

SAFEGUARDING POLICY

Policy Owner: Head of Student & Staff Services

Last Updated: Jan 2016

Last Reviewed: Jan 2016

Next Review Date: July 2017

Version Number: v5.0

Policy

- 1.1 Tileyard Education (TY-e) has a statutory and moral duty to ensure that the school functions with a view to safeguarding and promoting the welfare of children receiving education and training at the school.
- 1.2 Throughout this policy reference is made to “children and young people”. This term is used to mean “those under the age of 18”. The Corporate Board recognise that some adults are also at risk, accordingly, the procedures maybe applied (with appropriate adaptations) to allegations of abuse and the protection of adults at risk.
- 1.3 This policy is to be used in conjunction with following policies and procedures
 - Safeguarding Procedure
 - Staff Code of Conduct
 - Student Charter
 - Student Anti-Bullying
 - Student Mental Health
 - Fitness to Study
 - Disability

Purpose

- 2.1 Tileyard Education (TY-e) is committed to carrying out its duty to protect and safeguard young people and adults at risk (see Appendix B – ‘Definitions’ in the related Safeguarding procedure for further explanation) who may have suffered abuse, who may be at risk of abuse or who may wish to disclose allegations of abuse whether that alleged abuse concerns employees of TILEYARD EDUCATION (TY-E), other students or any other person unconnected with TILEYARD EDUCATION (TY-E).
- 2.2 TILEYARD EDUCATION (TY-E) is committed to fulfil its duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people being drawn into terrorism (the prevent duty).
- 2.3 TILEYARD EDUCATION (TY-E), as an employer, also recognises that it has duties and responsibilities relating to the protection and fair treatment of its staff. Should allegations of abuse and or inappropriate behaviour be levelled against an employee, TILEYARD EDUCATION (TY-E) will afford that employee the necessary support as is appropriate in the circumstance arising.

- 2.4 TILEYARD EDUCATION (TY-E) also recognises that it has duties and responsibilities relating to the protection and fair treatment of its students. Should allegations of abuse and or inappropriate behaviour be levelled against a student, TILEYARD EDUCATION (TY-E) will afford that student the necessary support as is appropriate in the circumstance arising.

Scope

- 3.1 The scope of this policy extends to; all employees of TILEYARD EDUCATION (TY-E), all students of TILEYARD EDUCATION (TY-E), visitors to the premises of TILEYARD EDUCATION (TY-E) and all sub-contractors.

Principles

- 4.1 TILEYARD EDUCATION (TY-E) has designated senior members of staff with the responsibility for all safeguarding issues relating to young people and adults at risk.
- 4.2 TILEYARD EDUCATION (TY-E) is committed to ensuring that the school:
- 4.2.1 Provides a safe environment for young people and adults at risk to learn in
 - 4.2.2 Identifies young people and adults at risk who are suffering, or likely to suffer, significant harm, and
 - 4.2.3 Takes appropriate action to see that such young people and adults at risk are kept safe, both at home and at the school.
- 4.3 In pursuit of these aims, TILEYARD EDUCATION (TY-E) will approve and regularly review policies and procedures with the aim of:
- 4.3.1 Raising awareness of issues relating to the welfare of young people and adults at risk and the promotion of a safe environment for the young people and adults at risk learning within the school;
 - 4.3.2 Aiding the identification of young people and adults at risk of significant harm, and providing procedures for reporting concerns;
 - 4.3.3 Establishing procedures for reporting and dealing with allegations against members of staff;
 - 4.3.4 The safe recruitment of staff.
- 4.4 In developing the policies and procedures, Tileyard Education (TY-e) will consult with, and take account of, guidance issued by the Department for Children Schools and Families, the LSCB, HEFCE, BIS and other relevant bodies and groups.
- 4.5 The school will refer concerns that a young person or vulnerable adult might be at risk of significant harm to the appropriate agencies; Islington Adult Social Services, the police or in cases of radicalisation to the Local Prevent Co-ordinator and/or the Channel Programme as appropriate.
- 4.6 All staff working with young people or adults at risk will receive training adequate to familiarise them with Safeguarding issues and responsibilities and TILEYARD EDUCATION (TY-E)'s policies and procedures with refresher training as specified.

5 Designated Responsibility for Safeguarding

5.1 The Executive Committee

5.1.2 All issues relating to safeguarding will be reported to the Executive Committee.

5.1.3 The Executive Committee will receive an annual update on the development, approval and review of TILEYARD EDUCATION (TY-E) policies and procedures relating to the Safeguarding of Young People and Adults at Risk.

5.2 Designated Safeguarding Lead (DSL)

Head of Student & Staff Services

Head of Studies (Deputy)

5.2.2 The DSL is responsible for raising awareness of issues relating to the welfare of children, young people and adults at risk, and the promotion of a safe environment for the children, young people and adults at risk learning within TILEYARD EDUCATION (TY-E).

5.2.3 The Designated Safeguarding Lead is responsible for:

5.2.3.1 Overseeing the referral of cases of suspected abuse, extremism, radicalisation or allegations to Islington LADO, Adult Social Services, Channel or other relevant investigating agencies as appropriate.

5.2.3.2 Providing advice and support to other staff on issues relating to child protection and safeguarding.

5.2.3.3 Maintaining a proper record of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral)

5.2.3.4 Ensuring that all students and stakeholders within the school are aware of Tileyard Education (TY-e)'s Safeguarding policy and procedure.

5.2.3.5 Liaising with Islington LADO and Adult Social Services and other appropriate agencies where required

5.2.3.6 Ensuring that staff receive basic training in all relevant safeguarding issues, including child protection, recognising vulnerability to being drawn into terrorism, an understanding of the Channel programme and where to get additional advice and guidance.

5.2.3.7 Undertake child protection training to level 3 and refresher training every 2 years.

5.2.3.8 Undertaking child protection training in inter-agency working.

5.3 The Safeguarding Team

Facilities Manager

Student Wellbeing Manager

Careers & Employability Manager

Senior Administrative Officer

5.3.1 These designated staff members:

5.3.1.1 Report to the DSL.

5.3.1.2 Will know how to make an appropriate referral

5.3.1.3 Will be available to provide advice and support to other staff on issues relating to child protection

5.3.1.4 Have particular responsibility to be available to listen to young people and adults at risk studying at the school

5.3.1.5 Will deal with individual cases, as appropriate.

5.3.1.6 Have received training in Safeguarding/ Child Protection issues to level 2.

6 Risk Assessment (Visiting Faculty/Guest Lecturer/Professional Practitioners)

TILEYARD EDUCATION (TY-E) strives to produce a safe and secure environment. However, buildings and their safety precautions are designed with an adult population in mind and may not be enough on their own to keep children/vulnerable adults safe. Although TILEYARD EDUCATION (TY-E) does not act in *loco parentis* it does have a greater duty of care in these circumstances.

Risk assessments carried out on all visiting faculty, guest lecturers and professional practitioners, in accordance with both the Health and Safety and the Events policy, should consider reasonable, proportionate adaptations to their activities where children/vulnerable adults come on to the premises.

7 Monitoring Effectiveness

Where an allegation has been made against a member of staff, the Executive Committee should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the school's procedures and/or policies and/or which should be drawn to the attention of the Islington LADO. Consideration should also be given to the training needs of staff.