

CAPA College

Safeguarding Policy for Students

At CAPA College we believe that:

- The college's responsibility to safeguard and promote the welfare of students is of paramount importance
- Safer young people make more successful learners
- The college should work with other agencies and share information appropriately to ensure the safety and wellbeing of our students.
- Action should be taken in the best interests of the student

This policy is a student-friendly guide to how CAPA College safeguard our students and what action will be taken when a safeguarding concern arises.

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Child Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment, maintaining a culture of vigilance, where students are respected and valued. We will act quickly and follow our procedures to ensure students receive early help and effective support, protection and justice.

What is safeguarding?

Protecting students from maltreatment;
Preventing the impairment of students' mental and physical health or development;
Ensuring that young people grow up in circumstances consistent with the provision of safe and effective care; and
Taking action to enable all students to have the best outcomes.

Confidentiality Statement

It is important that you are aware that confidentiality cannot be maintained if staff are concerned that you are at risk of harm.

Staff will only discuss concerns with a Designated Safeguarding Lead (see section on key members of staff), Principal or Chair of Governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

We will normally seek to discuss any concerns about a student with their parents. This will be handled sensitively and a DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure / allegation.

However, if we believe that notifying parents could increase the risk to the student concerned or exacerbate the problem, advice will be sought from Social Care MASH.

Key members of staff

Every member of staff here at CAPA College wants to help keep you safe. You can speak to any member of staff (teachers, form tutor, admin team etc) but these members of staff are our the key people when it comes to safeguarding:

- **The designated safeguarding lead (DSL) for child protection (member of senior management) is :**

Claire Nicolson (Principal) claire.nicolson@capacollege.co.uk 01924583675

Katy James (Assistant Vice Principal) katy.james@capacollege.co.uk 01924583671

- **The deputy DSL's are**

Adam Sheard (Assistant Vice Principal/SENDSCO) adam.sheard@capacollege.co.uk
01924583670

Emily Webster (Student Welfare Officer) Emily.webster@capacollege.co.uk 01924926309

- **The mental health lead is**

Emily Webster (Student Welfare Officer) Emily.webster@capacollege.co.uk 01924926309

- **The nominated child protection governor is**

Pat Thompson pat.thompson@capacollege.co.uk

- **Chair of Governors is**

Lou O'Brien lou.obrien@capacollege.co.uk

Good Practice Guidelines and Staff Code of Conduct

To meet and maintain our responsibilities towards students we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- treating all students with respect
- being alert to changes in students' behaviour and to signs of abuse and neglect
- recognising that challenging behaviour may be an indicator of abuse
- setting a good example by conducting ourselves appropriately, including online.
- involving students in decisions that affect them
- encouraging positive, respectful and safe behaviour among students including challenging inappropriate, sexual or discriminatory language or behaviour.
- avoiding behaviour or language which could be seen as favouring students.
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with students.
- reading and understanding the college's child protection policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, missing education and appropriate IT/social media use.
- asking the student's permission before initiating physical contact
- maintaining appropriate standards of conversation and interaction with and between students. Avoiding the use of sexualised or derogatory language, even in joke.
- being clear on professional boundaries and conduct with other staff when

- students are present.
- being aware that the personal, family circumstances and lifestyles of some students lead to an increased risk of abuse
 - applying the use of reasonable force only as a last resort and in compliance with college procedures
 - dealing with student infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the student.
 - referring all concerns about a student's safety and welfare to a DSL, or, if necessary directly to police or children's social care
 - following the college's rules with regard to communication with students and use of social media and online networking
 - avoiding unnecessary time alone with students and risk manage any time alone or 1:1 working.
 - avoiding sharing excessive personal information with students.

Emotional Health and Wellbeing

At CAPA College we recognise that in an average classroom 5 students will be suffering from a diagnosable mental health condition. All staff are aware that mental health problems can, in some cases, be an indicator that a student has suffered or is suffering abuse. Only appropriately trained professionals can diagnose mental health problems but staff in college are well placed to identify behaviour that may suggest an issue.

We also understand the impact that the global pandemic of coronavirus will have on our staff and students. At our college, we aim to promote positive mental health for every member of our staff and student body as well as respond to mental ill health. We will ensure emotional support is provided by offering an 'open door' policy.

The majority of the staff at CAPA College are Mental Health First Aid trained. Emily Webster is our mental health lead. Positive approaches to mental health are promoted through college tutorials, wellbeing days and students can access lots of support via Myday.

Suicide

We recognise that suicide is one of the biggest killers of children and young people in the UK. We have followed the national guidance document 'Building a Suicide Safer College/College' by Papyrus; advice on policy, prevention, postvention etc.

All staff have received training on how to talk to young people about suicide and our DSLs can support you if you have suicidal thoughts yourself or are worried about a friend or a family member.

Sexual Violence, Sexual Harassment and Other Current Issues

Peer-on-peer abuse will always be taken seriously and swiftly acted upon. It will never be dismissed as 'banter', 'part of growing up', or 'flirty behaviour'. Peer-on-peer abuse and topics including sharing nudes and semi-nudes, healthy relationships and sexual harassment will be covered in Connect and Reflect tutorials.

If you speak to a member of staff about an incident of sexual harassment, assault or violence:

- We will listen to you and gain an understanding of what you have experienced
- We will ensure that you are kept apart from the perpetrator so that you feel safe in college
- We will ensure that all parties are listened to and supported through internal college support systems and referred to external agencies if this is required
- If a crime has been committed then we will inform the police and support you through this process
- We will follow the college behavior policy to determine the appropriate outcomes

Online Safety

At CAPA College you will use technology routinely as part of your lessons. You will learn about how to keep yourself safe online in a number of ways at CAPA College including:

- Connect and Reflect tutorials
- Theory lessons where you learn about reliable sources of information online
- External speakers
- Life After CAPA College lessons

We deal with incidents that happen online exactly the same as if they happened face-to-face.

Site Security

We are currently sharing a building with other businesses. It is important for you to be aware that the area beyond the mag-locked doors at the CAPA College reception is 'secure' and only CAPA College students and staff can be in this area. Anywhere outside of this (downstairs / outside studio 1) is also open to the other people who work in Unity Hall.

Therefore it is very important that you:

- Ensure that all mag-locked doors close securely behind you (main doors downstairs, into the basement, into CAPA College reception).
- Ensure no fire escapes are left open (close the door and report to CAPA College staff)
- Wear your CAPA College lanyard at all times and are aware of what the different colours mean:

Grey Lanyard (students)



All students enrolled at CAPA College **must** wear a grey lanyard when moving around the premises.

Black Lanyard (staff)



As part of our safer recruitment policy **all staff** must undergo an enhanced check through the Disclosure & Barring Service (DBS) prior to appointment. This ensures the safety of all students and staff. All staff at CAPA College **must** wear a black lanyard when moving around the premises.

White Lanyard (visitors with approved DBS check)



As part of our safeguarding policy any regular visitor to College who wishes to work independently with our students and move around the premises freely **must** undergo an enhanced check through the Disclosure & Barring Service. This ensures the safety of all students and staff.

Red Lanyard (visitors – no DBS check)



Any visitor to CAPA College who has not undergone an enhanced DBS check **must** wear a red lanyard whilst in College. They **must be escorted** by a member of staff at all times.

If you see anyone within the CAPA College premises who is not wearing a lanyard please notify a member of staff ASAP.

Helping you to keep yourself safe / tutorial programme

Through our tutorial programme CAPA College students are taught to understand relationships, respect and promote British values and respond to and calculate risk through our personal, social, health and economic (PSHE) Relationships and Sex Education and Health Education (RSHE) lessons and in all aspects of college life. We teach this through a programme of 'Connect and 'Reflect' tutorials. Included in this is the knowledge you need to recognise and to report abuse whilst being clear that it is never the fault of the student who is abused and that victim blaming is always wrong.

Our approach is designed to help students to think about risks they may encounter both on and off line and have help to work out how those risks might be overcome and the support available to them. Discussions about relationships and risk are empowering and enabling for all students and promote sensible behaviour rather than fear or anxiety. Students are taught how to conduct themselves and how to behave in a responsible manner. Students are also reminded regularly about consent, online safety, including sharing nudes/semi nudes and bullying procedures including the legalities and consequences and where to go for help.

The college continually promotes an ethos of respect for students and the emotional health and wellbeing of our students is important to us. Students are encouraged to speak to a member of staff in confidence about any worries they may have. Students also have access to a wide range of support both on and off line.

The tutorial programme lead is a DSL (Katy James), therefore vulnerable students can be guided through these topics with appropriate sensitivity.

There is always someone who can support you

Here is a list of all of the different ways that you can access support in college:

- Use the 'time out' system and speak to Kate at reception
- Speak to your form tutor during Thursday 121s or send them an email to request a 121
- Speak to one of your teachers between lessons
- Listen and reflect on the content in tutorials
- Participate in the student pastoral takeovers
- Request a 121 with Emily (send her an email or speak to Kate at reception)
- Speak to a DSL
- Fill in a 'pastoral support request' on Myday
- Use the self-help links and resources on Myday
- Access telephone or online support from external agencies (Kooth, Childline etc) through Myday.