

Lowestoft College
Safeguarding Children, Young People and Vulnerable Adults
Policy

What to do if you are worried

In the event of a disclosure to a member of staff the following advice is provided to ensure that College policy and procedures are met:

- Listen carefully and stay calm.
- Do not interview the child, but simply ask 'what happened?' and without pressure, in order to be sure that you understand what the child is telling you.
- Do not put words into the child's mouth or ask 'leading questions'
- Reassure the child that by telling you, they have done the right thing. Do not praise the child for what they have said – this can corrupt evidence.
- Inform the child that you must pass the information on, but that only those that need to know about it will be told.
- Inform them of to whom you will report the matter.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the child said, did and your questions etc.
- Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person.
- Be aware that your role is NOT to investigate – risk of prejudice to future resulting legal action
- If the nominated member of staff or any other person named in this policy, cannot be contacted within 2 hours of the initial concern arising, then the person making the report must notify the matter to Social Care Services: Customer First 08456023023 / 0808 800 4005 – Out of hours number 01473 299669

The nominated member of staff must be informed as soon as possible of the action that has been taken

Lowestoft College nominated Safeguarding contacts:

Vice Principal (Curriculum and Standards) - 01502 525004
Assistant Principal (Quality Improvement and Learner Services) - 01502 525013
Director 14-19 Curriculum (North Suffolk Skills Centre) - 01502 718075
Head of Higher Education and Lifelong Learning - 01502 525091
Head of Learner Services - 01502 525118
Health and Safety Manager - 01502 525051
Schools Co-ordinator - 01502 525150
Nursery Managers College site - 01502 525136
Ladybird Daycare - 01502 532740 extension 3
Head of Human Resources - 01502 525082

- Contact Suffolk Customer First 0800 800 4005
- After 5.20 p.m. or at weekends contact the Emergency Duty Service on 01473 299669
- In an emergency you can telephone 999

Background & General Policy Statement

Lowestoft College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults receiving education and training at the College.

Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18” The governing body recognises that some adults are also vulnerable to abuse and, accordingly, these procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults. Vulnerable adults have the same rights, in law, to special measures as children.

The Corporation is committed to ensuring that the College:

- Provides a safe environment for children and young people to learn in.
- Identifies children and young people who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to see that such children and young people are kept safe, both at home and whilst attending the College.

In pursuit of these aims, the Corporation will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning within the College.
- Aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- The safe recruitment of staff and on-going training.

In developing policies and procedures, the governing body will consult with, and take account of, guidance issued by the Department for Children Schools and Families (DCSF), National Institute of Adult and Continuing Education (NIACE) and other relevant bodies and groups. The procedures have been developed in co-operation with the Suffolk Safeguarding Children Board. And the Adult Safeguarding Board www.suffolkas.org

In recent years there has been increasing concern about the safety and welfare of children, young adults and vulnerable adults. FE settings have traditionally considered the welfare of under-18s as part of their Duty of Care obligations. Whilst there is currently no specific directive relating to FE settings, legal opinion is now that there are a number of statutory and other provisions relating to child safeguarding that could be applied to all FE and HE settings and which, therefore, Lowestoft College would be expected to take into account, including:

- The Education Act (2002) Section 175

- The Children Act (1989 and amendments)
- The Children Act 2004
- Working Together to Safeguard children 2006
- Safeguarding of the Vulnerable Adult guidance 2006
- Safeguarding of Vulnerable Adult Schemes
- 'Aimsafer: A Framework for Safeguarding Children & Young People in Higher Education Institutions'
- The Children Act 1989 states the legal definition of a child is "a person under the age of 18"
- Section 115(4) of the Police Act 1997 states that a person can be considered to be vulnerable if they are:
 - "substantially dependent upon others in performing basic physical functions, or ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, would be incapable of protecting himself from assault or other physical abuse, or there is a potential danger that his will or moral well-being may be subverted or overpowered"*

The College Corporation has nominated a governor with special responsibility for child protection issues. The governor can be contacted via the Clerk to the Corporation.

The Principal and all staff working with children, young adults and vulnerable adults will receive training adequate to familiarise themselves with child protection issues and the professional responsibilities, roles and duties to follow which are outlined within the College policy and procedures. Update training will be required within a three year period, or earlier as need is identified and judged appropriate. A senior member of the College Management Team (Vice Principal (Curriculum & Standards)) will hold overall responsibility for child protection with support from other members of staff with specific safeguarding responsibility. An Annual Safeguarding Report will be presented to the Governing Body by the Vice Principal with details of how duties have been discharged by College staff.

Note: The College Nursery is covered separately by comprehensive child safeguarding policies in accordance with Ofsted requirements.

Safeguarding Principles

Lowestoft College believes that children/young people have rights as individuals and should be treated with dignity and respect.

The College will strive to provide a safe environment for all learners in its care while they are on site studying at the College, visiting the College or participating in wider College activities.

This policy and the procedures are based on the following principles:

- The welfare of children, young people and vulnerable adults is of primary concern
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identify have the right to safeguarding from abuse
- It is everyone's responsibility to report any concerns about abuse to one of the nominated Safeguarding contacts identified within this document, and the

responsibility of the Social Services Department and the Police to conduct, where appropriate a joint investigation

- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998

Definition of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes him harm, endangers life or violates their rights

Abuse may be:

Physical - Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

Sexual - Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued

Financial or material – stealing or denying access to money or possessions

Neglect - Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background

Emotional Abuse - Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self worth. Some level of emotional abuse is present in all forms of abuse.

On-line Abuse / E-safety - While the use of ICT, the internet, mobile phones etc provide ever increasing opportunities for young people to expand their knowledge and skills, such technology may sometimes expose young people to the risk of harm. This includes accessing internet sites which contain unsuitable material and adults preparing a young person to be abused using chat rooms, social networking sites and mobile phones (grooming). The College will ensure that students have access to guidance on safe practice in order to protect them against these risks.

Responsibility

All College staff and students are required to take shared responsibility for the safeguarding and safety of any children young people and vulnerable adults on or off campus. They must be aware of and abide by the College's Code of Good Practice.

All College staff are in a position of trust, in particular those staff who teach, support, guide or in any way interact with students, young people and vulnerable adults visiting the College.

The Principal has responsibility for the oversight of the College's Safeguarding Children, Young People and Vulnerable Adults Policy with delegated responsibility to relevant members of staff. The Principal has nominated the Vice Principal (Curriculum & Standards) as the senior member of staff responsible for child and vulnerable adult safeguarding issues within the College (the Child and Vulnerable Adult Safeguarding Officer (CVAO)) who will liaise directly with the Principal as deemed necessary. Additionally, the Vice Principal will ensure that arrangements are in place for the following specific areas:

- Liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for these pupils.
- Liaising with employers and training organisations that receive children, vulnerable adults or young people from the College on long term placements to ensure that appropriate safeguards are put in place whilst off site on work experience/placements in the workplace.
- Liaising with other organisations and designated individuals that are involved with the student outside the College.

The College expects all parents, carers and volunteers to abide by the college's Volunteering Policy.

The college has other named individual's who staff may contact if they have any concerns relating to any student.

Lowestoft College nominated Safeguarding contacts:

Talk to the designated Safeguarding person in your workplace

Vice Principal (Curriculum and Standards) - 01502 525004
Assistant Principal (Quality Improvement and Learner Services) - 01502 525013
Director 14-19 Curriculum (North Suffolk Skills Centre) - 01502 718075
Head of Higher Education and Lifelong Learning - 01502 525091
Head of Learner Services - 01502 525118
Health and Safety Manager - 01502 525051
Schools Co-ordinator - 01502 525150
Nursery Managers College site - 01502 525136
Ladybird Daycare - 01502 532740 extension 3
Head of Human Resources - 01502 525082

Responsibilities on the part of the Institution

All College staff are in a position of trust, in particular those staff who teach, support, guide or in any way interact with students, children and vulnerable adults. It is incumbent all staff to be aware of this and to act accordingly at all times.

The College already has processes in place to check the suitability of staff and students working directly with children and young people. Some staff across Lowestoft College will be in regular or significant occasional contact with under-18s or vulnerable adults in the course of their teaching or other work. The College is

committed to ensuring that all such staff have satisfactory Criminal Records Bureau (CRB) enhanced checks. The College will additionally ensure that all student helpers, mentors, etc who are in regular or significant occasional contact with under-18s or vulnerable adults must have had a satisfactory enhanced CRB check undertaken by the College before allowing them to work with children or vulnerable adults. A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. Following the full implementation of the Independent Safeguarding Authority the college will require ISA registration as a condition of employment. All staff or student helpers still employed to look after children must report any subsequent criminal convictions to the Head of Human Resources. Failure to do so will result in disciplinary action being taken.

Where the college is operating in partnerships, perhaps offsite, and "partner" employees come into contact with Lowestoft College students the college will seek assurance that their employees will have been through the same pre-employment checks expected of Lowestoft College staff.

In respect of "contractors" who are on the college premises to undertake emergency repairs the area will be cordoned off to ensure that no student access can be gained. For contractors who will be on site for a more prolonged time or frequently, and it is known to the college in advance the college will require their employer to confirm that a CRB check has been undertaken.

Establishing a Caring Environment

All staff are responsible for making Lowestoft College a safe and caring environment for all including young people and vulnerable adults

A Caring Environment is one in which the health, safety and welfare of young people has been assessed and catered for, in which staff are alive to the possibility of abuse and take measures to prevent that possibility by following sound and known reporting systems for any incident and where staff take reasonable and practical precautions to avoid any suspicions of abuse being brought against them.

Child Safeguarding Procedures

Records will be kept of all incidents and their outcomes (if known following referral to Customer First) and held by the Designated Senior Manager in accordance with the Data Protection Act.

All staff should be aware that in accordance with statutory requirements where child safeguarding issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

Vulnerable Adults

Within the FE context there are not the same statutory provisions which can be easily adopted with regard to vulnerable adults. However, the same principles apply, and the College will adhere to the policy and procedures that Suffolk County Council have in place. Where possible Lowestoft College will identify vulnerable adults and ensure that there are appropriate support measures in place. Any member of staff across Lowestoft College with concerns regarding an adult student whom they believe or know to be vulnerable must contact one of the Safeguarding contacts.

The role of a Designated Safeguarding Contact is:

- To receive information from any staff, volunteers, children, parents or carers who have child safeguarding concerns and record it
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate
- Consult with Customer First to test out any doubts or uncertainty
- Make a formal referral to Customer First or the police
- To record statements from any member of staff who feels that a young person has indulged in inappropriate behaviour or made sexually suggestive comments or approaches.

Reporting and Monitoring Procedures

All members of staff working closely with children, or vulnerable adults, need to be alert to possibilities of abuse and any concerns about the behaviour of any adult with respect to that child should be reported to one of the Safeguarding contacts who will decide what further action to take.

It is the duty of staff to inform, NOT to investigate – this is the role of the Police and Social Services.

If staff, in the course of their work at Lowestoft College, have a safeguarding issue brought to their notice, this must be treated as a priority over all other work.

(Guidance with regard to a specific incident must be obtained from one of the Designated Safeguarding Contacts)

An oral, and then written report should be provided to the Safeguarding contact dealing with the matter who will keep a confidential record of any such incidents.

Allegations of abuse or inappropriate behaviour involving staff

Allegations involving a member of staff and a person under-18 or a vulnerable adult should be reported to the Head of Human Resources and the Senior Manager designated for Safeguarding matters. Consideration will be given as to whether the situation falls within the definition of abuse.

Reporting and Dealing with Allegations of Abuse against Members of Staff

These procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

Introduction

In rare instances, staff within education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and, investigations are thorough and not subject to delay.

The College recognises that the Children Act 1989/Education Act 2002 states that the welfare of the child is the paramount concern. The governing body of an institution within the further education sector shall make arrangements for ensuring that their functions relating to the conduct of the institution are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the institution (s.175(3)). It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

Receiving an Allegation from a Child, Young Person or a Vulnerable Adult

A member of staff who receives an allegation about another member of staff from a child should immediately contact the Head of Human Resources or the Senior Manager with responsibility for Safeguarding matters. Written details of the allegation will be obtained from the person who received it and signed and dated. Known Information including times, dates, locations and names of potential witnesses will be recorded.

Initial Assessment by the Principal (or Senior Manager)

The Principal (or Senior Manager) should make an initial assessment of the allegation, consulting with the Senior Manager with Safeguarding responsibility with Lead Responsibility, the Designated Governor and the Area Child Protection Committee as appropriate. Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to Customer First 08456023023 / 0808 800 4005 - Out of hours number 01473 299669. If it is considered that a potential criminal act has taken place advice will be sought from Customer First.

It is important that the Principal (or Senior Manager) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

Other potential outcomes are:

- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child. The matter should be addressed in accordance with the College disciplinary procedures.
- The allegation can be shown to be false because the facts alleged could not possibly be true.

Enquiries and Investigations

Child protection enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the College to act in a particular way; however, the College should assist the agencies with their enquiries.

The College shall hold in abeyance its internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.

If there is an investigation by an external agency, for example the police, the Principal (or Senior Person) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or designated person) is responsible for ensuring that the College gives every assistance with the agency's enquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Principal (or Senior Manager) shall advise the member of staff that he/she should consult with a representative, for example, a trade union.

Subject to objections from the police or other investigating agency, the Principal (or Senior Manager) shall:

- Inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
- Ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve.
- Inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.
- Inform the Chair of Governors and/or the designated governor of the allegation and the investigation.

The Principal (or Senior Manager) shall keep a written record of the action taken in connection with the allegation.

Suspension of Staff

Suspension should not be automatic. In respect of staff other than the Principal, suspension can only be carried out by a Senior Postholder. In respect of the Principal, suspension can only be carried out by the Chair of Governors (or in his/her absence, the deputy chair).

Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary, act and shall be on full pay. Consideration should be given to alternatives: eg paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

Suspension should only occur for a good reason. For example:

- Where a child, young person or vulnerable adult is at risk.
- Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
- Where necessary for the good and efficient conduct of the investigation.

If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.

Prior to making the decision to suspend, the Principal / Senior Postholder (or Chair or vice chair of Corporation) should interview the member of staff. This should occur with the approval of the appropriate agency from the ACPC. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted.

The member of staff should be advised to seek the advice and/or assistance of his/her trade union and should be informed that they have the right to be accompanied by a workplace friend or a trade union representative. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.

During the interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief. Any meeting of this nature will entitle the employee to representation.

If the Principal / Senior Postholder (or Chair / Vice Chair of Corporation) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within one working day.

Where a member of staff is suspended, the Principal / Senior Postholder (or Chair / Vice Chair of Governors) should address the following issues:

- The Chair of Governors should be informed of the suspension in writing.

- The parents/carers of the child making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension
- Senior staff who need to know of the reason for the suspension should be informed.
- Depending on the nature of the allegation, the Principal / Senior Postholder should consider with the nominated Governor whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity

The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The ACPC and external investigating authorities should be consulted.

The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.

The suspension should remain under review in accordance with the College disciplinary procedures.

The Disciplinary Investigation

The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures.

The member of staff should be informed of:

- The disciplinary charge against him/her.
- His/her entitlement to be accompanied or represented by a trade union representative or friend.

Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.

The complainant making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).

The Principal (or Senior Manager) should give consideration to what information should be made available to the general population of the College.

Allegations without foundation

Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the Area Child Protection Committee in order that other agencies may act upon the information.

In consultation with the designated senior member of staff and/or the designated Governor, the Principal shall:

- Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling/support.
- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
- Where the allegation was made by a child other than the alleged victim, consideration to be given to informing the parents/carers of that child.
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

Records

It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome (if known) and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.

If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Independent Safeguarding Authority (ISA)

Monitoring Effectiveness

Where an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which should be drawn to the attention of the ACPC. Consideration should also be given to the training needs of staff.

Training

In accordance with good practice Lowestoft College will ensure that all staff receive appropriate training.

The following topics will be covered:

- Welfare, Health and safety issues
- Handling a disclosure
- Reporting an allegation
- Confidentiality
- Code of Practice and Code of Behaviour

The College will also provide information to raise awareness to ensure that all staff understand what to do if a student or visitor covered by this policy discloses abuse or any other safeguarding issue to a member of the College staff.

Relationships with young people aged 16-18

For information, it should be noted that whilst a young person can consent to sexual activity once they reach the age of 16, the Sexual Offences (Amendment) Act 2000 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust.

Media Relations

For any Lowestoft College activity involving young people, parents or guardians must be given the opportunity to refuse permission for photographs, videos or other images to be made of their children and for the children to be interviewed by press, broadcasters or other media.

Welfare, Health and Safety

All users of Lowestoft College services must be made aware of the Welfare, Health and Safety requirements and be prepared to abide by them.

Code of Conduct for Staff

All staff must be familiar with the College's Code of Conduct for Staff as which is provided to all staff on appointment and is available on Sharepoint.

Code of Behaviour for Young People

All staff must be familiar with the College's published Code of Behaviour attached. Volunteers participating in Lowestoft College activities must be made aware of the Volunteer Policy.

Data Safeguarding

It is acknowledge that although technically a "child", consent is still required from young people in the same way as for an adult with regard to matters of data protection.

Review

This policy and procedures will be regularly monitored and reviewed, as follows:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults or any changes within Lowestoft College
- Following any issues or concerns raised about the safeguarding of children or vulnerable adults within Lowestoft College
- In all other circumstances, at least annually.

Related College Policies

- Risk Assessment Procedures
- Health and Safety Policy
- Recruitment Policy
- Student and staff policies related to Conduct
- Data Protection
- Whistleblowing Policy
- Equality/DDA Legislation
- Volunteering Policy

Good Practice for Staff, Students and Volunteers

The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of young people and vulnerable adults and also help to protect staff, students and volunteers from any false allegation.

You should **always**:

- Treat all young people and vulnerable with respect and respect their right to personal privacy
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others
- Exercise caution when discussing sensitive issues with children or vulnerable adults
- Exercise caution in initiating any physical contact with a young person or vulnerable adults
- Operate within the guidance offered by this Code
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Keep parents fully informed of all anticipated activities

You should **not**:

- Spend excessive time alone with young people or vulnerable adults away from others
- Take young people or vulnerable adults alone in a car journey, however short
- Take young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a 'joke'
- Enter changing rooms or rooms that are assigned to the opposite sex unless there is an emergency
- Let allegations, over familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded
- Do things of a personal nature that young people or vulnerable adults can do for themselves
- Take photographs, videos or other images of a young person without the express permission of their parents

Student Charter: Code of Behaviour for Young People and Vulnerable Adults

STUDENT CHARTER

Lowestoft College is committed to providing the highest quality service to all students within the limits of college resources. All staff are committed to helping you achieve your full potential in a friendly, caring and supportive environment. To ensure that this happens, it is essential that you know what you can expect from us and what we can expect from you. Your education and training is the result of mutual agreement and obligations, which are listed in this Charter.

What the College offers to you the student

Before you start your course the College offers:

- Impartial treatment, regardless of ability, gender, marital status, age, religion, race, sexual orientation or physical ability
- Impartial advice and guidance about suitable courses
- An interview and an opportunity to attend one of our Open Evenings
- Information about the College's approach to students with learning difficulties or disabilities, with referral as appropriate to external agencies
- Detailed course information covering:
 - Entry requirements
 - Course content and structure
 - Assessment methods
 - Course cost
 - Teaching and learning methods
 - Progression from the course
- Unbiased and impartial selection procedures (Recruiting with Integrity Policy)
- Tours of the College and its facilities
- Accreditation of prior learning where relevant

When you have been accepted on the course, the College offers:

- An induction programme introducing you to the course and the College
- A course handbook which specifies syllabus, work schedules, assessment procedures
- Rooms and facilities appropriate to the course
- Details of disciplinary procedures
- High quality teaching, subject to internal and external inspection
- Written information about the course and this Student Diary containing general information about the College Details of complaints and appeals procedures
- A safe working environment
- A course which fulfils the requirements of the relevant examining bodies
- Teaching and learning appropriate to the course
- Support in your learning as appropriate
- Well prepared learning sessions
- Fair and impartial assessment (see Assessment for Learning Policy)
- Information about grading
- A minimum of four progress reviews for all full time students
- Regular reports to parents or employees as appropriate
- Consideration of the access needs of students with special physical requirements
- Resourcing appropriate to learning needs arising from disability
- Access to specialist counselling and careers guidance
- Consultation by means of student surveys and discussions in Student Forum

- and Student Conferences
- Regular Parents' Evenings for all full-time 16 – 19 year olds

On successful completion of your course, you are entitled to:

- A report on your performance
- Impartial advice on progression from the course
- A reference

What the College expects from you

The College expects that you will:

- Make a full commitment to your course by full attendance, submitting all required work on time and by being punctual for classes
- Take responsibility for organising your learning time effectively
- Take shared responsibility for your own learning
- Observe College regulations e.g. smoking and parking
- Conduct yourself at all times in a way which shows consideration for all the members of the College community and is not detrimental to the reputation of the College
- Observe all appropriate health and safety regulations including the changes to the law with regard to smoking
- Observe the regulations on the use of computer equipment
- Show respect for the College environment and property and encourage others to do the same
- Switch off mobile phones, personal stereos and MP3s during teaching sessions
- Take care of your own property, recognising that the College cannot accept any responsibility for loss or damage which may occur
- Not take employment which interferes with classes and/or required work
- Not behave in a way which is offensive to others, and finally
- Treat everyone with respect

Our Core Values

Lowestoft College has agreed a set of core values, which we believe reflect the kind of institution we wish to be. We hope that you will associate with them and use them as the basis of your interaction in College, with both tutors and your peers.

- Learners come first
- Everyone is welcome
- Our priority is teaching and learning
- We expect the best of ourselves and others
- We will respect everyone as an individual
- We believe we can achieve more by working together