

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

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.

1. Safeguarding leadership and contacts

Designated Safeguarding Lead (DSL)

Beth Lowery

Director of Inclusion,

Availability:

- Wednesday morning
- Thursday all day
- Friday all day

Designated Safeguarding Lead (DSL)

David Francis

Availability:

- Monday all day

- Tuesday all day
- Wednesday afternoon

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.

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

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

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

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**.

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

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**.

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**.

Support available

Support may include:

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

Disciplinary action

Where allegations are substantiated, action may include:

- Formal warnings
- Mandatory training
- Suspension
- Expulsion (students)
- Dismissal (staff)

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

Staff

- Report concerns via **CPOMS**
- Use Whistleblowing procedures where appropriate
- Report low-level concerns and allegations in line with policy

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**.

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.

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

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

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.

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**

10. Accessibility and alternative formats

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