

## Safeguarding Under 18s policy

### Introduction

The BIPS has responsibility to provide a safe and healthy learning environment for all students and staff.

The BIP’s Safeguarding Policies set out the school’s commitment to maintaining a strong ethos of care and an appropriate culture of responsibility which ensures and promotes the safeguarding of these learners who are involved in courses or activities which come under the responsibility of the school.

### General Principles

We believe that all our students U18s be safe and protected in the school and that their welfare and well-being is of paramount importance.

We aim to create an environment where students and staff feel safe and protected, where they are listened to and their views respected.

All staff at the school have a responsibility in relation to safeguarding and promoting the welfare of all students and for ensuring that they are protected from harm and to follow the school’s policies and procedures.

All U18s have the right to protection from abuse, regardless of age, gender, ethnicity, disability, sexuality or beliefs. We will respect the decisions made by U18s about their own safety and well-being unless this is in conflict with our statutory duties.

☒ All exercise books must be clearly marked with name, form and subject on the front and must have no other decoration applied.

All pieces of work done must:

☒ have a title, underlined with a ruler, at the top of the page

☒ have a date underlined

☒ have a left-hand margin for question numbers only

☒ have any errors crossed out with single horizontal line

☒ be neat, tidy and thorough

☒ have no rough work or graffiti on front and back inside covers of exercise books, as these are used for target setting

Work produced on a computer must also conform to certain conventions and students are asked to comply with the following:

☒ always put a title on your work

☒ always use a sensible font size and style

**BIPS VISION “Conducive & holistic learning atmosphere”**

- ❑ save your work regularly; check print preview before you send your document to print
- ❑ your name should be in the header on the left hand side
- ❑ the date should be in the header on the right hand side
- ❑ your teacher’s name should be in the footer on the left hand side
- ❑ your subject should be in the footer on the right hand side