

SAFEGUARDING

SAFEGUARDING POLICY SUMMARY

KEY PRINCIPLES

The following principles will underpin the College's approach to safeguarding. This approach will be:-

- Holistic
- Learner centred
- Proactive in ensuring a learning environment free from all forms of harassment, abuse and discrimination
- To ensure equality of opportunity
- To work with all appropriate agencies to ensure best practice
- To provide appropriate support and resources to support community members
- To be rigorous in how we monitor the impact of provision
- To provide training and awareness raising activities as appropriate for all community members
- To support all vulnerable community members

WHAT IS SAFEGUARDING?

The definition of safeguarding used in the Children's Act 2004 covers the following issues:

- protecting young people from maltreatment
- preventing impairment of young people's health
- ensuring that young people are growing up in circumstances consistent with the provision of safe and effective care
- enabling young people to have optimum life chances and to enter adulthood successfully.

POLICIES AND PROCEDURES TO ENSURE SAFEGUARDING AT XAVERIAN COLLEGE

Staff responsible for the policies are named after each of them.

1. Safeguarding Policy – Safeguarding Manager
2. Child Protection Policy – Safeguarding Manager.
3. Equality and Diversity Policies and Procedures (such as Harassment and Bullying Code of Practice, Single Equality Scheme, Mental Health Policy and Reasonable Adjustment Policy) – Equality and Diversity Manager.
4. Health and Safety – Health and Safety Officer.
5. Security – Vice Principal.
6. Support, Guidance and Care – Assistant Principal Pastoral.
7. Managing Concerns – Safeguarding Manager.

8. Safer Employment – Human Resources Manager.
9. Protection of Vulnerable Adults – Safeguarding Manager.
10. Employer Engagement Strategy – Employer Engagement Officer.
11. Safeguarding Policy for Non-Xaverian Students being taught at Xaverian College – University Liaison.
12. Safeguarding and Technology- Head of E-Learning.
13. Safeguarding visitors to the College- Safeguarding Manager.
14. Trips and Excursions – CIS Manager.
15. Schools Liaison: Safeguarding School Pupils at Xaverian – 14-19 Liaison Manager.
16. Nursery Safeguarding Policy – Nursery Manager.

Please note this is not an exhaustive list.

STAFF RESPONSIBLE FOR IMPLEMENTING, MONITORING AND ASSESSING THE IMPACT OF SAFEGUARDING POLICIES

- Safeguarding Manager – Mr V. Morrison
- Deputy Safeguarding Manager – Dr D.A. Benson
- Safeguarding Champions – Line Managers

GROUPS RESPONSIBLE FOR MONITORING AND ASSESSING THE IMPACT OF SAFEGUARDING POLICIES

- Safeguarding Group – chaired by the Principal, comprises all managers responsible for a Safeguarding theme (see above).
- Safeguarding Strategy Group – to oversee progress and monitor impact – Safeguarding Managers and Vice-Principal.
- Community Group – staff and student volunteers and safeguarding champions.

DOCUMENTS FOR REFERENCE

- Safeguarding Policy
- Safeguarding Manual
- Safeguarding Action Plan (annual)
- Safeguarding Training and Awareness Strategy.

MONITORING OF IMPACT

- Safeguarding, Equality and Diversity Audits.
- Safeguarding Self Assessment Report (annual).

ROLES AND RESPONSIBILITIES

We will follow both national guidance issued by the Department for Children, Families and Schools and local information provided by the Manchester Safeguarding Children's Board to:-

- Ensure there is a designated Senior member of staff for safeguarding who will provide leadership and management for the safeguarding agenda and who will regularly update their knowledge and expertise through training and communication with appropriate bodies (The Safeguarding Manager).
- Ensure we have a nominated Governor responsible for safeguarding (Safeguarding Champion).
- Ensure every member of staff and the Governing Body know the name of the Safeguarding Manager responsible for safeguarding and their role.
- Ensure that the Safeguarding Manager works closely with the College Counsellor in liaising with appropriate outside agencies.
- Maintain and extend effective links with relevant agencies and co-operate as required with their enquires regarding safeguarding matters including the attendance at case conferences and core reviews.
- Keep written records of safeguarding concerns even where there is no need to refer the matter immediately. All such records shall be locked away from the main student files.
- Implement a comprehensive programme of training and awareness raising activities for all community members. Ensure that, as part of Induction, all new staff are made aware of safeguarding issues including issues of confidentiality; Child Protection; the name of the Safeguarding Manager and what to do if they have concerns about a young person (Safeguarding Training and Awareness Strategy).
- Monitor the policies, procedures and practices the College has in place to enhance the personal safety of all members of the community (Safeguarding Policy review cycle).
- Provide regular reports to SMT and the Governing Body (via the Quality and Standards committee) on progress.
- Ensure there is a Deputy Safeguarding Manager who will assist the Safeguarding Manager with the above and act as Safeguarding Manager in their absence or to represent the College in their absence.

POLICY STATEMENT ON PROMOTING THE WELFARE AND SAFETY OF YOUNG PEOPLE AT XAVERIAN COLLEGE

In the Xaverian College community each individual will be treated with respect and viewed as special in the eyes of God. As such the college is committed to providing an environment in which every community member feels safe, supported and free of all forms of harassment, discrimination and anti-social behaviour. It is our mission to provide a harmonious community in which the potential of all can be achieved. We will therefore:-

- Seek to establish and maintain an environment where young people feel secure, are encouraged to talk about their concerns and are listened to.
- Ensure that young people know that there are adults in the College whom they can approach if they are worried or concerned.
- Include opportunities in the curriculum to highlight personal safety, health issues and how to stay safe from abuse, harassment and discrimination.
- Maintain a College ethos which promotes a positive, supportive and secure environment and gives all community members a sense of being valued.

- Deliver the Harassment and Bullying Code of Practice via the Pastoral and Assembly programmes.
- Liaise with agencies that can support vulnerable young people including the Manchester Safeguarding Children's Board; Adult Mental Health Service (AMHS); Educational Psychology Service; Personal Health Care e.g. Macmillan nurses; Barnardos.

POLICIES AND PROCEDURES TO SUPPORT THE SAFEGUARDING OF COMMUNITY MEMBERS

The College has in place comprehensive policies, procedures and practices that are aimed at safeguarding all community members. These include the following policies and their respective owners:

1. Child Protection Policy – Safeguarding Manager.
2. Equality and Diversity Policies and Procedures (such as Harassment and Bullying Code of Practice, Single Equality Scheme, Mental Health Policy and Reasonable Adjustment Policy) – Equality and Diversity Manager.
3. Health and Safety – Health and Safety Officer.
4. Security – Vice Principal.
5. Support, Guidance and Care – Assistant Principal Pastoral .
6. Managing allegations of abuse by staff – Safeguarding Manager.
7. Safer Employment – Human Resources Manager.
8. Protection of Vulnerable Adults – Safeguarding Manager.
9. Employer Engagement Strategy – Employer Engagement Officer.
10. Safeguarding Policy for Non-Xaverian Students being taught at Xaverian College – University Liaison.
11. Head of E-Learning.
12. Safeguarding visitors to the College.
13. Trips and Excursions – CIS Manager.
14. Schools Liaison: Safeguarding School Pupils at Xaverian – 14-19 Liaison Manager.
15. Nursery Safeguarding Policy – Nursery Manager.

1) CHILD PROTECTION POLICY

RESPONSIBILITIES

Xaverian College is committed to working together with Social Services and consulting them on appropriate procedures. It recognises that it has a responsibility towards children attending or visiting the College to safeguard their welfare and to take decisions as to how this can best be achieved. It is not the College responsibility to investigate abuse but it does have a duty to act if there is cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

Xaverian College recognises its responsibilities with regard to the protection of children from abuse and from inappropriate and inadequate care and is committed to acting in all cases where there is concern. (N.B. for the purpose of this policy the definition of 'child' or 'young person' relates to a young person under the age of 18).

The main purpose of this policy is to outline the policy procedures that should be adopted, should any member of staff, both teaching and non-teaching have cause to be concerned that a child is being neglected or subject to physical emotional or sexual abuse.

THE SAFEGUARDING MANAGER

In accordance with Circular 10/95 the College has a designated teacher for child protection. This person is the Safeguarding Manager, in their absence the Deputy Safeguarding Manager will assume responsibility. The Safeguarding Manager will liaise on cases with the College Counsellor and Senior Teacher with responsibility for female welfare.

The responsibilities of the Safeguarding Manager in relation to child protection are:-

1. To liaise with the Social Services Department (SSD) and other agencies when there is a concern about a young person attending the college.
2. To ensure that all teaching and non-teaching staff are aware of and understand the Area Child Protection Committee's (ACPC/Local Safeguarding Children Board) Procedures and their role within them.
3. To support and advise staff when dealing with child protection issues
4. To liaise with relevant staff over teaching in the curriculum regarding child protection issues.
5. To keep up to date with developments in child protection through appropriate in service training and to disseminate such information to members of staff.

PROCEDURES:

- (a) If any members of staff, either teaching or non-teaching, has a child protection concern about a young person at the College he / she will **IMMEDIATELY** inform the Safeguarding Manager and accurately record the event or events giving rise to the concern on the Incident Referral Form.
- (b) **Confidentiality** – Staff have a professional responsibility to share relevant information about the protection of children with other professionals.
- (c) **Records** – Good practice for keeping child protection records include noting the date, event and action taken in cases of:-
 - (i) Suspected child abuse and/ or neglect (Incident Referral Form)
 - (ii) When a young person at College has their name on the Child Protection Register and is the subject of an inter-agency child protection plan (Monitoring Sheet - Social Services)
- (d) **Reports** – Reports prepared for Child Protection Conferences should focus on the young person's educational progress, attendance, behaviour, and relations with other students and staff, and where appropriate, the individual's appearance. If relevant, reports should also include what is known about the individual's relations with his or her family and the family structure.
- (e) **College Transfers** – when an individual about whom there are child protection concerns leave the College, we will endeavour to transfer the information to the individual's new college as soon as possible. We will also inform the Key Worker that the child has left.

- (f) **Child Protection Conference** – the College will endeavour to be represented at all Child Protection Conferences and will inform the member of staff who attends as fully as possible about the College’s concerns.
- (g) **Core Groups and Child Protection Plans** – If a young person’s name is placed on the Child Protection Register and becomes the subject of a child protection plan, it is more than likely that a member of the College staff will become a member of the Core Group set up to implement the plan. The appropriate person to be on the Core Group will be chosen by the Safeguarding Manager / Principal and given whatever support is necessary.
- (h) **Abuse by Professionals** – where there are concerns about abuse by a member of staff, the Principal must be informed immediately. Where the allegation is made against the Principal, the Vice Principal must be informed (see additional policy).
- (i) **Domestic Violence** – where staff are aware of incidents of violence between adults in households where there are young persons attending College, they will share these concerns with the Safeguarding Manager who will consider the need for a formal referral to the SSD on the basis of their professional judgement and the level of any potential / actual risk to the individual. In cases where there are younger siblings the Police/ Social Services must be informed.
- (j) **Staff Support** – the stress on staff involved in any aspects of child protection work is considerable and the College will ensure that such staff are properly supported. The Principal and the Safeguarding Manager will be responsible for supporting the staff concerned and, where necessary, seeking help from outside the College (refer to Caring for the Carers policy).
- (k) **Child Protection and the Curriculum** - The College provides a curriculum that enables young people to become aware of the responsibilities of adult life, including parenthood. The College offers in the RE, Pastoral and Assembly programmes, opportunities to raise related issues in a sensitive and reflective way. Through the curriculum students can also be taught about the risks of different kinds of abuse (including sexual abuse) and be taught skills they need to help keep them safe and to feel that they can speak to members of staff should they have concerns of this nature.
The College makes this information available to students in the following ways: - assemblies, tutorial work, national and local helpline telephone numbers, Health Promotion etc.

2) EQUALITY AND DIVERSITY POLICIES

The College has a number of policies and procedures that comprise the Equality and Diversity Strategy Manual which support and complement the Safeguarding agenda. These include:

- Harassment and Bullying Code of Practice
- The Single Equality Scheme comprising of the Disability, Race and Gender Equality schemes detailing procedures and practices to eliminate all forms of harassment and discrimination.
- Procedures on how to provide reasonable adjustments for community members with a disability or whose personal circumstance may put at risk their ability to achieve their full potential.
- Mental Health Policy

3) HEALTH AND SAFETY POLICIES (SUMMARY)

The College has a commitment to health and safety at all levels and this is borne out in the Xaverian College Health and Safety policy. The policy describes the organisational responsibilities and arrangements in place for implementing good health and safety practices across the College. The policy deals with the legal responsibilities and duties of employees under HASAWA and responsibilities to learner health & safety.

The policy follows the safety management systems based on HSE's document "Successful Health and Safety Management" (HSG65). Governor's and senior management monitor health and safety through the Quality and Standards Committee.

Overall responsibility for health and safety in the College rests with the Board of Governors.

Responsibility for ensuring the effective implementation of the health and safety policy rests with the Principal who delegates these responsibilities as appropriate.

Risks to learners and employees are assessed through the management system by competent staff. This ensures risks are controlled and reduced to the lowest level practicable. The College provides a very good environment for learners and learning and regular inspections and checks ensure we meet legal requirements or better. Our risk assessment process has provided for well developed safe systems of working practices at the College.

The Health and Safety policy commits the College:

- To provide a healthy and safe environment for staff and students.
- To promote the safe learner concept by developing health and safety within learning programmes
- To maintain an active, positive health, safety and welfare management system which reflects the College's commitment to review and raise standards
- To develop and maintain a sense of safety awareness and responsible attitudes amongst staff and students
- To ensure joint consultation with employees in the achievement of the aims of the College Health, Safety and Welfare Policy.
- To provide adequate information, instruction and training to enable staff and students to carry out their work in a healthy and safe manner, and to enable them to contribute positively to their own health, safety and welfare and that of others
- To prevent accidents and cases of work-related ill health
- To make arrangements within the College for the recording of all accidents, incidents and near-misses and to make arrangements for their investigation where required
- To make arrangements for the reporting of serious accidents to the LSC (and its successors) and to the HSE where required in accordance with RIDDOR

- To make arrangements for first-aid, emergency evacuation (e.g. fire) and other serious incidents
- To provide and maintain safe and healthy college buildings with safe access and egress
- To provide a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation
- To provide and maintain plant, machinery and equipment which is safe, is regularly inspected and tested, and offers protection from danger
- To ensure safe handling, use storage and transport of articles and substances and in accordance with COSHH regulations
- To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities
- To ensure, as far as practicable, the health and safety of visitors to the College

4) SECURITY

The College goes to considerable lengths to ensure a secure learning environment in which all community members are free from anti-social behaviour and harassment. This includes the following:

- College Discipline Policy.
- All members of staff have the duty to enforce College discipline
- College duty rota
- There is a proactive pastoral system to maintain safety and good order supported by the pastoral programme.
- Extensive CCTV system across campus
- Secure area established for bicycles
- All staff/ students issued with ID badges – enhances security/ secures L.R.C.
- Personal Security – Police assemblies delivered to all students in the autumn term
- Drugs and substance misuse delivered via Pastoral Programme (In house Level 3 student PowerPoints) and assembly slots.

5) SUPPORT, GUIDANCE AND CARE (SUMMARY) – THE PASTORAL SYSTEM

The Pastoral System plays an important role in providing support, guidance and care for students in the College. Each student is assigned to a tutor group, a personal tutor and a Pastoral Manager. These provide pastoral care for each student to suit their individual needs. The Pastoral Programme promotes an awareness of many safeguarding issues.