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# **Safeguarding and Preventing Radicalisation and Extremism Policy**

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## 1. Purpose and scope

The Governors and staff of West London College are committed to prioritising and promoting the safeguarding and protection of children, young people and vulnerable adults from harm. The college is concerned to ensure that all children and vulnerable adults are protected from risk of abuse or risk of radicalization or extremism.

The college recognises that it is the duty of **all staff** to work together to report and respond to concerns. We also recognise our duty to work with outside agencies to ensure that potential risk of abuse or radicalisation is properly reported and immediate action taken.

The college's approach to safeguarding encompasses both child and adult protection and a preventative approach to keeping students safe. This includes prevention and reporting of abuse and neglect, e-safety, bullying (in person or electronically), prevention of extremism or radicalisation and the safety of all members of the college.

This policy seeks to ensure that the college undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support staff in their practices and clarifies the college's expectations.

The policy applies to all West London College learners, including apprentices, students in subcontracted provision, students on work placement and work experience. It applies to staff, agency staff, volunteers, governors and anyone working behalf of the college.

## 2. Policy statement

West London College's ethos is to provide a safe and welcoming environment for students, staff and visitors at each of its campuses. It is committed to meeting its duty to safeguard and promote the welfare of children and vulnerable adults, and recognises its role in identifying cases of suspected abuse and making referrals to the appropriate investigating agency. Staff understand the dangers of extremism and radicalisation and possible risk indicators among students and the wider community.

The college recognises the need to work with other agencies in performing its duties under the Education Act 2002, Children Act 2004 and Keeping Children Safe in Education 2019. These are:

- To work with local Safeguarding Partners, adhering to local multi-agency guidelines
- To designate a senior member of staff as having lead responsibility for safeguarding and ensure they receive appropriate training
- To operate safer recruitment procedures
- To have in place procedures to deal with allegations against staff

- To liaise with schools regarding pre-16 and link students
- To ensure that all staff receive appropriate safeguarding and Prevent training and are aware of their responsibilities
- To review policies and procedures annually, ensuring that external partners are involved in the review

### **3. Monitoring and review**

This policy is reviewed on an annual basis by the college's Safeguarding and Prevent Panel and is approved by the Governing Body. West London College consults on the policy with external partners and ensures that policy and procedure is informed by best practice and up-to-date legislation and guidance.

An annual safeguarding audit is used as the basis for the college's safeguarding and Prevent planning for the year ahead.

An annual report for governors is produced in the autumn term, detailing the range of activity in the college relating to safeguarding and Prevent. This enables the Governing Body to assure itself that the college leadership is discharging its safeguarding duties effectively. It provides a profile of safeguarding referrals in the previous academic year to highlight the needs of the students the college supports. It also identifies areas for further improvement in the academic year ahead.

### **4. Local and national safeguarding priorities**

The college operates an internal Safeguarding and Prevent panel, which is chaired by the Designated Safeguarding Lead and reports directly to the senior leadership team and the Governing Body. This provides opportunities to raise awareness of current local and national agendas.

### **5. Legislative Framework**

The college's safeguarding and preventing radicalisation and extremism policy is informed by the following legislation:

#### *Children's Safeguarding and Child Protection*

- Keeping Children Safe in Education 2019
- Working together to Safeguard Children 2018
- Children and Social Work Act 2017
- Children and Families Act 2014
- Bichard Report 2006
- Children Act 2004

#### *Adults at risk*

- The Care Act 2014 – statutory guidance
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- Disclosure & Barring Service 2013

## *Preventing radicalisation and extremism*

- Counter Terrorism and Security Act 2015

### **6. Definitions**

#### **6.1. A child**

A child is defined as anyone who has not yet reached their 18th birthday.

#### **6.2. A vulnerable adult**

A vulnerable adult is a person aged 18 or over *'who is or may be in need of community care 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 or exploitation'* (Law Commission Report 1997).

#### **6.3. Safeguarding and promoting the welfare of children**

Safeguarding and promoting the welfare of a child is the process of:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances

#### **6.4. Abuse**

Abuse (physical, emotional, sexual or neglect) is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

#### **6.5. Prevent**

The Prevent Duty, under section 26 of the Counter Terrorism and Security Act 2015, is the government's national counter-terrorism strategy which aims to stop people being drawn into extremism. Prevent aims to reduce the risks of radicalisation, and ensure that students are protected from and educated about the dangers of extremism. Radicalisation refers to the process by which a person comes to support forms of extremism which may lead to terrorist activity. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

### **7. Responsibilities and designated staff**

West London College will ensure that all staff, no matter what role they hold within the organisation:

- Will be appropriately trained for their role and will receive awareness of safeguarding and Prevent procedures on a regular basis;

- Will be aware of the processes in place to obtain early help for a student in need and understand their role in obtaining help;
- Will take immediate action when a disclosure is made or when there is a concern that a student's safety and welfare is at risk;
- Will not ignore a disclosure or assume that another colleague is aware of and/or dealing with it;
- Will not allow data protection concerns to inhibit the appropriate sharing of information;
- Will work in accordance with West London College's safeguarding procedures.

While all staff have a duty to report concerns, the following individuals and group have specific duties for managing safeguarding and Prevent:

<b>Role</b>	<b>Responsibilities</b>
Designated Governor for safeguarding and prevent	Represents the Board of governors in its duty to oversee that the delivery of policies and procedures operates within the statutory framework and the guidance
Designated Safeguarding Lead (DSL)	Is a member of the senior leadership team (SLT) and has overall responsibility for the strategic and operational implementation of safeguarding and Prevent
Designated Safeguarding Officers	Are responsible for managing safeguarding and prevent referrals, liaising with local authorities, police, FE Prevent Co-ordinations to ensure appropriate action is taken for referred cases.
Duty Managers	Are responsible for managing safeguarding and Prevent referrals during the hours of 5pm to 9pm.

## **8. Confidentiality and information sharing**

Staff should only disclose sensitive information about students with safeguarding officers and their manager, as appropriate. All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only and this would need to be discussed with a safeguarding officer or the Designated Safeguarding Lead.

All staff must be aware that they cannot promise service users or their families / carers that they will not share information further.

## **9. West London College's arrangements for specific learners and circumstances**

### **9.1 Students aged 14 to 16**

Safeguarding issues relating to a student aged 14-to-16 attending West London College as their main educational provider, will be addressed by the designated staff following the same guidelines and procedures as other students. Particular care should be taken as these learners are more vulnerable than other students because of their younger age.

All 14-to-16 year olds studying at Southall campus wear a specific lanyard that distinguishes them from other college students. They have a dedicated area for their lessons and do not study alongside older learners.

Primary responsibility for any school pupil attending link programmes at a West London College remains with the home school. Any incidents or issues with the safeguarding of a young person should be referred to the college's safeguarding officer who will then liaise with the relevant safeguarding contact at the home school.

### **9.2 Students who are looked after or leaving care**

West London College has a relatively high number of looked after children and care leavers. A dedicated Looked After Children Advisor ensures that curriculum areas are aware of these students and their needs, and liaises with external agencies as necessary. The college's safeguarding practice recognises that there may be additional risks and vulnerabilities for children and young people who are looked after or leaving care.

### **9.3 Child missing education**

West London College will ensure that all students, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. The college recognises its duty to establish, as far as it is possible to do so, the reasons why students are missing from their programme. When a 16- or 17-year old runs away or goes missing, they are potentially at risk of harm, such as sexual exploitation, involvement with gangs or radicalisation. Every missing episode will require intervention from college safeguarding staff, working in partnership with the police and social services.

### **9.4 Students with a learning difficulty or disability**

Students with learning disabilities and/or disabilities can face additional safeguarding challenges. The college will ensure that students and parents who have a learning difficulty or disability are made fully aware of the safeguarding procedures during their transition to college, at application, enrolment and during induction. This will ensure that the information is delivered and adapted so it is accessible and meets individual needs.

The college's Inclusive Learning curriculum area has two dedicated safeguarding officers, who work closely with the Designated Lead Officer to deliver a highly responsive service to their students. Staff who work with students with learning disabilities and difficulties receive discrete training to enable them to support students appropriately. This includes aspects such as online safety so that they are confident in keeping students safe.

### **9.5 ESOL and EFL students**

The college will ensure that for students where English is their second language, the indication on safeguarding is delivered so they gain a full understanding. There will be a strong focus on the promotion of values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### **9.6 Apprentices**

All learners on work-based programmes receive an induction, which includes raising awareness of the college's commitment to safeguarding, including preventing radicalisation and extremism. A dedicated safeguarding officer for apprentices and work-based learning is part of the college's Safeguarding and Prevent panel, to ensure that there is consistent practice and information about referrals and actions, across the organisation. The understanding of all aspects of safeguarding, preventing extremism and radicalisation and safe working practices, is checked at each review by Skills Trainers. The opportunity to discuss any issues is given and assessments are made to ensure that the learner's wellbeing is safeguarded. Prior to work related activities commencing, the college carries out the following checks:

- Pre-placement health and safety checks of employers' premises and health and safety management, including insurance details;
- Employers are made aware of the relevant college policies;
- The requirements for DBS checks are assessed and relevant processes undertaken as required.

### **9.7 Students on subcontracted programmes**

All learners on courses delivered by a subcontracted college partner receive details of the support services offered and contact details of the college's safeguarding officers.

The college carries out thorough due diligence for all new subcontractor partners, prior to any contract commencement. This includes:

- A training facility health and safety check list is completed;
- A risk assessment of the premises is carried out;
- All insurance documents are checked and copies taken;
- Checks are undertaken to ensure that the partner does not have any links with extremist organisations or organisations that would not adhere to the guidelines contained in this policy;
- Directors of subcontractor partners complete a statement of good standard confirming their compliance with the college's Safeguarding and Preventing Radicalisation and Extremism policy.

The following measures are in place to ensure partner organisations are fully compliant with safeguarding and Prevent policy and strategy:

- All staff who are in contact with learners under the age of 18 are DBS checked and details monitored and updated as necessary;
- All students receive induction in safeguarding and preventing radicalisation and extremism;
- All delivery staff are required to complete safeguarding and Prevent training;
- The understanding of all aspects of safeguarding, including preventing radicalisation and extremism and safe working practices, is checked at each partner review;

- Assessments are made to ensure that students' wellbeing is safeguarded by the staff in subcontracted provision and that the provider has a robust safeguarding policy and procedures.
- An annual check of the partner's Safeguarding and Prevent Policy is undertaken.

### **9.8 Students on work placements**

The college has a work experience policy in place which assures the health, safety, welfare and safeguarding of students who attend work placements with employers.

## **10. Preventing radicalisation and extremism**

As part of wider safeguarding responsibilities, college staff will be alert to:

- Disclosures by students of their exposure to the extremist actions, views or materials of others outside of college, such as in their homes or community groups, especially where students have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images.
- Students accessing extremist material online, including through social networking sites, outside college or on mobile devices. The college has robust web filtering to ensure inappropriate content cannot be accessed on its system. This is via a Fortinet firewall, which categorises new websites thereby ensuring the effective blocking of categorised content.
- Reports of changes in behaviour at home, college or socially which raise cause for concern.
- Students voicing opinions drawn from extremist ideologies and narratives and glorifying violence, especially to other faiths and cultures or advocating violence towards others.
- Use of extremist of 'hate' terms to exclude others or incite violence.
- Intolerance of difference, whether secular or religious, which transgresses the college's Equality and Diversity policy.
- Attempts to impose extremist views or practices on others.

### **10.1 Promoting British Values**

In line with the provisions of section 78 of the Education Act 2002, the college promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. This promotion is reflected in the Equality and Diversity Policy and takes place through:

- Lessons and tutorials
- The manner in which students are treated by staff
- The standards of behaviour and respect students are encouraged to adopt through the 'Student Charter'.
- The displays in classrooms, corridors, student centres and in the Learning Resource Centres.
- Student representative meetings and student voice.
- In the manner in which students' views are challenged by staff should they significantly conflict with the values promoted by the college. Any students displaying such behaviours will be reported to a safeguarding officer.

## 11. Raising awareness about safeguarding and Prevent

West London College is committed to ensuring that staff, students and parents are aware of the college's Safeguarding and Preventing Radicalisation Policy and of its fundamental importance to providing a safe environment for all.

### 11.1 Students

Students are advised about college procedures in relation to safeguarding and Prevent:

- Induction includes how to report concerns and how to contact safeguarding officers, as well as and where to get advice and support on and off site. Students are provided with guidelines about keeping themselves safe on-line as part of their induction into using the college's IT network.
- Tutorial and enrichment activities encompass a wide range of topics to raise awareness of physical and mental health and wellbeing, E-safety, anti-bullying, drugs and alcohol, the dangers of being drawn into extremism and radicalisation. risks in the community and how to stay safe.
- Student Services staff provide access to information, advice and guidance and pastoral support for any student for whom there is a concern about their wellbeing.
- Students are encouraged to build effective relationships with their tutors to discuss any issues of concern. There is also information about designated safeguarding officers displayed around the college campuses.

### 11.2 Staff

West London College promotes a clear message that *everyone* has a responsibility for ensuring that students are safeguarded and that any concerns are reported and dealt with at the earliest opportunity.

- All designated safeguarding officers complete a mandatory *annual* external Level 3 or higher training provided by the local authority or expert training provider. Their knowledge and skills must also be refreshed on an ongoing basis to ensure they are up-to-date with current local and national priorities.
- All staff, including agency, governors, and contractors, are required to complete mandatory safeguarding training as part of their induction, to ensure that they are aware of their safeguarding responsibilities and of the college's policy and procedures. The training includes recognising signs of abuse and reporting suspected abuse.
- Staff are required to undertake refresher training on Safeguarding and Prevent *every year*.
- All staff are required to read and understand the updates to the annual guidance in Part I of Keeping Children Safe in Education.
- All staff are made aware of duties under the Prevent agenda via staff induction and online update training.
- Staff who are involved in recruitment receive Safer Recruitment training.
- All training is recorded on staff members' training records.
- Information about designated safeguarding officers is available on the college portal and displayed around the college campuses.

### **11.3 Parents, guardians and visitors**

- Parents and guardians are advised of the college's safeguarding and Prevent policy at application and through parent induction sessions.
- All visitors are required to report to reception, sign-in and wear visible and distinguishable lanyards on the college campuses. No visitor is allowed to have access to the college site unaccompanied by a member of staff.

## **12. E-Safety**

E-Safety covers issues relating to young people as well as adults and their safe use of the Internet, mobile phones and other electronic communications technologies, both in and out of college. It includes awareness raising for all members of the college's community on risks and responsibilities and is part of the 'duty of care', which applies to everyone working with young people and vulnerable adults.

- All members of staff will be made aware of the importance of good e-safety practice in the learning environment in order to educate and protect the young people and vulnerable adults in their care.
- E-Safety awareness will also be part of student induction. Safe and responsible use of the internet and technology will be reinforced across the curriculum and subject areas. Students will be advised never to give out personal details of any kind which may identify them and / or their location.
- Particular attention to e-safety education will be given where students are considered to be vulnerable. A designated safeguarding officer will be informed of any e-safety concerns, and any incidents involving Child Protection or vulnerable adult concerns will then be escalated appropriately.
- Any material that the college believes is illegal will be reported to appropriate agencies such as Internet Watch Foundation (IWF), the Metropolitan Police or CEOP (Child Exploitation & Online Protection Centre).
- Staff will record e-safety incidents and manage concerns in accordance with Safeguarding or disciplinary policies where appropriate.

## **13. Parental involvement**

West London College is committed to ensuring that all parents/guardians of under 18s have an understanding of the college's responsibility to safeguard and promote the welfare of children who are their students.

- Parents/guardians will receive information via their young person during induction, making it clear that staff may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- Parents/guardians will be asked to sign to confirm they have received this information.
- Safeguarding Officers will contact parents/guardians to discuss any concerns about a child's welfare with the family and, where possible, seek their agreement to making referrals to children's social care, unless it is deemed that

it may place the student at greater risk. Where possible the safeguarding officer will keep the parent/carer informed of actions progress.