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## At Risk Register

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This policy should be interpreted in the context of other relevant College Policies and Procedures, particularly BCA Safeguarding Child Protection and Safeguarding Policy (January 2022), BCA Safeguarding Annual Audit April (2021) and the Single Equality Scheme (Oct 2022).

**This document can be made available in other formats, on request**

## **Purpose**

***Providing high quality education that gives our students the knowledge, skills and experience to be successful in their chosen career.***

## **BCA Equality and Diversity Ethos Statement**

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability, Socio-economic Disadvantage

## **Students at Risk**

Students may be regarded as being at risk for a variety of causes.

Tutors should be aware of early warning signs and seek guidance. The most serious form of “At risk” is when there is a Child Protection issue.

Students can also be defined as being at potential risk if they:

- have a moderate or severe medical or learning condition, e.g. heart condition, asthma, diabetic, dyspraxia, ADHD or Aspergers Syndrome
- are using controlled drugs on prescription
- are taking controlled drugs illegally
- have personal circumstances that places an exceptional strain on them, makes them especially vulnerable, or are involved in a temporary stressful situation, e.g. illness or death in the family, homelessness
- show signs of an alteration in behaviour e.g. suicidal, socially isolated, excessive drinking, self harming, and aggressive behaviour
- are a new or expectant mother (although not a risk in the sense of the above, particular precautions may have to be taken, and the Health and Safety Manager asked to undertake a risk assessment).

Students have the right to confidentiality and must be made aware of their rights. Our aim is to create a supportive environment where learners feel safe for information to be passed on to others. Information should not be passed on without informed consent unless the DSL considers that the individual is at risk to themselves or others; this may include regular requirement for prescription drugs which help to control behaviour.

The advice of the DSL may be sought if staff are unsure of how to respond to any disclosure.

The “at risk” register is maintained electronically by the Student Welfare Manager and reviewed on a week by week basis where upon individual students can be moved as appropriate. Learners may be added to the Register at any time

The “at risk” register is maintained confidentially by the DSL, and is reviewed quarterly by the Vice Principal/Senior Designated Safeguarding Person (SDSL). A properly maintained and updated Register has enhanced importance within a vocational curriculum where the spectrum of risk is wider than in a static learning context. If a tutor has reason to believe that a student is “at risk” they should refer to the DSL or Senior Designated Person who will provide guidance as to how to proceed. **DSL will use it to inform tutors/support staff on a strictly confidential ‘need to know basis’.**

### **Enrolment**

Many learners will enter the Register through disclosure at enrolment; tutors are advised to refer students to the Safeguarding Team for advice prior to enrolment whom they consider to be potentially ‘at risk’ through disclosure at initial interview or during careers guidance.