



Safeguarding Policy

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Author:	Principal Quality Manager
Owner (if different from above):	Principal
Version changes:	1. Edited the introduction and replaced it with a Purpose section. 2. Added a new Scope section. 3. Removed references to safeguarding children where these were not relevant, reflecting that none of the College community are under 18. 4. Expanded the Definitions section to include abuse, safeguarding, safeguarding concern, disclosure and Prevent Duty. 5. Added a subsection outlining forms of abuse and safeguarding risks. 6. Strengthened the Procedures and Principles section to emphasise safeguarding culture and responsibilities across the organisation. 7. Slight linguistic changes to the “five Rs” approach (Recognition, Response, Reporting, Recording and Referral). 8. Updated guidance on good practice, behaviours to avoid and behaviours that must not occur. 9. Updated section on staff support and safeguarding training requirements. 10. Updated the references section to include relevant legislation and safeguarding guidance.
Related Policies / Procedures	Prevent Policy Health and Safety Policy Bullying and Harassment Policy Equality and Diversity and Inclusion Policy Recruitment and Selection Policy Code of Conduct
Effective Date:	10 April 2026

1. Purpose

- 1.1 This policy sets out the College's approach to safeguarding and ensures that appropriate arrangements are in place to protect students, staff and visitors, whatever their age, culture, disability, gender, ethnic origin, religious beliefs and/or sexual identity, from harm, abuse or neglect. The policy outlines the responsibilities of the College, its staff and students in recognising and responding to safeguarding concerns and establishes clear procedures for reporting and managing safeguarding issues in a timely and appropriate manner. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately by the College.
- 1.2 The College is fully committed to providing a learning and working environment that is safe and free from abuse or harm.
- 1.3 The College will maintain a safe culture within all its learning and work environments by:
 - clearly identifying and communicating the roles and responsibilities within the organisation for safeguarding
 - maintaining clear and auditable safeguarding procedures
 - ensuring staff receive appropriate safeguarding training
 - allocating sufficient resources to safeguarding
 - applying zero-tolerance approach to any form of abuse or harm.
- 1.4 This policy is also designed to ensure that safeguarding concerns are handled appropriately while protecting staff against false or unfounded allegations.

2. Scope

- 2.1 This policy applies to all staff and students of the College. The principles set out in this policy apply across all learning and working environments associated with the College.
- 2.2 All members of the College community are expected to act in accordance with this policy and to report safeguarding concerns in line with the procedures set out by the College.

3. Definitions

- 3.1 **Abuse** refers to behaviour that causes harm or distress to another person. Abuse may occur in personal relationships, institutional settings or within places of learning or training. New and emerging forms of abuse and changing patterns of harm mean that this policy requires regular review.
- 3.2 Forms of Abuse and Safeguarding Risks
Examples of abuse or safeguarding risks may include:

- neglect
- physical abuse
- sexual abuse
- emotional or psychological abuse
- bullying, including online bullying
- harassment or discrimination, including racist, disability, homophobic or transphobic abuse
- gender-based violence or sexual harassment
- domestic abuse
- financial abuse or exploitation
- modern slavery or exploitation
- radicalisation or extremist behaviour
- online harm or digital exploitation.

3.3 **Vulnerable Adult**

The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as a person aged 18 or over who may be at risk of harm because they are:

- receiving a social care service
- receiving a health service
- living in sheltered accommodation, in custody or under a probation order
- requiring assistance in the conduct of their affairs
- receiving a service, or participating in an activity, targeted at older people
- disabled, or have physical or mental health conditions.

3.4 **Disclosure** refers to a situation where an individual reports or reveals information indicating that they have experienced abuse, harm or neglect.

3.5 **Safeguarding** refers to actions taken to protect the safety, wellbeing and dignity of individuals and to prevent abuse, harm or neglect.

3.6 **A safeguarding concern** refers to any information, disclosure or observation that indicates that a person may be experiencing, or is at risk of experiencing, abuse, harm or neglect.

3.7 **The Prevent Duty** under the Counter-Terrorism and Security Act 2015 requires education providers to have due regard to the need to prevent individuals from being drawn into terrorism or extremism. Prevent forms part of wider safeguarding responsibilities.

4. **Procedures and Principles**

4.1 Safeguarding and the promotion of welfare are everyone's responsibility.

4.2 All employees, directors, board members, partners and other stakeholders have a responsibility to actively contribute to maintaining a safe and secure environment for all.

4.3 The College promotes a strong safeguarding culture in which staff and students are

encouraged to raise concerns and safeguarding responsibilities are understood across the organisation.

- 4.4 All staff must be familiar with this policy and the procedures by which safeguarding concerns are reported and managed. All staff must:
- be receptive to any disclosures from students and alert to possible signs of abuse or self-harm
 - be familiar with the Staff Code of Conduct and demonstrate high standards in their professional behaviour
 - comply with mandatory safeguarding training, completing updates and attending additional safeguarding related training as required
- 4.5 The College will clearly identify a Designated Safeguarding Lead (DSL), their location and contact details in formats that are easily accessible to all staff and students. There will be a deputy in case of sickness, annual leave or in the event of an allegation made against the DSL.
- 4.6 The College is committed to a policy in which:
- Recruitment procedures comply with safeguarding best practice and will be followed in the appointment of all staff.
 - All new employees will be made aware of and issued with this policy as part of their induction.
 - Any member of staff found in breach of the guidance will be subject to disciplinary procedures.
 - All new students will be introduced the Safeguarding Policy during induction and given information on how to report concerns. This will be followed by a discussion and checking of understanding. Understanding will be periodically reviewed.
 - Students and adults at risk within the organisation will be informed that their assessor or tutor will be their nominated contact point for any safeguarding concerns. In addition, they will be given details of the DSL, and encouraged to report any safeguarding concerns to their tutor, assessor or the DSL. Tutors and assessors must liaise with the DSL or any relevant partner organisations with any concerns to ensure safeguarding.
 - Appropriate student records must be maintained securely and reviewed where concerns arise regarding the safety or wellbeing of individuals participating in College activities, placements or internships.
- 4.7 The College will comply with all current data protection legislation by ensuring that all student data in relation to safeguarding is processed in a lawful manner and seeking to maintain student confidentiality wherever possible.
- 4.8 The College will prioritise the sharing of information where this is necessary to keep students safe. In accordance with good practice guidelines, and to ensure that notes and records continue to be available to support the safeguarding of students for the entire duration of their time

at the College, safeguarding records will be retained for seven years and will then be securely destroyed in accordance with data protection requirements.

5. Roles and Responsibilities

5.1 The CEO, Principal and Quality Manager are responsible for:

- a) Allocating the required resources and time to provide adequate safeguarding measures.
- b) Providing leadership in ensuring the safety and wellbeing of students and adults at risk.
- c) Reviewing, updating and approving safeguarding policy and procedures.

5.2 HR is responsible for:

- Putting in place a comprehensive training programme to ensure all staff have an appropriate understanding of safeguarding relevant to their role. This will include relevant safeguarding training and refresher training, to be reviewed on a regular basis.
- Ensuring mandatory safeguarding is completed in a timely manner.
- Ensuring that all staff appointments are made subject to DBS checks and best practice in safer recruitment and ensuring that staff DBS checks are periodically renewed.
- Ensuring that correct procedures are followed if an allegation is made against a member of staff and informing the Local Authority Designated Officer (LADO), the Education and Skills Funding Agency (ESFA) and the Disclosure and Barring Service (DBS) where appropriate.

5.3 The Designated Safeguarding Lead (DSL)

- The Principal of Results Consortium is the DSL. The CEO or Quality Manager will deputise in the Principal's absence. All must undertake Designated Safeguarding Lead Training.
- The DSL will:
 - Monitor the policy and communicate changes to all staff and students.
 - Ensure safeguarding is a standing agenda item in relevant internal meetings so that concerns can be raised and discussed
 - Chair monthly meetings with key staff to provide updates and guidance, and to monitor any cases flagged up in internal meetings and/or cases directly reported to the DSL.
 - Communicate updates and changes to Student Welfare and Support Teams to ensure that key information on safeguarding is reported to students.
 - Manage the application of safeguarding procedures.
 - Act as the focal point for safeguarding.
 - Ensure all staff are competent to undertake their safeguarding responsibilities
 - Clearly communicate the safeguarding policy to all staff.

- Liaise with partner agencies as required
- Where necessary, inform relevant agencies of concerns over safeguarding issues.
- Act as the gatekeeper for safeguarding information requests from external agencies.
- Produce an annual self-assessment review of safeguarding practice and accompanying action plan.
- Liaise with HR in the event that an allegation is made against a member of staff

5.4 Staff members will:

- Be aware vulnerable adults within their remit
- Comply with safeguarding policy and procedures
- Promote a safe learning environment
- Ensure all students are aware of the Safeguarding Policy
- Report any concerns to the DSL immediately.
- Report any low-level concerns regarding behaviour or conduct that may indicate a safeguarding risk so that they can be reviewed and addressed appropriately.

6. Guidance

6.1 Good Practice

- Always work in an open environment avoiding private or unobserved situations.
- Encourage open communication.
- Treat all students and vulnerable adults fairly with respect and dignity.
- Maintain safe and appropriate professional boundaries.
- Be aware of the effect words or actions may have on others.
- Be aware that safeguarding concerns may also arise through online activity, including cyberbullying, online exploitation, harassment, misinformation or radicalisation.

6.2 Practices to be avoided

- Spending excessive amounts of time alone with students or vulnerable adults away from others.
- Straying from the specified task or assignment.
- Being unnecessarily inquisitive in a student's personal life, or being drawn into personal conversations
- Saying anything that may make students or vulnerable adults feel uncomfortable, or that could be interpreted as aggressive, hostile or impatient.
- Sitting or standing too close to a student
- Meeting students other than at the pre-arranged, official venue.
- Exchanging personal details with students
- Making contact with students via personal social media accounts or

posting personal details on social media.

6.3 Practices that should never occur

- Never allow allegations made by a student or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never promise students or vulnerable adults that their disclosure will be kept confidential, as safeguarding concerns may need to be shared with appropriate staff or external agencies.
- Never ignore inappropriate or offensive language or behaviour.
- Never use intimidation, humiliation or distress as a form of control.
- Never engage in inappropriate physical contact or make suggestive comments.

7. Support and Training

7.1 It is recognised that some disclosures may be upsetting and distressing for staff. The College will provide appropriate support and assistance as necessary to staff involved with safeguarding issues.

7.2 Staff will also need to:

- undertake the mandatory Flick safeguarding training and maintain their knowledge and training currency
- Attend refresher training or safeguarding updates as determined by the DSL.
- maintain a record of their Continuing Professional Development (CPD), including mandatory safeguarding training and updates.

8. Implementation of the Policy

8.1 Safeguarding concerns should be reported at the earliest opportunity. Early reporting allows risks to be assessed and appropriate support or intervention to be provided

8.2 Staff dealing with students and vulnerable adults must be trained in how to recognise and respond appropriately where abuse is disclosed or suspected, and to report any concerns. Staff must consider and act in accordance to the five Rs: Recognition, Response, Reporting, Recording and Referral.

- Recognition - signs and indicators of abuse may just cause concern, but it could be a direct disclosure from someone. A direct disclosure may be made to anyone within the organisation who is trusted by the individual.
- Response – Appropriate response is essential. No report should ever be ignored. Staff should listen carefully, remain calm and avoid showing shock or disbelief at what is being disclosed. Questions should never lead or probe and should clarify what is being said. Staff must not make any promises as to what will happen and be clear that everything will be treated in confidence but must be passed on to the DSL to ensure appropriate action is taken.

- Reporting – Immediately report concerns or information to the DSL. Once the report has been made, responsibility for managing the safeguarding concern rests with the DSL. It is recommended to check that appropriate action has been taken by the DSL, but confidentiality may mean that the DSL cannot share this information.
- Recording – Always record precisely what has been disclosed, using the key words and phrases used by the individual. Avoid paraphrasing. It is appropriate to record own observations of the individual. This record must be provided in person to the DSL, who will store it securely, where it is only accessible to those staff with safeguarding responsibilities.
- Referral - The DSL will determine whether the concern requires referral to appropriate external agencies and will gather the necessary information to support any referral.

9. References

- Care Act 2014
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Disclosure and Barring Service (DBS) Guidance
- Equality Act 2010
- Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006