



## Safeguarding & Prevent Policy & Procedures

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<b>Related policies</b>	<ul style="list-style-type: none"> <li>- Safeguarding Online Policy Statement</li> <li>- Anti-Bullying &amp; Anti-Harassment Policy</li> <li>- Equality, Diversity and Inclusion Policy</li> <li>- Data Protection Policy</li> <li>- Health &amp; Safety Policy</li> <li>- Policy for External Speakers</li> <li>- Freedom of Speech Code of Practice and Policy</li> <li>- Whistleblowing Policy</li> <li>- IT Acceptable Use Policy.</li> </ul>
<b>External reference points</b>	<p>Care Act 2014; Section 26(1) of the Counterterrorism and Security Act 2015</p> <p>Counter Terrorism and Security Act 2015 (CTSA). Section 26(1)</p> <p>UKVI Tier 4 sponsor guidance July 2018</p> <p>Revised Prevent Duty Guidance July 2015 updated April 2019</p>

## Table of Contents

1. INTRODUCTION .....	3
2. PURPOSE OF THE POLICY .....	3
3. SCOPE .....	3
4. AIMS .....	4
5. OBJECTIVES .....	5
6. KEY RESPONSIBILITIES .....	6
7. KEY CONTACTS .....	7
8. REPORTING A SAFEGUARDING CONCERN .....	8
9. STUDENT PLACEMENTS .....	8
10. PROCEDURES.....	8
11. SAFEGUARDING AND PREVENT FLOWCHART .....	10
12. ALLEGATIONS WITHOUT FOUNDATION .....	11
13. RECORDS.....	12
14. CONFIDENTIALITY.....	12
15. PREVENT .....	12
17. EXTERNAL SPEAKERS AND EVENTS .....	13
18. RADICALISED STUDENTS.....	13
19. PARTNERSHIP.....	14
20. RISK ASSESSMENT .....	14
21. STAFF TRAINING.....	14
22. IT POLICY.....	15
23. APPENDICES:.....	16
RISK ASSESSMENT FORM.....	19

## **1. Introduction**

- 1.1. This policy informs all members of Trent Education Centre (TEC) staff, students and all other stakeholders participating in TEC activities, on the College's responsibilities and expectations regarding the safety and well-being of vulnerable 'adults at risk'.
- 1.2. The College recognises that it is responsible for the safety of our students, staff and all other stakeholders when they are engaging with College provision. Training providers have a common law duty of care to take reasonable steps to ensure that all stakeholders, particularly adults at risk are safe.
- 1.3. This policy responds to current legislation and guidance on Safeguarding and Prevent duty in the Health and Safety at Work Act 1974, Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, Care Act 2014, Counter Terrorism and Security Act 2015, and the Data Protection Act 2018, as well as guidance from the Local Authorities.

## **2. Purpose of the Policy**

- 2.1. The College provides education and pastoral support services to adults, which includes anyone over the age of 18. Some of the adults the College supports through its Adult Community Learning or Higher Education provision may be vulnerable to many forms of abuse, harm and neglect, including the risk of radicalisation into extremism. The purpose of this policy is to inform students, staff and all other stakeholders, including members of the public about the risks that adults may face, and to provide a set of procedures for identifying, reporting, preventing and mitigating all forms of abuse, harm, neglect and becoming involved in terrorism or supporting terrorism, radicalisation and extremism.

## **3. Scope**

- 3.1. This policy covers the safeguarding of adults at risk, including people over 18 years age who are students, staff, or any other stakeholders including members of the public visiting or participating in any activities of the College in any location where the College is delivering services including the facilities of partner institutions, during excursions or external events and online communications. It also covers situations that may arise during personal situations or incidents in a student's life or home. College Stakeholders including full-time, part-time and temporary staff, senior management and the Board of Governors have a mandatory responsibility towards Safeguarding and Prevent.
- 3.2. TEC safeguards the wellbeing of all home and international students, irrespective of nationality or visa status. The TEC Admissions staff responsible for international compliance, will offer advice and liaise with UKVI if necessary, or refer individuals to the International Compliance

Team of its partner institution(s). If safeguarding issues impact regular attendance or necessitate a study break, students should consult the TEC admissions staff responsible for international compliance. This is crucial as changes in enrolment or study progression may affect the student's visa status. This policy applies to anyone in any situation defined above who:

- needs care and support
- is experiencing, or at risk of harm or neglect, including physical, mental, emotional and sexual exploitation, harassment and abuse
- is unable to protect themselves from either the risk of, or the experience of abuse, harm or neglect.
- is potentially at risk of radicalisation and extremism due to vulnerabilities such as mental health issues

People may be at increased risk of abuse and unable to protect themselves if they:

- depend on other people for their care
- are older, frail, or have limited mobility
- have mental health problems
- have a learning disability
- have a sight or hearing impairment
- have dementia
- misuse alcohol or drugs
- have a long-term illness

3.3. Anyone can be an abuser including:

- Teachers
- Staff
- Relatives
- Partners
- People paid to provide care
- Volunteers
- Neighbours
- Friends or strangers.

## 4. Aims

4.1. The main aims of this policy are to:

- Promote the welfare of adults and their support needs.
- Ensure that all adults attending courses or participating in any activity of the College may thrive in a happy, safe and secure environment.

- Enable the College and its staff to understand their roles in meeting our statutory responsibility to 'safeguard' the welfare of adults at risk in the College and prevent radicalisation into extremism.
- Ensure all employees/sub-contractors and other stakeholders including members of the public are made aware of the required procedures to ensure the safeguarding of adults and the prevention of radicalisation into extremism, including the management and reporting of Safeguarding and Prevent concerns.
- Identify adults who are in need or suffering/ likely to suffer significant harm and take appropriate action to make sure they are safe.
- Contribute to effective partnership working between all those involved with providing services for adults at risk with care needs.

## 5. Objectives

### 5.1. The main objectives for achieving the aims of this policy are:

- To treat the welfare and well-being of adults at risk as the paramount consideration and make it the focus of any action taken in any conflict of interest.
- To treat safeguarding as the responsibility of the whole College. Any member of staff who has knowledge or suspicion that an individual is being harmed or is in need must inform the Designated Safeguarding Lead (DSL) who and any other nominated person(s) with responsibility for ensuring these procedures are implemented.
- To guide governors, management, tutors, assistants and all other employees/sub- contractors (stakeholders) so they do not put themselves in positions where they could be accused of any form of abuse.
- To instruct any stakeholder who sees or hears anything which could be perceived as either poor practice or abuse that they must report the incident to the Designated Safeguarding Lead (DSL).
- To ensure that all stakeholders have an appropriate Disclosure and Barring Service (DBS) checks if they are participating in activities that will bring them into contact with adults at risk.
- To ensure the College has the correct policy and procedures in place and that all staff and those who come in contact with adults at risk have access to the policy and procedures on the College website, read and understand the procedures, and sign the declaration to state that they understand the procedures.
- To enable staff working with adults at risk to meet these commitments, the College will provide and/or require staff to complete appropriate training in Safeguarding and Prevent Duty. Refresher training and recertification will be required every two years. TEC will keep a record all Safeguarding and Prevent CPD staff training and certification.
- To review this policy annually, place it on the College website and ensure all staff sign the declaration stating that they have read and understood it.
- For all staff to receive guidance and instructions on Safeguarding and Prevent procedures during their induction.
- For all staff to receive regular Safeguarding and Prevent updates, with reminders about these procedures and contemporary Safeguarding and Prevent issues.

- To carry out pre-employment checks on all staff. For more details see the Safer Recruitment procedures below and the TEC Safer Recruitment Policy
- To carry out background checks on all visitors invited to attend events and interact with any of TEC's past, present or potential students.
- To maintain full password protected electronic records of any Safeguarding and Prevent matter dealt with under these procedures.
- To work actively in partnership with local Councils in Nottingham, Leicester and Birmingham on all matters relating to Safeguarding and Prevent for any TEC services or activities delivered in those boroughs.

## **6. Key Responsibilities**

### 6.1. It is the College's duty to:

- Make staff and students aware of their responsibilities through induction, guidance, support and training, to minimise risk and avoid situations (where possible) where abuse, neglect, or radicalisation might be alleged.
- Make clear policies and procedures on Safeguarding and Prevent available on the College website, with other policies on conduct for both staff and students in the Student Code of Conduct, Staff Handbook, Staff Disciplinary Policy and the Non-Academic Misconduct Policy.
- Continuously review safety and security for everyone studying with the College, and raise awareness of Safeguarding and Prevent issues and updates e.g., through posters
- Require staff, visitors and contractors to record their arrival and departure from premises where the College is delivering services, and for staff to wear ID badges when on site
- Abide by Safer Recruitment guidelines when employing staff
- Identify individual needs of students during admissions, and provide all students with referrals or access to support services as required
- Have 24/7 access to contact details for Designated Safeguarding Lead (DSL) and Prevent Lead for the College and those of any relevant partner institution.
- To provide clear escalation processes on what to do if a risk or concern is identified
- To ensure that all external speakers on campus are approved by the Designated Safeguarding Lead and Prevent Lead.

### 6.2. The Executive Committee reporting to the Board of Governors is responsible for Safeguarding and Prevent Duty at the College.

### 6.3. The Designated Safeguarding (DSL) and Prevent Lead report to the Executive Committee, and implement all aspects of Safeguarding and Prevent within the College by:

- Monitoring all matters related to Safeguarding and Prevent such as the volume and types of disclosures or allegations

- Compiling reports on Safeguarding and Prevent and responding to any concerns that may arise
- Informing and training all students and staff about Safeguarding and Prevent as detailed in this policy Maintain links with the DSL of relevant partner institutions to ensure compliance with their Safeguarding and Prevent Policies and Procedures
- Attend meetings as required to review developments and monitor activities
- Reporting to the Executive Committee a minimum of four times per annum
- Updating and reviewing the Safeguarding and Prevent Policy to meet changing demands, legislation and circumstances

6.4. Staff are required to:

- Read all relevant policies and procedures in relation to Safeguarding and Prevent and sign the declarations to state that they have read and understood them
- Report any Safeguarding or Prevent concerns to the DSL or Prevent Lead.
- Make use of the Whistleblowing Policy in case they see a concern in relation to another member of staff including senior management.

6.5. Students are required to

- Provide the College with an emergency contact number of someone they can rely upon in times of need on enrolment and re-enrolment at the start of every academic year
- Attend induction and other training on Safeguarding and Prevent provided by the College or its partner institutions

## 7. Key Contacts

7.1. For any concerns or issues related to safeguarding, please contact the appropriate staff listed below:

**Reporting a Safeguarding or Sexual Misconduct (or any other) Concern:**

Email: [sam@trenteducation.co.uk](mailto:sam@trenteducation.co.uk)

Phone: 07868 216222

**Safeguarding Lead:**

Sam Cook

Email: [sam@trenteducation.co.uk](mailto:sam@trenteducation.co.uk)

Phone: 07868 216222

**Prevent Lead**

Touseef Muhammad

Email [mtouseef@trenteducation.co.uk](mailto:mtouseef@trenteducation.co.uk)

**8.** In case of emergencies or immediate safeguarding concerns, please contact your local police or emergency services. Remember, it is crucial to report any safeguarding concerns promptly, regardless of whether you are sure about them or not. reporting a Safeguarding Concern

**8.1.** If you have a safeguarding concern, there are several ways you can report it to ensure the safety and wellbeing of everyone involved.

- Use the Safeguarding and Prevent Report Form available on the TEC website. This form allows for anonymity, and the concerns raised will be addressed promptly and professionally.
- Email the College: You can send an email to [sam@trenteducation.co.uk](mailto:sam@trenteducation.co.uk) detailing the nature of your concern. The email will be received by our DSL who will take appropriate actions.
- Speak to a College staff member. If you would prefer to report your concern verbally, you can speak to any member of the College staff. They will assist you in raising the issue with the DSL.
- Please see the Safeguarding and Prevent procedures below for more details on reporting concerns.

## **9. Student placements**

**9.1.** If students enrolled on a course at the College are given work placements, the DSL will liaise with staff at the work placement to ensure Safeguarding or Prevent concerns are reported according to this policy and procedures.

## **10. Procedures**

**10.1.** Emergency Situations. In emergency situations where the safety or wellbeing of a student or staff member is at immediate risk, you should follow these steps:

**Contact 999:** If you believe there is an immediate danger to yourself or others do not wait, but call emergency services immediately

**Contact DSL:** Once you have contacted the emergency services, inform the DSL or SO immediately.

**Contact Partner Institution:** The DSL or should contact the partner institutions security team where relevant.

**Provide Essential Information:** When reporting the situation, whether to the emergency services, DSL, or partner institute's security, provide as much detail as possible. This should include the date/time and nature of the emergency, location, the number of people involved, and any notable features or behaviours.



**Follow the instructions:** Do whatever the emergency services and designated staff instruct you to do.

**Report the Incident:** Once the immediate risk has been addressed, a full report of the incident should be submitted using the Safeguarding and Prevent Report Form as soon as possible. This ensures the incident is properly recorded, and further support or action can be taken if needed. Where any alleged misconduct has occurred, which may constitute a violation of the Student Code of Conduct, the procedures for dealing with alleged breaches will be followed.

**Debrief and Support:** In the aftermath of an emergency, it is important to debrief with those involved and the DLS. This process helps everyone to understand what happened, learn from the incident, and ensure appropriate support is available.

## 10.2. Non-Emergency Situations

For any non-emergency situations, follow these steps:

**Identify the Concern:** Find out what is suspected or alleged e.g., abuse, bullying, harassment, radicalisation, or any form of inappropriate behaviour.

**Submit a Report:** Use the College's Safeguarding and Prevent Report Form to submit your concern. The form provides a secure and confidential means of reporting the issue and ensures it reaches the relevant personnel.

**Respect Confidentiality:** Maintain the privacy of all parties involved. Share the information only with those who need to know or can directly help, such as the authorities and the DSL.

**Cooperate with Follow-up Actions:** Depending on the nature of the concern, the College may escalate the matter and take further steps. This could include an investigation, disciplinary action, or provision of support services.

**Offer Support:** If you are directly involved with the person at the heart of the concern, continue to offer appropriate support within your role, respecting boundaries, and confidentiality.

- Should allegations or suspicions of abuse concerning an adult be made at the College, they must be taken seriously by the College, reported and acted upon according to clear guidelines and procedures.
- Staff cannot commit to full confidentiality in cases of suspected abuse and people who allege abuse must be aware that their allegation will need to be reported officially to the authorities including the police if necessary. Concerns or suspicions must be referred to a DSL or SO even if the student's stated wishes are to the contrary, this can be done in person or by telephone and then followed up using the Safeguarding and Prevent Report Form and/ or an initial meeting with the DSL. The DSL will seek advice from the appropriate agency and agree any further action which may be necessary. This may include a formal referral.

- Students are encouraged to report any abuse, or give consent for a report to be made, to an investigating agency. However, they should be made aware that it may be necessary to report the abuse even without their consent.
- All members of staff working with adults at risk, whether in person or online must be alert to the possibility of abuse. Any concerns should be reported to one of the DSL.
- Additionally, the Executive Committee must note and draw the attention of staff to criminal offences that may be committed in connection with the welfare of any student. This policy makes protection responsibilities clear and gives TEC the ability to dismiss or otherwise discipline employees who fail to comply with this requirement.
- The DSL will consider the allegations of a case without evidence in the first instance if is suspected/brought to their attention and must record everything in writing. It is the duty of staff to inform about a case, but not to investigate it. It is the role of the Police and Social Services to carry out any investigations.
- If staff working for the College have a Safeguarding or Prevent issue brought to their attention, they must prioritise this above all their other duties. The DSL will follow the procedures as agreed by the local safeguarding body.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

## 11. Safeguarding and Prevent Flowchart

Steps	Suspected harm, abuse or radicalisation	
1	Emergency	Non-Emergency
	<b>Inform the Police 999</b>	
2	Inform the DSL or SO.	Inform the DSL.
3	Refer to relevant support services if necessary	
4	Inform the TEC Executive Committee	
5	Contact partner institution security if relevant	
6	Complete the Safeguarding and prevent Report Form	
	<b>An allegation by a student or staff member</b> This may come through the College's complaints channel, by email, report form or verbally	
1	Follow all the steps above	
2	DSL informs the student or staff member who is alleging that the allegation is being investigated and explain what the process will likely involve.	
3	Inform the Executive Committee	
4	Inform the member of staff against whom the allegation has been made that the investigation is taking place and what the process will likely involve.	

5	The DSL will keep all records or action taken in relation to the allegation
6	The DSL will consult with the police or other investigating agency (e.g. social care), particularly in relation to timing and content of the information to be provided
7	<p>Suspension may be considered at any stage. It is a neutral position, not a disciplinary act and shall be on introduced with full pay. Consideration should be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties. Suspension should only occur for a good reason. For example:</p> <ul style="list-style-type: none"> <li>• where a student is at risk where the allegations are potentially serious enough to justify dismissal on the grounds of gross misconduct.</li> <li>• where it is necessary for the good and efficient conduct of the enquiry</li> </ul>
8	<p>Prior to making the decision to suspend, the Executive Committee should interview the member of staff. This should occur with the approval of the appropriate agency. If the police are engaged in an investigation, the officer in charge of the case should be consulted.</p> <p>During the interview, the member of staff should be given as much information as possible, especially the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but to give an opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.</p>
9	If the Executive Committee considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be dispatched as soon as possible and ideally within one working day.

## 12. Allegations without Foundation

12.1. False allegations may be indicative of problems of abuse elsewhere. A record should be kept, and consideration given to referral to Social Care or other agencies so that other agencies may act upon the information. In consultation with the DSL, the Executive Committee shall:

- Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary action will be taken. Consideration should be given to offering counselling/support
- Consider informing the student if the allegation was made by a student other than the alleged victim

**13.** Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming what action had been taken Records

13.1. It is important that documents relating to an allegation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file. Where the allegation is found to be without foundation, a record of the allegation, investigation and outcome should be retained.

13.2. If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed of Trent Education Centre's statutory duty to inform the Secretary of State for Education under the 'ISA' procedures.

#### **14. Confidentiality**

**14.1.** A good working relationship between staff and students depends to a large extent on the establishment of trust. This may be described as a confidential relationship. However, guarantees of absolute confidentiality should never be given. If a student discloses abuse to a member of staff, it is important that the boundaries of confidentiality and the need to pass on that information are explained to the student. It is often easier to explain to the student that you have a responsibility to pass on information on certain matters than to get into a situation where you break a perceived confidence.

#### **15. Prevent**

Disclosures regarding students and staff who display or espouse values contrary to accepted British values should follow the same process as that used for responding to allegations of abuse by recording and reporting to the Prevent Lead. **The overall Prevent Lead** reports to the Executive Committee on all matters pertaining to Prevent at the College.

The accepted British values for the purposes of the Prevent duty include:

- The rule of law
- Democracy
- Individual liberty
- Respect and tolerance

Extremism is defined by the UK Government as:

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

In instances where the designated person is informed of an individual's or group's potential for extremism and radicalisation, the designated person will refer the concern and information to:

## **16. Prevent**

### **Contacts Prevent**

#### **Lead:**

Sam Cook

Email: sam@trenteducation.co.uk Phone:

## **17. External Speakers and Events**

17.1. In order to comply with the Prevent duty, The External Speaker Policy and Procedures and Freedom of Speech Code of Practice and Policy Statement is to be referred to. This is in place for the management of events held on the College premises or an event in a public place where the College is the whole or part of the organising body. Procedures in the External Speakers policy apply to all staff, students and visitors and clearly set out what is required for any event to proceed.

17.2. The College needs to balance its legal duties in terms of both ensuring freedom of speech and protecting student and staff welfare. Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. The College does not provide a platform for these offences to be committed.

17.3. Furthermore, when deciding whether to host a speaker, the College considers carefully if the views being expressed, or likely to be expressed, constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups. In these circumstances the event should not be allowed to proceed except where the designated responsible person is entirely convinced that such risk can be fully mitigated without cancellation of the event. This includes ensuring that, where any event is being allowed to proceed, speakers with extremist views that could draw people into terrorism are challenged with opposing views as part of that same event, rather than in a separate forum. Where institutions are in any doubt that the risk cannot be fully mitigated, they should exercise caution and not allow the event to proceed.

18. A [Risk Assessment Form](#) is used for assessing and rating risks associated with any planned events. This tool provides analysis that will help to decide if an event should proceed, be cancelled or whether action is required to mitigate any risk. This is to be signed by the External Speaker in adherence to the Freedom of Speech Code of Practice and this College Safeguarding and Prevent Policy. The form is signed by the TEC MD for final approval and a digital copy uploaded in the Prevent file.

18.1. Radicalised students can also act as a focal point for further radicalisation through personal contact with fellow students and through their social media activity. Where radicalisation happens off campus, the student concerned may well share his or her issues with other students. Changes in behaviour and outlook may be visible to staff. Much of the guidance, therefore, addresses the need for the College to carry out self-assessment to identify the level of risk. The self-assessment will also ensure that all staff have access to training, and that there is welfare support for students and effective IT policies in place which ensure that any behavioural signs indicating radicalisation can be recognised and responded to appropriately.

## **19. Partnership**

19.1. In complying with Prevent Duty we can expect active engagement by the Board of Governors and Executive Committee with other agencies including:

- The Police
- BIS regional higher and further education Prevent coordinator

19.2. The College affirms that it will:

- Engage and consult students on plans for implementing the Prevent Duty

Have a single point of contact - the Prevent Lead for operational delivery of Prevent related activity.

## **20. Risk assessment**

20.1. The College will carry out risk assessments which assess where and how students, staff or visitors may be at risk of being drawn into terrorism. These policies and procedures are in place to ensure we can identify and support individuals at risk.

20.2. Risk assessment looks at institutional policies regarding wherever the College operates and student welfare, including equality and diversity, and the safety and welfare of students and staff. Risk assessment will address the management of the College, including policies and procedures for events held by staff, students or visitors, and relationships with external bodies and community groups who may use premises where the College operates, or work in partnership with the College.

20.3. The College has clear and visible policies and procedures for managing whistleblowing and complaints.

20.4. New policies are approved by relevant Committees in the College's Committee Structure. All Committees and Boards meet periodically and on a quarterly basis as a minimum, where they can offer regular guidance and assessment of College policies.

## **21. Staff Training**

- 21.1. The College will undertake appropriate training and development for key stakeholders including faculty. This will enable faculty to educate their students about Prevent issues. The College encourages students to respect other people, especially regarding the protected characteristics set out in the Equality Act 2010. The Prevent Lead must ensure appropriate training is conducted by all staff and digital copies of certificates where relevant are kept by the HR Manager.
- 21.2. Members of staff should understand the factors that make people vulnerable to being drawn into terrorism and to challenge extremist ideas which are used by terrorist groups and can purport to legitimise terrorist activity. Such staff should have enough training to be able to recognise this vulnerability and be aware of what action to take in response. This will include an understanding of when to make referrals to the Channel programme and where to get additional advice and support.

## **22. IT Policy**

- 22.1. The College has a policy around General IT usage, covering what is and is not permissible, which also contains specific reference to the Prevent Duty. Use of filtering is required as a means of restricting access to harmful content, and the use of filters is used as part of an overall strategy to prevent people from being drawn into terrorism.
- 22.2. The College does not have any course that requires using IT equipment to research terrorism and counter terrorism during their learning.

## 23. Appendices:

### 23.1. Definitions

Child	In accordance with The Children Act 1989, and therefore in accordance with law, the College shall regard any young person below the age of 18 as a child.
Child abuse	May be physical, sexual or emotional abuse, or neglect
Designated person(s)	the staff member(s) designated by the SMT as having responsibility for liaising with the investigating agencies.
Domestic violence	can be physical, emotional, sexual, neglect. This category also covers forced marriages and honour-based violence.
Emotional abuse	the persistent emotional ill treatment of a person such as to cause severe and persistent adverse effects
Neglect	The persistent failure to meet someone's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development such as failing to provide adequate food, shelter and clothing, medical care or treatment or neglect of, or unresponsiveness to basic emotional/physical needs. It can include not protecting them from emotional harm or danger.
Physical abuse	Actual or likely physical injury to a person, or failure to prevent injury may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a carer feigns symptoms of, or deliberately causes, ill health to a person they are looking after.
Sexual Abuse	This involves any aspect of sexual abuse, whether physical or verbal including inappropriate physical contact. Sexual abuse involves forcing or enticing a person to take part in all kinds and degrees of sexual activity if the person is aware of or consents to what is happening. Physical contact includes penetrative and non-penetrative acts such as fondling. See the Sexual Harassment Policy for further details
Emotional Abuse	This is the persistent emotional ill treatment of a person such as to cause severe persistent adverse effects on them. It may involve making a person feel or believe they are worthless or unloved, inadequate or valued only as a means of meeting the needs of another person and not their own. This type of abuse can often take the form of shouting, threatening or taunting, constant criticism, bullying or unrealistic pressure to perform.
Risk to self and/or others	This may include but is not exclusive to self-harm, suicidal tendencies or potential risk of harming others, which may or may not include children. This may be as a consequence of an individual experiencing a significant level of personal, or emotional trauma and/or stress.
Safeguarding	Includes promotion of health and well-being as well as protection of specific individuals
Significant harm	ill treatment or the impairment of health or development



Student	The term student for this policy covers students at the College. In addition, it covers students visiting the College or on taster programmes.
Adult at Risk	A person aged 18 or over who may need community care services by reason of mental or other disability, age or illness and who is, or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation. Vulnerability can apply to a wide range of disabilities and situations including those adults at risk owing to their caring role or family responsibilities, or if they are old and frail. It can include those who are vulnerable due to other circumstances such as being an asylum seeker. In addition, it can include those under a probation order or those who may be experiencing problems due to alcohol or drugs.

## 23.2. Safeguarding and Prevent Report Form

### Safeguarding or Prevent Report Form

Person completing the form (this will remain confidential although the authorities will be informed if requested)	
Date/Time	
Person reporting the concern or suspicion	
Staff member(s) it is being referred to	
External referrals if any (e.g. Police)	
Details of the incident (this is not an investigation, only a report of what happened and what is being referred). This should include who was involved, when and where the incident happened, what was said or done, and whether there were any witnesses or other evidence	

### 23.3. Risk Assessment Form

#### Risk Score

Likelihood	Severity
Almost Certain 5	Catastrophic 5
Very Likely 4	Major 4
Likely 3	Moderate 3
Unlikely 2	Minor 2
Improbable 1	None or Trivial 1

#### Risk Assessment Form

Risk Event e.g. visitor coming as a guest speaker, conference	
Date of event	
Person completing the form	
People involved e.g. one guest speaker	
Summary of planned event e.g. a guest speaker will come and speak to 50 students about a small business	
Details of risks to Safeguarding or PREVENT e.g. the guest speaker may share some extremist views with students	
Likelihood of Risk:	
Severity of Risk:	
Existing Controls e.g. there is no known evidence of the quest speaker holding extremist views on social media or the internet.	
Further Action Needed e.g. the guest speaker should take online PREVENT training	
Review of Event	

#### Carer's Leave Act 2024

From 6<sup>th</sup> April 2024 new legislation came into effect – Carer's Leave Act 2024:

Under the Carer's Leave Act 2024, Trent Education Centre has a duty of care towards employees who may be an unpaid carer and recognise the leave they may need to take. Employees are entitled to carer's leave

from their first day of work and Trent Education Centre will ensure that all employees are treated with dignity and respect. We will ensure employees' wellbeing is safeguarded and we will provide a safe space for carers, where they can open-up about their experiences if they wish to do so, and where additional support will be available, if required.