

Student Safeguarding Policy

Document Control	
Document Type:	Policy
Department:	Student Support and Experience, The Manchester College
Relevancy:	The Manchester College
Owner:	Assistant Principal Foundation Learning and Student Support
Approver:	LTE Group Board
Published Date:	October 2023
Version:	1
Security Classification:	Internal and External
Last Review Date:	October 2023
Next Review Date:	October 2024

Student Safeguarding Policy– 2023/24

Approved by Safeguarding Committee

Date:

Approved by Safeguarding Governor




Date:

Approved by TMC Board

Date:

Approved by LTE Group Board

Date:

Role	Name	Signature
Designated Safeguarding Lead (DSL):	Andrew Pickles	
The College Principal:	Rachel Curry	
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The Local Authority Designated Officer: Duty LADO for Manchester City Council

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Manchester Children's Services [Children's services | Manchester City Council](#)

Emergency Duty Team (EDT): (out of office hours)

[In an emergency Manchester City Council](#)

- Social care (Social services) to report abuse, neglect or a vulnerable person at risk – 0161 234 5001

- Homelessness, if you have nowhere to stay at night - 0161 234 5001
Immediate danger – call 999 or Civil emergency 0161 223 7222

Out of Hours Service – (evenings, weekends, holiday periods and College closure days) –
Contact Child Action North West - **01254 244595**

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The Policy

1. Purpose

- 1.1 At The Manchester College, we recognise our moral and statutory and legal responsibility to safeguard and promote the welfare of all students within their entire learning environment, extended to work placement and/or employment and any educational trips/visits as part of their learner journey with us. We aim to provide a welcoming environment where our students feel safe and are respected and valued and can reach their full potential, safe and free from harm, abuse or discrimination. We are alert to the signs of abuse and neglect, and will take appropriate measures to safeguard the individual, in line with this policy.
- 1.2 The Policy is reflective of the Manchester Safeguarding Partnership Policies and Procedures for safeguarding children and vulnerable adults.

2 Objectives

- 2.1 The College recognise that effective safeguarding processes are those which:
- Put the students' needs first
 - Provide students with a voice
 - Identify identification of early support and prevention
 - Act in the best interests of the student
 - Provide effective 'Early Help' and Prevention
- 2.2 This is achieved by The Manchester College:
- Implementing statutory disclosure and barring service checks for all staff and governors, conducted prior to commencing employment with the organisation, and repeated every 5 years thereof.
 - Providing all staff, volunteers and our employer partners with the necessary information to enable them to meet their safeguarding responsibilities
 - Facilitating delivery and completion of safeguarding training to ensure staff, volunteers, governors and students are equipped to identify signs and/or declarations and take appropriate action.
 - Promoting consistent good practice
 - Demonstrating the College's commitment to safeguarding, with effective communication channels so students know who they can talk to
 - Establishing effective working relationships with parents, carers and colleagues from other agencies

- Embed safeguarding education and prevention awareness as part of the Study Programme to help develop the student's personal growth, life skills and know how to keep themselves safe
- Communicating ways in which the College promotes a safe learning environment and challenges inappropriate, poor and unsafe practice
- informing students that their course may require a statutory disclosure and barring service (DBS) check should they be in contact with children or vulnerable adults as part of their studies or workplace.

This Policy should be read in conjunction with Keeping Children Safe in Education 2023 – [KCSiE 2023](#)

Definitions

- **Children/ Young people**- anyone who has not yet reached their 18th birthday – referred to throughout this policy and procedure as 'child' or 'children'
- **Adults** – anyone over the age of 18
- **Vulnerable Adults** – anyone over the age of 18 who lacks the functional, mental or physical inability to care for themselves.

Throughout this Policy and Procedure, the term students is the encompassing term that includes children, young people, adults and vulnerable adults.

3. Scope

3.1 Our Safeguarding Principles:

- The welfare of all students is paramount
- Safeguarding and promoting welfare is everyone's responsibility
- All students regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to effective safeguarding arrangements
- All staff, volunteers, employer partners and governors have an equal responsibility to act on any suspicion or disclosure that may suggest a student is at risk of harm
- Students, staff and volunteers involved in safeguarding and protection issues will receive appropriate support

- #### 3.2 The working practices that encompass safeguarding measures are categorised by:
- (i) **Prevention:** The Manchester College is committed to recognising and implementing early intervention measures that include collaboration with external agencies who provide specialist welfare support.
 - (ii) **Protection:** All staff, governors, volunteers and employer partners are trained to recognise and respond to abuse and neglect. All staff and volunteers are expected to be vigilant and must act quickly when they suspect a student is suffering, or is likely to suffer, harm

(iii) **Support:** All staff, governors, volunteers and employer partners are trained to be aware of the safeguarding arrangements, conducive to the sensitivities and complexities of each case, to provide adequate support to those at risk of harm.

3.3 In pursuit of these aims, the Corporation Board will approve and annually review this Policy with the aim of:

- Raising awareness of issues relating to the welfare of students and the promotion of a safe environment for learning within the College
- Supporting and validating robust processes and training to prevent risk of significant harm
- Supporting and validating the Human Resources process for reporting and investigating allegations of abuse against members of staff or volunteers and taking appropriate action.

3.4 Additional Vulnerabilities

Any student may benefit from early help and support, but College staff must be particularly alert to the potential need for early help for students with the following additional vulnerabilities:

- has Special Educational Needs or a Disability (whether or not they have a statutory Education, Health and Care plan)
- is a Child Looked After (CLA) or has been previously looked after
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour
- gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking, sexual or criminal exploitation
- is at risk of being radicalised or exploited
- has a family member in prison, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- has returned home to their family from care
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child
- is persistently absent from education, including persistent absences for part of the College day

Further Information and Guidance is available via the Manchester Safeguarding Partnership website [MSP Children](#) or [MSP Adults](#)

4 Roles and Responsibilities

4.1 All staff (identified on the single central record) and governors must read part one of 'Keeping Children Safe in Education', September 2023 – [Part One](#)

4.2 **All staff (including Governors):**

- will have safeguarding training appropriate to their role and responsibility that is regularly updated and monitored for completion. In addition, all staff members should receive at least annual updates which can be in the form of emails, bulletins, staff meetings/discussion, reflective of current affairs and the media. staff working directly with students have a mandatory obligation to read Part One of 'Keeping Children Safe in Education' 2023
- should be aware of the signs of abuse and neglect
- should be aware of how to respond to specific safeguarding concerns as outlined in this policy including online, sexual and exploitation abuse
- have a responsibility to identify those who may require early intervention support and what action to take to ensure they are supported appropriately
- have a responsibility to identify and respond to a student who is or likely to suffer significant harm and what action they must take, appropriate to their role
- must be aware of the importance of multi-agency partnership working and personal and special category data sharing processes, in line with GDPR obligations.
- who work directly with students and/s and can contribute to early support and safeguarding assessments must be aware of the 'risk sensible' approach to safeguarding i.e. enabling and supporting 'professional curiosity' and considering the wider environmental and contextual risks
- have a responsibility to provide a safe environment in which students can learn
- Students are taught about safeguarding (including online E-safety) through teaching and learning opportunities, as part of providing a broad and balanced personal development curriculum and preparation for independence and employment

4.3 **The Corporation Board will ensure that:**

- The College complies with their duties under relevant legislation
- All staff and volunteers have a mandatory obligation to complete safeguarding training (including online E-safety) at induction then annually on KCSIE updates
- All staff, volunteers and employers receive an annual update and refresh for key safeguarding matters
- All senior leaders and staff working directly with students have a mandatory obligation to read Part One of 'Keeping Children Safe in Education' 2023

- This Safeguarding Policy is consistent with local requirements, reviewed and updated annually and made available publicly on the College website
- Safeguarding training commissioned and/or delivered internally is in line with advice from the Department for Education, and other governing and professional bodies
- Ensure a robust Safeguarding and Safer Recruitment Policy is in place in line with part three of Keeping Children Safe in Education and the Disclosure and Barring Service (DBS) guidance
- There are procedures for dealing with allegations of abuse made against members of staff including allegations made against members of the Leadership Team and a nominated person identified to liaise with the appropriate Local Area Designated Officer (LADO)
- Policies adopted are disseminated, followed and understood by all staff
- They appoint a member of the Senior Leadership Team to the statutory role of Designated Safeguarding Lead (DSL)
- Students are taught about safeguarding (including online E-safety) through teaching and learning opportunities, as part of providing a broad and balanced personal development curriculum and preparation for independence and employment
- There are written recruitment and selection procedures that include the requirement for appropriate pre-employment checks and at least one person on any appointment panel has undertaken safer recruitment training
- Procedures are in place to handle allegations of abuse between students who are children (Child on Child)
- Concerns regarding sexual harm or sexual violence are responded to immediately in line with Child Protection guidelines and Keeping Children Safe in Education 2023.
- There are appropriate safeguarding responses to students who go missing from education, particularly on repeated occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in the future
- The student's wishes and feelings are taken into account when determining what action to take and what services to provide to protect individuals through ensuring there are systems in place for students to express their views and give feedback
- They recognise the importance of information sharing between professionals and the local authority
- They appoint a Designated Teacher to promote the educational achievement of students who are looked after and this person has appropriate training

- Ensure the College ICT policy addresses the safety of students in mistakenly or intentionally accessing inappropriate material when using the internet and that appropriate filtering and monitoring systems are in place

4.4 The Managing Director of Group Operations (with lead responsibility for the People and Talent and Information Systems Teams) will:

- Ensure that the Safer Recruitment Policy and Process is in place (in line with part three of Keeping Children Safe in Education and the DBS guidance), communicated to all hiring managers and its implementation monitored
- Provide training on Safer Recruitment procedures and processes to all hiring managers and ensure at least one person on any appointment panel has undertaken safer recruitment training
- Ensure that all right to work documentation is correct and in place prior to offer of employment
- Ensure that the DBS Policy and Procedures for Safer Recruitment are followed and any disclosures are referred to the panel for approval and actioned accordingly
- Ensure that the Single Central Record is suitable and is audited annually
- Ensure that any safeguarding or abuse allegations raised about members of staff raised are dealt with appropriately, thoroughly and follow policy and process, including referral to the DSL to enable reporting to the LADO, DBS and the Police (where required) according to the LTE Group's statutory duty to report
- Ensure that any referrals to LADO or DBS are recorded and tracked
- Ensure that safer recruitment procedures are in place, followed and monitored when hiring agency staff members and any disclosures are referred to the panel for approval and actioned accordingly.
- Ensure that the LTE Group IT policies in place for the College addresses the safety of students in mistakenly or intentionally accessing inappropriate material when using the internet and that appropriate filtering, monitoring and reporting systems are in place

4.5 The College Principal:

- Ensures this Policy and associated Procedures are implemented and followed by all staff
- Allocates sufficient time and resources to enable the DSL and any deputies to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary professional meetings

- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures
- Ensures that the safety and welfare of students is addressed through the curriculum and Personal Development offer
- Provides a signed copy of the College's Safeguarding Annual report to the Corporation Board

4.6 **The Designated Safeguarding Lead (DSL) responsibilities:**

The DSL fulfils the role of Designated Safeguarding Lead as described in Annex C of Keeping Children Safe in Education 2023.

4.6(a) **Managing Referrals:** The Designated Safeguarding Lead (DSL) is expected to:

- Refer cases of suspected abuse to the local authority children's/ adult social care as required
- Refer cases to the Channel Panel where there is a radicalisation concern as required
- Support staff who make referrals to the local authority and the Channel Panel, the support mechanism for vulnerable persons subjected to radicalisation <https://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance>
- Refer cases where a person is dismissed or left due to risk/harm to a young people to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the police as required
- Work with other safeguarding agencies
- Liaise with the Principal to inform of ongoing enquires under section 47 of the Children Act and police investigations
- As required liaise with the LADO for all cases involving a staff member
- Liaise with staff on matters of safety and safeguarding when deciding whether to refer by liaising with relevant agencies. Acting as a source of support, advice and expertise for staff
- Liaise with HR on the Single Central Record

4.6(b) **Training:**

The DSL (and any nominated deputies) should undergo training that provides them with the knowledge and skills required to carry out the role. This training should be updated at least bi-annually. They must also undertake Prevent awareness training.

DSL's skills and knowledge should be refreshed at regular intervals but at least annually and this can involve e-bulletins, meeting other DSLs or simply taking the time to read and digest safeguarding materials.

4.6(c) The Designated Safeguarding Lead must:

- 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 child protection case conferences and child protection review conferences and be able to attend and contribute to these effectively when required to do so
- Ensure all staff have access to and understands the College's Safeguarding Policy and Procedure, with process in place for new staff
- Be alert to the specific needs of student identified having additional vulnerabilities
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the College with regards to the requirements of the Prevent Duty and are able to provide advice and support to staff on protecting students from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to students and taking account of their wishes and feelings, amongst all staff, in any measures the College may put in place to protect them. However, without delaying referrals or interventions where students are experiencing serious harm or abuse

4.6(d) Raising Awareness: The Designated Safeguarding Lead is expected to:

- Ensure the College's policies are known, understood and used appropriately
- Ensure this Policy is reviewed annually, procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this
- Ensure this Policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made
- Link with the local safeguarding partnership arrangements to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Understand the current risks with On Line safety including recognition of the additional risks associated with SEN and Disabilities e.g cyber bullying, sexual exploitation, grooming and radicalisation and support students to stay safe online
- Where 16-18 students leave the College ensure their safeguarding file is transferred to the new college or university where appropriate as soon as possible.

This should be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained.

4.6(e) **Availability**

During term time the Designated Safeguarding Lead (or a deputy) will always be available (during College hours) for staff and students in the College to discuss any safeguarding concerns.

4.7 **Looked After Child (LAC) and Previously Looked-After Children**

4.7(a) The most common reason for becoming looked after is as a result of abuse and/or neglect. A student who is looked after by a local authority means a child who is subject to a care order (interim or full care order) or who is voluntarily accommodated by a local authority.

4.7(b) The College Corporation Board should ensure that staff have the skills, knowledge and understanding necessary to keep looked after and previously looked after children safe.

4.7(c) In particular, they should ensure that the Designated Safeguarding Lead has the information they need in relation to a student's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the young person's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The Designated Safeguarding Lead should have details of the social worker and the name of the head of the 'virtual school' in the authority that looks after the young person.

4.8 **Abuse between students who are children (Child on Child)**

All staff within the College need to be aware and alert that students can abuse other students (often referred to as child-on-child or peer on peer abuse), and that it can happen both inside and outside of College and online. The Manchester College expects all staff to be vigilant and follow guidance set out in the Safeguarding Procedure; recognising the important role everyone has in preventing it and responding where they believe a child may be at risk from child on child abuse.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise

- causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

It is vital that all staff and volunteers understand that even if there are no reports made at College, it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child-on-child abuse they should speak to The College's Designated Safeguarding Lead (or a deputy).

It is essential that all staff understand the importance of challenging inappropriate behaviours between students (detailed in the Safeguarding Procedure) that are abusive in nature, as downplaying certain behaviours, for example dismissing sexual harassment as "just banter" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios, a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

It is important that students are supported to report a concern, any allegations are taken seriously and barriers that could prevent a student from making a disclosure are identified and addressed.

4.9 **Information for Visitors and Contractors**

The Manchester College is committed to the safety and wellbeing of our students and expect all of our visitors to share this commitment. Therefore, we will work you to maintain a safe environment, being mindful of behaviours and situations that could compromise you whilst visiting the campus.

Visitors and contractors should safeguard our students and support us by:

- Respecting professional boundaries and standards – maintaining the purpose of their visit
- Consider your behaviours in relation to students
- Alerting a member of staff if you witness a student in distress
- Wear the visitor ID at all times
- Do not put yourself in a vulnerable situation and contact reception if they feel uncomfortable or compromised whilst visiting the College

Concerns

Any concerns regarding student behaviour should be:

- Reported immediately to a member of reception staff
- Visitors must not intervene or attempt to conform or support a distressed student
- Any concerns once a visitor/contractor has left the College campus, please contact safeguarding@TMC.ac.uk

Definitions of a visitor:

- Parent or carer
- A Volunteer
- Professional representing a service provider or agency – e.g. the police or a College Nurse
- A visiting or guest lecturer including employers
- A speaker at an internal or external event including employers
- A contractor
- Events that involve visitors to our facilities i.e awards evening, open and sport events, performances etc.

Visitors

Our students and staff benefit from different types of visitors, those with a professional role i.e., educational psychologists, social workers etc. and those connected with the building, grounds maintenance, relatives or other visitors attending an activity at the College or providing educational services.

All visitors must sign in at the TMC site and accept the Health and Safety and Safeguarding expectations.

Visitors must have the College visitor ID and lanyard visible at all times, in addition to their own company ID (where applicable).

Events held that involve visitors as outlined at section 4.9 above require a risk assessment to be completed by the responsible manager. This will include an assessment and management of safeguarding risk.

Responsible Manager:

The Responsible Manager is the TMC or LTE Group member of staff that has agreed for a visitor to attend the College. The Responsible Manager must share the College Safeguarding Policy and Procedure with the visiting organisation/individual, outlining the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required. The responsible manager will collect the visitor at reception and adopt the protocols set out in the safeguarding policy.

Parents and Carers and Volunteers

Parents and carers and volunteers must sign in at reception and wear the College visitor ID and lanyard and follow the above process. The responsible manager will collect the visitor at reception and always accompany them whilst on campus.

Guest Speakers

When arranging for a guest speaker for students then the responsible manager must follow the External Speaker, Organisation, Event and Literature Policy and complete the relevant risk assessment against the appropriateness of the content of delivery. Guest speakers must sign in at reception and wear the College visitor ID and lanyard. The responsible manager will collect the visitor at reception and always accompany them whilst on campus.

Professional Visitors

For visitors who are attending the College in a professional capacity attending a TMC location, the responsible manager responsible for the visitor must check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks) in line with the LTE Group's Safer Recruitment Policy. Professional Visitors must sign in at reception and wear the College visitor ID and lanyard, as well as their organisation's ID.

Contractors

All contractors undertaking work on a campus site will do so under the terms of the contract in place between the LTE Group and the contractor. This contract will specify any requirement for a DBS to be in place according to the LTE Group's safer recruitment policy. If the contract does not specify the requirement for a DBS, then a risk assessment will be completed to identify if the contractor requires supervision whilst completing the task. This risk assessment will be authorised by responsible manager.

In the absence of a contract (i.e. an emergency response), any contractor on site will be deemed to be a visitor and should be accompanied at all times.

All contractors will sign in and wear the contractor ID and lanyard.

Agency staff

Recruiting Managers should follow the LTE Group's safer recruitment policy for the use of agency staff through recognised providers. The safer recruitment policy specifies the DBS and right to work process for agency staff. It is the responsibility of the recognised provider to complete all the necessary safer recruitment checks and the recruiting manager to check and confirm that these are in place. Agency staff employed will be recorded on the LTE Group's single central record.

All Agency staff that are employed over 4 weeks must complete all mandatory training which includes Safeguarding.

Agency staff must sign in at reception on their first day and be collected by the responsible manager. Agency staff must always wear the Agency coloured lanyard and ID.

Sub Contractors for teaching delivery

Where the College enters a subcontract partnership with another provider the lead College manager should follow the LTE Group's safer recruitment policy and ensure the contract in place has been authorised through the LTE Group's legal and governance team. The standards and expectations of safeguarding requirements should be explicit in the contract between the organisation and the College. It is the responsibility of the subcontracted provider to complete all the necessary safer recruitment checks and the lead College manager to check and confirm that these are in place.

All staff under a sub-contractor will be recorded on the LTE Group's single central record.

If the sub contracted staff are to deliver provision on College campuses and access College systems and are contracted for more than 4 weeks, then the College's mandatory training modules need to be completed.

If sub-contractor staff attend campus, they must sign in at reception on their first day and be collected by the responsible manager. Sub contracted staff must wear the relevant coloured lanyard and ID at all times.

Employers

Where our students attend a work placement - all employers will complete the work placement Risk Assessment and processes which includes checking of Insurance, Health and Safety and Safeguarding in the workplace. Through this process the College's safeguarding policy, procedures and Part 1 of KCSIE 2023 will be shared with all employers. Employers are expected to refer to their dedicated TMC staff member if they have any safeguarding concerns. Students through their employability sessions are informed of safe working practices in the workplace and how to raise a concern when they are at the work placement. If an employer is

attending campus, they will be identified as a visitor and will be required to follow the visitor process outline above.

The Prevent Duty:

In line with the HM Government Guidance and College Policy and Procedure, the College expects that all speakers are checked appropriately, to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff. In addition, the College Policy seeks to reduce or eliminate any risks of disruption or poor behaviour for example, as the result of a controversial or popular speaker's presence in College with opposing views to the College Values.

All managers who commission or approve speakers at events/performances – both internally and for the use of College buildings should refer to the External Speaker, Organisation, Event and Literature Policy.

4.10 Monitoring and Reviewing

Quarterly monitoring will be undertaken by the Assistant Principal – Student Support and Foundation Learning (College DSL) and formally reported to the Safeguarding Committee and Corporation Board.

4.11 Related Policies/Procedures

- Safeguarding and Child Protection Procedure
- LTE Group Safeguarding Scheme
- Safer Recruitment and Selection Policy
- Student Behaviour, Disciplinary and Expectations Policy and Procedures
- Equality Diversity and Inclusivity Policy (Students)
- Multi-Faith, No Faith and Sanctuary Rooms Policy
- E-Safety Policy
- The LTE Group Slavery and Human Trafficking Statement
- Staff Disciplinary Policy
- The Deal
- Whistleblowing Policy
- Information Sharing Protocol
- LTE Group Data Protection Policy
- Freedom of Information Policy
- Complaints and Compliments Policy
- External Speaker, Organisation, Event and Literature Policy.
- Health and Safety Policy
- Disclosure and Barring Service (DBS) Student Policy and Procedure
- Learner Criminal Convictions, Pending Sentencing and Bail Conditions Disclosure Risk Assessment Policy & Procedure
- Work Placement Risk Assessment and Procedures

4.12 Management Responsibility

The management responsibility is with the Assistant Principal – Student Support and Foundation Learning (The College DSL)

5.0 **Equality Impact Assessment**

The Manchester College is committed to the promotion of equality, diversity and inclusion, providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010.