Safeguarding Policy

1st June 2021 to June 2022

Safeguarding Policy

1. Introduction

1.1   This policy should be read within the context of the Safeguarding Strategy.

The Safeguarding of staff and students at CWLC is deemed to be the responsibility of all members of the CWLC Centre and Safeguarding along with the associated elements of Child Protection and the Prevent agenda are integral to all activities associated with the CWLC Centre whether on or off site.

1.2 Aspects included under the 'umbrella' of Safeguarding and for which the CWLC Centre has a responsibility in supporting all learners include:

1.2.1 Keeping staff and students safe within and outside of CWLC Centre from

· Radicalisation
· Accidents
· Crime
· Bullying and harassment including cyber bullying
· Maltreatment
· Domestic violence and bullying
· Financial abuse
· Discrimination abuse
· Abuse – There are many categories of abuse and include areas such as physical, emotional, sexual and neglect.

· In addition to these you must be aware of how to identify the signs of the abuse categories outlined in Keeping Children Safe in Education and how to respond and report on them

1.2.2 To support staff and students to keep themselves

· Healthy (including drugs/alcohol abuse, nutrition, exercise)
· Safe (Health & Safety, domestic violence)
· E-Safety (Internet, text, websites, safe from cyber bullying, grooming and radicalisation)

1.2.3 To ensure that staff and students

· Feel safe whilst undertaking CWLC Centre activities
· Know how to report instances of bullying / harassment and that reporting procedures are clear
· Know how to report abuse including radicalisation and FGM

1.2.4 To educate students to understand and make informed decisions regarding

· Sexual health
· Diet
· Criminal activity
· Alcohol
· Drugs
· Relationships
· Hot Topics

1.2.5 To assist and raise awareness of staff in understanding, managing and supporting

· Learners with Learning Difficulties and Disabilities
· Adults with Learning Difficulties and Disabilities
· Learners from ethnic minority backgrounds
· English for Speakers of Other Languages (ESOL) learners
· Students with Mental Health issues (e.g. depression, anxiety, self-harm, emotional issues)
· Children in Care, care leavers and young carers
· Young people seeking asylum
· Young Offenders/Rehabilitation of Offenders
· Learners with any of the following Protected Characteristics:

- Race
- Age
- Disability
- Sexual Orientation
- Gender
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Religion and Belief

1.2.6 To ensure that staff and students are fully aware of the requirements of

· Safeguarding and keeping themselves safe
· Child Protection (the reporting of abuse or neglect)
· The wider abuse categories of:
Child Sexual Exploitation, Bullying including Cyberbullying, Domestic Violence, Drugs, Fabricated or Induced Illness, Faith Abuse, Female Genital Mutilation, Forced Marriages, Gangs and Youth Violence, Gender Based Violence, Mental Health, Private Fostering, Radicalisation, Sexting, Teenage Relationship Abuse and Trafficking

1.2.7 These are to be achieved through

A student induction programme that provides an effective introduction to safeguarding
A group tutorial programme that embeds and reinforces all aspects of safeguarding
A staff induction programme that provides an effective introduction to safeguarding
A staff development programme that continually upskills staff in their understanding and application of safeguarding through all their activities.
CWLC Centre policies and procedures that promote and reinforce safeguarding for staff and students · An area on Moodle providing information for staff
An area on Moodle providing information for students
Poster campaigns raising the awareness of the broad nature and high importance of safeguarding
· Themed events and activities which may include external speakers
· Student Conferences – Learner Involvement
· Student resources including handbooks on:
- Student Safeguarding
- E-Safety
- Respect

2. Personnel Responsible for Safeguarding Keith Horkan Head of Quality and
   Kirsty Dunlop   SMT.

3. Safeguarding Training

3.1 There is a CWLC Centre requirement for all staff:
· To undertake Safeguarding training which includes Child Protection at induction and annual mandatory updating
· To undertake Equality, Diversity and Inclusion training at induction and three yearly mandatory updating
· To undertake Prevent and Female Genital Mutilation training annually
· To undertake additional training as required in response to changes in policies or procedures and individual roles

3.2 Other training will include:

· Annual Governor update and awareness training
· Nominated Senior Managers to undertake nationally recognised training.
· All staff involved in staff recruitment to undertake training in 'Safe Recruitment'
· Designated Safeguarding and Prevent leads – update training as stipulated

3.3 All staff are required to ensure that they are familiar with CWLC Centre policies and procedures related to Safeguarding including:

· Safeguarding Strategy
· Child and Vulnerable Adults Protection
· Prevent
· E-Safety
· Health and Safety
· Equality, Diversity and Inclusion
· Additional Learning Support
· Student Disciplinary
· Fitness to Study
· Computer Use of Information and Learning Technology
· Student Confidentiality
· Staff Code of Conduct
· Recruitment and Selection Procedures (incorporating Safe Recruitment)
· Confidential Reporting Code and Procedure (Whistle blowing) for the investigation of irregularities
· Lone Working
· Safeguarding Code of Conduct for Contractors, Visiting Lecturers and Volunteers
· Visitors Protocol
· Guidelines for staff and their families living in CWLC Centre accommodation
· Safeguarding Code of Conduct for Alumni
· External Speakers

3.4 Personal Tutors/Course Managers, Programme Leaders and Assessors are responsible for knowing their learners and to identify if learners are at risk with particular reference to 1.2.5 above. Centre Manager will support the following responsibilities:

3.4.1 Students at risk of not completing their course are deemed to be 'at risk' – this does not infer a risk of physical danger but relates to being at risk of dropping out of their course or not succeeding. Personal Tutors should ensure that all staff teaching or in contact with 'at risk' learners are informed of the needs of the students and appropriate strategies for managing those learners to maximise their opportunity for success.

3.4.2 Where staff are not clear of strategies for managing 'at risk' learners it is their responsibility to seek support and to undertake appropriate training to address their skills need through the staff development programme or by reporting the training need to their line manager.

4. Pastoral /Tutorial Responsibility

4.1.1 All staff are responsible for ensuring the safety and wellbeing of all learners and other staff members.

However Personal Tutors have a specific responsibility for the safeguarding of tutees within their tutor group. In line with their job role they should ensure that:
They know their tutees through:
· Examination of application, recruitment and enrolment documentation
· Understanding of initial assessment
· Recognise behaviour and individual character traits they ensure that the following is in place in response to the above:
· Recommendation for change of course if appropriate
· Additional Learning Support (Language, literacy or numeracy, English and maths)
· Referral to Student Support Services where appropriate

They ensure that students are fully supported by:
· Informing all teaching staff of support needs within the learning environment
· Ensuring that support mechanisms are effectively supporting learning
· Inform relevant parties where they are less effective e.g. parents/guardians, ALS team, Student Support Services
· Using one to one tutorials effectively to support achievement on course and overcome barriers to learning

4.1.2 Student Induction All students must have Safeguarding included in their Induction Programme and be made aware of:

· CWLC Centre policies related to safeguarding
· Their responsibility for their own and others' safety
· How to report any instances related to Safeguarding, Child Protection or radicalisation or contact with extremist groups. All students starting courses late should be provided a comprehensive induction which must include Safeguarding.

4.1.3 Information Sharing in respect of Children, Young People and Vulnerable Adults

· Guidance is available on SharePoint to support tutors in understanding issues around sharing information about young people and vulnerable adults
· All sharing of information must comply with the Data Protection Act – Student Confidential Policy

5. Curriculum Responsibilities

5.1 Work Placements
5.1.1 The procedure for work placements must be followed for all students to ensure that placements have been checked by Health and Safety. Students and work placement staff must be familiar with the requirements of safeguarding at work training.

5.1.2 Apprenticeship and Work Place Training providers are issued with CWLC Centre guidance on Safeguarding and Child Protection in order to ensure that CWLC maintains its commitment to safeguarding its students when engaged in CWLC Centre related activities. The guidance outlines what is meant by Safeguarding, safeguarding measures that should be put in place and who to contact at the CWLC Centre regarding safeguarding or Child Protection concerns or questions.

5.2 Educational Trips and Visits
5.2.1 The Educational Trips and Visits Procedure outlines the requirements for all off site visits and trips including both residential and non-residential at home and abroad. This is included in the induction for all teaching staff.

6. Safeguarding in Higher Education Provision
6.1 There is no legislation in the area of safeguarding that is directed specifically at Higher Educational Institutions (HEIs). However common law and in some cases some legislation place responsibility on the organisation for example to prevent radicalisation.
6.3 It is recognised that safeguarding is about managing relationships and therefore there is a need to move beyond legal compliance to a culture in which safeguarding is embedded.

7. Safe Recruitment
CWLC has clear procedures which must be followed by all managers employing staff. These are outlined in the Recruitment and Selection Policy and comply with the safeguarding statutory guidance outlined in keeping safe in Education.

8. Contractors, Visiting Lecturers and Volunteers
CWLC will in the case of these groups make judgements of risk when offering contracts. The individual making these arrangements is responsible for ensuring that in the case of:

9. Induction of staff
All staff undergoes an induction programme co-ordinated centrally. All staff are required to undertake Safeguarding training, Child Protection training and Equality, Diversity and Inclusion training as part of their induction programme. It is the responsibility of the line manager of every new member of staff to confirm completion of this training prior to confirming their appointment at the end of their probationary period.

10. If you have a safeguarding concern what should you do? Safeguarding concerns should be reported to the SMT if abuse is suspected or if a disclosure is made by a student.

14. Dealing with allegations of misconduct against staff under Safeguarding and Child Protection All allegations must be reported to the Senior Safeguarding Leads as soon as a member of staff is aware of an allegation. The CWLC Centre has a legal duty to report concerns within one working day to the Local Authority Designated Officer. The member of staff may be suspended if it is considered that they or anyone else is at risk, or if there is a good reason to believe the continued attendance of the member of staff cannot be permitted.

List of Abuse Categories:
- Bullying and Cyber bullying
- Female Genital Mutilation
- Child Sexual Exploitation
- Domestic Violence
- Abuse Drugs
- Fabricated or Induced Illness
- Faith

- Abuse
- Forced Marriage
- Gangs and Youth Violence
- Gender Based Violence
- Radicalisation
- Teenage Relationship Abuse
- Trafficking
- Sexting

Information, Advice & Guidance (IAG)

Within many of CWLC's policies lies a thread of Information, Advice & Guidance. At CWLC we believe that IAG is a vital part of the learner's journey.

IAG is fundamental to a learner's progress as they strive to achieve their particular qualification or course completion.
It is abundantly relevant to this particular policy, which aims to protect all our learners from a variety of harm.
IAG training is provided to all our staff so that they can recognise work related instances where information advice and guidance can be provided to learners. With regards to this policy, the information advice and guidance will follow the guidelines discussed above in order to keep all our learners in an environment where they can learn safely, free from any kind of harm.

Signature:	
Name:	Keith Horkan
Position in Company:	Head of Quality
Date:	1st June 2021
Due for Review:	June 2022