Safeguarding Policy & Procedures

Purpose and Policy Statement

The Studio has a statutory and moral duty to safeguard and promote the welfare of children, young people and vulnerable adults attending the STUDIO.

The purpose of the policy is to safeguard the welfare of all students. Whilst staff are not the focus of safeguarding legislation they are protected by safer recruitment practices and by a safe learning environment.

The STUDIO aims to:

- Provide a safe environment for young people and adults in which to learn
- Identify people who are experiencing or likely to experience significant harm or significant under achievement: providing support and taking appropriate action with the objective of producing positive outcomes for the young person.
- Safeguard through the curriculum and pastoral support and by the promotion of a college ethos where young people feel secure, valued and listened to.
- Take action to safeguard young people through working in partnership with other agencies

Definition of Child, Young Person, Vulnerable Adult

Child or Young Person – anyone under the age of 18 years old.

Vulnerable Adult – A person over the age of 18 who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Scope

This policy deals with the protection of children and young people and vulnerable adults. This refers to people under 18 years and adults over 18 who are vulnerable due to their disability, health or social identity.

Reference to staff or adults comprises teaching staff, other staff and volunteers working in the organisation, and includes contractors to the organisation with direct contact with learners, regardless of position, role or responsibilities.

The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses student health and safety, bullying (in person or electronically), meeting the medical needs of those with medical conditions, providing first aid, security, support/safeguarding from drugs and substance abuse etc.

The above applies equally to vulnerable adults.

Responsibilities
Every member of staff has a responsibility for safeguarding.

Staff refers to all staff within the college including part time, full time, governors, contractors, volunteers and those on work placements

There are a number of key roles in safeguarding:

Individual members of staff have:

- A legal responsibility to safeguard learners
- Must be aware of the college safeguarding policy and procedures
- Must adhere to the college safeguarding policy and procedures
- Must be vigilant and report concerns as appropriate
- Must help to create a listening culture and help to ensure that learners know that they can come to them and be listened to.

Designated person for safeguarding / child protection: Overall responsibility for safeguarding and promoting a safe and effective learning environment.

Named person: Deputising for designated person

Governors: Responsible for ensuring the college has appropriate policies and procedures

Principal: Ensuring policies are fully implemented.

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Procedures

Safeguarding / Concerns About A Learner - The Process

Someone (e.g. staff, learner, family, visitor, other interested party) has a concern about the safety / wellbeing of a learner.		
Where the concerned party is a member of staff -	Where the concern is another party passing details to staff -	Where the concern is a learner is making a 'disclosure' to a member of staff –
Staff should discuss their concerns with the learner.	Staff 'take' referral appropriately and record appropriately	Staff 'take' disclosure appropriately and record appropriately
Staff 'receiving' concern make referral to Safeguarding Team: **either -** Designated Officer; Monica Tomlinson Principal: Shaun McInerney		
Safeguarding Team then complete a – Reporting Safeguarding / Concerns About A Learner form		
Safeguarding Team then – Speak / meet with learner and formulate an appropriate response / action plan		
Safeguarding Team – Will make external / internal referrals where necessary / suitable		
Safeguarding Team then – Record the Reporting Safeguarding / Concerns About A Learner form on – Individual student's Safeguarding file Safeguarding Central Single List (printed version) Safeguarding Detailed Central Single List (electronic version) Safeguarding Summary Central Single List (electronic version) Weekly Confidential Updating Reporting (electronic version) (to Principal)		
Safeguarding Team then – Notify another other parties as necessary about incident / action points		
All Staff – All parties making a referral to SG Team have duty to ensure concern is followed up and actioned appropriately		

There are universal steps for every member of staff to follow if a cause for concern or an allegation has been brought to your attention:

Listen

- Always accept what has been said without judgement
- Don't question or investigate yourself
- Never promise confidentiality

Act

- Write down your concern or what you have been told
- If arising from a conversation, this report should be verbatim and include relevant contextual information, such as time and date

Sign the report and take it directly to the Designated Person, or their deputy, or the organisation leader if the Designated Person is the focus of the concern

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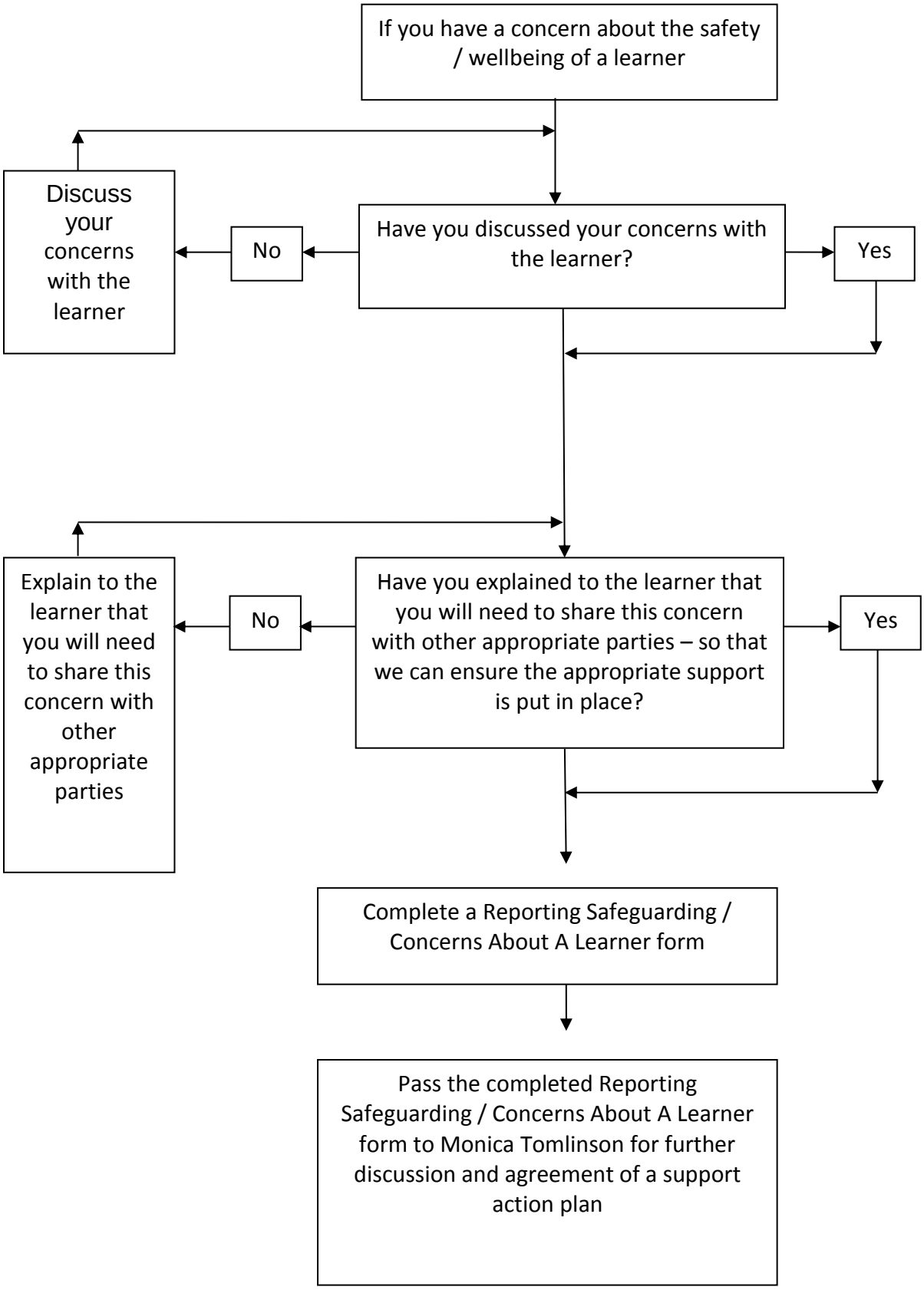
Reporting Safeguarding / Concerns About A Learner



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Documents

Reporting Safeguarding / Concerns About A Learner

Please Complete In Block Capitals

Name of Person Making Report: XXXX	**Date:** XXXX
Learner Details: **Name:** XXXX	
Details of Concern: Brief summary – please attach any additional notes or information.	

Has the Learner Been Consulted? (Please tick) **(Have you explained to the leaner that you will need to share this information?)**	**Yes**		**No**	

Name of Person This Report Is Passed To: XXXXX

Nature of Concern (Person Receiving Form to Assess Based on Details of Concern, and Tick Please: This will determine action to be taken):							
Safeguarding		**Conduct**		**Complaint**		**General Concern**	

Action:
Action for Person Making Report:
Action for Person Receiving Report:

Safeguarding Incidents: Please Record Other Agencies/Parties Notified/Involved:					
Duty Manager		**Personnel**		**Security**	
SG Designated Officer		**Principal**		**Police**	
Social Services		**Safeguarding Emergency Duty Team**			

Single Record Category (Person Receiving Form to Assess Based on Details of Concern, and Tick Please)							
Safeguarding		**Conduct**		**Complaint**		**General Concern**	