Policy Name	Disclosure or Display of Potentially Harmful Behaviours
Department	Student Services
Created by (Job Title)	Director of Student Services
Date Reviewed	01/09/2022
Date of Next Review	01/08/2027
Equality Impact Assessment	This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

Procedure for the Disclosure or Display of Potentially Harmful Behaviours

The Bedford College Group aims to maintain a safe and welcoming environment on all its sites for staff, students (including residential students) and visitors.

The safety of our staff and students is paramount for the group and therefore this procedure has been produced to ensure that we can maintain that safety at all times.

The Risk Assessment
Applicants or students who display or disclose potentially harmful behaviours will be subjected to a risk assessment to identify whether the College has the ability to support and/or mitigate harmful behaviours, whilst maintaining the safety of others.

The completion of a risk assessment will take place to establish whether any reasonable adjustments can be made to accommodate the applicant/student, which mitigates risk for themselves, other students, staff or volunteers that they may be working with.

It should be emphasised that the sharing of information is to safeguard the wellbeing of the person and to give them more effective support as well as to ensure the safety of everyone else involved.

If a person refuses to let information be shared with the relevant organisation and/or college members, unless with very good reason, there may be a question of the suitability of that person for the course. A referral to a member of the Executive Team will be necessary.

The outcome of the risk assessment conducted could potentially affect a student's place on the course, whether that is at application stage or when enrolled. The College is not obliged to take someone on a course, if it can be clearly demonstrated that it is thought that they present a high risk to the safety of others and or to themself.

Risk Assessment for Applicants
If a risk assessment needs to be conducted at the application stage, the College has the right to hold the progression of the application until the risk assessment has been conducted.

The Head of Department will inform the Head of Enquiries and Admissions and Group Director of Student Services to hold on the application until further notice and the template letter in Annex E will be used.

The risk assessment (Annex A) will be completed by previous educational establishments and any External Agency involvement (Social Services, Police etc.).

The risk assessment (Annex B) will be completed by the applicant and this will be sent out by the relevant Vice Principle (VP) /Head of Department (HoD).

The Head of Department, in consultation with the necessary internal departments (Safeguarding, Health and Safety etc.) will review the information received and complete the College's Risk Assessment (Annex C).

Risk Assessment for Enrolled Students

If a risk assessment needs to be conducted whilst a student is enrolled, the College has the right to temporarily suspend the student until the risk assessment has been conducted.

A suspension will be communicated by the necessary person, as per the Student Behaviour Guidelines.

The risk assessment (Annex A) will be completed by previous educational establishments and any External Agency involvement (Social Services, Police etc.).

The risk assessment (Annex B) will be completed by the student and this will be sent out by the relevant Vice Principle (VP) /Head of Department (HoD)

The Head of Department, in consultation with the necessary internal departments (teaching team members, the College's Safeguarding Team, Health and Safety Team, Additional Learning Support, etc) will review the information received and complete the College's Risk Assessment (Annex C).

Outcome of the Risk Assessment

The Head of Department will review all information that has been provided and present this to the relevant VP who will then make the final decision. If the relevant VP is unable to make a decision, a panel meeting will be arranged to discuss the evidence, the panel meeting will consist of the Group Director of Student Services, the College Principal, VP, ALS and other appropriate staff. The outcome will be communicated to the applicant/student via telephone and in writing.

The decision to not support an applicant/student should only be taken as a last resort and should be made with the approval of the VP for that department.

Applicants allowed to continue with their application or enrolled students allowed to continue with their studies will be subject to an action plan (Annex D) which will have regular review dates. The applicant/student will be allocated a Supervisor/Tutor who will monitor progress against the action plan and report any breaches to the Head of Department. Please note, should any circumstances change, these will be reviewed immediately by the Head of Department and a new risk assessment will be completed.

Appeals

If an applicant/student wishes to appeal against the decision that they are unable to enrol/continue on a course, then the Deputy CEO should be contacted.

The Deputy CEO will review the decision; discuss it with the involved parties and then make a final decision.

Appeals must be within 10 working days of the decision made.

The College has 10 working days to respond to an appeal.

Recording of Information

All information relating to this procedure will be securely stored onto Pro-monitor under confidential comments.

Review of this Procedure
This procedural document will be reviewed annually or following an event which triggers a review.

Fiona Phillip, Group Director of Student Services
October 2023

Annex A External Agency Risk Assessment

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Risk Assessment by External Agencies

This information has been provided by: *(Please tick)*

Youth Offending Team	☐	**Social Worker**	☐
Educational Establishment	☐	**Other**	☐ _____

Name:	
Job Title:	
Organisation:	
Contact Numbers:	
Contact Email:	

Details about the Young Person

		Surname:	

	Female ☐ Male ☐ Other ☐	**Date of Birth:**		**Age:**	

Course:	

Does the young person have any history of the following offences?	Sexual	Yes ☐	No ☐
	Violence	Yes ☐	No ☐
	Offences against children	Yes ☐	No ☐

In your professional opinion, what level of risk does the young person present to:	Environment	High ☐	Medium ☐	Low ☐
	Themselves	High ☐	Medium ☐	Low ☐
	Children	High ☐	Medium ☐	Low ☐
	Vulnerable Adults	High ☐	Medium ☐	Low ☐

	Staff Members	High ☐	Medium ☐	Low ☐
	Overall Rating	High ☐	Medium ☐	Low ☐

Harmful Behaviours

The College requires as much information as possible in order for it to make an accurate risk assessment of the young person. We appreciate the need for Data Protection but suggest that this information is required to correctly risk assess both the individual and the group dynamics.

Please tick if the young person has / or has recently had issues with:

Alcohol / Substance Abuse ☐ **Anger and/or violence issues** ☐ **Domestic circumstances** ☐

If ticked, please give details:

Does the young person have any concerns with the following?

Basic Skills ☐	Health Problem / Allergy ☐	Working in a Team ☐
Self – Confidence ☐	Disability or Learning Need ☐	Mental Health Issues ☐

Please give further details on any of the answers on this form, or any other significant factors the College should be made aware of:

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Signed:		**Date:**	

Annex B Applicant / Student Risk Assessment

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Risk Assessment by Applicant / Student

Name:	

Gender:	Female ☐ Male ☐ Other ☐	**Date of Birth:**		**Age:**	

Previous School:	

Course Applied For / Enrolled To:	

Contact Numbers:	

Contact Email:	

Does you have any history of the following offences?	Sexual	Yes ☐	No ☐
	Violence	Yes ☐	No ☐
	Offences against children	Yes ☐	No ☐

In your opinion, what level of risk do you present to:	Environment	High ☐	Medium ☐	Low ☐
	Themselves	High ☐	Medium ☐	Low ☐
	Children	High ☐	Medium ☐	Low ☐
	Vulnerable Adults	High ☐	Medium ☐	Low ☐
	Staff Members	High ☐	Medium ☐	Low ☐
	Overall Rating	High ☐	Medium ☐	Low ☐

Harmful Behaviours

The College requires as much information as possible in order for it to make an accurate risk assessment.

Please tick if you have recently had issues with:

Alcohol / Substance Abuse ☐	**Anger and/or violence issues** ☐	**Domestic circumstances** ☐
If ticked, please give details:		

Does you have any concerns with the following?

Basic Skills ☐ Health Problem / Allergy ☐ Working in a Team ☐

Self – Confidence ☐ Disability or Learning Need ☐ Mental Health Issues ☐ **Please give further details on any of the answers on this form, or any other significant factors the College should be made aware of:**

Signed:		**Date:**	

Annex C The Bedford College Group Risk Assessment

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Risk Assessment by Head of Department

As part of the College's risk assessment procedure, this form is to be used by the Heads of Department, VP, ALS and the appropriate staff within the College to risk assess young people who display/disclose harmful behaviours.

Details about the Young Person

Forename:		**Surname:**			
Gender:	Female ☐ Male ☐	**Date of Birth:**		**Age:**	
Course:					
Information was received from:					

Does the young person have any history of the following offences?	Sexual	Yes ☐	No ☐
	Violence	Yes ☐	No ☐
	Offences against children	Yes ☐	No ☐

In your professional opinion, what level of risk does the young person present to:	Environment	High ☐	Medium ☐	Low ☐
	Themselves	High ☐	Medium ☐	Low ☐
	Children	High ☐	Medium ☐	Low ☐
	Vulnerable Adults	High ☐	Medium ☐	Low ☐
	Staff Members	High ☐	Medium ☐	Low ☐

Overall Risk Rating	High ☐	Medium ☐	Low ☐

Assessment Guidance:

- If the risk rating to any of the above is **LOW** then continue with reasonable adjustments and put an action plan in place.
- If the risk rating to any of the above is **MEDIUM** then refer to the Director of Student Services to identify reasonable adjustments and put an action plan in place.

If the risk rating to any of the above is **HIGH** then refer to your Director.

In your professional opinion, can reasonable adjustments be made for this Candidate?	Yes ☐	No ☐

Approved – No Actions ☐	**Approved – With Actions** ☐	**Panel Meeting Required** ☐	**Declined** ☐ *(VP to Approve)*

Reason for Overall Rating:

–

Signed Head of Department:		**Date:**	
Signed Director of Department (If declined)		**Date:**	

Annex D Action Plan

Action Plan

Name:		**Course:**	
Head of Department:		**Supervisor:**	

Reason for the Action Plan:

Action Plan	Who By?	Review Date

Summary Review Date:	

Young Person Signature:	
Supervisor Signature:	

Head of Department Signature:	

Annex E Letter for Application of Hold

NAME
ADDRESS 1
ADDRESS 2
TOWN
COUNTY
POSTCODE

DATE

Dear FORENAME

Application to Tresham College

I am writing to inform you that your application to study at the College has been put on hold, this is due to some serious safeguarding concerns that have been disclosed to the College which may pose a risk to children or vulnerable adults.

We are working with your current school and the necessary external agencies to conduct a full risk assessment to assess your suitability for the College. I have also enclosed a risk assessment for you to complete and return to me **by DATE**, in the stamped addressed envelope provided. Please note, failure to complete the risk assessment will result in your application being withdrawn.

We will be in touch, as soon as the risk assessment process has been completed, to discuss your application further.

The College reserves the right to refuse admission to any student who may pose a risk to children or vulnerable adults.

If you have any queries, please do not hesitate to contact me on

Yours sincerely

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