

City & Guilds of London Art School

Art School Safeguarding Policy and Procedures
Version 3.0 (final)

1. Introduction

1.1 Purpose of this Policy

- 1.1.1 This document articulates the Art School's commitment to the welfare of all our students, staff, visitors and guests, and in particular our responsibilities to protect vulnerable people (both children and adults) from any form of abuse during their association with us.
- 1.1.2 This document also details the measures we will take to minimise the risk of abuse or radicalisation of, or perpetrated by, any member of the Art School's community, and the procedures we will follow in the event of abuse or radicalisation being suspected or becoming evident.
- 1.1.3 In making our intentions clear and implementing this Policy in a robust way, we demonstrate our compliance with the provisions of relevant legislation and guidance which are detailed in section 2.1.1 below.

1.2 Scope of the Policy

- 1.2.1 The Policy, with its attendant procedures and guidance applies to all students, staff and Trustees of the Art School, and also to any contractors and volunteers who are carrying out duties on our behalf.
- 1.2.2 The Policy and procedures relate to safeguarding in the following contexts:
- The protection of children/young people from abuse
 - The protection of vulnerable adults from abuse
 - The protection of all students and staff from radicalisation

1.3 Definitions of abuse

- 1.3.1 The following are examples of the types of abuse covered by this Policy; the list is not exhaustive.
- **Physical abuse:** actual or likely physical injury or suffering
 - **Emotional abuse:** actual or likely severe adverse effect on the emotional and behavioural development caused by persistent or severe emotional ill-treatment or rejection
 - **Neglect:** failure to protect a vulnerable person from exposure to danger, or ongoing failure to carry out important aspects of care
 - **Bullying and harassment:** conduct that violates dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment
 - **Sexual abuse:** actual or likely sexual exploitation, particularly where the perpetrator holds a position of influence and/or trust.

- 1.3.2 Any of the above list will be regarded as abuse whether perpetrated in the 'real' world or by the misuse of electronic means of communication such as email, texting, or social media, including image sharing networks, and the internet in general.

1.4 Definition of 'radicalisation'

- 1.4.1 'Radicalisation' is defined by UK Government as the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. The protection and safeguarding of people who are or may be vulnerable to this process is at the core of the 'Prevent' Duty Guidance, under Section 29 of the Counter-Terrorism and Security Act 2015, the provisions of which the Art School, like all other education institutions, must comply.
- 1.4.2 We consider that a deliberate attempt to radicalise an individual towards extremist and violent views is itself a form of abuse which can then fuel further abuses. Since the multi-agency measures introduced by the Government to deal with the threat of radicalisation are similar to those used to tackle other kinds of abuse, our specific commitment to help prevent radicalisation is included within this policy.
- 1.4.3 As with other forms of abuse, 'radicalisation' can occur both by direct contact and via the use and abuse of electronic means of communication such as those listed in 1.3.2 above.

1.5 Definition of 'child' and 'young person'

- 1.5.1 For the purposes of this Policy, the terms 'child' and 'young person' are interchangeable and refer to anyone who has not yet reached their 18th birthday.

1.6 Definition of 'vulnerable adult'

- 1.6.1 For the purposes of this Policy, a 'vulnerable adult' or 'adult at risk' is anyone over the age of 18 who requires or receives health care, personal care, social care, assistance with general household matters or with transport due to their age, an illness, or a mental or other disability, or assistance in their welfare or financial matters, and who is unable to protect him or herself against significant harm, abuse or exploitation, including being drawn into terrorism.

2. Context and compliance

2.1 Relationship to legislation and external guidance

- 2.1.1 Current legislation on child abuse or abuse of vulnerable adults does not specifically apply to higher education institutions. However, it places responsibilities on organisations in general, and would therefore be deemed in law to apply to the Art School. In compiling this policy and associated procedures we have therefore had due regard to provisions in the following legislation:

- The Children Act, 2004 (and later amendments)
- Safeguarding Vulnerable Groups Act, 2006
- Protection of Freedoms Act, 2012
- The Sexual Offences Act, 2003

and have had due regard to the following guidance from UK Government:

- Safeguarding Children: Guidance for English Higher Education Institutions (DIUS, 2007)

- Working Together to Safeguard Children (DfE, 2014)
- 2.1.2 As stated in section 1.4.1 above, the Prevent Duty Guidance for Higher Education Institutions in England and Wales (2015) is statutory guidance specific to HEIs, as is the Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015).
- 2.1.3 This document should be read in conjunction with other Art School policies and guidance:
- Equality & Diversity Policy
 - Protecting Dignity & Respect Policy
 - Admissions Policy and procedures
 - Inclusive Learning & Participation Policy
 - Freedom of Speech & Creative Expression Policy
 - Tutorial Policy
 - Staff Code of Professional Conduct
 - Employee Handbook (contained within the Staff Support & Development Handbook)
- 2.1.4 The following briefing notes/guidance documents [will] have been prepared to assist students and staff in implementing the Policy and Procedures:
- For staff:
- Briefing note 1: Safeguarding and Prevent responsibilities of staff and who to contact
 - Briefing note 2: Reporting concerns or disclosures of abuse
 - Briefing note 3: Reporting concerns or disclosures of radicalisation
- For students:
- Guidance on how to disclose or report concerns about abuse

3. Policy statement

3.1 Principles

- 3.1.1 Throughout their time at the Art School, all students have the right to be protected from abuse of any kind, and to feel and be safe in the activities which they have chosen to undertake. The assertion of these rights is underpinned by our Equality & Diversity and Protecting Dignity & Respect Policies.
- 3.1.2 We acknowledge our responsibility to establish appropriate arrangements for (a) the protection from abuse of children and young people under the age of 18 and of vulnerable adults, and (b) the protection of everyone from the process of 'radicalisation'. Appropriate arrangements include working in partnership with legitimate and appropriate external authorities to implement the measures detailed in the Safeguarding and Prevent legislation and statutory guidance.
- 3.1.3 All Art School staff are in a position of trust and have an individual responsibility to ensure that all students are protected in accordance with the safeguarding and prevent legislation.
- 3.1.4 All suspicions and allegations of abuse, or concerns about possible radicalisation will be taken seriously by the Art School and responded to appropriately; this includes

referral to appropriate external authorities when required by law or deemed necessary.

3.2 Roles and responsibilities

- 3.2.1 Institutional responsibility for the safeguarding of children, young people and vulnerable groups, and for ensuring compliance with the 'Prevent' strategy, lies with the Art School Board of Trustees.
- 3.2.2 The Principal is responsible for implementing this Policy and for leading the Art School on all safeguarding matters; this includes ensuring that safeguarding is discussed openly and resourced adequately.
- 3.2.3 The Vice-Principal, in his capacity as the Art School's Designated Lead on the Prevent Duty, is responsible for matters concerning the prevention of radicalisation, supported by the Head of Student Support and the Academic Registrar.
- 3.2.4 The Head of Student Support is the Art School's Lead Designated Person regarding safeguarding issues; responsibilities include:
- Ensuring that information about safeguarding is readily available to students and colleagues
 - Acting as a source of support, advice and expertise within the Art School
 - Referring cases to the local safeguarding authority or other agencies, including the Police, as appropriate
- 3.2.5 All staff have an individual and collective responsibility to ensure that the culture of the Art School is one of openness and trust, and to do everything possible to minimise the risk of abuse going unnoticed.

3.3 Training

- 3.3.1 The Art School will identify any training needs associated with the above responsibilities and formulate robust plans for its provision.

3.4 Dissemination of safeguarding information

- 3.4.1 Guidance/briefing documents on how to recognise abuse or radicalisation, report concerns, manage disclosure and reduce risk of abuse, are provided for students and staff as ancillary documents to this Policy [to be written].

4. Safeguarding framework for children/young people and vulnerable adults (applicants and students)

4.1 General principles

- 4.1.1 The Art School's educational environment is primarily for the education of adults, and we do not act *in loco parentis* for applicants or students who are under 18; responsibility for their welfare remains with the parent(s) or legal guardian(s).
- 4.1.2 The numbers of students who either enter the Art School under the age of 18 or are classified as vulnerable adults are very small, and the number of staff members and students who regularly work with children in the course of their employment, study,

pastoral duties or volunteering activity is very limited. The Art School therefore wishes to provide a policy framework which is proportionate to a low level of risk of abuse, but which, if invoked, will be flexible and effective.

4.2 Admission of students who are under 18 years

- 4.2.1 In accordance with the Equality Act 2010 and our own Equality & Diversity Policy, we do not operate any age restrictions in relation to admitting students to our programmes, seeking to enable anyone who is able to benefit from higher education study to gain access to it.
- 4.2.2 The Art School's Admissions Policy makes clear our commitment to safeguarding potential students under the age of 18 (section 5.1) and vulnerable adults (section 5.2) during the admissions process. How these commitments are implemented is detailed in the accompanying *Guidance for all staff involved in admissions* [to be written].
- 4.2.3 The Art School's application form requires consent from the parent or guardian of any applicant who will be under 18 at enrolment. Consent is also required by UK Visas and Immigration for any student admitted to the Art School who is 16 or 17 years of age and requires a Tier 4 (General) visa.
- 4.2.4 In the event of an applicant being made an offer who will not be 18 before the end of their first term at the Art School, the relevant Head of Department and the Head of Student Support will carry out a risk assessment of the requirements of the programme of study, to identify any potential issues which may need to be addressed.
- 4.2.5 The applicant's parent(s)/guardian(s) will be invited to a meeting with the relevant Head of Department and the Head of Student Support, to discuss, along with the offer-holder, the extent and limits of support which can be offered by the Art School and the ongoing role of the parent(s)/guardian in being responsible for their child. The parent(s)/guardian(s) written consent will be required that they accept the outcomes of this meeting as a condition of the student taking up her/his place.
- 4.2.6 The Art School Admissions Policy also refers to our procedures for the admission of students with unspent criminal convictions (section 5.3). Our application form requires any such conviction to be declared, and we consider the interests, safety and security in relation to both the Prevent Duty as well as the safeguarding of all members of our community when considering such applications.
- 4.2.7 All applicants with support needs are strongly encouraged to declare such needs on the application form so that they can be provided during the admissions process and put in place on a permanent basis for those who subsequently take up a place at the Art School.

4.3 Enrolled students

- 4.3.1 Most students who under 18 on entry to the Art School reach the age of 18 within one term of their first enrolment. Whilst there will be 'light-touch' monitoring of such students until they reach their 18th birthday, no specific extra measures will normally be put in place unless an issue has been disclosed during the application or enrolment process.

- 4.3.2 If a student is enrolled who is not due to reach 18 until the following calendar year (i.e. after the end of their first term of study), s/he will be assigned a Personal Tutor who has undergone an 'enhanced' Disclosure & Barring Service (DBS) check. The Personal Tutor will meet with the student on a regular basis and provide support as necessary in light of her/his age.
- 4.3.3 The student will also be contacted once each term by the Head of Student Support (who is DBS checked to enhanced level) to ensure that her/his wellbeing is independently checked.
- 4.3.4 In particular circumstances, it may be necessary for other members of staff who will have one-to-one contact with a student under 18 on a regular basis as part of the delivery of her/his programme of study, to be DBS checked. This will be done in consultation of the member(s) of staff concerned.

5. Safeguarding framework for staff and other representatives of the Art School

5.1 General principles

- 5.1.1 All staff and trustees have a duty to keep children, young people and vulnerable adults safe and to protect them from physical and emotional harm. This duty is best exercised through the development of respectful and professional relationships between staff and students and by staff behaviour which demonstrates integrity and good judgement.

5.2 Appointment of staff and volunteers

- 5.2.1 The Art School will ensure that any member of staff who will be undertaking 'regulated activity' with children as part of their duties is required to have an enhanced Disclosure and Barring Service (DBS) check, together with verification of identity using specified documentation, before their appointment to such a role. Regulated activities with children are defined in the Safeguarding Vulnerable Groups Act 2006 as:
- Unsupervised activities with children, specifically teaching, training or instructing; or caring for or supervising children in 'specified places' e.g. schools, care homes. The unsupervised activities must be undertaken regularly (once a week/4 times in 30 days) by the same person
 - Providing advice or guidance on wellbeing
 - Driving a vehicle being used to convey children
- 5.2.2 This requirement also applies to any student over the age of 16 who may undertake 'regulated activity' as part of a voluntary placement, or liaison/outreach work on behalf of the Art School (e.g. s/he may provide instruction on a regular basis in a local school). It is the responsibility of the Art School, i.e. the relevant Head of Department in the case of a placement, or the Principal/Vice-Principal in the case of official outreach work, to assess whether a DBS check is necessary and to ensure that it takes place if so.

5.3 Educational visits, field trips and outreach work

- 5.3.1 The Art School recognises the value of educational visits and field work in enhancing the student experience both within and outside the curriculum of their programme of

study. Such activities are either explicitly timetabled as part of an approved programme or module specification, or are subject to the approval of the relevant Head of Department or a member of the Senior Management Team if organised outside the normal curriculum.

- 5.3.2 Permission is required from the Principal or Vice-Principal for any educational visit or field trip outside the UK.
- 5.3.3 No educational visit or field trip will be given approval without the approver being satisfied that it will be properly planned and supervised, that staff have received appropriate training, and that appropriate risk assessments have been carried out.
- 5.3.4 If the activity is integral to the curriculum, a risk assessment which includes an appraisal of the possible risk of harm to a child/young person or vulnerable adult must be included in the approval documentation for the programme or module concerned.
- 5.3.5 If the visit or field trip is organised outside the normal curriculum, a risk assessment which includes the possible risk of harm to a child/young person or vulnerable adult must be approved as part of the authorisation to go ahead with the activity.
- 5.3.6 In either case, permission in writing to participate in the activity is required from the parent(s) or guardian(s) of a student who is under the age of 18 at the time of the activity.

5.4 Outreach activities

- 5.4.1 This policy and procedures apply to all outreach work conducted by representatives of the Art School, regardless of location, and will apply in addition to any policies of the host venue or organisation.
- 5.4.2 The Art School will work closely with partner organisations to ensure compliance with the safeguarding responsibilities of both or all parties.

6. Best practice for students, staff and all Art School representatives regarding children/young people and vulnerable adults

6.1 Art School expectation of best practice

- 6.1.1 The Art School expects that all students, staff, trustees, contractors and any other people who represent us, will at all times:
 - Act in an exemplary manner towards children/young people and vulnerable adults
 - Take a professional approach to interactions with children/young people and vulnerable adults, both when face to face and when communicating via email or social media
 - Exercise their judgement to protect the interests and welfare of any vulnerable person
 - Challenge any unacceptable behaviour towards vulnerable people, from whatever source
 - Communicate immediately any suspicions of abuse using the Art School's reporting procedures

- 6.1.2 Guidelines for staff on the practical ways in which these principles may be applied are available.

7. Operational procedures

7.1 Dealing with suspicions or allegations of abuse of a child/young person or vulnerable adult

- 7.1.1 Where there is a suspicion of the abuse of a child/young person or vulnerable adult, there are statutory procedures that must be followed in addition to those provided for within the Art School Regulations or our Protecting Dignity & Respect Policy, because of the added legal dimension of the alleged offence.
- 7.1.2 Guidance is provided to staff regarding possible signs that abuse may have taken place. There is no requirement on staff to determine whether there has been abuse, but there is an obligation to report any concerns or suspicions to a Designated Person so that a judgement can be made as to whether the matter should be referred to one or more of the external agencies which deal with safeguarding issues.
- 7.1.3 In addition to self-disclosure of abuse by an individual, any student or member of staff who has concerns or suspicions that a child/young person or vulnerable adult has been abused should report the matter as early as possible either to the relevant Head of Department or the Academic Registrar, who will assist in preparing a record of the report for submission to the Head of Student Support.
- 7.1.4 The Head of Student Support, in her capacity as Lead Designated Person, will decide whether to refer the concerns/allegations to the relevant Local Safeguarding Board, Social Services, and/or the Police.

7.2 Dealing with an allegation of abuse concerning a member of staff or a student volunteer

- 7.2.1 There are statutory procedures for dealing with allegations of abuse by an employee or a volunteer of a child/young person or a members of a vulnerable group; in all cases a referral must be made to the relevant Local Safeguarding Children Board (LSCB) or Local Safeguarding Adults Board (LSAB) as appropriate.
- 7.2.2 In the absence of the Head of Student Support, a referral may be made by the Academic Registrar; in the absence of both, it will be made by the Principal or Vice-Principal.
- 7.2.3 If the allegation concerns behaviour or actions towards a child/young person, the Local Authority Designated Officer (LADO) must be alerted within one working day of the allegation being made.
- 7.2.4 There will be an immediate discussion with the LADO to consider the information available and to determine whether further investigation and/or disciplinary action is appropriate in accordance with the statutory procedures.
- 7.2.5 If the allegation concerns behaviour or actions towards a vulnerable adult, the process should be in line with those agreed by the local Adult Safeguarding Board.

- 7.2.6 If an allegation is made against a member of staff, a student or a Trustee, the Head of Student Support will normally contact the Safeguarding Board in the first instance. In the absence of the Head of Student Support, the Principal, Vice-Principal, Academic Registrar or Head of Department are authorised to contact the Safeguarding Board to avoid unnecessary delay.
- 7.2.7 If the allegation concerns the behaviour of either the Head of Student Support or the Academic Registrar, it will be referred to the Principal who will take appropriate action. In the event of the behaviour of the Principal or a member of the Board of Trustees being called into question, the Academic Registrar will refer the matter immediately to the Chairman of the Board of Trustees or to a Trustee who has been designated the 'Safeguarding Trustee', who will follow the statutory process set out above.

7.3 Dealing with concerns that a student is vulnerable to radicalisation

- 7.3.1 The Art School considers that the process of 'radicalisation' as defined in section 1.4.1 above is a form of abuse, and that protection for all our students against being drawn into any form of extremism which advocates the use of violence and/or terrorism is a safeguarding issue.
- 7.3.2 The Government's strategy to counter extremism includes the 'Channel' process, a multi-agency scheme whereby local agencies plan early-stage tailored support to people who have been identified as being susceptible to radicalisation. Participation in the 'Channel' process requires the consent of the individual concerned.
- 7.3.3 As with the safeguarding of children/young people and vulnerable groups, it is not for members of staff to decide whether a student has become radicalised, or to try to deal with the situation themselves. Staff should however take note of any signs of change in demeanour or attitude which, in their judgement, causes them to suspect that an individual, whether a student or a fellow member of staff, may be vulnerable to radicalisation, and discuss those concerns as soon as possible with either the Head of Student Support, the Academic Registrar, or the Vice-Principal (the designated Prevent contacts for the Art School).
- 7.3.4 The Head of Student Support, Academic Registrar or Vice-Principal will gather further information as necessary and decide whether the matter should be referred into the 'Channel' process.
- 7.3.5 If there is an immediate risk of violence, the Emergency Services should be called.
- 7.3.6 If there is evidence that the individual has already breached an existing Art School policy, the Student Regulations or staff conditions of service, the relevant disciplinary procedure may be invoked at the same time as any referral to an external agency.

8. Record keeping and confidentiality

8.1 Records of allegations or disclosures of abuse

- 8.1.1 Accurate written records must be made of the material facts and circumstances relating to any allegation or disclosure of abuse, or concern about possible radicalisation. For the purposes of consistency of reporting, the Designated Person (normally the Head of Student Support or the Academic Registrar) will, together with

the person reporting the allegation or making the disclosure, complete a form appropriate to the type of incident which will be the basis for any onward referral to the Police or the LADO.

- 8.1.2 All records of allegations or disclosures, together with any additional notes, will be held securely by the Academic Registrar on behalf of the Designated Person(s) dealing with each case. Apart from the Academic Registrar and the Designated Person(s), they may only be shared with the Principal, a designated HR representative, and any legitimate investigating authority.
- 8.1.3 Records of allegations and disclosures will be held for an appropriate period in accordance with the Art School's Record Retention Schedule and any statutory requirements for the retention of such data.

8.2 Confidentiality

- 8.2.1 All information concerning students and staff will be stored securely and in compliance with the Data Protection Act. Records will be kept, archived and destroyed in accordance with the Art School's Record Retention Schedule.
- 8.2.2 Children/young people have the same rights to confidentiality as adults under the Data Protection Act, and the Art School will always try to obtain a child/young person's permission to share any information about them. However, these rights may be overridden if necessary to safeguard a child/young person from harm.

8.3 Sharing information

- 8.3.1 The Art School will share information about students and staff with legitimate authorities such as the Police, Social Services, Local Safeguarding Children Boards, Local Safeguarding Adults Boards, and the local 'Channel' panel, if required to do so by law or statutory guidance.

9. Monitoring and review of this Policy

9.1 Internal monitoring

- 9.1.1 The Head of Student Support, the Academic Registrar and the Vice-Principal will prepare an annual report for the Board of Trustees which will summarise any issues and actions taken relating to safeguarding and the Prevent duty.

9.2 Review of the Policy and procedures relating to Safeguarding

- 9.2.1 This Policy and related procedures will be reviewed formally every 5 years by the Board of Trustees. These documents, plus any briefing/guidance documents issued to staff and students will also be reviewed annually by the Head of Student Support, the Academic Registrar and the Vice-Principal (in relation to Prevent matters), to ensure that any amendments to current legislation and statutory guidance, or changes to institutional needs, are incorporated in a timely way. Any changes made at annual review will be reported to the Senior Management Team, the Academic Board, and the Board of Trustees.