

# Safeguarding and Prevent Policy

## 1. Scope

1.1 This Policy applies to all Law Training Centre employees, contractors and Learners.

## 2. Key terms

2.1 **A Minor** is defined as anyone who has not yet reached their eighteenth birthday. Law Training Centre does not currently accept enrolments from learners under the age of eighteen. However, should bespoke partner presentations, or other interactions with minors take place Law Training Centre will ensure staff that are in unsupervised contact with minors (physical or virtual) are subject to annual DBS checks, and that accurate records of these checks are maintained.

2.2 **A Vulnerable Adult** is someone aged eighteen or over who is, or may be, in need of additional support and/or community services due to age, illness or mental or physical disability, or who is, or may be, unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

2.3 **Abuse** (physical, emotional, sexual or neglect) is a form of maltreatment of a child or vulnerable adult, caused by inflicting harm or by failing to act to prevent harm.

2.4 **Duty of Care:** Law Training Centre has a duty of care to all learners and staff. It is important to recognise that any learner or member of staff can be subject to abuse (such as domestic abuse, financial abuse, physical and emotional abuse, online etc).

2.5 **Radicalisation** is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

2.6 **Extremism** is defined as the vocal or active opposition to fundamental British values. It includes calls for the death of members of our armed forces.

2.7 British values are defined as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance for those with different backgrounds, characteristics, beliefs and faiths

## 3. Safeguarding

3.1 Law Training Centre is committed to the safeguarding and promotion of the welfare of all its learners. To that end, we seek to ensure that our organisation, its activities, staffing, and procedures are carefully managed through rigorous application of safeguarding principles that reflect our statutory responsibilities.

3.2 This policy seeks to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation, or socio-economic background, all learners:

- have a positive and enjoyable experience of their education with Law Training Centre;
- are provided with a virtual learning environment (VLE) in which they feel safe, listened to, respected, and valued;
- are supported to challenge discrimination and promote the right to equal protection;

- are protected from emotional and other forms of abuse whilst participating in:
  - tutor-led sessions via our VLE;
  - organised online discussion forums on the VLE;
  - Law Training Centre-led online networking groups (social media).

### 3.3 This policy also seeks to ensure:

- effective management of safeguarding and preventative procedures through support and training;
- prompt response to any concerns raised;
- confidential, detailed and accurate records of all safeguarding concerns are kept and securely stored;

### 3.4 Failure to comply with this policy will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

## 4. Prevent

### 4.1 Prevent is a strand of the Government's counter terrorism strategy, which raised an awareness of the specific need to safeguard children, young people and families from violent and non-violent extremism.

### 4.2 The three objectives of the Prevent strategy are to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote those views.
- Provide practical help and support to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Work with a wide range of sectors where there are risks of radicalisation which need to be addressed, including the education sectors, criminal justice, faith groups, the internet and health service.

### 4.3 Threats are not limited to the threat from religious extremists and we therefore need to be mindful of all potential threats to which our learners are exposed. Whilst it remains rare for learners to become involved in extremist activity, learners can be exposed to extremist influences or prejudiced views, including via the internet.

### 4.4 Law Training Centre is under a duty to have due regard to the need to prevent people from being drawn into terrorism and have an integral part to play in fostering a set of shared 'British values' and promoting community cohesion.

### 4.5 Law Training Centre is expected to encourage learners to respect other people with particular regard to the protected characteristics set out in the Equality Act 2010.

### 4.6 The Prevent duty is not limited to children, young people and vulnerable adults. There is no single way to identify who is likely to be vulnerable or susceptible to radicalisation. Factors include, but are not limited to:

- Peer pressure
- Influence from others or the internet
- Family tensions
- Race/hate crime
- Lack of self-esteem or identity
- Craving a sense of belonging
- Feeling community is under threat
- Personal or political grievances

## 5. Safeguarding and Prevent commitments

### 5.1 Law Training Centre will meet its Safeguarding and Prevent commitments in the following ways:

- Providing a safe learning environment
- Ensuring Safeguarding and Prevent concerns are handled effectively
- Ensuring that Safeguarding and Prevent permeates its activities

## 5.2 Law Training Centre will provide a safe learning environment by:

- Raising awareness amongst staff and learners of issues relating to the welfare of young or vulnerable people, including the risks of radicalisation.
- Raising awareness about safeguarding and Prevent issues with learners at the earliest opportunity, and encouraging learners to take responsibility for their own safety and welfare.
- Promoting a learning environment in which learners feel safe to express themselves and encouraging appropriate behaviours through our learner standard of conduct policy and terms and conditions.
- Promoting and reinforcing a set of shared values, founded on tolerance and mutual respect for others.
- Providing e-learning platforms that are only accessible by approved users and contain appropriate online materials.
- Encouraging learners to talk freely about anything that concerns them and ensuring they feel able to approach members of staff with these concerns.
- Providing a designated safeguarding email address so that learners can report issues confidentially, and ensuring learners have access to details of external organisations that can also provide support.
- Identifying and assessing potential problems and providing early interventions.
- Identifying young or vulnerable people who are suffering, or likely to suffer significant harm, and taking appropriate action to ensure that they are kept safe, including referral to an appropriate agency.
- Promoting a sense of community cohesion both within Law Training Centre and within its wider external community.
- Supporting learners who may be at risk from radicalisation and being able to signpost them to further external sources of support where appropriate.
- Having an Acceptable Use and Social Media Policy.
- Requiring all staff to adhere to the staff IT policy.
- Recruiting staff safely, ensuring all necessary checks are made.
- Maintaining and reviewing a central record of DBS checks when required.
- Ensuring staff are aware of their responsibilities in relation to Safeguarding and Prevent and are able to recognise and respond to vulnerable learners.
- Ensuring this policy and accompanying procedures and guidance are reviewed regularly for effectiveness and compliance.

## 5.3 Law Training Centre will ensure Safeguarding and Prevent concerns are handled effectively by:

- Ensuring staff receive annual safeguarding and Prevent training appropriate to their role so that they are aware of protection issues and responsibilities.
- Ensuring all relevant staff are alert to the signs of a potential safeguarding issue and Prevent concerns. Training will enable staff to identify and understand the factors that make people vulnerable to being drawn into extremism and the knowledge and understanding of their responsibility for referring any concerns to the Designated Safeguarding Officer.
- Ensuring all staff understand and promote the Safeguarding and Prevent policy and engage in preventing radicalisation and extremism in accordance with the Government's Prevent strategy.
- Providing guidance to all relevant staff on how to handle safeguarding and Prevent disclosures sensitively, professionally and appropriately.
- Ensuring appropriate safeguarding and Prevent action plans are developed to assess, handle and monitor any safeguarding or welfare concerns effectively.
- Ensuring any records of safeguarding, Prevent or welfare concerns are kept in accordance with data protection requirements.
- Ensuring all safeguarding and Prevent interventions are tracked and monitored.
- Establishing appropriate procedures for reporting and dealing with allegations of abuse against members of staff.
- Treating information received when concerns are raised by learners in a discreet and confidential manner.
- Ensuring robust processes are in place.

## 5.4 Law Training Centre will ensure that Safeguarding and Prevent permeate its activities by:

- Create and maintain an ethos that upholds core values of shared responsibility and wellbeing for all learners and staff whilst promoting respect, equality and diversity and understanding. This will be achieved through:
- Promoting core values of respect, equality and diversity, democratic society, learner voice and participation.

- Building staff understanding of potential issues and confidence to deal with them through mandatory staff training.
- Actively working with other agencies including the local authority, police and regional Prevent coordinator.

**5.5** It is important that everyone is aware of Law Training Centre's responsibilities and works together to maintain high standards with regard to Safeguarding and Prevent. Everyone must know the levels of responsibility and lines of communication that exist to ensure that all safeguarding and Prevent matters are dealt with efficiently and effectively.

## 6. Designated Safeguarding Person

**6.1** In the event of any concern of a safeguarding nature, a member of staff, or a learner or his/her parents/ carer or chosen representative should contact the appropriate safeguarding representative, by emailing: [safeguarding@ltckent.co.uk](mailto:safeguarding@ltckent.co.uk).

## 7. Responsibilities

**7.1** All Law Training Centre staff in direct contact with learners have a responsibility to be alert to the possibility of abuse and to raise a concern via the appropriate channel.

**7.2** Law Training Centre expects all staff to promote tolerance and respect by acting as role models. Guidance on how to behave if a learner discloses abuse, or provides any information that suggests abuse, is provided within the Safeguarding and Prevent Staff Guidance.

**7.2** Designated Safeguarding Persons have responsibility for operational coordination of safeguarding procedures and for advising and supporting staff who raise concerns.

## 8 Procedure

**8.1** Safeguarding and Prevent concerns should be reported immediately to the relevant Designated Safeguarding Person.

**8.2** Designated Safeguarding Persons will assess any concern raised and determine what action, if any, should be taken. Actions may include:

- Escalation of the issue to the Academic Board for consideration;
- Referral to social services, police or other relevant agencies;
- Referral to the HR Manager and relevant SMT Manager for any case involving an allegation against a member of staff.

**8.3** The Designated Safeguarding Person will keep confidential case notes for all referrals.

**8.4** Law Training Centre recognises that some of its student body is internationally based and that referrals to local services will not be feasible for learners who are resident outside the UK. Nevertheless, it will seek to support its international learners so far as possible.

## 9. Learner notification

**9.1** Learners are advised about Law Training Centre's procedures with regards to Safeguarding and Prevent through induction, Learner Handbooks, and publication of this policy.

**9.2** Learners are further advised on the tolerant and respectful behaviour required of them via the Learner Standard of Conduct Policy.

## 10. Confidentiality and Information Sharing

**10.1** Staff should only disclose information or sensitive information about learners with nominated safeguarding contacts.

**10.2** All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard minors, adults and those at risk of radicalisation. However, information will be shared on a need-to-know basis only, as judged by the Designated Safeguarding Person.

## **11. Reporting and Review**

**11.1** The Academic Board will receive a report annually on the number and type of referrals made. Where no referrals are made, a nil report will not be required.

**11.2** The safeguarding policy and associated procedures, including review of appointment of the Designated Safeguarding Person, are reviewed at least every year, or in the following circumstances:

- changes in legislation and/or government guidance;
- as a result of any other significant change or event.