Safeguarding Policy

Version	Date	Changes	Reason for Changes	Author/ Reviewer	Next Review
v2.1	August 2024	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	August 2025/ As required
v3.1	January 2025	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	January 2026/ As required
v3.2	August 2025	The safeguarding policy is now framed around adults and mature students. References to work-based learning have been removed, and the legal and statutory citations have been updated.	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	August 2026/ As required

1.0 Introduction

CCE is committed to safeguarding and promoting the welfare of all students and vulnerable adults. It is our legal and moral duty to ensure that our environment is safe, supportive, and free from harm.

The purpose of this policy is to:

- Protect students who receive CCE's services from harm.
- Provide staff and students with the overarching principles guiding our safeguarding approach.
- Apply to all who work for or represent CCE, including senior managers, paid staff, volunteers, sessional workers, agency staff, and students.
- Ensure all staff are trained to respond to safeguarding concerns promptly, referring these to the safeguarding team.

2.0 Legislation and Statutory Guidance

This policy aligns with relevant UK legislation and statutory guidance for higher education, including:

- Working Together to Safeguard Adults (2023)
- Care Act 2014
- Equality Act 2010
- Data Protection Act 2018 & UK GDPR
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Sexual Offences Act 2003
- Online Safety Act 2023
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- Safer Working Practice in Education Settings (2020) – Mandatory Reporting
- Information Sharing: Advice for Practitioners Providing Safeguarding Services (2018)
- Mental Health and Behaviour in Schools (2018)
- Health and Safety at Work Act 2005
- Sexual Violence and Sexual Harassment in Colleges (2018)
- Protection of Students and Prevention of Sexual Offences (2009)
- Social Work Act 2017
- What to Do If Abuse is Suspected: Advice and Guidance (2015)
- The Progress Report (2009)
- First Aid (2015)
- Victoria Climbié Report
- The Safeguarding Measure 2021 (Code of Practice) Commencement and Transitional Provision Order 2022

3.0 CCE Compliance with Legislation and Statutory Guidance

CCE will ensure that:

- A **Designated Safeguarding Lead (DSL)** and a **Deputy Designated Safeguarding Lead (DDSL)** are appointed from the senior leadership team, with appropriate training and support.
- The DSL and DDSL roles are clearly defined within their job description.
- All staff and students understand their safeguarding responsibilities and know how to refer concerns.
- All staff and students know who the DSL and DDSL are.
- A whistleblowing policy is in place to raise concerns about unsafe practices.
- A clear complaints system is accessible to staff, students and stakeholders.
- CCE maintains effective links with relevant safeguarding agencies.
- Allegations against staff or volunteers follow CCE and local authority procedures.
- Safer recruitment practices are followed, with DBS checks carried out.
- Confidentiality and information-sharing protocols are observed.
- The college environment encourages open communication and trust.
- Students are taught to protect themselves from abuse, exploitation, radicalisation, harassment and bullying.

4.0 Safeguarding Roles and Responsibilities

Designated Safeguarding Lead (DSL):
Dr Abdul Matin Khan
Email: matin@cce.ac.uk

Deputy Designated Safeguarding Lead (DDSL):
Dr Yaminee Beeltah
Email: y.beeltah@cce.ac.uk

Responsibilities of the DSL and DDSL include:

- Leading safeguarding practice across the college.
- Maintaining up-to-date safeguarding procedures.
- Liaising with the relevant local Authorities when required.
- Managing referrals to social services, the police, and other agencies.
- Maintaining safeguarding incident records until resolution.
- Ensuring all staff receive safeguarding training appropriate to their roles.
- Monitoring support for vulnerable students.

All staff must be vigilant for safeguarding concerns and act immediately in accordance with this policy.

5.0 Procedures for Reporting Safeguarding Concerns

1. **Recognising and Reporting Concerns**
   - o Identify signs of abuse, neglect, or harmful behaviour.
   - o Record observations factually, with dates and times.
2. **Informing the DSL/DDSL**
   - o Report concerns promptly to the DSL or DDSL.
3. **Escalation and External Reporting**
   - o DSL/DDSL may escalate to social services, police, or any other safeguarding agencies.
4. **Investigation**
   - o Gather evidence, interview relevant parties, and liaise with external agencies.
5. **Follow-Up**
   - o Monitor outcomes and provide ongoing support.

6.0 Confidentiality and Information Sharing

Information will be shared only when necessary to protect an individual from harm, in line with legal requirements and data protection principles. Concerns must be immediately reported to the DSL/DDSL, who will record them securely.

7.0 Safeguarding Information for Students

Students will be informed about safeguarding through:

- The college handbook
- Induction presentations
- The CCE website

8.0 Safer Staff Recruitment

All staff and volunteers are subject to safer recruitment procedures, including DBS checks, barred list checks, and safeguarding training. Records are stored securely.

9.0 Staff Training

- All staff, governors, and temporary staff receive annual safeguarding training.
- Safeguarding staff complete accredited Level 3 training every two years.
- Staff involved in recruitment complete Safer Recruitment training.

10.0 Allegations Against Staff

If an allegation is made that a staff member:

- Committed a criminal offence against a vulnerable adult,

- Behaved in a way that harmed or could harm a vulnerable adult, or
- Is unsuitable to work with vulnerable individuals,

The DSL/DDSL must contact the LADO immediately for advice before taking action.

13.0 Types of Abuse and Neglect

This includes but is not limited to:

- **Female Genital Mutilation (FGM)** – Illegal in the UK and considered a serious safeguarding offence.
- **County Lines Exploitation** – Criminal exploitation involving transporting drugs or money.
- **Domestic Abuse** – Emotional, physical, or psychological harm caused within the home.

The End