

# Procedures Manual

## 01.05.01 PREVENTION OF MODERN SLAVERY POLICY

### PURPOSE

To set out the actions to understand all potential modern slavery risks related to the business of the College and to put in place steps that are aimed to ensure that there are no slavery or human trafficking activity in our business activities and/or our supply chains.

### SCOPE

College Wide

### RESPONSIBILITY

All staff

## POLICY

### Introduction

This statement sets out West Suffolk College's actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains. This statement relates to actions and activities during the financial year 1 August to 31 July.

As part of Further Education in the Public Sector, the College recognises that it has a responsibility to take a robust approach to slavery and human trafficking.

The College is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

### Organisational structure and supply chains

This statement covers the activities of West Suffolk College:

West Suffolk College is a rural Further Education College with its main campus located in Out Risbygate and Construction and Building Services at The Milburn Centre, Anglian Lane, both within Bury St Edmunds, Suffolk. In addition, we serve our rural community through Local Learning Centres across the county. We use over a hundred different venues around the county to deliver our programmes.

The College has over 11,000 students including 14-16 students, 16-18 students, apprentices, workplace learners and adult students and over 600 students access our Higher Education provision.

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In addition to Full-time, Part-time and Adult Education, we have a large contract for Apprenticeships and training for businesses. In support of these programmes we work with more than 1,700 employers and we deliver a substantial volume of full cost courses to employers. We are a member of the University of Suffolk and provide full and part-time degree courses.

We are a large local employer with approximately 472 full-time equivalent staff and a turnover of £28 million.

We use local SME's and government approved consortia suppliers as much as possible, whenever alternative suppliers are used, we carry out due diligence to check these companies, requesting a copy of their own Equality and Diversity policies.

## Responsibility

Responsibility for the organisation's anti-slavery initiatives is as follows:

- Policies: Responsibility of the Executive Director for Quality Improvement
- Risk assessments: Responsibility of the Student Welfare Manager
- Training: Responsibility of the Executive Director for Quality Improvement

## Relevant policies

The organisation operates the following policies that describe its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations.

Whistleblowing policy: The College encourages all its workers, customers and other business partners to report any concerns related to the direct activities, or the supply chains of, the College. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. The College's whistleblowing procedure is designed to make it easy for staff to make disclosures, without fear of retaliation. Employees, customers or others who have concerns can write to the relevant person as detailed in our [Whistleblowing Policy \(01.15.01\)](#).

The College uses only specified, reputable employment agencies to source labour and always verifies the practices of any new agency it is using before accepting workers from that agency.

## Due diligence

The College undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. The College's due diligence and reviews include:

- evaluating the modern slavery and human trafficking risks of each new supplier;

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- conducting supplier audits or assessments through Companies House which have a greater degree of focus on slavery and human trafficking where general risks are identified;
- Executive Director for Quality Improvement

This statement has been approved by the College Secretary, who will review and update it annually.

College Secretary's Name: Julie Bridges

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