



## Safeguarding Policy

- 1. Title:** Safeguarding Policy
- 2. Purpose:** This policy represents London Education Management (LEM) response to its role in safeguarding the welfare of students and staffs
- 3. Application:** The policy applies to all staffs and students at London Education Management (LEM)

### 1.0 Statement of Policy

London Education Management is committed to safeguarding and promoting the wellbeing of its students. We understand that it is the responsibility of all staff to ensure that all students are safe and feel safe in the college environment. The college believes that:

- it has a statutory duty to safeguard the welfare of all learners and vulnerable adults who attend the college and prevent any possible abuse. In addition, it has a duty to put the safety and security of all members of the college at the heart of what it does. Staff and students both have a key role to play in this.
- to ensure that comprehensive and effective safeguarding practices exist within the College and that a culture of adherence to and continuous development of those practices is established and maintained, the College will:
  - Require all staff to provide and assure a safe environment for both students and staff at all times
  - Establish and maintain procedures and practices which minimise risks to all students and staff
  - Publish and promote the right of every student and member of staff to work within a safe learning and working environment.
  - Ensure that all students are welcomed, respected and understand the arrangements to keep them safe
  - Ensure that students complaints about safety are tackled effectively
  - Ensure that all students and staff members are aware of their own responsibilities in respect of behaviour and working practices including internet safety

- Ensure that all students and staff members understand abuse, discrimination and bullying and know what to do if it occurs.
  - Provide information and educate students to equip them with awareness about how to stay safe through various campus programmes
  - Maintain recruitment and contracting practices which check the suitability of staff, volunteers and operators of externally contracted services to work with children and vulnerable students
  - Provide training to maintain the awareness of all staff so that they recognise and react responsibly to apparent and potential instances of abuse or neglect of students
  - Communicate and maintain procedures for identifying and reporting cases (or suspected cases) of abuse or potential for harm to students
  - Nominate and train staff as members of the College's Safeguarding Team, equipping and supporting them to respond appropriately with incidents and allegations of abuse or neglect of students.
  - Maintain a Safeguarding Board to review college policy and procedures in relation to safeguarding and approve an annual report prepared for the Senior Management Team (SMT).
- c. The college shall operate in all safeguarding matters with reference and regard to the following:
- Data Protection Act 1998
  - Safeguarding Vulnerable Groups Act 2012
  - Children's Act 2004 (2007) section 11
  - Safeguarding Children & Safer Recruitment in Education DCSF 2010
  - Mental Health Act
  - Every Child Matters
  - Health & Safety at Work Act 1974
  - The Management of Health & Safety at Work Regulations 1999

## **2.0 Monitoring and Review**

The designated person for safeguarding vulnerable students and staffs is the welfare officer. He will prepare a report to be reviewed annually. The annual report will include a breakdown of safeguarding and welfare concerns including counselling referrals and those relating to health and safety which have been brought to the attention of the Safeguarding team over the period of an academic year.

## **3.0 Safeguarding Students**

Students will be advised about the college procedures in relation to safeguarding as part of their induction into the college. College documentation including the student handbook will provide the student with reminders about the importance of this policy and who to contact should they have a safeguarding concern.

Students will be advised about health and safety procedures to ensure that they know how to stay safe within the college environment, whilst undertaking practical activities.

#### **4.0 Safeguarding Staff**

The College will ensure that staffs have knowledge and understanding of their responsibilities regarding the welfare and protection of all students.

All staffs will be made aware of the Safeguarding Policy. This will be done through:

- Induction for new staff
- The Staff Handbook
- Specific training events and workshop

If staffs are suspicious that a student is suffering abuse or at risk of significant harm, or staffs have concern for the wellbeing of a student but there is no disclosure by that student, they should make their concerns known to a member of the college administration.

#### **5.0 Reporting and dealing with an allegation made against a member of staff**

The College recognises that an allegation of vulnerable adult abuse made against a member of staff may be made for a variety of reasons and that the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigation is thorough and not subject to delay.

A member of staff who receives an allegation about another member of staff from a learner or vulnerable adult should follow the guidelines about care and support of the discloser but adopt the following procedure for reporting:

- The allegation should be reported immediately to a member of staff; unless the staff is the person against whom the allegation is made, in which case the report should be made to the Principal.
- In the absence of the Principal or to discuss whether the concern constitutes an abuse of a 'position of trust', Executive Director should be contacted without delay.
- The staff member who received the allegation should not discuss the allegation or referral with any other staff member unless requested to as part of an investigation.

Any staff who feels that there is a concern about poor or unsafe practice in regard to vulnerable adults in the college should address it in a sensible and effective way in accordance with agreed policies.

<b>This policy was reviewed and adopted by</b>	<b>LEM Senior Management Team (SMT)</b>
<b>Review Date</b>	<b>June 2020</b>
<b>Next Review Date</b>	<b>June 2021</b>
<b>Version</b>	<b>1.1</b>