with injuries or looking particularly dishevelled
- Having hotel cards or keys to unknown place

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

In an emergency call 999

Female Genital Mutilation (FGM)

What is female genital mutilation?

Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. It is estimated that between 100-140 million women and girls have been subjected to FGM. Official WHO (World Health Organisation) data

FGM is illegal in the UK and must be reported.

Why does it happen?

FGM is cruel and harmful. There are a number of reasons used to justify it which include motives such as culture, religious beliefs, tradition and hygiene. Although different beliefs should be respected, beliefs which lead to abuse cannot be tolerated. Female genital mutilation can lead to short term consequences such as pain, shock, infection and fatal haemorrhaging as well as long term problems such as a severely damaged reproductive system, repeated infections and psychological trauma.

Who can help?

If you or someone you know has been affected by this issue its really important to tell someone so that they can help you cope with the consequences. There are specialist clinics which can help with the physical and psychological effects of FGM. If you are concerned that your family may intend this for you or another family member then you must tell someone as soon as possible.

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

Childline 0800 1111

FORWARD is an African Diaspora woman led UK-registered campaign and support charity dedicated to advancing and safeguarding the sexual and reproductive health and rights of African girls and women

www.forwarduk.org.uk

NSPCC www.nspcc.org or call their 24 hour helpline on **0808 800 5000**

Forced Marriage

What is forced marriage?

Everyone has the right to choose who they marry, when they marry and if they get married at all. A forced marriage is one where one or both spouses don't want to get married but are doing so because they are being pressured, intimidated or forced to do so. The pressure to get married will usually come from parents and other family members and may be physical, emotional, psychological, sexual and financial. Victims may be told they will bring shame on their family if they do not go ahead with the marriage and this can be very intimidating.

In June 2014 a new law was passed which means that forcing someone to get married is now an offence and can result in a prison sentence of up to seven years.

Is it the same as arranged marriage?

No. In an arranged marriage, a family will choose a possible spouse but both partners will be involved in the decision-making process and have the right to say no if they do not want to go ahead with the marriage.

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team

Childline: **0800 1111**

The Forced Marriage Unit can offer advice and practical help about how to stop a forced marriage or how to get out of a marriage you have been forced into. They can also help if you are worried you will be taken out of the country to be married. **www.gov.uk/stop-forced-marriage**

www.freedomcharity.org.uk

If you are in danger of immediate harm or are about to be taken out of the country for a forced marriage call **999**.

Radicalisation

What does radicalisation mean?

Radicalisation is defined by the government as "the process by which a person comes to support terrorism and forms of extremism leading to terrorism." Terrorism is a serious threat to us all and some young people may be particularly vulnerable in terms of being recruited and radicalised by terrorist organisations with extreme ideas.

The Prevent Strategy

The Prevent Strategy is designed to support organisations to protect vulnerable people. All schools, colleges and universities have their own Prevent Policy, in which they explain what they will do to protect their students.

British Values

To support Schools, Colleges and Universities in ensuring young people leave prepared for life in modern Britain, the Government requires them to promote British Values to improve the spiritual, moral, social and cultural development of students.

British Values are defined as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those with different faiths and beliefs

Who can I talk to?

If you feel you are being drawn into a group with extreme ideas or are being pressurised to get involved with a group, talking through how you are feeling can help you get a different perspective. If you feel that someone you know is at risk of becoming involved in an extremist group it's also important to tell someone about this. The local authority and local police can help support you and offer information and advice.

Who can help?

Your tutor, Course Manager, Student Services staff or the Safeguarding Team.

Anti-Terrorist Hotline: **0800 789 321**

Reporting Safeguarding Issues

What happens when I tell a member of staff about a problem I have?

If you have any worries or concerns during your time at College, there are lots of people you can talk to including your Course Manager or Student Services. If any of the issues in this booklet have affected you or someone you know then it is really important to tell someone. When bad things happen, it can be easy to blame yourself but it isn't your fault. By talking about what has happened, you can start getting the support and help you need.

Conversations you have with members of staff will be in a secure and safe environment and no information will be shared unless necessary. If you talk to a member of staff about an issue which means that you may be at risk of harm or harming someone else or are involved in something illegal, that member of staff will need to pass the information on to other members of staff and external agencies.

Staff involved in safeguarding issues

All staff are involved in keeping our students safe and you can speak to any member of staff if you are worried about something, but we have certain members of staff who are experts in this area and these are the people that will deal with specific issues and pass them on to the local authority or police when necessary.

Bishop Burton and Riseholme College Safeguarding Team:

- **Ann Paling - Designated Safeguarding Lead**
ann.paling@bishopburton.ac.uk / 01964 553006
- **Verity Wainwright - Senior Deputy Designated Safeguarding Lead at Riseholme College**
verity.wainwright@riseholme.ac.uk / 01522 304573
- **Ellie Stephen - Deputy Designated Safeguarding Lead**
ellie.stephen@bishopburton.ac.uk / 01964 553077
- **Isobella Swallow - Safeguarding Officer**
isobella.swallow@bishopburton.ac.uk / 07483 111632 or 01964 554199

Course Manager

You will see your Course Manager regularly and can discuss any issues which you feel may be worrying you.

Student Services

When you come into Student Services there will always be a member of staff who can talk to you. They can offer you advice, guidance, make counselling appointments and also refer you to other staff if required.

Bishop Burton College: enquiries@bishopburton.ac.uk / 01964 553113

Riseholme College: enquiries@riseholme.ac.uk / 01522 304603

Counselling Service

There is a free counselling service available to all students. To make an appointment contact the Health and Welfare team.

Bishop Burton College: needtotalk@bishopburton.ac.uk

Riseholme College: needtotalk@riseholme.ac.uk

Chaplaincy

The College Chaplain is available to talk through any worries you have or to guide you through a difficult time such as a bereavement.

Richard.parkinson@bishopburton.ac.uk

Websites and Helplines

Helpline numbers

Emergencies: 999

Non-emergency police advice: 101

Non-emergency health advice: NHS 111

Childline: 0800 1111

NSPCC: 0808 800 5000

Samaritans: 116 123

National Domestic Violence Helpline: 0800 970 2070

Anti-Terrorist Hotline: 0800 789 321

Websites

Bullying UK

Advice and support for those being bullied: **www.bullying.co.uk**

Beat Eating Disorders: **www.beatingdisorders.co.uk**

Frank – substance misuse information and advice: **www.talktofrank.com**

Mind – mental health issues: **www.mind.org.uk**

National Centre for Domestic Violence – advice for victims of domestic abuse: **www.ncdv.org.uk**

Please
recycle
me.

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