

UK COLLEGE OF BUSINESS (UKCB)



Safeguarding policy

Introduction

It is important that you feel safe at college, in your personal life and in the community. At the UK College of Business, we are committed to taking action to safeguard and promote the welfare of our students. It is our legal and moral duty as a college to safeguard and protect the welfare of all young people and vulnerable adults.

The purpose of this policy statement is:

- To protect Learners who receive the UK College of Business' services from harm.
- To provide staff as well as Learners and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of the UK College of Business, including senior managers, paid staff, volunteers, sessional workers, agency staff and students.

All staff are trained to provide help as soon as possible and will refer any safeguarding concerns to the college's dedicated safeguarding team.

For the purpose of this Policy and associated Code of Practice, the term "staff" will be used to describe those people employed on a contract of employment at the College, as well as those working on consultancy agreements, as contractors and on a voluntary and/ or unpaid basis. The term "student" will be used to describe any registered with the College.

This policy has been developed to address the legal duties set out in: 'Working Together to Safeguard Children 2015' "Keeping Children Safe in Education 2018" and the "Care Act 2014".

Lead Safeguarding Officer: Mr A. Khan

Deputy Safeguarding Lead: Mr F. Muhammad

Legal context

UK COLLEGE OF BUSINESS (UKCB)

In a Higher Education context, safeguarding also refers to an enhanced duty of care to safeguard members of our community and the communities where we work to deliver education and to carry out research. The College prioritises student and staff welfare. Our safeguarding information and guidance will be applied, in an integrated way, to support those who may be vulnerable.

Immigration, Asylum and Nationality Act 2006

The Immigration, Asylum and Nationality Act makes employers responsible for the prevention of illegal working by checking that employees who are subject to immigration control have leave to be in the UK which:

- Does not restrict them from taking up jobs; or
- Falls into a category where employment is allowed.

Employers must take 'reasonable steps' to check the immigration status of all employees. Under Section 21 of the Act, an employer may commit a criminal offence if he/she knowingly employs an illegal immigrant.

Disability Discrimination Act (DDA) 1995 (and Amendment to DDA 2005)

This Act makes it unlawful for employers to discriminate, directly or indirectly, against a person with a physical or mental impairment for any reason related to their disability in all aspects of their employment. Employers also have a duty to consider making 'reasonable adjustments' to ensure that a disabled worker is not put at a substantial disadvantage by employment arrangements or any physical feature of the workplace.

Children Act 2004

The Care Act 2014 provides that safeguarding duties apply to an adult who (a) has needs for care and support (b) is experiencing, or is at risk of, abuse or neglect, and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. Statutory guidance sets out that adult safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.

Education Act 2002

Section 175 places a duty on local authorities, maintained schools, further education institutions including sixth form colleges, to carry out their function with a view to safeguarding and promoting the welfare of children and young people. Section 157 places the same duty on independent schools, including academies and technical colleges.

The UK College of Business ensures that arrangements are in place to safeguard and promote the welfare of students by:

- Creating and maintaining an environment where all students feel secure, are encouraged to communicate, and are listened to.
- Making sure that all students know which adults in the school they can approach if they have any worries. (Designated Person flowchart on site so that contact details are always to hand)
- Teaching students to keep themselves safe from all forms of abuse including: child sexual exploitation, female genital mutilation, forced marriage, extremism, radicalisation, and peer on peer abuse including sexual violence and sexual harassment.
- Appointing senior members of staff from the school leadership team to the roles of Designated and Deputy Safeguarding Leads.

UK COLLEGE OF BUSINESS (UKCB)

- Providing effective, relevant and ongoing training and development for all staff and Governors. We do this through a variety of external providers, including local authority, prevent leads, and local County Lines Officers, to ensure best practice. (Staff Induction, Safeguarding training, Diversity and Inclusion training)
- Swiftly and effectively addressing any concerns and ensuring robust, timely referrals are made to other agencies. Ensuring effective links with relevant agencies in all matters regarding safeguarding and protection.
- Reviewing and supporting students who are subject to safeguarding protection plans and contributing to the implementation of the plan.
- Keeping meticulous, written records of concerns about students, even where there is no need to refer the matter immediately (this includes recording dates, times, people responsible, and actions), and ensuring all records are kept securely and shared appropriately.
- Ensuring the suitability of all staff through safe recruitment practice and maintaining an accurate and up to date Single Central Register.
- Making sure that all school staff and volunteers understand their responsibilities with regard to safeguarding and protection.
- Ensuring that parents and carers also have an understanding of the responsibility placed on the school and its staff for safeguarding and protection.
- Maintaining awareness of those students who are persistently absent or missing from school, notifying the local authority in line with 'Learner Missing in Education' protocols.
- Maintaining clear procedure in line with the latest guidance for reporting allegations against staff members.

Furthermore, The UK College of Business recognises that:

- Some students are at increased risk of abuse.
- Some students face additional barriers with respect to recognising or disclosing abuse

Responsibilities

All Staff Responsibilities

All college staff and third parties acting on the college's behalf are expected to:

1. Be aware of, and comply with, this policy and the associated guidance and follow any local safeguarding protocols within their specific department or team
2. Undertake training associated with this policy required for their role (see section 5.3);
3. Fully reflect safeguarding responsibilities in event planning and risk assessments for college activities in accordance with Health and Safety procedures

UK COLLEGE OF BUSINESS (UKCB)

4. Bring to their line manager's attention any concerns or queries over whether their work activities would require them to have an appropriate level of DBS clearance
5. Co-operate fully with any internal or external investigations carried out into reported concerns
6. Maintain confidentiality about any suspected or actual incidents involving the college, through the college's safeguarding reporting systems and whistleblowing arrangements, as required. Some staff and students may also be required to make use of the safeguarding reporting systems and whistleblowing arrangements in operation in other workplaces, placement providers and so on, where similar expectations of confidentiality would apply.

Specific safeguarding roles

To ensure compliance with the Safeguarding Policy, the university has identified a **Lead Safeguarding Officer, Mr A. Khan. The Deputy Safeguarding Lead is Mr F. Mohammad.** The role of the Designated Safeguarding Officers is to ensure the college's responsibilities are being delivered in line with this policy, and to work Staff and Learners in relation to providing advice, guidance and training and responding to incidents. The Lead Safeguarding Officers will also be accountable for ensuring appropriate keeping of records of any safeguarding incidents and providing reports when requested by relevant internal Committees.

Safeguarding officers and staff who are likely to specifically work with Learners will be subject to Disclosure and Barring Service (DBS) checks and will receive enhanced Child Protection training.

Dissemination of The Policy

This Policy and associated Code of Practice will be available for reference on the College's web pages.

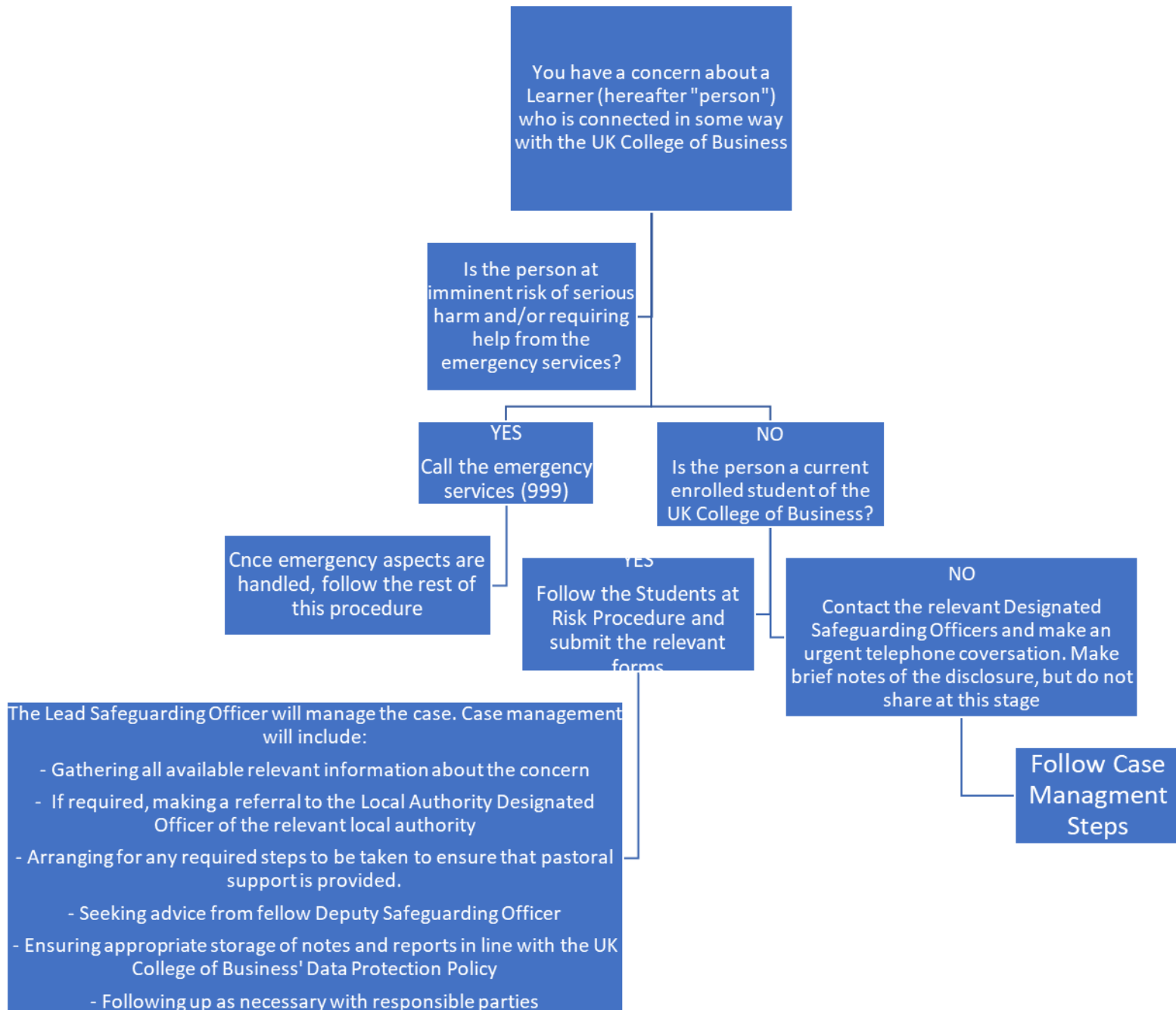
Copies will be made available to all College subsidiaries to which the Policy and associated Code of Practice will also apply.

Parents/guardians of Learners, external clients and contractors involved in activities related to the College will be made aware of this Policy and associated Code of Practice.

Procedures for reporting a safeguarding concern:

The flowchart below summaries the procedure to be followed by anyone who has a concern about a Learner. It is a requirement that staff report any safeguarding related concern that they have about any individual connected with the college; in the first instance this should be reported to the staff member's line-manager. Departments will ensure that staff reporting such incidents are given confidentiality and will suffer no penalty for following their duty to report. The person raising the concern should not investigate the alleged or suspected abuse under any circumstances but should obtain sufficient information to refer the matter to one of the college's designated safeguarding officers. Allegations against members of staff will be considered in accordance with the college's Disciplinary Procedure. In the case of serious allegations, initial duties of the staff member may be curtailed while an investigation is underway. Allegations against students will be considered in accordance with the college's relevant student conduct regulations. Where a crime is suspected of being committed, the college will involve the police.

UK COLLEGE OF BUSINESS (UKCB)



Reporting a Safeguarding concern

If you feel unsafe, contact the Barnet Council below:
During opening hours:

UK COLLEGE OF BUSINESS (UKCB)

Monday to Thursday 9am to 5.15pm

Friday 9am to 5pm

out of hours for emergencies only.

Email: mash@barnet.gov.uk

Telephone: 020 8359 4066

Out of Hours: 020 8359 2000

Concerns about personal safety. Contact the Police 999 or 101.

Concerns regarding health and wellbeing contact your out of hours Doctors or call the Hospital on 111.

You can also contact our UKCB admin team below:

Email: admin@ukcollegeofbusiness.org

Phone: [020 3638 6747](tel:02036386747)

NEXT REVIEW DATE: JANUARY 2022