



Safeguarding & Prevent Policy & Procedures

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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 has a common law duty of care for all of its stakeholders and especially adults at risk are safe.
- 1.3. This policy responds to the following legislations covering safeguarding and Prevent Duty: 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 stakeholders including students, staff, and including members of the public attending the the College for any reason 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 our 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. The College accepts its responsibility to:

- Make sure that all students and staff understand the importance of avoiding situations where there may be extremism or abuse taking place. This is achieved through induction and further training provided to staff and students.
- 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 a clear policy and procedures on Safeguarding and Prevent available on the College website
- 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 Senior Management Team 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 Senior Management Team, 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 where Safeguarding and Prevent are discussed and reviewed.
- Reporting to the Board of Governors at least once per annum
- Updating and reviewing the Safeguarding and Prevent Policy as and when required to ensure it is up to date and complies with the latest legislation.

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:

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

Email: sam@trenteducation.co.uk

Phone: 07868 216222

9. Safeguarding Lead:

Sam Cook

Email: sam@trenteducation.co.uk

Phone: 07868 216222

10. Prevent Lead

Sam Cook

11. Safeguarding Concerns

11.1. 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

11.2. 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 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.

12. Student placements

12.1. 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.

13. Procedures

13.1. 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.

13.2. 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.

- If there are any allegations of abuse made against a stakeholder at the College staff dealing with it must follow clear procedures
- No staff may offer to give complete confidentiality where there is an allegation of abuse because the allegation may need to be reported to the police or other authorities.
- The Designated Safeguarding Lead (DSL) and Safeguarding Officers (SO) should be contacted and informed of any allegation of abuse by phone or email
- The DSL or SO may decide to refer the allegation to the authorities or may simply seek the advice of the authorities.

- During induction and in further training sessions students are asked to inform staff if they believe they are or someone else is a victim of abuse.
- Staff are trained to identify adults at risk and report them to the DSL or SO if necessary.
- The Senior Management Team and the Board of Governors will address any Safeguarding or Prevent allegations as they arise.
- The DSL will record in writing as a priority all allegations and information surrounding them in case this is required by the authorities investigating the allegation.
- Only the police may investigate an allegation of abuse.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

14. Safeguarding and Prevent Flowchart

Steps	Suspected harm, abuse or radicalisation	
1	Emergency	Non-Emergency
	Inform the Police 999	
2	Inform the DSL or SO.	Inform the DSL.
3	Refer to relevant support services if necessary	
4	Inform the TEC Senior Management Team	
5	Contact partner institution security if relevant	
6	Complete the Safeguarding and prevent Report Form	
	An allegation by a student or staff member 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 alleged victim about the allegation if it is made by another person	
3	Inform the Senior Management Team	
4	The person accused of abuse is informed about the allegation.	

5	The DSL will keep all records or action taken in relation to the allegation
6	The DSL contacts police or other authorities for advice and guidance about the allegation
7	Staff or students may be suspended if there is an allegation which potentially places a student at risk and where the allegation is serious enough to justify further steps to be taken. This does not imply they are guilty of abuse. They may be suspended with paid leave.
8	Before suspension, the Senior Management Team members will hold a meeting with the staff facing the allegation and inform them of the allegation. College staff will not investigate but the authorities will be informed and the staff facing the allegation will be able to consider the information about the allegation and prepare their response.
9	If a staff member is suspended due to an allegation, they will they will be informed in writing.

15. Allegations without Foundation

15.1. If it is clear that an allegation is vexatious and without grounds the staff member accused will be informed and the alleged victim will be informed that there will be no further action. If in doubt. The DSL or SO will ask the authorities for advice.

16. Report

16.1. 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

16.2. 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.

16.3. 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.

17. Confidentiality

17.1. Staff may not offer confidentiality if a student or any other person makes an allegation of abuse. Staff must explain that they may be obligated to pass on information to the authorities and the DSL about any allegations of abuse.

18. Prevent

The College will take all necessary steps to prevent extremism or radicalization that can lead to violence. Extremism includes all opposition to British values as defined above. It also includes and death threats to members of the armed forces in the UK or overseas.

The College will disclose any staff or student to the authorities if they espouse or display values that are opposed to British values of respect and tolerance, individual liberty, democracy and the rule of law. Any such cases will be passed to the College Prevent Lead who reports to the Board of Governors on Prevent matters.

19. Contacts

Any concerns of extremism should be reported to the **DSL and Prevent Lead:**

Sam Cook: Email: sam@trenteducation.co.uk Phone:

20. Carer's Leave Act 2024

20.1. From 6th April 2024 new legislation came into effect called the 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.

20.2. 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.

21. External Speakers and Events

- 21.1. Sometimes the College may have external speakers at events it is organizing or holding in its premises and the College will take steps to ensure safety of all stakeholders.
- 21.2. No extremist views will be permitted and external speakers will be informed that they must avoid incitement to radicalization.
- 21.3. Freedom of Speech and Academic Freedom will be respected and the External Speaker forms in the College Freedom of Speech and Academic Freedom policies must be completed

22. Partnership

- 22.1. The Board of Governors and Senior Management Team will cooperate at all times with the following agencies if there are any incidents of extremism at the College.
 - The Police
 - BIS regional higher and further education Prevent coordinator
- 22.2. The BoG will consult the Student Council on all Prevent issues and how these will be managed at the College.

23. Risk assessment

- 23.1. As part of its risk management process the College will carry out risk assessment in relation to Prevent
- 23.2. The College will have clear policies on complaints and whistleblowing .
- 23.3. All policies are approved by relevant boards and committees as noted in the Governance and Academic Management Framework (GAMF).

24. Staff Training

- 24.1. All staff will receive training on Prevent and Safeguarding to ensure that they understand how to identify abuse, neglect or extremism.
- 24.2. They will also be informed about how to report incidents and make referrals to the Channel programme.

25. IT Policy

25.1. The College will not permit research into extremism on its equipment

25.2. The College ensures that all IT equipment has filters to prevent inappropriate information being displayed or accessed.

Appendices:

25.3. Safeguarding and Prevent Report Form

Safeguarding or Prevent Report Form

Who is reporting an allegation	
Date and time of report	
Have you contacted the authorities such as the Police	
Please describe the allegation. What has happened to cause you concern. Please include details of events including who was involve and whether they are the alleged abuser or victim.	