

LTE group Safeguarding Scheme

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1. Introduction

LTE group is committed to protecting all students, young people and adults from any risk of significant harm. The fundamental principles of this policy are based on legislation and a moral duty to safeguard the welfare of LTE's students, staff and wider community. All staff are an important part of wider safeguarding system. This system is described in statutory guidance working together to safeguard children. (KCSiE September 2018).

LTE group recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of young people and adults. As such, it is:

- Everyone's responsibility to safeguard students
- Everyone who comes into contact with students and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred.
- Everyone working with students maintains an attitude of 'it could happen here' (Keeping Children Safe in Education 2018).

These responsibilities apply to all members of the Group community, including contractors and visitors, during any interactions they may have with staff and students

2. Statutory responsibilities and background

The Education Act 2002 ensures that responsibilities under the Education Acts are carried out with a view to safeguarding and promoting the welfare of students.

The Sexual Offences Act 2003 makes it an offence for a person over 18 (e.g. a lecturer or other member of staff) to have a sexual relationship with a Child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

LTE group has a duty to ensure is to articulate the group stator duties, primarily under Children Act 'to ensure children are safeguarding and their welfare is protected, and section 175 of education Act 2002 to 'safeguard and promote the welfare of all students'

LTE recognises that it has a statutory and Moral duty to promote and safeguard the welfare of all students irrespective of any of the protected characteristics under 2010 Equality act. All students' have the right to remain safe at all times.

The group has a duty to comply with current Department for Education advice and guidance and complies with:

- Keeping Children Safe in Education (September 2018)
- Working Together to Safeguard Children (July 2018)
- Home Office Counter Terrorism and Security act (Prevent Duty2015)
- CONTEST Strategy (June 20018)
- Children Act 1989
- Manchester Safeguarding Adult and Children's Board

- Data Protection Act 2018 regulation and General data Protection regulation (GDPR).
- Information sharing (July 2018)
- Ofsted Common Inspection

3. What Is Safeguarding and child protection?

Safeguarding is defined, simply, as:

- protecting children, young people and vulnerable adults from maltreatment
- preventing impairment of children's, young people's and vulnerable adult's health or development
- ensuring that children, young people and vulnerable adults are developing in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children, young people and vulnerable adults to have the best outcomes.

Safeguarding is not just about protecting children, students and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's and students' health, safety and well-being
- the use of reasonable force
- meeting the needs of children and students with medical conditions
- providing first aid
- educational visits
- providing appropriate and agreed personal care and emotional support
- developing strategies for on-line safety and associated issues
- appropriate arrangements to ensure children's and students' security

Safeguarding relates to issues that occur on or off site and this scheme is a mechanism to protect all students from harm, in whatever form that may take.

The Prevent framework sits within this safeguarding scheme and is a measure 'to have due regard of the need to prevent people from being drawn into terrorism' (PREVENT Strategy)

CONTEST strategy 2018:

Prevent: to stop people becoming terrorists or supporting terrorism

Pursue: to stop terrorist attacks.

Protect: to strengthen our protection against

A terrorist attack.

Prepare: to mitigate the impact of a terrorist attack.

4. Scope

The policy applies to all students and staff within the Group.

The policy applies to all business units within the Group



5. Aims:

- To minimise risks to the safety, health and well-being of students and staff
- To establish a safe learning and teaching environment for all
- To promote a culture of safety across the Group
- To embed clear procedures and practise to ensure compliance with legislation
- To embed the promotion of staying safe through all aspects of teaching and learning
- To work in partnership with key stakeholders to keep students safe
- To prevent unsuitable people working with students
- To provide adequate training and supervision for all staff in relation to child protection and safeguarding
- To develop and embed procedures to support the most vulnerable students from risk of significant harm
- To ensure that students' feel safe in all aspects of their study, wherever they are based
- To develop and embed clear e-safety processes throughout the group
- To develop and embed a clear Prevent strategy throughout the group
- To identify safeguarding concerns and act on them quickly to keep students safe;

6. Outcomes:

The LTE group Safeguarding Scheme is separate policies and procedures that underpin the overarching scheme

All Business Units are responsible for

- Ensuring that safeguarding arrangement are in place to protect all students. The College/group strategic safeguarding leads and deputies and Single point of contact (SPOC) for prevent is a member of CLT/Student Support. The Designated Safeguarding College Lead is the Head of student Support with an operational lead responsibility.

In the following meeting structure which will enable oversight, monitoring and review of the strategic action plans and Quality improvement plans for the Group:

- Develop processes and procedures that:
 - comply with legislation and Government guidance
 - ensure proactive and appropriate responses to safeguarding concerns
 - reduce the risk of harm to any student
 - provide a clear framework for a student to report or disclose any concern
 - Ensures that all records are maintained appropriately and professionally adhering to the 7 golden rules for sharing information and considerations with regard to the Data Protection Act 2018 regulation and General data Protection regulation (GDPR).

- Ensure that:
 - There is a named and designated senior leader with responsibility for safeguarding, appropriately trained and refreshed every 2 years.
 - A team of Designated Safeguarding People with deputy responsibility
 - There is a named a designated Governor with responsibility for safeguarding
 - The designated senior leader is appropriately trained and the training is refreshed every two years at least
 - The curriculum promotes personal safety and keeping safe, including on-line safety
 - There is a clear staff development plan in place for all levels of staff which is refreshed annually
 - There is a clear induction plan in place, to include safeguarding, for all new staff
 - All physical and virtual environments are safe places to work and study

The HR team will ensure that the following policies are in place and are routinely used across the Group:

- Safer Recruitment (including vetting and DBS checks)
- Whistleblowing
- Allegations against Staff
- Code of conduct

The HR team will ensure that the Single Central Register is in place and accurate at all times.

Student Involvement

The Students will take a responsibility in keeping themselves safe, respect other people's rights to safety, and not harm, threaten or abuse others. All students will be made aware of this policy at induction, delivered through 'The deal' and accessible through the student guide and 'My day'.

This Safeguarding scheme has accompanying policies and procures and this is the overarching document which is developed and lead from a strategic action plan with clear performance indicators for the whole group.

Accompanying policies and procedures:

DBS Policy and single central record (staff)

DBS Policy (Students)

Data sharing Policy

Hire and Use of The Manchester College Facilities and Equipment by External

Parties Third Party Room Bookings policy

Information & Communication Technology – Acceptable Use Policy

Personal Care Policy

Social Media Policy

Visible ID Policy

Whistleblowing Policy

Student Progress and Review (At Risk) Policy

Bullying and Harassment policy (students)

Loan working policy

Safeguarding and Child protection referral procedures

Looked After Child - Designated Teacher Procedure

Designated Safeguarding person procedures, including escalation procedures
PEEP Process (Staff)
PEEP Process (Students)
Procurement / Subcontracting Tendering documentation
Single Person Contract sheet – Safeguarding
Site Duty Guidance
Student Criminal Convictions, Pending Sentencing and Bail Conditions Risk
Assessment and Procedure (CCDRA)
Student Travel

