

**14-16 Policy and Procedures**

**Policy Introduction**

The following 14-16 Policy outlines the principles and responsibilities for ensuring students aged under 16 are safe, well supported and achieve during their time at Oaklands College.

If through the application the College becomes clear that it is not the right place for the student, the College reserves the right to withdraw the offer to study. The College will advise the relevant school who is responsible for the student of their decision.

**1. Policy**

The College has a range of Policies and Procedures in place to ensure the safety of all students at Oaklands College. The College will endeavor to meet any additional requirements for 14-16 students and will ensure their safety in a post 16 environment.

**2. Partnerships.**

The College works with various schools and Educational Support Centres, for example, The Links Academy and The Pavillion school and offers Practical Learning Opportunities (PLO) at KS4. These programmes cater for year 10 and 11 students who attend 3 hours per week on a part time vocational programme whilst studying for GCSES at their school. All students are required to follow the College’s Policies and Procedures and if a student does not adhere to these, the College has the right to inform the school that they are not allowed to continue with their PLO programme.

 The student remains the responsibility of the school in these circumstances.

**3. Disclosure of information**

Safeguarding Information will be sent immediately to the Safeguarding Team and filed according to legal requirements.

**4. Induction**

It is essential that all 14-16 students undertake an induction programme covering all aspects of the College including:

* Health and Safety Policy and Procedures of the College
* Health and Safety pertaining to a particular department
* Systems and procedures of the College – Use of Pro monitor and Canvas
* Student Charter
* Smoking Policy – Please remember under 16s are not legally allowed to smoke.
* Drugs Policy
* Bullying and Harassment Policy
* Course specifications, assessment styles and deadlines
* Student Voice

 **In addition**, the induction programme should provide opportunities for students to:

* Get to know their peers and tutors
* Familiarise themselves with the environment- including their Classrooms and workshops, pick up point for their mini bus or taxi
* Issued with a Red ID lanyard that makes them identifiable as 14-16 students around the College
* Check the students have appropriate personal protective equipment (PPE) and appropriate uniforms or to inform the school for them to order if required. Order forms for uniforms and PPE will be sent out to school prior to the summer holidays.
* Discuss their rights and their responsibilities

**5. Safeguarding, Supervision and attendance procedures**

*The Children Act 1989* gives every child the right to protection against abuse and exploitation and the right to have enquiries made to safeguard his or her welfare. Keeping Children Safe in Education September 2021 guidance is contained in the College Safeguarding Policy.

A copy of the Safeguarding Policy is available on the College website. It is the expectation that students adhere to the College’s safeguarding Policies and Procedures such as: attendance and behaviours, how to stay safe online, bullying and harassment and Prevent and radicalisation.

* It is important that all students feel safe while at College and should be issued with and wear their student ID badge at all times. The only exception is practical sessions when these may be taken off for health and safety purposes.
* Schools are required to inform the 14-16 Coordinator prior to the lesson if a student is not attending. The 14-16 Co-Oridnator will update teachers, Student ILP and ensure the registers are marked to reflect this.
* Staff will ensure that registers are marked within the first 15 minutes of each lesson. The 14-16 Coordinator will monitor all registers.
* Students are not allowed off site or to walk around campus unsupervised at break times or allowed to leave early unless previously confirmed and arranged by school with the 14-16 Coordinator. If a student feels unwell they are to speak to their tutor who will contact the 14-16 Coordinator. The Coordinator will liaise with the school to arrange for the student to be collected.
* The Safeguarding and Welbeing team are aware of the days the PLO students are on site and,

the tutors and Head of Department are updated prior to the lesson of the location of the 14-16 Coordinator for the day. All staff have the contact details of the 14-16 Coordninator.

* All details of the students learning needs, medical needs, application forms, school contact including DSL out of hours contact can be found on Teams within the safeguarding department which can be accessed by Student advice if needed.
* All Learning support staff that may attend with the students have been subject to all the required vetting and identiy checks, including DBS. Theyhave been deemed suitable to work in a school setting by the school and in line with the DfE Guidance.
* Students will be onsite with other students that will be over 16 and may include adults over the age of 18. A risk assessment will be completed by the 14-16 Coordinator and a copy will be sent to the teacher and Head of Department prior to the start of the programme.
* The 14-16 coordinator will send weekly registers to the schools.
* It is the responsibility of the Parent/Carer and school to ensure that safe travel arrangements to and from Oaklands College are in place. This information will be shared with the 14-16 Coordinator prior to the year commencing.
* Termly progress reports will be collated by the 14-16 Coordinator and sent to the relevant schools.
* Any feedback from teachers will be shared with the school with actions to be taken by the school if necessary regarding behaviour, attendance, adhering to College expectations.

*If a student goes off site or is missing from lessons the tutors will contact the 14-16 Coordinator, who will alert the school and their Designated safeguarding Lead as well as the College’s Safeguarding Manager. Under no circumstances will a student be sent off campus without the school being informed. If a student needs to be removed from the class, the tutor will contact the Head of Department and the 14-16 Coordinator.*

 *The School will be contacted and the student will remain with the 14-16 Coordinator within the student advice hub.*

**6. Policies and Procedures**

**6.1 Student Behaviour Process**

Schools will be given the Student Behavior Process and Policy before the student starts their programme and this will be followed when a student’s behaviour does not meet the expectations set out in the Policy. This could lead to a permanent exclusion if the behaviours are serious.

**6.2 Emergencies**

In the event of an accident or where a student becomes ill the College will administer first aid, and contact the School to collect the student if deemed necessary.

In the event of a more severe accident / illness, contact first aider to administer emergency treatment and alert the emergency contact (School) and call an Ambulance to take the student to the hospital if deemed necessary.

In all cases the College completes an Incident/Accident Form and a copy will be sent to the 14-16 Coordinator, who will forward the form onto the School.

**7. Health and Safety**

**7.1 Risk Assessment**

The College will ensure that all significant hazards are identified, the risks assessed and appropriate controls put in place to reduce the likelihood of accidents and incidents occurring.

**7.2 Personal Protective Equipment (PPE)**

If a student does not have relevant PPE or refuses to wear it, he/she must not participate in tasks. Alternative tasks must be given to the student that do not require PPE. The 14-16 Coordinator will inform the school for action.