

Name of Policy

SAFEGUARDING POLICY

Purpose

To ensure the College adopts practices that will support the safeguarding of students within its care.

Author / Job Title

Designated Safeguarding Lead

**Equality Assessment
By Whom**

Jonathan Disley

Date

July 2012

Version

6

**Date of next review
(month & year)**

06/2017

Approved by

	Date
Senior Manager	
ELT	19/10/16
Corporation	

**Related policies or
procedures or parent policy
if applicable**
Related legislation

Child & Adults at Risk Protection Policy and Procedures
Work Related Learning Policy
Health and Safety General Statement
Risk Assessment documentation
Safer Recruitment & Vetting Policy and Procedures
Tutorial Scheme of Work
Student Anti-Harassment and Bullying Policy
Staff Disciplinary Procedures
Student Disciplinary Procedures
E-Safety Policy
Social Media Policy
14-16 Safeguarding Statement
Keeping Children Safe in Education (2015)
Working Together to Safeguard Children (2015)
Prevent Duty Guidance 2015
CESCB Procedures Manual

**Groups/bodies consulted in
the development of the
policy**

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**To be published on College
website**

Yes

SAFEGUARDING POLICY

Purpose

The Government has defined the term 'safeguarding' 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.'

The Corporation recognises it has a statutory and moral duty to ensure that Macclesfield College functions with a view to safeguarding and promoting the welfare of **ALL** students receiving education and training at the College. The College's Safeguarding Policy is approved by the Corporation. There is a nominated Member of the Corporation who receives additional training in Safeguarding matters and who is a Member of the Safeguarding Strategy Committee.

Scope: All students, staff, governors and visitors to the site

Responsibility: The Corporation
Principal
Designated Safeguarding Lead (DSL)
Safeguarding Strategy Committee

Objectives

The objectives of Safeguarding are to help keep all students safe through:

- 1 The provision of a safe and healthy environment for students in which to learn
- 2 Delivering an appropriate safeguarding curriculum through tutorial and learning programmes
- 3 Ensuring Human Resources policies and procedures contain effective safeguarding measures
- 4 Appropriately meeting the needs of vulnerable students (those at risk of not achieving due to negative external factors or non-academic issues such as homelessness, cared for, care leavers or anyone that has required a risk assessment.)
- 5 Providing staff with safeguarding training consistent with their responsibilities.
- 6 Having appropriate measures in place to challenge and minimise the impact of bullying and harassment
- 7 Dealing effectively with concerns relating to the protection of children and adults at risk, including having due regard to the need to prevent people from being drawn into terrorism

POLICY

Safeguarding at a strategic level is led by the Principal with additional support from 6 Managers responsible for a specific area of safeguarding. The areas are:

- HR policies and practices – Manager of Human Resources
- Every Learner Matters/Tutorial – Assistant Principal of Vocational Studies
- Protection of Children and Adults at Risk – Head of Student Services & Support
- Health and Safety – Vice Principal Finance & Resources
- Educational Visits/Work Placement – Vice Principal Curriculum and Quality
- E-Safety – Head of Information Technology, Learning Resources and E Learning

Please see Appendix 1 for the terms of reference for the Safeguarding Strategy Committee.

Confidentiality

Staff will be explicit at the beginning of a conversation with a student that confidentiality may not be possible. It will depend on the nature of the disclosure and its impact on the well-being and safety of the learner or other. The learner will be informed when information has to be passed on and will be encouraged to do this for themselves whenever this is possible.

The College will achieve the objectives of Safeguarding by ensuring:

HR policies and practices

- That robust Human Resources policies are adhered to and monitored through staff appraisals
- The practice of safe recruitment in checking the suitability of all staff, volunteers and service providers to work with all student groups, including identity checks and valid references is adhered to
- All governors, staff, volunteers and service providers have an up-to-date DBS check at the appropriate level compliant with the College's agreed HR policies. This also applies to College nominated governors of the Academy
- All staff are aware of what constitutes inappropriate relationships with students and that it is a criminal offence under the Sexual Offences Act 2003 (abuse of position of trust) to enter into a sexual relationship with students under 18, even if that relationship is consensual
- All staff, volunteers and governors have appropriate safeguarding training for their level of responsibility

Every Learner Matters

- The Anti-Bullying and Harassment and the Disciplinary policies and procedures are adhered to and monitored
- All students will receive tutorial support appropriate to their age, stage and programme and tutorial programmes are designed to support students' learning and development
- The establishment of a learning environment where students feel secure, are encouraged to talk and are listened to whilst they learn and develop
- That Parents/Carers are informed of the College's Safeguarding policy and Child Protection policy and procedures in a timely manner

Child Protection and Adults at Risk

- Separate Child and Adult at Risk Protection Policy and Procedures are adhered to
- All staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the nominated manager
- Students are informed of the support available if they are worried or have concerns

Health and Safety

- Appropriate training and guidance is provided to all staff and students to ensure they understand their responsibilities
- Appropriate systems of inspection, monitoring and review are maintained
- That staff, students and visitors follow safe working practices at all times
- Health and Safety Inductions for all students are comprehensive and monitored

Work Placement

- That a robust Work Placement policy and procedures are adhered to and monitored
- That staff and students are provided with the appropriate training and students are supervised throughout their placement
- That all school pupils are provided with the appropriate guidance and support whilst on site and that staff are aware of the particular requirements of this cohort
- That all employers are fully briefed on their obligations relating to the College's Safeguarding Policy

E-Safety

- That a robust E-Safety policy and procedures are adhered to and monitored
- Students and staff are educated and supported in staying safe online which is the subject of a specific E-Safety Policy

Apprenticeship

- Apprentices are appropriately trained and risk assessed in the work place
- That all employers are fully briefed on their obligations relating to the College's Safeguarding Policy

SAFEGUARDING TRAINING

In all cases Human Resources will work with the Designated Safeguarding Lead to ensure that all staff receive the appropriate training in a timely manner and that all training is reviewed annually.

Training for staff will include the following:

- The Principal, nominated governor, nominated deputies and themselves attend the required multi agency Child Protection training and thereafter refresher training at 2 yearly intervals
- All full time and part time staff are provided with basic awareness training for Safeguarding at induction and receive additional training as appropriate (with a maximum of 3 years between sessions)
- Temporary (hourly paid) staff and volunteers are provided with information on the College's arrangements for Safeguarding and their personal responsibilities
- Training on the correct use of technology, how to identify hazards, how to deal with them and the safe working practices for social network sites.
- Training on safer recruitment procedures as appropriate
- Training on the Anti-Bullying and Harassment policy and procedures
- Training on the Disciplinary policy and procedures in conjunction with the Fitness to Study Policy
- Health and Safety inductions for new staff
- Training for staff on protocols relating to 14-16 year olds on site
- Training as appropriate for conducting risk assessments

Training for students will include:

- E-Safety Training
- Tutorials concerning Safeguarding and British Values

REVIEW & REPORTING

Strategic issues regarding Child Protection, Anti-Bullying and Harassment and Prevent issues will be discussed by the Safeguarding Strategy Committee termly to determine trends.

Child Protection, Anti-Bullying and Harassment and Prevent operational issues will be reported to the Senior Management Team monthly.

A termly report on how the College is achieving the objectives of the Safeguarding Policy will be presented to the Safeguarding Strategy Committee, Teaching & Learning Standards Committee and the Corporation.

This policy and related activity will be subject to an annual review by the Safeguarding Strategy Committee, which will make any appropriate recommendations to the Teaching and Learning Standards Committee and to the Corporation.

RECORD KEEPING

All records pertaining to Child Protection referrals will be kept in line with recommendations from the Cheshire East Local Safeguarding Board which is until their 25th birthday has been reached. An adult at risk referral for 8 years after the last point of contact with the student. The records will remain on site.

Anti-Bullying and Harassment records will be held centrally by the Head of Student Services & Support until the student leaves College at which point they will be added to the student file and retained in line with Data Protection Act guidelines.

Appendix 1 SAFEGUARDING STRATEGY COMMITTEE

TERMS OF REFERENCE

1. To review termly and assess the effectiveness and appropriateness of:
 - any activity related to the Safeguarding Policy
 - training undertaken by staff, volunteers and governors in relation to Safeguarding
 - the content of the Safeguarding Policy
 - the Safeguarding Action Plan
2. To undertake any actions required from the corporation following their receipt of the termly reports

Proposed Membership

Principal (Chair)
Governor with responsibility for Safeguarding
Vice Principal for Curriculum and Quality
Vice Principal for Finance and Resources
Head of Technology, Learning Resources and E-Learning
Head of Student Services and Support (Designated Safeguarding Lead/Prevent Officer)
Assistant Principal of Quality & Professional Development (Strategic Safeguarding Lead)
Assistant Principal of Vocational Studies
Manager of Human Resources (as required on invite)

