How To
Write a Safeguarding Policy

Contents

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Key information

Who this guide is for
This guide is targeted towards international centres who may have to create a safeguarding policy, as it is a requirement that all RSL centres have such a policy in place.

What is safeguarding?
Safeguarding is about preventing abuse and dealing with it effectively when it occurs. It includes:
- Protecting children and vulnerable adults from abuse
- Preventing impairment of health or development
- Ensuring that children and vulnerable adults are in safe circumstances with effective care
- Taking action to enable all children and vulnerable adults to have the best outcomes

Our expectations
We expect our centres to provide an environment that protects children and vulnerable adults, and to have measures in place to prevent abuse and deal with it effectively if it occurs. This includes requirements that:
- Each centre has a safeguarding policy, which is reviewed annually
- Each centre has a designated safeguarding lead
- All staff are provided with appropriate safeguarding training at least annually

Centre requirements

RSL's programmes are regulated in England, Scotland and Wales, where the regulators require all educational establishments to have specific processes, procedures and practices. All international centres are also expected to meet these legislative requirements in order to comply with Ofqual's General Conditions of Recognition (found here: gov.uk/guidance/ofqual-handbook).

Staff responsibilities

All staff have a responsibility to provide a safe environment in which children can learn and should be prepared to identify children who may benefit from support as soon as a problem emerges. This also applies to safeguarding vulnerable adults in education. As part of their induction and duty of care, all staff should understand what to do if:

- A child reports an issue of abuse or neglect
- Any indicators of abuse are identified
- Any indicators of abuse are reported by a third party
- They have any concerns about a child's welfare

Further guidance

We strongly advise you to read around the subject of safeguarding and abuse to ensure you understand how to implement the best strategy/policy for your organisation. A considerable amount of charities provide freely available internet resources. Some resources you may find useful are given in the following table.

Subject	Link
Guidance on the new UK requirements for safeguarding	https://learning.nspcc.org.uk/media/1363/briefing-on-key-updates-to-statutory-guidance-for-schools-in-england-keeping-children-safe-in-education-2018.pdf
Practical resources on safeguarding in different settings	https://learning.nspcc.org.uk/research-resources/?type=4574
Practical resources and advice on mental health issues	https://www.mind.org.uk
Practical resources and advice relating to safeguarding adults	https://www.scie.org.uk/safeguarding/adults

Additional support

Please direct any queries about writing a safeguarding policy to vocational@rslawards.com

How to prepare for writing a safeguarding policy

Collecting information

The following questions can be used as a starting point for collecting as much information as possible to support the development of your safeguarding policy and procedures:

- Will we have adult learners, children or both?
- Are there any voluntary or community agencies involved in the safeguarding/protection of children from abuse in your location? If so, who are they and what do they do? How do they accept referrals?
- Are there any statutory services that deal with the safeguarding/protection of children? If so, who are they and what do they do? How do they accept referrals?
- Is there any legislation around the protection of children in your location? If so, what is it and how does it affect you?
- What involvement do the police have in the protection of children in your location?
- What are the policies in your organisation for:
  - Student behaviour?
  - Whistleblowing?
  - Complaints?
  - Health and Safety?
  - Quality Assurance?
  - Bullying?
  - Online safety?
  - Staff Behaviour?

Background reading: guidance for protecting children

We strongly advise you to read the UK Department for Education's statutory guidance for schools and colleges on safeguarding (https://www.gov.uk/government/publications/keeping-children-safe-in-education--2). In particular, the document *Keeping children safe in education: for school and college staff (part 1)*. While this publication does not provide specific advice for countries outside the UK, it provides a useful background into what requirements will be placed on you in order to obtain centre approval

Background reading: guidance for protecting vulnerable adults

If you are intending to have adult learners, who may be vulnerable, you are advised to review the UK Government guidance for protecting vulnerable adults. Although the following document is aimed at social care provision, it will provide a useful background into the safeguarding of vulnerable adults: *No Secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse* (available from https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care).

Creating a designated safeguarding lead

All potential centres must have a named designated safeguarding lead. This individual must either be from the senior leadership team or be a senior member of staff with appropriate, up-to-date training. The designated safeguarding lead takes lead responsibility for safeguarding and child protection and these duties must be visible in their job description. The designated safeguarding lead must be available all year round. Their role will include:

- Ensuring that all cases of suspected abuse are referred to the appropriate authority
- Liaison with others in the centre to ensure that all the relevant members of the senior team are kept informed
- Ensuring that all staff have undertaken current, relevant training

- Ensuring that the systems/processes etc are adequate to maintain an appropriate audit trail of training, referrals and other actions taken in relation to safeguarding
- Ensuring all policies and procedures are up-to-date, regularly reviewed and communicated to all staff and students
- Providing advice and guidance to all staff on areas of safeguarding and protection of children including online safety

What to include in your safeguarding policy

Safeguarding policy essentials

Your centre's appeals policy must contain the following:

- Purpose and scope of the policy
- Related policies
- Any relevant legal frameworks to which the policy applies
- Statement about the centres safeguarding/child protection strategy
- Identification of the designated safeguarding lead and any other members of staff involved
- Protocols for reporting and/or investigating issues raised by staff or children
- Protocols for maintaining confidentiality
- Protocols, policies, procedures and strategies for prevention
- Training and development strategy for staff
- External support for students and staff

Additional information

Remember to include the information you have collated about local voluntary and statutory services, the police response to child protection. You will also need to ensure that your safeguarding policy is consistent with the other policies you have in place such as codes of conduct for behaviour, bullying policies and whistleblowing.