



Safeguarding Policy

Bright Leaf

Key Person(s)

Academic Coordinator: Sunil K. Saha

Centre Manager: Tariq Ahmad

Administrator: Naureen Karamat

Policy Statement

Bright Leaf Limited is committed to safeguarding and promoting the wellbeing of its students. We fully recognise that it is the responsibility of all staff to ensure that all students are safe and feel safe in the college environment.

This Policy is most significant for teaching staff who are particularly well placed to observe students in relation to signs of abuse, harm and changes in behaviour.

This Policy brings together all of the relevant procedures for safeguarding, and has particular reference to: safe recruitment; reporting safeguarding issues; establishing a safe environment; promoting safeguarding in the curriculum.

Roles and Responsibilities

The college will ensure that all relevant procedures will be followed to:

Ensure there is a designated senior member of staff for safeguarding who has received appropriate training and support for this role. This training will be updated at required intervals. The designated Safeguarding Officer is **Tariq Ahmad, Centre Manager**. The Safeguarding Officer will ensure there is a clearly identifiable, easily accessed, referral process.

Ensure there is a Safeguarding and Student Conduct Coordinator, responsible to the Safeguarding Officer, with clearly defined responsibilities who will provide support to the Safeguarding Officer.

Ensure all members of staff know the names of the Safeguarding Officer and the Safeguarding and Student Conduct Coordinator.

Ensure all members of staff understand their responsibilities in referring any concerns to the Safeguarding and Student Conduct Coordinator.

Ensure all staff receive training to the required level which is updated as required. Records of safeguarding training to be kept by the Safeguarding and Student Conduct Coordinator.

Ensure all relevant Safeguarding procedures are kept up-to-date in line with legislation and DSCB recommendations.

Develop effective links with relevant agencies and cooperate as required with requests.

Attend Safeguarding meetings and Case Conferences.

Keep written records of reported Safeguarding issues.

Ensure all records are kept securely.

Provide a yearly report on safeguarding.

Ethos

Bright Leaf Limited recognises the importance of students feeling safe, and feel they are in an environment to disclose abuse. The college will endeavour to support students by:

Ensuring the content of the curriculum, particularly tutorials include relevant information and content.

Providing a positive secure environment where students feel valued and supported.

Implementing a code of conduct to which students sign up.

Safe Working Practices

Bright Leaf Limited has developed procedures for Codes of Practice for staff to understand and agree in relation to professional conduct with students.

Health and Safety and risk assessments are carried out in lessons and indicated on lesson plans.

Bright Leaf Limited has fully operational Health and Safety Policy and Procedures.

Safeguarding Procedures

Bright Leaf Limited has comprehensive safeguarding procedures based on the requirements of Safeguarding Children.

Record Keeping

All safeguarding records are kept centrally and securely by the Safeguarding and Student Conduct Coordinator. Staff are aware that they must report all safeguarding issues to the Safeguarding and Student Conduct Coordinator.

Allegations against Members of Staff

Bright Leaf Limited recognises that when allegations are made regarding behaviour by staff which may harm a student, clear procedure must be followed.

Working with other Agencies

Bright Leaf Limited recognises the importance of multi-agency working. Whilst the college is not, legally, an investigating agency it is essential that safeguarding issues are adhered through agreed procedures.