



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

WESTERFIELD COLLEGE SAFEGUARDING AND CHILD PROTECTION POLICY (2026/2027)

Document Reference: WC302 / Ref 39 File

Document Title: Safeguarding and Child Protection Policy

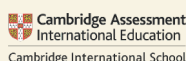
Version: Version 2.1 (KCSIE 2026 Statutory Alignment & Updated Leadership Structure)

Status: Approved / Active Institutional Policy

Review Cycle: Annually (or immediately upon statutory updates)

Role / Position	Designated Person	Qualification Level & Coverage Details
Designated Safeguarding Lead (DSL)	Vicki Miles	Overall Institutional Safeguarding Responsibility / 24/7 Contact +44 7946603595 (vicki.m@westerfieldcollege.uk)
Deputy Designated Safeguarding Lead (DDSL)	David Persey (Director of Studies)	Level 3 Designated Safeguarding Trained / On-Site Day & Overnight Cover (david.p@westerfieldcollege.uk)
Deputy Designated Safeguarding Lead (DDSL)	Tiffany Onawale	Level 3 Designated Safeguarding Trained / On-Site Day & Overnight Cover
Safeguarding Trained Staff Member	Martin Waite (EFL Teacher)	Level 2 Safeguarding Trained / On-Site Academic & Residential Duty Support
Chief Executive Officer (CEO)	Michael Dosunmu	Executive Governance & LADO Contact / ceo@westerfieldcollege.uk
Local Authority Children's Services	Worcestershire Children First (Family Front Door)	01905 822666 / Emergency Out of Hours: 01905 768020
Local Authority Designated Officer (LADO)	Worcestershire LADO Service	01905 843311 / LADO@worschildrenfirst.org.uk

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1. Policy Statement and Core Ethos

Westerfield College Learning and Enrichment Centre recognizes its moral and statutory duty to safeguard and promote the welfare of all students under 18 years of age. We are committed to maintaining an institutional culture of vigilance underpinned by openness, transparency, and personal accountability. Safeguarding is not an isolated administrative function; it is the fundamental framework within which all academic, residential, and co-curricular operations exist.

We adopt the core statutory principle that "It could happen here." Because our enrichment programmes operate within short-term, high-density residential cycles (1 to 2 weeks), social dynamics develop rapidly. Staff must maintain heightened curiosity, never assuming that a child is safe or that someone else will act.

The best interests of the child are strictly paramount. Every student at Westerfield College—regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, nationality, or socio-economic background—has an equal right to protection from emotional, physical, sexual, and environmental harm.

2. Legislative Framework & KCSIE 2026 Alignment

This policy complies fully with all statutory guidance, education legislation, and local multi-agency safeguarding arrangements, including:

Keeping Children Safe in Education (KCSIE 2026 statutory guidance) and subsequent updates.

Working Together to Safeguard Children (2023/2026 statutory guidance).

The Education Act 2002 (Section 175/157).

The Children Acts 1989 and 2004.

The Counter-Terrorism and Security Act 2015 (Prevent Duty).

UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018.

Worcestershire Safeguarding Children Partnership (WSCP) Inter-Agency Procedures.

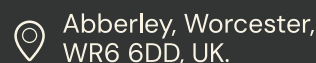
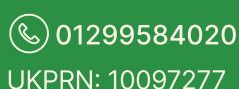
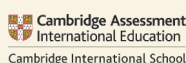
3. Roles, Leadership and Governance

3.1 Executive Leadership & Board Governance

The CEO, Michael Dosunmu, and the executive leadership team hold ultimate strategic accountability for ensuring that safeguarding arrangements are robust, fully resourced, and systematically audited. Executive responsibilities include:

Appointing a qualified, senior Designated Safeguarding Lead (DSL) and trained Deputy DSLs.

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Ensuring annual policy reviews and approving structural modifications to safeguarding workflows.

Receiving termly safeguarding audit reports covering concern logs, filtering alerts, and training compliance.

Ensuring that safer recruitment prac

3.2 Designated Safeguarding Lead (DSL) & Safeguarding Team Structure

Overall institutional responsibility for safeguarding across Westerfield College rests with the Designated Safeguarding Lead, Vicki Miles. The DSL maintains lead operational responsibility for child protection, multi-agency referrals, and safeguarding management, supported by a fully trained operational safeguarding team.

Operational Leadership & Duty Rota Architecture:

Vicki Miles (DSL): Holds overall institutional responsibility for child protection, policy enforcement, multi-agency liaison, and acts as the 24/7 primary telephone contact across all course cycles.

David Persey (Director of Studies / DDSL): Level 3 Designated Safeguarding Trained. Provides operational safeguarding leadership during academic and residential duty blocks.

Tiffany O (DDSL): Level 3 Designated Safeguarding Trained. Provides operational safeguarding leadership across residential and co-curricular programmes.

Martin Waite (EFL Teacher): Level 2 Safeguarding Trained. Provides frontline safeguarding awareness and support across academic sessions and residential duty rosters.

Gender-Balanced Residential Supervision: To uphold national boarding standards and provide appropriate pastoral care, a male and female combination of the safeguarding and duty team (comprising Vicki Miles, David Persey, Tiffany O, and Martin Waite) is present on-site during each operational day and throughout every overnight residential shift.

3.3 Responsibilities of All Staff Members

Safeguarding is the equal responsibility of every individual working on behalf of Westerfield College (academic, residential, operational, administrative, and contracted staff). Staff must:

Read Part 1 and Annex B of KCSIE 2026 upon appointment.

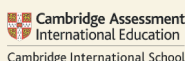
Know the identity and contact channels for DSL Vicki Miles and the DDSL team.

Maintain continuous vigilance for signs of abuse, neglect, exploitation, or radicalisation.

Record and report any safeguarding concern immediately (and within 1 hour) to the DSL team.

Adhere strictly to the Staff Code of Conduct (WC02) regarding safe working practices and professional boundaries.

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3.4 Foreign Chaperones and Group Leaders (Non-Employment Status)

In alignment with UKVI Visitor Visa rules and UK Safeguarding Law (Protection of Freedoms Act 2012 / KCSIE 2026):

External Group Leaders and Chaperones accompanying international student groups are representatives of their sending agency/school and are NOT employees or contracted staff of Westerfield College.

Under standard Visitor Visas, chaperones are legally prohibited from undertaking UK employment.

Chaperones without verified UK Enhanced DBS with Barred List checks are strictly prohibited from carrying out "Regulated Activity" or being left in sole, unsupervised charge of Westerfield students.

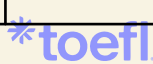
Westerfield College employed staff (Teachers, House Parents, Activity Leaders) maintain sole operational control and duty of care at all times.

4. Child Protection Procedures & Reporting Workflows

4.1 The 4-Stage Response Procedure

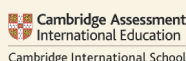
Stage	Action Required	Operational Guidelines
Stage 1: Immediate Response & Disclosure	Receive & Reassure	• Listen calmly without showing shock or disbelief. • Reassure the student that they were right to speak out. Level 3 Designated Safeguarding Trained / On-Site Day & Overnight Cover (david.p@westerfieldcollege.uk)
Stage 2: Reporting to DS	Inform DSL Immediately (Within 1 Hour)	Contact DSL Vicki Miles or DDSLs David Persey / Tiffany O directly. • Hand over physical or digital notification within 60 minutes. • If a child is in immediate physical danger, call Emergency Services (999) first, then inform the DSL.
Stage 3: Written Documentation	Complete Master Form	• Complete the Master Westerfield College Safeguarding Concern Form (Ref 39). • Record exact quotes, dates, times, locations, and factual observations. • Complete the Visual Body Map Log if visible marks or injuries are present.

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Ver #	Revision Date	Key Changes / Statutory Updates	Approved By
1.0	28th July 2025	Baseline safeguarding policy configuration.	Academic Board
2.0	15th June 2026	Full KCSIE 2026 integration; added 1-hour reporting window, Group Leader/ Chaperone non-employment visa rules, LADO escalation, KCSIE Standard 2 digital filtering, and body map logs.	CEO Michael Dosunmu & Centre Manager
2.1	22nd July 2026	Updated safeguarding team structure: Vicki Miles (DSL & 24/7 Phone Contact), David Persey (Director of Studies / DDSL L3), Tiffany O (DDSL L3), and Martin Waite (EFL Teacher L2). Explicitly mandated male/female residential duty coverage day and night.	DSL Vicki Miles & CEO Michael Dosunmu

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Stage	Action Required	Operational Guidelines
Stage 4: DSL Assessment & External Referral	Multi-Agency Action	• DSL Vicki Miles evaluates statutory threshold. • Refer to Worcestershire Children First (Family Front Door) within 24 hours if child protection thresholds are met. • Notify parents/guardians unless doing so puts the child at further risk.

5. Key Safeguarding Areas & KCSIE 2026 Specifics

5.1 Peer-on-Peer / Child-on-Child Abuse

Child-on-child abuse is never tolerated, minimized, or passed off as "banter," "growing up," or "harmless rites of passage." In accordance with KCSIE 2026, peer abuse includes sexual violence, sexual harassment, physical bullying, cyberbullying, hazing, upside-down consent dynamics, and gender-based violence.

Zero-Tolerance Reporting: All allegations are logged on the Master Safeguarding Form and investigated by DSL Vicki Miles and the DDSL team.

Victim Support & Perpetrator Risk Management: Immediate physical separation in residential corridors; tailored welfare plans implemented for both victim and alleged perpetrator during investigations.

Single-Sex Corridor Rules: Strict enforcement of residential gender separation rules under Policy WC33.

5.2 Online Safety, IT Filtering & Digital Monitoring

To satisfy KCSIE 2026 Standard 2 requirements for filtering and monitoring:

The campus network utilizes enterprise-grade automated content filtering (smoothwall/firewall blocks covering harmful material, self-harm, pornography, extremism, and cyber-threats).

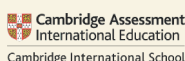
Real-time trigger word alerts automatically notify the DSL and IT Lead of concerning searches or digital activity.

Nightly Mobile Device Collection: To protect residential rest and prevent night-time cyberbullying or unmonitored exposure, electronic devices are collected during bedtime routines (21:00 KS3 / 22:00 KS4/5) as governed by Policy WC33.

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5.3 Prevent Duty & Counter-Radicalisation

Under the Counter-Terrorism and Security Act 2015 and Policy WC42, staff are trained to identify indicators of extremist ideology, radicalisation, or vulnerability to exploitation by extremist groups (far-right, Islamist, single-issue ideologies, or online radical subcultures).

Concerns are logged under Section 2 (Prevent Duty) of the Master Safeguarding

Concern Form.

DSL Vicki Miles assesses concerns and liaises with the Worcestershire Prevent Lead / Channel Panel for early intervention.

5.4 Children Missing from Education (CME) & Unexplained Absence

Because Westerfield runs short-course intensive programmes, attendance is checked at every lesson, assembly, and excursion checkpoint. Unexplained absence triggers an immediate missing student escalation protocol:

15-minute headcount verification across campus or trip location.

If a student cannot be located within 30 minutes, the Centre Manager and DSL activate the Emergency Protocol (WC35) and notify local police.

6. Low-Level Concerns & Allegations Against Staff

6.1 Managing Allegations Against Staff / LADO Thresholds

An allegation that a member of staff, contractor, or volunteer has behaved in a way that has harmed a child, may have committed a criminal offence, or has behaved in a way that indicates unsuitability to work with children must be reported immediately to the CEO, Michael Dosunmu.

The CEO will contact the Worcestershire Local Authority Designated Officer (LADO) within 24 hours before undertaking internal disciplinary investigations.

If the allegation concerns the CEO, it must be reported directly to the Chair of the Board / DSL Vicki Miles.

Precautionary suspension may be implemented without prejudice during external investigations.

6.2 Low-Level Concerns Framework

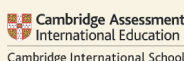
In alignment with KCSIE 2026, a "low-level concern" is any concern—no matter how small—that a staff member may have acted in a way inconsistent with the Staff Code of Conduct (WC02), but which does not meet the harm threshold for a LADO referral (e.g., being overly friendly, favoring a student, oversharing personal details).

Low-level concerns must be reported in writing to DSL Vicki Miles or CEO Michael Dosunmu to enable early spot-checking, identification of professional boundary slip, and proactive intervention.

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Low-level logs are stored confidentially and reviewed termly to detect systemic patterns.

7. Safer Recruitment & Vetting Procedures

Westerfield College enforces rigorous safer recruitment workflows for all personnel before they commence work on campus:

Single Central Record (SCR): Maintained centrally by the HR / Registry Office, auditing identity verification, right to work in the UK, qualifications, and vetting checks.

Enhanced DBS Checks: Compulsory Enhanced DBS check with Children's Barred List Check for all employees in Regulated Activity.

Overseas Police Checks: Individuals who have lived or worked outside the UK for 3 consecutive months or more in the last 5 years must provide verified overseas police certificates / certificates of good conduct.

Reference Checks: Minimum of two written professional references verified directly with referees prior to employment offer confirmation.

8. Confidentiality, GDPR & Data Sharing

"Information sharing is vital to safeguarding and promoting the welfare of children." Under UK GDPR and the Data Protection Act 2018, safeguarding concerns constitute Special Category Data processed under the lawful basis of public interest and statutory protection of children.

Staff must never promise absolute secrecy to a child disclosing abuse.

Safeguarding files are kept strictly separate from general academic files, locked in double-secured physical storage or encrypted digital drives with access restricted exclusively to DSL Vicki Miles and the designated safeguarding team.

9. Policy Review & Governance Sign-Off

This policy is reviewed annually by the Designated Safeguarding Lead and Centre Manager, and formally approved by the CEO and Board of Directors. The table below records version evolution:

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