

# ProEd

## CHILD PROTECTION AND SAFEGUARDING POLICY

<b>POLICY INTENDED FOR:</b>	Staff and Students
<b>CATEGORY:</b>	Safeguarding
<b>POLICY IMPLEMENTED BY:</b>	Managing Director
<b>POLICY MONITORED BY:</b>	Managing Director, DSL
<b>REVIEWED BY:</b>	Managing Director, DSL
<b>EFFECTIVE DATE:</b>	03/02/2026
<b>NEXT REVIEW:</b>	03/02/2027 or as required

### GENERAL SAFEGUARDING PRINCIPLES

ProEd is dedicated to protecting children from harm. Our staff and tutors accept and recognise our responsibilities to develop awareness of issues which can cause children and young people harm.

We will endeavour to safeguard children and young people by:

- Adopting child protection guidelines through a code of behaviour
- Sharing information about child protection and good practice
- Sharing information about concerns with the people and agencies who need to know and involving parents and children appropriately. Information about children and families should only be shared in a professional context.
- Following the procedures for recruitment and selection of staff and tutors.
- Providing effective management for staff through supervision, support and training.

### Definition of safeguarding

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

**Child protection** is part of the safeguarding process. It focuses on protecting individual

children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child in a situation of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying

## **Safer Recruitment**

ProEd is committed to implementing a robust safer recruitment process to ensure that all staff working with children and young people are suitable for their roles and share our commitment to safeguarding and promoting the welfare of students.

Our safer recruitment process is designed to identify and reject candidates who may pose a safeguarding risk.

ProEd follows a rigorous recruitment process:

- All job descriptions clearly state our safeguarding commitment and outline responsibilities related to child protection.
- Applicants are informed that safeguarding checks will be conducted as part of the recruitment process.
- Interviews include safeguarding-related questions to assess candidates' suitability and understanding of child protection responsibilities.
- At least one panel member will have received safer recruitment training.
- All staff are required to complete safeguarding training as part of their induction.
- Regular updates and refresher training are provided to ensure staff remain vigilant and informed.
- Staff are required to disclose any changes to their circumstances that may impact their suitability to work with children.

## **Guidelines for all ProEd Staff and tutors**

**Attitudes.** We are committed to:

- Treating children and young people with respect and dignity
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person where appropriate

**One-to-one contact.** Staff and tutors should:

- Not spend excessive amounts of time alone with children, away from others
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible

- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

**Physical contact.** Staff and tutors should never:

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves
- Allow, or engage in, inappropriate touching of any kind

**General.** Staff and tutors should:

- Be aware that someone might misinterpret their actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person.

Staff and tutors who are involved in relationships with other members of staff or tutors should ensure that their personal relationships do not affect their role within ProEd.

ProEd has an open-door policy for staff and tutors, in order that they may raise any concern they might have to the Managing Director. Staff and tutors should know that they have the full support and backing of ProEd to voice any concerns over a young person's well-being.

### **Sharing information about safeguarding and good practice with children and parents.**

Good communication is essential in any organisation. In ProEd every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available to and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

#### Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. ProEd will act to ensure they have information about how, and with whom, they can share their concerns, complaints, and anxieties.

When sharing information, ProEd personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

#### Parents

Parents/guardians are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Sharing information on all our work
- Sharing the named DSL and how to make a complaint
- Sharing a full copy of the Safeguarding Policy

### **Sharing information about concerns with agencies who need to know and involving parents and children appropriately**

#### Procedure for reporting allegations or suspicions of abuse

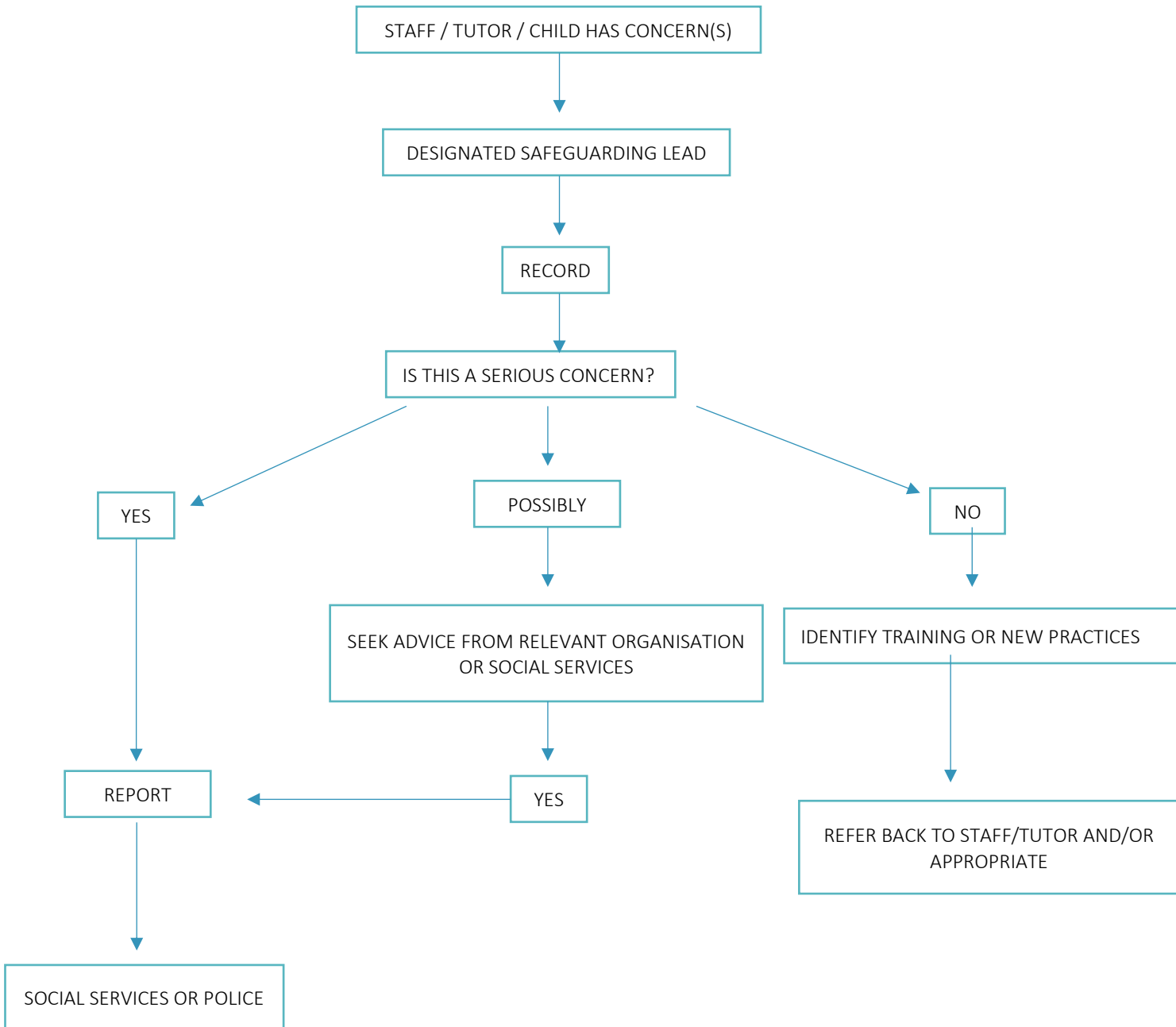
In any case where an allegation is made, or someone in ProEd has concerns, a record should be made in writing as soon as possible following the incident or report. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address
- Date of Birth
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc.
- Has anyone else been consulted? If so, record details
- Action taken

#### In the case of an allegation against a member of staff, we will:

- Refer any allegation against a member of staff who no longer works for the organisation to the Police
- The Designated Officer for the Local Authority will discuss the allegation with our Designated Safeguarding Lead
- Where there are concerns about the DSL, these should be referred to the Managing Director
- The Case Manager and the Designated Officer for the Local Authority will consider the nature, content and context of the allegation and agree a course of action
- It is essential to deal quickly, fairly and consistently with any allegation of abuse made against a teacher, other member of staff or volunteer in the organisation. This protects the child and at the same time supports the person who is the subject of the allegation (see Part 1, Para 31 of Keeping Children Safe in Education (DfE, 2016))

## REPORTING PROCEDURES



## **Designated Persons for Child Protection**

For reasons of confidentiality, the only person(s) who need to know this information are following:

- Designated Safeguarding Lead
- Managing Director
- Operations Director

The Designated Safeguarding Lead will inform the relevant outside organisation of any incident.

## **Record Keeping**

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet, or securely online.
- Only the Designated Persons will have access to these files.

## **Disclosure**

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly. Offer him/her reassurance without making promises and take what the child says seriously.
- Allow the child to speak without interruption, accept what is said – it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event. Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact one of the DSL for advice/guidance. The DSL may then discuss the concern/suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- Record any discussions or actions taken within 24 hours.

## **Statutory framework**

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- Working Together to Safeguard Children (2015)
- Keeping Children Safe in Education (Department for Education, 2016)
- Kensington and Chelsea Safeguarding Board:  
<https://www.rbkc.gov.uk/kb5/rbkc/fis/advice.page?id=CXKJXm-6E8M>

## KEY SAFEGUARDING AREAS

### DEALING WITH ALLEGATIONS OF ABUSE AGAINST TUTORS AND OTHER STAFF

This guidance is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children. It will be used in respect of all cases in which it is alleged that a member of staff or visitor has:

- Behaved in a way that has harmed a child or may have harmed a child,
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates that s/he is unsuitable to work with children.

ProEd has a procedure for dealing with allegations and all staff should understand what to do if they receive an allegation against another member of staff, mentor or a volunteer or they themselves have concerns about the behaviour of another member of staff, mentor or volunteer.

#### **An allegation made to ProEd**

Any allegation made to ProEd should be reported to the Managing Director (MD) unless the allegation is specifically against the Managing Director. In this case the allegation should be reported to the Course Director.

If the allegation meets the above criteria, the Managing Director will report it to the Local Authority Designated Officer (LADO) within the same day.

#### **Initial considerations**

These procedures need to be applied with common sense and judgement.

If any allegation meets the above stated criteria, the Local Authority Designated Officer (LADO) will be informed. Initially, the LADO will discuss the matter with the MD. At this point the MD should not investigate the allegation. In the discussion the MD and the LADO will obtain further details of the circumstances under which the allegation was made and consider whether or not any evidence (information) establishes the allegation as false (unfounded). The LADO may wish to consult the police and colleagues in social care as appropriate.

In rare cases the allegations will be so serious that immediate intervention by children's social care or the police will be warranted; and in these cases any allegations directly reported to the police should also be reported to the LADO.

At this point the LADO will also determine how and by whom the parents should be informed of the incident.

The primary exception to this sequence of events is the case wherein the child concerned was injured and required medical treatment while attending a ProEd sanctioned activity and therefore his/her parents must be notified by ProEd straightaway.

The second step is for the MD to inform the individual in question about the allegation as soon as possible after informing the LADO. It is at this point that the individual in question should inform his/her union or professional association.

The only exception to this sequence of events is the case wherein the LADO officer believes that the police or children's social care needs to be involved and that a strategy discussion is necessary. If this is the case the MD will inform the individual in question about the allegation after these agencies have been informed, this discussion has taken place, and the agencies agree that this information can be disclosed to the individual in question.

### **Supporting those Involved**

ProEd has a role in supporting all parties associated with it who may be involved in an allegation of abuse (namely parents, students, and the alleged individual).

Parents, guardians or carers [hereafter parents] of a child or children involved should be told about the allegations as soon as possible. In cases where neither children's social care nor the police are deemed necessary ProEd will keep them informed about the progress of the case, including the outcome of any disciplinary process.

In cases where a child [hereafter student(s)] may have suffered significant harm or there may be a criminal prosecution, it will not be ProEd but children's social care or the police as appropriate who consider what support the student(s) may need. In cases where the student(s) have been determined not to have suffered significant harm and no criminal prosecution will take place, ProEd recognises that the student(s) involved in less serious allegations will still need support.

ProEd should also keep the person who is the subject of the allegations [hereafter the individual in question] informed of the progress of the case and consider what other support is appropriate for him/her. If the individual in question is suspended, then ProEd will also keep him/her informed about developments in the business.

### **Confidentiality**

Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

### **Timescales**

The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness, and complexity of the allegation, but ProEd is aware that it is in everyone's interest to resolve cases as quickly as possible given that a fair and thorough investigation takes place. Every effort will be taken to avoid unnecessary delay.

### **Oversight**

Both the Local Authority and the local police force have named officers who are responsible for overseeing the procedures for dealing with allegations. ProEd is aware of the resources both agencies offer, especially with respect to monitoring any incidents that undergo criminal prosecution. Information is easily accessible on the safeguarding board.

### **Resignations and 'compromise agreements'**

If the individual in question tenders their resignation or ceases to provide their services, this will not prevent the allegation against this individual from being followed up in accordance

with these procedures. The individual will be given a full opportunity to answer the allegation and make representations about it. However, the process of recording the allegation and any supporting evidence and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available will continue even if the person does not cooperate.

### **Action following initial consideration**

If the allegation is not patently false and there is cause to suspect that a child is suffering or likely to suffer significant harm:

The LADO will immediately refer to children's social care and ask for a strategy discussion in accordance 'Working Together to Safeguard Children' (2018) to be convened straightaway.

Should a strategy discussion be convened the Managing Director will represent the ProEd at this discussion and he will provide as much information about the circumstances and context of the allegation, the child, and the individual in question as is possible.

ProEd will expect any information gathered by children's social care in pursuit of a determination of whether the student(s) in question is/need protection that might be relevant in a disciplinary hearing to be passed on to ProEd as it is gathered.

If the allegation is not patently false, and there is no cause to suspect that significant harm is an issue, but a criminal offence might have been committed:

- The LADO will immediately inform the police.
- In discussion with the police, the LADO and the MD will determine whether police investigation is necessary or not. This discussion should involve any other agencies (guardianships) involved with the child.
- If a criminal investigation is required then the police will, wherever possible, review the progress of the investigation no later than 4 weeks after the initial action discussion. It is at this point that ProEd will expect to find out if a criminal prosecution is to be expected.
- If the police and/or Crown Prosecution Service (CPS) decide not to charge the individual with an offence, decide to administer a caution, or the individual in question is acquitted by a Court then ProEd will expect the police to pass all the information they have that might be considered relevant to a disciplinary hearing to ProEd within 3 working days of the event that caused the case to no-longer be of criminal concern.
- If the individual in question is convicted of an offence, ProEd will expect the police to inform us straightaway.

### **Suspension**

In some cases, ProEd may need to consider suspending the individual in question until the allegations are resolved because the possible risk of harm to the student(s) must be

effectively evaluated and managed before the individual in question has further contact with any student(s).

Suspension will be considered in the case where there is just cause to suspect a child is at the risk of significant harm, the allegation warrants investigation by the police, or the allegation is serious enough that it may be the grounds for dismissal. No staff member or volunteer will be suspended by ProEd automatically or without significant consideration. If the result achieved by suspension (i.e. removing the individual in question from contact with any student(s)) could be achieved by other means, these alternatives will be carefully considered.

The prerogative to suspend staff or volunteers remains with the ProEd, and specifically with the Managing Director. In the case of serious allegations, where the involvement of the police, children's social care, and a LADO are necessary, the advice of these agencies and their representatives with regards to the suspension of the individual in question will be taken seriously.

### **Monitoring Progress**

It is the responsibility of the LADO to monitor the progress of investigations of the allegation. ProEd will participate fully in all review strategy discussions as appropriate.

### **Information Sharing**

Wherever possible the police should share the information gathered in the course of their investigation with ProEd. ProEd will use this information for disciplinary purposes. Therefore, ProEd will not be able to undertake disciplinary action until such time as the investigation is closed or a court case is concluded, and this information has been disclosed.

Likewise, wherever possible children's social care will obtain consent to share the information that they gather in the course of their investigation with ProEd. ProEd will use whatever information they share that is relevant to a disciplinary case.

### **Action following a criminal investigation or a prosecution**

ProEd will be informed by the police or the CPS as soon as a criminal investigation is complete, closed without charge, or dismissed without prosecution after the individual in question has been charged. The information associated with the police or children's social care investigation will be used by the LADO and the MD in order to decide whether or not to pursue further disciplinary action. ProEd will bear in mind that a different standard of proof is necessary in disciplinary proceedings than in criminal proceedings, and therefore the outcome of a police investigation is not entirely indicative of the appropriate outcome of disciplinary proceedings.

### **ProEd's Remit**

If the allegation is not patently false, and there is no cause to suspect that significant harm is an issue, and no criminal offence might have been (or has been found to have been) committed then the LADO will evaluate the allegation and decide how it should be dealt with.

If this is the case, then the Managing Director will cooperate with the LADO and provide information about the child and the individual in question as needed, and will also consider

whether disciplinary procedures with regards to the individual in question must be begun in parallel with this evaluation and/or any police enquiries.

In some cases, it may be advised that disciplinary procedures await completion of any police enquiries in the anticipation that the outcome of prosecution will have a bearing on the disciplinary hearing. In such a situation ProEd may choose to take no further action, or it may choose to refrain from further employing the individual in question. In order to determine the most appropriate response, ProEd will follow the procedure outlined below:

- ProEd will determine whether the allegation is of such a nature as to require further investigation or not. Should the allegation not require further investigation, ProEd will proceed with point (2) below. Should the allegation require further investigation, the MD will determine who should undertake this investigation in a discussion with the LADO.
- ProEd will use the LADO as a point of support in seeking an affordable facility for independent investigation when this is deemed the appropriate option.
- The investigating officer (whoever has been appointed; either an appropriate senior member of ProEd's staff, or an external independent investigator) should present their findings to the MD within 10 working days of being commissioned to investigate the allegation.
- Upon receipt of the findings ProEd will consult with the LADO and determine whether a disciplinary hearing is necessary. This decision will be made within 2 working days.

ProEd will determine whether the allegation is of such a serious nature as to require formal disciplinary action or whether the allegation is so very serious that a disciplinary hearing is required. In the case that the allegation is serious enough to require formal disciplinary action but not so serious as to require a hearing, then ProEd will institute appropriate action within 3 working days.

In all cases the disciplinary hearing should be held within 15 working days of the decision that it is necessary to hold one.

- Furthermore, the hearing must take into consideration any relevant information obtained by any agency (the police or children's social care) in the course of its enquiry into whether or not the allegation determined the student(s) needed protection, or a criminal offence did not take place. Even though the outcome of these enquires determined that the allegation did not necessitate the involvement of the police or children's social care, the findings of these enquiries may be relevant to considering the allegation serious enough to warrant a disciplinary hearing.
- ProEd will make every effort to keep the LADO informed of the proceedings so as to help monitor the progress of the case.

## **Record Keeping**

It is important that a clear and comprehensive summary of any allegations made, details of the how the allegation was followed up and resolved, and a note of any action taken and

decisions reached is kept on the individual's confidential personnel file. This record will be retained for 10 years. The purpose of the record is to enable accurate information to be passed on in response to any further request for a reference, to provide clarification in cases where a future DBS disclosure reveals information from the police about an allegation that did not result in criminal conviction, and to prevent unnecessary reinvestigation should this allegation resurface after a period of time.

### **Action on conclusion of a case**

ProEd and the LADO will discuss whether the individual in question should be referred to the DfES for consideration of List 99 action or action by the GTC subsequent to events wherein the allegation is substantiated and either the individual in question is dismissed, ProEd ceases to employ them, they resign, or they cease to provide services to ProEd. Should this be required or advisable, the LADO's support in determining the form and content of the referral will be sought ProEd.

It is also possible that, upon conclusion of the case, it would be appropriate for the individual in question to return to work. ProEd will take all possible measures to best facilitate such a re-entry into the work environment, such as providing help and support; a phased return; and/or providing a short-term mentor. Should the individual in question be returning to work when the student(s) concerned is/are still enrolled at the College, ProEd will make special consideration of how best to handle the contact, or potential contact between the individual in question and the student(s) who made the allegation against him/her.

### **Learning Lessons**

ProEd takes the safety of its pupils extremely seriously and in the case where allegations are found to be substantiated it will be ProEd's primary concern to review the circumstances of the case and take measures to rectify any institutional practices that may have facilitated or permitted the incident to have taken place. It is with these goals in mind that the MD will meet with the LADO to discuss the case and determine whether improvements can be made to ProEd's procedures to help prevent any similar event from happening in the future.

### **Action in Respect of False Allegations**

False allegations are of equal concern to ProEd. When allegations have been proven false, ProEd will take all possible measures to best facilitate a student's re-entry into the learning environment.

It may be the case that the false allegation is a sign of other concerns in the student's life and in this respect ProEd will fully support any subsequent investigation by children's social care into whether the child is in need of services or the victim of abuse from elsewhere.

In the rare case of deliberate maliciously false allegations, the MD will take the results of the investigation into account when considering whether disciplinary action against the student is appropriate.

If the person who has made the allegation is not a student on a ProEd programme, the MD may consult the police as to whether any action against this person is appropriate.

## **UNDER-16 SUPERVISION**

Students attending the programmes provided by ProEd will be in the age range of 13 to 18 years old. For the safety and welfare of students under the age of 16, we have established the following guidelines:

- All students under the age of 16 will be required to remain on campus during weekdays classes until 17:00.
- All students under the age of 16 must report to the Residential staff and are required to sign in at 17:00 to walk back to their accommodation.
- Students under the age of 16 may be taken offsite by a parent/guardian provided written consent has been given and the student is back to sign in by 22:30.
- Non-residential students under 16 must be collected by the parents/guardian.
- After 22:30, all students are supervised by the Course Director, Residential Manager and House Parent.

## **OVER-16 SUPERVISION**

Students attending the programmes provided by ProEd will be in the age range of 13 to 18 years old.

For the safety and welfare of students over the age of 16, we have established the following guidelines:

- During our residential courses, students over 16 years old are permitted to leave the campus unaccompanied by staff, but only outside of their class hours.
- These off-campus activities should involve groups of at least three students. Solo or duo outings are not permitted to ensure the safety of our students.
- Students must sign out when leaving the campus and sign back in upon their return. Failing to follow this procedure will result in disciplinary action, as this policy is crucial for the safety and accountability of all students.
- Students over 16 years old are strictly prohibited from using public transportation and are only allowed to explore the local area. This rule ensures that they remain within a safe and familiar environment.
- During their tutorials, students are under the direct care of their tutors, whether in individual or group settings.
- Non-residential students over 16 are allowed to leave the campus without adult supervision during hours outside of their class schedule.

- After 22:30, all students are supervised by the Course Director, Residential Manager and House Parent.

Students aged 18 are expected to follow the same rules and guidelines as those set for students aged 16 and over, ensuring consistency and a safe environment for all participants.

## SEX AND RELATIONSHIPS

### Approach to Sex and Relationships

ProEd is dedicated to fostering a positive attitude towards personal health and well-being, helping young people develop an understanding of their own feelings and emotions, as well as those of others, including the importance of healthy personal relationships. Our goal is to encourage the development of a strong moral foundation while promoting self-confidence and self-esteem.

ProEd's approach to sex and relationships during our courses is guided by the following principles:

- Respect, understanding, and empathy towards individuals from diverse backgrounds, cultures, sexualities, and viewpoints.
- All sexual activities are strictly prohibited while attending the course.
- Every individual has the right not to be abused or exploited by others.
- ProEd maintains a zero-tolerance policy towards any form of bullying or harassment, including sexual harassment.

### Pastoral Support

ProEd recognises that sexuality is a natural part of life and learning, but it can also present challenges and concerns for individuals at various stages of their development.

Our tutors take a pastoral interest in students' welfare and well-being, providing a safe and supportive environment. Students are encouraged to seek support from the Course Office for any concerns they may have during their time with us.

Staff must exercise caution when offering guidance on personal matters, particularly those related to sexual behavior, ensuring they respect parental wishes, rights and responsibilities. Careful judgment must be exercised to determine when to provide support and when to refer students to specialised support services.

## ADMINISTRATION OF MEDICATION

Our aim is to implement and maintain an effective management system for the administration of medicines to all students in our care to ensure that ProEd provides support to individual students with medical needs.

## **Liaising with parents**

ProEd promotes ongoing communication with parents to ensure that the specific medical needs of all students in our care are known and met. Parents must inform us on enrolment of any medical condition which will require either prescription or non-prescription medication to be taken during the course.

Staff at ProEd will not administer any medication to a student without obtaining prior written permission from their parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

## **Training**

ProEd staff are not medically trained in the administration of medicine. We expect parents/guardians to make us aware of any medicines that students are required to take throughout the course.

## **Prescription and non-prescription medication**

As a rule, staff will not administer any medication that has not been prescribed for that student by a doctor, dentist, nurse or pharmacist.

Staff may only administer non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the student has not suffered an adverse reaction to the medication in the past.

No student shall be given medicine containing aspirin unless prescribed for that student by a doctor.

Should a student under 16 require over the counter medication a member of staff will escort them to a pharmacy so that the student can make a purchase. Despite the staff member's presence, the student will only be able to purchase any medicate appropriate for their age.

## **Administration of medication**

Students receiving medication will be asked to attend the location agreed by the staff member administering the medicine at prescribed times during the medication to receive their treatment.

All medicines supplied by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the student's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the students.

If staff are in any doubt about the procedure to be followed, the Parents will be contacted before action is taken.

If a student refuses their medication, the staff will record this and contact the Parents as soon as possible.

## **Storage of medication**

Medicines are always securely stored in accordance with individual product instructions. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Students may carry their own emergency medication. However, if parents or guardians require ProEd to store any emergency medication such as reliever inhalers and adrenaline pens, they will be stored in a clearly marked box, but to allow immediate access the box will not be locked. In the case of medication, which is not required in an emergency, the student will be told where their medication is stored and who holds the key.

Students who do not carry and administer their own medication understand which members of staff will administer their medication. If a student is prescribed a controlled drug, it will be kept in safe custody in a locked container and only named staff and the student will have access.

## **Emergency procedures**

In the event of an emergency related to the administration of medicine, a trained first aider should be called as soon as possible, if not already present. If the trained first aider does not consider that they are able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not, however, affect the ability of any person to contact the emergency services in the event of a medical emergency.

Staff should always dial 999 for the emergency services in the event of a serious medical emergency.

## **Off-site visits and sporting activities**

If a student attending an off-site visit or sporting activity cannot self-medicate, they will be accompanied by a member of staff who has been authorised to administer the medication in accordance with this Policy.

All students requiring preventative medicine, if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

Secure storage for medicines will be available at all short-term accommodation used by ProEd.

## **OFFSITE TRIPS PROCEDURE**

All appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on offsite visits.

Members of staff who participate in facilitating offsite activities will have the skills and/or experience to organise and manage these activities safely.

All members of staff will know that they have a duty to take reasonable care to avoid injury to themselves and others and to co-operate with the management and each other to ensure statutory duties and obligations are fulfilled.

## **Responsibilities**

The **Management Team** will ensure that:

- There is an effective and enforceable policy for the provision of health and safety on offsite visits
- Visits are led by competent staff with support and guidance being given
- Effective guidelines and risk assessments are in place ensuring the safety of both students and staff
- Safe and healthy working practices are in place that take account of appropriate statutory requirements, code of practice and guidance
- Supervision and instruction are provided so that all staff and students can undertake offsite activities in a healthy and safe manner
- Guidance is available on adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision

## **Residential Manager**

The leader in charge of any offsite activity must be approved by the Management Team. The Course Director and Residential Manager are responsible for planning and preparing the activity, and to prepare any emergency and contingency plans.

ProEd has delegated the following responsibilities to the Course Director and Residential Manager:

- To be accountable for and confident to lead the visit or delegate this responsibility on an activity by activity basis
- To assess the risks of activities and record any significant risks
- To make measures to control those risks
- To inform colleagues about the risks

ProEd has delegated the following responsibilities to the group leaders:

- To lead the offsite trip and ensure all safety measures are in place before departure and are in place, throughout the trip, including registers and first aid kits

All group leaders:

- Will exercise the reasonable duty of care that a careful parent would exercise in the same circumstances
- Will ensure that appropriate assessments of the benefits and risks of any visit/activity are made in good time
- Will be fully conversant with the ProEd activities offsite trips procedures and in ensuring that staff, students and others comply with its requirements
- Shall inform the Residential Manager regarding any concerns of their own suitability or competence to lead the visit.
- Will ensure arrangements are in place for the effective supervision and safeguarding of students for the entire visit
- Will define the roles and responsibilities of other visiting staff and communicate directly with any contractors

## Other Activity Staff

All other activity staff will:

- Do what is reasonably practicable to ensure the health and safety of everyone in the group
- Make themselves familiar with the requirements of the ProEd Policies and Procedures related to offsite activities and health and safety
- Be clear about the objectives of the visit
- Attend briefing meetings
- Understand the safety management procedures for the visit
- Undertake any organisational tasks assigned to them that are within their competency
- Inform the Residential Manager of any serious and immediate risks or systemic faults in risk management

All members of staff should be concerned about any serious and immediate risk, and about any systemic shortcomings. If the concerns cannot be settled within the staff leading the activity, all staff will be expected to stop the activity and refer to the Senior Management Team.

ProEd recognises the right of members of staff to refuse to participate in an activity that they consider unsafe or that they are not suitably competent.

### **Management and Procedures**

A list of names, ages, contact number and brief medical history should always be carried by the leader.

### **Supervision**

All adults connected with a visit or activity owe a duty of care to the students they accompany in common law.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else.

### **Delegating responsibility:**

The group leader is responsible overall for the group *always*. They may, however, delegate supervisory roles to other adults in the group. When delegating supervisory roles to other adults the group leader should:

- Allocate supervisory responsibility to each adult for named students and ensure that all adults understand that they are responsible to the leader for the supervision of the students assigned to them
- Ensure that each adult knows which students they are responsible for
- Ensure that each student knows which adult is responsible for them
- Ensure that each adult has the means to contact the group leader and/or other supervisors

Close supervision occurs when the group remains within sight and contact of the supervisor. Close supervision means that all supervisors have prior knowledge of the students, including any special educational needs, medical needs and disabilities:

- Carry a list/register of all group members
- Regularly check that the entire group is present
- Have appropriate access to first aid
- Ensure that each student knows what to do if they become separated from the group

### **External providers**

In all cases, the Residential Manager must assess any likely risks.

### **Risk Management**

Staff are expected to follow the government guidance for risk assessment on all activities.

Risk assessments should be completed and reflect the level of risk. The government advice is that staff should use common sense in deciding whether the assessment needs to be written. ProEd expect all activities with an alleviated element of risk to have written risk assessments.

A simple 'Risks Assessed. Nonsignificant' can be recorded for low level or minor risks.

More complex activities may have significant hazards, which staff will have to avoid or overcome with proportionate risk management.

### **Types of Risk Assessment**

There are 3 types of recognised risk assessment:

**Generic:** This covers activities/venues which ProEd frequently do/use. Generic risk assessment will always be written and recorded.

**Visit-specific:** These assessments address the specific visit, the venues used, activities conducted and the needs of your group. They might show how an activity can be modified to suit, for example, a disabled student. These will normally be written and will be recorded.

**On-going:** These assessments will be done during the visit/activity. They will take account of changing environment/conditions/group. An on-going assessment may lead you to turn to a Plan B. These risk assessments will not usually be written at the time, but what was done should be recorded later in the management system for the benefit of future activities.

### **Risk-Benefit Assessment**

While assessing the risk, staff should also be assessing the benefits of the activity. These must then be balanced against the risks.

Staff in doubt about the balance of benefit and risk should consult the management who are empowered to make decisions on the balance of benefit and risk.

## **Adult/Student Ratios**

The correct ratio for any activity will arise from the risk assessment. The ratio should help leaders safely achieve the objectives of the visit.

The decision should consider:

- The gender, age, ability, competence and behaviour of the members of the group
- General and specific competencies of the group leader and supervisors
- First aid requirements and knowledge of the supervisors
- Special educational needs and disabilities
- Duration and nature of the activity, including any journey
- Ratios of staff supplied by contractors such as tour operators
- Requirements of the venue

The ratio will be agreed after the risk assessment has been submitted and before the final planning takes place.

If the Managing Director sets a minimum ratio for any activity, ProEd must adopt that ratio as the minimum.

No visit/activity must take place without a risk assessment.

The Management Team has the power to change the ratio after discussion with the Course Director / Residential Manager.

## **First Aid**

ProEd will set and review a first aid policy.

- The determination of the first aid provision will be based on a consideration of the following:
- The numbers in the group and the nature of the activity
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances
- The availability of an ambulance service, and the distance to a hospital with accident and emergency facilities
- Pre-existing medical condition of group member

## **Training**

ProEd will ensure that the correct ratio of staff, deemed appropriate for each activity, is appropriately trained in First Aid.

## **Insurance**

ProEd will ensure that appropriate insurance is in place to cover employees (employer's liability insurance) and ProEd liability to the public (public liability insurance).

**Equal Opportunities**

In implementing this policy, all staff must consider ProEd equal opportunities policies. Organisers and leaders of activities must make reasonable adjustments to include would-be participants who have a disability.

ProEd will ensure that practical measures are in place to include students with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

**APPENDIX: PROED'S SAFEGUARDING INCIDENT REPORT FORM:**

<b>PROED Safeguarding Incident Report Form</b>	
Your name:	Your position:
Your address:	Your phone number(s):
Student's name:	Student's address:
Date of birth:	Gender:
Ethnic identity:	Any disability/special needs the child has:
Parents/carers names and address:	
Nature of concern:	
Date, time, and location of any incident:	
Your observations (please use extra paper if necessary):	
Exactly what the student said, and what you said, including what you said to the child about confidentiality (use extra paper if necessary):	
Was anyone else present?	
Any relevant observations about the child in the past? E.g., has their behaviour changed?	
Have you heard anything from a third party relating to this concern?	

Your opinion (if relevant and useful) of the incident:

Action taken so far (if parents/carers have not been contacted, explain why):

If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury?

Alleged/suspected abuser(s):

Name:

Address:

External agencies contacted (date & time)

**Police** Yes/No

If yes, which:

Name and contact number:

Details of advice received:

**Local authority** Yes/No

If yes, which:

Name and contact number:

Details of advice received:

**Other (e.g., NSPCC)** Yes/No

If yes, which:

Name and contact number:

Details of advice received:

Signature:

Print name:

Date and time of record:

Date and time received by the DSL:

NB: This form should be received by the Designated Safeguarding Lead who will forward it to the relevant authorities within 24 hrs – immediately after completing the form, telephone one of them to report the incident.

Please treat all information in this form as strictly confidential and do not discuss the incident with anyone except the relevant authorities (your Designated Safeguarding Lead and the external agencies involved).