

REF: 14TO16A



Sent by Email:

28/02/2022

FAO: All schools who are working with Leeds College of Building 14-16 Academy

RE: PUPILS WHO HAVE SAFEGUARDING NEEDS OR AN EHCP

Leeds College of Building aims to provide a safe and supportive environment for all members of the College community. The College also wants to ensure that it can support the needs of any students who have disclosed additional learning support needs, including those who have High Needs or an EHCP.

Therefore, it is important that we receive any relevant information relating to safeguarding and or additional learning support needs at least **10 days** before the proposed start date for the student for any student.

With this in mind, it is extremely import that you follow the guidelines set out below for any relevant students.

Step 1

- Complete the application form online at this address: [Skills Academy Form \(lcb.ac.uk\)](https://www.lcb.ac.uk/skills-academy-form)
- Provide the college with an up-to-date EHCP if one is in place prior to completing a learning agreement if the pupil is High Needs funded.
- Inform the college of any safeguarding issues –
 - is the student at risk to themselves or others?
 - Or do they have any specific safeguarding support needs?
 - Is the student in local authority care?
- Let us know if an individual pupil risk assessment or Risk Assessment Management Plan is in place.

Unfortunately, in some cases where checks have not been carried out for a student who may present a risk to themselves or other in the College community, **the student will not be able to attend the provision until the checks have been done.** Therefore it is important that any risk based information is disclosed and shared with us as soon as possible. This will help to avoid any delays.

Step 2

If the application form states that the student has a criminal conviction or a safeguarding issue (only those that may indicate that the student may be a risk to themselves or others), the College will contact you within 5 working days to discuss any arrangements.

******* Please do not send any confidential or sensitive information about safeguarding or support needs to staff at the College who are not Designed Safeguarding Officers. We will contact you to transfer the information securely. The College's Designated Staff who will contact you are below. *******

For any matters relating to a Safeguarding issue or a criminal conviction:

Charlotte Duffy – Safeguarding Manager.

Email: cduffy@lcb.ac.uk
Tel: 0113 222 6000 ext: 6845
Mobile: 07872693424

For matters concerning additional learning support, EHCP or High Needs:

Claire Lewis – High needs SENCO

Email: clewis@lcb.ac.uk
Tel: 0113 2226000 (ext 6048)

I want to reassure you that we continue to be an inclusive College and a safeguarding or additional learning support issue will not necessarily bar a student from attending this provision. We just want to work with you to make sure the provision remains a safe and suitable environment for students.

Yours sincerely

John Clancy
Curriculum Manager