



*Have faith... believe you can*

## **SJB STUDENTS AND VULNERABLE ADULTS PROTECTION POLICY**

<b>Governors' Committee Responsible:</b>	Safeguarding Committee
<b>Governor Lead:</b>	Lesley Forester
<b>Nominated Lead Member of Staff:</b>	James Granville Hamshar
<b>Status &amp; Review Cycle:</b>	Annual
<b>Last update:</b>	09.12.15
<b>Next Review Date:</b>	09.12.16

### **Scope**

St John the Baptist School has a professional duty to provide students and vulnerable adults with appropriate safety and protection. As the welfare of the student and vulnerable adult is paramount, we are committed to providing safe equipment and facilities so that students and vulnerable adults may participate in working and learning in a safe and secure environment.

We promote ethical behaviour, providing students and vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, to establish the suitability of staff to work with students and/or vulnerable adults.

It is ultimately the responsibility of the Head of School, James Granville-Hamshar, to ensure that this policy is implemented, published and accessible to all personnel, learners and any relevant third parties. However, the Heads of Year are responsible for ensuring this information is fully understood by their teaching team and by the students in their year group.

### **Objectives**

In order to provide safety, protection and security to students and vulnerable adults throughout our operations, we will adhere to our student and vulnerable adult protection policy/statement and intend to:

- protect all students and vulnerable adults from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality .
- we will observe and apply the provisions of the Equality Act, 2010
- raise awareness of student and vulnerable adult protection issues and promote good practice
- conduct risk assessments to minimise potential hazards to students and vulnerable adults' welfare
- provide support to learners who have been abused and act proactively by preventing any similar incidents through risk assessment
- ensure all staff fully understand their responsibilities and are provided with the appropriate training/regular updates of the legislation (safeguarding).

In achieving our policy aims and being proactive, we have procedures related to the recruitment of staff and how allegations of student and vulnerable adult abuse should be dealt with. In light of this, we implement safe recruitment practices in checking the suitability of personnel to work with students and vulnerable adults.

### **Staff Recruitment Procedure**

Applicants are required to complete an application form (which may lead to a subsequent interview) which contains explicit information about their past. These are required to be returned to the member of staff managing the recruitment process.

All successful (following interview) applicants will be required to complete a Disclosure and Barring Service (DBS) check whether or not they are directly responsible for students. Staff are selected on their suitability to meet the job/role-related requirements and responsibilities and their ability to demonstrate that they can work safely with students and/or vulnerable adults.

Applicants will receive confirmation in writing relating to the outcome of their application/interview. If the outcome is positive, arrangements are made for induction and any relevant training, which includes the support of a mentor, clarification of activity requirements, responsibilities and student and vulnerable adult safeguarding and further identification of training needs.

New members of staff are then required to confirm their agreement to abide by St John the Baptist School policies and procedures, including the student and vulnerable adult protection policy, in writing. Awareness of student and vulnerable protection practice will continue to be addressed via regular safeguarding training. All members of staff who work with students and vulnerable adults are required to adhere to this policy.

### **Allegations Reporting Procedure**

Allegations of possible student and/or vulnerable adult abuse must be reported to:
<p><b>Head of School</b></p> <p>James Granville Hamshar</p> <p>Extension 112</p> <p><a href="mailto:j.granville-hamshar@sjb.surrey.sch.uk">j.granville-hamshar@sjb.surrey.sch.uk</a></p>

Allegations will be taken seriously and dealt with as soon as practicable, in line with St John the Baptist students and vulnerable adults protection policy.

The Head of School is responsible for conducting any investigation and demonstrating the results if the student and/or vulnerable abuse is suspected to be committed by a member of staff. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the victim's file.

The Head of School will make a report to the Head Teacher on any allegation, which places a student or vulnerable adult in danger.

In the event of an allegation of student and/or vulnerable adult abuse being committed by any personnel or staff/assessors/external verifiers or invigilators the Head Teacher is required to report any allegation to the Governors and the Diocese and Education Authority. Parents or guardians of any student or vulnerable adult subject to any abuse will be informed at the earliest opportunity.