

QAP	3.11
ISSUE DATE	Jul 2005
AUTHOR	D Hankey
SHEET	1 of 1
FORMS	0
REVIEWED	Sep 2026
REVIEWED BY	H Young
CHECK BY	Sep 2027

Quality Assurance Policies & Procedures

SAFEGUARDING AND PREVENT POLICY CHILD AND VULNERABLE ADULT PROTECTION

Appendix D

Working Safely

The College is committed to maintaining a safe culture in which safeguarding, health, safety and welfare are everyone's responsibility. Staff must take a child-centred and proportionate approach, remain alert to risks of harm—including risks arising online, in the community, during work-related activity and from mental health concerns—and act in the best interests of children and adults at risk.

All staff, volunteers, contractors and others working on behalf of the College must follow the Health and Safety Policy, the Safeguarding and Prevent Policy, the staff code of conduct and relevant risk assessments and safe-working procedures. They must complete required training, maintain appropriate professional boundaries, use College-approved systems and equipment safely, and follow agreed arrangements for supervision, lone working, visitors, off-site activity and online communication.

Any safeguarding concern, unsafe practice, incident, near miss, allegation or low-level concern must be acted on without delay and reported through the appropriate College procedure. Safeguarding records must be factual and include a summary of the concern, actions taken, decisions made, the rationale for those decisions and the outcome. Staff must share information when necessary to protect a child or adult at risk; data protection law is not a barrier to appropriate safeguarding information sharing. Concerns about the conduct of an adult working for or on behalf of the College must be reported in accordance with the allegations, low-level concerns and whistleblowing procedures. See QAPP 5 Health and Safety and relevant sub-policies, together with the Safeguarding and Prevent Policy and staff code of conduct.