

UNDER 18 Year olds Safeguarding and Wellbeing on Short Courses

UAL Safeguarding policy <https://canvas.arts.ac.uk/sites/explore/SitePage/45879/safeguarding>

We have a legal requirement to report any concerns that we may have regarding a child (anyone under 18) or vulnerable adults' safety. This may be in relation to abuse (physical, emotional, sexual, financial etc), radicalisation, or neglect.

We also have a duty of care to our learners and try to support them if they are upset, unwell or at risk. However, this is not a legal obligation if it does not fall under Safeguarding.

What UALSC have in Place:

All tutors for under 18 courses are DBS checked and are required to have two references.

All Tutors for under 18 courses complete online Safeguarding Training

All classes with 11 - 15-year-old learners have additional classroom assistants, are supervised at lunchtime, and are not allowed off site during class.

All classes of 15 –18-year-olds have additional classroom assistants when over 16 learners in a group

A Safeguarding lead that any Safeguarding concerns need to be reported to.

Access for all learners to UAL Student services

Safeguarding actions by Tutors/ CAs/ TAs

Ensure that they are not alone with a learner in a physical or online classroom.

Consider the content of artwork being shown in the class (Artists as well as learners own work

If you have any concerns about the safeguarding of an under 18-year-old learner: if you consider that they may not be safe from abuse, neglect, maltreatment or harm to health or development,

you must notify your Safeguarding lead: Toby Wynyard t.wynyard@arts.ac.uk or any other contact on the [Canvas SG Page](#) as well as your Line Manager if possible

If a learner makes a disclosure to you: Listen. Explain that you cannot promise to keep a secret, but you will need to tell someone who can help. Record what you are told in brief notes immediately after the disclosure and notify your Safeguarding lead: Toby Wynyard t.wynyard@arts.ac.uk any other contact on the [Canvas SG Page](#) as well as your Line Manager if possible

Wellbeing Action by Tutors/ CAs/ TAs

If a learner is upset, unwell or at risk you can take some time to find out what the matter is. If it is not a safeguarding issue you can still offer additional support in the classroom, refer a learner to [student services](#), mediate a relationship within the classroom or give the learner a chance to take a break.



You may want to contact your line manager or Customer Service Team (UALSCCST@arts.ac.uk) if you need support working with the learner. You can also refer to the [UALSC rota](#) to see who is on the same site as you that day. Eg:

- ☐ If the learner is too upset to remain in the classroom and needs to have someone talk to them away from the room
- ☐ If the learner is preventing you from working with the rest of the group
- ☐ You feel uncomfortable supporting the learner

Examples of safeguarding incidents can include, but are not limited to:

- ☐ there is a concern that a relationship is developing which may be an abuse of trust
- ☐ you are worried that a child or young person is becoming attracted to you or a colleague who has regular contact with them
- ☐ you receive a report from a child or young person alleging abuse regarding a staff member, volunteer or a member of an external organisation using the University's facilities
- ☐ you have been required to physically restrain a child or young person to prevent them from harming themselves or another or from causing significant damage to property
- ☐ you see any suspicious marks on a child or young person
- ☐ you observe behaviour which is concerning, such as; a child or young person shares concerns with you that might indicate that they are being groomed, harmed or are at risk of harm
- ☐ the work being produced by a child or young person indicates that they may be being groomed, harmed or are at risk of harm
- ☐ you hear of any disclosures or allegations made by a child or young person of events inside or outside the University (this may include through posts on social media)

