

Safeguarding Policy

Student Policies 2024/2025



Code Institute Safeguarding Policy



Introduction

Welcome to Code Institute's Safeguarding Policy.

This policy is designed to outline the approach and procedures we follow to ensure the safety and well-being of adults at risk of harm and/or radicalisation due to age, disability, mental health difficulties or any factors that increase their risk of abuse/neglect.

Safeguarding encompasses all measures taken to protect individuals and provide safe and effective care, covering everyone involved with Code Institute, including staff, students, and visitors both on-site and online.

Safeguarding refers to the process of protecting adults to provide safe and effective care and includes all procedures designed to prevent harm. Safeguarding is a term that covers all people (staff, students, visitors etc) whether on site, online, at a partner's premises etc.

Code Institute recognises that some adults are also vulnerable to abuse, therefore the procedures may be applied when there are allegations of abuse of an adult.

Some adults are more vulnerable to abuse because of their care and support needs as defined in The Care Act (2014).

Protecting against the risk of radicalisation and our responsibilities under PREVENT duty are also included as part of our commitment to safeguarding.

Safeguarding Policy



Our Safeguarding team are trained to help if you or someone else:

- Feel threatened
- Are being bullied
- Are being harassed
- Feel unsafe online
- Are being abused or neglected
- Are being exposed to radicalisation or extremism

Commitment to Comprehensive Support

Code Institute is dedicated to maintaining a safe environment for every member of our community.

This commitment is reflected in our proactive approach to providing detailed guidance and support for reporting and addressing safeguarding issues.

Our mechanisms are designed to be responsive and effective, ensuring that everyone feels supported and secure in their interactions with the Institute.

We recognise that safeguarding is a collective responsibility, and we are dedicated to creating a safe and inclusive environment for learners, staff, alumni, and visitors alike. This approach ensures that every individual associated with Code Institute, whether directly involved in learning or participating in community initiatives, is protected under our safeguarding protocols.

We promote continuous education on safety practices and encourage proactive engagement from all learners, staff and community members to identify and address potential risks, thereby fostering a secure and supportive environment.

Safeguarding Policy



Upholding Community Principles

Each member of our community is expected to actively participate in fostering a safe, secure and inclusive environment. This involves adhering to and promoting the values and behaviors detailed in the Community Guidelines during all interactions, whether online or in-person.

Our commitment to safeguarding extends to every environment and activity associated with Code Institute, whether conducted online or in person, such as hackathons, career events, and more.

Our safeguarding policy extends beyond traditional educational boundaries to encompass the entire community, including but not limited to:

- Online interactions,
- in-person events,
- Other associated activities

Inclusivity and Diversity in Safeguarding Practices

Code Institute is firmly committed to upholding the values of diversity and inclusion in all of our activities.

Our safeguarding policies are developed with a deep respect for cultural sensitivity and a commitment to ensuring that every community member feels valued and protected. This commitment underpins our efforts to create a welcoming and safe environment, where diversity is not only respected but celebrated, ensuring that all members feel equally supported and secure.

Safeguarding Policy



Diverse Constituency and Other Relevant Parties:

We recognise that certain safeguarding considerations extend beyond our current students and staff, including, but not limited to, alumni, visitors, staff from partner organisations, and other community members.

For the purposes of this safeguarding policy, "Other Relevant Parties" refers to any individuals or groups who interact with our community or within our environments, either directly or indirectly, but are not formally enrolled as students or employed as staff.

This includes but is not limited to, alumni, visiting lecturers, guest speakers, external collaborators, contractors, volunteers, and participants in community or other Code Institute programmes.

These parties may engage with the community through various platforms including, but not limited to, events, such as online forums, workshops, public talks, short-form courses, and social gatherings.

The inclusion of these groups ensures that our safeguarding measures are holistic and comprehensive, covering all individuals who may impact or be impacted by the activities within our community.

Safeguarding Policy



Emphasising Reporting and Support Mechanisms within various contexts:

In all contexts, we are committed that signposting to our safeguarding resources is prominent and accessible. This includes:

- Clear signage at in-person events directing individuals to help and reporting points.
- Visible links and contact information on digital platforms and in event materials.
- Provision of resources in multiple formats to accommodate different needs, ensuring that everyone can understand how to access support and report concerns.

Safeguarding Policy



Code Institute's Commitment to Students

- Code Institute is committed to maintaining a safe and welcoming environment for all students.
- We prioritise the safeguarding and protecting of adults at risk, placing a strong emphasis on ensuring that their mental health and well-being are upheld and supported. Our commitment to this is outlined on page 24 of the Student Experience Handbook which you'll find on the LMS.
- All staff members undergo safeguarding training to ensure they are aware of their responsibilities in this regard.
- We have designated staff members with additional training to oversee safeguarding procedures, address any concerns and provide overall support.
- Code Institute will identify and report suspected cases of abuse to appropriate investigating agencies.
- We will cooperate with external agencies and statutory services to support adults at risk and investigate allegations of abuse.
- Students can expect their wishes and feelings to be taken into account, but in situations of significant risk, these preferences may be overruled to prioritise their safety.
- We provide a safe online learning environment and train staff to recognise indicators of risk specific to online settings.
- All staff are available to address any concerns or issues students may have, and to make appropriate referrals to the Safeguarding team.
- Students can trust that any safeguarding concerns they raise will be handled confidentially and securely in accordance with GDPR guidelines.

Safeguarding Policy



Code Institute's Expectations of Students:

- Students are expected to respect and adhere to Code Institute's safeguarding policies and procedures.
- Students should treat all individuals with dignity, respect, and fairness.
- It is important for students to report any concerns or suspicions of abuse or harm to the designated safeguarding leads.
- While Code Institute is committed to promoting positive mental health and wellbeing students also play a key role and we encourage them to feel empowered to reach out if support is needed.
- Students must comply with the Code of Conduct (page 12 of the Student Experience Handbook), as well as the Community Guidelines and refrain from engaging in any form of peer-on-peer abuse, violence, bullying, harassment, or radicalisation.
- Students should actively contribute to maintaining a safe learning environment by promoting inclusivity, supporting others, and reporting any incidents that may compromise safety.
- Students are expected to familiarise themselves with the safeguarding definitions, legislation references, and contact information provided in the appendices.
- By adhering to the safeguarding expectations, students contribute to creating a secure and supportive community within Code Institute.

Mental Health First Aiders



At Code Institute, we recognise the importance of supporting our students' mental health and wellbeing.

We offer Mental Health First Aid as part of our commitment to creating a safe and supportive learning environment.

We currently have three trained Mental Health First Aiders on staff who are available to provide confidential support to any student experiencing mental health challenges or crises.

Our Mental Health First Aiders can listen non-judgmentally, assess risk, provide initial support, and guide students toward appropriate professional help if needed.

We encourage any student who is struggling with their mental health to reach out to one of our Mental Health First Aiders for assistance via Student Care.

Your wellbeing matters to us, and we are here to support you throughout your learning journey.

Our **Mental Health First Aiders** are:



Michael Sheehan - Student Journey Quality Coordinator

michael.sheehan@codeinstitute.net

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Jeantelle van Niekerk

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Lane Sawyer Thompson - Community Facilitator

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Safeguarding Policy



Digital Safety

In our increasingly connected world, digital interactions form a significant part of our academic engagement. Code Institute is committed to ensuring that all members have a safe and positive experience online. This section outlines our guidelines for promoting digital safety and provides guidance on how individuals can protect themselves and others in the digital environment.

Guidelines for Digital Conduct

- **Respectful Communication:** All members are expected to communicate respectfully online, just as they would in person. Harassment, bullying, and discriminatory behavior will not be tolerated. Please refer to our Community Guidelines for more information.
- **Privacy and Data Security:** Members should be vigilant about protecting their personal information and respect the privacy of others. Avoid sharing sensitive personal details without proper security measures.
- **Secure Access:** Use strong, unique passwords for different sites and enable two-factor authentication where possible to enhance security.
- **Recognising and Reporting Misconduct:** Be aware of the signs of cyberbullying, harassment, or any suspicious activity. Report any concerns to the designated safeguarding leads promptly.

Safeguarding Policy



Safe Use of Platforms

- **Official Channels:** Use only official platforms approved by Code Institute for educational and communication purposes to ensure security protocols are maintained.
- **Software Updates:** Keep software and applications updated to protect against vulnerabilities that could be exploited by malicious parties.
- **Awareness Training:** Regular training sessions will be provided to educate about potential cyber risks and the best practices for mitigating these.

Responding to Digital Threats

- **Incident Response:** Code Institute is committed to responding to digital security incidents. This includes initial assessment, containment, and remediation steps.
- **Support Resources:** Access to technical support and advice on digital safety is available for all members to address any issues they may encounter.

Continuous Learning and Improvement

The digital landscape is ever-changing, and so our approaches to digital safety must evolve continually. Code Institute will regularly review and update our digital safety policies to reflect the latest in cybersecurity best practices and technological advancements.

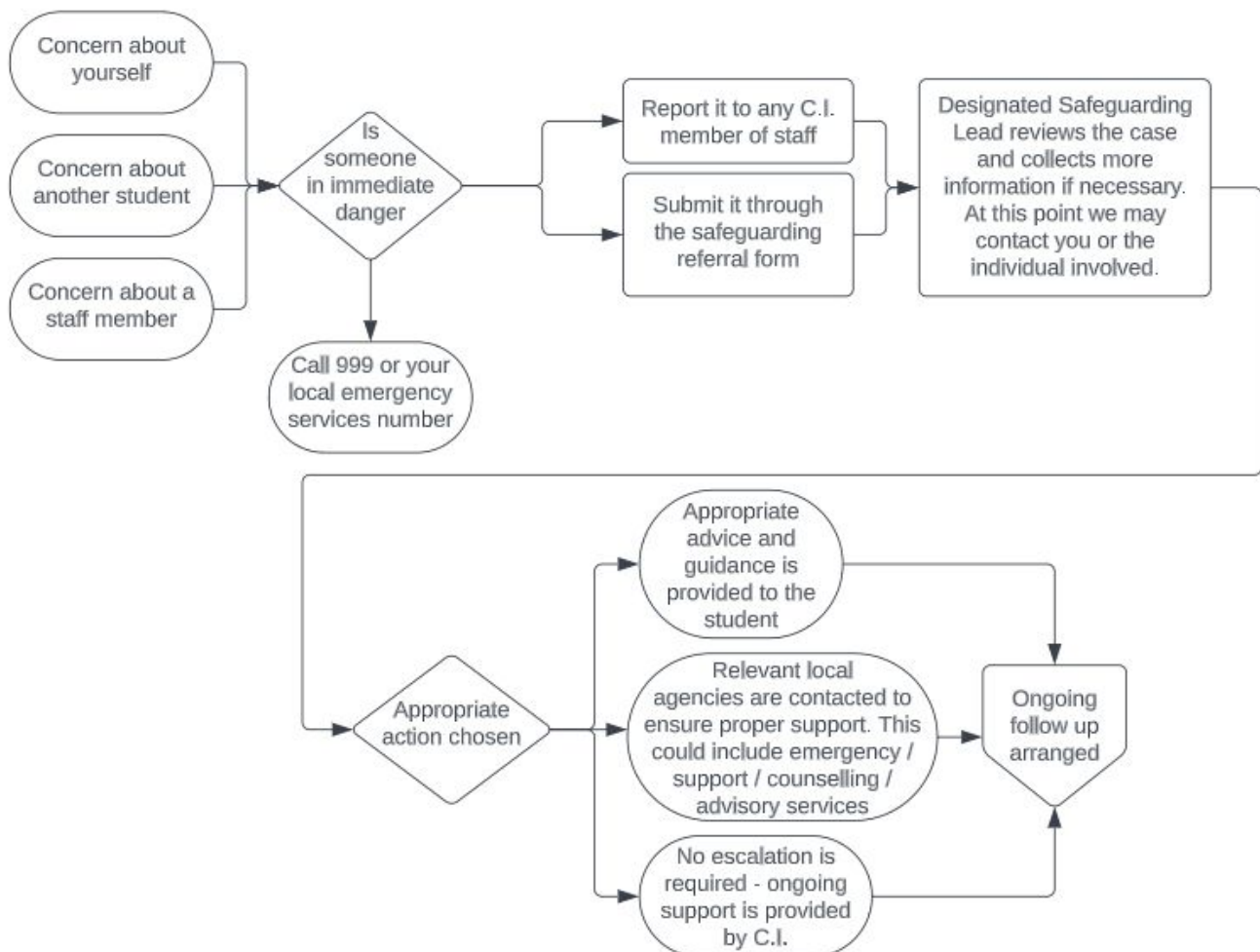
Safeguarding Policy

Safeguarding Procedures.

If any student, member of staff or Other Relevant Party has any safeguarding concerns, no matter what it is, please reach out to us. We are here to help and to create a safe learning environment.

Student concerns can be shared with a Code Institute Designated Safeguarding Lead or it can be reported via the following referral form. This can be done anonymously or with student contact information . (see the end of this document for nominated staff members).

The form is available [here](#).



Safeguarding Policy



The Safeguarding team and how to make a referral

As a student, if you have any safeguarding concerns regarding a staff member or fellow student, we encourage you to fill out the [Student Safeguarding Referral form](#).



**[CLICK HERE TO ACCESS THE STUDENT
SAFEGUARDING REFERRAL FORM](#)**



We understand the importance of privacy, and you have the option to remain anonymous when answering personal detail questions on the form.

Designated Safeguarding leads

Alternatively, if you prefer, you can confidently speak with one of our Safeguarding Leads - Jeantelle, Michael, or Maria, who are available to provide support and guidance tailored to promote positive mental health and overall well-being.

Your well-being matters to us, and we are here to help you navigate any concerns you may have.

Safeguarding Policy

The Safeguarding Team



Michael Sheehan - Student Journey Quality Coordinator

michael.sheehan@codeinstitute.net

mikesheehan_ci on Slack



Maria Mcloughlin - Community and Alumni Manager

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Jeantelle van Niekerk- Learner Engagement Success and Care Manager

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Safeguarding Policy



Jim Cassidy from our senior management team / board of directors is Safeguarding trained in order to provide oversight on the company's Safeguarding policy, procedure and the work of the Safeguarding team.

You can also reach out to any Code Institute staff member in this regard.



IMPORTANT

The Code Institute Team is available from 9 AM to 5 PM (UK / Irish time), Monday to Friday.

If you have an emergency outside these hours, please contact emergency services.

Safeguarding Policy

An Important Note on Confidentiality and Safeguarding

In our commitment to respect your privacy and handle sensitive information with care, we recognize the importance of confidentiality in building a trustworthy environment.

However, it is important to clarify that your safety and well-being, as well as that of all individuals within our community, is our utmost priority.

PLEASE NOTE:

In situations where there is a reasonable belief that you or another person may be at risk of harm or in immediate danger, we are compelled to take appropriate steps to ensure safety.

This may include, but is not limited to, contacting emergency services, a partner organisation, or an identified emergency contact.

These actions are taken in the best interest of the individuals involved and are guided by our safeguarding policy and other obligations.

We are here to support you in your safety and wellbeing. We strive to manage these situations with the highest degree of sensitivity and discretion. Any Information shared with Code Institute staff will be kept securely in accordance with GDPR Guidelines and data retention policies.

This policy was reviewed and updated as of Sept 2024