



# Fairfield Farm College

## Student Welfare and Protection Record Keeping

<b>Policy number</b>	<b>New or Reviewed</b>	<b>Date of next review</b>	<b>Responsibility</b>
P029	September 2017	September 2019	Principal

To provide young people with opportunities to be successful and make a positive contribution within their community.

## Student Welfare

Fairfield Farm College is committed to safeguarding all children, young people and vulnerable adults. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/ young person / vulnerable adult is paramount.

We will take every reasonable step to ensure that children, young people and vulnerable adults are protected at college and in any setting that we are supporting them. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

We enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, trustees, partners, volunteers and anyone working on behalf of the College) to have read, understood and adhere to this policy and associated policies and related procedures.

Trustees and staff, including volunteers, at Fairfield Farm College (FFC) are required to support the following philosophy statement in accordance with the principles contained within the European Convention on Human Rights and the Human Rights Act 1998 and Working Together to Safeguard Children (DfES) 2006.

All individuals have the right to:

- live their lives free from maltreatment, coercion, intimidation, oppression and physical, sexual, emotional or mental harm
- a safe learning environment
- confidentiality in respect of personal information, if this does not infringe the rights of other people
- access information relating to them and their circumstances
- make informed choices about their circumstances
- the right to the protection of the law and access to the judicial process.

Please read this policy in conjunction with:

- Child Protection
- Protection of Vulnerable Adults
- Safeguarding
- Safer Staff Recruitment

# Safeguarding Child and Adult Protection Incident / Welfare Concern Form



This record should be completed by the member of staff who first observed or noted concern.

The completed form should be given directly to a member of the Safeguarding team. **Debbie Farley, Helen Beer, Emma Ansell or Greg Bennett.**

<b>Student name</b>		<b>Date of birth</b>	
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<b>Date of incident / concern</b>	
<b>Name of person completing the form</b>	
<b>Signature</b>	
<b>Date form completed</b>	

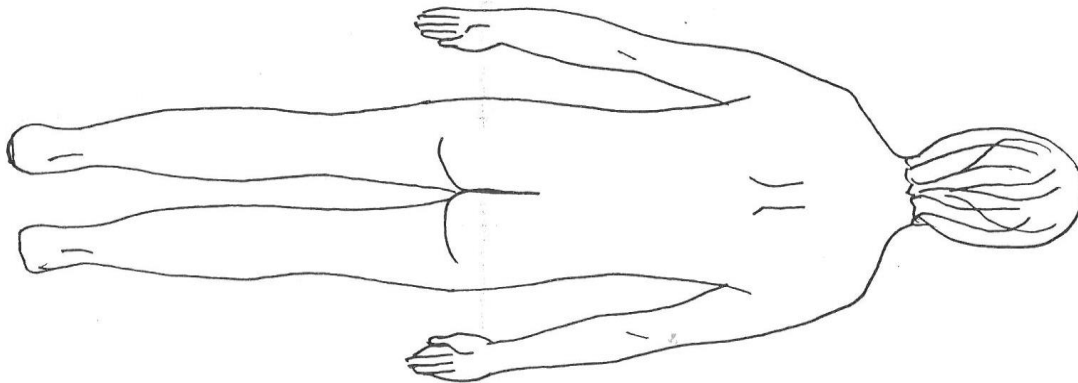
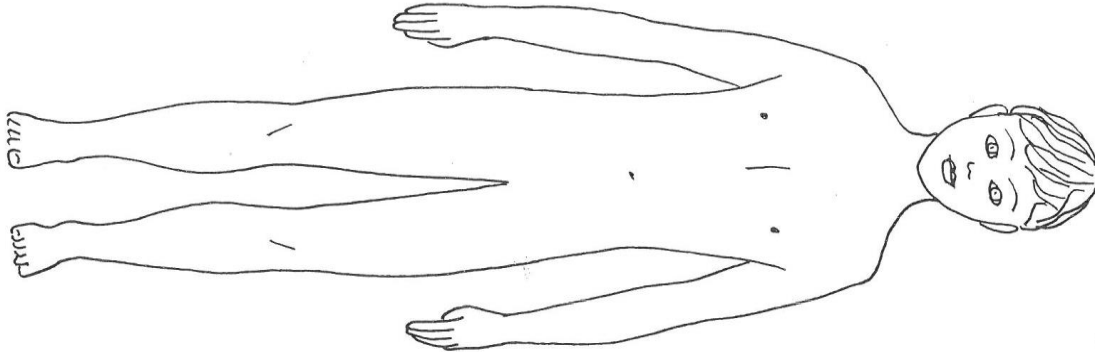
<b>Details</b> Note the reasons for recording the incident. Ensure factual information is provided – who, what, when and where. Complete the body map if relevant.

**TO BE COMPLETED BY SAFEGUARDING TEAM**

<b>Name of SG team member reviewing form</b>		<b>Date</b>	
<b>Signature</b>			

<b>Further action(s) taken</b> Include full details and dates	
Date form recorded on central termly log	
Concerns shared with parent/carer	
Referral made Who/ when	
Notes	

**Body Map (only to be completed if relevant)**



BY ORDER OF THE BOARD

**Dr T Pagett**  
**CEO/Principal**  
September 2017