

## POLICIES AND PROCEDURES



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|---------------|----------------------------|
| Policy Title  | <b>SAFEGUARDING POLICY</b> |
| Policy No     | <b>WLCBMS 017</b>          |
| Responsible   | <b>PRINCIPAL</b>           |
| Approval By   | <b>EXECUTIVE COMMITTEE</b> |
| Approval Date | <b>AUGUST 2016</b>         |
| Next Review   | <b>AUGUST 2017</b>         |

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# SAFEGUARDING POLICY

## 1. POLICY STATEMENT

- 1.1. West London College of Business & Management Sciences 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**.
- 1.3. The College will remain mindful of its duty of care and other obligations, such as those under the Health and Safety at Work Act 1974, Data Protection Act 1998, Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, Protection of Freedoms Act 2012 and Counter Terrorism and Security Act 2015.

## 2. SCOPE

- 2.1. All staff at the College, including temporary staff and volunteers 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. The Principal and particular members of the College 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.
- Ensure that all staff receive appropriate training and support.
- Ensure there is effective monitoring and reporting on safeguarding and that the responsibilities of Principal are fulfilled.
- Effectively deal with allegations of abuse against staff members, whilst protecting staff from malicious complaints.

#### **4. ROLES AND RESPONSIBILITIES**

- 4.1. **The Principal** 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 promoting and ensuring these policies and procedures are fully implemented and that sufficient resources are allocated for training.
- 4.3. **The Safeguarding Team**, which comprises the Academic Registrar (Designated Person), Deputy Principal, Dean of Teaching, Student Welfare Officer and a Senior Tutor will be responsible for:
  - 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 coordinating appropriate training.
  - Keeping staff, volunteers and governors informed of good practice and development in regard to safeguarding.
  - Monitoring safeguarding cases within the College.
  - Assisting the Designated Person in the event of a case review (person designated by Principal to investigate a case and present the information to Safeguarding Team)
- 4.4. **All staff** are responsible for safeguarding and promoting the welfare of our students, as appropriate. All staff are responsible for correctly following College policies and procedures.

## **5. MONITORING AND REPORTING**

- 5.1. This policy will be reviewed annually, in conjunction with the Child Protection Policy and Procedures, Disability Act 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 Executive Committee.

## **6. IDENTIFYING AREAS OF RISK**

Examples of areas where the College may have contact with children and adults who may be vulnerable may include: (not an exhaustive list)

- ✓ Widening participation activities taking place on or off campus
- ✓ Attendance at private functions organised by College ie Awards Evening etc
- ✓ Visits to Sports Centres
- ✓ Conferences
- ✓ Placement Learning
- ✓ Activities of student societies and networks

## **7. RELATED DOCUMENTS**

- 7.1 Equality of Opportunity Policy (WLCBMS 006)
- 7.2 Disability Discrimination Policy (WLCBMS 005)