



# **Safeguarding and Child Protection Policy**

<b>This policy applies to :</b>	All staff, All students
<b>Author/Department:</b>	Assistant Principal (Student Services)
<b>Area/Person responsible:</b>	Assistant Principal (Student Services)
<b>Date approved:</b>	May 2019
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<b>Date of most recent review:</b>	
<b>Changes made:</b>	

### The Equality Act 2010: The Equality Duty

The Trust has a duty to consider the needs of all individuals in our day-to-day work – in shaping policy, in delivering services and in relation to our employees. The Equality Duty has three aims, which require the College to have due regard to the need to:

Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;  
 Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and  
 Foster good relations between people who share a protected characteristic and people who do not share it.

Does the policy support the aims of the Equality Duty?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
If no, please state which groups may be affected and complete a full equalities impact assessment (guidance and forms available on the intranet)						
Impact Assessment Reference:						

Initial Impact Assessment Completed	
Review of Policy	

Date	
Date	

## Revision History

Version	Date	Changes
Original	May 2019	1. New document

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## 1 Key Contacts

**Principal** – Anton McGrath, [anton.mcgrath@asfc.ac.uk](mailto:anton.mcgrath@asfc.ac.uk)

**Designated Safeguarding Lead** – Chris Cox (Assistant Principal, Student Services) [chris.cox@asfc.ac.uk](mailto:chris.cox@asfc.ac.uk)

**Safeguarding Team** – Anna Harvey, [anna.harvey@asfc.ac.uk](mailto:anna.harvey@asfc.ac.uk); Anita Blank, [anita.blank@asfc.ac.uk](mailto:anita.blank@asfc.ac.uk); Clare Shaw, [clare.shaw@asfc.ac.uk](mailto:clare.shaw@asfc.ac.uk); Jane Martin, [jane.martin@asfc.ac.uk](mailto:jane.martin@asfc.ac.uk)

**Chair of the Stamford Park Trust Board** – Stephen Foote, 0161 330 2330

**Chair of the Ashton Sixth Form College Local Governing Body** – Colin Challenger, 0161 330 2330

**Nominated Governor for Safeguarding and Child Protection** – Kamlesh Rajput, 0161 330 2330

**Local Authority Designated Officer** – Tania Brown, 0161 342 4398, [tania.brown@tameside.gov.uk](mailto:tania.brown@tameside.gov.uk)

**Tameside Children’s Hub** – 0161 342 4101, Out of Hours – 0161 342 2222

Hours - Monday to Wednesday 8.30am to 5.00pm; Thursday 8.30am to 4.30pm; Friday 8.30pm to 4.00pm

**Tameside Safeguarding Adults Team** – 0161 342 5243/5229, [protectadult@tameside.gov.uk](mailto:protectadult@tameside.gov.uk)

**Tameside Adult Social Care Team** – 0161 342 2400, [ACCT@tameside.gov.uk](mailto:ACCT@tameside.gov.uk)

## 2 Policy Statement

### 2.1 Introduction

Safeguarding children and young people is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.

Our students’ welfare is our paramount concern. The board of trustees and local governing body will ensure that our college, and multi-academy trust, will safeguard and promote the welfare of students and work together with other agencies to ensure that we have adequate arrangements to identify, assess and support those young people who are suffering or likely to suffer harm.

Here at Stamford Park Trust and Ashton Sixth Form College we are a community and all those directly connected, staff members, trustees, governors, parents, families and students, have an essential role to play in making it safe and secure.

### 2.2 Our Ethos

We believe that we should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual student.

We recognise the importance of providing an environment within our setting that will help young people feel safe and respected. We recognise the importance of enabling young people to talk openly and to feel confident that they will be listened to.

We recognise that all adults within our trust, including permanent and temporary staff, volunteers, visitors, trustees and governors, have a full and active part to play in protecting our students from harm.

We will work with parents to build an understanding of our responsibilities to ensure the welfare of all young people, including the need for referrals to other agencies in some situations.

### 2.3 Scope

In line with the law, this policy defines a child as anyone under the age of 18 years. This policy applies to all members of staff in our setting, including all permanent, temporary and support staff, trustees, governors, volunteers, contractors and external service or activity providers.

While there are specific legal requirements relating to the welfare and protection of children, the trust is strongly committed to safeguarding the whole college community – children, young people, adult learners and staff against harm, abuse and bullying/harassment. We will therefore actively promote the well-being of all and ensure that this is central to our planning, decision-making and day-to-day practice. With regard to adult (19-plus) learners, we are aware that some of these may come within the category of ‘vulnerable adults’ and we will take every step to ensure these students are fully supported and carefully monitored in terms of their progress and well-being.

### 2.4 Definition

For the purpose of this policy, the trust will define safeguarding and child protection as:

- Protecting young people from maltreatment
- Preventing the impairment of young people’s health or development
- Ensuring that young people grow up and develop in circumstances consistent with the provision of safe and effective care
- Taking action to enable all young people to have the best outcomes.

### 2.5 Our Commitments

In order to ensure that we fulfil our safeguarding and child protection responsibilities, we will:

- Promote the safety and best interests of students at all times.
- Ensure that all staff who work at the College, whether paid or unpaid (including those from other agencies such as Positive Steps and Tameside Sensory Support Services) and all trustees and governors have been subject to a DBS check.
- Ensure policies and procedures are clear, up to date and available to all College staff as part of the Staff Handbook.
- Fully train all new staff in Safeguarding matters and ensure that this training is updated every two years.
- Ensure that all students undertaking work placements which put them into contact with children undergo a DBS check.
- Ensure that all work placements organised by College have been risk assessed for safety and suitability.
- Ensure that staff dealing with students on a pastoral level (e.g. Senior Tutors) receive more extensive training in Child Protection and have the opportunity to achieve an externally awarded qualification.
- Always have a nominated member of the Senior Leadership Team, designated members of staff (Safeguarding Team) and a governor on the local governing body taking responsibility for Safeguarding and Child Protection.
- Ensure that all trips and visits comply with safeguarding guidelines (see trips and visits policy).
- Liaise closely with the Local Authority, TSCP and other external agencies to develop best practice.
- Maintain thorough Child Protection records, documenting all reported cases, referrals and the response, records of staff, trustee and governor training, minutes of any relevant meetings and contact numbers.

## 2.6 Legal Framework

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

### Legislation

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Education (Health Standards) (England) Regulations 2003
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- The Children and Families Act 2014
- The Sexual Offences Act 2003
- Children and Social Care Act 2017
- General Data Protection Regulations May 2018
- Data Protection Act 2018

### Statutory Guidance

- DfE (2018) Working Together to Safeguard Children
- DfE (2018) Keeping Children Safe in Education
- DfE (2015) What to do if you're worried a child is being abused
- DfE (2018) Information Sharing for Safeguarding Practitioners
- DfE (2018) Disqualification under the Childcare Act 2006
- DfE (2015) The Prevent Duty: Departmental advice for schools and childcare providers

### Local Guidance

- Tameside Safeguarding Children Partnership – Thresholds for Assessment and the Continuum of Need Guidance
- Tameside Safeguarding Children Partnership – Tameside Children's Needs Framework
- Greater Manchester Safeguarding Partnership guidance.

## 3 Roles and Responsibilities

### 3.1 Designated Safeguarding Lead

The lead person with overall responsibility for child protection and safeguarding is the Designated Safeguarding Lead, **Christopher Cox, Assistant Principal – Student Services**. The other members of the Safeguarding Team are:

- Clare Shaw, College Counsellor
- Anna Harvey, Senior Tutor Manager
- Anita Blank, Senior Tutor Manager
- Jane Martin, Inclusive Learning Manager

In the absence of the named DSL, this role and associated responsibilities will be carried out by **Lisa Richards, Deputy Principal**.

The DSL and other members of the safeguarding team are most likely to have a complete safeguarding picture and be the most appropriate people to advise on safeguarding concerns.

The role of the DSL includes:

Managing referrals – the DSL will:

- Refer all cases of suspected abuse to Tameside Children’s Hub and to the police if a crime may have been committed, either personally or delegate to an appropriate member of staff;
- Liaise with the Principal about safeguarding issues relating to individual young people, especially ongoing enquiries under section 47 of the Children Act 1989;
- Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding;
- If early help is appropriate, generally lead on liaising with other agencies and set up an interagency assessment if necessary. They will monitor any cases referred to early help and consider referral to children’s services where the situation does not improve;
- Refer cases to the Channel programme where there is a radicalisation concern.

Record Keeping – the DSL will:

- Ensure a stand-alone file is created as necessary for young people with safeguarding concerns;
- Maintain a chronology of significant incidents for each young person with safeguarding concerns;
- Ensure such records are kept confidentially and securely and separate from the young person’s educational record;
- Ensure that, where a young person leaves our educational establishment and moves to a new provider, contact is made with the new provider and the child protection file is forwarded in an appropriately agreed manner. Evidence will be retained to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving establishment and/or evidence of recorded delivery. Consideration will be given as to whether it will be appropriate to share any information with the new establishment in advance of the young person leaving.

Interagency Working and Information Sharing – the DSL will:

- Cooperate with Children’s Social Care for enquiries under section 47 of the Children Act 1989;
- Attend, or ensure other relevant staff members attend, child protection conferences, core group meetings and other multi-agency meetings, as required;
- Liaise with other agencies working with the child, share information as appropriate and contribute to assessments.

Child Protection and Safeguarding Training – the DSL will:

- Undertake appropriate training, updated every three years, and update knowledge and skills at least annually in order to:
  - Be able to recognise signs of abuse and how to respond to them, including special circumstances such as child sexual exploitation, female genital mutilation, fabricated or induced illness;
  - Be aware of responsibilities under the Prevent duty;
  - Understand the assessment process for providing early help and intervention, e.g. the Tameside Safeguarding Children Continuum of Need guidance and tools and the early help planning processes;
  - Have a working knowledge of how the local authority conducts initial and review child protection case conferences and contribute effectively to these; and
  - Be alert to the specific needs of children in need (as specified in section 17 of the Children Act 1989), those with special educational needs, pregnant teenagers and young carers.
- Ensure each member of staff has access to and understands the trust’s safeguarding and child protection policy and procedures, including providing induction on these matters to new staff members;



- Organise whole college child protection training for all staff members regularly, and provide updates at least annually. Ensure staff members who miss the training receive it by other means as appropriate;
- Ensure the college allocates time and resources every year for relevant staff members to attend training;
- Encourage a culture of listening to young people and taking account of their wishes and feelings in any action the college takes to protect them;
- Maintain accurate records of staff induction and training.

Awareness Raising – the DSL will:

- Review the safeguarding and child protection policy and procedures annually and liaise with the college's local governing body and the board of trustees to update and implement them;
- Make the safeguarding and child protection policy and procedures available publically and raise awareness of parents, carers and young people that referrals about suspected abuse may be made and the role of the college in any investigations that ensue;
- Provide updates to the college and board of trustees on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews, at least annually.

Quality Assurance – the DSL will:

- Monitor the implementation of and compliance with policy and procedures, including periodic audits of child protection and welfare concerns files (at a minimum of once a year);
- Complete an audit of the college's safeguarding arrangements at frequencies specified by the Tameside Safeguarding Children Partnership;
- Provide regular reports to the governing body detailing changes and reviews to policy, training undertaken by staff members and the number of young people with child protection plans and other relevant data;
- Take lead responsibility for remedying any deficiencies and weaknesses identified in child protection arrangements.

Looked After Children – the DSL will:

- Take responsibility for promoting the educational achievement of Looked After Children;
- Work with the local authority and other relevant agencies to discuss how available funding can be best used to support the progress of young people classed as Looked After and meet the needs identified in the young person's personal education plan;
- Promote the educational achievements of those who have left care, i.e. been adopted, special guardianship etc.

### 3.2 Nominated Governor for Safeguarding

The nominated governor responsible for safeguarding is **Kamlesh Rajput**. They will liaise with the college's designated safeguarding lead.

### 3.3 Principal

The principal, Anton McGrath, will ensure that the policies and procedures adopted by the governing body are fully implemented and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities.

### 3.4 Board of Trustees and Local Governing Body

The board of trustees and local governing body are collectively responsible for ensuring that safeguarding arrangements are fully embedded within the College's ethos and reflected in day-to-day practice. They are responsible for ensuring that the Designated Safeguarding Lead is an appropriate member of staff from the College leadership team.

### 3.5 All Staff

All staff members, trustees, governors, volunteers and external providers know how to recognise signs and symptoms of abuse, how to respond to young people who disclose abuse and what to do if they are concerned about a young person. Staff know that if they have any concerns about a young person's welfare they should act on them immediately. All staff are aware of the process for making referrals to children's social care and that statutory assessments under section 17 (children in need) and section 47 (a child suffering harm, or likely to suffer significant harm) may follow a referral along with the role they might be expected to play in such assessments.

## 4 Supporting Children and Young People

We recognise that young people who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and some sense of blame. Our college may be the only stable, secure and predictable element in their lives.

We accept that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We will support all students by:

- Ensuring the content of the curriculum includes social and emotional aspects of learning;
- Ensuring a comprehensive curriculum response to e-safety, enabling young people and parents to learn about the risks of new technologies and social media and to use these responsibly;
- Covering relevant issues through relationships education and relationships and sex education or through PSHE (personal, social, health and economic education);
- Ensuring that child protection is included in the curriculum to help young people stay safe, recognise when they do not feel safe and identify who they might or can talk to;
- Providing students with a number of appropriate adults to approach if they are in difficulties;
- Supporting the young person's development in ways that will foster security, confidence and independence;
- Encouraging development of self-esteem and self-assertiveness while not condoning aggression or bullying;
- Ensuring repeated hate incidents, e.g. racist, homophobic or gender- or disability-based bullying, are considered under child protection procedures;
- Liaising and working together with other support services and those agencies involved in safeguarding children;
- Monitoring young people who have been identified as having welfare or protection concerns and providing appropriate support;
- Ensuring that staff are aware of the early help process, and understand their role in it, including acting as the lead professional where appropriate;
- Ensuring that all staff understand the additional safeguarding issues of young people with special educational needs and disabilities and how to address them;
- Monitoring attendance patterns and reviewing and responding to them as part of welfare and protection procedures; and
- Taking young people's wishes and feelings into account when determining what action to take and what services to provide.

## 5 Supporting HE and Adult Learners

The College uses the term “HE and Adult Learner” to refer to students who are enrolled on one of the College’s HE and Adult courses, and who is over the age of 18. Students who are over 18 but who are enrolled on a 16-19 course will fall under the policy and procedures applied to full time 16-19 students, as will part time learners aged 16-19 who are enrolled on part time adult learning courses.

More information regarding the support available to HE and Adult learners is available in section B of the full college Safeguarding and Child Protection Policy and Procedures.

## 5.1 Safeguarding Vulnerable Adults

A vulnerable adult is defined by Thameside Safeguarding Adults Partnership as someone who is over 18 years of age and in receipt or need of community care services in order to maintain their independence.

Adult students are able to disclose information about their circumstances at enrolment, induction and during their programme of study.

All staff working with HE and Adult learners receive safeguarding training as part of the College’s training programme. Some team members also attend training on vulnerable adults where necessary.

Any member of staff who becomes aware of a situation should act. Staff can report their concerns to the DSL in college and/or contact Thameside Adult Safeguarding Team or, if applicable, Thameside Adult Social Care Team to report concerns or for more information. This can be done in complete confidence.

The wishes of the adult who is thought to be, or who reports that they are, at risk will be fully respected.

The DSL will liaise with all parties concerned to ensure the matter is responded to within the framework of Thameside Safeguarding Adults guidance and policies.

## 5.2 Safeguarding Non-Vulnerable Adults

If a member of staff suspects that an adult student who is not deemed to be ‘vulnerable’ under the definition provided is the subject of abuse, the full range of appropriate College support services should be offered. Where there is a suspicion that the abuse may involve criminal activity, this should be recorded, and with consent (or without, if danger level is deemed to be high – as long as the person is informed), this can be referred to the DSL and external referrals can be made.

**It should be remembered that adults who are possibly experiencing abuse may live with younger siblings or have children of their own. The risk to these children should be considered. Actions taken by a member of staff should be appropriate and proportionate.**

## 6 Record Keeping

All child protection and welfare concerns, discussions and decisions made will be recorded in writing and kept in a confidential file and stored securely.

If a young person about whom there have been concerns transfers to another educational establishment, all appropriate information, including child protection and welfare concerns, will be forwarded under confidential cover to the young person’s new educational establishment as a matter of priority.

## 7 Safer Workforce and Managing Concerns About or Allegations Against Staff and Volunteers

All staff will be subjected to safeguarding checks in line with the statutory guidance *Keeping Children Safe in Education: Statutory Guidance for Educational Establishments and Colleges, September 2018*.

We will ensure that agencies and third parties supplying staff provide us evidence that they have made the appropriate level of safeguarding checks on individuals working in our college. We will also ensure that any agency worker presenting for work is the same person on whom the checks have been made.

Every job description and person specification will have a clear statement about the safeguarding responsibilities of the post holder.

We will ensure that at least one member of every interview panel who conducts an interview has completed safer recruitment training.

We have a procedure in place to handle allegations against members of staff and volunteers in line with *Keeping Children Safe in Education: Statutory Guidance for Educational Establishments and Colleges, September 2018*. In accordance with local guidance, we adhere to Greater Manchester safeguarding procedures – *Managing Allegations Against Staff* guidance and *Safer Recruitment*.

Any allegation made against a staff member or concern raised about a member of staff, volunteer or visitor will be dealt with by the principal. In the case of allegations made against the principal, the case manager will be the chair of the Stamford Park Trust. The procedure for managing allegations is detailed in Section B of our document *Safeguarding and Child Protection Policy and Procedures*.

## 8 Staff Induction, Training and Development

All new members of staff, including newly-qualified teachers and support staff, will be given induction that includes basic child protection training on how to recognise signs of abuse, how to respond to any concerns, e-safety and familiarisation with the safeguarding and child protection policy, staff code of conduct, *Keeping Children Safe in Education: Statutory Guidelines for Educational Establishments and Colleges, Part One*, and Annex A Further Information September 2018, and other related policies. We will ensure that staff understand the difference between a safeguarding concern and a child in immediate danger or at risk of significant harm.

The DSL will undergo updated child protection training every two years. In addition to this, their knowledge and skills should be updated regularly, and at least annually, to keep up with developments relevant to the role.

All staff members of the college will receive appropriate safeguarding and child protection training (whole-college training) which is regularly updated. The DSL will provide briefings to the college on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews as required, but at least annually.

The Board of Trustees will also receive relevant training, updated every two years.

The college will maintain accurate records of staff induction and training.

## 9 Confidentiality, Consent and Information Sharing

We recognise that all matters relating to child protection are confidential.

The principal, DSL or other nominated members of the safeguarding team will disclose any information about a student to other members of staff on a need-to-know basis, and in the best interests of the young person.

All staff members must be aware that they cannot promise a young person to keep secrets which might compromise the young person's safety or wellbeing.

All staff members who come into contact with children and young people will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote young people's welfare.

We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent. This is covered in greater detail in Section B of our document, *Safeguarding and Child Protection Policy and Procedures*.

## 10 Inter-Agency Working

We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the police and Children's social care.

We will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups, to consider individual children/young people.

We will participate in serious case reviews, other reviews and file audits as and when required to do so by the Tameside Safeguarding Children Partnership.

## 11 Contractors, Service and Activity Providers and Work Placement Providers

We will ensure that contractors and providers are aware of our college's safeguarding and child protection policy and procedures. We will require that employees and volunteers provided by these organisations use our procedure to report concerns.

We will seek assurance that employees and volunteers provided by these organisations and working with our students have been subjected to the appropriate level of safeguarding check in line with *Keeping Children Safe in Education: Statutory Guidance for Educational Establishments and Colleges, September 2018*. If assurance is not obtained, permission to work with our students or use our college premises may be refused.

When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.

## 12 Whistleblowing and Complaints

We recognise that young people cannot be expected to raise concerns in an environment where staff members fail to do so.

We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they will speak with the principal, the chair of the governing body or with the Local Authority Designated Officer. Should staff not feel able to raise concerns, they can call the NSPCC whistleblowing helpline on 0800 028 0285.

We have a clear reporting procedure for young people, parents and other people to report concerns or complaints, including abusive or poor practice.

We will actively seek the views of young people, parents, carers and staff members on our child protection arrangements through surveys, questionnaires and other means.

### 13 Site Security

All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.

We check the identity of all visitors and volunteers coming into the college. Visitors are expected to be signed in and out through the Reception and to display the appropriate visitor's badge while on college premises. Any individual who is not known or identifiable will be challenged for clarification and reassurance.

The college will not accept the behaviour of any individual, parent or anyone else, that threatens college security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in the decision to refuse the person access to the college site.

### 14 Quality Assurance

We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of safeguarding files and records by the DSL.

We will complete an audit of the college's safeguarding arrangements at frequencies specified by the Tameside Safeguarding Children Partnership.

The College's senior management and local governing body will ensure that action is taken to remedy without delay any deficiencies and weaknesses identified in child protection arrangements.

### 15 Policy Review

This policy and the procedures will be reviewed every academic year. All other linked policies will be reviewed in line with the policy review cycle.

The DSL will ensure that staff members are made aware of any amendments to policies and procedures.

## 16 Related College Policies

The following policies and procedures are relevant for the child protection and safeguarding policy and procedure.

- Code of Conduct (Staff)
- Compliments and Complaints Policy
- Data Protection Policy
- Educational Trips and Visits Policy and Guidance
- Equality Scheme and Objectives
- Fitness to Study Policy
- Health and Safety Policy and Procedures
- Inclusive Learning Policy
- PREVENT Strategy
- Recruitment and Selection Policy and Procedures
- Risk Management Policy
- Safeguarding and Child Protection Policy and Procedures
- Security Policy
- Staff Acceptable Use Policy (ICT)
- Student Acceptable Use Policy (ICT)
- Student Handbook, including:
  - Support Services
  - Attendance & Punctuality
  - Progression
  - Student Engagement
  - Parental Engagement
  - Student Conduct Policy and Procedures
- Teachers' Standards, Department of Education guidance available on gov.uk website
- Whistleblowing Policy