

Safeguarding Policy

Document reference: LAAT-GOV-POL-SAF-001

Department / Function: Safeguarding and Student Wellbeing

Owner: Designated Safeguarding Lead (DSL), Mr Jay Sharda

Oversight committee: Academic Board

Approving body: Academic Board (recommended) / Board of Governors (final approval)

Status: Draft

Date approved: TBC

Review date: Every 2 years from the approval date

Supersedes: None

Regularity Alignment with Office for Students (OfS) Conditions

The Safeguarding Policy forms an integral part of the London Academy for Applied Technology's (LAAT) student protection, wellbeing, and risk management framework. It establishes clear and structured arrangements to identify, respond to, and manage safeguarding concerns, including appropriate referral and escalation pathways. The policy aligns with **OfS Condition B2 (Resources, Support and Student Engagement)** by ensuring that appropriate safeguarding support systems are in place, and with **OfS Condition E2 (Management and Governance)** by ensuring that safeguarding risks are effectively identified, monitored, and managed through robust processes. It also supports **OfS Condition C1 (Consumer Protection Law)** by promoting transparency in safeguarding procedures and responsibilities. Through this policy, LAAT demonstrates its commitment to maintaining a safe, inclusive, and supportive environment for all students and staff.

Terms of Reference

1. Purpose

The purpose of this policy is to outline how LAAT safeguards the **welfare, wellbeing, and safety** of students, staff, and visitors.

It establishes a **clear, structured, and proportionate approach** to:

- Identifying safeguarding concerns
- Reporting and recording incidents
- Managing referrals and escalation
- Providing appropriate support and intervention

The policy ensures that all safeguarding actions are **timely, confidential, and aligned with best practice and legal obligations**.

2. Scope

Institutional Scope:

- All LAAT campuses
- Online and digital learning environments

Individuals Covered:

- Students (all levels and modes of study)
- Staff (academic and professional services)
- Contractors and agency staff
- Visitors and external stakeholders

Activity Scope:

- Teaching and learning activities
- Student support and wellbeing services
- Safeguarding reporting and case management
- Events, placements, and off-site activities

3. Definitions

- **Safeguarding:** Protecting individuals from harm, abuse, neglect, or exploitation.
- **Designated Safeguarding Lead (DSL):** The person responsible for coordinating safeguarding responses.
- **Safeguarding Concern:** Any issue where a person's safety or wellbeing may be at risk.
- **Referral:** The process of directing a safeguarding concern to appropriate internal or external services.
- **Escalation:** The process of increasing the level of response where risk is significant or urgent.
- **At-Risk Individual:** A person who may be vulnerable due to personal, social, or health-related factors.

4. Principles

- **Student Safety First:** The welfare of individuals is the primary concern.
- **Timeliness:** Safeguarding concerns are acted upon promptly.
- **Confidentiality:** Information is shared on a need-to-know basis in line with GDPR.
- **Proportionality:** Responses are appropriate to the level of risk.
- **Accountability:** Clear roles and responsibilities for safeguarding actions.
- **Partnership Working:** Collaboration with external agencies where necessary.

5. Policy Statement

LAAT is committed to safeguarding and promoting the welfare of all students and staff.

The institution ensures that:

- Safeguarding concerns are **identified and reported promptly**
- Clear **referral and escalation pathways** are in place
- Staff receive appropriate **training and guidance**
- Safeguarding is embedded within institutional governance and culture

6. Governance, Committees and Terms of Reference

6.1 Governance and Oversight

Governing Body:

- Approves the Safeguarding Policy
- Receives annual safeguarding reports
- Ensures effective safeguarding arrangements

Executive Oversight:

- The **Designated Safeguarding Lead (DSL)** is accountable for safeguarding implementation and compliance.

6.2 Oversight Committee – Terms of Reference

In relation to this policy, the Oversight Committee will:

1. Approve and periodically review the policy.
2. Monitor safeguarding data, incidents, and trends.
3. Ensure compliance with legal and regulatory requirements.
4. Review effectiveness of referral and escalation processes.
5. Report annually to the Board of Governors / SMT.

7. Standard Operating Procedure (SOP) – Overview

7.1 Reporting Safeguarding Concerns

- All staff and students must report concerns via designated safeguarding channels (e.g., safeguarding email or reporting system).
- Immediate risks should be reported **urgently to the DSL or emergency services**.

7.2 Triage and Initial Assessment

- The DSL assesses the concern based on **risk level, urgency, and vulnerability**.
- Cases are categorised as **low, medium, or high risk**.

7.3 Referral Pathways

Depending on the level of risk:

- **Internal referral:** Student Support / Wellbeing services

- **External referral:** NHS services, local authority safeguarding teams, or specialist organisations
- **Prevent/Channel referral:** Where concerns relate to radicalisation
- **Police referral:** Where there is immediate danger or criminal activity

7.4 Escalation Procedures

- **Low risk:** Managed internally with monitoring and support
- **Medium risk:** Coordinated intervention involving multiple services
- **High risk:** Immediate escalation to DSL, senior management, and external agencies
- Emergency situations require **direct contact with emergency services (999)**

7.5 Record Keeping

- All safeguarding concerns are recorded securely and handled in compliance with **GDPR**
- Access is restricted to authorised personnel

8. Partner and Legal Alignment

- Safeguarding Vulnerable Groups Act 2006
- Children Act 1989 & 2004
- Care Act 2014
- Equality Act 2010
- Data Protection Act 2018
- Human Rights Act 1998

9. Monitoring, Compliance and Review

Annual safeguarding report includes:

- Number and types of safeguarding cases
- Referral and escalation data
- Training completion rates
- Outcomes and lessons learned
- Emerging risks and action plans

10. Responsible People / Roles include

- **Designated Safeguarding Lead (policy owner): Mr Jay Sharda**
Leads safeguarding, manages referrals and escalations
- **Student Wellbeing Lead: To be appointed**
Operational oversight of counselling services and compliance

- **Dean: Dr Manoj Ponugubati**
Strategic oversight of student wellbeing and academic support
- **Governance Lead: Dr Abul Hossain**
Ensures compliance with OfS and regulatory frameworks
- **HR manager: Ms Ginny Mishra**
Staff training on student support and safeguarding
- **All Staff**
Identify, report, and respond to safeguarding concerns

List of people and contact email

Role	Name	Contact Email
Designated Safeguarding Lead	Mr Jay Sharda	Jai.sharda@laat.ac.uk
Student Wellbeing Lead (Policy Owner)	To be appointed	[To be inserted]
Dean	Dr Manoj Ponugubati	manoj@laat.ac.uk
Governance Lead	Dr Abul Hossain	Mdabul.hossain@laat.ac.uk
HR Manager	Ms Ginny Mishra	ginny.m@laat.ac.uk

11. List of Documents

- Prevent Policy and Risk Assessment
- Student Wellbeing Policy
- Equality, Diversity and Inclusion Policy
- Staff Code of Conduct
- Student Code of Conduct

12. Evidence

- Safeguarding incident reports
- Referral and escalation records
- Training records
- Risk assessment
- Governance minutes

Mapping table for evidence items related to OfS conditions

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Safeguarding incident reports	Demonstrates that safeguarding concerns are identified, recorded, and managed appropriately,	B2 (Resources, Support and Student Engagement), E2 (Management and Governance)

	ensuring student safety and wellbeing	
Referral and escalation records	Shows that safeguarding concerns are appropriately escalated and referred to internal or external agencies, ensuring timely and effective intervention	B2 (Resources, Support and Student Engagement), E2 (Management and Governance), C1 (Consumer Protection Law)
Training records	Demonstrates that staff are trained to identify and respond to safeguarding issues and follow appropriate procedures	B2 (Resources, Support and Student Engagement), E2 (Management and Governance), E3 (Accountability)
Risk assessment	Demonstrates systematic identification, evaluation, and mitigation of safeguarding risks within the institution	E2 (Management and Governance), E3 (Accountability)
Governance minutes	Demonstrates oversight, monitoring, and accountability in safeguarding and institutional risk management	E1 (Public Interest Governance), E2 (Management and Governance), E3 (Accountability)