|  |
| --- |
| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
| Issue No.: 01 | Document Number: STAN: 0012007 |
| Issue Date: 25th February 2014 | Originator: Wayne Marshall  |
| 04 | Responsibility: Wayne Marshall |
| Reason for version change: Review & Update | Dated: 16th February 2021 |
| Authorised by: Wayne Marshall Date: 16th February 2021 | Signature |

This policy details the provision St. Andrew’s College Cambridge has put in place to ensure that students have available support and guidance if they feel unable to speak to a member of the college staff.

**Contents**

The list of contents below can be used to navigate this document.

1. Introduction

2. Policy aims

3. Key principles and Procedure

3.1. Role and Responsibilities

3.2. Recruitment

3.3. Training

3.4. Liaison with the College and Confidentiality

4. Promotion of the Independent Listener

4.1. Students

4.2. Staff

5. Independent Listener contact details

**1. Introduction**

This policy should be used in conjunction with the Safeguarding Policy. Standard 2.3 of the National Minimum Standards for Boarding Schools (NMS) (2015) requires schools to appoint an Independent Listener who is outside the staff or the leadership structures to be available to students who may want to discuss concerns or problems. This is over and above the provision already available to them through the implementation of the following policies:

· Safeguarding Policy

· Anti-bullying policy

· Enabling Students to Take Problems to Staff Policy

· Allegations of Abuse Against Staff Policy

The role of Independent Listener is expected to follow all policies and procedures driven by Keeping Children Safe in Education (2020) and Working Together to Safeguard Children (2018). It is a fundamental value of the college that we help our students to remain healthy, enabling them to continue to access their education without stigma or exclusion. Hence all staff at St. Andrew’s College Cambridge are committed to ensuring our students are safe and feel they have someone to talk to.

**2. Policy Aims**

The aims of the policy are:

* To explain the role and responsibilities of the Independent Listener
* To detail the recruitment and training procedures that the School will carry out for the Independent Listener
* To detail the methods for communicating the availability of the Independent Listener to staff and students
* To provide contact details for the Independent Listener

**3. Key principles and procedures**

**3.1. Role and Responsibilities**

Under the direction of and in consultation with the Head of Pastoral Care, the

Independent Listener will:

● If contacted by a student, provide an opportunity for them to talk through problems and issues in a safe and non-discriminatory manner;

● Encourage students to participate in decisions affecting them;

● Keep accurate and confidential records of any conversations with students;

● Follow the School’s Safeguarding policy and report any safeguarding and child protection issues arising from conversations with students immediately to the Designated Safeguarding Lead;

● Provide feedback to the Head of Pastoral Care as required;

● Work in a child-centered manner, being clear about confidentiality and where

boundaries lie.

**3.2. Recruitment**
The Independent Listener will be DBS checked and their details will be added to the Single Central Register (SCR).

**3.3. Training**
The Independent Listener will receive a copy of this policy and the Safeguarding Policy. It is expected that the Independent Listener will have Level 1 Safeguarding training which will be provided by the school.

The Independent Listener will be made aware of the Designated Safeguarding / Prevent Leads and will be provided with contact details.

The Independent Listener will be briefed on any trends within the college e.g. bullying, substance abuse etc. that are likely to result in contact with students. They will be provided with all policies associated with these issues i.e. Anti-Bullying Policy, Substance Misuse Policy.

**3.4 Liaison with the College and Confidentiality**

The Independent Listener is independent from the college and will have no duty to relay information to the college on those students who they have been in contact with, except where they believe there is a risk of significant harm to the student.

In the event that the Independent Listener believes there is actual significant harm or a risk of significant harm to a student, they must inform the Designated Safeguarding Lead or Deputies. They should also be aware of the local Safeguarding reporting procedures and may wish to make a referral to Children’s Social Care directly. They must consult the Safeguarding policy for local safeguarding contact details.

The Independent Listener should therefore not promise complete confidentiality to the student and must make the student aware, at the beginning of the conversation if possible, of their duty to report safeguarding concerns.

On occasion, The Independent Listener may be requested to submit a numerical report on the type of issues arising in order to steer the work of the Designated Safeguarding / Prevent Lead and the Head of Pastoral Care.

**4. Promotion of the Independent Listener**

**4.1 Students**

The college will advertise widely within the college the availability of the Independent Listener. This should include (not exhaustive) posters in college and the residences, information on the website, verbal reinforcement by tutors etc.

The information supplied to students must include a simple narrative of the purpose of the Independent Listener, their name and contact details.

**4.2 Staff**

All staff will be informed of the existence and role of the Independent Listener.

**5. Independent Listener contact details**

Debbie Marshall: 07753 351829

**Reviewed: August 2017, July 2018, August 2019 and August 2020, February 2021**

**Next review: August 2021**