Title:	Safeguarding Policy
Policy Number:	P046
Policy Owner(s):	Principal
Approval date & version:	August 2025 Ver. 0.9
Approved by:	Academic Board (AB)
Next Review Date:	November 2028

External Reference Points:

External Source	Reference Points
Advice and Guidance	Prevent Duty guidance, 2015
Other reference Points	- Health and Safety at Work Act 1974 - Data Protection Act 2018 - Safeguarding Vulnerable Groups Act 2006 - Equality Act 2010 - Protection of Freedoms Act 2012 - Counter Terrorism and Security Act 2015 - Working Together to Safeguard Children 2023 - IT Acceptable Use Policy and e-Safety Procedures

If you consider that a student / staff member is at risk of immediate harm, building security personnel should be summoned immediately (if provided), and the Police called simultaneously on 999.

[POLICE SHOULD ALWAYS BE CALLED - if the building security personnel is not provided on site.]

1. Introduction:

1.1 The College is committed to supporting and promoting the welfare of staff, students and visitors and is committed to the provision of a safe environment conducive to work, study and the enjoyment of a positive experience for all members of its community.

1.2 The College recognises that within the course of its activities its staff and students may come into contact with children (e.g. individuals who are under 18 years old) or vulnerable adults (e.g. those over 18 who are rendered vulnerable to harm or exploitation due to their personal situation and/or social circumstances).

1.3 The College wishes to ensure that it maintains the highest possible standards to meet its responsibilities to protect and safeguard the welfare of children and vulnerable adults, and is therefore committed to working in partnership with other organisations (as appropriate) to facilitate this.

1.4 In the discharge of its functions, and in implementing this policy and procedure, the College will have regard to its duty of care and other legal obligations, such as those it owes under the Health and Safety at Work Act 1974, the Data Protection Act 2018, the Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, the Protection of Freedoms Act 2012 and the Counter Terrorism and Security Act 2015.

1.5 This Policy is designed to provide clear guidelines and procedures for identifying risk, reporting concerns and taking appropriate action.

1.6 Examples of areas where the College may have contact with children and adults who may be vulnerable may include (though not be confined to) the following:

  1.6.1. Teaching, supervision and support of students;
  1.6.2. Summer schools, school visits, and other events such as work experience;
  1.6.3. Apprenticeships;
  1.6.4. Outreach or widening participation activities taking place on or off campus;
  1.6.5. Research subjects;
  1.6.6. Attendance at private functions run commercially by the College;
  1.6.7. Conferences;
  1.6.8. On placements and in other professional settings;
  1.6.9. Field trips, excursions, volunteering and other social activities;

1.7 Examples of the type of situations which may result in the College implementing this policy and procedure may include:

  1.7.1. Where a child or adult raises an allegation of abuse, harm or other inappropriate behaviour;
  1.7.2. Where a student or staff member discloses information involving themselves or family members which gives rise to possible concerns that a potential perpetrator may be harming or abusing vulnerable individuals;
  1.7.3. Where there are suspicions or indicators that a child or adult is being abused or harmed or is at risk of exploitation, (including radicalisation).

[It is recognised that it can be difficult to identify these indicators – though all staff will receive training on the process and procedures to follow, should they believe this to be the case; for instance, where changes are observed in a child or adult's appearance or behaviour that could be related to exploitation, harm or abuse, including radicalisation]

> 1.7.4. Where a concern is raised that an individual presents a risk of abuse or harm towards a child or adult in relation to, for example, his/her criminal convictions, the downloading, possession of/or distribution of inappropriate images or extremist material. If there is concern that a member of staff or student may present such a risk, the College will invoke its risk assessment procedure (see section 6.1 below) and/or take action under another relevant policy.
>
> 1.7.5. Where concerns arise that a student or member of staff is vulnerable to radicalisation and there is an identifiable risk of being drawn into terrorism.

2. Policy:

2.1. The College will take all safeguarding concerns (including suspicions) seriously and will report concerns promptly.

2.2. The College has processes in place to check the suitability of staff and students whose duties and responsibilities involve regular contact or supervision of children or adults who may be vulnerable. The College is committed to seeking to ensure that appropriate suitability checks are carried out in relation to staff including criminal record checks and other checks where appropriate.

2.3. Safeguarding referrals to the relevant statutory authority will be made on the basis of identified and considered risk.

2.4. College staff dealing with students or staff who are subject to safeguarding concerns, will consider what support may be offered to them both internally (assistance programmes for Staff/Students) and the signposting of external services that may be appropriate (i.e. local GPs, Mental Health Services).

2.5. The College recognises that online and digital platforms, including social media, are increasingly exploited to cause harm, manipulate, and control individuals. The College takes a zero-tolerance approach to all forms of abuse, including those facilitated through digital technologies, and will act promptly to address concerns in both physical and virtual spaces.

3. Scope:

3.1. Definition of vulnerability

For the purposes of this Policy the College defines vulnerability as being when a child or adult is at risk of exploitation, harm or abuse, including the risk of radicalisation. While the definitions of "vulnerable adult" and "child" are set out below, the policy notes that a person can become vulnerable as a result of specific circumstances or situation which may increase the risk of exploitation.

3.2. Vulnerable Adult

The College defines a vulnerable adult as a person aged 18 or over who is [or may be], in need of services by reason of mental or other disability, age or illness, and who is [or may be], unable to take care of him or herself, or unable to protect him or herself against significant harm, abuse or exploitation, including being drawn into terrorism.

3.3. Definition of a child

The College defines a child as a person who is under the age of 18. The fact that a Child has reached 16 years of age, is living independently or is in Further/Higher education does not change his or her status for the purpose of this Policy.

4. Designated Safeguarding Officers

4.1. The College provides trained Safeguarding Officers as first points of contact:

Safeguarding Officer for Students:
- Ilford Campus: Tatiana Russell - t.russell@nelsoncollege.ac.uk
- Gants Hill Campus: Lucia O. Ismail - l.ismail@nelsoncollege.ac.uk
- Broadstairs Campus: Zuzana El Gohari - z.elgohari@nelsoncollege.ac.uk

Safeguarding Officer for Staff & Visitors:
- Athiqul Islam - a.islam@nelsoncollege.ac.uk

Their [or their nominees'] responsibilities, include:

4.1.1. Undertaking relevant training in safeguarding procedures and ensuring their knowledge is kept up to date

4.1.2. Acting as a point of contact for those who have safeguarding concerns, receiving information and recording those concerns;

4.1.3. Acting upon concerns as appropriate in the circumstances for example by making external referrals to social services or police;

4.1.4. Monitoring the implementation of this policy and procedure.

4.2.   In addition to the explicit responsibilities set out above, the established management structures within each department and relevant service area of the College have an implicit responsibility to ensure staff and students are aware of its Safeguarding Principles and Procedures, and are able to refer concerns appropriately.

4.3.   Furthermore, managers and staff in academic departments and services will build approaches which promote safeguarding to reduce the potential for abuse and to promote wellbeing

5. Reporting Safeguarding Concerns

5.1. It is the remit of Social Services and/or the Police to investigate safeguarding concerns. However, the College will undertake a risk assessment before making a referral to such an external agency. If a member of the College (staff or student body) has any immediate risk concerns (including outside normal College hours), they may refer directly to the Police or Social Services. Alternatively, they should follow the internal referral process set out below. If a direct referral is made, the member of staff or student should inform the College Designated Safeguarding Officer at the earliest opportunity.

5.2. It is better to refer any safeguarding concern, to enable a risk assessment to take place, than not to make one because you are not yet certain.

5.3. Whilst in the process of attending external field-trips as an integral part of a course of study, the same due diligence to Safeguarding will apply. Should any Child, Vulnerable Adult or member of Staff experience any safeguarding issues – these should be reported immediately [see 5.4 below], so that suitable help and support can be provided.

5.4. If a person holds a dual role [for example; they are employed by and study at the College], then a concern may be raised and action taken under both the staff and student procedures.
[If you are not sure which procedure to use to raise the concern [in line with 5.3 above], you may contact the Designated Safeguarding Officer by phone, or discuss with your line manager or tutor].

5.5. If a Designated Safeguarding Officer is not available, or the safeguarding concern involves (for example) a concern against him/her, then the Principal should be contacted.

6. Risk Assessment:

6.1. If a safeguarding concern is raised with a Designated Safeguarding Officer, a risk assessment will be undertaken to assess the appropriateness of a referral to Social Services or the Police.

6.2. The Designated Safeguarding Officer (or nominee), is responsible for ensuring that the risk assessment and its outcome are recorded, and appropriate follow-up actions (where deemed necessary) are undertaken.

6.3. The College will liaise with other partner agencies as appropriate in order to address the safeguarding concerns identified.

7. Action by the College

7.1. The College reserves the right to take action under its disciplinary procedures should it later receive information that suggests that its Student Conduct Standards may have been breached.

7.2. Staff or students who are dismissed from the College as a result of safeguarding concerns will be reported to the Disclosure and Barring Service and any relevant professional body.

7.3. Support from internal or external services will be provided as appropriate for any individuals, staff or students, impacted by safeguarding issues.

8. Retention of Information

8.1. Written records of any safeguarding concerns will be retained for as long as is necessary for the purpose for which it was obtained or as legally required or lawfully permitted.

8.2. Such written records will be held centrally and separately from a member of staff's or student's personal records.

9. Training

9.1. All staff and students whose roles and responsibilities include regular contact with children, and potentially vulnerable individuals, will receive training and guidance appropriate to their role. They will also be made aware of this policy, procedures and related guidance.

10. Monitoring and Evaluation:

10.1. The Designated Safeguarding Officer will record any incidents relating to safeguarding concerns and will report them in an anonymised form to the Principal's Executive Group on a yearly basis. This report will be confidential

and if any concerns or patterns of abuse emerge these will be dealt with appropriately.

11. Review of Policy and Procedures:

11.1.   The Principal is responsible for overseeing and updating this policy and procedure, particularly with respect to the College's and relevant external requirements. This policy and procedure will be formally reviewed every three years and updated as appropriate.

12. Further Assistance:

12.1.   Further information on this policy and procedure is available from the Designated Safeguarding Officer, and should be read in conjunction with the College's Prevent Strategy

12.2.   Safeguarding Concern Reporting Form (Students and Staff) can be found at: https://nelsoncollege.ac.uk/policies-and-procedures under <Forms>.

13. Version Control Table:

Version Number	Modified by	Summary of changes	Date modified	Status (e.g. draft, revised, final)
V 0.8	HR Department		01/03/2022	Draft
V 0.9	QAED/Principal	Reference points and safeguarding officers details updated	19/08/2025	Draft (To be approved by AB – November 2025)