



SAFEGUARDING POLICY

Introduction

- This policy states the responsibilities of The Rase Veterinary Nursing College in relation to safeguarding learner and vulnerable adults, in line with current legislation and guidance. The RNVC will keep its policy and procedures on safeguarding under review to consider any new Government legislation, regulations or best practice documents to ensure that staff are kept fully up to date with their responsibilities and accountabilities regarding the safety and wellbeing of students.
- Safeguarding is a core element of all aspects of the RVNC's activity. The term safeguarding describes the broader preventative and precautionary approaches to planning and procedures that are necessary to be in place to protect all learners, staff and visitors and minimise risk from any potential harm. Protection of the learners and vulnerable adults and health and safety are all aspects of safeguarding. The policy will be kept under annual review and takes due account of guidance by DfES and other relevant bodies and groups.

This policy links to the following RNVC policies:

- Prevent Policy (preventing extremism and radicalisation)
- Privacy Policy
- Fitness to Study Policy
- Fitness to Practise Policy
- Health & Safety Policy
- Equality, Diversity and Inclusion Policy

Adults at Risk

An adult at risk is anyone who is 18 or over, who is or may need support services by reason of mental or other disability, age or illness and who is (or may be) unable to take care of themselves or unable to protect themselves against significant harm or exploitation. The policy complies with the guidelines set out by The Department for Education; Keeping Children Safe in Education 2021, The Care Act 2015, The Mental Health Act (Revised 2017) 2 Safeguarding Policy - Sept 21 and the updated Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (guidance commissioned by DfES in October 2015).

Policy Statement

- The Rase Veterinary Nursing College aims to maintain a safe and welcoming environment on all its sites for staff, learners and visitors. It is committed to meeting its duty to safeguard and promote the welfare of young people and vulnerable adults, recognising its role in identifying cases of suspected abuse by making referrals to the appropriate investigating agencies.
- The RVNC are committed to taking a preventative approach to safeguarding young people from potential harm, damage, radicalisation or being drawn into terrorism (violent and non-violent extremism).
- The RVNC reserves the right to refuse admission to any student who may pose a risk to learners or vulnerable adults.
- The RVNC takes its obligations seriously to deliver the outcomes specified in the Ofsted Education Skills Inspection Framework. In the context of this policy, inspectors will make a judgement on the effectiveness of leadership and management by evaluating the extent to which leaders, managers and members of the Employer Forum help and protect all learners to keep them safe.
- The RVNC commits to take all appropriate actions to address concerns about the welfare of learners and young people and to work to agreed local policies and procedures to ensure that the maximum is done to provide a safe environment for learners and young people at RVNC. The RVNC recognises that safeguarding impacts on all areas of an individual's life. The RVNC aims to build knowledge of safeguarding and resilience in learners within their college experience, personal lives and within the community. The curriculum includes elements of safeguarding, resilience, managing mental fitness and health and safety.
- The RVNC will safeguard learners and young adults at risk by:
 - adopting safeguarding procedures and a code of acceptable behaviour for staff and students.
 - Sharing information about safeguarding and good practice with learners, young people, parents and staff.

- sharing information about concerns with agencies who need to know and involving young people and parents appropriately.
- carefully following the procedures for recruitment and selection of staff.
- providing effective management for staff through support, supervision and training
- reacting to and reporting abuse.
- checking the safeguarding arrangements of sub-contractor and contractors.
- effective health and safety procedures.
- reviewing the policy and good practice arrangements annually.
- establish and maintain an environment where learners and young people feel secure, are confident to talk and are listened to.
- ensure learners and young people at risk know they can approach any adult employed in the RVNC if they are worried.
- include opportunities in the curriculum for learners and young people at risk to develop the skills they need to recognise and stay safe from harm or abuse.

Learner Needs and Rights

The RVNC endorses the needs and rights of all Learner.

- The need for physical care and attention.
- The need for intellectual stimulation.
- The need for emotional support and security.
- The need for social contact and relationships.
- The right to have their needs met and safeguarded.
- The right to be protected from neglect, abuse, and exploitation.
- The right to be protected from discrimination.
- The right to be treated as an individual.

The RVNC Commitment In the Context of Learner Needs and Rights

- Fully recognises the welfare of learners is paramount and that of all young people and their right to protection from abuse.
- Raises awareness of issues relating to the welfare of learners and young people and promote positive relationships between staff and learners.
- Provides a safe environment for learners to learn within the College site.

- Identify any apprentices and young people who are suffering, or are likely to suffer, significant harm.
- Take seriously and respond quickly and appropriately to all suspicions and allegations of abuse, including referral to the relevant investigating agency.
- A designated senior member of staff at the RVNC have a lead responsibility for safeguarding and to ensure that they receive the appropriate training.
- Have in place and follow procedures in line with relevant interagency (local safeguarding board) guidance.
- To operate safe recruitment procedures.
- To have in place procedures to deal with concerns/suspicions about a young person's welfare.
- To have in place procedures to deal with allegations of abuse against members of staff and students.
- To ensure all staff working with learners receive appropriate safeguarding training and are aware of their responsibilities, including the identification of apprentices and young people at risk of significant harm. This includes all adults who need care and support, are experiencing or at risk of abuse or neglect and are unable to look after themselves.
- To review the safeguarding policy annually.

The Ten Types of Abuse and Neglect:

- 1) Physical abuse – hitting, kicking, burning, inappropriate restraint or moving and handling, misuse of medication and force feeding.
- 2) Sexual abuse (non-contact) – photography, indecent exposure, harassment, enforced witnessing of sexual acts.
- 3) Sexual abuse (Contact) – inappropriate touching, forced masturbation of either or both persons, sexual assault, rape.
- 4) Psychological/Emotional abuse – threatening, prevention of using services, denial access to friends, lack of stimulation and meaningful occupation.
- 5) Financial abuse – theft of money or possessions, misuse of benefits, misuse of power of attorney, loans made under duress.
- 6) Neglect or acts of omission – for example, a carer not meeting a person's care needs, failure to provide food, shelter or clothing, medical care.
- 7) Discriminatory abuse – any abuse based on discrimination for example, not providing someone with culturally appropriate meals, inappropriate nicknames, unequal treatment and derogatory remarks.

8) Organisational or Institutional abuse – for example, repeated incidents of poor practice or neglect within an organisation, services that are based on the needs of staff/managers rather than the service users.

9) Modern Slavery – Human trafficking, Forced labour, Domestic servitude, Sexual exploitation such as escort work, prostitution and pornography and debt bondage.

10) Domestic violence or abuse – Controlling, coercive or threatening behaviour. Violence or abuse between those aged 16 or over who are or have been, intimate partners or family members. Honour based violence, female genital mutilation and forced marriage.

Safeguarding Issues that the College are Aware of and Monitor:

- Extremism/radicalisation
- Online abuse
- Peer on peer abuse
- Fabricated or induced illness
- Self-neglect

Statutory Guidance and Framework

Statutory guidance that contains information of what the RVNC must do to keep apprentices and vulnerable adults safe is called *Keeping Children Safe in Education 2021*.

All staff should read and understand at least Part 1 of the guidance and those that work directly with children should read and understand Annexe A.

Designated Staff and Training

- Members of staff are responsible for ensuring the safeguarding policy and procedures are always adhered to.
- Liaising with the Designated Safeguarding team members.
- Inform the Designated Safeguarding team member of any suspected cases of abuse or neglect.
- Dealing with any disclosures in a supportive and reassuring way.
- All staff are required to undertake training courses at regular intervals. Additional training is provided for those with direct safeguarding responsibilities.
- Training is undertaken at regular intervals when new appointments are made, when there is a change in legislation, or as a yearly refresher. Evidence of safeguarding training is up to

date and easily accessible for review in the CPD records and by records held by the HR Manager.

The online safeguarding course includes these topics:

- Safer recruitment.
- Child protection in education.
- Safeguarding young people.
- Responsibilities.

Acceptable Behaviour for Staff and Students

All staff are required to demonstrate exemplary behaviour and maintain high professional standards. Such behaviour will protect both staff and students from allegations of misconduct. Students are required to conduct themselves in an appropriate manner in their day to day activities, including in their dealings with other students, staff and external organisations.

Safeguarding Information for Students

The RVNC is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know who their safeguarding office is.

The RVNC will inform students of whom they can talk to, both in and out of College, their right to be listened to and be heard and what steps can be taken to protect them from harm. This information is delivered to apprentices at the start of their course and reinforced throughout their programme of study via the curriculum, the VLE and on the College website.

Dealing with a Disclosure

- RECEIVE, listen carefully and stay calm.
- REASSURE the young person by telling them that they have done the right thing.
- INFORM the young person that you must pass the information on, but only those that need to know about it will be told. Tell them who you are going to report the matter to (Safeguarding Officer).
- REACT – do not interview the young person. Be sure that you understand what you are listening to, use open ended questions and do not attempt to put words into the young person's mouth, keep questions to a minimum. Note the main points carefully, specifically:
 - Date, time and place of incident.
 - Name of young person.

- Name of young person alleged to have been involved in the incident, if different from above.
- Nature of incident (staff should record the young person's disclosure carefully and aim for a verbatim account if possible. It is important to record the disclosure as factually as possible. Opinions should be avoided or clearly presented as an opinion).
- Description of any physical or mental injuries observed if any.
- Any other information given.
- Confirmation that the young person has been advised of the next steps.
- Signed including date and time of report.

It is not the responsibility of RVNC staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. All concerns regarding the welfare of students will be recorded and discussed with the Safeguarding officer prior to any discussion with parents.

Logging a Concern.

Staff should not investigate concerns or the allegations themselves but should report them immediately to the Safeguarding Officer. The Safeguarding Officer will make referrals to the relevant agency. If after discussion with the Safeguarding Officer, a member of staff believes a referral should be made but the Safeguarding officer does not, they may still make the referral to a relevant external agency.

If abuse is suspected but not disclosed, it may be appropriate to remind the apprentice or young learner about the availability of other appropriate sources of assistance.

Preventing Violent Extremism – See Prevent Policy.

Peer on Peer Abuse

Apprentices and young learners can abuse others. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to):

- Abuse in intimate personal relationships between peers bullying, including cyberbullying, prejudice-based and discriminatory bullying. 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 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 involves taking a picture under someone's clothing without them knowing; this is usually with the intention

of viewing their genitals or buttocks for sexual gratification, or cause the victim humiliation, distress or alarm. Upskirting is a criminal offence and anyone of any gender, can be a victim of initiation/hazing type violence and rituals. This can happen both inside and outside of the learning environment and online.

- All staff should be able to recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports in line with the safeguarding policy. Staff recognise the importance of challenging inappropriate behaviours between peers that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for apprentices and in worst case scenarios, a culture that normalises abuse leading to young people accepting it as normal and not coming forward to report it.

Students Requiring Mental Health Support.

Students arriving at the college for the first time need to adapt to significant changes, such as moving to a new area, separation from family and friends, establishing a new social network, managing a tight budget, combining academic study with family commitments, coping with a disability in a new environment and, for international students, living in a new country and adjusting to a different culture. For many, these changes are exciting and challenging and an intrinsic part of the attraction of going to college, however, they can also give rise to anxiety and stress. We aim to provide a supportive environment that will help students with mental health difficulties to realise their academic potential and more specifically, to meet course requirements. This will be supported by:

- encouraging students with mental health difficulties to seek help.
- supporting a culture in which mental health problems are accepted, not stigmatised.
- liaising with appropriate services to ensure that students with serious mental health problems receive appropriate treatment.
- meeting the support and study needs of students with mental health disabilities.
- making reasonable adjustments to policies and procedures which might otherwise unlawfully discriminate against students with mental health difficulties.
- ensuring that the availability of support is accurately and widely publicised to students.
- establishing consistent procedures across the college for supporting students with mental health difficulties.
- providing guidance and awareness training to those staff involved in the support and care of students.
- respecting the confidentiality of personal information provided by students with mental health difficulties.

Information Available to Students with Mental Health Difficulties.

The support available to students with mental health difficulties is provided as part of the induction process. Publicity material emphasises the importance of seeking help at the earliest possible opportunity and of the confidentiality of personal information. Information is regularly reviewed to ensure that it remains accurate and appropriate. Our VLE, Safeguarding Officer and Staff are all able to give detailed information for on-line services available to students and self-help web pages, both of which provides practical advice on how to cope with problems such as anxiety, depression, bereavement, insomnia and exam stress.

Designated Staff with Responsibility for Safeguarding Apprentices and Young People

Designated Safeguarding Officer: Rebecca Brooks rbrooks@RVNC.com

Designated Safeguarding Officers receive training in safeguarding and interagency working and will receive refresher training at least every two years. They will be required to keep up to date with developments in safeguarding apprentices and young people on an annual basis. The designated Safeguarding Officer are responsible for:

- Overseeing the referrals of cases suspected abuse or allegation to MASH (Multi Agency Safeguarding Hub).
- Maintaining a proper record of any safeguarding concerns (even where that concern does not lead to referral).
- Ensuring that parents of apprentices and young learners are aware of the RVNC's policy for safeguarding.
- Liaising with MASH and other appropriate agencies.
- Ensuring that RVNC works with employers and training organisations that provide apprenticeships and/or work placement for apprentices other than people from RVNC to ensure that appropriate safeguards are in place.
- Ensuring that all staff receive training in safeguarding apprentices and young people.
- That refresher training takes place annually.

Logging a Concern Log of Concern About a Young Person's Welfare

Details required:

Name of College

College address

Students full name

Learner's date of birth

Ethnicity

Learner's first language

Gender

Today's date: dd/mm/yy Time

Name and role of person completing the log

Date and time of the incident / concern

Description of the incident / concern (if describing an injury, describe the size, shape colour and location and complete a body map)

Signature of person completing log

Body map completed? YES / NO (If YES, please attach securely)

This information must be passed immediately to the Designated Person for Safeguarding, who should complete the following information:

Name of Designated Person

Initial action taken by the Designated Person

Has the parent/carer been informed of the concern? YES / NO (please circle as appropriate)

If YES, state name of parent/carer:

If YES, state who informed the parent/carer, the action taken and the outcome

If NO, provide the reason why not

Date: Time:

Signature of Designated Person

Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc. and should include details.) A separate sheet can be used, if required

Designated Person – please ensure a record of this log is added to the child welfare chronology and added to the child's welfare file. If advice is required or you need to make an urgent referral, call the MASH: Lincolnshire County Council: -

Children's Safeguarding 01522 782111

Adults Safeguarding 01522 782155

Out of Hours Office 01522 782333