

HILLSROAD SIXTH FORM COLLEGE

Safeguarding Policy

Date approved by Corporation:	July 2017
Interim update with non-substantive changes approved by the Principal	March 2016
Post of member of staff responsible:	Assistant Principal (Resources)
Date of Equality Impact Assessment	July 2011

1. Policy Statement

- 1.1** The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment.
- 1.2 All students have the right to be safe and feel secure both within the College and whilst engaged in College-related activities. The College will ensure that relevant and effective safeguarding practices exist which are actively promoted. The College will create and maintain a safe and secure environment where students can learn and develop and will encourage students and staff to talk to the appropriate staff about concerns they may have regarding health, safety and welfare.
- 1.3 This policy has been developed to ensure that the College complies with its statutory duties and its responsibilities to safeguard and promote the welfare of children (under 16), young people (16-18) and adult learners.

2. Definitions

- 2.2 The full legal definition of 'regulated activity' is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
- 2.3 The definition of 'regulated activity' relating to children and young people comprises:
- (i) unsupervised activities: teach, train, instruct, care for or supervise children/young people or provide advice/guidance on well-being, or drive a vehicle only for children/young people
 - (ii) work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, sixth form colleges, children's homes, childcare premises. This does not include work by supervised volunteers
- work under (i) or (ii) is regulated activity only if done regularly
- (iii) relevant personal care, for example washing or dressing or health care by or supervised by a professional
 - (iv) registered childminding and foster-carers.

2.4 The following 'regulated' activities should they be required will lead to an adult being considered vulnerable at the particular time they are in receipt of such activities:

- providing personal care
- providing health care
- providing social work
- assisting with cash, bills and/or shopping
- assisting in the conduct of a person's own affairs
- conveying (not including family, friends or taxi drivers).

3. Scope

3.1 All staff at the College, as well as governors, temporary staff, volunteers, agency staff, visitors, contractors and anyone acting on behalf of the College whether paid or unpaid, has responsibility for safeguarding and promoting the health, safety and welfare of students, for ensuring that they are kept safe from harm and to correctly follow the College's policies and procedures.

3.2 Governors and particular members of the College community have specific responsibilities which are laid out in section 5.0.

4. Policy Aims

4.1 To create and maintain an environment in which students and staff feel safe, secure and protected, in which they are listened to and have their views respected.

4.2 To ensure, as well as can reasonably be expected, that:

- the risk of harm to students is minimised
- concerns about the welfare of students are effectively addressed in partnership with other organisations where appropriate
- students who may be suffering significant harm are identified and responded to appropriately
- students who may be vulnerable to extreme ideologies are identified, with any concerns effectively addressed in partnership with appropriate organisations
- the parents of young people or the carers of vulnerable adults have an understanding of the College's safeguarding responsibilities.

4.3 To fulfil these obligations by developing, implementing and promoting policies and procedures to:

- prevent unsuitable people working with students
- promote safe practice and challenge poor and unsafe practice including carrying out appropriate risk assessments on the physical environment
- stay safe in the event of a firearms, weapons or other violent attack
- raise awareness of and deal effectively with bullying, harassment, discrimination, radicalisation and extremism
- identify instances where there are grounds for concern about students' safety or well-being and initiate actions to keep them safe
- contribute to effective partnership working with students and all those involved in providing services for young people and where appropriate

adults, including the local Safeguarding Children Board and the 'Channel' programme

- encourage students to recognise when pressure from others threatens their personal safety and well-being and to develop effective ways of resisting such pressure
- ensure that all staff and governors receive appropriate training and support
- ensure there is effective monitoring and reporting on safeguarding and that the responsibilities of governors are fulfilled
- effectively deal with allegations of abuse against staff members, whilst protecting staff from malicious complaints.

4.4 In doing the above, the College will:

- work actively with relevant professional agencies who also have responsibility for safeguarding including those agencies that have responsibility for the prevention of radicalisation and extremism
- value and listen to its students while respecting their rights to make decisions about their own safety and wellbeing unless this is in conflict with statutory duties
- share information¹ appropriately
- follow statutory guidance.

5. Roles and Responsibilities

5.1 The Corporation is responsible for ensuring that it complies with its duties under legislation. It must have regard to statutory guidance to ensure that the College has appropriate policies and procedures in place which are effective and comply with the law for safeguarding, child protection, safe recruitment of staff, prevention of radicalisation and extremism, staying safe in the event of a firearms or weapons attack, dealing with allegations of abuse against members of staff, health and safety and confidential reporting (whistleblowing), and that these are monitored and reviewed regularly. The Corporation must ensure that an appropriate senior member of staff is designated to take lead responsibility for child protection issues and that training in effective safeguarding practices is undertaken and regularly updated by all staff and volunteers. If any deficiencies or weaknesses in regard to safeguarding are brought to the attention of the Corporation, it must ensure that these are remedied without delay.

5.2 The Principal has responsibility for ensuring that the policies and procedures adopted by the Corporation are fully implemented and followed, that sufficient resources are allocated to allow the designated person and other staff to discharge their responsibilities and to ensure that all persons within the scope of the safeguarding policy are able to raise concerns about poor or unsafe practice and that such concerns are addressed sensitively and effectively. The Principal also has a duty to refer to the Disclosure and Barring Service any information about individuals who may pose a risk to children, young people or, where applicable adults. The Principal delegates operational compliance, consistent with statutory guidance in Keeping Children Safe in Education, to the Assistant Principal (Resources).

¹ The Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately.

- 5.3 The Designated Safeguarding Lead, who is a member of the Guidance Leadership Team, is responsible for:
- taking the lead responsibility for safeguarding and child protection issues
 - being familiar with relevant legislation, national and local safeguarding guidance and referral procedures including referral as required to the local authority children's social care, the Channel programme and the Police
 - promoting positive safeguarding procedures and practice, providing support and advice and disseminating good practice in relation to safeguarding
 - ensuring that relevant child protection policies and procedures are known and understood and are regularly reviewed
 - receiving information about safeguarding concerns, managing disclosures, maintaining secure records and taking appropriate action
 - liaising with the Principal and with other agencies, in particular the local safeguarding board
 - ensuring appropriate induction and refresher safeguarding and Prevent awareness training and updates at regular intervals for persons within the scope of this policy.
- 5.4 The Safeguarding Team, which comprises the **Associate Principal (who is the Designated Safeguarding Lead)** Director of Student Support, the Heads of Year and the Head of Student Services, and other staff given full training will be responsible for assisting the Designated Safeguarding Lead in discharging their duties as outlined above. The **Director of Student Support**, the Heads of Year and the Head of Student Services will deputise during the Designated Safeguarding Lead's absence from College.
- 5.5 **The Designated Safeguarding Lead for Adult Education Students is the Director of Business and Finance.**
- 5.6 **The Assistant Principal (Resources), together with the Human Resources Manager is responsible for compliance in respect of safe recruitment and staff training.**
- 5.7 All persons within the scope of this policy are responsible for safeguarding and promoting the welfare of students, as appropriate to their role and for correctly following College policies and procedures in relation to safeguarding.

6. Monitoring and Reporting

- 6.1 This policy will be reviewed annually, in conjunction with the Child Protection policy and procedures, the Safeguarding Adult Learners policy and procedures, Staff Recruitment policy and procedures and the Prevent policy , and in accordance with relevant guidance and legislation.
- 6.2 An annual safeguarding report will be made to the Corporation.

7. Linked Statements, Policies and Procedures

- Use by Staff of College IT and Communication Facilities policy
- Acceptable Use by Students of College IT Facilities policy
- Child Protection policy
- Code of conduct for staff
- Code of conduct for students
- Confidential Reporting policy
- Confidentiality between teacher and student policy

- Disciplinary policy and procedures
- Guidance policy
- Health and Safety policy
- Inappropriate and serious misconduct by full time students (16-18) policy
- Inappropriate and serious misconduct by adult students' policy
- Management of allegations of abuse against staff policy
- Prevent policy
- Safeguarding Adult Learners policy
- SEND policy for 16-19 students
- SEND policy for adult students
- Single Equality Scheme
- Staff Recruitment policy and procedures
- Stay Safe procedures

8. Further Guidance

Assistant Principal (Resources)

Deputy Principal

Director of Student Support (Designated Child Protection Officer)

Human Resources Officer(s)

Keeping Children Safe in Education and Keeping Children Safe in Education: information for all school and College staff. Department for Education September 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/487799/Keeping_children_safe_in_education_draft_statutory_guidance.pdf

and the College's Sharepoint site

Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Version	Approved by	Date Approved
1	Principal	September 2012
2	Corporation	July 2015
3	Corporation	July 2016

Primary Impact Assessment

1 POLICY

1	Name of Policy	Safeguarding
2	Is it new or under review? (If under review, give date of last review)	Review; July 2011
3	Person defining the policy and carrying out the assessment	Jill Aberdour (Assistant Principal – Resources)
4	What are the main aims and objectives or purpose of the policy/procedures being assessed?	To provide the framework within which the College's safeguarding procedures operate
5	Who implements, carries out or delivers the policy? Please state individuals, team, department, including, where appropriate, outside organisations.	The safeguarding team; local safeguarding board
6	Who is affected by the policy or by the way it is carried out? Include internal and external individuals, groups and communities.	All stakeholders but 16-18 students and adult students in particular
7	Are there any groups that could be adversely affected by the policy or that would not have the opportunity to benefit?	No
8	Do we have monitoring data or evidence available for different individuals/groups affected by the policy? If yes, what do they show? If no, do we need to gather relevant data?	n/a
9	Are we aware of any relevant local or national equality or diversity related consultation, research or good practice guide for this area?	n/a

2 IMPACT

Gender / Age	Positive impact	Neutral impact	Adverse impact
Female		√	
Male		√	
Age		√	

Disability	Positive impact	Neutral impact	Adverse impact
Visually impaired		√	
Hearing impaired		√	
Physically disabled		√	
Learning disability		√	
Mental health problem		√	
Other (eg cancer, HIV)		√	

Race / Culture / Belief	Positive impact	Neutral impact	Adverse impact
Race / culture		√	
Religious belief		√	

Other factors	Positive impact	Neutral impact	Adverse impact
Sexual orientation		√	
Trans-gendered/transsexual		√	
Caring responsibilities		√	
Offending past		√	
Socio-economic factors		√	

3 DECISION

Either

The PIA has not identified a likely adverse impact on any equality target group.

Signed Jill Aberdour Date 6th July 2011

Or

The PIA has identified the following risks/barriers/concerns.

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A secondary impact assessment will now be undertaken.

Signed Date

PLEASE PASS THE COMPLETED PIA TO THE DEPUTY PRINCIPAL