



# **Regent College London Safeguarding Policy**

## **1) Introduction**

- Regent College London (RCL) is committed to providing a safe environment for all students, staff, and visitors. The College recognises its responsibility to safeguard the wellbeing and safety of students, staff, visitors, vulnerable adults and adults at risk who are involved in any College activities, both in person and online.
- All members of the RCL community, including staff, students, and volunteers, are responsible for safeguarding young people and vulnerable adults at risk. This responsibility applies to all RCL activities, including teaching, research and extracurricular activities.
- Staff are expected to be aware of the Regent College London Safeguarding Policy and to attend training on how to recognise and report safeguarding concerns.
- Those with specific safeguarding responsibilities are expected to have read and understood their responsibilities, to keep appropriate records, and to ensure that local safeguarding procedures are up to date and in line with the College's policy.

## **2) Purpose**

This policy is designed to:

- Offer clear guidance and established procedures for identifying risks, reporting concerns, and taking decisive and appropriate actions.
- Emphasise our commitment to taking all safeguarding concerns seriously and reporting them promptly to the relevant authorities, encompassing suspicions and allegations of exploitation, harm, or abuse.
- Implement comprehensive processes to evaluate the suitability of staff and students who have roles involving regular contact or supervision of adults at risk.
- Foster a culture of trust within RCL among staff, students, and visitors.
- Ensure that individuals who pose a potential risk of harm to others are professionally assessed providing evidence suitability to work or study.
- Ensure that our staff continually receive appropriate and updated safeguarding training.

## **3) Safeguarding concerns that staff should be knowledgeable about and equipped to address include, but are not limited to:**

- |   |                             |
|---|-----------------------------|
| • self-neglect                              | • forced marriage           |
| • neglect and acts of omission              | • discrimination            |
| • financial exploitation                    | • data breaches             |
| • sexual harassment, abuse, or exploitation | • Physical harm             |
| • physical, emotional, psychological abuse  | • Self harm                 |
| • domestic violence                         | • Child sexual exploitation |
| • cyber abuse                               | • Honour-based violence     |
| • modern day slavery                        | • Female genital mutilation |
| • bullying or harassment                    | • Hate and Mate crimes      |
|   | • Homelessness              |
|   | • Eating disorder           |

#### **4) General good practice for staff**

- Everyone who works at RCL shares a responsibility for making the College a safe and secure environment for all its members.
- Safeguarding overrides confidentiality, data protection, internal hierarchies, and other objectives in the event there is a person at risk. Staff should not collude with a parent, a child, or another staff member to keep concerns secret in areas of safeguarding (see section 8 of the RCL Data Protection Privacy Notice).
- One-to-one meetings with students which are adults at risk, or other meetings outside the normal teaching or an office environment, should be conducted with due regard to the potential sensitivity of the situation. Where possible meetings should be conducted in an area where at least one other member of staff is present, including online meetings and interviews.
- Staff administering first aid should ensure, wherever possible, that another member of staff is present if they are in any doubt as to whether necessary physical contact could be misconstrued. However, staff should not hesitate to issue first aid in an emergency.
- In the case of any adult at risk making a disclosure of abuse or where there is cause for concern, explain to the person that this information will have to be reported and follow the advice of this policy. Do not attempt to resolve any concerns alone and report all allegations or suspicions of abuse.
- If a member of staff feels that they or other members of the College may be at risk from being the subject of or exposed to unwarranted accusations in connection with adults at risk, they should alert their line manager and contact the Designated Safeguarding Lead (DSL) through contacting [rclsafeguarding@rcl.ac.uk](mailto:rclsafeguarding@rcl.ac.uk).
- [rclsafeguarding@rcl.ac.uk](mailto:rclsafeguarding@rcl.ac.uk) will be monitored, reports to which will, if necessary, result in the invocation of this policy and procedure. Any individual can make a referral.

#### **5) Students Safety and Wellbeing**

- The College aims to provide a supportive environment which encourages students to speak out about any problems they may have, whether they relate to their study, and staff will work with the students to resolve these problems wherever possible.
- Staff should be aware that students may not be ready to tell someone they are being abused, exploited or neglected and/or feel they may not recognise their experiences as harmful. For example, students may feel embarrassed, humiliated or threatened. This should not prevent staff from having a professional curiosity and speaking to DSL if they have concerns about someone.
- The College aims to provide all its students with the information they need in order to keep themselves safe, through their curriculum teaching and through dissemination of information via noticeboards, emails and digital resources.
- Following a disclosure of sexual harassment, assault or violence, all staff will take reports seriously and ensure that victims are supported and safe.
- Where a report has been made to the police, the College will consult the police and agree what information can be disclosed, in line with GDPR, to staff and others, in particular the alleged perpetrator(s) if they are a member of the College community and their next of kin if they are a vulnerable student. The College will also discuss the best way to protect the victim and their anonymity.

- The College will consider referral to specialist support for the victim and for the alleged perpetrator(s) should they be considered a vulnerable adult.

## 6) Safeguarding Roles & Responsibilities

<b>Designated Safeguarding Lead: Sam Reynolds</b>
<ul style="list-style-type: none"> <li>• To have overall responsibility for implementation and promotion of the College's Safeguarding Policy.</li> <li>• To ensure that the Safeguarding Policy and guidance is updated regularly and reflects changes to legal requirements and good practice.</li> <li>• To have oversight of and coordinate the response to all safeguarding concerns.</li> <li>• To maintain adequate records of any safeguarding allegations, investigations or referrals and their outcomes.</li> <li>• To receive reports of welfare concerns for adults at risk.</li> <li>• To investigate allegations of abuse or non-compliance occurring on college premises or involving college staff, students, or volunteers.</li> <li>• To make adult safeguarding referrals to relevant agencies as appropriate.</li> </ul>
<b>Deputy Safeguarding Lead: Emma Buhtina and Azad Ali</b>
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<b>People Team</b>
<ul style="list-style-type: none"> <li>• Ensure appropriate DBS checks are undertaken for eligible roles in line with our Disclosure &amp; Barring Service (DBS) obligations.</li> <li>• Where a concern is raised via the DBS check or the barred list, to undertake a risk assessment and discuss appropriate mitigations with the Provost/Deputy Provost or business leaders in line with our Rehabilitation of Offenders act obligation.</li> <li>• Ensure a risk assessment and appropriate mitigations of risk are in place for any member of staff for whom the results of a DBS check are not known when they start/change employment.</li> <li>• Re-checks will be carried out when staff apply for a new position within the College or every three years, whichever is the sooner.</li> <li>• Ensure all staff understand their Prevent responsibility and provide annual updates.</li> </ul>

## 7) Safeguarding Procedure for staff

- Safeguarding is a collective responsibility. If a staff member has a safeguarding concern, they must report it using the **Safeguarding Concern Reporting Form**. [Regent College London- Safeguarding Concern Reporting Form \(Preview\) \(office.com\)](#).
- Upon receiving the Safeguarding Concern Reporting Form, a Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) will review the case.

- The reporting staff member may be asked for additional information. Based on the initial investigation the outcome may result in a referral to an internal or external team for additional support.
- **If there is an immediate risk to life, violence, or any other emergency, you must contact 999 and report this immediately to a lead, followed by completing the reporting form.**

## 8) Record Keeping and Data Protection

- It is important that records are factual and reflect the words used by the individual. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis.

The following information should always be recorded by the member of staff reporting the safeguarding concern:

- Student's name.
- Student in normal context, e.g. behaviour, attitude, (has there been an extreme change).
- The incident(s) which gives rise for concern with date(s) and times(s).
- A verbatim record (as far as practical) of what the student has said.
- Action taken. These basic details are vital to the information gathering process and do not constitute an investigation. Written information should be passed to a member of the Designated Safeguarding Team.

Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) will keep:

- A confidential central record of safeguarding incidents/concerns concerning students.
- A separate confidential record of allegations involving members of staff accessible only to the DSL/DDSL & HR.
- A confidential formal record of all investigations into serious safeguarding concerns.
- a confidential file of safeguarding risk assessments.

Under the College's Data Protection Policy, and to comply with the Data Protection Act 2018 and GDPR, personal data must not be passed to anyone outside the College without their permission, with the exception of:

- funding bodies, for their prescribed purposes,
- the Police, where a crime has been or is likely to be committed
- the immediate welfare or safety of a person is at risk
- Office for Students (OFS)
- UK Visas & Immigration (UKVI)
- Department for Education (DfE)
- Department of Health (DH)/Primary Care Trusts (PCT)
- Higher Education Funding Council for England (HEFCE)
- In the event of a concern where the safety of a learner is at immediate risk, the College may share information with appropriate practitioners to resolve the immediate issue.

## 9) Allegations against a member of staff

- Allegations raised against a member of staff, including agency staff, volunteers and contractors, will always be treated seriously. If a member of staff receives such an allegation or has concerns, this must always be referred to the Designated Safeguarding Lead & HR.

The following procedures will be followed to look after the welfare of the student involved and to investigate and support the person who is the subject of the allegation:

- Suspension will not be an automatic response when an allegation is reported. The Deputy Director of People or Chief Executive Officer (CEO) will consider carefully whether the circumstances warrant an immediate suspension from the College or until the investigation is complete.
- An appropriate Investigating Officer will be appointed by the Deputy Director of People or CEO.
- The Disciplinary Procedure will be followed if an allegation is found. If the outcome is 'gross misconduct', the College will inform the Disclosure and Barring Service.
- If a member of staff is dismissed or resigns before the disciplinary process is completed, they will be informed of the College's duty to formally report the situation to the Disclosure and Barring Service.
- If an allegation against a member of staff is determined to be unsubstantiated, unfounded, false or malicious, HR will investigate and consider whether the person who made the allegation is in need of help, for example, this was a cry for help. In this case, an appropriate referral will be made.
- If the investigation shows an allegation against a member of staff is deliberately invented or malicious, the College will consider whether any disciplinary action is appropriate against the individual who made it.

## **10) Legislation and Statutory Guidance**

RCL, as a higher education provider, is fully committed to compliance with the relevant legislation and statutory guidance pertaining to safeguarding. These include, but are not limited to:

- Care Act 2014
- Data Protection Act 2018, the General Data Protection Regulation, and the Data Protection (processing of Sensitive Personal Data) Order 2000
- Domestic Abuse Act 2021
- Equality Act 2010
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Mental Capacity Act 2005, and the Mental Capacity (Amendment) Act 2019
- Management of Health and Safety at Work Regulations 1999

## **11) Applicants who have a criminal record**

The College has an enhanced admissions process regarding the admission of applicants who have a criminal record. Details are available within the [Recruitment, selection and admission policy and procedures – V4.8 \(rcl.ac.uk\)](#)

- Where the course of study is likely to bring the individual into contact with children or adults at risk, information is required through the DBS. All admissions decisions are made in good faith based on the information in the application.

- In line with the student contract, the College may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in their application.
- Students are required to inform the College and their professional placement (if applicable) of any cautions or convictions that may occur after their Disclosure and Barring Service check.

## 12) Trips outside College

- Courses may involve compulsory or optional extracurricular activities or periods of study away from the College. The College includes the safeguarding of adults at risk in the pre-departure risk assessment procedure and makes appropriate arrangements based on this assessment, advised by the health and safety department. Beyond this, and the general requirements of this policy and procedure, no additional arrangements are made.

## 13) Borough support and external agencies.

Regent College London will engage with local borough Safeguarding Team and external agencies when required to do so.

### • **Holborn and Great Titchfield Street** – Camden Safeguarding Partnership

Email [adultsocialcare@camden.gov.uk](mailto:adultsocialcare@camden.gov.uk)

Telephone 02079744000

Website - [www.camden.gov.uk/safeguarding-adults-and-children](http://www.camden.gov.uk/safeguarding-adults-and-children)

### • **Wembley and Kingsbury** – Brent Safeguarding Adults Team

Email [safeguardingadults@brent.gov.uk](mailto:safeguardingadults@brent.gov.uk)

Telephone 0208 937 4098

Website-[www.brent.gov.uk/adult-social-care/protecting-adults-from-risk-of-abuse#howtoraise](http://www.brent.gov.uk/adult-social-care/protecting-adults-from-risk-of-abuse#howtoraise)

### • **Southall** – Ealing Safeguarding Team

Telephone – 020 8825 8000

Email - [sscallcentre@ealing.gov.uk](mailto:sscallcentre@ealing.gov.uk)

Website -[www.ealing.gov.uk/info/201275/safeguarding/3070/how\\_to\\_make\\_a\\_report](http://www.ealing.gov.uk/info/201275/safeguarding/3070/how_to_make_a_report)

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