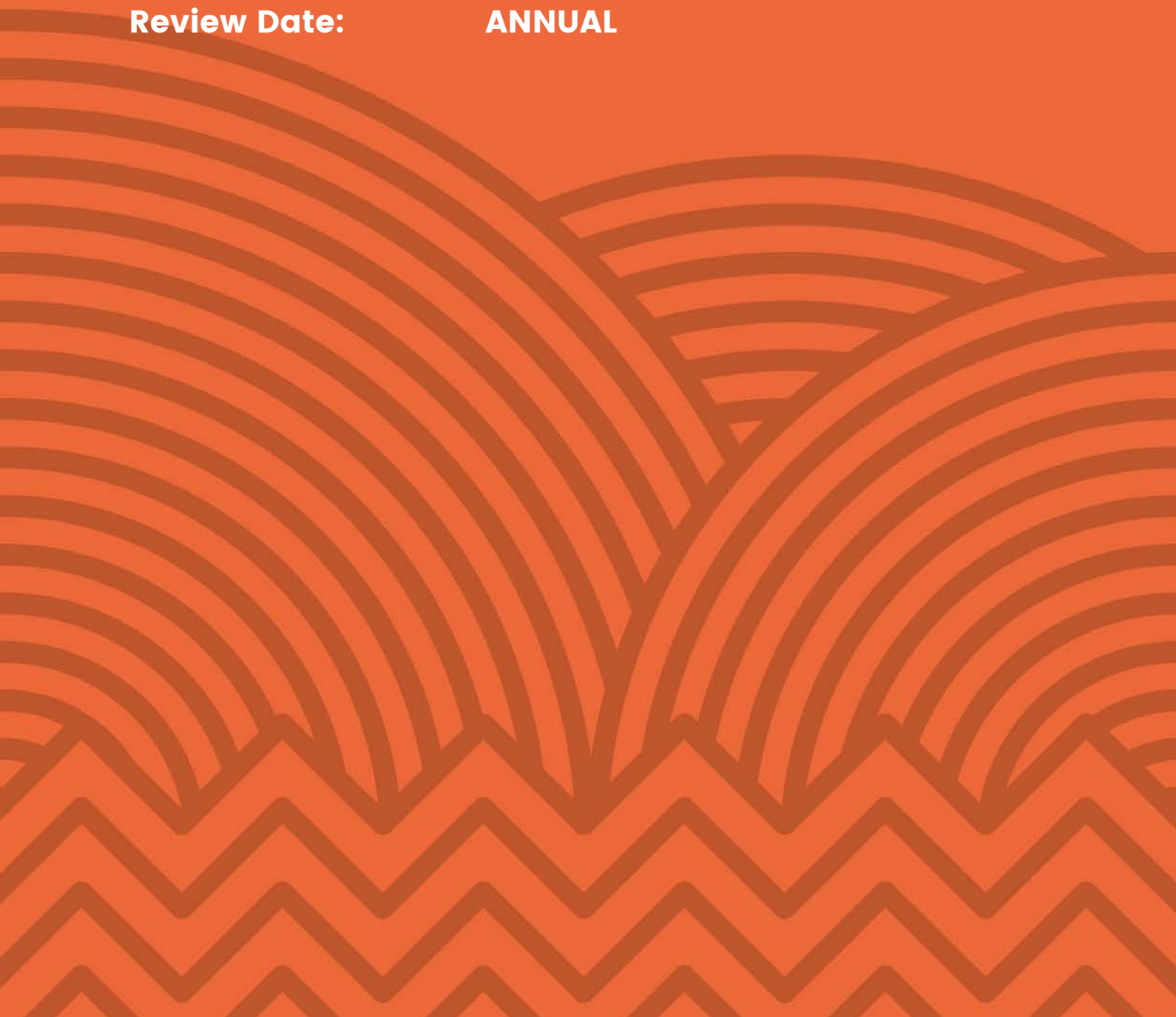


BHASVIC

SAFEGUARDING POLICY

Last Updated: MARCH 2017

Review Date: ANNUAL



SAFEGUARDING POLICY

1. Policy Statement

- 1.1. BHASVIC recognises its responsibility to safeguard the welfare of its learners and will ensure that relevant and effective safeguarding practices exist and are actively promoted within the College. All our learners 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. This policy has been developed to ensure that the College complies with its statutory duty under Section 175 of the Education Act 2002, the Counter-Terrorism and Security Act 2015 and the most recent versions of Keeping Children Safe in Education and Working Together to Safeguard Children which lay out the responsibilities of colleges of further education to safeguard and promote the welfare of children and young people.
- 1.3. Safeguarding is a very broad term and is defined by the Department for Education as promoting the welfare of children by:
 - protecting children from maltreatment
 - preventing impairment of children's health or development
 - ensuring children are growing up in circumstances consistent with the provision of safe and effective care
 - taking action to enable all children to have the best outcomesSafeguarding includes issues such as health and safety; bullying; harassment and discrimination; use of physical intervention; meeting the needs of students with medical conditions; providing first aid; drug and substance misuse; educational trips and visits; e-responsibility and safety; issues which may be specific to our local area or cohort of students, such as radicalisation or gang activity; College site security.

2. Policy Scope

- 2.1. All staff at the College, including temporary staff and volunteers (for example, students on PGCE placements), have responsibility for safeguarding and promoting the welfare of our students and to correctly follow the College's policies and procedures.
- 2.2. All students at BHASVIC are encouraged to take responsibility for the safety and wellbeing of all members of the College community.
- 2.3. 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 and actions to mitigate risks.
 - Raise awareness of and deal effectively with bullying, harassment and discrimination.
 - Identify instances where there are grounds for concern about students' safety or wellbeing (including exposure to extremist ideologies and the risk of radicalisation to values which are not British and may lead to criminal activity) and initiate actions to keep them safe.

- Contribute to effective partnership working with all those involved in providing services for children, young people and vulnerable adults, including local and national services..
- Ensure that all staff, governors and relevant students receive appropriate safeguarding training and support.
- Ensure there is effective monitoring and reporting on safeguarding and maintaining a confidential recording system
- Inform governors of their responsibilities.
- Effectively deal with allegations of abuse against staff members, whilst protecting staff from malicious allegations.

3.4. In doing the above, we will:

- Work actively with relevant professional agencies, which 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 in place for safeguarding; child protection; safe recruitment of staff; and dealing with allegations of abuse against members of staff and volunteers, and that these are updated regularly.

4.2. **The Designated Safeguarding Governor** will take a leading role within the corporation in ensuring governors carry out their responsibilities outlined above.

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

4.4. **The Designated Safeguarding Lead** (the Assistant Principal, Director of Student Services) is responsible for:

- Promoting positive safeguarding procedures and practice.
- Overseeing and directly receiving information and offering advice about safeguarding concerns, maintaining secure records and taking appropriate action.

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

- Being familiar with the national and local safeguarding guidance and referral procedures.
- Assessing the development needs of staff and governors and coordinating appropriate training.
- Keeping staff, volunteers and governors informed of good practice and development in regard to safeguarding.
- Monitoring safeguarding cases within the College.
- Including students in safeguarding activities and promoting positive approaches to staying safe in and out of College to students.

4.5. **The Safeguarding Team** will be responsible for assisting the Designated Safeguarding Lead in discharging their duties as outlined above and will monitor the safeguarding action plan. Led by the Designated Person, the Safeguarding Team comprises:

- the Assistant Principal (Director of Resources)
- the HR Manager
- the Student Services Manager
- the Senior Tutor with a cross-College role in safeguarding
- the Guidance Coordinator
- Student Peer Safeguarding Officers from the Student Council/ Peer Supporters

All aspects of safeguarding (outlined above, below and in particular in 1.3 above) will be considered by the Safeguarding Team, who will consult with other College areas and teams over safeguarding issues which need to be considered, including The Estates, Health and Safety, Disaster Recovery, Student Support and Student Services.

4.6. **Designated Safeguarding Officers** (Senior Tutors, Guidance Managers and the Student Services Manager) are responsible for:

- Overseeing safeguarding cases, disclosures and referrals
- Coordinate safeguarding actions and support for relevant students and staff
- Acting as a consultant for staff to discuss concerns
- Liaising with other agencies and professionals
- Ensuring that locally established procedures are followed and making referrals as necessary
- Reporting to the Lead Designated Person on all safeguarding cases, for monitoring and consistency and to ensure that procedures are followed
- Advising all staff and students on safeguarding matters
- Supporting the Lead Designated Person in delivering staff training and student education

4.7. **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.
- All college staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
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- Staff members working with children are asked to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a young person, staff members should always act in the interests of the young person.

4.8. **All Students** have a responsibility to take a positive and proactive role within the College community and environment (both physical and online) to keep themselves and others safe. Learners are expected and encouraged to report any incidents of concern.

² Explicit safeguarding responsibilities are included in new job descriptions

Learners are not allowed to increase safety risks to themselves or others through unofficial invitations of strangers on site, use of the College identity online (or in other media) inappropriately.

5. Monitoring and Reporting

- 5.1. This policy will be reviewed at least every three years, in accordance with relevant documents and legislation from the government, the Local Authority, the Local Safeguarding Children Board and/or the Disclosure & Barring Service.
- 5.2. Any incident(s) related to the scope of this policy will be reported to the Corporation, whilst maintaining confidentiality of those involved, as appropriate.

6. Related Documents

- Acceptable use of Computers (Staff) Policy
- Acceptable use of Computers and Internet (Students) Policy
- BHASVIC Safeguarding Training Requirements
- 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
- Instrument and Articles of Government
- Keeping Children Safe in Education (DfE, April 2014)
- 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
- Working Together to Safeguard Children (DfE, March 2013)