

SAFEGUARDING POLICY

Xaverian, in line with its Mission Statement and legal requirements, has a duty of care to all members of its community with the overarching aim of providing a safe environment in which all can realise their full potential.

The Safeguarding Policy of Xaverian College is intended to ensure the maintenance and promotion of a learning community that provides a safe and secure environment free of all forms of harassment, abuse and discrimination, providing support and guidance for all community members. Mindful of legal requirements but based on the Gospel values the Safeguarding Policy of Xaverian College is an essential expression of its Mission.

Key Principles

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

- Student centred
- Proactive in ensuring a learning environment free from all forms of harassment, abuse and discrimination

It aims:

- To ensure that students are safe
- To promote the welfare of our students
- To foster a culture of trust between the staff who work at the college and the students
- To work with all appropriate agencies to ensure effective partnership working between all those involved with providing safeguarding services for young people
- 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
- To have systems and processes in place which allow for poor or unsafe practice to be challenged

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Roles and Responsibilities

We will follow both the national guidance, issued by the Department for Education (Keeping Children Safe in Education – Statutory Guidance for Schools and Further Education Colleges, updated September 2018) and local information provided by the Manchester Safeguarding Children’s Board to:

- Ensure we have a nominated Governor responsible for safeguarding.
- Ensure there is a Designated Senior Person (DSP) for Safeguarding and Child protection, 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.
- Ensure there is a nominated Senior Manager responsible for female welfare
- Ensure that in the absence of the Designated Person and the Deputy there is someone to be responsible for Safeguarding and Child Protection.

The Designated Senior Person will, in order to raise awareness and support those with safeguarding issues:

- Ensure that every member of staff and the Governing Body knows his/her name and role.
- Ensure that there are effective systems for identifying safeguarding concerns, and that these are communicated to those who need to know and that they receive effective guidance.
- Ensure that all students are made aware of how to raise safeguarding concerns and the support available to them.
- Ensure that the Child Protection Policy and procedures are made available publicly and that parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the college in this.
- Ensure that each member of staff has access to and understands the college’s safeguarding and child protection policies, guidelines and procedures, and that these are applied appropriately.
- Ensure that, as part of induction, all new staff, including temporary and voluntary staff, are made aware of safeguarding issues including issues of confidentiality, child

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protection, the name of the Designated Person and what to do if they have concerns about a young person.

- Ensure that all members of staff are familiar with their obligations as outlined in Keeping Children Safe in Education (part 1) updated September 2016, and understand that they are required to read it.
- Link with the local LSCB to make sure that staff are aware of training opportunities and the latest local policies on safeguarding, and provide access to refresher training and awareness raising activities to ensure that all staff are aware of their responsibilities in the safeguarding of our students.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage a culture of listening to children and taking account of their wishes and feelings amongst all staff and in any measures the college may put in place to protect them.

In making referrals and dealing with safeguarding concerns:

- Refer all cases of suspected abuse to the local authority children's social care.
- Refer all cases which concern a staff member to the local authority designated officer (LADO) for child protection concerns
- Refer cases where a person is dismissed or left, due to concerns about their risk and/or harm to a child, to the Disclosure and Barring Service.
- Refer cases where a crime may have been committed to the police.
- Liaise with the Principal, Vice Principal and Head of Pastoral Services to refer any suspected involvement in extremist or radicalising activities to Prevent or Channel.
- Liaise with the Principal, Vice Principal and Head of Pastoral Services to ensure that the college takes active steps to prevent staff and students from being involved or giving support to extremist or radicalising activities.
- Liaise with the Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

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- Maintain and extend effective links with relevant agencies and co-operate as required with enquiries regarding safeguarding matters including the attendance at case conferences and reviews.
- Keep written records of safeguarding and child protection concerns even where there is no need to refer the matter immediately. These records should be on the college's safeguarding software MyConcern, which is fully compliant with the General Data Protection Regulation (2018). Any additional written records shall be locked away from the main student files.
- Where children leave the college, ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file.

In receiving appropriate training at least every two years:

- Understand the assessment process for providing early help and intervention, for example, through locally agreed common and shared assessment processes such as Early Help Assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so. He/she may delegate this to a relevant person e.g. Pastoral Manager, Mentor for Student Welfare.

In ensuring safeguarding and child protection procedures are monitored and impact assessed:

- Report termly to the Quality and Standards Committee of the Governing body.
- Ensure the college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing body regarding this.

Safer Employment

The college recognises that it has a duty of care to ensure the safe employment of staff is robust. Hence:

- Safeguarding issues are raised at interviews.

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- All staff have been subject to an enhanced *Disclosure and Barring Service* (DBS) check
- The college complies with all statutory duties to check staff who work with young people as published by the Disclosure and Barring Service launched December 2012
- The college ensures that the required documentation / evidence of academic and vocational qualifications is provided.
- The college will obtain professional and character references before confirming any appointment.

Managing Allegations against Staff and Principal

We recognise that a student, parents or a colleague may make an allegation against a member of staff if they have:-

- Behaved in a way that has harmed a young person.
- Possibly committed a criminal offence.
- Behaved towards a young person in a way that indicates he / she is unable to work with young people.

Therefore we will:-

- Ensure that if an allegation is made against a member of staff, the Principal, and the Designated Person will be informed.
- Ensure that where any allegation is made against the Principal, the Chair of Governors is informed.
- Ensure the college's complaints procedures are fully implemented.
- Ensure that the investigation complies with the statutory guidelines Dealing with Allegations of Abuse DfE (October 2012)

Promoting the Welfare of Young People

In our community each individual should be treated with respect and viewed as special in the eyes of God. We will therefore:-

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- Seek to establish and maintain an environment where students feel secure, are encouraged to talk, and are listened to.
- Ensure that students know that there are adults in the college whom they can approach if they are worried.
- Include opportunities in the curriculum to highlight personal safety such as health issues and how to stay safe from abuse.
- Maintain a college ethos that promotes a positive, supportive and secure environment and gives students a sense of being valued.
- Promote British Values supporting democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs and those without faith, through all college activities, including teaching and learning.
- Deliver Anti-Radicalisation and Anti-Extremism Policy via the Pastoral and RE programmes as well as in the teaching of subject curricula.
- Deliver an Anti-Bullying and Anti-Harassment Policy via the Pastoral programmes.
- Liaise with agencies that can support vulnerable young people, including the Manchester Safeguarding Children’s Board, and those that can provide professional support as required.

Monitoring/Reviewing

- College Managers will develop comprehensive and robust internal measures through which they can test whether the commitments in this policy are being met in their area of responsibility.
- The content of the policy will be reviewed annually and revised in the light of changes to statutory obligations.

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