



**Gaborone University College of law and professional studies**

### **Safeguarding Policy**

**Approved date:** 20/10/2015

**Monitored by:** The management committee

## **1.1. Introduction**

Gaborone University College of Law and Professional Studies (GUC) is a registered and accredited tertiary education institution specializing in Law, Early Childhood Education and Business courses. It is a privately owned college. We offer high quality and valuable education which builds the trainees into committed and responsible leaders who have an entrepreneurial spirit to benefit the industry and society. We aim to contribute to the growth, global competitiveness and development of Botswana's economy through providing valuable human capital that the local and global market can rely on. GUC is a private institution registered by the Human Resources Development Council (HRDC) of Botswana. GUC offers programmes accredited by the Botswana Qualifications Authority (BQA)

## **1.2. Safeguarding policy**

1.2.1. Gaborone University College of Law and Professional Studies) is committed to supporting and promoting the welfare of its students and staff and to the promotion of a positive student experience. GUC seeks to ensure that students are in a safe environment.

1.2.2. GUC recognises that within the course of its activities its students and staff may come into contact with children or vulnerable adults who are not members of the college e.g. in respect of undertaking professional placements or in connection with outreach activities.

1.2.3. GUC ensures that the highest possible standards of safety and security prevail in the college environment to meet its social, moral and legal responsibilities to protect and safeguard the welfare of students, staff and all stakeholders with whom the college's work brings it into contact. GUC committed to promoting good practice in relation to safeguarding.

1.2.4. In the discharge of its functions, and in implementing this Policy and Procedure GUC will remain mindful of its duty of care and other legal obligations such as those it owes under the

Health and Safety Policy and the Botswana Factories Act chapter: 44:01 and its subsidiary regulations

1.2.5. This Policy is designed to assist GUC to achieve the commitments set out above and to take reasonable steps to safeguard those who are vulnerable and who come into contact with the College.

1.2.6. It aims to provide clear guidelines and procedures for identifying risks, reporting concerns and ensuring that appropriate action is taken.

### **1.3. Areas of Possible Risk**

There are a number of activities undertaken or facilitated by the college which bring children, young people or vulnerable adults into contact with University staff, students, contractors, or onto college premises. The following are identified as activities which present key areas of risk:

1.3.1. Organised visits, trips, attendance on short courses or conferences and other outreach activities on college premises;

1.3.2. Students' industrial attachment which is part of their programmes

1.3.3. Outreach activities undertaken in the college and other venues away from the college premises

1.3.5. Children, young people or vulnerable adults attending college premises for parental consultations, graduation ceremonies, sporting or other recreational or social purposes;

1.3.6. Vulnerable adults registered as students of the college

1.3.7. Vulnerable adults employed by the college

### **1.4. Responsibilities of the college**

The college shall appoint a health and safety committee to monitor the risks relating to children and vulnerable adults under the supervision of the management

The chairperson of the health and safety committee is responsible for ensuring that appropriate risk assessments are carried out which seek to identify any risks posed by a particular student and consider the most appropriate way to manage such risks. This may involve other members of staff in collecting relevant information including from external experts or professions where appropriate.

The chairperson his/her nominee will decide the exact process to be followed according to the particular circumstances of the case and with due regard to fairness. However it is anticipated that in most cases information and concerns will be shared with the student (who is thought to pose a risk), and he/she will be given the opportunity to respond to that information and concern. In some cases this may not be appropriate, e.g. where it was considered this might result in harm being committed against a child or adult.

The Chairperson of Health and Safety Committee or his/her nominee will determine whether or not the student poses any risk and, if so, how these risks will be managed, e.g. through the use of an action plan.

Where, as part of the risk assessment process the chairperson or his/her nominee invites the student to a meeting to discuss the concern that has been raised, the student will be given the ability to respond. He/she has the right to be accompanied to this meeting by a friend, relative, member of staff, or representative from the Students' Representative Council (SRC).

The outcome of the risk assessment process may be as follows:

- Referral to the Police;
- Remove the student from the placement element of their programme;
- A recommendation to the college director or his nominee that the student be suspended or excluded
- No action to be taken.
- Notifying the Head of Department in which the student is studying that conditions be imposed on the student's continuation on his/her programme of study

### **Monitoring and review**

- The Chairperson of Health and Safety Committee his/her nominee is responsible for ensuring that a record of the risk assessment process and its outcome is made. He/she is responsible for monitoring the matter and/or conducting further risk assessments, taking into account up-to-date information.

- Information collected will be reported to the management, and will be used to inform future equality and diversity work across the institution.
- This policy shall be reviewed in the event of a change to relevant legislation, and in any event on annual basis.