

## **Kendal College**

### **Single Comprehensive Source of Information (SCSol)**

**Last updated:** January 2026

**Owner:** Director of Inclusion

**Approved by:** Senior Leadership Team

**Next review:** January 2027

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#### **Purpose of this page**

This page is Kendal College's **Single Comprehensive Source of Information (SCSol)**. It brings together all key safeguarding, student protection, wellbeing and harassment-related information in one accessible location, including:

- Safeguarding leadership and reporting routes
- Policies and procedures
- Sexual harassment and sexual misconduct arrangements
- Training and awareness
- Student and staff support
- Governance and quality assurance

This SCSol supports the College's compliance with regulatory expectations, including **Condition E6** of registration.

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#### **1. Safeguarding leadership and contacts**

##### **Designated Safeguarding Lead (DSL)**

**Beth Lowery**

Director of Inclusion,

##### **Availability:**

- Wednesday morning
  - Thursday all day
  - Friday all day
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##### **Designated Safeguarding Lead (DSL)**

**David Francis**

##### **Availability:**

- Monday all day

- Tuesday all day
  - Wednesday afternoon
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## Deputy DSL

### Sam Pollitt

Head of Safeguarding **Deputy Designated Safeguarding Lead (DDSL)**

Sam Pollitt is the **first point of contact** for safeguarding advice and triage.

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## How to report a safeguarding concern

All safeguarding concerns must be reported via **CPOMS**.

- Staff: log concerns directly on CPOMS
  - Students: raise concerns via **MyKC – “Raise a Safeguarding Concern”**
  - Immediate risk: contact **999** first, then inform the safeguarding team
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## 2. Our safeguarding approach

Kendal College is committed to providing a **safe, respectful and inclusive environment** for all students, staff and visitors.

Safeguarding is everyone’s responsibility. The College:

- Takes a **zero-tolerance approach** to abuse, harassment and harmful behaviour
  - Works in partnership with local safeguarding agencies
  - Responds promptly, proportionately and supportively to concerns
  - Prioritises the welfare, safety and voice of students
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## 3. Sexual harassment and sexual misconduct (students)

### College commitment

Kendal College operates a **zero-tolerance approach to sexual harassment**.

All reports are taken seriously and responded to promptly, fairly and respectfully.

The College is committed to:

- Preventing sexual harassment through education and training
- Supporting those affected
- Holding perpetrators accountable
- Maintaining a safe learning environment for all

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## Definition of sexual harassment

Sexual harassment is **any unwanted, unwelcome or inappropriate behaviour of a sexual nature** that creates an intimidating, hostile, degrading or offensive environment.

This includes, but is not limited to:

- Unwanted physical contact
- Sexual comments, jokes or remarks
- Sexual intimidation
- Displaying or sharing sexually explicit material
- Requests for sexual favours
- Harassment via digital platforms or social media
- Stalking or persistent unwanted attention

Sexual harassment can occur **regardless of gender, sex or sexual orientation**.

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## Who the policy applies to

The Sexual Harassment Policy applies to:

- Students
- Staff
- Visitors, contractors and volunteers

It covers:

- On-site behaviour
  - College-related activities and events
  - Online and digital conduct linked to college activity
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## Reporting sexual harassment

Reports can be made at any time via:

- Course Tutor or Safeguarding Officer
- Student Services
- **MyKC – “Raise a Safeguarding Concern”**
- Anonymous reporting (where chosen)

All reports are handled confidentially and sensitively, on a **need-to-know basis**.

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### **What happens next**

Following a report, the College will:

- Acknowledge the concern and explain next steps
- Undertake a fair and impartial investigation
- Treat all parties with dignity and respect
- Consider all relevant evidence
- Offer support throughout the process

The College may act even if a report is withdrawn, where there is a **risk to others**.

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### **Support available**

Support may include:

- Wellbeing and emotional support
  - Adjustments to learning arrangements
  - Advice on rights and options
  - Referral to specialist external services
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### **Disciplinary action**

Where allegations are substantiated, action may include:

- Formal warnings
  - Mandatory training
  - Suspension
  - Expulsion (students)
  - Dismissal (staff)
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## **4. Reporting and support routes (all safeguarding)**

### **Students**

- Speak to any member of staff
  - Use **MyKC – Raise a Safeguarding Concern**
  - Access Student Services and wellbeing support
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## **Staff**

- Report concerns via **CPOMS**
  - Use Whistleblowing procedures where appropriate
  - Report low-level concerns and allegations in line with policy
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## **5. Training and awareness**

### **Staff training**

All staff receive:

- Safeguarding training at induction
- Regular refresher training
- Prevent awareness training
- Ongoing updates and briefings

Training completion is monitored and reported to **SLT and Governors**.

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### **Student training**

Students receive safeguarding and harassment awareness through:

- Induction
- Tutorial / enrichment programmes
- Online learning and campaigns

Coverage and engagement are monitored as part of quality assurance.

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## **6. Governance and accountability**

Safeguarding is overseen through:

- Senior Leadership Team oversight
  - Named safeguarding link governor
  - Regular reporting to Governors
  - Annual safeguarding review and audits
  - Policy review cycle and version control
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## **7. Quality assurance and continuous improvement**

The College assures safeguarding effectiveness through:

- CPOMS monitoring and thematic analysis
  - Training completion data
  - Student voice and feedback
  - Partnership working with external agencies
  - Regular policy review against national guidance
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## **8. Key safeguarding and related policies**

- Safeguarding & Child Protection Policy
- Sexual Harassment Policy (Students) (*internal access*)
- Student Behaviour Policy
- Online Safety / IT Acceptable Use Policy
- Prevent Policy
- Managing Allegations Against Staff
- Whistleblowing Policy
- Equality, Diversity & Inclusion Policy

Full policies are available via the College's **Policies & Procedures** pages.

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## **9. External guidance and support**

- **Office for Students** – Harassment and Sexual Misconduct guidance
  - **Rape Crisis England & Wales**
  - **National Union of Students**
  - **Equality and Human Rights Commission**
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## **10. Accessibility and alternative formats**

If you require this information in an alternative format, please contact:  
**safeguarding@kendal.ac.uk**

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