

Safeguarding Policy

1. Introduction:

1.1 This policy should be read within the context of the Safeguarding Strategy.

The Safeguarding of staff and students at Hadlow College is deemed to be the responsibility of **all** members of the College and Safeguarding along with the associated elements of Child Protection and Every Child Matters are integral to all activities associated with the College whether on or off site.

1.2 Aspects included under the 'umbrella' of Safeguarding and for which the College has a responsibility in supporting all learners include:

1.2.1 **Keeping staff and students safe within and outside of College from**

- Accidents
- Crime
- Bullying and harassment including cyber bullying
- Abuse – physical, emotional, sexual and neglect
- Maltreatment
- Domestic violence and bullying
- Financial abuse
- Discriminatory abuse.

1.2.2 **To support staff and students to keep themselves**

- Healthy (including drugs/alcohol abuse, nutrition, exercise)
- Safe (Health & Safety, domestic violence)
- E safety (Internet, text, websites, safe from cyber bullying).

1.2.3 **To ensure that staff and students**

- Feel safe whilst undertaking College activities
- Know how to report instances of bullying or harassment and that reporting procedures are clear.

1.2.4 **To educate students to understand and make informed decisions regarding**

- Sexual health
- Diet
- Criminal activity

- Alcohol
- Drugs
- Relationships.

1.2.5 To support staff in understanding and managing and supporting

- Learners with Learning Difficulties and Disabilities (LLDD)
- Adults with Learning Difficulties and Disabilities (ALDD)
- Learners from ethnic minority backgrounds
- English for Speakers of Other Languages (ESOL) learners
- Students with Mental Health issues (depression, anxiety, self harm, emotional issues)
- Looked After Children (LAC), care leavers and young carers
- Young people seeking asylum
- Young Offenders/Rehabilitation of Offenders.

1.2.6 To ensure that staff and students are fully aware of the requirements of

- Safeguarding and keeping themselves safe
- Child Protection (the reporting of abuse or neglect)
- Every Child Matters.

1.2.7 These are to be achieved through

- A student induction programme that provides an effective introduction to safeguarding.
- A group tutorial programme that embeds and reinforces all aspects of safeguarding.
- A staff induction programme that provides an effective introduction to safeguarding.
- A staff development programme that continually upskills staff in their understanding and application of safeguarding through all their activities.
- College policies and procedures that promote and reinforce safeguarding for staff and students.
- An area on the Intranet providing information for staff.
- An area on the Intranet providing information for students.
- Poster campaigns raising the awareness of the broad nature and high importance of safeguarding.

2. **Personnel Responsible for Safeguarding**

Governor Nominated Person
(Chair of Governors)

Harvey Guntrip

Nominated Senior Manager (overall responsibility)
(Vice Principal)

Lynda Brown

Nominated Senior Manager (Staff Safeguarding)	Sandra Wisdom (Associate Director Human Resources)
Nominated Senior Manager (Student Safeguarding)	Bev Cleves (Associate Principal Student Support Services)
Designated Child Protection Co-ordinators	Sharon Lowen Abbi Valence Matt Archer

There is a list of duties for each nominated role available on the intranet.

3. **Safeguarding Training:**

3.1 There is a College requirement for **all staff**:

- To undertake Safeguarding training at induction and three yearly mandatory updating (recorded on appraisal).
- To undertake Child Protection training at induction and three yearly mandatory updating (recorded on appraisal).
- Equality & Diversity Training
- To undertake additional training as required in response to changes in policies or procedures.

3.2 Other training will include:

- Annual Governor update and awareness training.
- Nominated Senior Managers to undertake nationally recognised Facilitator Training through LSIS and Designated Person Training.
- Equality & Diversity Training
- Vice Principal, Associate Director, Human Resources and Associate Principal, Student Support Services to undertake Designated Person Training
- All staff involved in staff recruitment to undertake training in '*Safe Recruitment*'.

3.3 **All staff** are required to ensure that they are familiar with College policies and procedures related to Safeguarding including:

- Health and Safety (on and off site activities including work placements)
- Equality and Diversity

- Additional Learning Support
- Student Disciplinary. Equality and Diversity Policy
- Health and Safety Policy
- Equal Opportunity Policy
- Computer Use of Information and Learning Technology Policy
- Confidentiality Policy
- Staff Code of Conduct
- Recruitment and Selection Policy (incorporating Safe Recruitment)
- Confidential Reporting Code and Procedure (Whistle blowing) Policy
- Lone Working Policy
- Safeguarding Code of Conduct for Contractors and Visiting Lecturers
- Visitors Protocol
- Guidelines for staff and their families living in College accommodation.

3.4 **Personal Tutors/Course Managers** are responsible for knowing their learners and to identify if learners are at risk with particular reference to 1.2.5 above. Course Manager Training will support the following responsibilities:

3.4.1 Students at risk of not completing their course are deemed to be 'at risk' – this does not infer a risk of physical danger but relates to being at risk of dropping out of their course or not succeeding. Personal Tutors should ensure that all staff teaching or in contact with 'at risk' learners e.g. Student Support Services are informed of the needs of the students and appropriate strategies for managing those learners to maximise their opportunity for success.

3.4.2 Where staff are not clear of strategies for managing 'at risk' learners it is their responsibility to seek support through the Senior Pastoral Lead and to undertake appropriate training to address their skills need through the staff development programme or by reporting the training need to their line manager and/or the Associate Principal Quality and Staff Development/Quality Co-ordinator.

3.4.3 A modular e learning resource will be available to provide all staff with knowledge of how to recruit safely and safeguard young people and vulnerable adults.

4. **Pastoral /Tutorial Responsibility:**

4.1.1 All staff are responsible for ensuring the safety and well being of all learners and other staff members. However Personal Tutors have a specific responsibility for the safeguarding of tutees within their tutor group. In line with their job role they should ensure that:

They know their tutees through

- thorough examination of application, recruitment and enrolment documentation
- thorough understanding of initial assessment

They ensure that the following is in place in response to the above

- recommendation for change of course if appropriate
- Additional Learning Support (Language, literacy or numeracy)
- Referral to Student Support Services where appropriate

They ensure that students are fully supported by

- Informing all teaching staff of support needs within the learning environment
- Ensuring that support mechanisms are effectively supporting learning
- Inform relevant parties where they are less effective e.g. parents/guardians, ALS team, Student Support Services
- Using one to one tutorials effectively to support achievement on course and overcome barriers to learning.

4.1.2 Student Induction

All students must have Safeguarding included in their Induction Programme and be made aware of:

- College policies related to safeguarding
- Their responsibility for their own and others' safety
- How to report any instances related to Safeguarding or Child Protection.

4.1.3 Information Sharing in respect of Children, Young People and Vulnerable Adults

- Guidance is available on the Intranet to support tutors in understanding issues around sharing information about young people and vulnerable adults.
- All sharing of information must comply with the Data Protection Act.

5. Curriculum Responsibilities

5.1 **Work Placements**

- 5.1.1 The procedure for work placements must be followed for all FE and HE students to ensure that placements have been checked by Health and Safety. Students and work placement staff must be familiar with the requirements of safeguarding at work placements.
- 5.1.2 A work placement booklet is provided for all employers taking students on a work placement/work experience or apprenticeships.
(<http://www.lantra.co.uk/standards-and-qualifications/guidance-for-employers/>)

5.2 **Educational Trips and Visits:**

- 5.2.1 The Educational Trips and Visits Procedure outlines the requirements for all off site visits and trips including both residential and non-residential at home and abroad. This is included in the induction for all teaching staff.

6. **Safeguarding in Higher Education Provision:**

- 6.1 The College is a provider of Higher Education programmes and is working with students who are registered both with Hadlow College and with the University of Greenwich and who are over the age of 18.
- 6.2 There is no legislation in the area of safeguarding that is directed specifically at HEIs. However common law and in some cases some legislation place responsibility on the organisation. In particular the Independent Safeguarding Authority Scheme will impact on the provision of higher Education Institutions. It is imperative that a 'risk assessment' is carried out to determine how the law applies to the College HE provision and the responses required.
- 6.3 It is recognised that safeguarding is about managing relationships and therefore there is a need to move beyond legal compliance to culture in which safeguarding is embedded. The HE provision is expected therefore to comply with the procedures in place for FE regarding codes of behaviour and good practice in order to ensure that all learners are treated with respect and that staff are protected by those policies and procedures against allegations of abuse.
- 6.4 It is also recognised that in delivering HE within an FE context that all staff have access to young people and vulnerable adults and therefore the Human Resources policy regarding safe recruitment and codes of conduct apply equally to those staff delivering HE provision.

7. **Safeguarding in Pre School Provision**

- 7.1 The Pre School provision adheres to the welfare standards of the Early Years Foundation Stage 2008 as set out by Ofsted which includes a requirement for CRB Disclosures at Enhanced level.

8. **Safe Recruitment**

The College has clear procedures which must be followed by all managers employing staff.

These are outlined in the Recruitment and Selection Policy and comply with the Safeguarding Children and Safer Recruitment in Education guidance (2007) and the Vetting and Barring Scheme.

8.1 **Contractors, Visiting Lecturers and Volunteers**

The College will in the case of these groups make judgements of risk when offering contracts. The individual making these arrangements is responsible for ensuring that in the case of:

Contractors the employers have undertaken appropriate checks on its own staff and that they are fully aware of the Code of Conduct for Contractors.

Visiting Lecturers/Volunteers are accompanied from reception to the place of the lecture or volunteer activity. Visiting lecturers should not be left unaccompanied with students at any time unless in the areas of the College open to the general public. Refer to Code of Conduct for Visiting/Sessional Lecturers.

Volunteers should be treated as employees and must be CRB checked.

8.2 **Induction of staff**

All staff undergo an induction programme co-ordinated centrally through Human Resources. All staff are required to undertake Safeguarding training, Child Protection training and Equality and Diversity Training as a part of their induction programme. It is the responsibility of the line manager of every new member of staff to confirm completion of this training prior to confirming their appointment at the end of their probationary period.

9. **Safeguarding of Residential Students**

Residential provision at Hadlow College complies with the guidelines outlined in the Department of Health document, *Accommodation of Students under Eighteen by Further Education Colleges, National Minimum Standards 2002*.

The document contains a statement of national minimum standards published by the secretary of State under section 87C(1) of the Children act 1989 as amended by the Care Standards Act 2000.

The national minimum standards are applicable to further education colleges accommodating students under 18.

The national minimum standards are intended to safeguard and promote the welfare of young people under the age of 18 for whom accommodation is provided.

The national minimum standards are not applicable for those students 18 or over, although the policies and procedures put in place are appropriate for all residential students regardless of age.

Compliance with the national minimum standards are monitored through external inspection, carried out by Ofsted.

Safeguarding measures are put in place under each of the standards, which are mapped against the Every Child Matters outcomes and separated into the categories:

- Welfare policies and procedures
- Organisation and management
- Welfare support
- Staffing
- Premises

10. **Staff Living in College Accommodation**

All staff who to live in College Accommodation either as part of their relocation package or for the better performance of their role, are CRB checked prior to moving in. Any adults living with them will also need to be checked prior to moving into College accommodation and any children living with them will be checked upon turning 18.

All staff living in College accommodation are issued with the 'Guidelines for Staff and their families living in College Accommodation' which details their responsibilities as a tenant, for their behaviour and that of their friends, family and visitors.

This document is available by clicking on the link below:

<http://intranet/C1/Human%20Resources/Human%20Resources%20Documents/Guidelines%20for%20Staff%20and%20their%20families%20living%20in%20College%20Accommodation.doc>

11. **If you have a safeguarding concern what should you do?**

Safeguarding concerns should be reported to the Designated Child Protection Co-ordinator if abuse is suspected or if a disclosure is made by a student.

http://intranet/C11/Policies/Lists/Policy/Attachments/81/child_protection_policy_mar09.pdf

The Child Protection Policy is in the process of being updated to become the Child and Vulnerable Adult Policy for implementation from 1st July 2010.

12. **Dealing with allegations of misconduct under Safeguarding and Child Protection**

All allegations will be fully investigated in accordance with the Staff Disciplinary Procedure. The member of staff may be suspended if it is considered that they or anyone else is at risk, or if there is a good reason to believe the continued attendance of the member of staff cannot be permitted.

**Lynda Brown
Vice Principal
May 2010**