



SAFEGUARDING POLICY

Last Updated:	July 2011
Quality & Curriculum Committee:	June 2011
Corporation Approval:	July 2011
Review Date:	Annual



Safeguarding Policy

1. Policy Statement

- 1.1. BHASVIC recognises its responsibility to safeguard the welfare of its students and will ensure that relevant and effective safeguarding practices exist and are actively promoted within the College. All our students have the right to be safe and protected, both within the College and whilst engaged in College-related activities, and their welfare and well-being is of paramount importance.
- 1.2. The policy has been developed to ensure that the College complies with its statutory duty under Section 175 of the Education Act 2002 and the document 'Safeguarding Children and Safer Recruitment in Education' (2006) which lay out the responsibilities of colleges of further education to safeguard and promote the welfare of children, young people and vulnerable adults.

2. Scope

- 2.1. All staff at the College, including temporary staff and volunteers (eg students on PGCE placements) have responsibility for safeguarding and promoting the welfare of our students and for ensuring that they are protected from harm and to correctly follow the College's policies and procedures
- 2.2. Governors and particular members of the College community have specific responsibilities which are laid out in section 4.0

3. Policy Aims

- 3.1. To create an environment in which students and staff feel safe and protected, in which they are listened to and their views respected.
- 3.2. To ensure, as well as can reasonably be expected, that we:
 - Minimise the risk of harm to our students.
 - Address concerns about the welfare of our students.
 - Identify and respond to students who may be suffering significant harm and take appropriate actions.
- 3.3. To fulfil these obligations by developing, implementing and promoting procedures to:
 - Prevent unsuitable people working with our 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 all those involved in providing services for young people and vulnerable adults, including the local Safeguarding Children Board.
 - 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.

3.4. In doing the above, we will:

- Work actively with relevant professional agencies who also have responsibility for safeguarding.
- Respect the rights of our students to make decisions about their own safety and wellbeing unless this is in conflict with our statutory duties.
- Share information¹ appropriately.

4. Roles and Responsibilities

4.1. **The Governing Body** is responsible for ensuring that the College has appropriate policies and procedures in place for safeguarding, child protection, safe recruitment of staff and for dealing with allegations of abuse against members of staff and volunteers, and that these are updated regularly.

4.2. **The Principal** has responsibility for ensuring that these policies and procedures are fully implemented and that sufficient resources are allocated for training.

4.3. **The Designated Person** (the Assistant Principal, Director of Student Services) is responsible for:

- Promoting positive safeguarding procedures and practice.
- Receiving information and offering advice about safeguarding concerns, maintaining secure records and taking appropriate action.
- Being familiar with the national and local safeguarding guidance and referral procedures.
- Assessing the development needs of staff and governors and co-ordinating appropriate training.
- Keeping staff, volunteers and governors informed of good practice and development in regard to safeguarding.
- Monitoring safeguarding cases within the College.

4.4. **The Safeguarding Team**, which comprises the Vice Principal, the Assistant Principal (Director of Student Services) (Designated Safeguarding person), the Assistant Principal (Finance & Estates), the HR Manager, the Student Services Manager and a Senior Tutor will be responsible for assisting the Designated Person in discharging their duties as outlined above. Members of the Safeguarding team will deputise during the Designated Person's absence from College.

4.5. **All staff and volunteers** are responsible for safeguarding and promoting the welfare of our students, as appropriate to their job role². All staff and volunteers are responsible for correctly following College policies and procedures.

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

² Explicit safeguarding responsibilities will be included in future job descriptions

5. Monitoring and Reporting

- 5.1. This policy will be reviewed annually, in conjunction with the Child Protection Policy and Procedures, and in accordance with the document 'Safeguarding Children and Safer Recruitment in Education' (2006) and any subsequent, relevant legislation.
- 5.2. Any incident(s) related to the scope of this policy will be reported to the Corporation.

6. Related documents

- Acceptable use of Computers (Staff) Policy
- Acceptable use of Computers and Internet (Students) Policy
- Bullying and Harassment (Students) Policy
- Child Protection Policy
- Children of Staff on Site Policy
- Complaints Policy
- Data protection Policy
- Dignity at Work Policy
- Disability Statement
- Disciplinary (Capability and Misconduct) Policy and Procedures
- Disclosure and Confidentiality Policy
- Educational Visits Policy
- Equality & Diversity Policy
- Grievance Policy and Procedures
- Health & Safety Policy
- Instruments and Articles of Governance
- Race Equality Policy
- Risk Management Policy
- Staff Code of Conduct and Model of Professional Behaviour
- Staff Development Policy
- Staff Recruitment and Selection Policy
- Substance Misuse by Students Policy
- Whistleblowing Policy and Procedures

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