

Safeguarding and Prevent Policy



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Person Responsible	Colleen Chater

Safeguarding and Prevent Policy

“Safeguarding is Everybody’s Responsibility”

We commit to ensuring that London Professional College (LPC):

- Provides a safe environment for young people and vulnerable adults
- Identifies young people and adults who are or may become vulnerable; who are suffering, or likely to suffer significant harm, and ensures they are kept safe
- Safeguards young people and adults from being drawn into committing terrorist-related activity.

London Professional College will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of young people and adults who are or may become vulnerable and promoting a safe environment for these students when learning within the organisation
- Aiding the identification of young people and adults who are or may become vulnerable who are at risk of significant harm, and providing procedures for reporting and addressing concerns
- Establishing procedures for reporting and dealing with allegations of abuse
- Ensuring the safe recruitment of staff and the maintenance of a single central record
- Ensuring that individuals at risk of being drawn into terrorism are identified and are referred to the appropriate Prevent support agencies for suitable support.

In developing the policies and guidelines, London Professional College will consult with, and take account of, guidance issued by the Department for Education, and other relevant bodies and groups.

This policy applies to all persons acting on behalf of or engaged in activities associated with London Professional College including, all staff, peers, visitors to and contractors working at our premises.

London Professional College appoints staff with specific responsibility for Safeguarding and Prevent. They can be contacted by email and/or via telephone. Any concerns about the process which is being used should be taken to Mr. Jatin Tekriwal, as the designated Safeguarding Lead and strategic manager for LPC.

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Policy Statement

London Professional College has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of young people and adults, who are or may become vulnerable and who receive education and training at the College.

Throughout this policy and procedure reference is made to, “young people and vulnerable adults”. This term is used to mean “those under the age of 18” and adults who are or may become vulnerable over the age of 18. It is also recognised that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Safeguarding and promoting the welfare of young people is a broader term than child protection. It includes protecting young people from maltreatment, preventing impairment of health or development and ensures young people can grow up in safe circumstances

Child protection is part of this definition and refers to activities undertaken to prevent young people suffering or likely to suffer, significant harm.

When operating this policy, London Professional College uses the following accepted Governmental definitions of extremism and radicalisation which are:

Extremism: ‘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; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

Radicalisation: ‘the process by which a person comes to support terrorism and forms of extremism leading to terrorism’.

Preventing Extremism and Radicalisation

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

- Disclosures by learners of their exposure to the extremist actions, views or materials of others outside of our premises, such as in their homes or community groups, especially where learners have not actively sought these out
- Graffiti symbols, writing or artwork promoting extremist messages or images

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- Learners accessing extremist material online, including through social networking sites
- Parental/carers reports of changes in behaviour, friendship or actions and requests for assistance
- Local authority services, and police reports of issues affecting learners in other colleges or settings
- Learners voicing opinions drawn from extremist ideologies and narratives and glorifying violence, especially to other faiths and cultures
- Use of extremist or "hate" terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equal opportunity commitment, views based on, but not exclusive to, age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sex.
- Attempts to impose extremist views or practices on others
- Making remarks about being at extremist events or rallies outside college

London Professional College acknowledges and respects that staff and students hold a variety of faiths and beliefs and promotes awareness through its delivery and by not accepting any kind of racial or discriminative behaviour.

Channel

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- a. identifying individuals at risk;
- b. assessing the nature and extent of that risk; and
- c. developing the most appropriate support plan for the individuals concerned.

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity.

The Prevent strategy makes clear that Channel is about stopping people becoming terrorists or supporting terrorism, and that this will mean intervening to stop people moving from extremist groups or from extremism into terrorist-related activity. Where people holding extremist views appear to be attracted to or moving towards terrorism, they clearly become relevant to Channel.

Prevent Duty is part of Safeguarding duty

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The nominated safeguarding officer(s) will lead on the safeguarding and prevent duties and take necessary actions as required. Risk assessment will be completed, and necessary action plan taken as required. Ad hoc risk assessments to be completed where Guest / External Speakers visiting the premises where appropriate.

In respect of safeguarding individuals from radicalisation, LPC will work to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate seeks external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others whether face to face to online.

Promoting British Values

In line with the expectations within the Prevent Duty fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs will be promoted at LPC. This promotion takes place through:

- The content of the curriculum, lessons and progress reviews
- The manner in which students are treated by staff
- The standards of behaviour and respect students are encouraged to adopt through the qualification.
- The manner and consistency with which students' views and behaviour are challenged should they conflict with this. Any learners displaying such inappropriate behaviour will be reported to a member of the Safeguarding Team.

Safer Recruitment

All staff are subject to checks through the Disclosure and Barring service (DBS). Where suitability checks are delayed, a risk assessment will be undertaken, and staff will be unable to work unsupervised. All staff are provided with a full induction covering safeguarding and Prevent.

Guest speakers and Visitors

London Professional College values the opportunities presented by external speakers for students to experience diverse opinion and to enter into debate. This is seen as an essential part of both personal and academic development.

LPC values the tradition of academic freedom and holds that no subject or belief should be excluded from reasonable, constructive discussion and debate.

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LPC values freedom of opinion and speech but recognises that, in the interests of the whole learning community, this must exist within formal guidelines.

LPC recognises and supports the moral and legal frameworks of the society and community within which it works.

LPC will not accept the use of language by external speakers that offends and is considered to be intolerant. Specifically, this means offensive “street”, misogynistic (prejudice against women), misanthropic (prejudice against other people), sexual or racist language irrespective of context. Direct attacks on any religions or beliefs are not permitted.

LPC will not tolerate any person who intentionally degrades individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence.

Apprenticeships/Programmes

Even though LPC is not offering apprenticeship programmes at the moment if learners enter into an apprenticeship programme via LPC they will receive an induction. This will include LPC’s commitment towards Safeguarding including preventing extremism and radicalisation, details of the support services offered and contact details for the Safeguarding Team.

The understanding of all aspects of Safeguarding, preventing extremism and radicalisation and safe working practices is checked and the opportunity to discuss any issues is given throughout the delivery including induction, during lesson, reviews and other activities. Assessments are made to ensure that the student’s well-being is safeguarded by the work placement assessors where applicable. For any apprenticeship, LPC has arrangements in place to ensure that, prior to work related work commencing:

- Pre-placement Health and Safety checks of employers’ premises and health and safety management arrangements are complete, including insurance details
- Employers are made aware of relevant LPC policies
- The requirements for DBS checks for the students are assessed and the relevant processes undertaken where required

Students with a learning difficulty or disability

Students with learning difficulties and/or disabilities can face additional safeguarding challenges. London Professional College will ensure that students who have a learning difficulty or disability are appropriately supported and made fully aware of the safeguarding procedures. This will take place as an integral part of teaching and learning. This will ensure that the information is delivered and adapted so it is

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accessible and meets their individual need. Information on how to contact the safeguarding team will also be adapted when required; and a safeguarding officer is available. The expectation would be that their Tutor would act as their first line of contact. This is particularly important for those students with communication barriers.

All relevant LPC staff working with young people and adults who are or may become vulnerable will receive training which familiarises them with safeguarding young persons and adult issues, their responsibilities and relevant LPC guidelines and policies. The College will ensure that in addition there are designated and trained senior management and safeguarding officers; these staff will receive regular training.

LPC will refer concerns that a young person or vulnerable adult might be at risk of significant harm to appropriate external agencies.

Mental Capacity

Students are deemed to have 'capacity' unless shown otherwise through a formal process.

Types of Abuse

London Professional College recognises the following as definitions of abuse: "Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act or it may occur when a young person or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. It is every young person and adult's right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity.

This could include young people and adults with learning disabilities, mental health problems, and people with a physical disability or impairment. Their need for additional support to protect themselves may be increased when complicated by additional factors, such as domestic violence, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems social or emotional problems, poverty or homelessness.

The following categories of abuse are not mutually exclusive, and a young person or vulnerable adult may be subjected to more than one type of abuse at the same time, whatever the setting.

It is important to recognise that some young people or adults who are or may become vulnerable may reveal abuse themselves by talking about or drawing attention to physical signs or displaying certain actions / gestures. This may be their only means of communication.

It is important for staff to be alert to these signs and to consider what they might mean. It is important that all staff are aware that safeguarding issues can manifest

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themselves via peer on peer abuse. This is most likely, but not limited to, bullying, gender-based violence/sexual assaults and sexting.

Common definitions of Abuse

Physical Abuse

- Hitting, slapping, scratching, shaking, throwing
- Pushing or rough handling
- Poisoning, burning or scalding, drowning, suffocating
- Assault and battery
- Restraining without justifiable reasons
- Inappropriate and unauthorised use of medication
- Physical harm caused by feigning the symptoms of, or deliberately inducing injury in a young person or vulnerable adult
- Using medication as a chemical form of restraint
- Inappropriate sanctions including deprivation of food, clothing, warmth and health care needs

Sexual Abuse

- Sexual abuse which involves forcing or enticing a young person or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person is aware of what is happening, the risks involved or the consequences
- Rape or attempted rape
- Sexual assault and harassment
- Non-contact abuse e.g. voyeurism, exposing children to pornography, grooming (including via the internet), accessing or creating indecent images of children.

Psychological & Emotional Abuse

- Persistent emotional maltreatment
- Emotional and verbal abuse
- Humiliation and ridicule which may convey that individuals are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person
- Threats of punishment, abandonment, intimidation or exclusion from services
- Isolation or withdrawal from services or supportive networks
- Deliberate denial of religious or cultural needs

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- Removing opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Failure to provide access to appropriate social skills and educational development training
- Imposing age or developmentally inappropriate expectations
- Interactions beyond the person's developmental ability, overprotection, limitation of exploration or learning, prevention of normal social interaction
- Seeing or hearing ill-treatment of another, serious bullying (including Cyber bullying) causing the person to frequently feel frightened or in danger
- Exploitation and corruption

Neglect and acts of omission

- Failure to meet medical, physical care and psychological and emotional needs
- Failure to access care or equipment for functional independence
- Failure to ensure adequate supervision including the use of inadequate caregivers or the failure to ensure access to appropriate medical care or treatment
- Failure to provide access to appropriate health, social care or educational services
- Failure to provide adequate food, shelter, heating, lighting and clothing (including exclusion from home or abandonment) etc.
- Failure to protect from physical or emotional harm or danger
- Failure to give prescribed medication
- Failure to give privacy and dignity
- Professional neglect

Financial

- Misuse or theft of money
- Fraud and / or extortion of material assets
- Misuse or misappropriation of property, possessions or benefits
- Exploitation, pressure in connection with wills, property or inheritance

Discriminatory Abuse

- Discrimination demonstrated on any grounds including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sex
- Discrimination that is based on a person's disability or age
- Harassment and slurs which are degrading
- Hate crime

Trafficking and Sexual Exploitation

The Safeguarding procedure will raise staff awareness of the increased concerns of trafficking and sexual exploitation with reference to the Child Sexual Exploitation.

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Bullying, including cyberbullying

- Physical bullying is bullying that takes the form of physical abuse, such as pushing, shoving, hitting, fighting, spitting, and tripping
- Emotional bullying is bullying that involves insults, derogatory remarks, name calling, and teasing. Also included are attempts to ostracize the victim, such as being left out or ignored, which is sometimes referred to as social bullying, as distinguished from verbal bullying. Emotional bullying can be done in person or through cyberbullying
- Face-to-face bullying is bullying in which individuals confront each other in person
- Cyberbullying is bullying that takes place online, through either email, chat rooms, social networking services, text messages, instant messages, website postings, blogs, or a combination of means. Cyberbullies may conceal their identity so that their victim experiences an anonymous attack
- The content of cyberbullying can consist of all of the types of content including posting insulting and derogatory comments about someone or sending such comments to someone; sending mean or threatening messages; gossiping about someone online including posting sensitive or private information; impersonating someone in order to cast that person in a bad light; and excluding someone from an online page or group. Unwanted contact, also known as harassment, is another form of cyber bullying
- Bullying is repeated and intentional behaviour and can have a devastating effect and must be addressed immediately

Sexual Imagery (previously known as sexting)

The Safeguarding procedure will raise staff and student's awareness of the implications self-generated indecent images can have and the procedures that need to be followed when deal with such cases in line with police guidelines

- The implications of opening offensive images on a computer;
- Images should never be viewed or printed, and the device secured;

Definition of 'sexual imagery'

There are a number of definitions but for the purposes of this advice sexual imagery is simply defined as:

- Inappropriate offensive images or videos generated by children under the age of 18, or of children under the age of 18 that are of a sexual nature or are indecent.
- These images are shared between young people and/or adults via a mobile phone, handheld device or website with people they may not even know.

No two cases will be the same and it is therefore necessary to carefully consider each case on its own merit apply a consistent approach when dealing with an incident to help protect staff, the College and the student. The range of contributory

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factors in each case also needs to be considered in order to determine an appropriate and proportionate response. All staff and students should be familiar with the seriousness of sharing sexual imagery and the safeguarding procedures should such situations arise.

Female Genital Mutilation

Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. The practice is illegal and must be reported to the Police as soon as possible.

The Female Genital Mutilation Act was brought into force to make it an offence for UK nationals or permanent UK residents to carry out female genital mutilation (FGM) abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

FGM is extremely harmful and it is not like male circumcision. It causes long-term mental and physical suffering, difficulty in giving birth, infertility and even death. It cannot be justified as a cultural or religious practice. Leaders of all the main faiths have spoken out against it. Girls under 15 are at most risk. Concerns regarding any students must be reported to the Safeguarding team for an immediate referral to the Police.

Hate Crime

Hate crime is an act of violence or hostility directed at people because of who they are or who someone thinks they are. Incidents of hate crime should be reported to the Safeguarding Officer at LPC.

Online Harassment

Online harassment is unwanted conduct on any digital platform encompassing threats, stalking and/or coercion that makes people feel upset, threatened, coerced, humiliated or discriminated against. Incidents of online harassment should be reported to the Safeguarding Officer. If immediate intervention is required, please call the safeguarding officer or anyone appropriate.

Sexual Harassment and Violence

Sexual harassment is when someone behaves in a way that makes a person feel distressed, intimidated or offended and the behaviour is of a sexual nature. This includes sexual comments and jokes, unwelcome sexual advances, inappropriate touching, displaying photos or pictures of a sexual nature and sending emails or messages with sexual content. The 'Sexual Violence and Sexual Harassment between Children in Schools and Colleges' Department for Education guidance (2017) gives advice on how to deal with these situations, please refer any concerns to the Safeguarding Officer. If immediate intervention is required, please call the safeguarding officer or anyone appropriate.

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Examples of Sexual Harassment

- Extortion when the act the person required to perform is of a sexual nature.
- An indecent act, i.e. an act performed to cause humiliation, stimulation or sexual satisfaction.
- Repeated propositions that are of a sexual nature addressed to a person who has previously demonstrated to the harasser that they are not interested in said propositions.
- Repeated remarks relating to the person's sexuality when that person has already shown the harasser that they are not interested in said remarks.
- Degrading or humiliating remarks relating to a person's sex or sexuality, including their sexual orientation.
- Publishing a picture, video or recording of someone focusing on their sexuality for the purpose of humiliating or degrading the person without their consent.
- Propositions or remarks of a sexual nature when the harasser is aware that their target is not interested due to circumstances of exploiting a working relationship, dependency and other services.

Forced Marriage

Forced marriage is a marriage in which one or both spouses do not (or, in the case of some vulnerable adults, cannot) consent to the marriage and duress is involved. It is an entirely separate issue from arranged marriage, and the two things should not be confused. Forced marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young people at risk of a forced marriage are usually experiencing emotional and/or physical abuse at home.

The majority of forced marriages involve a young female victim, but young men can also be victims. Around one-third of the cases handled by the FMU (Forced Marriage Unit) involve children under 18 years of age.

Concerns regarding any students must be reported to the Safeguarding officer without delay. Staff must be aware there may be only one opportunity to speak to a potential victim of forced marriage, so an appropriate initial response is vital. The victim's family, friends or members of the community **MUST NOT** be informed. The victim has sought help, and this will likely increase the risk to the victim significantly. Forced marriage is closely linked to honour-based violence and honour killings. All those involved will want to bear in mind that mediation as a response to forced marriage can be extremely dangerous. There have been cases of victims being murdered by their families during mediation. Mediation can also place someone at risk of further emotional and physical abuse.

Victims should be reminded of their rights – they have the right to choose who they marry and the right to make decisions about their lives.

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The Safeguarding Officer will contact the Forced Marriage Unit, they have a public helpline that provides confidential advice and support to victims, and to practitioners handling cases of forced marriage.

On-line Safety

On-line Safety covers issues relating to young people as well as vulnerable adults and their safe use of the Internet, smartphones and other electronic communications technologies, both in and out of the training environment. While it is acknowledged that when students are away from the learning environment whether online or face-to-face, it is more complex to exercise safe online practices where controls cannot be established. However, the institution endeavours to offer support and increase awareness wherever appropriate and is reasonably practical. It includes awareness raising for all members of the LPC 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 practices in the learning environment in order to educate and protect the young people and vulnerable adults.

Staff awareness will be raised about managing their own professional reputation online, including how to demonstrate appropriate online behaviours compatible with their role. Personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined.

Safe and responsible use of the internet will be reinforced by raising awareness and On-line Safety awareness will be part of student induction.

Safe and responsible use of the Internet and technology will be reinforced across all learning programmes. Students will be advised never to give out personal details of any kind which may identify them and / or their location to unknown individuals or through websites. Particular attention to On-line Safety education will be given where students are considered to be vulnerable.

The Safeguarding Team will be informed of any on-line safety incidents, and any incidents involving Child Protection or vulnerable adult concerns will then be escalated appropriately. Any material that LPC believes is illegal will be reported to appropriate agencies, the police or CEOP (Child Exploitation & Online Protection). London Professional College will record e-Safety incidents and manage concerns accordingly.

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Designated Staff with Specific Responsibility for Safeguarding Young People and Adults who are or may become vulnerable

London Professional College has a designated officer with specific responsibilities for the safeguarding of young people and vulnerable adults. The designated officer and other members of the Safeguarding Team will receive appropriate Safeguarding training.

The designated officer is responsible for liaising with the CEO over matters regarding safeguarding young people and vulnerable adults', including:

- Ensuring that LPC has guidelines and policies which are consistent with the area safeguarding young people and vulnerable adult procedures
- Ensuring that each year a review of LPC's policy relating to the safeguarding of young people and vulnerable adults is carried out.

The designated officer is responsible for overseeing the liaison between external agencies such as the police, prevent coordinator, local services. This will not always involve undertaking any form of investigation but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the designated officer shall receive appropriate training when required. LPC has a designated member of staff to take lead responsibility for safeguarding young people and vulnerable adults' issues.

The designated officer has a key duty regarding the promotion of a safe environment for the young people and vulnerable adults who are or may become vulnerable whilst learning within LPC and for ensuring that relevant staff are aware of their duties and obligations. The designated officer will ensure that deficiencies in procedural policy identified are brought to the attention of the CEO at the earliest opportunity.

LPC's core responsibilities include:

- Ensuring appropriate cover is in place including during the holiday periods.
- Overseeing the referral of cases of suspected abuse or allegations to area services and police. Providing advice and support to staff on issues relating to safeguarding young people and vulnerable adults
- Maintaining an accurate record of any referral, complaint or concern relating to any young person or vulnerable adult (even where such a concern does not lead to a referral) and ensuring that these records are kept securely
- Liaising with Children's Services and other appropriate agencies such as Police, Social Services, and the Prevent Coordinator etc.
- Where appropriate, liaising with residential care establishments
- Liaising with employers and other training organisations that receive young people and adults who are or may become vulnerable on long term placements to ensure that appropriate safeguards are put in place
- Ensuring that staff receive basic training in safeguarding young persons and vulnerable adults' issues and are aware of LPC procedures

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- Being available to provide advice and support to staff on issues relating to safeguarding young people and adults who are or may become vulnerable and to listen to young people and adults who are or may become vulnerable.
- Dealing with individual cases, including attending case conferences and review meetings as appropriate
- Undertaking training in safeguarding young people and vulnerable adult's issues and inter-agency working where required.

Disclosure of Abuse

If a disclosure is made or abuse is suspected, staff should:

- Listen carefully and stay calm
- Question without pressure to be sure that what is being said is properly understood by the member of staff
- Reassure the individual concerned that s/he has done the right thing
- Explain to the individual who has disclosed that the information must be passed on but only to those who need to know about it to offer appropriate support in a confidential way.
- Note the main points promptly and carefully
- Make a note of the date, time and place, what the individual said /did, the questions asked by the member of staff
- Contact the designated Officer
- In case of any immediate risk or danger, contact the police immediately.

Staff must not:

- Ask leading questions or put words into the mouth of the disclosing individual
- Investigate concerns/ allegations
- Promise confidentiality fully and what is reported will never be disclosed. (The matter must be reported to the designated officer and police as accordingly).

Reporting to designated staff

Staff should report concerns, suspicions or disclosures of abuse, risk of radicalisation or missing students immediately to a member of the Safeguarding Team.

Reporting and dealing with allegations against staff

An allegation made against a member of staff might indicate:

- the possibility that a criminal act against or relating to a young/vulnerable person has been committed
- that there is reasonable cause to believe that a young or vulnerable person is suffering or may suffer significant harm
- that the alleged perpetrator is unsuitable to work with young /vulnerable people.

The response to such an allegation might lead to:

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- police investigation of a possible criminal offence
- enquiries by Children's or Adult safeguarding Services about whether there is a need for protection or some other action
- the possibility of disciplinary action or dismissal by the employer

Due to the potential seriousness of such an allegation the case must be immediately referred to the Safeguarding Lead. If he/she is not available the case should be referred to a member of the Safeguarding Team. The CEO should also be informed of the issue. The Allegations must **not** be discussed with the alleged perpetrator.

Whistleblowing

London Professional College is committed to operating in an ethical and principled way. LPC has a Whistleblowing Policy and Procedure to provide employees with a means for raising genuine concerns. Where a member of staff does not feel able to raise an issue with their employer or feels that genuine concerns are not being addressed, other whistleblowing channels are open to them:

- General advice can be found at: www.gov.uk/whistleblowing
- The NSPCC whistleblowing hotline – 0800 028 0285 or email help@nspcc.org.uk

Record Keeping

Safeguarding records created by LPC staff will be logged confidentially. Any documents relating to a student, which cannot be stored electronically will be stored in a locked cabinet at each site with access only to those with direct safeguarding responsibility. This ensures cases can be picked up by other officers should someone be absent.

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Summary of Reporting Procedure

If a student discloses to you that they (or indeed another child/young person or vulnerable adult) have been, or are being abused/radicalised

DO

- Do listen very carefully to what they tell you.
- Do take what is said seriously and accept what you are told.
- Do stay calm and reassure the student that they have done the right thing in talking to you.
- Do write down as soon as you can exactly what you have been told.
- Do tell the student that you must pass this information on but only to those who need to know. Tell the student to whom you will report the matter (Designated Lead Officer or another member of the Safeguarding Team).

DO NOT

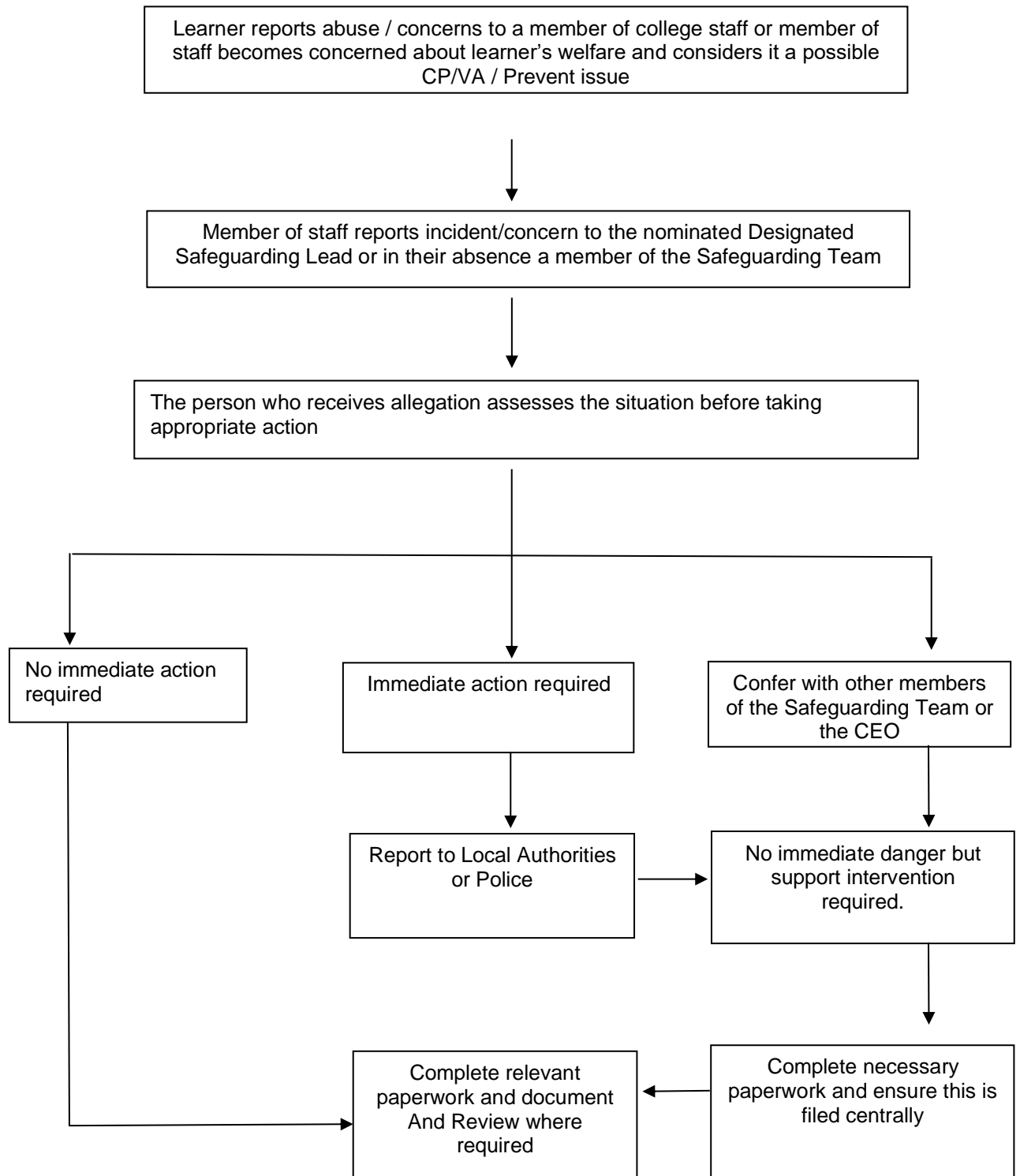
- Do not panic.
- Do not promise to keep things secret. You have a duty to refer a child/young person or vulnerable adult who is at risk.
- Do not lie or say that everything will be fine now that they have told.
- Do not criticise the abuser, especially if it is a parent/carer
- Do not ask lots of detailed or leading questions such as: 'What did he do next?' Instead, ask open questions such as: 'Anything else to tell me?' 'Yes', or 'And...?'. Do not press for answers the student is unwilling to give.

It is important that the person to whom disclosure is made does not investigate or question the person concerned except to clarify what they have heard. This is particularly important in cases of sexual abuse.

It is very important to record, as accurately as possible, what was said to you when you received the disclosure of abuse. Clearly all written records should be handled confidentially.

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Child Protection (we are not dealing with anyone under 19) / Vulnerable Adult / Prevent Reporting Procedure



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Appendix A: Safeguarding Team

LPC SAFEGUARDING TEAM

We have a dedicated Safeguarding Team. If you have any questions or concerns, please speak to your tutor in the first instance. You can also contact members of the team listed below.

<p>Jatin Tekriwal Designated Safeguarding Lead (DSL) Email: manager@londonpc.org.uk</p>	
<p>Melinda Nuszer: Telephone: 020 3621 2479 Safeguarding Officer melinda@londonpc.org.uk</p>	<p>A K M Istiaque: Telephone: 020 3621 2479 Safeguarding Officer istiaque@londonpc.org.uk</p>