

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.

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

At Code Institute, we understand that some adults may be vulnerable to abuse, and we are committed to safeguarding their well-being. We want all of our students to feel secure and know they are part of a safe, inclusive and welcoming environment.

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.

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Code Institute's Commitment to Students - Continued

- 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.

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) 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.

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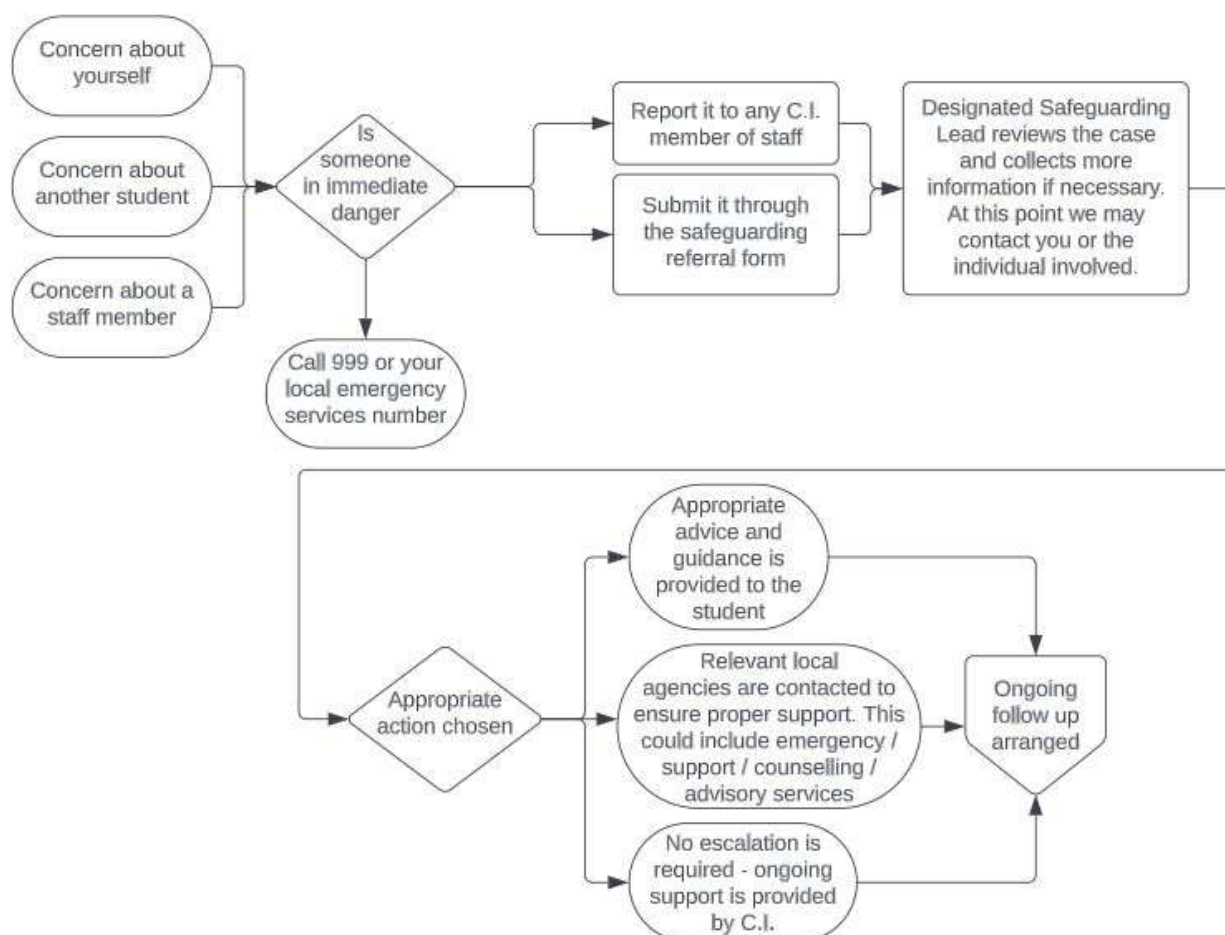
Safeguarding Procedures.

If any student or member of staff 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](#).

Any Information shared with Code Institute staff will be kept securely in accordance with GDPR Guidelines and data retention policies.



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Designated Safeguarding leads

James Stone - Student Care Lead

Michael Sheehan - Student Experience Manager

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](#). We understand the importance of privacy, and you have the option to remain anonymous when answering personal detail questions on the form. Alternatively, if you prefer, you can confidentially speak with James, or Michael, 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.



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James_ci on Slack



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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.

This policy was reviewed and updated as of January 2024