

# THE ENGINEERING & DESIGN INSTITUTE LONDON

## SAFEGUARDING POLICY

|                                       |  |
|---------------------------------------|--|
| <b>Summary</b>                        | <p>TEDI-London is committed to creating and maintaining a safe and positive environment for its staff and students and accepts responsibility to safeguard the welfare of all adults in accordance with the Care Act 2014.</p> <p>This policy and associated procedures apply to all individuals who are part of the TEDI-London community. TEDI-London will encourage and support all staff and students to adopt and demonstrate their commitment to the principles and practice of equality as set out in this policy.</p> <p>The policy outlines the Safeguarding Policy and Procedures for TEDI-London. It outlines TEDI-London's Policy position, roles and responsibilities of staff and students, including how to make a safeguarding referral. This Policy also encompasses our approach to Prevent.</p> |
| <b>Policy Owner</b>                   | Assistant Registrar - Student Experience   |
| <b>Policy Sponsor</b>                 | Executive  |
| <b>Policy applies to</b>              | TEDI London Students and Staff   |
| <b>Related legislation and policy</b> | <p>Working together to Safeguard Children (2015)</p> <p>The Children Act (1989 &amp; 2004)</p> <p>The Care Act 2014</p> <p>Protection of Freedoms Act (2012)</p> <p>Keeping Children Safe in Education (2015)</p> <p>Health and Safety at Work Act 1974</p> <p>Health and Safety (Young Persons) Regulations 1997</p> <p>Management of Health and Safety at Work Regulations (1992)</p> <p>Vetting and Barring Scheme Guidance Home Office (2010)</p> <p>The Mental Capacity Act (2005)</p> <p>London Child Protection Procedures 5th Edition (2015)</p> <p>Admissions Policy</p> <p>Disciplinary Policy</p> <p>IT Usage Policy</p> <p>Data Protection Policy</p>  |

|   |   |                                   |                |
|---|---|-----------------------------------|----------------|
|   | Ethical Framework<br>Prevent Action Plan<br>Counter-Terrorism and Security Act (2015) |                                   |                |
| <b>Equality impact assessment completed</b> | [date]  |                                   |                |
| <b>Version</b>                              | 2   |                                   |                |
| <b>Approved by</b>                          | Academic Board  | <b>Approval date</b>              | August 2021    |
| <b>Date of implementation</b>               | September 2021  | <b>Date of next formal review</b> | September 2025 |

## DOCUMENT CONTROL

| <b>Date</b> | <b>Version</b> | <b>Action</b>   | <b>Amendments</b>                |
|-------------|----------------|-----------------|----------------------------------|
| 08/2021     | 1              | Policy issued   |                                  |
| 08/2022     | 2              | Policy reviewed | 'Student in crisis' guide added. |
|             |                |                 |                                  |

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## **1. INTRODUCTION**

- 1.1. This policy outlines the Safeguarding Policy and Procedures for TEDI-London. It outlines TEDI-London's Policy position, roles and responsibilities of staff and students, including how to make a safeguarding referral.
- 1.2. The Safeguarding Policy encompasses TEDI-London's Prevent responsibilities. We recognise that young persons and adults at risk (including students at risk of being radicalised) may suffer harm from sources outside the institution's control. Where signs of such harm are apparent, we will ensure that there are mechanisms in place to provide appropriate advice and support and where required for concerns to be reported to the appropriate external agency.

## **2. POLICY STATEMENT**

- 2.1. TEDI-London is committed to creating and maintaining a safe and positive environment and accepts responsibility to safeguard the welfare of all adults in accordance with the Care Act 2014. This aligns with our values, and it is important to us to work with integrity.
- 2.2. TEDI-London recognises that it has a responsibility to ensure that its students, young persons, and adults at risk accessing its services and facilities or involved in activities are safeguarded against abuse.
- 2.3. Our approach to Prevent forms part of our Safeguarding Policy.

## **3. SCOPE OF THIS POLICY**

- 3.1. This policy and procedure apply to all individuals who are part of TEDI-London's community. TEDI-London will encourage and support all staff and students to adopt and demonstrate their commitment to the principles and practice of equality as set out in this policy.
- 3.2. This policy also applies to students in school visits, placement providers and students working in industry during their time at TEDI-London.
- 3.3. This policy encompasses our approach to Prevent and is accompanied by our Prevent Risk Register and Action Plan, which sets out a series of activities which TEDI-London plans to undertake to comply with the Prevent duty. The Risk

Register and Action Plan is reviewed and updated annually and is available via the following link (insert link).

#### **4. DEFINITIONS USED IN THIS POLICY**

4.1. The following definitions are used in this policy:

4.2. **Abuse**

Abuse can take many forms and shall include:

- Physical
- Sexual
- Emotional/Psychological
- Financial/Material
- Neglect/acts of omission
- Discrimination
- Domestic abuse
- Modern slavery
- Radicalisation

4.3. **Designated Safeguarding Lead (DSL)**

The member of staff with overall responsibility for Safeguarding at TEDI-London. This is currently the Director of Resources.

4.4. **Development**

Physical, intellectual, emotional, social, or behavioural development.

4.5. **Extremism**

Extremist beliefs are those which directly contravene values which are fundamental to British culture and society.

4.6. **Harm**

Ill treatment or the impairment of health or development, including impairment suffered from seeing or hearing the ill treatment of another.

4.7. **Health**

Physical or mental health.

4.8. **Ill-treatment**

Includes sexual abuse and forms of ill-treatment which are not physical.

**4.9. Local Safeguarding Lead (LSL)**

The members of staff named in Annex D with local safeguarding responsibilities within the organisation.

**4.10. Local Safeguarding Boards (LSCB)**

The LSCB coordinates local work to safeguard and promote the welfare of children or vulnerable adults and to ensure the effectiveness of what the member organisations do individually and together. This is done through local social services.

**4.11. Prevent Duty**

Prevent Duty means the legal duty placed on TEDI-London by the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

**4.12. Operational Prevent Lead**

The member of staff responsible for ensuring that TEDI-London complies with its Prevent duties. This is currently the Assistant Registrar – Student Experience.

**4.13. Radicalisation**

A process whereby someone has their vulnerabilities or susceptibilities exploited towards terrorism or crime – most often by a third party with their own agenda.

**4.14. Safeguarding**

Safeguarding and protecting the welfare of children (under 18s) is defined as:

- Preventing impairment of a child’s health or development
- Protecting children and young persons from maltreatment
- Ensuring children and young persons can grow up in a safe, effective environment
- Taking action to enable all children and young persons have the best life chances.

**4.15. Significant harm**

Significant harm refers to the threshold that justifies referral to the appropriate external agencies. Relevant factors in deciding whether harm is significant

include: the severity of ill-treatment, the degree and extent of harm and the duration and frequency of abuse and neglect.

#### 4.16. **Terrorism**

The use or threat of action designed to influence the government or an international government organisation or to intimidate the public, or a section of the public, made for the purposes of advancing a political, religious, racial, or ideological cause and it involves or causes:

- Serious violence against a person
- Serious damage to a property
- A threat to a person's life
- A serious risk to the health and safety of the public: or
- Serious interference with or a disruption to an electronic system

#### 4.17. **Vulnerable Adult**

The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as a person who is 18 years or over and who:

- adults at risk who are experiencing abuse
- is living in residential accommodation, such as a care home or a residential special school
- is living in sheltered housing
- is under the supervision of the probation services
- Is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services
- lacks capacity as defined in the Mental Capacity Act 2005

## **5. ROLES AND RESPONSIBILITIES**

- 5.1. TEDI-London is committed to working together with the Local Safeguarding Board (LSCB) and other external agencies and to complying with their procedures. The overall role of the LSCB is to coordinate local work to safeguard and promote the welfare of children and vulnerable adults to ensure the effectiveness of what the member organisations do individually and together.

- 5.2. TEDI-London recognises that it has a responsibility towards all children and adults at risk who attend or visit TEDI-London, to safeguard their welfare and to take appropriate steps to ensure this can be achieved.
- 5.3. The Safeguarding Lead for TEDI-London is the Assistant Registrar for Student Experience. Students and staff play an important role in reporting any concerns to the Safeguarding Lead should they feel there are any.
- 5.4. Prevent is the responsibility of all members of TEDI-London staff. All staff must maintain an awareness of the Prevent Duty and undertake relevant training where required. Students have a responsibility to report any safeguarding concerns.
- 5.5. The Prevent Lead is the Director of Resources, and the Prevent Co-ordinator is the Assistant Registrar – Student Experience.

## **6. SAFEGUARDING CHILDREN AND ADULTS AT RISK**

- 6.1. At TEDI-London, the safety of our students and staff is extremely important. We strive to ensure that the TEDI-London environment is safe and secure for all the members of its community.
- 6.2. As a result of the Safeguarding Vulnerable Groups Act 2006, employers, local authorities, professional regulators, and inspection bodies now have a duty to refer any information about individuals they consider to have caused harm or pose a risk of harm to vulnerable groups, to the Disclosure and Barring Service (DBS). This information should focus on why the organisation stopped, or considered stopping, an individual working with vulnerable groups.

## **7. SAFEGUARDING AND PREVENT DUTY**

- 7.1. TEDI-London recognises the positive contribution it can make towards protecting its students and staff from radicalisation to violent extremism. TEDI-London will support and empower its students and staff to create communities that are resilient to extremism and to protect the wellbeing of individuals who may be vulnerable to being drawn into violent extremism or crime. At the same time, it will promote the development of spaces for free debate within the law where the principles of academic freedom and freedom of speech can be upheld, as outlined in the Freedom of Speech Policy ([link](#)). If students or staff do break the

law or there is cause for concern regarding radicalisation or extremism, the relevant disciplinary policy will be followed.

- 7.2. As part of the Government's strategy to reduce terrorism in the UK, the Counter-Terrorism and Security Act 2015 introduced a range of measures with the aim of countering the **threat** of radicalisation and the risk of people being drawn into terrorism. Public bodies, including higher education institutions (HEIs), are now subject to the **statutory Prevent Duty**. This means that we, along with other HEIs, are required by law to demonstrate that we have arrangements in place and pay due regard to the need to safeguard people in our community from being drawn into terrorism.
- 7.3. Whilst there is no typical profile for a person likely to become involved in extremism, young people make up a disproportionately high number of those arrested in the UK for terrorist-related offences and as a result a particular responsibility has been placed on higher education providers.

## **8. PROCESS**

- 8.1. If a staff member has a safeguarding concern, they should complete a Referral Form (Appendix 1) and send it to the Safeguarding Lead. If a student has any concerns, they should contact the Safeguarding Lead directly. This also includes any PREVENT concern which can be dealt with in the safeguarding process. Concerns will be treated in a confidential manner, however if there are serious concerns that may have to involve appropriate agencies, the information may be shared. All concerns will be logged by the Safeguarding Lead so there is a record throughout the process.

## **9. TRAINING, DISSEMINATION, AND IMPLEMENTATION**

- 9.1. The Safeguarding Lead in conjunction with the People Team will provide a programme of training events for nominated staff who engage with students.
- 9.2. The policy and related guidance are available for reference on TEDI-London's website ([link](#)).
- 9.3. All parties who fall within the scope of TEDI-London's Safeguarding Policy, including contractors and academic partners, will be provided with a copy of this

Policy and guidance on how to follow it. All contractual relationships with parties covered by this Policy shall require compliance with this Policy at all times.

## **10. MONITORING AND REVIEW**

- 10.1. This policy will be monitored and reviewed formally on an annual basis and may be updated in between to reflect any changes to government legislation. It will be disseminated to all staff at TEDI-London and communicated to students during their induction. Training will also be provided to all TEDI-London Staff and will be available as part of new starters induction process.
- 10.2. The Policy was valid from September 2021 and was reviewed in August 2022.
- 10.3. This version is valid from September 2022 and will be reviewed in September 2025.

## APPENDIX 1: SAFEGUARDING REFERRAL FORM

Details of person at risk:

|  |  |
|--|--|
| Name   |  |
| Student ID Number                            |  |
| Course and Year                              |  |
| Date of Birth                                |  |
| Email address                                |  |
| Contact number                               |  |
| Person who raised concern                    |  |
| Contact details of person who raised concern |  |

Details of incident/concern (Incidents, Dates, Times, and People involved, Safeguarding concern specifically)

Action taken (if any)

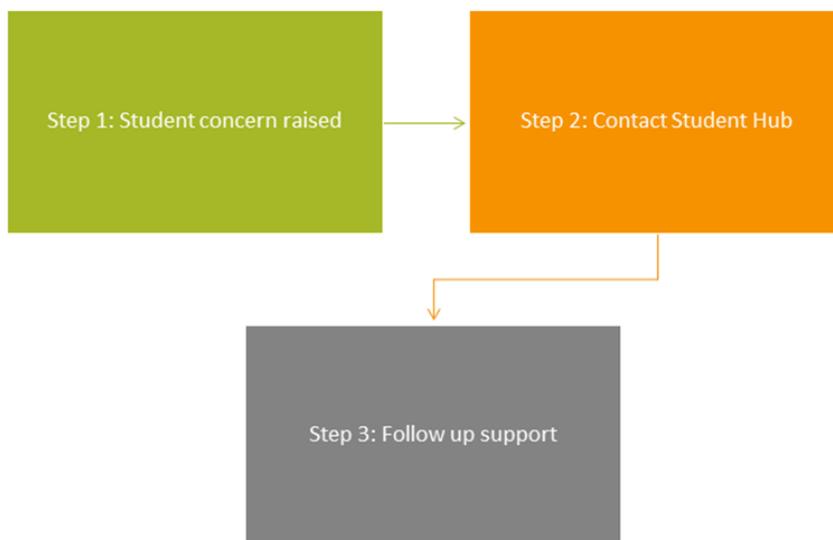
Once completed send to: [safeguarding@tedi-london.ac.uk](mailto:safeguarding@tedi-london.ac.uk)



## APPENDIX 2: STUDENT IN CRISIS GUIDE

- **Students in crisis guide**

- If you are concerned about a student and wish to support them, please find some guidance below



- **Step 1:** Has a student not attended class in a while, not responded you your messages, or have you noticed any behaviors that are unusual for them in general? Do they seem unwell?
- **Step 2:** Contact the Student Hub to share your concerns or arrange a meeting with the Student Experience officer directly.
- **Step 3:** The Student Experience Officer will engage with student directly. In the meantime, please continue to keep an eye out for the student's wellbeing and contact the Student Experience team if you notice continued changes.

### 1. Key contacts

#### **Student Experience Team:**

**Iman Ali-** Student Experience Officer: [iman.ali@tedi-london.ac.uk](mailto:iman.ali@tedi-london.ac.uk)

**Briony Black-** Assistant Registrar- Student Experience: [briony.black@tedi-london.ac.uk](mailto:briony.black@tedi-london.ac.uk)

**Student Hub-** [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk)