



Safeguarding Policy

Key Information	
Policy	Safeguarding Policy
Policy Lead	AL
Last Reviewed	October 2025
Approved by Principal/Governing Body	October 2025
New Review	October 2026
Filing Classification	Safeguarding and Student Welfare

1. Introduction

Xaverian College, in line with its Mission Statement and legal responsibilities, has a duty of care to all members of its community. The College's overarching aim is to provide a safe, inclusive, and respectful environment in which every student can realise their full potential.

As defined in Keeping Children Safe in Education (KCSIE 2025), safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes Safeguarding applies to all students.

This policy is informed by:

- Keeping Children Safe in Education (DfE, 2025)
- Working Together to Safeguard Children (DfE, 2023)
- Manchester Safeguarding Partnership (MSP) Procedures
- Prevent Duty Guidance (2015, updated 2023)
- The College's Mission and Gospel values

Safeguarding also includes ensuring online safety and digital wellbeing.

2. Key Principles

Xaverian College's approach to safeguarding is:

- Student-centred: prioritising the welfare and voice of the student
- Proactive: ensuring a learning environment free from harassment, abuse, discrimination, and exploitation
- Collaborative: working effectively with parents, carers, and external agencies

Compliant: adhering to all statutory and local safeguarding requirements The College aims to:

- Ensure all students are safe and protected from harm
- Promote the welfare of students, particularly those who are vulnerable or have additional needs
- Foster a culture of openness, trust, and accountability
- Ensure that all staff are appropriately trained and understand their safeguarding responsibilities
- Monitor and evaluate the impact of safeguarding provision
- Ensure there are clear systems for reporting, recording, and challenging poor or unsafe practice
- Promote early help and intervention to prevent escalation of concerns

3. Roles and Responsibilities

The College will comply with national and local guidance, including those issued by the

Department for Education and the Manchester Safeguarding Partnership (MSP).

- Designated Safeguarding Lead (DSL): Antony Lyons, Assistant Principal Pastoral and Designated Safeguarding Lead
 - Contact: 07970 787480
- Deputy Designated Safeguarding Lead (DDSL): Sarah Martin, Safeguarding Manager
 - Contact: 07534 421938
- Vice Principal for Student Support (in absence of DSL/DDSL): Simon Channell
- SEND Safeguarding Lead (in absence of DSL/DDSL): Ingrid Bencze, Learning Support Manager

The College also has a nominated Governor for Safeguarding, responsible for ensuring effective oversight and challenge.

While safeguarding responsibilities may be delegated to trained deputies, ultimate accountability remains with the DSL.

The DSL will:

- Lead and coordinate all aspects of safeguarding and child protection
- Ensure staff understand and implement the College's safeguarding procedures
- Ensure every member of staff and governor knows the name of the DSL
- Ensure every member of staff and governor knows how to report concerns
- Ensure students are aware of how to raise safeguarding concerns
- Deliver regular training, briefings, and updates to staff (at least annually)
- Maintain accurate, secure records using the College's safeguarding software (MyConcern), in compliance with UK GDPR (2018)
- Liaise with social care, police, and relevant agencies where abuse or neglect is suspected
- Refer cases of suspected abuse, neglect, FGM, radicalisation, exploitation, or criminal activity to the appropriate authorities
- Report all concerns that meet threshold to the Local Authority Designated Officer (LADO)
- Be alert to the specific needs of children who are:
 - Care-experienced (formerly Looked After Children)
 - Estranged
 - Have an allocated social worker
 - Are a young carer
 - Have special educational needs or disabilities
 - Experiencing poor mental health
 - At risk of exploitation or harm

Records of safeguarding concerns will be retained securely and transferred to the new education provider when a student leaves, in line with local authority guidance (normally until the individual reaches age 25).

4. Safer Recruitment and Employment

The College recognises its duty of care to ensure the suitability of all staff and volunteers who work with students.

The College will:

- Implement safer recruitment procedures in line with KCSIE 2025 (Part 3)
- Require enhanced Disclosure and Barring Service (DBS) checks for all staff and volunteers
- Maintain a Single Central Record (SCR) of pre-appointment checks
- Verify identity, qualifications, and employment history
- Obtain professional and character references before appointment
- Discuss safeguarding responsibilities at interview
- Ensure all staff receive safeguarding induction and regular refresher training

5. Managing Allegations and Low-Level Concerns

The College is committed to ensuring that all allegations against staff or volunteers are handled professionally, transparently, and promptly.

An allegation may relate to a person who has:

- Behaved in a way that has harmed, or may have harmed, a young person
- Possibly committed a criminal offence against, or related to, a young person
- Behaved towards a young person in a way that indicates they are unsuitable to work with young people

In such cases:

- Allegations will be reported to the Principal and DSL immediately
- Where allegations meet threshold, the Local Authority Designated Officer (LADO) will be informed
- Where the allegation concerns the Principal, the Chair of Governors will be notified
- All actions will be consistent with KCSIE 2025 (Part 4) and local procedures

Low-Level Concerns

All concerns about adult behaviour that do not meet the harm threshold are to be recorded and reviewed by the DSL and Principal.

Whistleblowing procedures are available to all staff who wish to raise safeguarding concerns about adults or practices within the College.

6. Promoting the Welfare of Students

In accordance with our Catholic ethos, Xaverian College is a community built on dignity, respect, and compassion.

We will:

- Maintain an environment where students feel safe, valued, and heard
- Ensure students know which adults they can approach for help or support
- Provide curriculum opportunities to promote personal safety, resilience, and awareness of abuse, including:
 - Peer-on-peer (child-on-child) abuse and sexual harassment
 - Domestic abuse
 - Mental health and wellbeing
 - Radicalisation and extremism
 - County lines and exploitation
 - Online safety and social media risks
- Promote British Values - democracy, rule of law, individual liberty, mutual respect, and tolerance
- Deliver safeguarding education through the Pastoral, RE, and tutorial programmes
- Conduct weekly safeguarding risk assessments on students with identified vulnerabilities
- Maintain robust IT filtering and monitoring systems to safeguard students online
- Ensure all online learning adheres to the College's IT/Social Media and Behaviour for Learning Policies

7. Monitoring and Review

The DSL and DDSL will develop systems to monitor safeguarding practices, identify areas for improvement, and report regularly to:

- The Senior Management Team (SMT)
- The Quality and Standards Committee of the Governing Body

This policy will be reviewed annually, or sooner if required due to legislative or procedural changes.

8. Acronyms

Acronym	Term
CCE	Child Criminal Exploitation
CIN	Child in Need
CPP	Child Protection Plans
CSE	Child Sexual Exploitation
EHCP	Education Health Care Plan
FGM	Female Genital Mutilation
HBA	Honour Based Abuse

LAC/CLAs	Care-experienced (as per section 20 and 21 of the Children Act 1989 (previously known as Looked After Children))
SEND	Special Educational Needs and Disabilities
DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead

9. Related College Policies

- Child Protection Policy and Procedures
- Low-Level Concerns and Whistleblowing Policy
- Student Prevention of Radicalisation Policy
- Behaviour for Learning Policy
- Offensive Weapons Policy
- Student Code of Conduct