

**Because of the nature of the work undertaken by Nottingham Tutorial College Limited (NTC), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that NTC meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.**

**What is safeguarding?** Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through NTC setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk that come into contact with our organisation are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

**NTC's Safeguarding Ethos:** NTC will always seek to provide protection to any person that receives our services. To this end NTC will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. NTC believes that no one should ever experience abuse of any kind. NTC have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. NTC are committed to work in a way that protects them. This Safeguarding Policy Statement applies to everyone that comes into contact with NTC - including as applicable - the Board of Directors & Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of NTC. This policy also applies to any other person that engages with the work of NTC and includes parents, carers, families and other visitors to NTC premises.

**Safeguarding at Nottingham Tutorial College Limited:** NTC places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, NTC ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing NTC's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

- 1. Getting the right people involved with NTC:** This is achieved through adherence to NTC's Safer Recruitment Policies and Procedures.
- 2. Creating a safe environment for children, young people & adults at risk:** This is achieved by providing all required safeguarding training, support and best practice advice; and further guidance by the effective communication of NTC's Codes of Conduct.
- 3. Promoting clear systems to deal with any safeguarding concerns:** This is achieved through implementation of all NTC's policies and procedures relating to safeguarding.

**A full copy of NTC's Safeguarding Handbook is available by speaking with (or contacting) either of the below named safeguarding staff.**

**Any person with a safeguarding concern or complaint - or who requires safeguarding support and advice - should not hesitate to contact either of the following NTC designated safeguarding team:**

Designated Safeguarding Officer	
Name	Andy Messent
Job Title	Principal
Telephone Contact	0115 845 6404
Email	<a href="mailto:andy@ntc.education">andy@ntc.education</a>

Deputy Designated Safeguarding Officer	
Name	Tim Wainwright
Job Title	Pastoral Manager
Telephone Contact	0115 845 6404
Email	<a href="mailto:tim@ntc.education">tim@ntc.education</a>

**Anyone with a safeguarding concern (and who would prefer not to speak directly with NTC's named safeguarding officers) should seek the appropriate support and guidance from the numbers below:**

Other Useful Safeguarding Contacts	
Local Police	Radford Road Local Police Station: Emergency 999 & Non-Emergency 101
NSPCC Helpline	0808 800 5000 or <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
ChildLine	0800 1111 or text phone 0800 400 222) or <a href="http://www.childline.org.uk">www.childline.org.uk</a>