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## 1 Policy

1.1. MetFilm School (the School) has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of children, young people and adults at risk, receiving education and training.

1.2. The School is predominantly an adult environment and this policy is designed to ensure that risks to children are minimised and that, where appropriate, they can take advantage of the study or recreational opportunities offered within this environment.

1.3. This policy is set out with specific reference to Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2018, and the Counter-Terrorism and Security Act 2015 (the Prevent Duty).

1.4. Throughout this policy reference is made to “children and young people”. This term is used to mean those under the age of 18. The School recognises that some adults are also at risk, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of adults at risk.

1.5. Although the School accepts individuals under the age of 18 on to its programmes of study, it does not accept parental responsibility for a child and will not act in loco parentis. Parents or Guardians of students under the age of 18 are required to follow the appropriate waiver procedure during the application process.

1.6. This policy is to be used in conjunction with the following MetFilm School policies and guidance documents:

- Student Charter
- MetFilm School Student Handbook
- Fitness to Study
- MetFilm School Staff Handbook
- Academic Freedom
- Freedom of Speech
- Health & Safety

## 2 Definitions

2.1. ‘Children and young people’ - This term is used to mean “those under the age of 18”.

2.2. ‘Adult at Risk’ – An ‘Adult at Risk’ is defined as a person aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to care for him or herself, or unable to protect him or herself against significant harm or exploitation<sup>1</sup>.

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<sup>1</sup> The Care Act 2014

2.3. The 'MFS Board' is the MetFilm School Ltd Board as set out in the MetFilm School Governance Framework, Code of Governance & Committee TORs.

### **3 Purpose**

3.1. The School is committed to carrying out its duty to protect and safeguard young people and adults at risk who may have suffered abuse, who may be at risk of abuse or who may wish to disclose allegations of abuse whether that alleged abuse concerns employees of the School, other students or any other person unconnected with the School.

3.2. The School is committed to fulfil its duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent the radicalisation of individuals, and in particular vulnerable adults and children (the Prevent Duty).

3.3. The School also recognises that it has duties and responsibilities relating to the protection and fair treatment of its students. Should allegations of abuse and or inappropriate behaviour be levelled against a student, the School will afford that student the necessary support as is appropriate in the circumstance arising.

3.4. The School, as an employer, also recognises that it has duties and responsibilities relating to the protection and fair treatment of its staff. Should allegations of abuse and or inappropriate behaviour be levelled against an employee, the School will afford that employee the necessary support as is appropriate in the circumstance arising.

### **4 Scope**

4.1. The scope of this policy extends to; all employees of MetFilm School, all students of the School, visitors to the premises of the School and all sub-contractors. The School recognises that it has a duty to help employees and students understand their responsibilities (through guidance, support and training), to minimize risk.

### **5 Principles**

5.1. MetFilm School has designated senior members of staff with the responsibility for all safeguarding issues relating to young people and adults at risk.

5.2. The School is committed to ensuring that it:

- Provides a safe environment for young people and adults at risk to learn in;
- Identifies young people and adults at risk who are suffering, or likely to suffer, significant harm, and

- Takes appropriate action to see that such young people and adults at risk are kept safe, both at home and within the School.

5.3. In pursuit of these aims, the School will approve and regularly review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of young people and adults at risk and the promotion of a safe environment for the young people and adults at risk learning within the school;
- Aiding the identification of young people and adults at risk of significant harm, and providing procedures for reporting concerns;
- Establishing procedures for reporting and dealing with allegations against members of staff;
- The safe recruitment of staff.

5.4. In developing the policies and procedures, the School will consult with, and take account of, guidance issued by the Department for Education (DfE), the Ealing Safeguarding Children Board (ESCB), Ealing Children's Integrated Response Service (ECIRS), Ealing Adult Social Care, Office for Students (OfS), and other relevant bodies and groups.

5.5. The School will refer concerns that a young person or adult might be at risk of significant harm to the appropriate agencies; ESCB, ECIRS, EASCB, the police or in cases of radicalisation to the Local and/or Regional Prevent Co-ordinator as appropriate. Where allegations against staff have been made, it may be necessary for the Local Authority Designated Officer (LADO) to also be consulted.

5.6. All staff working at MetFilm School will receive training adequate to familiarise them with safeguarding issues and responsibilities and the School's policies and procedures with refresher training as specified.

## **6 Designated Responsibility for Safeguarding**

6.1.1. The MFS Board have agreed to Prevent compliance and governance oversight of the implementation of the School's Prevent duty obligations. The Board receive an annual Prevent Duty compliance report from the Prevent Duty Steering Group.

6.1.2. The Head of Student Services is the Prevent Lead for MetFilm School and Chair of the Prevent Duty Steering Group.

6.1.3. The School Director is the representative for Safeguarding on the MFS Board.

### **6.2. The Academic Board**

6.2.1. A quarterly Safeguarding report, which details all issues relating to safeguarding, is received by the Academic Board.

6.2.2. The Academic Board receive an annual update on the development, approval and review of MetFilm School policies and procedures relating to the safeguarding of young people and adults at risk.

### **6.3. Designated Safeguarding Lead (DSL)**

6.3.1. The Head of Student Services is the Designated Safeguarding Lead and is responsible for:

- Leading on the implementation and promotion of this policy;
- Ensuring that the policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and adults at risk;
- Acting as the main point of contact within the School for the protection of children and adults at risk;
- Raising awareness of issues relating to the welfare of children and adults at risk, and the promotion of a safe environment for the children, young people and adults at risk learning within the School;
- Overseeing the referral of cases of suspected abuse, extremism, radicalisation or allegations to the local safeguarding children board, adult social services, Prevent co-ordinators or other relevant investigating agencies as appropriate;
- Maintaining confidential records of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral);
- Ensuring that all students and stakeholders within the school are aware of the School's Safeguarding policy and procedure;
- Liaising with the local authority agencies and other appropriate agencies where required.

6.4. The Deputy Director (Head of Teaching & Learning) is the Deputy Safeguarding Lead.

6.5. The Chief Executive is the Deputy Prevent Lead

6.6. The Safeguarding Team consists of:

- Head of Student Services
- Deputy Director (Head of Teaching & Learning)
- HR Manager

- The Chief Executive

6.6.1. These designated staff members act as key points of contact to:

- report on safeguarding matters to the DSL;
- make appropriate referrals;
- provide advice and support to other staff on issues relating to Safeguarding.

## **7 Risk Assessment**

Risk Assessment (Visiting Faculty/Guest Lecturer/Professional Practitioners)

7.1. MetFilm School strives to produce a safe and secure environment. However, buildings and their safety precautions are designed with an adult population in mind and may not be enough on their own to keep children/adults at risk safe. Although the School does not act in loco parentis it does have a greater duty of care in these circumstances.

7.2. Risk assessments carried out on all visiting faculty, guest lecturers and professional practitioners, in accordance with both the Health and Safety and the Freedom of Speech policies, should consider reasonable, proportionate adaptations to their activities where children/adults at risk come on to the premises.

## **8 Staff Training**

8.1. Safeguarding Young People (level 2) and Prevent duty training is compulsory for all staff during their induction period and is refreshed every three years.

8.2. The DSL and Deputy DSL undertake Safeguarding/Child Protection training to level 3 and refresher training every 2 years.

8.3. The DSL undertakes training in inter-agency working on all aspects of safeguarding (Child Protection and Prevent).

8.4. The Safeguarding Team receive training in Safeguarding/Child Protection issues to level 2.

## **9 Monitoring Effectiveness**

9.1. Where an allegation has been made against a member of staff, Academic Board should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the school's procedures and/or policies and/or which should be drawn to the attention of the Ealing LADO. Consideration should also be given to the training needs of staff.