

Safeguarding Policy UK

Contents

1	Safeguarding Policy	2
1.1	Introduction	2
1.2	Policy Ownership	3
1.3	Purpose	3
1.4	Scope	4
1.5	Responsibilities	5
1.6	Definitions	6
1.7	Policy Statement	6
1.8	Procedure	7
1.8.1	Supervision and Support for Staff and Volunteers	7
1.8.2	Procedure for Raising a Safeguarding Concern	8
1.8.3	Guidelines for Employees:	10
1.8.4	Sources of Information and Support	11
1.9	Monitoring	13
1.10	Version Control	13

1 Safeguarding Policy

1.1 Introduction

Cenit College UK, an institution dedicated to predominantly online adult education, is committed to maintaining a safe and supportive environment for all staff, learners, and guests in alignment with national legislation and pertinent at both national and local levels. Although our courses are delivered remotely to learners aged 19+ we recognise that online learning environments present unique challenges and risks. As such, we take proactive measures to identify and address any safeguarding concerns, including issues related to abuse, exploitation, radicalisation, bullying, and mental health.

This policy outlines our approach to safeguarding in the context of adult learning. It sets out the principles, procedures, and responsibilities that guide our staff and ensure that all learners—regardless of age, background, or circumstances—feel safe, respected, and supported throughout their learning journey.

Our Approach Is Underpinned by our 5 Cenit Values:

- Respect and integrity - we promote a culture of mutual respect, where everyone is encouraged to speak up, seek help, and feel safe
- Innovation - we embrace new ideas and creative thinking to continuously improve our safeguarding practices and outcomes.
- Diversity and Inclusion - we value the unique perspectives of every individual, fostering an environment where differences are recognised, respected, and contribute to safer, more effective support.
- Quality and Excellence - we always aim to be proactive identifying and reducing potential risks before harm occurs.
- Our learning community with a person-centred approach we place the needs, wishes, and wellbeing of vulnerable individuals at the heart of our safeguarding practice.

All staff, tutors, and partners working with Cenit College UK are expected to adhere to this policy and play an active role in upholding our safeguarding standards.

Our commitment to adult safeguarding is reflected in our approach to conducting activities to ensure the safety and protection of all adults involved.

Our college is deeply committed to fostering a culture that prioritises the wellbeing of both learners and staff, with safeguarding principle at the core of our ethos. We acknowledge the unfortunate reality that children, young people and adults may face risks of harm, whether of college premises or in interactions with staff, contractors, or other stakeholders. In response, we advocate for a zero-tolerance approach to any form of harm towards adults. This involves recognising individuals who may be vulnerable and understanding the conditions that can elevate their risk. It also includes being aware of how abuse, exploitation, or neglect can occur and having the determination to report any safeguarding concerns. Our dedication to safeguarding is unwavering, as we strive to ensure the rights of all adults to live without fear of harm, abuse exploitation or neglect, adhering to the highest standards of safeguarding practices.

Creating a supportive culture and ethos for learners and staff wellbeing is embedded in our college ethos. This ethos embodies principles of safeguarding. The college recognises that there are circumstances where children, young people and adults are at risk and this risk may be present when

they are on the college premises or come into contact with college staff, learners, contractors, or other stakeholders. This policy has thus been developed to ensure that the Cenit College UK provides guidance of their commitment to safeguarding and it is embedded into the culture and ethos of the company. Cenit College UK recognises that 'Safeguarding' is equally applicable to both children and vulnerable adults and unless specifically indicated makes no differentiation between them.

This policy describes the responsibilities of all stakeholders for the recognition and prevention of abuse or exploitation and to clarify the actions to take when abuse is suspected or identified. The aim of this policy is to ensure that we fulfil our responsibilities towards the protection, welfare and safety of our learners.

The following policies demonstrate and support a shared commitment to safeguarding and promoting the welfare of its stakeholders:

- Bullying and Harassment
- Code of Conduct
- Data Protection (GDPR)
- Equality and Diversity
- Whistleblowing
- Learner Behaviour in an online environment
- Lone Working
- Health and Safety
- Prevent Strategy

This policy has been approved by the Cenit College Board of Directors.

1.2 Policy Ownership

This policy will be owned by the Board of Directors.

1.3 Purpose

The purpose of this policy is to demonstrate the commitments of Cenit College to adult safeguarding and to ensure all associated with Cenit College understand:

- relevant legislation, policies and procedures for adult safeguarding
- individual roles and responsibilities of safeguarding adults

Steps to take or contact for expressing concerns about an adult's welfare or well-being within the organisation. We also aim to ensure:

- We inform our employees, learners, and other stakeholders of their responsibilities in safeguarding children and vulnerable adults.
- Inform our employees, learners, and other stakeholders how to raise a concern with regard to safeguarding.
- Reassure our employees, learners, and stakeholders that we take safeguarding our learners seriously and are committed to always ensuring their safety and wellbeing, while they are using our services.
- Reassure our employees, learners and stakeholders of our commitment to safeguarding and creating an ethos and culture of safeguarding within the college.

1.4 Scope

This policy encompasses all individuals associated with Cenit College including board members, employees, learners, volunteers, guest speakers, and all other stakeholders, regardless of their employment status or role. It is expected that all staff and stakeholders will be:

- Be vigilant and aware of signs that a learner has been neglected or abused.
- Listen to learners if they advise them of abuse.
- Report all concerns to the safeguarding officer in accordance with the procedure outlined in this policy.

Cenit College UK has a legal obligation under the following:

- Section 175 of the Education Act (2002)
- The Social Services and Wellbeing Act (Wales) 2014
- Working Together to Safeguard Children 2023 (England)
- The Education (Independent School Standards) Regulations 2014
- Non- Maintained Special Schools (England) Regulations 2015
- Keeping Children Safe in Education 2024
- All Wales Child Protection Procedures (Wales)
- Working with all statutory partners to ensure the safeguarding of Cenit College learners.

Safeguarding Adults Legislation

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014
Care and Support Statutory Guidance (especially chapter 14) 2014
- Wales - Social Services and Well Being Act 2014
Wales Safeguarding Procedures 2019
- Scotland - Adult Support and Protection Act 2007
Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
- Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015

Many other pieces of UK and home nation legislation also affect adult safeguarding.

These include legislation about different forms of abuse and those that govern information sharing.

While the Cenit College UK is not subject to the provisions of the Care Act 2014, it does draw upon the safeguarding principles of this act regarding Adults at Risk. This is to ensure that the Cenit College, contribute to their rights to live in safety, free from abuse and neglect, and to promote their wellbeing, considering their views, beliefs and wishes, as appropriate in the context of the College.

1.5 Responsibilities

The **Board of Directors** has the following responsibilities:

- overall responsibility for this policy and monitoring the effectiveness of the actions taken under this policy and any subsequent review required.
- ensuring we safeguard our learners in accordance with the statutory guidance set out in Part Two of KCSIE (2023) and related guidance or legislation.

This includes that:

- the appointment of a safeguarding officer who receives the appropriate training.
- a Safeguarding Policy and associated procedures in place that are in accordance with statutory requirements and local authority guidance and that these are published and reviewed annually or where required due to changes in policy.
- effective training is in place for all staff, appropriate to their roles, and it complies with the statutory requirements and takes account of local authority guidance.
- to receive and considers regular safeguarding update reports.
- Cenit College UK operates 'safer recruitment procedures' in accordance with statutory requirements.
- allegations or concerns against staff are appropriately dealt with.
- ensure that staff have the skills, knowledge and understanding to keep safe our vulnerable learners.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is assigned the foremost responsibility for the safety and protection of individuals considered at risk within the organisation. This role encompassed a wide range of responsibilities aimed at ensuring a secure and support environment for everyone. The key duties of the DSL include:

- To complete the safeguarding training and any refresher courses as required.
- To receive safeguarding incident reports and deal with them as appropriate.
- To listen with empathy and understanding and not for an immediate judgement when any safeguarding incident is reported verbally.
- Being aware of how to make referrals to safeguarding partners, children's social care and adult's social care for statutory assessments via the local authority multi-agency safeguarding units, along with the role they might be expected to play in such assessments.
- To know how to alert the police when a crime may have been committed.
- Fostering strong links with Safeguarding Partners and Designated Local Authority Person
- Informing the learner at all stages of the process.
- Providing a written report of all discussions and action must be recorded and all referrals and subsequent documents/files will be retained securely encrypted and password protected.
- Referring all reportable safeguarding matters to the funding partner, where we are not the funder.
- Liaising with senior management to inform them of issues, especially ongoing enquiries, and police investigations.
- Acting as a source of advice, support, and expertise to staff on matters of safety and safeguarding.

- Delivering Safeguarding updates to staff and updating the single central record of attendees at such training events.

All employees have a responsibility to:

- Read this policy and understand how to implement it.
- Providing a safe environment in which learners at risk of harm, abuse or neglect can learn in a safe environment.
- Report any suspected case of abuse, harm, risk or neglect to the safeguarding officer or the police where this is not appropriate.
- Doing nothing is not an option.

Learners: Learners have a responsibility to:

- Maintaining vigilance and a pro-active approach to the safety and welfare of themselves, their peers, and others both online and on site
- Reporting any concerns to a member of staff or directly to the safeguarding officer
- Abiding by the Cenit College UK learner code of conduct which is designed to safeguard all those on our sites or using our facilities, including the IT network.
- Behaving in a way that does not compromise them or lead to allegations of a criminal or safeguarding nature.

1.6 Definitions

Safeguarding: “Safeguarding means protecting a citizen’s health, wellbeing, and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care. Safeguarding children, young people and adults is a collective responsibility”. (NHS England).

Adults at risk: Adults at Risk in this policy are defined by the Data Protection Act 2018 being a person over 18 years of age who:

- i) has needs for care and support; and
- ii) is experiencing, or is at risk of neglect, or physical, emotional or mental harm, and
- iii) as a result of those needs is unable to protect themselves against neglect or harm, or the risk of it.

Children: Any person up to the age of 18.

Abuse: The violation of an individual’s human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act.

1.7 Policy Statement

Cenit College UK is fully committed to safeguarding the welfare of all stakeholders by taking all reasonable steps to protect them from harm and accepts its corporate responsibility for the wellbeing and safety of its learners.

In committing to safeguarding our learners, we acknowledge that it is our responsibility to ensure our employees should safeguard the welfare of all stakeholders by creating an environment that protects them from harm and reduces any potential risks of being exposed to violence, extremism, exploitation, or victimisation. Therefore, all employees and stakeholders will show respect and

demonstrate an understanding for the rights, safety and welfare of all parties and conduct themselves in a way that reflects the principles, values, and cultures of our organisation. They will also be aware of and follow current legislation regarding the safeguarding of all learners.

This policy will set out the roles and responsibilities of all parties to ensure a safe working and learning environment, where everyone is protected from any kind of abuse. We are committed to:

- ensuring that everyone who works with or for Cenit College UK has a responsibility to safeguard and promote the welfare of our learners and respond to concerns, incidents, or disclosures in accordance with the process laid out in this policy document.
- Establishing and maintaining an ethos where Learners feel secure and are encouraged to talk and are listened to.
- adopting robust recruitment procedures to ensure all staff are suitable for working with our learners. This will include conducting the appropriate background checks.
- Ensure all employees are informed of our policies and procedures and understand how to implement our safeguarding practices.
- ensuring that employees are appropriately trained in safeguarding and to understand the risks emanating from harm and abuse.
- taking all suspicions and allegations of abuse extremely seriously and to respond to concerns with due speed and consideration.
- ensuring that all stakeholders are protected from abuse, on all grounds of discrimination as defined by legislation.
- developing and promoting effective working partnership with other agencies and in accordance with organisations' procedures, where required.
- regularly reviewing and monitoring our policies and procedures to ensure our legal, moral, and social responsibilities are met.
- complying with and maintain knowledge of all relevant legislation, codes of practice and appropriate guidance and any amendments.
- having designated staff who support the safeguarding of learners along with a safeguarding officer to whom concerns can be raised.
- ensuring that personal data is protected in accordance with GDPR legislation.
- working with any contractors or sub-contractors to ensure they implement safeguarding practices.

1.8 Procedure

The following sections describe the procedure for raising a safeguarding concern, investigation and feedback.

1.8.1 Supervision and Support for Staff and Volunteers

To maintain high safeguarding standards, all staff and volunteers receive appropriate supervision and support. This includes:

1. Safeguarding Information for Volunteers:

- a. All volunteers receive safeguarding information upon joining, including an overview of policies, procedures, and their responsibilities.
- b. Access to written safeguarding guidelines, including reporting procedures, key contacts, and escalation processes.

2. Support Sessions:

- a. All staff and volunteers have access to one-to-one meetings with a designated supervisor to discuss concerns, challenges, and professional development.
- b. Group support sessions to share best practices, address common safeguarding issues, and promote peer learning.

3. Mentoring and Shadowing:

- a. New staff and volunteers can shadow experienced colleagues to develop their understanding of safeguarding responsibilities.
- b. Ongoing mentoring is available to provide additional guidance and ensure confidence in handling safeguarding concerns.

4. Open Communication:

- a. Staff and volunteers are encouraged to raise any safeguarding concerns in a supportive and confidential environment.
- b. Managers ensure that safeguarding discussions are a routine part of meetings and performance reviews.

5. Continuous Professional Development:

- a. Training, refresher courses and regular communication is provided to keep all staff and volunteers updated on safeguarding policies and best practices.

1.8.2 Procedure for Raising a Safeguarding Concern

If an employee or any stakeholder feels that they have a safeguarding concern they should raise a concern under this policy. To do so they should:

1. Report their concern to the safeguarding officer using the following email address safeguarding@cenitcollege.co.uk. If it is an urgent concern, contact the Designated Safeguarding Lead immediately.
2. The person reporting a concern should make a full note of the facts that gave rise to their concern as soon as is practicable, by completing an **Incident Report Form**.
3. If the person who first becomes aware of the concern feels it inappropriate to involve the safeguarding officer or disagrees with the safeguarding officers view that the matter need not be reported, they should notify the police or the local authority themselves.
4. Concerns must be reported as soon as possible and where a person may be at immediate risk of harm or abuse, the safeguarding officer must be notified verbally straight-away, and an Incident Report Form completed as soon as reasonably practicable thereafter.
5. It is the responsibility of the safeguarding officer notified of a concern to consider the seriousness of the risk or concern and if they deem it appropriate to contact the local authority, police or other appropriate statutory or voluntary agencies in accordance with the specific guidance and training they have received.
6. The safeguarding officer will be responsible for ensuring the person is in a safe environment until the appropriate local agencies have become involved. Where appropriate the safeguarding officer will reassure the person concerned, of the process underway, and if appropriate to ascertain any relevant factual information. However, where the person is a child, the safeguarding officer should only ask questions of the child that are necessary to clarify whether the child is alleging that abuse has taken place.

7. Incidents relating to staff or learners:

- a. If the incident or information involves an allegation against a member of staff, the safeguarding officer will notify the Director of Human Resources, Organisation and Strategy.
 - b. If the incident or information involves an allegation against another learner, the Safeguarding Lead will notify the Training Manager.
 - c. In either case, the learner or member of staff concerned will be offered the opportunity to receive appropriate advice or support.
 - d. In either case it may be appropriate to suspend the staff member or learner from activities that include contact with the person until enquiries are complete.
 - e. Where the incident or information reported involves a safeguarding concern and the subject of concern is a learner, who is over 18 and not an Adult at Risk, the Training Manager, supported by the Safeguarding Lead as appropriate, will oversee support for that individual through support provided by Learner Support Services.
8. All incidents and reports completed will be held in a secure located which will be encrypted and password protected.

Action on occurrence or suspicion/concern regarding radicalisation

If anyone has worries or concerns that have been shared with them about an individual potentially being susceptible to or at risk of radicalisation, they should promptly report these concerns to the Designated Safeguarding Lead. Upon receiving a report of such a nature, the Designated Safeguarding Lead must adhere to the appropriate Prevent Channel Referral process. Should the concern involve a learner or an employee, it is imperative that the Designated Safeguarding Officer is informed. In the absence of the DSL, a member of the Board must be notified.

Procedure for dealing with concerns of possible abuse outside the College.

If someone is concerned about an incident which has occurred outside the College s/he is required to raise the matter with the Designated Safeguarding Officer who will inform the individual of the appropriate service to contact and ensure that appropriate procedures are followed.

Statement of Best Practice

While not representing an exhaustive list, this Statement sets out general expectations of behaviour in the course of their duties in terms of what may be regarded as appropriate and what may be regarded as inappropriate by Cenit College representatives. Representatives in this case refers to employees, learners and contractors.

Cenit College representatives should:

- Treat everyone with fairness, equality and respect, and not show favouritism to particular children or vulnerable adults.
- Be sensitive to children's or vulnerable adults' appearance, race, culture, religious belief, sexuality, gender or disability.
- Act as a good role model and challenge any unacceptable behaviour from learners or from other college representatives.
- Report all allegations or suspicions of abuse using the procedures outlined in this policy;
- Be aware that physical contact with a children may be misinterpreted.
- Consider whether contact with an individual should involve a colleague being present.

- Retain a professional approach, including avoiding physical contact with a child (unless it is reasonably necessary to do so for health or safety reasons, or teaching and learning), and avoiding inappropriate familiarity or making sexually suggestive comments, even in jest to any children or vulnerable adults.
- Respect an individuals' right to privacy, and in residential accommodation, must not enter an individual's bedroom except in the case of an emergency.
- Avoid making inappropriate contact using social media.
- Contact the Local Authority Designated Officer (LADO) where there are safeguarding concerns.

1.8.3 Guidelines for Employees:

The following are some guidelines for employees of Cenit College with regard to specific incidents:

Incident	Guidance
A learner becomes distressed in your office, teaching session or in an online setting (normal working hours)	This is not unusual, and many colleagues will have experience of this. Sometimes all is needed is a friendly chat. If you are not sure what to do, or if the learner needs a follow-up appointment, or is displaying more signs of anxiety than you can support, then follow some of the steps outlined below.
A learner is deemed 'in crisis' and is feeling actively suicidal.	• Emergency services – 999 • Contact the safeguarding officer.
A learner describes feeling homesick, low levels of anxiety, "stress".	• Self-help guides (description below) • Refer them to our external mental health support services.
A learner describes regular anxiety, low mood, sleeping problems, "impossible pressures".	• Refer them to our external mental health support services.
A learner is anxious and clearly struggling, describes symptoms that might sound "medical" (depression, a deterioration in mental health)	• Refer them to our external mental health support services. • The College cannot be available 24/7 for support. • You can refer to external services alongside our on-line materials
A learner gives you cause for concern in their behaviour or appearance – you are worried but the learner does not want to talk about it.	Concerns like these can be raised with the college UK Designated Safeguarding Lead (DSL). If you have concerns about a learner or believe that they need help in accessing our services, you can email safeguarding@cenitcollege.co.uk for further guidance. These will be responded to during business hours.
A learner under the age of 18 is absent without explanation or you have concerns regarding their wellbeing.	Urgent Safeguarding and Child Protection concerns should be referred immediately to the Training Manager.
A learner reports an incident of sexual assault or sexual harassment.	• Report this to the Designated Safeguarding Lead immediately.

	• Then work with the learner to fill in the Incident report form.
A learner during “out of hours” is in a state of significant distress.	In an emergency you should always and immediately contact the emergency services via 999.

1.8.4 Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: **020 8765 7000**

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: **0115 951 5400**

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men’s Advice Line

For male domestic abuse survivors

Tel: **0808 801 0327**

National LGBT+ Domestic Abuse Helpline

Tel: **0800 999 5428**

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland	Wales
Tel: 0800 027 1234 Email: helpline@sdaafmh.org.uk Web chat: sdaafmh.org.uk	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800

	Type Talk: 18001 0808 801 0800 Text: 078600 77 333
--	---

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: **020 7383 0700** or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: **0800 138 1625**

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: **07717 989 025**

Text relay: **18001 0800 138 1625**

By post: **PO Box 851, Leeds LS1 9QS**

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: **020 83921839**

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: **0808 168 9111**

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support

1.9 Monitoring

The Board of Directors will conduct an annual review of this policy. The Designated Safeguarding Lead manages the documentation of incidents concerning the safeguarding of at-risk groups and presents and annual to the Board of Directors. This report will be confidential and should any issues or recurring patterns be identified; they will be addressed appropriately.

The monitoring instruments are as follows:

- Safeguarding Incident Reports
- Monthly Safeguarding group meetings chaired by the DSL
- Monthly Safeguarding incident update to Directors
- Annual DSL report to the Board of Directors

1.10 Version Control

Version	Date	Description	Review Date	Originator	Approved by
New Policy Version 1	20/7/2021	New Policy		Perri Williams (QA)	Board of Directors
New policy Final version	25/03/2024	New UK version of policy	25/03/2025	Celia Robotham	Board of Directors March 2024
Version update	29/07/24	KcSiE 2024 updates and role of DSO added to policy	25/08/2025	Celia Robotham	Quality Committee
Version Update	31/07/2024	Changes name to eliminate Bootcamps from title	31/07/2024	Perri Williams	Quality Committee
Version Update V2	31/07/2024	Approval of Policy	25/08/2025	Celia Robotham	Board of Directors
Version 3	11/01/2025	DSL name added Section 1.5 Page 4	25/08/2025	Celia Robotham	Quality Committee
Version 3.1	31/01/2025	Information added regarding volunteers	25/08/2025	Celia Robotham	Board of Directors
Version 4	30/06/2025	New policy library numbering system added to policy Update introduction. References to Cenit Group changed to Cenit College UK Page 2 add prevent strategy to bullet point list	30/06/2025	Celia Robotham	Board of Directors

		Update working together to safeguard children to 2023 Remove DSO from policy page 5			
--	--	--	--	--	--