



## Safeguarding & Prevent Policy & Procedures

<b>Policy no:</b>	<b>4.2</b>
<b>Version date</b>	August 2025
<b>Approved by</b>	Board of Governors
<b>Responsible person</b>	Head of Safeguarding and Health and Safety
<b>Version number</b>	V6
<b>Next review due</b>	August 2026
<b>External reference points</b>	<a href="#">Prevent duty guidance 2023</a> <a href="#">Counter Terrorism and Security Act 2015</a> Care Act 2014 <a href="#">Safeguarding Adults at Risk</a> <a href="#">Safeguarding Vulnerable Groups Act 2006</a> Safeguarding adults at risk: <a href="#">Office of the Public Guardian</a>

<b>Previous Version</b>	<b>New Version</b>	<b>Date</b>	<b>Update</b>
<b>V4</b>	<b>V5</b>	10-03-25	Various changes to text for greater clarity but no significant change in meaning. Removed former Head of Higher Education who is no longer the Prevent Lead. Removed the External Speaker Form in the Appendices as there is now a new form in the Academic Freedom Policy.
<b>V5</b>	<b>V6</b>	10-08-25	Requirement for staff to confirm their understanding of the policy through signed declarations has been removed as it is not practicable. Instead, staff must attend mandatory training on safeguarding and prevent duty.

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## **1. Introduction**

Trent Education Centre (TEC) staff, students and all other stakeholders participating in TEC activities must understand TEC's expectations and responsibilities when considering the protection from harm of 'adults at risk'. TEC recognises that it has a common law duty of care to ensure that all of its stakeholders and especially adults at risk are safe. This policy responds to the following legislation covering Safeguarding and Prevent Duty: the Counter Terrorism and Security Act 2015, Care Act 2014, Equality Act 2010 and Safeguarding Vulnerable Groups Act 2006, as well as guidance from the Local Authorities.

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

Adults may be at risk of experiencing various types of abuse and neglect for their health, safety and wellbeing, including the potential threat of being drawn into extremist ideologies which may lead to acts of discrimination and physical violence. The purpose of the Safeguarding and Prevent Policy is to ensure that all stakeholders at TEC and the general public and the information they need about these vulnerabilities and how TEC mitigates the risks associated with them and protects the vulnerable members of its community from harm. This policy also provides clear processes that all staff, students and other stakeholders may follow for recognising, reporting, preventing, and addressing any instances of abuse, harm, or neglect of adults at risk.

## **3. Scope**

This policy is for any applicant, student or other stakeholder who is an 'adult at risk'. It includes all adults over 18 years of age who are part of the TEC community and engage in or deliver TEC services, whether at a TEC Study Centre, at partner institution facilities, during off-site activities or events, or through digital platforms and various forms of online communications including social media. It encompasses things that may happen to a student or staff member when they are in their own homes. All TEC stakeholders, including permanent, part-time, and temporary staff, Senior Management Team members, and the Board of Governors, are obligated to uphold the principles and practices of Safeguarding and the Prevent strategy as part of their professional duties. This policy must be reviewed and approved by the Board of Governors at least once per annum.

### **3.1. Student placements**

TEC students may be doing some work as part of their studies and should this occur, the Designated Safeguarding Lead (DSL) will carry out checks to ensure that the organisation where the student is working has appropriate safeguarding and Prevent duty procedures in place. If not, this policy will be applied to wherever the student is working.

### **3.2. Safeguarding International Students**

Currently, TEC only provides courses for home students in the UK. However, should TEC offer services to international students in the future, this safeguarding policy would apply to them irrespective of nationality or visa status. The TEC Admissions staff responsible for international compliance would provide advice and liaise with UKVI if necessary or refer individuals to the International Compliance Team of any partner organisation(s). The visa status of international students might be affected by any changes to enrolment or study. TEC admissions staff would be allocated responsibility for compliance in relation to international students and they would provide support and information on how visa status is affected by study breaks or lack of attendance due to safeguarding issues.

### **3.3. Adults at Risk**

An adult may be considered at risk if they:

- Require care and support in their daily life.
- Are vulnerable to physical, emotional, mental, or sexual abuse, exploitation, bullying, harassment (including sexual harassment), or neglect.
- Are susceptible to radicalisation or extremist influences due to factors such as isolation or mental health challenges.

### **3.4. Factors Increasing Vulnerability**

Individuals may be more likely to suffer abuse or struggle to protect themselves if they:

- Are elderly, frail, or have restricted mobility.
- Live with a long-term illness.
- Experience mental health difficulties.
- Have a learning disability.
- Misuse alcohol or drugs.
- Rely on others for personal care.
- Have impaired vision or hearing.

### **3.5. Potential Perpetrators of Abuse**

Abuse can be perpetrated by anyone, including:

- Visitors to TEC.
- Volunteer workers.
- Friends of students or staff.
- Tutors or other staff members.
- Individuals employed to provide care.
- Relatives or partners of students or staff.
- People living near the victim of abuse such as a neighbour.

## **4. Aims and Objectives**

This policy is designed to support the wellbeing and specific needs of adults at risk, while ensuring that TEC and its staff fully understand their responsibilities in fulfilling TEC's legal duty to safeguard vulnerable adults and prevent radicalisation that could lead to extremist behaviour.

These aims are achieved through the following objectives:

### **4.1. Awareness and Responsibility**

- Ensure that information in this policy about Safeguarding and Prevent is shared with all organisations and included how to manage and report concerns.
- Promote a culture of safeguarding, where any students or staff member who suspects or knows of harm or vulnerability must report it to the Designated Safeguarding Lead (DSL) or other Safeguarding Officers.
- Provide guidance to tutors, assistants, managers, non-executive governors, and other stakeholders to help them avoid situations that could lead to allegations of abuse.
- Instruct all stakeholders to report to the DSL any observed or overheard incidents that may indicate poor practice or abuse.

#### **4.2. Identification and Protection**

- Recognise adults who are vulnerable or at risk of significant harm and take appropriate steps to ensure their safety.
- Collaborate effectively with service providers and agencies to support adults with care needs.
- Actively engage with local councils in Nottingham, Leicester, and Birmingham on safeguarding and Prevent-related matters for TEC services delivered in those cities and regions.

#### **4.3. Policy and Procedure Management**

- Ensure TEC maintains up-to-date safeguarding and Prevent policies and procedures, accessible via the TEC website, and that all relevant individuals read, understand and comply with the key aspects of this policy through mandatory training.
- Review the safeguarding and Prevent policy annually and publish it on the TEC website.
- Make sure that all records are held confidentially on a need-to-know basis.

#### **4.4. Recruitment and Vetting**

- Conduct pre-employment checks for all staff in accordance with TEC's **Safer Recruitment Policy**.
- Carry out background checks on all visitors attending TEC events or interacting with current, former, or prospective students.
- Ensure that all stakeholders involved in activities with adults at risk have appropriate Disclosure and Barring Service (DBS) clearance. See the **Academic Freedom Policy** for the **External Speaker Approval Form**.

#### **4.5. Training and Development**

- Provide safeguarding and Prevent guidance to all staff during their induction.
- Require staff working with adults at risk to complete a certified course in Safeguarding and Prevent and to ensure that they do not expire.
- All certified staff commit to overseeing the Safeguarding and Prevent policy every two years.
- Keep detailed records of all safeguarding and Prevent training and certification completed by staff.

## **5. Key Responsibilities**

The key staff responsibilities in relation to safeguarding and Prevent duty are listed below:

### **5.1. Designated Safeguarding Lead (DSL) and Prevent Lead**

The DSL and Prevent Lead are responsible for the ensuring that:

- There is a trained and certified Safeguarding Office (SO) on site in every TEC Study Centre who reports to the DSL.
- Staff and student inductions as well as weekly guidance are available to ensure that all staff and students understand the policies and are amplified.
- Students and staff receive Safeguarding and Prevent training, in line with the standards outlined in this policy.
- A clear and accessible Safeguarding and Prevent policy, along with supporting procedures, is published on the TEC website, reviewed and updated annually or more if necessary.
- Safety and security measures are regularly reviewed to protect everyone studying at TEC, with updates and awareness promoted through materials such as posters.
- Contact details for the Designated Safeguarding Lead (DSL) and Prevent Lead at TEC and any relevant partner institutions are available 24/7.
- TEC maintains open communication with the Designated Safeguarding Leads (DSLs) in organisations that TEC may be part of it.
- Implement clear protocols if a safeguarding or prevent risk is brought to their attention.

### **5.2. Study Centre Managers**

Study Centre Managers are responsible for the ensuring that:

- All relevant staff complete appropriate Safeguarding and Prevent duty training, hold valid certification, and undergo DBS checks where necessary.
- Staff and visitors sign in and out of TEC service locations, and staff wear identification badges while on site.
- Implement clear protocols if a safeguarding or prevent risk is brought to their attention.

### 5.3. HR Manager

The HR Manager is responsible for the ensuring that:

- If an external speaker is invited to give a talk at Study Centres, the TEC staff organiser for the event will complete the **External Speakers Approval Form Academic Freedom Policy**
- In line with the Safer Recruitment guidelines set out in the TEC **Safer Recruitment Policy**, TEC ensures that appropriate vetting and safeguarding standards are upheld
- Clear protocols are implemented if a safeguarding or prevent risk is brought to their attention.

The Senior Management Team (SMT) appoints a staff member who is responsible for:

- Oversight of TEC's implementation of this policy.
- Making sure the Safeguarding and Prevent Policy are fit for purpose and updated when needed.
- Gathering and analysing data in relation to Safeguarding and Prevent including the number of allegations from students
- Providing formal updates to the Senior Management Team and Board of Governors at least once annually, summarising key developments, challenges, and outcomes.
- Attending and contributing to meetings where Safeguarding and Prevent are reviewed, ensuring that concerns are raised and actions are followed through.

Admissions Staff are required to:

- Assess each student's individual needs during the admissions process and ensure they are offered appropriate referrals or access to relevant support services including Safeguarding and Prevent if necessary.



All Staff are required to:

- Report any safeguarding or Prevent concerns directly to the Designated Safeguarding Lead (DSL) or Prevent Lead without delay.
- Use the Whistleblowing Policy to raise concerns about the conduct of other staff members, including those in senior positions.
- Read all relevant safeguarding and Prevent policies and procedures and implement them accordingly.
- Complete all mandatory training for Safeguarding and Prevent at TEC and send evidence of certification to the HR Manager and DSL.

Students are required to:

- Complete an induction providing TEC staff with clear information on safeguarding and prevent
- Report any incidents where there may be a breach of Safeguarding or Prevent to a Safeguarding Officer (SO) or the Designated Safeguarding Lead (DSL).

## 6. Who to contact about a Safeguarding or Prevent Concern

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

**Inform the TEC Designated Safeguarding Lead (DSL) or a TEC Safeguarding Officer (SO) immediately after you have contacted the emergency services. Use the contact details below.**

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

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

Head of Safeguarding and Health and Safety, Samantha Cook

Email: [sam@trenteducation.co.uk](mailto:sam@trenteducation.co.uk) Phone: 07868 216222

### **Prevent Lead**

Head of Safeguarding and Health and Safety, Samantha Cook

Email: [sam@trenteducation.co.uk](mailto:sam@trenteducation.co.uk) Phone: 07868 216222

**Students** or **staff** should tell someone at TEC if they or someone they know is facing any kind of bullying, harassment including sexual harassment, abuse, exploitation, neglect or radicalisation.

**Students** may talk to a Tutor, Student Support Officer, the Designated Safeguarding Lead (DSL) or another member of staff they feel comfortable talking to.

**Staff** may talk to the HR Manager, their Line Manager, the DSL or any other member of the Senior Management Team.

**Students** or **staff** report an allegation of sexual harassment to:

Designated Safeguarding Lead (DSL): Samantha Cook

Email: [sam@trenteducation.co.uk](mailto:sam@trenteducation.co.uk) Phone: 07868 216222

**Staff** report an allegation of sexual harassment to:

HR Manager

[hr@trenteducation.co.uk](mailto:hr@trenteducation.co.uk)

**Students** may make a formal allegation or complaint about sexual harassment may also be made using the [Complaint Policy](#), [complaints email](#) or [Complaint Form](#)

## 7. Keeping a record

If a student or staff member witnesses or experiences a Safeguarding or Prevent concern, they should keep a record using the **Safeguarding or Prevent Report Form** in Appendix 1. When reporting a Safeguarding situation, whether to the emergency services, DSL, or partner institution, they will need to provide as much detail as possible. The following information needs to be recorded:

- Date and time of any incident
- Location
- People involved,
- What happened to cause concern

## 8. Writing a report of an incident

Once the immediate risk has been addressed, students should submit a full report of any incident using the **Safeguarding and Prevent Report Form** in Appendix 1 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 Disciplinary Policy**, the procedures for dealing with alleged breaches will be followed.

At all times, information about people should only be shared with people who need to know. Any report can lead to an investigation and potentially to sanction being imposed. See the **Student Disciplinary Policy** and the **Staff Disciplinary Policy**.

## **9. Responding to allegations**

Staff should provide support to alleged safeguarding or Prevent victims subject to the following restrictions.

- 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 DSL or SO may decide to refer the allegation to the authorities or may simply seek the advice of the authorities.
- The DSL will record in writing as a priority all allegations and information about the case as 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.

## 10. Safeguarding and Prevent Flowchart

Stages	Safeguarding and Prevent Issues
1	Call 999 if there is an emergency or contact the DSL if it is not an emergency.
2	Inform the DSL or SO, Tutor, Student Support Officer, Line Manager and HR Manager.
3	Staff may refer a student or staff member to appropriate Student Support Services.
4	The TEC Senior Management Team is informed.
5	Any partner institution is informed if necessary.
6	The <b>Safeguarding and Prevent Report Form</b> is completed by the alleged victim or witness reporting the incident(s) and shared it with the Senior Management Team
7	The alleged victim is contacted by the SO or DSL about the allegation if it is made by another person and the alleged victim does not know about it.
8	The person accused of abuse is informed about the allegation against them.
9	In addition to the Safeguarding and Prevent Report Form, the DSL will keep records of all other meetings or updates on the issue.
10	The DSL contacts police or other authorities for advice and guidance about the allegation if it feels it is necessary.
11	For allegations against staff, the <b>Staff Disciplinary Policy</b> is followed. For allegations against students, the <b>Student Disciplinary Policy</b> is followed.

## **11. Allegations without Foundation**

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.

## **12. Report and record keeping**

After following the procedures in the Student or **Staff Disciplinary Policy**, the chair of the relevant Disciplinary Panel will complete a report of the outcome and any action (sanctions) in place. All records need to be safely stored by the Head of Operations who chairs the Disciplinary Panel.

## **13. Confidentiality**

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.

## **14. Prevent**

TEC 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 death threats to members of the armed forces in the UK or overseas.

TEC will disclose any staff or student to the authorities if they 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 TEC Prevent Lead who reports to the Board of Governors on Prevent matters.

## 15. Carer's Leave Act 2024

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.

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.

## 16. External Speakers and Events

Sometimes TEC may have external speakers at events it is organising or holding in its premises and TEC will take steps to ensure safety of all stakeholders.

No extremist views will be permitted and external speakers will be informed that they must avoid incitement to radicalisation.

**Freedom of Speech** and **Academic Freedom** will be respected and the **External Speaker Approval Form** will be utilised to ensure there is no censorship.

## 17. Partnership

TEC's senior staff will cooperate at all times with the following agencies if there are any incidents of extremism at TEC.

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

The BoG will consult the Student Council on all Prevent issues and how these will be managed at TEC.

## **18. Risk assessment**

As part of its risk management process TEC will carry out risk assessment in relation to Prevent. TEC has clear policies on Complaints and Appeals and Whistleblowing .

All policies are approved by relevant boards and committees as noted in the Governance and Academic Management Framework (GAMF).

## **19. Staff Training**

All staff will receive training on Safeguarding and Prevent to ensure that they understand how to identify abuse, neglect or extremism.

They will also be informed about how to report incidents and make referrals to the Channel programme.

## **20. IT Policy**

TEC will not permit research into extremism on its equipment. TEC ensures that all IT equipment has filters to prevent inappropriate information being displayed or accessed.

## Appendix 1: Safeguarding or Prevent Report Form

### Safeguarding or Prevent Report Form

Who is reporting an allegation	
Date and time of report	
Location and date of any incident that occurred.	
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 involved and whether they are the alleged abuser or victim.	