

# A Students Guide to Safeguarding and Child Protection

## **Introduction**

We have produced this guide to describe how we deal with safeguarding and child protection. We want to ensure that whilst you are a student at CCAD you are empowered to achieve the most out of your studies and that we provide a positive and a safe environment in which you can achieve your full potential.

In this guide you will find details regarding:

1. How safeguarding is promoted at CCAD 3
2. Health and Safety
3. How to seek general advice and support
4. Information Technology and Social Media
5. What to do when things go wrong
6. Good practice guidelines

## **Section 1: How safeguarding is promoted at CCAD**

Safeguarding is a matter for everyone at CCAD – staff and students alike – and we expect our community to behave responsibly to support, encourage and respect other members of our community to gain the best possible experience whilst working and studying. This is supported through the College’s code of conduct.

Your welfare is protected throughout the college both formally and informally and here are some of the policies that exist to safeguard our community:

- Safeguarding and Child Protection policy;
- Health and Safety policy;
- I.T. acceptable use policy;
- Equality & Diversity Policy;
- Learner Welfare Policy;
- Bullying and Harassment Policy & Procedure;
- Student Code of Conduct.

All of these policies and protocols can be accessed via the Student Information Tile on the CCAD Virtual Learning Environment.

Our **Safeguarding and Child Protection policy** states that:

“Cleveland College of Art and Design recognises that it has a statutory and moral duty to promote and safeguard the welfare of its learners who are under the age of 18 and of its vulnerable adults.”

This includes helping to protect them from situations in which they are abused. The College will do this by:

- establishing a safe learning environment in which all learners can learn

and develop

- practising safe staff recruitment procedures built around DBS (Disclosure and Barring Service) checks and guidelines produced by the Independent Safeguarding Authority (ISA)
- conducting DBS check on all staff, prior to commencing employment
- helping to equip learners with information and awareness to keep themselves safe
- maintaining clear procedures to identify and report suspected cases of abuse. All staff will be made aware of these procedures and trained in their use
- providing appropriate support to learners who have been abused.

## **Student Code of Conduct**

When you register as a student at CCAD you agree to comply with the Colleges Policies and Procedures. These are outlined in the Student Handbook which also includes details of the Student Code of Conduct.

Students who fail to comply with the College's Policies and Procedures and/or the Student Code of Conduct will be subject to the College's disciplinary procedure which may result in the imposing of sanctions such as temporary or permanent removal from the College.

## **Section 2: Health & Safety.**

The College takes its role in providing a safe learning environment seriously. So that we can ensure this we have detailed policies, rules and practices in place which all members of the College community are expected to follow. Health and Safety is dealt with at induction. Here are the staff and student duties:

### **The Law**

The main piece of legislation that refers to employees' and student duties is the Health and Safety at Work Act 1974 (HASAWA). This imposes general duties on everybody connected with work, including employers, employees, students, visitors and contractors working on site.

### **What you MUST do:**

#### **Under the HASAWA you should:**

- take reasonable care for the health and safety of yourself and others who may be affected by what you do (or fail to do) at work
- co-operate with the College or any other person, so far as is necessary, to enable the College or other person to perform with any requirement or duty imposed under any relevant legislation
- not intentionally or recklessly misuse anything that has been provided by the College in the interests of health and safety

### **What this means:**

- looking after yourself whilst at College;
- carrying out your work so that it does not present a risk to others;
- using all work items provided by the College correctly and in accordance with the training and information you have been given;
- following College Health and Safety rules, risk assessments and emergency procedures etc. put in place by the College or anyone the College nominates to oversee Health and Safety, such as the Health and Safety Officer;
- wearing any personal protective equipment that the College provides you;
- reporting back to your Line Manager/Tutor or Health and Safety Officer anything you may consider a risk to your health and safety, or that of other people, so that remedial action can be taken
- not intentionally damaging or misusing anything that the College has provided for the health and safety of its employees'/students and other people, such as visitors, contractors or members of the public.
- always follow College Health and Safety rules

## **REMEMBER!**

- be aware of how actions could endanger others
- report Health and Safety concerns to your Line Manager/Tutor or Health and Safety Officer
- do not damage or misuse anything that has been provided for health and safety reasons.

## **Section 3: How to seek general advice and support**

**Student Information Point** - provides a broad range of advice, information and services essential to you during your studies. The Student Information Point is a tile located on the College's Virtual learning Environment (Moodle).

**Student Services** - You can access college services initially through Student Services, located in the main atrium area of the College, or via the Student Services area of Moodle (VLE). Our aim where possible is to provide a first point of contact for the resolution of routine student enquiries. For complex issues we will refer you to the relevant service or Adviser.

Student Services also aims to provide information on all aspects of student life, and students are welcome to make contact with Student Services at any time to ask questions and seek advice and guidance.

The College's Health and Safety officer can provide information regarding College wide Health & Safety policies and procedures. If you have questions that relate to specific equipment located within course areas, please make contact with relevant course staff and technical demonstrators who can provide guidance and can conduct relevant introductory training and risk assessment. **Please note** that you should not make use of any equipment or machinery without the knowledge or agreement of a relevant member of course staff.

## Section 4: Information Technology and Social Media

Safeguarding also extends to I.T. usage and, in particular, social media. Social Media is great way of making friends and keeping in touch with each other, however, there are risks such as grooming, cyber bullying and cyber harassment associated with communicating in this way. There are common sense precautions you can take to avoid these risks.

- Do not give out highly personal information or contact details such as addresses and phone numbers
- Do not publish photos of yourself or your friends which are inappropriate or give out the wrong message, and the same principle should apply when using webcams.
- Do not arrange to meet people who you have communicated with online only – you do not know who they really are and they may not be who they claim they are. If you do choose to meet someone, take someone with you and meet in a public place.

**Child Exploitation and Online Protection Centre (CEOP)** exist to protect children “stay safe online”. If you are concerned about online behaviour you can report it through their website at:

<http://www.ceop.police.uk/safety-centre/>

Students should be aware that the use of social media is covered by the College’s expectations of reasonable behavior within the Student Code of Conduct.

When you are issued with your I.T. credentials (your log on for the CCAD network) at your I.T. induction, you are required to agree to abide with the CCAD I.T. acceptable use policy which covers the use of all CCAD I.T. facilities.

## Section 5: What to do when things go wrong

From time to time things do go wrong and you may need help sorting it out. In the first instance we recommend you contact one of your course team if this is an academic issue, or otherwise a Student Services Adviser to discuss the matter informally.

Student Services Advisers are based within the Student Services office and offer a confidential impartial advisory service for students. You can contact an adviser by visiting Student Services, calling 01642 856135, or by e-mailing: [Student.Services@ccad.ac.uk](mailto:Student.Services@ccad.ac.uk).

If you feel that you or someone you know has been a victim of abuse of any kind you must report this to a member of staff. You can report this to any member of staff, however below is a list of the College’s identified staff with Safeguarding responsibility:

Name	Safeguarding Role	Tel	email
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Jill Fernie-Clarke	Designated Safeguarding Lead	01429 (85) 8400	<a href="mailto:Jill.Fernie-Clarke@ccad.ac.uk">Jill.Fernie-Clarke@ccad.ac.uk</a>
Stuart Slorach	Deputy Designated Safeguarding Lead	01642 (85) 6113	<a href="mailto:Stuart.Slorach@ccad.ac.uk">Stuart.Slorach@ccad.ac.uk</a>
Amy Clark HR Manager	Designated person for allegations against staff	01642 (85) 6120	<a href="mailto:Amy.Clark@ccad.ac.uk">Amy.Clark@ccad.ac.uk</a>
Sarah Fawcett	Designated Safeguarding Governor	Contact via Jackie White, Clerk to the Governors	<a href="mailto:Jackie.White@ccad.ac.uk">Jackie.White@ccad.ac.uk</a>
Martin Raby College Principal	Serious Case Reviewer	01642 (85) 6116	<a href="mailto:Martin.Raby@ccad.ac.uk">Martin.Raby@ccad.ac.uk</a>
Bill Goodwin I.T. Manager	Safeguarding Officer – e-Safety	01642 (85) 6191	<a href="mailto:Bill.Goodwin@ccad.ac.uk">Bill.Goodwin@ccad.ac.uk</a>
Simon Morris Student Services Manager	Safeguarding Officer – Pastoral	01642 (85) 6123 01429 (85) 8411	<a href="mailto:Simon.Morris@ccad.ac.uk">Simon.Morris@ccad.ac.uk</a>
David Giles	Safeguarding Officer – Health and Safety		<a href="mailto:David.Giles@ccad.ac.uk">David.Giles@ccad.ac.uk</a>
John Waddington FE Head of School	Safeguarding Officer – Curriculum FE	01642 (85) 6117	<a href="mailto:John.Waddington@ccad.ac.uk">John.Waddington@ccad.ac.uk</a>
Mike Wheaton FE Head of School	Safeguarding Officer – Curriculum FE	01642 (85) 6117	<a href="mailto:Michael.Wheaton@ccad.ac.uk">Michael.Wheaton@ccad.ac.uk</a>
Tricia McKenzie HE Head of School	Safeguarding Officer – Curriculum HE	01429 (85) 8309	<a href="mailto:Tricia.McKenzie@ccad.ac.uk">Tricia.McKenzie@ccad.ac.uk</a>
Paul Skelton HE Head of School	Safeguarding Officer – Curriculum HE	01429 (85) 8309	<a href="mailto:Paul.Skelton@ccad.ac.uk">Paul.Skelton@ccad.ac.uk</a>
Charly Butler	Designated Independent Safeguarding Officer (DISO)	01642 (85) 6140	<a href="mailto:Charly.Butler@ccad.ac.uk">Charly.Butler@ccad.ac.uk</a>
Andrea Lodge Quality Administrator	Safeguarding Administrator	01642 (85) 6117	<a href="mailto:Andrea.Lodge@ccad.ac.uk">Andrea.Lodge@ccad.ac.uk</a>

### External organisations

You can also contact the **NSPCC's Child Line on 0800 1111** - a free and confidential helpline.

<http://www.nspcc.org.uk/>

For concerns about online safety and bullying and harassment contact **Child**

**Exploitation and Online Protection Centre (CEOP) at:**

<http://www.ceop.police.uk/safety-centre/>

## **Section 6: Good practice in safeguarding**

Our Safeguarding and Child protection policy contains some useful information for staff and students about do's and don'ts:

An important aim of the Safeguarding and child protection policy is to provide a safe and supportive learning environment for young learners and vulnerable adults. Promoting good practice and adopting the following guidelines can reduce opportunities for the abuse of young people and help to protect staff, student mentors and volunteers from false allegations being made.

Staff, student mentors and volunteers should avoid:

- Spending excessive time alone with young people away from others.
- Taking young people alone in a car journey, however short
- Taking young people to their home
- Taking photographs of the young person for any purpose other than agreed and authorised photography for use in College publications.

Staff, student mentors and volunteers must never:

- Engage in physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow young people to use inappropriate language unchallenged
- Make over-familiar or sexually suggestive comments or approaches to a young person, even in fun
- Let allegations, over-familiar or sexually suggestive comments or approaches made by a young person go unchallenged or unrecorded