



## Safeguarding Policy

The Government has defined the term 'safeguarding children' as:

*'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'*

Safeguarding practices are most commonly applied to people under the age of eighteen. Key aspects of legislation have recently been extended to include similar standards of protection to 'vulnerable adults'. A vulnerable adult is defined as a person aged eighteen or over, who has either a dependency upon others in the performance of, or a requirement for assistance in the performance of basic functions; a severe impairment in the ability to communicate with others; or has a reduced ability to protect themselves from assault, abuse or neglect. This can be as a result of a learning or physical disability (not normally to include dyslexia); a physical or mental illness chronic or otherwise (including an addiction to alcohol or drugs); or a reduction in physical or mental capacity.

### **Statement of Policy**

The College is committed to providing a safe and secure environment for all students, staff and individual visitors who access its facilities and services.

The College recognises its particular responsibility to safeguard the wellbeing of children and vulnerable adults engaged in College's activities by ensuring that there are appropriate arrangements in place to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse of children and vulnerable adults.

The College seeks to ensure that its policy and procedures comply with statutory duties, reflects guidance and good practice in safeguarding children and vulnerable adults, and that safeguarding arrangements are proportionate and based upon common sense.

The College recognises that it has a duty to help staff and students recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged. Staff are advised to consider how an action may be misperceived by people from different cultural backgrounds.

### **Safeguarding structure and responsibilities**

The College has in place an organisational structure for safeguarding children and vulnerable adults that meet fortnightly and as required in order to monitor, review and develop the work of the College regarding its duty of care.

The Director has overall accountability for safeguarding children and vulnerable adults at the College.

Staff working in direct contact with children and vulnerable adults on a day-to-day basis may come across signs of harm and/or abuse. Staff need to ensure that concerns for the wellbeing of a child or vulnerable adult are reported to the Welfare Officer as

quickly as possible who will invoke the appropriate procedures to protect the child or vulnerable adult, involving Social Services and or the Police as appropriate.

### **Control measures**

#### **Students**

The College takes a risk management approach to safeguarding children and vulnerable adults. In organising teaching, activities and delivery of student services, the College carries out risk assessments, and makes reasonable, proportionate changes were required.

The College reserves the right to refuse to admit a child or vulnerable adult to a programme of study, or other activities, if it judges that the procedures necessary to safeguard that individual's wellbeing go beyond what is reasonable and proportionate.

If a criminal conviction is disclosed which indicates that a student may be a risk to children or vulnerable adults the College has the right to deny them admission as a student.

#### **Staff**

All College staff are advised to minimise physical contact with students, except for reasons of health and safety, or where physical contact may be a necessary part of learning. Staff are also advised to avoid being alone with a child outside of a one to one lesson.

The College reserves the right, in accordance with its employment procedures, to suspend and/or dismiss staff members from employment or from undertaking a specific role with respect to that employment. This may be in circumstances where the individual acquires or extends a relevant criminal record, or where they have withheld information about their criminal record at the point of employment.

Where an allegation of inappropriate behaviour, abuse or neglect is made against a member of staff (occurring in the course of their work), the College, will carry out a full investigation in to the circumstances before any action is taken. It may be necessary to suspend the individual for their own protection until this is concluded.

All College staff are reminded of the offence of abuse of positions of trust under sections 16 to 19 of the Sexual Offences Act 2003, which makes it an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the person aged 18 or over is in a position of trust defined as looking after a child aged under 18 who is receiving education at an educational institution and the child aged under 18 is receiving, and person aged 18 or over is not receiving, education at that institution. A person "looks after" a child in this context if he/she is regularly involved in caring for, training, supervising or is in sole charge of a child or children.

The College obtains enhanced CRB disclosures for all staff.