

## **KSVN Safeguarding Policy, Staff safer recruitment Policy and Modern Slavery Policy**

### **KSVN Safeguarding Policy**

#### **Introduction**

This policy includes information on Safeguarding matters including Keeping Children Safe in Education & Child and Vulnerable Adult Protection.

The Safeguarding of staff and students at KSVN is deemed to be the responsibility of all members of the school and safeguarding along with the associated elements of Child Protection and the Prevent Strategy are integral to all activities associated with KSVN whether on or off site. Part of this is ensuring staff & students are aware of the safeguarding risks and threats that could cause them harm or injury. The KSVN IT and Online Safety policy is also applicable to this policy.

#### **These following actions are achieved through:**

A student induction programme that provides an effective introduction to safeguarding

A group tutorial programme that embeds and reinforces all aspects of safeguarding

A staff recruitment & induction programme that provides an effective introduction to safeguarding

A staff development programme that continually upskills staff in their understanding and application of safeguarding through all their activities.

College policies and procedures that promote and reinforce safeguarding for staff and students

A folder in KSVN Dropbox providing information for staff

An area on the KSVN Website & class noticeboard providing information for students

Poster campaigns raising the awareness of the broad nature and high importance of safeguarding

Themed events and activities which may include external speakers

Student presentations – Learner Involvement

Student resources including handbooks on:

Student Safeguarding, IT and Online-Safety & Respect

*To support staff and students to keep themselves:*

Healthy (including wellbeing, mindfulness, nutrition, activity and exercise)

Safe (Health & Safety, Critical Incident)

Online-Safety (Internet, text, websites, safe from cyber bullying, grooming and radicalisation)

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*To ensure that staff and students:*

Feel safe whilst undertaking College activities

Know how to report instances of bullying and harassment and that reporting procedures are clear

Know how to report abuse including sexual violence and sexual harassment, radicalisation and FGM

*To educate students to understand and make informed decisions regarding:*

Wellbeing, safety and safeguarding

Reporting safeguarding, child protection and radicalisation concerns

Extreme views

British values

Health including Sexual health

Diet and activity

Criminal activity

Alcohol & Drugs

Relationships

Hot Topics

National themes and campaigns

*To assist and raise awareness of staff in understanding, managing and supporting*

The identification and reporting of abuse and safeguarding issues or concerns

Contextual safeguarding: knowing the setting from which the individual comes and understanding the individual vulnerabilities

Students missing from education, care, home

Peer on Peer Abuse, particularly sexual violence and sexual harassment

Special Education Needs and Disabilities

Students with Educational, Health and Care Plans

Effective from September 2022-September 2023

Learners from ethnic minority backgrounds

English for Speakers of Other Languages (ESOL) learners

Students with mental health issues (e.g.) depression, anxiety, self-harm, emotional issues)

Children in Care (CiC) care leavers and young carers

Young people seeking asylum/Unaccompanied Asylum seekers ☒ Young Offenders/Rehabilitation of offenders

Children and the court system

Children of family members in prison

Learners with Learning Difficulties and Disabilities (LLDD)

Learners with any of the Protected Characteristics:

Race, Age, Disability, Sexual Orientation, Gender, Gender Reassignment, Marriage and Civil Partnerships, Pregnancy and Maternity, Religion and Belief.

*To ensure that staff and students are fully aware of the requirements of*

Safeguarding and keeping themselves safe

Abuse and safeguarding issues and categories

Child Protection (the reporting of abuse or neglect) ☒ Prevent Agenda and radicalisation

British values

Knowing local threats

Lone working concerns

### **KSVN Team safer recruitment & safeguarding training**

The staff recruitment process includes reference checking following successful interview, DBS check as part of acceptance process and periodically as required and RVN status review.

Safeguarding training for all staff includes:

Mandatory safeguarding, child protection and Prevent training

Induction for new staff will include: safeguarding, child protection and Prevent training

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Annual safeguarding updates will occur through bulletins, presentations, and/or training. Keeping Children Safe in Education (Section 1) must be reviewed by staff at annual staff training events.

To undertake Equality, Diversity and Inclusion training at induction and three yearly mandatory updating (monitored and recorded at appraisal)

To undertake additional training as required in response to changes in policies or procedures and individual roles

All mandatory training will be monitored through the annual appraisal.

**All staff are responsible for effective safeguarding support as a result of good relationships with the students and communication within the team.**

**Designated Safeguarding Lead & Director – Natalie Brudenell. Deputy Safeguarding Officer – Caroline George.**

Each personal tutor should consider safeguarding as a backdrop to conversations with their students:

*They should ensure they know their tutees through:*

Understanding the importance of Contextual Safeguarding and learn about the background of the students. Consider the family and home life, workplace, social setting and social groups, location and environment in which they live and threats posed by external factors

Examination of application, recruitment and enrolment documentation

Understanding of initial assessment

Recognise behaviour and individual character traits

Identify when the behaviours change

Discussing why they are 'missing' from education, possibly home or care as there may be an underlying safeguarding issue behind the absence.

*They ensure that the following is in place in response to the above:*

Completed e-ILP and past history as appropriate for the individual

Sharing of information as appropriate between colleagues to get a complete 'picture' of the student's life

Meeting are held with student to establish reasons behind behaviour changes and missing from education periods

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Individual risk assessments as appropriate

Recommendation for change of course/pause in training if appropriate

Additional Learning Support and EHCP information

Referral to Student Support Services where appropriate

*They ensure that students are fully supported by:*

Informing all teaching staff of support needs

Ensuring that support mechanisms are effectively supporting individuals to overcome barriers

Using one to one tutorials effectively to support achievement on course and overcome barriers to learning

Inform relevant parties where these efforts have been less effective e.g. external organisations and support groups, parents/guardians, ALS team, Student Support Services.

### **Staffing**

All staff are interviewed / employed bearing in mind safeguarding protocols including DBS checks & reference collection from previous employment.

Any visiting speakers & assistants will be accompanied at all times when in the presence of students. External speaker paperwork is completed & filed.

Safeguarding reporting procedures (for students and staff) are followed if a concern arises.

Staff may not provide lifts to students unless with express & direct permission of the Directors and when using company owned or hired vehicles. The expectation is that this will never arise. If a safeguarding concern arises regarding a student's transport, alternative arrangements should be sought e.g. lift with another student, family member or employer contact should be made.

### **Reporting safeguarding concerns:**

When students report a safeguarding concern, either for themselves or their peers the tutor should make notes and ask for key details. They should inform the student that the information will be kept confidential but will be reported on to the safeguarding team & may be communicated to the employer if applicable.

At the time of the interview or immediately following the tutor should report the details on directly to the DSL or Deputy Safeguarding Officer, whoever is most available. This may require telephone or face to face communication.

The report should be filed in the student records along with details of referral (who to and date/time). The student may be required to remain in the Centre initially, if considered appropriate. The employer or a family member may need to be contacted, by the safeguarding team responsible.

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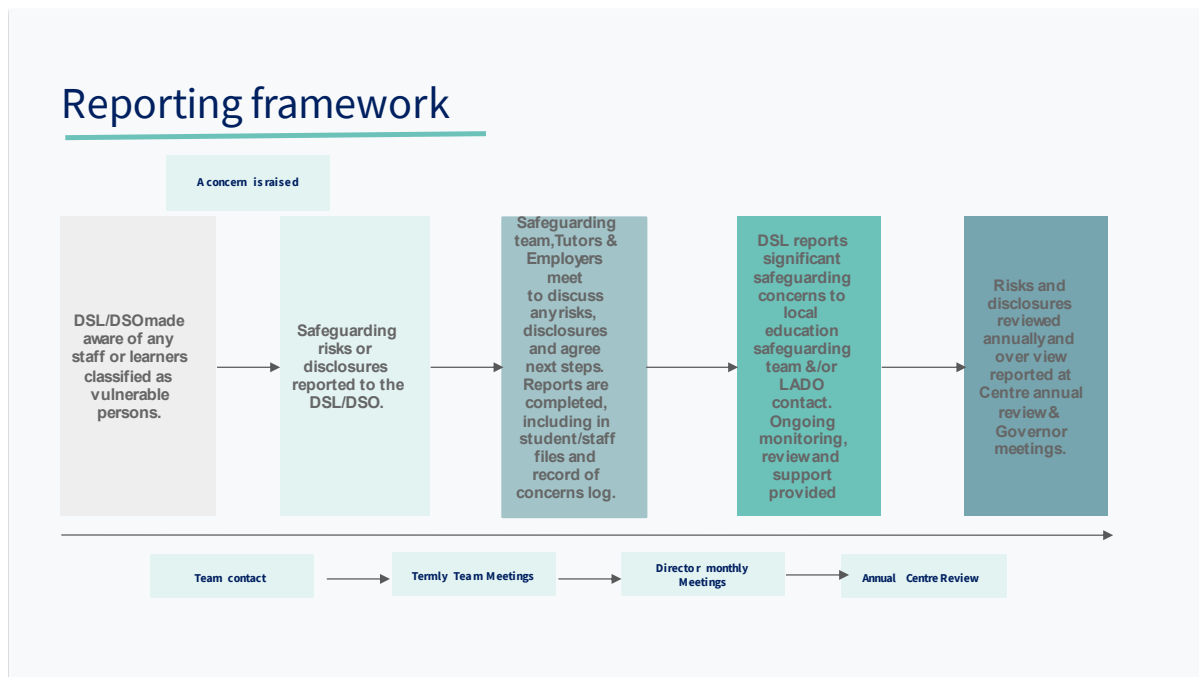
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Student information and details of the concern will be added to the list of “students of concern” and updated, escalated or downgraded as necessary in response to the student’s situation.

The safeguarding team will meet with the employer and parents/guardian/carer if applicable and if appropriate the person at risk. Essential information will be shared to ensure all responsible parties are informed and a plan of action & support can be created and agreed. This will include monitoring and review dates and the addition of external support information, including the required involvement of medical support.

If a significant risk to health is identified the safeguarding team will then report the details of the concern to the local education safeguarding team and or LADO contact (contact details for both on file) who will then take on responsibility for the provision of suitable care of the individual.

A review of safeguarding concerns, reports, updates and outcomes is undertaken at termly team meetings, monthly Director meetings and annual Centre reviews.



### Safeguarding within KSVN venue:

Kent School of Veterinary Nursing operated from independent premises in Jubilee Way, Faversham. This building is located close to Faversham town centre within walking distance of multiple car parks & the national rail train station. It is located on the high street and close to many shops, cafes & restaurants.

The entrance to the premises is via an outer door to the small lobby, with the KSVN premise entrance door on the right. A door on the left leads to the upstairs property. KSVN team have keys to the outer

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and inner door to secure when not in use. The inner door is also secured with an electronic keypad lock. Students have access to the premises during the day by use of the keypad lock. The code is changed annually or more frequently if there has been a security breach. Lanyards are required to be worn by KSVN staff & the students when in the centre.

### Local threats to Faversham, Kent and the South East

Drugs. In these locations, the drug of choice is cannabis. Students are made aware of the dangers of placing themselves in situations which make them vulnerable to dealers, groomers or gangs. Local gangs operate in Ashford, Faversham, Maidstone & Canterbury with some threat from visiting London gangs.

Extreme Far Right Wing Groups, such as Britain First and animal activists are the two main threats in the South East with regard to terror attacks. Students and staff are aware of the Run, Hide and Tell government agenda through the critical incident training at Induction. Staff and students have received training on the Prevent agenda.

Faversham train station, town centre, bus stops and all local recreation areas could be targeted by drug dealers, gang members or other characters that are 'undesirable'. The local police are aware and patrol these areas regularly. The police and KSVN staff work closely together to raise awareness with students of these local threats.

### Lone Working

When KSVN staff are working alone on the premises at Jubilee Way they can do so safely with the use of the keypad lock and key lock of the entrance door. The windows can be shut as there is adequate air conditioning / heating provision. Car parking spaces for staff are directly at the front of the property with the external area well lit. Staff should leave in pairs/groups wherever possible.

Staff should not leave the building during the working day if students are present and left unsupervised, equally a single staff member should not be in the building with a single student. If this is unavoidable then a video call to another member of the team should be made. If a student requests to speak to a member of staff privately this should be during the day when other staff &/or students are present.

### KSVN Modern Slavery policy

We are committed to ensuring that slavery & human trafficking have no place in our business or supply chain. We work with our employers & principal suppliers to ensure slavery & human trafficking is not taking place within their businesses and supply chains.

## Policy promotion

This policy is displayed on the public pages of the KSVN website [www.ksvn.co.uk](http://www.ksvn.co.uk) with further safeguarding information included in the members area of the KSVN website. Information is also displayed on Centre noticeboards.

The policy & its principles are introduced to employers and employer representatives in the apprenticeship enrolment paperwork & embedded in communication throughout the programme including during the learner review process and in termly employer's representative events & annual employer events. If a concern should arise, especially regarding safeguarding of a student, the DSL/DSO communicate with the employer to share information, advice & to work together to ensure appropriate measures are put in place.

Safeguarding information is shared with learners throughout training & across different communication methods including in the Induction day presentations, on noticeboards in the Centre, on the learner's e-portfolio front page, in the course handbook and on the KSVN webpage (members area). A poster with information about how to report safeguarding concerns is displayed on the members area of the website.

Staff are provided with safeguarding training at induction, periodically as appropriate and in the staff training events held during the academic year. Policy review is undertaken each year by all staff members and confirmed at appraisal as well as by signing a declaration stating so. This ensures update of all staff individuals in all areas of the Centre policies including this Safeguarding, Lone Working and Modern Slavery policy. All staff are aware of potential safeguarding concerns and are alert to these during their work and are informed and aware of how to respond to these and who to report these to.

The Designated Safeguarding Lead & Officer ensure their knowledge is current with regular updates and training.

There is a clear safeguarding reporting procedure – see section above.

## Appendix 1

### *List of abuse/safeguarding issues*

Children and the Court System

Children missing from education

Children with family members in prison

Child sexual exploitation (CSE)

Child criminal exploitation (County lines)

Domestic abuse

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Homelessness

So-called 'honour-based' violence

Preventing radicalisation

Peer on peer abuse

Sexual violence and sexual harassment between children in schools and college

*Additionally,*

Abuse: Child abuse, Faith Abuse, Relationship abuse, Domestic abuse

Bullying and Cyber bullying

Children in the Courts: Advice for 12-17 year olds

Children missing: Missing from care, home or education

Children with family members in prison:

Child Exploitation: county Lines, child sexual exploitation (CSE) and trafficking

Drugs

Health and wellbeing: Fabricated or Induced Illness, Mental health

Homelessness

On-line: Sexting

Private Fostering

Radicalisation: Prevent Duty and Hate

So-called 'Honour Based Violence': Female Genital Mutilation, Forced marriage

Violence: Gangs and youth violence, Gender Based Violence Against Women, Sexual violence and sexual harassment (Peer on Peer abuse)