

HILLSROAD SIXTH FORM COLLEGE

Safeguarding Policy

Date approved by Corporation:	Approval pending - July 2010
Post of member of staff responsible:	Assistant Principal (Resources)
Date of Equality Impact Assessment	Approval pending - July 2010

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 vulnerable adults.

2. Definitions

- 2.1 A vulnerable adult is defined by the Safeguarding Vulnerable Groups Act 2006, section 59 as:
A person who has attained the age of 18 and¹
 - is in residential accommodation
 - is in sheltered housing
 - receives domiciliary care
 - receives any form of health care
 - is detained in lawful custody
 - is by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43)
 - receives a welfare service of a prescribed description
 - receives any service or participates in any activity provided specifically for persons who fall within subsection 9 of the Safeguarding Vulnerable Groups Act 2006
 - payments are made to her/him (or to another on her/his behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c.15)
 - requires assistance in the conduct of her/his own affairs.
- 2.2 Regulated activity is an activity which involves contact with children, young persons or vulnerable adults and is:

¹ One or more of the criteria listed

- of a specified nature, for example teaching, training, care, supervision, advice, treatment
- or*
- in a specified place, for example schools, children's homes, hospitals, juvenile detention centres, adult care homes
- or*
- is a specified role, for example Directors of Children's Services, Trustees of children's Charities, Governors of schools and colleges for children and young people.

It covers any such work whether paid or unpaid, which is carried out:

- frequently – once a week or more
- intensively – on four days or more in a single month

or

- overnight – between the hours of 2am and 6am.

2.3 The Independent Safeguarding Authority (ISA) is a non-departmental public body sponsored by the Home Office. It acts as the decision making element of the Vetting and Barring Scheme (VBS) and manages the two lists of individuals barred from working with children and individuals barred from working with vulnerable adults.

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 undertaking regulated activity, 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
- 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
- raise awareness of and deal effectively with bullying, harassment and discrimination,
- 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 vulnerable adults, including the local Safeguarding Children Board,
- 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
- 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 information² appropriately.

5. Roles and Responsibilities

- 5.1 The Corporation is responsible for ensuring that the College has appropriate policies and procedures in place for safeguarding, child protection, safe recruitment of staff, dealing with allegations of abuse against members of staff and for health and safety, and that these are monitored and reviewed annually. The Corporation should 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 should 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 Independent Safeguarding Authority

² The Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately.

any information about individuals who may pose a risk to children, young people or vulnerable adults.

5.3 The Designated Person is responsible for:

- taking the lead with child protection issues
- being familiar with relevant legislation, national and local safeguarding guidance and referral procedures
- promoting positive safeguarding procedures and practice, providing support and advice and disseminating good practice in relation to safeguarding
- receiving information about safeguarding concerns, managing disclosures, maintaining secure records and taking appropriate action
- liaising with other agencies in particular the local safeguarding board
- ensuring appropriate induction and refresher safeguarding training for persons within the scope of this policy.

5.4 The Safeguarding Team, which comprises the Assistant Principal (Support and Guidance), the Designated Person for Child Protection, the Assistant Principal (Staff Development and Lifelong Learning), the Assistant Principal (Resources), the Personnel Administrator, and a nominated Tutor will be responsible for assisting the Designated Person in discharging their duties as outlined above. The Assistant Principal (Support and Guidance) or the nominated tutor will deputise during the Designated Person's absence from College.

5.5 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 and Recruitment and Selection policy and procedures, 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
- Safeguarding Vulnerable Adult Students
- Single Equality Scheme
- 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

- Staff Recruitment and Selection policy and procedures
- Whistleblowing policy and procedures

8. Further Guidance

Assistant Principal (Resources)

Assistant Principal (Support and Guidance)

Assistant Principal (Staff Development and Lifelong Learning)

Designated Person

Personnel Administrator

Working together to safeguard children – a guide to inter-agency working to safeguard and promote the welfare of children. HM Government March 2010

Safeguarding children and safer recruitment in education. HM Government March 2010

The Government's 'Every Child Matters' website www.everychildmatters.gov.uk

Teachernet website which is aimed primarily at schools and Local Education Authorities and has some useful information and links:

www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/