



Safeguarding Policy

Publication Date	October 2025
Policy Owner	CEO
Approval	Trust Board
Next reviewed	October 2026
Impact Equality Assessment	Completed

1. PURPOSE

- 1.1 The Sixth Form Colleges Trust is committed to safeguarding and promoting the welfare of young people and recognizes their fundamental right to be protected from harm and exploitation.
- 1.2 This policy sets out how The Sixth Form Colleges Trust fulfills its statutory responsibilities relating to safeguarding and promoting the welfare of all students. It provides an overarching safeguarding framework across the Trust.

2. SCOPE

- 2.1 This policy applies to all staff, governors, trustees, members, supply staff, peripatetic workers, volunteers and all other members of our College Academy communities.
- 2.2 Additionally, each College Academy has their own Safeguarding and Child Protection policy and procedures, updated annually in line with the Department for Education's 'Keeping Children Safe in Education' and linked to relevant Local Authority safeguarding protocols. These local policies are overseen by the College Academy DSLs, together with the relevant Senior Leadership Teams and monitored by the respective Local Governing Bodies (LGB's) and ratified by the Trust Board.

3 PRINCIPLES

- 3.1 The Sixth Form Colleges Trust is committed to ensuring that safeguarding practises protect and support all students. We recognize our important responsibility under the Equality Act 2010 and are committed to the aims of making society fairer by tackling discrimination and providing equality of opportunity for all. We will not unlawfully discriminate or tolerate discrimination (direct or indirect, harassment or victimization) on grounds of age, disability, ethnicity (including race, colour, caste and nationality), gender identity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex and sexual orientation; this includes discrimination by association or by perception.
- 3.2 As a Trust, our goal is to provide welcoming, safe learning communities that reduce inequalities, foster creativity and independence enabling every student to identify and pursue their ambition, equipped with the skills, knowledge and understanding to contribute to the world.
- 3.3 We recognize that some young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, mental health or other issues. We believe that working in partnership with students and their parents, carers and other agencies (where appropriate), is essential in promoting their welfare.



3.4 In general students join our College Academies whilst they are legally children and leave us as legal adults. We recognise that student needs do not suddenly change or cease on turning 18, so we seek to support all our students equally as we understand that the transition to adulthood is a process and that the period of adolescence can be considered to span ages 14 to 25 (UN definition of a young person).

3.5 Across the Trust, we will seek to safeguard students through the following approach.

We will:

- Value every student, listen and respect them
- Involve students in the decisions that affect them
- Be willing to take decisions that may not align with a student's wishes when a student is at severe or imminent risk
- Teach students to understand and manage risk and how to keep themselves and their peers safe

4 RESPONSIBILITIES

4.1 The Sixth Form Colleges Trust will endeavor to ensure that policies, procedures and training are effective and always comply with the law.

As a Trust it is our duty to ensure that all staff, irrespective of role, recognise we have a shared responsibility to:

- Ensure that we are all familiar with and alert to the safeguarding risks that particularly impact our 16-19 age cohort
- Identify concerns early to prevent them from escalating
- Provide a safe environment in which students can learn
- Identify students who may benefit from early help
- Know what to do if a student tells them they are being abused or neglected
- Follow the relevant College Academy referral process if they have a concern

4.2 **The Trust Board will:**

- Ensure safeguarding and the welfare of young people is central to the work of the Trust
- Ensure any safeguarding concerns or allegations are taken very seriously, students and colleagues are supported, and all relevant processes are followed swiftly
- Ensure all Trustees, Governors and Members receive appropriate safeguarding training annually and understand their duties and responsibilities
- Review and ratify Trust Safeguarding policies annually
- Appoint a Safeguarding Trustee
- Conduct an annual review of safeguarding
- Receive promptly reports of serious safeguarding concerns
- Ensure Whistleblowing procedures are in place

4.3 **Allegations that may meet the harms threshold**

Any allegation of abuse made against a member of staff, supply staff, contractors or volunteer are required to be reported straight away to the College Academy Principal. In cases where the Principal is the subject of an allegation, it will be reported to the Trust CEO and Chair of the Trust. The Trust will follow the procedures set out in part four of 'Keeping



Children Safe in Education’ (2025). In cases where the allegation is made against the CEO, it will be reported to the Chair of the Board of Trustees.

- 4.4 The Principal will consult with the CEO and the Local Authority Designated Officer (LADO) in the event of an allegation being made against a member of staff (including supply staff and volunteers) and adhere to the relevant procedures set out in ‘Keeping Children Safe in Education’ (2025).

4.5 **The Trust CEO will:**

- Promote a strong safeguarding culture across the Trust
- Develop and implement the Trust safeguarding policy
- Ensure College Academies have effective local safeguarding policies
- Ensure College Academies are compliant with all safeguarding policies and Keeping Children Safe in education requirements
- Carry out an annual safeguarding audit in collaboration with Local LGBs and Principals
- Support College Academy Principals with any serious safeguarding situations
- Report to the Trust Board any serious safeguarding concerns

- 4.6 The Trust will operate robust recruitment procedures that seek to deter or prevent people who are unsuitable to work with students from applying for or from securing employment with the Trust.

The Trust HR Director will:

- Develop and implement effective safer recruitment processes, ensuring pre-employment checks are undertaken and recorded and Managers have undertaken appropriate training regularly
- Monitor adherence to safer recruitment practices across the Trust and provide regular reports
- Conduct a review of each College Academy Single Central Record annually
- Support any College Academy with any Safeguarding allegations made against staff

4.6 **College Academy Principals will:**

- Promote a strong safeguarding culture within their College Academy ensuring all staff are regularly trained in safeguarding principles and practices
- Appoint a Designated Safeguarding Lead and Deputy Safeguarding Lead
- Ensure the College Academy DSL develops effective local safeguarding policies
- Ensure effective implementation of local safeguarding policies within their College Academy
- Ensure the College Academy is compliant with all safeguarding policies and Keeping Children Safe in Education requirements
- Ensure all relevant staff are trained in Safer Recruitment and in Designated DSL and Deputy DSL roles as required
- Ensure safeguarding information is maintained securely
- Report serious safeguarding incidents to the CEO
- Inform the CEO and LGB Chair about any LADO referrals, suspensions and outcomes



- Conduct termly checks of the Single Central Record
- Ensure clear standards of behaviour are in place for staff and students

4.7 Local Governing Bodies will:

- Promote a strong safeguarding culture within their College Academy
- Appoint a Safeguarding link governor with appropriate training and support to carry out termly visit to the Academy to review Safeguarding practice (including the Single Central Record) and feedback to the LGB
- Review Safeguarding information each term
- Review local Safeguarding and Child Protection Policy annually

The Sixth Form College, Colchester: **NEW LINKS TO ADD**

Long Road Sixth Form College: **NEW LINKS TO ADD**

Keeping Children Safe in Education

New LINK to add

SAFEGUARDING CONTACTS

Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL), Designated Safeguarding Persons (DSP)

Long Road Sixth Form College		
Role	Name	Contact
DSL	Harriet Riches	hriches@longroad.ac.uk
DDSL	Eve Taylor	etaylor@longroad.ac.uk

The Sixth Form College, Colchester		
Role	Name	Contact
DSL	Sarah Prince	princes@colchsfc.ac.uk
DDSL	Jo Lawrence	lawrencej@colchsfc.ac.uk
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