



OXFORD
TUTORIAL COLLEGE

Safeguarding and Child Welfare Policy

Revised: August 2017
Review date: August 2018

Introduction

To be read in conjunction with the Child Protection Policy and the Safer Recruitment Policy.

The College is fully committed to meeting its responsibility to safeguard and promote the welfare of the students in its care, whether boarders (those students for whom we arrange accommodation) or day students. This responsibility encompasses the following principles:

- a) To protect students from harm or maltreatment
- b) To prevent any impairment of students' health and development
- c) To ensure that students are growing up in circumstances consistent with the provision of safe and effective care, thus enabling those students to have optimum life chances and to enter adulthood successfully
- d) To have in place procedures for identifying and reporting cases, or suspected cases, of abuse
- e) To support students who may have been abused.

The College addresses its commitment to these principles through:

Prevention: ensuring all reasonable measures are taken to minimise the risks of harm to students' welfare. These include:

- a) Ensuring, through training, that all teaching and non-teaching staff, Homestays and Residential Supervisors are aware of and committed to this policy and the policies and procedures for Child Protection, Health & Safety, Anti-Bullying, Behaviour, Safer Recruitment, Cyber-bullying and Prevent duty.
- b) Establishing a positive, supportive and secure environment in which students can learn and develop, where they have a sense of being valued, are encouraged to talk, and are listened to and respected.
- c) Including in the curriculum and through the Personal Tutor programme and College led activities and opportunities which equip students with the skills they need to stay safe from abuse and radicalization which help them develop resilience and the skills and understanding to flourish throughout their lives.
- d) Ensuring that students know that there are adults in the College whom they can approach if they are worried
- e) Developing and implementing a rigorous Health and Safety policy, in College and when planning visits or trips
- f) Operating safe recruitment procedures, including DBS checks and compliance with Independent School Standards Regulations
- g) Displaying appropriate posters that detail contact numbers of people to whom students can speak when they need support, including external help-lines

Welcoming visitors in a safe and secure manner

Protection: ensuring that the College acts in co-operation with other agencies to protect and support students who have been abused. This includes:

- a) Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- b) Ensuring all appropriate actions are taken to address concerns about the welfare of a student or students, working to agreed local policies and procedures in full partnership with other local agencies especially the Police and the Oxfordshire Safeguarding Children Board, LADO, MASH and Social Services.
- c) Immediately contacting one or more of these agencies if concerns arise about students, and involving students and their parents/guardians/agents if it's appropriate.
- d) Removing a student from any potential danger immediately. EG in the case of an allegation being made against a homestay the student will be removed to a place of safety immediately, and where the allegation is made against a Residence Supervisor (RS) the RS will be removed immediately. The Lead Designated Officer will contact the LADO and, in the case of a RS the servicing company, Hyline immediately and inform the Principal. Students will not be placed with the homestay again until and unless the Police and Local Authority have concluded their investigation and the homestay has been cleared of all allegations.
- e) Monitoring students known or thought to be at risk of harm, assessing their needs and providing suitable programmes of support for those students
- f) Supporting any student who has been abused in accordance with his/her agreed Child Protection plan, and all vulnerable students through the College Child Protection, Behaviour and Anti-bullying policies.

Caring for students

Students meet their Personal Tutor on a weekly basis; the Personal Tutor is able to provide support, help and advice.

Subject tutors work closely with students and are available throughout the term to provide advice, support and guidance.

The Principal, the Student Services Director, Academic Director, the Personal Tutor Co-ordinator and the Accommodation and Welfare Officer work closely together and are available to speak to any student seeking help. The 'open door' policy aims to ensure that students feel that they can approach any member of staff when there are issues that are causing them concern.

Students living away from home are required to register with a local GP practice when they arrive. Many members of staff are First Aid trained. Through close liaison with parents, guardians, host families, Residence Supervisors and the medical services, the College provides care and support for students if they have a particular medical condition such as asthma or epilepsy, or if they have family concerns.

The College welcomes students from all over the world. IELTS English classes and academic English support are provided to enable those for whom English is not a native language to make excellent progress, whatever their background.

The College provides support if students have specific learning difficulties or special educational needs, and arranges full access arrangements for academic examinations. The SEND Coordinator works closely with the Principal to ensure that

the needs of students with specific learning difficulties are met and that these needs are communicated to subject tutors.

Safeguard team:

Lead designated officer **Carole Nyssen (Ground floor KES)**

Deputy designated officer **Angela Salter (First floor KES)**

Designated officer **Jenny Ballam (second floor KES)**

Designated officer **Rupert Gill (Ground floor KES)**