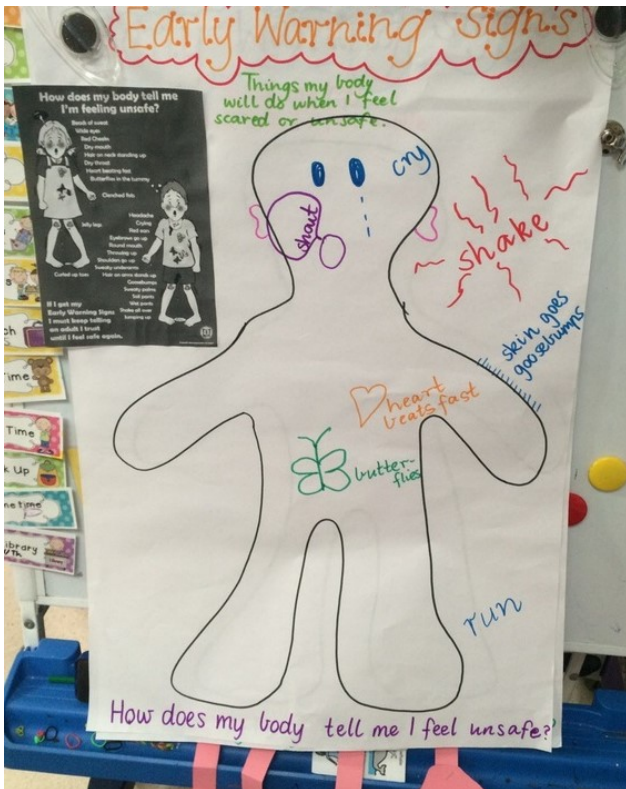


Do you feel safe?

Safeguarding Handbook for Students

Contents

1. What to do if you feel unsafe or are concerned about a classmate or friend at our company/during your course of study
2. Bullying and Harassment – Guidance for Students
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What does feeling safe mean?

1. Recognising safety exists and you deserve it
2. Being treated with respect and listened to
3. You are not feeling frightened, vulnerable, scared or being used
4. You have a choice to terminating relationships that belittle you and are not trustworthy
5. You feel safe in your body

What do you do if you feel unsafe, or are concerned about a classmate or friend at our company/during your course of study?

Tell your tutor or another member of staff - or call the Safeguarding number and ask for **Sonja on 0161 728 2438** or **Esu on 0161 972 4001**



We will ensure that your concern is taken seriously and is dealt with appropriately.

Confidentiality Policy

We will always treat any information you share with us as confidential. However, if you tell us that you or someone else is being abused or is in danger, we have a duty of care and must take further action.

Bullying and Harassment Guidance for Students

Policy Statement

- Bullying or harassment of any kind is not acceptable at our company or in companies we work with
- Students have a fundamental right to be protected from harm and exploitation; students cannot learn effectively unless they feel safe. The company recognises its responsibility to respond to incidents of bullying to ensure a positive learning environment for all.
- The company will provide an environment that promotes self-confidence, a feeling of worth, and the knowledge that students' concerns are listened to and acted on.
- All students and parents / carers can expect to be supported and listened to when such incidents are reported.
- All staff will be expected to have an understanding of what bullying and harassment is and what to do when it occurs. This understanding will be supported by an on-going anti-bullying campaign.
- Individuals who are bullying others will be informed that their behaviour is not acceptable and appropriate disciplinary action taken.
- Any incident of bullying relating to a person's ethnicity, disability, gender, sexual orientation, gender identity, faith and religious beliefs, or age will be treated as a prejudiced incident and the investigation will be supported by all staff who work within the company - Equality & Diversity



What is Bullying / Harassment?

Bullying and harassment occur where one person or a group of people exert their power over a weaker person or group of people. Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time and often where it is difficult for those being bullied to defend themselves. Bullying and harassment can cause the victim(s) serious physical and mental problems and can ruin an individual's chances of success both in our company and in their future career. It may take the form of:

- Physical abuse – hitting, kicking, punching, hair-pulling or any use of violence;
- Verbal abuse – teasing, name-calling, sarcasm, threats, racist or sexist comments;
- Emotional abuse – exclusion, ridicule, tormenting, humiliation, placing unacceptable pressure on an individual;
- Sexual abuse – unwanted physical contact or sexually abusive comments;
- Cyber / E-bullying – by text, e-mail or social networking sites;
- Prejudice / Discrimination – bullying motivated by race, gender, disability, sexual orientation, age, or faith and religious beliefs. May include verbal taunts, graffiti, gestures, derogative comments and stereotyping.

Guidance for Students

1. If you feel you are being bullied or harassed, LET SOMEONE KNOW. You can do this through your personal tutor or assessor or any other member of our staff. During induction you will be told in detail how and who to report it to. Contact our safety officer **Sonja on 0161 728 2438 or Esu on 0161 972 4001**.
2. Once a member of staff has been alerted they will inform a senior member of staff or Safeguarding Officer who will talk to you about the incident. The alleged bully / harasser will be interviewed separately. You will be listened to sympathetically and your concerns taken seriously. All allegations will be thoroughly investigated.
3. If a student is found to be involved with bullying, the next step will be to follow the company's disciplinary procedure.
4. In certain circumstances, the Company may feel it necessary to involve your parents / carers. Depending on the severity and nature of the bullying, the Police and / or other appropriate external agencies may also have to be involved.
5. At all stages in the above process, whether you are the one being bullied or the one accused of bullying, you may bring along someone of your choice for support. If you have any special requirements (e.g. a translator, British Sign Language interpreter, or physical access needs) you must inform the person carrying out the interview so that your individual needs can be met.
6. 1-2-1 sessions are available for both the bullied and the bully to help you to move forward in a more positive and confident way.

E-Safety Guidance for Students

New technologies have become integral to the lives of young people and adults in today's society, both within company and in their outside lives. The internet and other digital and information technologies are powerful tools which open up new opportunities for everyone.

However, the use of these new technologies can put young people at risk within and outside company. Some of the dangers they may face include:

- access to illegal, harmful or inappropriate images or other content
- unauthorised access to / loss of / sharing of personal information
- the risk of being subject to grooming by those with whom they make contact through the internet
- the sharing / distribution of personal images without an individual's consent or knowledge
- inappropriate communication / contact with others, including strangers
- cyber-bullying
- access to unsuitable video / internet games
- an inability to evaluate the quality, accuracy and relevance of information on the internet



- plagiarism and copyright infringement
- illegal downloading of music or video files
- the potential for excessive use which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to eliminate risk completely.

We will endeavour to do everything that can reasonably be expected of us to manage and reduce these risks. This guidance explains how we will:

- build your resilience to the risks to which you may be exposed so that you have the confidence and skills to deal with these risks;
- help you to be responsible users and stay safe while using the internet and other communications technologies

Your Responsibilities

All students are responsible for using our ICT systems in accordance with the IT Acceptable Use Policy, which you will be required to accept before being given access to our systems.

Education and Training

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach.

- report abuse, misuse or access to inappropriate materials
- report cyber-bullying
- use the internet, social networking sites, e-mail systems, mobile phones, digital cameras and hand-held devices responsibly whilst complying with any legal requirements.

E-Safety education will be provided in the following ways:

- You will be taught in all lessons to be critically aware of the materials / content you access online and be guided to validate the accuracy of information
- You will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- You will be taught about the risks associated with the taking, use, sharing, publication and distribution of digital images. In particular, to recognise the risks attached to publishing your own images on the internet on social networking sites.

Drugs and Alcohol Student Code of Conduct



Being a student with us is all about making the most of your time while you are here. Students from all walks of life come to us to achieve their chosen qualifications, meet new people and make friends.

The company does its best to make sure that all students learn in a safe, healthy and caring environment. This means that we expect students to behave and conduct themselves in a reasonable way at all times

Drugs and alcohol use is prevalent within society and this Code of Conduct will give you guidance on what is unacceptable conduct in relation to drugs or alcohol during your time with us.

The misuse of drugs or alcohol on our premises or on company-related activities will have an effect on individual abilities to learn and will impact on other learners, which is one reason why we take this type of behaviour seriously.

If at any time you need support or advice in relation to drugs and/or alcohol, our staff are there to provide confidential advice and information.

Drugs and Alcohol Code

- It is unacceptable for any student to bring on to our premises any illegal substance. Students found in possession of an illegal substance will be dealt with in accordance with our student disciplinary process and the police will be informed where appropriate
- It is forbidden for students to bring alcohol on to any site of ours or to any of our related activities
- Prescription drugs are allowed when a doctor has prescribed these to that named individual. Unauthorised prescription drugs would be viewed as possession of an illegal substance and therefore disciplinary action would result and the police contacted where appropriate
- The sale or distribution of any illegal substance on our premises will be viewed as a criminal offence and the police contacted immediately. Individuals who pass on drugs to other students, even without payment, would be deemed to be a distributor
- Students who contravene this Code of Conduct will be dealt with in accordance with our student disciplinary process
- Students who appear to be under the influence of non-prescribed drugs or alcohol may be asked to leave our premises as they may pose a health and safety risk to themselves or others
- Parents of students under the age of 18 will be informed that they are being sent home and given the reason why
- Students who suspect individuals of possessing or distributing illegal substances should inform an appropriate member of staff, in confidence
- If any student feels that they have a problem with either drugs or alcohol, you are encouraged to contact **Sonja on 0161 728 2438 or Esu on 0161 972 4001**. All information received in these cases is confidential.

What to do if you find equipment associated with substance misuse

If you find any equipment associated with substance misuse on our premises, on no account should it be touched, especially if it is a syringe. You should inform a member of our staff immediately and they will co-ordinate its safe removal.

Student Mental Wellbeing Policy Guidance for Students

Introduction

The purpose of this policy is to give guidance to students with emotional and mental wellbeing needs on how we can support you.

For the purposes of this policy, 'wellbeing' refers to all emotional and mental health difficulties or conditions. We recognise that wellbeing issues are diverse and complex, for example:

- Post Traumatic Stress Disorder (PTSD)
- Obsessive Compulsive Disorder (OCD)
- Panic attacks
- Depression
- Stress
- Eating disorders
- Disorders of personality and identity
- Self-Harm

As part of its commitment to inclusion, we have a duty to offer an appropriate programme of study for students who need wellbeing support. This support will be designed to meet your individual requirements, within resource constraints.

We are committed to raising whole-company awareness of wellbeing issues and challenging negative stereotypes.

This includes:

- positive promotion of information and guidance about these issues and the support available for those with wellbeing difficulties
- appropriate staff training.

Why do we need a specific Wellbeing policy?

1. We recognise that some students could be vulnerable and might experience wellbeing difficulties during their time with us.
2. To ensure equal access to education at our company and to provide appropriate support for all.
3. To establish procedures that safeguard our community, to ensure that appropriate action is taken and that accurate, written records are kept securely.
4. To comply with recommendations concerning the company's 'duty of care' responsibilities.
5. For regulatory and legal reasons, to comply with:
 - a. The Human Rights Act (1998)
 - b. The Special Educational Needs and Disability Act (2001)
 - c. The Equality Act (2010)

How can we identify your wellbeing needs?

1. Pre-entry: Access and Admissions

When accepting students onto a course, as far as possible, care is taken to ensure that we are not disadvantaging the applicant by putting them onto a programme of study that may impact on any existing wellbeing difficulties. We aim to ensure that you can meet the demands of the course and that you have the potential to succeed and achieve.

You can give us information about a wellbeing difficulty on your application form and/or discuss it during interview. At all times it will be made clear that any information disclosed will only be used in your individual interest and with your full knowledge and permission. A disclosure agreement form must be completed with you during your first session with our staff.

Our welfare officers Sonja and Esu will make contact with every student who discloses a wellbeing difficulty on their application form. This will inform you of the support available at the company and, if necessary, a face to face interview will be arranged with a member of our staff to ascertain what support you feel you might need to successfully complete your course. Once this has been established, either by telephone or a face to face meeting, **Sonja on 0161 728 2438 or Esu on 0161 972 4001** will notify your tutor/assessor that you are ready for course interview.

2. Identification of Wellbeing difficulties after admission to our courses

If you did not disclose a wellbeing condition on your application form, this may become apparent during the course.

Any member of staff who is made aware that a student has a mental health difficulty may refer them for additional support to the Wellbeing team. An assessment of your wellbeing needs will then be undertaken and relevant support put in place.

Wellbeing difficulties may be complex and diverse and liaison between tutors and the Wellbeing team will enable the best integrated support for you. However, if you decline support or do not wish your wellbeing needs to be disclosed to your tutor then, in line with the Data Protection Act, the information should not be shared unless it is considered that you are likely to harm yourself or another person as a result of maintaining confidentiality. However, we would encourage you to share information that may help us to support you.

Assessment

The Wellbeing team will undertake an assessment of support needs and plan any reasonable adjustments that need to be made. For example:

- One-to-one support sessions
- In-class support
- Examination concessions

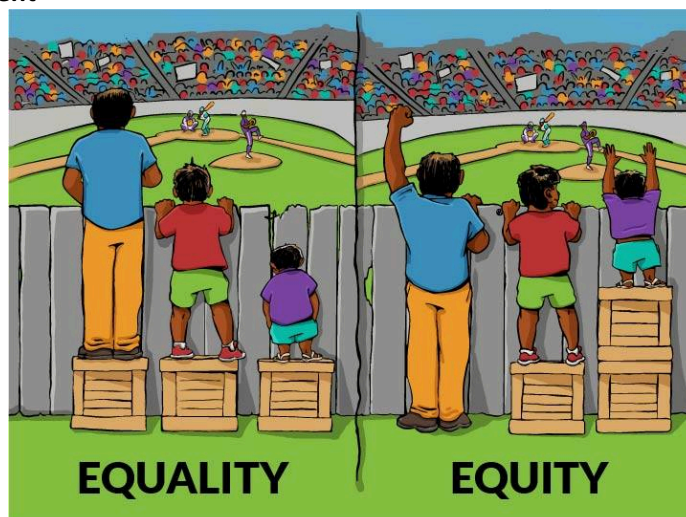
Once your learning support needs have been assessed we will put in place other necessary measures. These could include:

- Access to medical services
- Co-ordination with external agencies

While the assessment is undertaken by the Wellbeing team, the individually tailored support plan is implemented by a wide range of staff. For example:

- Advice and guidance
- Personal Tutors

Reasonable adjustment



Under the Equality Act (2010) we are legally obligated to make 'reasonable adjustments' to support students with a disability.

In order to make ‘reasonable adjustments’ for a student with wellbeing difficulties it is important that you are assessed by the Wellbeing team. You will be actively involved in developing a support plan that will be beneficial for you and is possible for the company to deliver.

External liaison

Liaison with local statutory and voluntary organisations is essential in order to provide individually tailored support for specific individuals. This will be done in consultation with the student, except in the instance of safeguarding concerns.

Your Responsibilities

Students with wellbeing difficulties are responsible for disclosing any current conditions or medications. We encourage students with wellbeing needs to let us have this information at the earliest opportunity so that appropriate support can be put in place for you.

Staff Responsibilities

- The initial assessment of students with wellbeing conditions
- Identifying needs of individual learners
- Writing Individual support plans
- Setting achievable targets
- Providing appropriate support and guidance
- Supporting the student
- Ensuring anti-discriminatory practice relating to student wellbeing.

Managers are responsible for ensuring that all staff adhere to this policy and that relevant liaison is carried out to support students.

SAFEGUARDING AND CHILD PROTECTION POLICY

What is Safeguarding?

Safeguarding children – the action we take to promote the welfare of children and protect them from harm – is everyone’s responsibility (HM Government: Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children – March 2013)

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. (DoE: Keeping children safe in education – Statutory guidance for schools and colleges – April 2014)

Definitions

1. Children - this includes everyone under the age of 18. However, for the purpose of relating this definition to the company environment, throughout this policy we will refer to children as ‘young people’
2. Vulnerable Adults (or Adults at Risk) - are people aged 18 years or over who are, or may be in need of community care services by reason of mental or other disability, age or illness and who are, or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation (Lord Chancellor’s Department: Who Decides? 1997, and No Secrets 2000)

3. Staff – for the purpose of this policy, ‘staff’ will include all company employees, volunteers, agency staff, contractors, consultants and those who are self-employed.

Policy Statement for the Safeguarding of Young People and Vulnerable Adults

The company:

- recognises that young people and vulnerable adults have a fundamental right to be protected from harm, exploitation and discrimination, and that students cannot learn effectively unless they feel safe;
- will provide an environment that promotes equality, self-confidence, a feeling of worth and the knowledge that students’ concerns are listened to and acted upon;
- is committed to ensuring that best practice is adopted when working with all young people and vulnerable adults, offering them support and protection, and accepts that it has a legal and moral responsibility to implement procedures to fulfil its duty of care, to safeguard their wellbeing and to protect them from abuse;
- will ensure that all staff understand the importance of working in partnership with students, their parents / carers and others in order to promote and safeguard the welfare of all students;
- will follow the Local Safeguarding Children’s Board (LSCB) inter-agency procedures and legislative and statutory guidance.

Why do we need this policy?

We need this policy to protect our students from harm, exploitation and discrimination, and that they can learn effectively. We need to provide a safe environment where there is a feeling of worth and that the students are listened to and their concerns acted upon.

What is Safeguarding?

The two key principles of Safeguarding are:

- Safeguarding is everyone’s responsibility – for services to be effective, each profession and organisation should play their full part.
- A student-centred approach – for services to be effective, they should be based on a clear understanding of the needs and views of students (HM Government: Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children – March 2015)

We also recognise that we have a statutory and moral duty to promote and safeguard the welfare of vulnerable adults receiving education and training at the company.

A whole organisation approach

The company is committed to a whole-organisation approach to safeguarding. Certain groups of people have key responsibilities, as outlined later in this document, but it is everyone’s responsibility to keep students safe.

There are three main elements to this Policy:

- Prevention: providing safe physical and on-line environments, careful and vigilant teaching, accessible pastoral care, support for students and good adult role models; raising e-safety awareness
- Protection: providing training, support and clear procedures to enable staff to respond appropriately and sensitively to safeguarding and child protection concerns, and ensuring that our company’s IT infrastructure and network are safe and secure.
- Support: providing help and support to young people and vulnerable adults who do not feel safe or may have been abused.

Aims

- To raise staff awareness of the importance of safeguarding young people and vulnerable adults, and of their responsibilities for identifying and reporting actual or suspected abuse
- To ensure that everyone knows that our company takes safeguarding very seriously and will follow the appropriate procedures for identifying and reporting abuse, and for dealing with allegations against staff
- To liaise effectively with parents, carers and other agencies, working together to protect our students
- To address related issues such as bullying, behaviour and e-safety.

Roles and responsibilities

The company will:

- provide Safeguarding, Prevent and e-Safety instruction to students during induction, and ensure they know who to contact should they feel unsafe or are suffering abuse;
- ensure the continuance monitoring of Safeguarding & Prevent by management
- appoint a Designated Safeguarding Lead (DSL)
- provide appropriate safeguarding training for all staff
- ensure that all staff have completed DBS checks in accordance with our recruitment procedures
- ensure that all recruitment of staff and volunteers follows our recruitment policy and procedures
- ensure that all allegations are managed appropriately
- ensure that all staffing agencies and contractors employed by the company have appropriate safeguarding training in place
- ensure all staff work to the agreed staff code of conduct, within professional boundaries and acceptable safer working practices
- have in place appropriate supporting policies and guidance (e.g. Anti-Bullying and Harassment; e-Safety and IT Acceptable Use; Equality and Diversity, Whistle Blowing, Recruitment) and ensure that they are available to everyone working, studying at or visiting the company, including parents/carers
- be aware of the needs of vulnerable groups
- ensure work placements follow the agreed safeguarding guidelines
- comply with inter-agency working agreements and share relevant information with and from relevant local authorities and agencies, including receiving information from the police via Children's Services relating to any instances of domestic abuse that have occurred within the household of one of our students.

The staff, managers at the company will:

- ensure that we have effective policies and procedures in place, in accordance with legal requirements and published guidance, to ensure the health, safety and wellbeing of all students
- ensure that all staff working for the company's are clear about its statutory obligations regarding safeguarding, and monitors the steps it is taking to develop good practice beyond the statutory minimum requirement
- nominate a safeguarding and prevent lead.

The Designated Safeguarding Lead (DSL) will:

- oversee our approach to Safeguarding, Prevent and Child Protection and its adherence to relevant legislation
- promote the safeguarding and welfare needs of all students

- co-ordinate the safeguarding-related work undertaken by the different departments within our company and ensure its effectiveness
- provide a means of liaison with the Local Safeguarding Children’s Board (LSCB)
- report on a regular basis to managers of the company
- Monitor Safeguarding & Prevent Board issues regularly
- be responsible for the appointment and training of all designated Safeguarding and Prevent staff
- be responsible for making the decision to make an inter-agency referral
- be responsible for the collation and secure storage of all records relating to Safeguarding, Prevent or Child Protection incidents and concerns
- act as a point of reference and support staff on matters of Safeguarding, Prevent and Child Protection
- receive appropriate training and disseminate knowledge, attend relevant conferences, keep up to date with all matters relating to Safeguarding, Prevent and Child Protection and provide written reports as required
- follow agreed reporting and monitoring procedures.

Student-facing staff will:

- identify and meet the needs of individual students
- ensure that students feel safe and secure and are encouraged to talk and share their concerns, and that they are listened to
- promote e-Safety to students as an integral part of their course
- recognise that students with special educational needs or disabilities may be especially vulnerable to abuse and take extra care to interpret apparent signs of abuse or neglect.

All staff will:

- promote and apply our Safeguarding and Child Protection Policy and procedures;

Liaison with external agencies

We will promote effective liaison with other agencies in order to work together for the protection of all students.

Links to company values and other company policies

This policy should be read in conjunction with the Safeguarding Handbooks for Students and Staff which contain our Safeguarding procedures and associated guidance.

Associated company policies include:

- | | |
|---|-------------------------|
| • Prevent | • IT Acceptable Use |
| • Whistleblowing | • Recruitment |
| • Staff Disciplinary | • Staff Code of Conduct |
| • Student Disciplinary | • Health & Safety |
| • Equality, Diversity & Inclusion Statement | • Data Protection |

This list is not exhaustive.

Who needs to understand this policy and how will they know about it?

Everyone working, studying or visiting our company needs to understand this policy. The policy is published on the company website); posters promoting student safety are displayed throughout the company. In addition, the following training and awareness will be put in place:

Who?	How?
All staff (including volunteers).	Overview included in initial induction; mandatory on-line training on joining and refresher training every 3 years. Specific Safeguarding Handbook for Staff
Staff with specific Safeguarding responsibilities	Appropriate specialist external training
Agency staff and contractors	Arrangements in place to ensure that agencies and contractors provide the necessary training for their staff.
All students	Reference made to the policy throughout the student induction process and included in the Student Handbook.
Managers	Will undertake mandatory on-line training on joining and refresher training every 3 years, and receive regular updates from company Safeguarding Lead.
Visitors	On arrival, will be made aware of the company's commitment to safeguarding by promoting it within the reception area

Why are British Values at our company important?



We believe British Values are greatly important to us as a training provider so that our we are able to support our students in understanding how they can influence decision making through democracy, appreciate that living under the rule of law protects individuals, understand that freedom to choose their faith is protected under law, understand that people have different faiths and beliefs which should be accepted and tolerated, understand the importance of identifying and combatting discrimination.

Democracy - 'All-powerful monarch Charles I was executed. But he was replaced by a dictator, Oliver Cromwell.' Rupert Everett as Charles I in Cromwell and Fairfax. Photograph: PA

British Values identify how we should conduct ourselves in being a citizen in Great Britain today, with a diverse population that contributes to our society; this is increasingly prevalent today and in the future.

In 2014, the Department of Education published guidance on promoting British values in schools to ensure young people leave school and college prepared for life in modern Britain and these values were first set out in the 'Prevent' strategy in 2011.

The five definitions of British values are as follows:

- Democracy
- The rule of Law
- Individual liberty
- Mutual Respect
- Tolerance of different faiths and beliefs



Our aim with these British Values is as follows:

- Help students to become valuable and rounded members of society who treat others with respect and tolerance, regardless of background
- Promote the basic British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those of different beliefs and faiths to students
- Ensure young people understand the importance of respect and are prepared for life in modern Britain
- Celebrate difference and promote diversity
- Encourage an understanding of the difficulties other cultures face where such values are not respected

We will:

- Embed different materials about democracy and how the law works into different curriculum areas, with identified staff development and training.
- All our students have a voice that is listened to and valued through
- Use opportunities such as general elections and debates to promote British values and help students to argue and defend different points of view

- Actively consult with our students to gather student views and feedback on key company policies that effect the student body
- Encourage student participation in working with the wider community and commemorating key events such as Holocaust Memorial Day and Armistice Day to gain an understanding of how British values have evolved
- Encourage students to become responsible learners and to actively participate in their own learning and development



Tolerance - 'British humour! It's the envy of the world.' Photograph: ITV/Rex_Shutterstock

Useful websites:

Bully support: <http://www.bullying.co.uk/>

Drugs and alcohol support: <http://www.talktofrank.com/support-near-you>

esafety: https://www.thinkuknow.co.uk/14_plus/

I can confirm that I have read and understood the Safeguarding Handbook that has been given to me. I also confirm that the topics contained within the workbook are discussed with me regularly and as a minimum at my reviews and also during my contact with my assessor.

I can confirm I received this by

OneFile

Via email

Via company website

Signed by learner:

Date: