Safeguarding (including Child Protection) and Preventing Extremism and Radicalisation Policy

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1. Purpose and Scope

This policy details the responsibilities of EKC Group in relation to safeguarding children, vulnerable adults, staff and all stakeholder in line with current legislation and guidance. It also covers the Group's statutory and moral commitment towards ensuring that students are protected from, and educated about, the dangers of extremism and radicalisation.

EKC Group comprises a number of colleges and business units. Where necessary, discrete procedures and actions will be in place to reflect local safeguarding concerns, themes and issues.

Throughout the policy and supporting documentation, reference is made to 'children'. This term is used to mean those under the age of 18. The Group recognises that some adults are also vulnerable to abuse, and the procedures may therefore be applied (with appropriate adaptions) to allegations of abuse and the protection of adults at risk.

This policy should be read in conjunction with the Group's Safeguarding Procedure for Staff which provides detailed, operational guidance on how to handle safeguarding disclosures and details specific procedures to follow for different safeguarding scenarios and the adult safeguarding procedure.

1. The Purpose of this Policy

This policy applies to all staff, including senior managers, the Board of Governors, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of EKC Group.

The Purpose of this Policy:

 • To protect children and young people who receive EKC Groups services.

 • To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

2. Policy Statement

EKC Group's ethos is to provide a safe and welcoming environment for staff, students and visitors within all its colleges and business units. It is committed to meeting its duty to safeguard and promote the welfare of children, young people, vulnerable adults and all other relevant stakeholders. The Group recognises its role in identifying cases of suspected abuse and making referrals to the appropriate investigating agency.

The Group recognises the need to work with other agencies in performing its duties under the Education Act 2002 and Children Act 2004.

In summary, the Group will have in place and follow procedures in keeping with local multiagency partnership arrangements. In the case of EKC Group, the Kent Safeguarding Children Multi-Agency Partnership (KSCMP) arrangements will be referred to. These arrangements include:

- to designate a senior member of staff as having lead responsibility for safeguarding and ensure that they receive appropriate training
- to operate safer recruitment procedures
- to have in place procedures to deal with allegations against staff
- to liaise with schools regarding pre-16 students
- to ensure that all staff receive appropriate safeguarding training and are aware of their responsibilities
- to review policies and procedures annually, ensuring that external partners and experts are involved in the review
- to have in place robust health and safety procedures including protocols for emergency evacuation and invacuation
- to represent EKC Group via the KSCMP.

2.1 EKC Group will ensure that all staff, no matter what role they hold within the Group:

- All staff must complete both the "Safeguarding -for Education-Level 1" and "Safeguarding against Radicalisation – The Prevent Duty" training courses provided by KSCMP when they start with us and then repeat them every three years.
- There is also the KCSIE update that staff must read and confirm every year when the new versions are published.
- Will be aware of the processes in place to obtain early intervention and/or support for a student in need and understand their role in this.
- Will take immediate action when a disclosure is made or when there is a concern that a student's safety and welfare is at risk.
- Will not ignore a disclosure or assume that another colleague is aware of and/or is dealing with it.
- Will not allow data protection concerns to inhibit the appropriate sharing of information.
- Will work in accordance with EKC Group's Safeguarding Procedures.

The Governing Body has oversight of compliance with safeguarding legislation. The Group Director of Student Experience and Safeguarding is the Group's Operational Lead for safeguarding and works with key staff to co-ordinate and manage procedures relating to the protection and safeguarding of children and vulnerable adults including safer recruitment and staff training. All hiring managers must complete mandatory Safer Recruitment Training provided by KSCMP (every 3 years).

College Principals of business units act as the Senior Designated Officers. In this capacity, they operate as the Designated Safeguarding Lead for their respective College/business unit and are the link with Social Services.

EKC Group is committed to equality and diversity. Decisions and actions taken in relation to a potential safeguarding or child protection incident will not be influenced by the background or situation of any persons involved. Each case will be dealt with on its own merits.

EKC Group has appropriate student admissions procedures in place and reserves the right to refuse admission to any student who may be a risk to themselves and others. This includes challenging the naming of EKC Group in a student's Education, Health and Care Plan if the Group deems that a student carries a significant risk, and reasonable adjustments cannot be made to accommodate the student.

3. Monitoring and Review

This policy is reviewed on an annual basis by the Safeguarding Board and is approved by the Governing Body.

EKC Group will consult on the policy with external partners and experts such as the Kent Safeguarding Children Board.

4. Definition of safeguarding

Safeguarding in the context of our college refers to the proactive measures and practices we implement to protect the health, well-being, and human rights of all students, particularly those under the age of 18 and vulnerable adults. It encompasses:

- **Protecting** students from abuse, neglect, exploitation, and harm.
- **Preventing** impairment of students' health or development.
- **Ensuring** students grow up in circumstances that provide safe and effective care.
- **Promoting** a safe and supportive environment where students can thrive.

Our safeguarding policy is guided by key UK legislation, including the Children Act 1989 and 2004, the Care Act 2014, and the Education Act 2002, as well as statutory guidance such as "Keeping Children Safe in Education" (KCSIE). These frameworks ensure that safeguarding is a fundamental aspect of our educational environment, fostering a culture of vigilance and care.

This definition underscores our commitment to creating a secure and nurturing atmosphere for all students, enabling them to achieve their full potential.

Children/ Young people-anyone who has not yet reached their 18th birthday – referred to throughout this policy and procedure as 'child' or 'children'
Adults – anyone over the age of 18 –
Vulnerable Adults – anyone over the age of 18 who lacks the functional, mental or physical inability to care for themselves

The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:
• Has care and support needs.
• Is experiencing, or is at risk of, abuse or neglect.
• Is unable to protect themselves because of their care and support needs.
Throughout this Policy and Procedure, the term students is the encompassing term that includes children, young people, adults and vulnerable adults.

Contextual Safeguarding

AT EKC Group, we adopt a **contextual safeguarding approach**, which means we recognize that the risks to students' safety and well-being can extend beyond the college environment and into their wider social contexts.

Key Principles of Our Contextual Safeguarding Approach:

- **Holistic Understanding**: We consider the various environments in which students interact, including their homes, communities, and online spaces, to identify potential risks and protective factors.
- **Collaborative Efforts**: We work closely with external agencies, families, and community organizations to address safeguarding concerns and provide comprehensive support to students.
- **Student-Centered**: Our approach is centered on the needs and experiences of students, ensuring their voices are heard and their perspectives are valued in safeguarding decisions.
- **Proactive Measures**: We implement proactive measures to prevent harm, including education on safety, well-being, and healthy relationships, as well as early intervention strategies.

By integrating contextual safeguarding into our policy, we aim to create a safer and more inclusive environment where all students can thrive.

Early Help Indicators:

Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:

• is disabled or has certain health conditions and has specific additional needs

• has special educational needs (whether or not they have a statutory Education, Health and Care plan)

• has a mental health need

• is a young carer

• is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines

• is frequently missing/goes missing from education, home or care,

• has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit.

• is at risk of modern slavery, trafficking, sexual and/or criminal exploitation • is at risk of being radicalised or exploited

• has a parent or carer in custody, or is affected by parental offending

• is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse

• is misusing alcohol and other drugs themselves

• is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced marriage

is a privately fostered child.

5. Legal Framework:

This policy has been formulated in accordance with laws and guidelines aimed at safeguarding children, young people and vulnerable adults, namely:

- Children Acts 1989 and 2004 ad related guidance
- Children and Families Act 2014

- Counterterrorism and Security Act 2015
- Data Protection Act 2018
- DFE Keeping Children Safe in Education 2024 (KCSIE)
- Framework for Assessment of Children in Need and their families 2000
- Human rights Act 1989
- Information Sharing July 2018
- Kent and Medway Safeguarding procedures (online)
- Mental capacity Act 2019
- Ofsted: Education Inspection Framework 2024
- Police Act 1997 (Protection of vulnerable Adults) Regulations 2013
- Prevent Duty Guidance: England and Wales (2003)
- Protection of Freedoms Act 2014
- Safeguarding vulnerable Groups Act 2006
- Sexual Offences Act 2003
- Special Educational Needs and disability (SEND) Code of practice: 0-25 Years January 2015
- The Education (independent college standards) regulation 2014
- The Education Act 2011
- The Non- Maintained Special Colleges (England) Regulations 2015
- United Convention of the rights of the Child 1990
- Working Together to Safeguard Children 2023 (WTSC)

This policy should be read alongside our policies and procedures on:

This policy should not be read in isolation: safeguarding and ensuring the safety and welfare of students and staff is at the core of EKC Group's activities and staff should therefore read and familiarise themselves with the following policies and procedures:

- Admissions policy
- Data Protection policy and procedures
- Disciplinary policies and procedures (Staff and Students)
- Educational Trips and Visits policy
- Equality, Diversity and inclusion Policy
- Guest Speaker Policy and Procedure
- Health and Safety policy
- Information Technology policy
- Managing Applicants and Students with Criminal Convictions procedure
- Procedure for Managing EHCPs
- Safe EKC Group policy
- Safeguarding procedure for staff
- Code of conduct (Staff)
- Anti-Bullying and Harassment (Staff and Students) policy
- Disciplinary policy and procedure (Staff and Students)
- Health and Wellbeing policy (Staff and Students)
- Student Mental Health and Wellbeing policy
- DBS and Vetting Checks policy

- Vulnerable Students who Abscond procedure
- Work Experience and Placement Procedure policy Adult Safeguarding Procedure
- Whistle blowing policy
- DBS Records Procedure for Contractors and Visiting Staff

6. Local and National Safeguarding Priorities

EKC Group works in accordance with the KSCMP arrangements and participates in the Education Safeguarding Group which provides opportunities to raise awareness of current local and national agendas. The Group operates an internal Safeguarding Committee which is chaired by an independent safeguarding expert who reports directly to the Board of Governors. This measure helps the Group to be apprised of national safeguarding themes and statutory requirements and assists in the planning and implementation of measures to mitigate safeguarding risks.

Designated staff Either list or link to each college

7. EKC Group's arrangements for specific circumstances/students

7.1 Apprentices

All learners on apprenticeship programmes receive an induction, which includes raising awareness of the Group's commitment towards Safeguarding including preventing extremism and radicalisation, details of the support services offered and contact details for the Safeguarding Officers. Apprentices know who to speak to either at college or work. They will usually contact their Trainer with any out of college/workplace concerns. Safeguarding is discussed at every formal review which take place 4 times per year with the apprentice and employer.

The understanding of all aspects of Safeguarding, preventing extremism and radicalisation and safe working practices is checked at each review and the opportunity to discuss any issues is given.
Assessments are made to ensure that the student's well-being is safeguarded by the workplace trainers. These checks are done before the apprentice enrols. The recruitment team do an initial visit and complete H&S checks and collect insurance certificates etc. The Trainer completes a Training Plan within the first 4 weeks and will do additional checks on support being provided and a secondary H&S check Prior to work related activities commencing, EKC Group carry out the following checks:

- 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 EKC Group policies
- The requirements for DBS checks are assessed and the relevant processes undertaken where required

The safeguarding principles and measures apply to all apprentices whilst on college premises. Where a concern is raised relating to the employer, the EKC Group Designated Safeguarding Lead will liaise with the Managing Director of EKC Group Training to address and decide on an appropriate course of action.

7.2 Children who are absent from education

All staff should be aware that children being absent from college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, socalled 'honour'-based abuse or risk of forced marriage.

7.3 Children in EKC Group's Nurseries

The safeguarding policy and procedures for the nursery are distinct and separate from those of the college. The nursery operates under its own safeguarding framework, which is tailored to meet the specific needs and regulatory requirements of early years settings.

Key Points:

- The nursery has its own safeguarding policy and procedures, which are developed and maintained independently.
- The nursery's safeguarding responsibilities are managed by its designated safeguarding lead and nursery management team.
- All policy, procedures and management of the Nurseries is led by the EKC Schools Trust. Any safeguarding concerns or incidents within the nursery should be addressed directly with the nursery's safeguarding team.

This separation ensures that both the nursery and the college can effectively manage and address safeguarding issues within their respective environments, in accordance with their specific regulatory and operational requirements.

7.4 International & ESOL Students

EKC Group will ensure that for students where English is their second language the induction on safeguarding is delivered so they gain a full understanding. There will be a strong focus on the promotion of values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

All international host families are also subject to checks through the Disclosure and Barring Service (DBS). We also require all hist families to complete online safeguarding training.

7.5 Students who are looked after, in care or leaving care

EKC Group operates in an area where there is a relatively high number of looked after children. The Group will afford children and young people who are 'looked after' or living away from home (including those who are privately fostered) the same essential safeguards against abuse, but practice will be framed on an understanding that there may be additional risks and vulnerabilities for children and young people who are looked after.

7.6 Students aged 14-16

Visiting students

Primary responsibility for any school pupil attending programmes at an EKC Group College or business unit remains with the home school; any incidents or issues with the safeguarding of a child should be referred to the EKC College named person. They will then liaise with the schools senior Safeguarding Officer and the Local Authority as required.

Safeguarding issues relating to a student, under 16, attending EKC Group as their main educational provider, will be addressed by the designated staff following the same guidelines and procedures as other students. Particular care should be taken as these learners are more vulnerable than other students because of their younger age.

14-16 Junior college students

All full-time students under the age of 16 will study in a Junior College setting and will wear a specific lanyard that highlights their safeguarding risk. There will be a dedicated space determined by the local College where these students will attend for their break and lunch periods. Each College will have a designated person on call who will be informed if:

- a 14-16-year-old does not return to lesson after break or lunch

- Is seen outside of designated areas at any time

- Is seen leaving the College.

7.7 Students with a Learning Difficulty or Disability
Students with learning difficulties and/or disabilities can face additional safeguarding challenges. The Group will ensure that parents and students who have a learning difficulty or disability are made fully aware of the safeguarding procedures during

their Additional Learning Support interview. This will ensure that the information is delivered and adapted so it is accessible and meets their individual needs.

Information on how to contact a Safeguarding Officer will also be adapted i.e. numbers, names and locations in Braille for students with visual loss; for deaf students and students with a speech disorder the safeguarding e-mail address is available. Students with learning difficulties will have access to additional pastoral support where necessary.

Staff who work with students with learning difficulties and disabilities receive discrete training to enable them to support students appropriately

7.8 Students on subcontracted programmes
All learners on courses delivered by a subcontracted EKC Group partner receive details of the support services offered and contact details for the Safeguarding Officers. The understanding of all aspects of Safeguarding including preventing extremism and radicalisation and safe working practices is checked at each partner review and the opportunity to discuss any issues is given. Assessments are made to ensure that the student's well-being is safeguarded by the staff in the Subcontracting Team. Arrangements are in place to ensure that, prior to a course commencing:

- A Training Facility Health and Safety check list is completed.
- A risk assessment of the premises is carried out.
- All insurance documents are checked, and copies taken.
- Partners are made aware of relevant EKC Group policies.
- An annual check of Safeguarding Policy to include Prevent Strategy is undertaken.
- All staff in contact with learners under the age of 18 years are DBS checked, and details monitored and updated as necessary.
- All delivery staff are required to complete Safeguarding and Prevent training.

7.9 Students on Work Placements
EKC Group has a work experience policy in place which assures the health, safety, welfare and safeguarding of students who attend work placements with employers. All work placement providers will be given specific safeguarding information by the Industry Liaison Officer/Work Placement Officer/Trainer.   Employers sign a work placement understanding saying they have received the information and are aware of their duty under Safeguarding.

8. Preventing Extremism and Radicalisation
All staff will complete Prevent training alongside safeguarding training upon induction to the college, receiving regular updates annually and as needed

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

- Disclosures by learners of their exposure to the extremist actions, views or materials of others outside of college, 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
- Learners accessing extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Partner Colleges, 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 or cultures or advocating violence towards others
- Use of extremist or "hate" terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, sexuality, race, colour or culture
- Attempts to impose extremist views or practices on others
- Making remarks about being at extremist events rallies outside college

9. Promoting British Values

In line with the provisions of s.78 of the Education Act 2002 the Group promotes fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. This promotion takes place through:

- Lessons and progress reviews.

- The manner in which students are treated by staff.

- The election of student representatives and Student Union Officers

- The standards of behaviour and respect students are encouraged to adopt through the 'Student Code of Conduct' and 'Our Expectations'.

- The underlying messages delivered to students at student representative meetings and the Student Union Committee meetings.

- The displays in classrooms, corridors, student centres and in the Learning Centres.

- In the manner and consistency with which students' views are challenged should they conflict with such values.

Any students displaying such behaviours will be reported to a Safeguarding Officer.

10. Guest Speakers and Visitors

Definitions of a visitor:
• Parent or carer
• A Volunteer
• Professional representing a service provider or agency – e.g. the police or a college Nurse
• A visiting or guest lecturer including employers.
• A speaker at an internal or external event including employers.
• A contractor
• People visiting our specific facilities i.e awards evening, open and sport events, performances etc

EKC Group 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. The Group:

• Values the tradition of academic freedom and holds that no subject or belief should be excluded from reasonable, constructive discussion and debate.
• Values freedom of opinion and speech but recognises that, in the interests of the whole learning community, this must exist within formal procedures.
• Recognises and supports the moral and legal frameworks of the society and community within which it works.
• Will not accept the use of language by external speakers that offends and is considered to be intolerant. Specifically, this means misogynistic, misanthropic, sexual or racist language irrespective of context. Direct attacks on any religions or beliefs are not permitted.
• Will not tolerate any person who intentionally demeans 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.

All visitors are required to report to reception and any organisation requesting to distribute leaflets on campus must seek approval from the relevant College Principal of the campus prior to distribution. Other than the promotion of EKC Group business, staff and students must also request the permission of the principal before distributing leaflets.

Further information can be found in EKC Group's Guest Speaker Policy.

11. Hate Crime

Hate crimes are a criminal offence committed against individuals or groups based on characteristics such as race, religion, sexual orientation, gender identity, disability, or

any other protected characteristic. It is vital that the college recognises, prevents, and responds to hate crimes to ensure a safe and inclusive environment for all students and staff. The college is committed to promoting a culture of respect and equality, where any form of hate crime is promptly addressed. All incidents will be taken seriously, with appropriate support provided to victims, and action taken in accordance with the law and the college's behaviour management procedures.

12. Raising awareness about Safeguarding

EKC Group is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that there is a Safeguarding Team and how they can access support and students agree to a code of conduct and standards of behaviour when they enrol.

Colleges and business units within EKC Group will inform students about who they can talk to in and out of college and what steps can be taken to protect them from harm. Safeguarding information is delivered to students at the start of their course and reinforced throughout their programme of study via tutorials, talks and activities. Where there is intelligence about particular issues and themes such as sexual harassment/violence etc. students will receive targeted information, guidance and support. All education and awareness will be based on the principles of respect for self and others, dignity and the importance of consent.

13. Record keeping

 All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. This will also help if/when responding to any complaints about the way a case has been handled by the school or college. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records **should** include:

• a clear and comprehensive summary of the concern

• details of how the concern was followed up and resolved, and • a note of any action taken, decisions reached and the outcome.

If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or a deputy)

14. E-Safety / Online Safety

E-Safety / online safety covers issues relating to young people as well as adults and their safe use of the Internet, mobile phones and other electronic communications technologies, both in and out of College. It includes awareness raising for all members of EKC Group's 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 / online safety practice in the learning environment in order to educate and protect the young people and vulnerable adults in their care.

The use of technology can play a significant part in many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates the abuse. The three main areas of risk are:

- **content**: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views.

- **contact**: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults.

- **conduct**: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

It is important that staff take account of the Staff Safeguarding Procedure, recognising the need to maintain professional standards and where possible to support students in small groups rather than on a 1:1 basis.

Staff awareness will be raised about managing their own professional reputation online, including how to demonstrate appropriate online behaviours compatible with their role. Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour is outlined in the Acceptable Use Policy and Safeguarding Procedures. Staff will only use official EKC Group provided email accounts to communicate with students and parents/carers.

E–Safety / online safety awareness will also be part of student induction. Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas. Students will be advised never to give out personal details of any kind which may identify them and / or their location. Particular attention to e-Safety education will be given where students are considered to be vulnerable. The relevant Senior Designated Safeguarding Officer will be informed of any e-Safety incidents, and any incidents involving Child Protection or vulnerable adult concerns will then be escalated appropriately. Any material that the Group believes is illegal will be reported to appropriate agencies such as Internet Watch Foundation (IWF), Kent Police or CEOP (Child Exploitation & Online Protection Centre)

Colleges and business units will record e-Safety and online safety incidents and manage concerns in accordance with the disciplinary policies where appropriate.

15. Filtering and monitoring

Filtering and monitoring standards outline that we should:

- identify and assign roles and responsibilities to manage filtering and monitoring systems.

- review filtering and monitoring provision at least annually.

- block harmful and inappropriate content without unreasonably impacting teaching and learning.

- have effective monitoring strategies in place that meet their safeguarding needs.

- The joint responsibility of monitoring and filtering sits with the Deputy CEO and the Director of Digital

16. Parental involvement

EKC Group is committed to ensuring that all parents/carers of under 18's have an understanding that the Colleges have a duty to safeguard and promote the welfare of children who are their students. Parents/carers will receive information via their young person during induction, making it clear that staff may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. Parents/carers will be asked to sign to confirm they have received this information.

Safeguarding Officers will contact Parents/carers to discuss any concerns about a child's welfare with the family and, where possible, seek their agreement to making referrals to children's social care, unless it is deemed that it may place the student at greater risk. Where possible the Safeguarding Officer will keep the parent/carer informed of actions progress.

17 Staff Training

Designated staff receive multi-agency safeguarding training every 2 years, and their knowledge and skills are refreshed regularly, and at least annually, to ensure they are up to date with developing local and national priorities. Where there are emerging national or local themes and issues for example, sexual harassment, sexual violence, hazing or county lines, staff will receive discrete training and information to help them support students appropriately.

All other staff and governors receive mandatory training as part of their induction, to ensure they are aware of their safeguarding responsibilities and of the Group's policies and procedures. The training includes recognising signs of abuse and recording and reporting suspected abuse. They receive both online and face-to-face updates on safeguarding and child protection at least annually.

All staff are required to familiarise themselves with annual updates to the statutory guidance Keeping Children Safe in Education. Staff who recruit receive safer recruitment training.

All staff are made aware of duties under the Prevent agenda via staff induction and online update training.

All training is recorded on staff members training records.

18. Recruitment of Staff

The colleges should inform shortlisted candidates that online searches may be done as part of pre-recruitment checks.

12.1 East Kent College pays full regard to DfE guidance Keeping Children Safe in Education. All appropriate measures are applied to everyone working at the college who is likely to be perceived by students and apprentices as a safe and trustworthy adult, including volunteers and staff employed by contractors.

All staff are subject to checks through the Disclosure and Barring Service (DBS). This service carries out criminal record checks to identify unspent convictions of potential staff as per the Rehabilitation of Offenders Act (ROA) 1974. In addition, staff will have references requested prior to employment. Where suitability checks are delayed a risk assessment will be undertaken and staff will be unable to work unsupervised as per the college's Staff Recruitment and Selection Procedure.

The college maintains a Single Central Record (SCR) as required and detailed in Keeping Children Safe in Education. The SCR identifies whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
• Identity check
• Enhanced Disclosure and Barring Service (DBS) check
• Barred list check & risk assessment date (if DBS has not been received when staff member starts)
• Further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions
• Check of professional qualifications
• Prohibition checks for teaching staff
• Check to establish the person's right to work in the United Kingdom.

 As a college, online searches of shortlisted candidates may be completed as part of pre-recruitment due diligence checks and shortlisted candidates are informed of this. A Google search will be carried out as part of pre-employment checks for staff offered employment at the college. In addition, candidates are required to complete a self-declaration & disclosure form during the interview process.

Under no circumstances will anyone in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity with a person under 18.

Staff working with under 18s should not place themselves, or their students and apprentices, in vulnerable situations. Consideration must always be given to both the environment and the staff member's own behaviour to minimise risk. Staff should avoid, where possible, lone working with a student

19. Organisations or individuals using the colleges

In the case of allegations relating to incidents occurring when an individual or organisation uses the college's premises. As with all safeguarding allegations, the college should follow their safeguarding policies and procedures

20. School Links Programme

If a student is enrolled in a school links program and is therefore on the school's roll, any safeguarding concerns must be reported to the designated safeguarding lead (DSL) for that school. In urgent cases, standard procedures should be followed, including calling 999, and then informing the school's DSL.

EKC Group staff will send an email outlining any emergency procedures, and this information will also be recorded on the College safeguarding Microsoft Teams site.

When a partnership with a school result in a student being classified as an EKC Group student but also receiving support from school staff on EKC Group premises, the school staff member must adhere to safeguarding processes in accordance with our policy. EKC staff will follow EKC safeguarding procedures, inform the school's DSL about any safeguarding matters, and ensure that the information is kept up to date.

21. Invacuation procedure:

EKC Group is committed to ensuring the safety and security of all individuals within our facilities. Our Invac procedure, an inward evacuation protocol, is designed to protect staff, students, and visitors during potential threats or emergencies. This procedure involves moving people to designated safe areas within the building, minimizing exposure to external dangers. The Invac protocol is part of our comprehensive emergency response plan, which includes clear communication channels, trained personnel, and regular drills to ensure preparedness and swift action in any situation.

22. Martyn's Law

Martyn's Law (The Terrorism (Protection of Premises) Act 2025) mandates that public premises and events enhance their preparedness for potential terrorist threats. This legislation requires venues to conduct regular risk assessments and implement appropriate security measures based on the number of individuals expected to be present. Smaller premises (200-799 individuals) must adopt simple, low-cost activities to reduce harm, such as locking doors and identifying safe routes. Larger premises (800+ individuals) must implement more comprehensive measures, including bag searches, CCTV monitoring, and vehicle checks.

As a college, we are committed to adhering to Martyn's Law by conducting thorough risk assessments, implementing appropriate security measures, and ensuring all staff and students are aware of emergency procedures. Our responsibility includes regular training sessions, maintaining secure access points, and collaborating with local authorities to enhance our preparedness. By fulfilling these obligations, we ensure our premises are better protected and ready to respond effectively in the event of an attack, safeguarding the well-being of all attendees.