



SAFEGUARDING AND STUDENT PROTECTION POLICY

VERSION	AUTHOR	REVIEW/NOTES
Version 1- February 20	Head of Administration and QA	First Draft
Version 2 – July 2021	Head of Administration and QA	Updated parts on ‘radicalization and extremism’- Approved version

1. Purpose

The Safeguarding and Student Protection policy is for all members of staff, students and visitors. It outlines the responsibilities to meet their duties relating to protecting the safety and promoting the wellbeing of everyone.

2. Policy Statement

Rushmore Business School recognises its legal and moral duty to promote the wellbeing and development of all students and protect them from harm. For that reason, this policy measures are integral to many aspects of the safe and supportive learning experience we strive to create.

In relation to the environment we will:

- Provide a physical and emotional environment that is healthy, safe and secure, in which students can thrive;
- Ensure that all members of the communities are identifiable by the wearing of lanyards and identity badges appropriate to their role;
- Raise awareness of issues relating to Health and Safety within the organisation.

In relation to staff recruitment we will:

- Implement safer recruitment procedures when employing staff and maintain accurate records of these checks;
- Implement the following verification for all recruits:
 - Identity;
 - Mental and physical fitness to carry out their work responsibilities. A job applicant is asked relevant questions about disability and health in order to establish, whether they have the physical and mental capacity for the specific role;
 - Professional qualifications.
- Obtain references from previous employment;

In relation to training we will:

- Train all staff so they are aware of their responsibilities, know how to protect themselves from false allegations, recognise potential Safeguarding or student Protection issues and know how to respond appropriately.
- To brush on this during induction of new members
- Provide appropriate training to ensure members of staff are aware of the issues of Health and Safety and the procedures to follow.

In relation to recognising and responding to concerns all staff will:

- Adopt and apply safe working practices;
- Promote all aspects of Safeguarding to students so they know how to access support and advice;

- Be aware of and alert to signs and symptoms of abuse and know to whom they should report any concerns or suspicions;
- Be able to recognise when a student is not achieving their developmental potential, or when their physical or mental health is impaired;
- Be able to recognise when a student is displaying risky or harmful behaviour, or is being neglected or abused;
- Be able to recognise when a student or staff reported incident may be a Safeguarding or student Protection concern;
- Refer concerns, even if in doubt, to a designated member of staff who will refer to the appropriate authorities, so that they can investigate and take action;
- Work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

In relation to staff with a specific Safeguarding responsibility we will:

- Nominate a Designated Safeguarding lead who will provide support to staff members to carry out their Safeguarding duties and who will liaise closely with other services such as Personal Tutor, Counsellor, NGOs, amongst others.

In relation to students we will:

- Work with students to equip them with the knowledge needed to safeguard themselves and each other, including risks posed by peer on peer abuse. This includes activities within the tutorial programme that promote Safeguarding concerns and issues;
- Have an induction session for new students joining in
- Make students aware of Safeguarding support within the business school or group on a continual and proactive basis through tutorials, events and promotional material;
- Consult with students regarding issues relating to Health and Safety;
- Involve students in decision making by including them in strategic Safeguarding group meetings;
- Implement procedures for identifying and assessing the risk posed by any incoming students who may pose a threat to others;
- Use various methods of student engagement to regularly monitor students' perception of their safety;
- Consult students to identify the issues that they face;
- Protect students from radicalisation and forms of extremism leading to terrorism by:
 - Being vigilant for the signs of radicalisation and have the confidence to report their concerns to their Course Coordinator or the Administration.
 - Encouraging free and open debate, but challenging extreme views and promoting the belief equality of opportunity and the celebration of diversity;
 - Forbidding the use of premises by extreme groups and preventing the distribution of extreme literature.

In relation to visitors we will:

- Ensure all visitors sign in and out at main receptions;
- Ensure they always wear a visitor lanyard;
- Notify all visitors of Safeguarding procedures and supply information card.

In relation to concerns about other staff and Safeguarding procedures:

- If staff members have concerns about another staff member then this should be referred to the Director.
- Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. There are appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behavior policies, concerns can be raised with the group management team;

In relation to International students we will:

- Ensure the International Desk checks all lodging and provide support to all
- Provide a 24-hour emergency contact number to all International students.

3. Guidelines for maintaining confidentiality, information sharing and recording confidential information

Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given highly sensitive or private information. They should never use confidential or personal information about a student or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other schools/services).

Information must always be used in the best interest of students and never to intimidate, humiliate, or embarrass the student. Confidential information about a student should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously. In circumstances where members of staff do not need to know all the detail, this should remain the case.

The safety, well-being and protection of students are the paramount consideration in all decisions staff make about confidentiality. The appropriate sharing of information between Rushmore staff is an essential element in ensuring a student's well-being and safety.

The general rule is that staff should make clear that there are limits to confidentiality at the beginning of the conversation with the student. These limits relate to ensuring student's safety and well-being. The student should be informed when confidence must be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

Any student who wishes to disclose must be informed that the member of staff has a professional responsibility to share the relevant information about the protection of the learner with other professionals. If a student confides in a member of staff and asks for the information to be kept secret, they must be informed that the member of staff has a responsibility to share the information with someone who can help if deemed necessary, for example with the Personal Tutor, Director or Counsellor. This needs to be done with care and sensitivity and the student needs to be reassured that the matter will only be discussed with people who need to know.

4. Complaints

All complaints will be dealt with following the Business School's standard complaints procedure.