

LAINE

THEATRE ARTS

Policies

SAFEGUARDING POLICY

1. INTRODUCTION

- 1.1. Laine Theatre Arts is committed to safeguarding and promoting the welfare of students and expects all staff, students, and visiting professionals to share this responsibility. Safeguarding is everyone's business.
- 1.2. This policy sets out the College's principles and approach to safeguarding. The College seeks to protect every student and pupil attending the College from harm, as well as the College's staff and partners who teach, supervise or support students on-site, online, or residentially. It outlines procedures for recognising, responding to, recording, and reporting issues of child and adult protection, including those relating to *Prevent*, which can be found in Appendix 3 at the rear of this policy.
- 1.3. This policy is approved by the Board of Directors, overseen by the Safeguarding Committee and the Senior Management Committee, and implemented by the Safeguarding Team. It is reviewed annually to ensure it remains adherent to regulatory requirements.
- 1.4. It is important to note that students under 18 are subject to different legislation and safeguarding procedures from those over the age of 18, even if living away from home.
- 1.5. The College recognises that it has a fundamental responsibility to provide an environment in which individuals of all ages, whether student or pupil, staff or visiting artist, contractor or visitor, may work, learn, and develop in a safe environment. This responsibility includes an ethical and moral duty to safeguard children and adults at risk at any time when they are engaging with our students and pupils, staff and visiting artists and other visitors in college-led activities, whether on or off our campus. This core value is at the

heart of our interaction with our wider community and acknowledges that in all our interactions with children and adults at risk their welfare is of paramount importance.

- 1.6. This policy goes beyond the College's basic legal obligations and seeks to reflect general safeguarding guidance and good practice relating to the higher education sector.

2. SAFEGUARDING CHILDREN AND ADULTS AT RISK

- 2.1. The College has a responsibility to provide a safe environment in which children and adults at risk can learn and develop. We understand that safeguarding and promoting the welfare of children and adults at risk is everyone's responsibility and we all have a role to play in protecting them in so far as we are reasonably able to do so within the context of a college environment and in relation to college-led activities.
- 2.2. *The Safeguarding Vulnerable Groups Act (2006)* requires the College to protect vulnerable individuals, including under 18s, who might be at risk of harm. This includes:
 - thorough background checks for staff working with vulnerable groups.
 - establishing lists of individuals deemed suitable to work with these groups.
 - promoting a culture of safeguarding within the College.
 - having robust policies and procedures in place to safeguard vulnerable individuals and groups.
- 2.3. *The Children Act (1989)* and *Protection of Freedoms Act (2012)* also relate to safeguarding vulnerable groups and our use of DBS checks as an appropriate safeguard.

3. EQUALITY, DIVERSITY, AND INCLUSION

- 3.1. **Equality, Diversity, and Inclusion Considerations**

The College is committed to fostering an environment where equality, diversity, and inclusion (EDI) are integral to the safeguarding policy. This section outlines the College's approach to ensuring that safeguarding measures are inclusive and considerate of the diverse needs of its community.

3.2. **Commitment to Equality, Diversity, and Inclusion**

The College recognises that safeguarding practices must be inclusive and respectful of the diverse backgrounds, characteristics and identities of all individuals. This commitment is embedded in the College's Universal Values Statement and Equality, Diversity and Inclusion (EDI) Policy and is reflected throughout its safeguarding policies and procedures. The EDI Committee provides oversight and support to ensure that the College's safeguarding approach remains inclusive, equitable and responsive to the needs of its diverse community.

3.3. **Key Principles**

- **Student Welfare and Wellbeing:** The College is committed to promoting the welfare, safety, and wellbeing of all students and ensuring that appropriate support is available to those affected by safeguarding concerns.
- **Non-Discrimination:** All safeguarding measures will be applied without discrimination on the basis of any protected characteristic as defined by the Equality Act 2010.
- **Inclusivity and Accessibility:** The College will ensure that safeguarding information, reporting mechanisms, training, and support services are accessible to all members of the College community, including those with disabilities or who require materials in alternative formats.
- **Cultural Sensitivity and Respect:** Safeguarding practices will be culturally sensitive and respectful, acknowledging and valuing the diverse backgrounds, identities, experiences, and beliefs of students, staff, apprentices, and volunteers.

- **Equity and Fair Treatment:** Safeguarding decisions and interventions will be fair, proportionate, evidence-based, and applied consistently, ensuring that no individual or group is unfairly targeted, disadvantaged, or excluded.
- **Person-Centred Approach:** Safeguarding concerns will be addressed in a manner that is person-centred, taking account of the individual's views, wishes, circumstances, and support needs wherever possible.
- **Intersectionality:** The College recognises that individuals may experience multiple and overlapping forms of disadvantage, discrimination, or vulnerability. Safeguarding responses will take account of how a person's circumstances and identities may affect their experiences and support needs.
- **Timely and Appropriate Action:** All safeguarding concerns will be taken seriously and responded to promptly, proportionately, and in accordance with the College's safeguarding procedures.
- **Partnership and Information Sharing:** The College will work collaboratively with students, staff, parents or carers where appropriate, external agencies, and relevant professionals to promote the safety and wellbeing of individuals, sharing information lawfully and in accordance with data protection requirements.
- **Safeguarding Students in Training:** Consideration will be given to the needs of students in balancing the requirements of their training and threshold standards with an understanding of the challenges they may be facing as a result of a safeguarding situation. Reasonable adjustments and appropriate support will be provided where possible and appropriate.

3.4. **Practical Measures**

- **Accessible Reporting Mechanisms:** The College will provide clearly communicated routes for raising safeguarding concerns, ensuring accessibility for all members of the College community, including those with disabilities or additional communication needs.

- **Safeguarding Training:** Staff, students, and creative practitioners will receive safeguarding training appropriate to their role, which will include awareness of equality, diversity, and inclusion considerations in identifying and responding to concerns.
- **Support and Referral Pathways:** The College will ensure that individuals affected by safeguarding concerns are signposted or referred to appropriate internal or external support services, with consideration given to individual needs and circumstances.
- **Monitoring and Review:** The College will monitor safeguarding concerns and outcomes to identify trends, ensure fair and consistent practice, and support continuous improvement. Findings are reported through an annual Safeguarding and Prevent Report and through governance structures, including oversight by the Safeguarding and Prevent Committee, the Senior Management Committee, and the Board of Directors.

3.5. **Responsibilities**

- **College Leadership:** The Academic Director as the Executive Safeguarding Lead, as well as other senior leaders, will champion EDI within safeguarding practices and ensure that policies are implemented consistently.
- **Principal Safeguarding Officers (PSO's):** PSO's will receive specific EDI training to better understand and address the diverse needs of those they support.
- **Individual Members of the College Community:** All members are responsible for treating others with respect and ensuring their actions and behaviours contribute to a safe and inclusive environment.

4. PURPOSE

4.1. The purpose of this Safeguarding Policy and its associated guidance documents is to set out the College's responsibilities and procedures. It outlines how we will:

- Provide a safe and supportive environment for our students and pupils, staff and visiting artists, and other visitors in the course of our work and College-led activities.
- Provide a safe and supportive environment for children and adults at risk who engage with our students and pupils, staff and visiting artists, and other visitors in the course of our work and College-led activities.
- Ensure that our students and pupils, staff and visiting artists, and other visitors engaging with children and adults at risk receive relevant safeguarding training and understand their role and responsibilities.
- Ensure that there is a clear reporting and escalation route should students, staff, or visiting artists become aware of a safeguarding concern.

4.2. The College does not act in loco parentis (in place of a parent) for any student or staff member; however, in legal terms, we recognise the duty to safeguard the welfare of children and adults at risk, as defined in the Safeguarding Vulnerable Groups Act 2006. The College recognises that some adults may have an appointed representative e.g. mental health advocate, legal/enduring power of attorney.

5. SCOPE

5.1. This Policy applies to all current and prospective students and pupils, staff, directors, visiting industry practitioners and other visitors, and contractors engaging in College-led activity whether on the Laine Theatre Arts campus in Epsom or at other locations, College-led activities our core activities of training, teaching and professional performing arts practice, as well as

College-led trips and social activities,, volunteering projects, or outreach and widening participation activities.

- 5.2. The policy provides guidance on our internal procedures but acknowledges that it may be appropriate in certain circumstances to report safeguarding concerns, including those related to Prevent, to a range of external agencies.
- 5.3. The College recognises that young people, particularly, can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. In the context of the College's Safeguarding approach, the risk of being drawn into extremist ideologies and radicalisation is considered to be a significant safeguarding concern which is of equal weight alongside other forms of abuse and mistreatment of children and adults at risk. A safeguarding concern of this nature would fall within the scope of this policy. For further information on the College's approach to meeting its Prevent Duty obligations, including the legal and regulatory framework, key principles, and governance arrangements, please refer to the College's Prevent Policy.
- 5.4. If a College-led activity is hosted by another organisation within its own facilities, the host organisation's Safeguarding and Prevent policies and related procedures will normally take precedence and the College's risk assessment of the facilities will include a review of the relevant Safeguarding and Prevent policies and procedures. Laine Theatre Arts staff and students engaging in such activities must also take note of, and act in accordance with, the College's Safeguarding and Prevent policies to the extent that this is possible in the particular circumstances.
- 5.5. The College's approach will be informed by statutory guidance and the six key principles of adult safeguarding in the Care Act 2014.

5.6. This policy does not cover:

- Relationships between staff and students, this is dealt with under the Staff and Students Personal Relationships Policy, which prohibit intimate or close personal relationships between staff and students.
- Sexual harassment or bullying in the workplace which is dealt with under the Sexual Misconduct Policy and Equality, Diversity and Inclusion Policy.

6. DEFINITIONS

6.1. For the purposes of this policy, the College defines:

- a child as an individual who is yet to reach their 18th birthday.
- a student as an individual who is registered with the College and studying on one of its full-time courses to gain a professional or academic qualification.
- a pupil as a child registered with the College and taking part-time classes offered by the Junior Department.
- An adult at risk is an individual aged 18 or over who may have a mental health condition, neurodivergence, disability, or illness, or who may lack the capacity to care for themselves and may therefore be at risk of neglect. This may also include individuals who are unable to protect themselves from the risk of significant harm, abuse, or exploitation, including the risk of radicalisation or being drawn into terrorism.

The College draws broadly on the principles of the Care Act 2014 act to inform its policy on safeguarding adults at risk. We will play our part to:

- Ensure that the rights of adults at risk are protected to enable them to live in safety, free from abuse and neglect.
- Ensure that the wellbeing of the vulnerable adult is promoted and that in deciding on any action to be taken we will take into account their views, wishes, feelings and beliefs, for example when considering whether to

refer concerns to statutory bodies or when seeking support from charitable organisations.

- We recognise, however, that adults at risk sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and may not fully appreciate potential risks to their safety or wellbeing and therefore it may not always be possible to fully defer to their wishes when seeking the best way forward.
- staff as anyone working for the College who encounters children or adults at risk, whether full-time, part-time, sessional, a visiting artist or consultant, or voluntary.
- visitors as any external individuals who are participating in College-led activities, including prospective students and their guests, visitors to the College, and attendees at performances on the College campus.
- regulated activity: Based on the Safeguarding Vulnerable Groups Act 2006 and amended by Protection of Freedoms Act 2012, an individual is undertaking regulated activity if any of the following are true:
 - They are responsible on a regular basis for teaching, training, instructing, caring for or supervising children and/or adults at risk.
 - They work in a role with opportunity for contact with children and/or adults at risk on a regular basis.
 - They engage in intimate or personal care or any overnight activity, even if this happens only once.
 - They provide healthcare directly or under the supervision or direction of a regulated healthcare professional.
- For reference 'regular' has been defined as at least 3 times within 30 days, or approximately once a week.
- work with children or adults at risk as all engagement with children and adults at risk whether in a professional capacity in connection with the work of the College, or in the course of other College-led activities supported by members of the College whether working in a paid or unpaid capacity.

- vulnerable as an individual whose individual circumstance, environment or behaviour indicates that there may be a risk to that person or another. Additional factors to vulnerability may include mental health, disability, age or illness. This includes victims, witnesses, or members of the public.
- harm as physical or psychological pain, caused by abuse. Abuse can take many forms and it occurs in every stratum of society and in almost any setting.

7. INTERACTION WITH THE SEXUAL MISCONDUCT POLICY

- 7.1. The College recognises that sexual misconduct, including sexual harassment, sexual violence, coercive behaviour, stalking, online sexual abuse and image-based abuse, may constitute safeguarding concerns requiring immediate protective and welfare responses.
- 7.2. Concerns involving sexual harassment, sexual violence, or other forms of sexual misconduct will normally be managed under the College's Sexual Misconduct Policy, which sets out the procedures for reporting, investigation, and disciplinary action. This includes clear processes for disclosure, support measures, and determining outcomes in line with principles of fairness, consistency, and trauma-informed practice.
- 7.3. Where concerns relating to sexual misconduct are identified, the College may undertake an appropriate safeguarding and risk assessment to determine whether interim measures or additional support are required.
- 7.4. Where an immediate or ongoing risk to a child or adult at risk is identified, this Safeguarding Policy will apply in parallel. In these circumstances, safeguarding actions will take precedence in relation to risk assessment, protective measures, and any necessary referrals to external agencies, including where there is a duty to act to prevent harm. The College may

implement precautionary safeguarding measures pending investigation outcomes where necessary to protect students, staff or the wider College community. Such measures are protective in nature and do not indicate that any finding has been made.

- 7.5. The Safeguarding Team and Sexual Misconduct processes will work collaboratively to ensure appropriate triage, coordinated support for those involved, and effective communication between relevant officers. Information will be shared on a strict need-to-know basis and in accordance with UK GDPR and confidentiality requirements, ensuring that both welfare and procedural fairness are maintained throughout.

8. INSTITUTIONAL DUTIES

- 8.1. The Laine Theatre Arts Board of Directors has overall responsibility for safeguarding and will appoint a member of the Board as its Safeguarding Lead who will work closely with the Executive Safeguarding Lead and represent the Board of Directors on the College's Safeguarding Committee.
- 8.2. The Academic Director (Executive Safeguarding Lead) will oversee policy development and implementation.
- 8.3. Laine Theatre Arts, at an executive leadership level, will actively engage with other partners including the police, Epsom and Ewell Council, the University of Portsmouth, Trinity College London, and Department for Education HE & FE Prevent Coordinators.
- 8.4. The College will make use of internal mechanisms to share information about Safeguarding across the institution including but not limited to the Virtual Learning Environment, the Student Guide, Staff Handbooks, notice boards and the website.

- 8.5. The College will ensure that directors and staff will be provided with appropriate and regular training, specific to their needs in accordance with statutory requirements.
- 8.6. The College will ensure that staff and students are made aware of the process for referring safeguarding concerns regarding individuals.
- 8.7. The College will ensure that all students receive Safeguarding awareness training during the annual induction process.
- 8.8. The College will work closely with elected student representatives on the Safeguarding Committee to develop, review and approve its Safeguarding Policy and other related policies and processes.

SAFEGUARDING STRUCTURE AND OVERSIGHT

- 8.9. The College maintains a robust operational structure to ensure effective oversight, coordination of support, and appropriate case management.
 - Student Support and Intervention Framework: Provides a structured approach for identifying, triaging, and responding to student wellbeing and support needs, including safeguarding concerns. The framework ensures that concerns are assessed at an early stage and directed to the most appropriate support pathway in a timely and proportionate manner.
 - Safeguarding and Risk Review Meetings: Held weekly, these meetings provide operational oversight of open safeguarding concerns and students identified through the Student Support and Intervention Framework. They coordinate ongoing support, monitor risk, and determine escalation actions where required.

8.10. The Academic Director serves as the Executive Safeguarding Lead, with responsibility for safeguarding policy development, oversight of governance and compliance, and ensuring the effective implementation of safeguarding arrangements across the College. The Vice-Principal & Director of Musical Theatre and the Head of Students serve as joint Principal Safeguarding Officers (PSOs) for students, with the Student Support Lead serving as the Deputy Principal Safeguarding Officer (DPSO), providing operational leadership for safeguarding student concerns. The Executive Director and Head of HR serve as the PSO and DPSO respectively for staff safeguarding matters.

8.11. The College's arrangements for governing and managing Safeguarding ensure that:

- The Safeguarding Policy and accompanying procedures, advice and guidance are fit for purpose and sufficient to ensure that College meets its statutory obligations and complies generally with good practice and where reasonably possible, with safeguarding guidance issued by relevant statutory bodies.
- All departments are aware of their duties under the Safeguarding Policy and receive appropriate advice and guidance.
- Appropriate safeguarding training is available for members of the College who work with children and adults at risk.
- Processes and procedures are in place for relevant recruitment checks and that these are conducted for relevant roles including but not limited to: DBS checks where lawfully permitted, Certificates of Good Conduct, Teacher Prohibition Orders, safeguarding aspects of Fitness to Practise procedures, and that any issues arising from these checks are resolved before engagement with children or adults at risk commences.
- Routes to report or escalate safeguarding concerns are clearly signposted, accessible, and appropriately monitored.

- Reported safeguarding concerns are reviewed, specialist guidance sought, and appropriate action taken to escalate to the relevant external agency within statutory time frames.
- Referrals are made as appropriate to Ofsted, the Local Authority Designated Officer (LADO), the Multi Agency Safeguarding Hub (MASH) and / or Local Authority Children's or Adults Safeguarding Board, Channel (for Prevent concerns) and the College's awarding institutions as appropriate.
- Records of concerns about students, even when there is no need for immediate referral, are kept securely on the Child Protection Online Management System (CPOMS) in line with the College's Data Protection Policy.

8.12. Individual members of the College community will:

- Ensure that children and adults at risk are treated with respect and supported whenever they engage in College-led activity.
- Undertake appropriate safeguarding training before engaging in any College-led activity involving children or adults at risk.
- Ensure that they are aware of their responsibilities to safeguard children and adults at risk whether they are acting as a paid member of College staff or supporting College-led activity in an unpaid capacity as a volunteer.
- Ensure that they are aware of how to report a safeguarding incident or concern for activities involving children or adults at risk.

9. INFORMATION SHARING AND CONFIDENTIALITY

9.1. The College recognises that all matters relating to the protection of children and adults at risk are confidential and it is fully aware of the obligations that the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) place on organisations and individuals to process personal

information fairly and lawfully to keep the information they hold safe and secure.

9.2. The Data Protection Act 2018 and GDPR do not prevent or limit the sharing of information for the purpose of keeping children and adults at risk safe. Fears about sharing information must not be allowed to stand in the way of the need to promote welfare and protect the safety of children and adults at risk. Confidential information, however, must only be shared on a strictly need-to-know basis. If there is any doubt as to the extent of 'need to know' guidance must be sought from the Executive Safeguarding Lead.

9.3. All staff will have due regard to the relevant data protection principles that allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:

- Being confident of the processing conditions that allow them to store and share information for safeguarding purposes, including information, that is sensitive and personal and should be treated as 'special category personal data.
- Understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent when there is good reason to do so, and the sharing of information will enhance the safeguarding of the child or adult at risk promptly, but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would put the child or adult at risk at risk.
- Wherever possible, safeguarding leads will follow the principles of the GDPR, however, this should not be a barrier to the effective and timely communication of information related to safeguarding.

- All staff will be aware that they cannot promise a child or adult at risk to keep secrets that might compromise their safety or well-being.

10. GUIDANCE

- 10.1. This policy sets out the overarching framework and principles governing the College's approach to safeguarding children and adults at risk. Supporting documents provide further detailed guidance, including Appendix 3, which outlines how to recognise and respond to safeguarding concerns, and Appendix 4, which provides specific guidance on Prevent-related concerns.

11. MONITORING COMPLIANCE

- 11.1. The Laine Theatre Arts Board of Directors has overall responsibility for the Safeguarding and delegates day-to-day implementation of the Safeguarding Policy to the Senior Management Committee which in turn is supported by the Safeguarding Committee.
- 11.2. The Board of Directors monitors Safeguarding compliance through consideration of the minutes of the Senior Management Committee and through consideration of an annual Safeguarding and Prevent Report on the recommendation of the Senior Management Committee.
- 11.3. The Academic Director (Executive Safeguarding Lead) is responsible for reporting any significant safeguarding incidents to the Board of Directors. The threshold for reporting individual incidents will normally be whether the incident has required a referral either to or from the Local Authority Designated Officer (LADO) or Adult Social Services.

12. POLICY REVIEW

- 12.1. The Safeguarding Policy is reviewed annually by the Senior Management Committee and is approved by the Board of Directors. The policy will also be subject to approval by the University of Portsmouth, the College's awarding body for its degree-level provision.

APPENDIX 1

KEY SAFEGUARDING/PREVENT CONTACTS

POSITION	ROLE-HOLDER	CONTACT DETAILS	CONTACT HOURS
BOARD OF DIRECTORS SAFEGUARDING LEAD	Professor Mark Hunt, Chair Laine Theatre Arts Limited Board	markhunt@laine-theatre-arts.ac.uk	09:00-16:15
EXECUTIVE SAFEGUARDING LEAD	Rebecca Elliott-Moore, Academic Director	beckyelliottmoore@laine-theatre-arts.co.uk	09:00-16:15
PRINCIPAL SAFEGUARDING OFFICERS FOR STUDENTS	Sally O'Brien, Vice-Principal & Director of Musical Theatre Andrew Lowde, Head of Students	sallyo'brien@laine-theatre-arts.co.uk andrealowde@laine-theatre-arts.co.uk	09:00-16:15 09:00-16:15
DEPUTY PRINCIPAL SAFEGUARDING OFFICER FOR STUDENTS	Ellie Johnson, Student Support Lead	elliejohnson@laine-theatre-arts.co.uk	09:00-16:15
PRINCIPAL SAFEGUARDING OFFICER FOR STAFF	Harry Hughes, Executive Director	harryhughes@laine-theatre-arts.co.uk	09:00-16:15
DEPUTY PRINCIPAL SAFEGUARDING OFFICER FOR STAFF	Caroline Cooper, Head of HR	carolinecooper@laine-theatre-arts.co.uk	09:00-16:00

APPENDIX 2

LAINÉ THEATRE ARTS SAFEGUARDING STRUCTURE

SENIOR MANAGEMENT COMMITTEE

1. Principal and Artistic Director **CHAIR**
2. Executive Director **DEPUTY CHAIR**
3. Vice Principal and Director of Dance
4. Vice Principal and Director of Musical Theatre
5. Director of Finance
6. Academic Director
7. Director of Courses
8. Director of Performance
9. Head of Operations
10. Head of Students

SAFEGUARDING COMMITTEE

1. Executive Safeguarding Lead **CHAIR**
2. Principal Safeguarding Officer - Staff **DEPUTY CHAIR**
3. Principal Safeguarding Officer - Students
4. Board of Directors Safeguarding Lead
5. Head of Students
6. VP and Director of Dance
7. Director of Courses
8. Student Support Lead
9. One student rep from each full-time course
10. One Head of Department

APPENDIX 3

SAFEGUARDING SUPPORT GUIDE

Recognising a Concern | Reporting a Concern

This guide is designed to support anyone in the college community who is worried about the safety or wellbeing of a child, young person, or adult at risk.

Safeguarding is everyone's responsibility.

Recognising a Safeguarding Concern

Safeguarding means protecting people's health, wellbeing, and rights — especially those who may be vulnerable due to age, disability, care needs, or other factors. Abuse and neglect can happen in any setting and can affect anyone.

If something feels wrong, seems unsafe, or causes concern — it's always worth raising.

Signs to Look Out For:

Children & Young People (Under 18)

- **Physical Abuse** – Hitting, shaking, burning, poisoning
Signs: unexplained injuries, fear, flinching
- **Emotional Abuse** – Constant criticism, humiliation, isolation
Signs: anxiety, withdrawal, low self-esteem
- **Sexual Abuse or Exploitation** – Any sexual contact or grooming
Signs: secrecy, inappropriate sexual knowledge, sudden gifts
- **Neglect** – Failure to meet basic needs
Signs: malnutrition, poor hygiene, tiredness, missed education

Bullying (including online) – Repeated verbal or physical abuse

Signs: reluctance to attend, injuries, distress, isolation

Adults at Risk

- **Physical Abuse** – Hitting, misuse of medication, restraint
- **Emotional Abuse** – Threats, verbal abuse, controlling behaviour
- **Sexual Abuse** – Unwanted contact or coercion

- **Financial Abuse** – Theft, scams, pressure over money or belongings
- **Neglect** – Not receiving proper care, support, or supervision
- **Domestic Abuse** – Abuse from a partner or family member
- **Discriminatory Abuse** – Abuse based on protected characteristics
- **Self-Neglect** – Not caring for oneself in a way that causes harm
- **Modern Slavery** – Forced labour, trafficking, exploitation
- **Institutional Abuse** – Abuse in care or organisational settings

Peer-on-Peer / Child-on-Child Abuse

Abuse can also occur between young people, regardless of age or gender.

This includes:

- Physical or sexual assault
- Sexual harassment or coercion
- Bullying (in person or online)
- Controlling teenage relationships
- Gang-related exploitation or grooming

These behaviours may involve power imbalances, coercion, or manipulation — and should always be treated seriously.

Reporting a Safeguarding Concern

If you are concerned about someone's safety — or your own — you do not need to investigate. Your role is to **recognise, record, and report**.

If Someone Is in Immediate Danger:

- **Call 999** (Emergency Services)
- Ensure the person is safe if you can
- Remain calm and offer reassurance
- Do not promise confidentiality

If You Are Worried (But It's Not an Emergency):

1. Speak to the Safeguarding Team

- Report your concern directly to a **Principal Safeguarding Officer (PSO)** or **Deputy Principal Safeguarding Officer (DPSO)**
- If you're unsure who they are, ask any staff member to help you make contact

2. If someone discloses a concern to you:

- **Listen calmly and without interruption**
- **Do not promise confidentiality** – explain that you have a duty to report it
- **Reassure them** – they've done the right thing
- **Record what they say** as soon as possible, using their exact words
- **Report it immediately** to the PSO or DPSO, or via CPOMS (if staff)

3. If you're not sure whether to report it or not:

- It's still important to speak to the PSO or DPSO
- You won't get into trouble for raising a concern — even if it turns out to be unfounded

Additional Sources of Help:

- **NSPCC (for children and young people):** 0808 800 5000
- **Childline (under 19s):** 0800 1111 | [childline.org.uk](https://www.childline.org.uk)
- **Samaritans (mental health support):** 116 123
- **Hourglass (adult abuse):** 0808 808 8141
- **Police (non-emergency):** 101

Remember

You don't have to be certain.

You just need to be concerned.

Speak to the Principal Safeguarding Officer or Deputy Principal Safeguarding Officer

Your action could help protect someone from harm.

APPENDIX 4

REPORTING A PREVENT CONCERN

Recognising Risk | Responding Early | Promoting Resilience

The following guidelines are taken from the Act Early guidance on prevention of radicalisation.

For more information visit Act Early: <https://actearly.uk/>

WHAT IS PREVENT?

Prevent is part of the UK government's strategy to stop people from being drawn into terrorism or extremist ideologies. It focuses on early intervention and support.

There are many factors that may indicate concern. These can apply to any age, social class, religion, ethnicity, or educational background. More important than any single sign is your overall sense that something is not quite right. You may notice changes in behaviour or attitudes that appear to be increasing in intensity. These signs can sometimes be linked to other underlying issues that are not related to radicalisation. If you are concerned, trust your judgement and seek advice from the Safeguarding Team or other relevant support services.

WHAT TO LOOK FOR

There is no single route to radicalisation. However, there are certain behaviours you can watch out for that we often see when someone is being led down the path of extremism. These signs and vulnerabilities are not listed in any order of importance. Our experience shows that some of these behaviours and vulnerabilities can make a person more at risk of being exploited. Identifying them doesn't necessarily mean someone is being radicalised. There can be other explanations behind the behaviours you are seeing. If you are worried, then act early and reach out for help to discuss your concerns.

- Being influenced or controlled by a group
- An obsessive or angry desire for change or 'something to be done'

- Spending an increasing amount of time online and sharing extreme views on social media
- Personal crisis
- Need for identity, meaning and belonging
- Mental health issues
- Looking to blame others
- Desire for status, need to dominate

ACTING EARLY

If something does not feel right, it is important to act early and share your concern as promptly as possible so that appropriate support can be put in place.

PREVENT CONCERNS ARE SAFEGUARDING CONCERNS

Prevent-related concerns are treated as safeguarding concerns. Any concern relating to radicalisation or extremist ideologies must be reported through the College's safeguarding procedures, which are detailed above in Appendix 3 of this policy.

The Safeguarding Team will assess, record, and respond to Prevent concerns in line with the College's Safeguarding and Prevent policies and procedures.

This may involve the Safeguarding Team making a referral to Channel.

What is Channel?

Channel is part of the Prevent programme. It is a voluntary, confidential, early intervention programme that supports people who may be at risk of being drawn into terrorism.

Support offered through Channel is tailored to individual needs and may include education-based support, mental health services, mentoring, substance misuse support, or other specialist interventions delivered by trained professionals.

A referral to Channel may be made where there are concerns that an individual is vulnerable to being drawn into terrorism and would benefit from additional, coordinated support to address those vulnerabilities. Referrals are made to ensure the individual receives appropriate help at an early stage and to reduce the risk of harm.

The Channel panel brings together a range of agencies and professionals to agree and coordinate support in the same way as multi-agency approaches used for other safeguarding concerns, such as child exploitation or gang-related harm.

Participation in Channel is entirely voluntary and does not result in a criminal record. It is a supportive process designed to help individuals receive the right intervention at the right time.

Act Early Support Line

If you are concerned about someone and would like to seek independent guidance in the first instance, you can contact the ACT Early Support Line on 0800 011 3764. The service is confidential, available 24 hours a day, and staffed by specially trained officers who can listen to your concerns and provide advice.

Please note that ACT Early is an advisory service and contacting it does not replace or remove the need to escalate a safeguarding concern to the College's Safeguarding Team.

Final Reminder

Everyone at the College has a role in Prevent.

If you notice something that doesn't feel right, share your concern.

Your action could help protect someone from harm.

APPENDIX 5

OUR SAFEGUARDING PARTNERS

What is LADO?

- **LADO** stands for **Local Authority Designated Officer**. surreyscp.org.uk
- The role is statutory: every local authority in England has a LADO or team of LADOs. surreyscp.org.uk
- Main responsibilities include managing and overseeing allegations made against people working with children (or in contact with children through their work or as volunteers). surreyscp.org.uk
- In Surrey, the LADO can be contacted via Surrey County Council: phone 0300 123 1650 (option 3), or email LADO@surreycc.gov.uk. surreyscp.org.uk

How we work with LADO

The college work closely and effectively with their **LADO (Local Authority Designated Officer)** to ensure the **safeguarding of children and vulnerable adults**, particularly when there's an **allegation or concern about a member of staff or a volunteer**.

The college contact the LADO **within one working day** if there's an allegation that a staff member or volunteer has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm.
- Behaved in a way that raises concerns about their suitability to work with children (even if the behaviour happened outside of work).

This includes:

- Safeguarding concerns raised by students.
- Concerns raised via social media.
- Issues arising from outside college, if they might impact staff suitability.

What is MASH?

A **MASH** is a **central point of contact** where safeguarding concerns about children and vulnerable adults are **triaged and assessed** by professionals from **multiple agencies**. It enables **quick, coordinated, and informed decision-making**.

Typically, a MASH includes professionals from:

- Children's Social Care
- Police
- Education
- Health services
- Probation services
- Housing
- Early help services
- Domestic abuse support services

How we work with MASH

The college will refer a student to MASH **via the Designated Safeguarding Lead (DSL)** if:

- A child (under 18) or vulnerable adult is at **risk of significant harm**.
- There's a serious concern about **neglect, abuse, exploitation, or radicalisation**.
- You believe a **multi-agency** approach is needed to support a student.
- Early help isn't appropriate, or has failed, and statutory services are now needed.

What is the NSPCC?

The NSPCC is the **UK's leading children's charity** focused on **preventing abuse, protecting children, and supporting families**. It works to ensure that every child has a **safe and healthy childhood**.

It is a **charity**, not a statutory body, but it works closely with schools, social services, the police, and other agencies to support safeguarding.

NSPCC HELPLINES

- **Childline** (run by NSPCC) – for children and young people to talk confidentially
0800 1111 | childline.org.uk
- **NSPCC Helpline** – for adults, professionals, or anyone concerned about a child
0808 800 5000 | help@nspcc.org.uk | nspcc.org.uk

How we work with NSPCC

We work closely with our consultant from the NSPCC Tim Rogers

Tim Rogers works via an organisation called *Tim Rogers Consulting (TRC™)*. [Tim Rogers Consulting](#). His background includes having been a **Detective for**

Warwickshire Police, and he managed offender cases under the *Multi-Agency Public Protection Arrangements*. He has academic credentials related to child protection, including a **Forensic Psychology of Child Sex Offenders and Risk Management Postgraduate Certificate in the** from Ulan (University of Central Lancashire), and involvement with CEOP (Child Exploitation and Online Protection Centre) training/academies.

Tim Rogers is a consultant for the NSPCC, delivering training for them, and has developed and delivered training for our safeguarding team.

APPENDIX 6

ADDITIONAL SUPPORT SERVICES

PROTECTED CHARACTERISTICS AND SAFEGUARDING

Protected characteristics safeguarding refers to the legal duty under the **Equality Act 2010** to protect individuals from discrimination and harassment based on nine specific traits.

Safeguarding practices must ensure that people with any of these characteristics are treated fairly, with dignity and respect, and within an inclusive environment.

THE NINE PROTECTED CHARACTERISTICS

1. **Age** – Protection from discrimination based on age.
2. **Disability** – Protection against discrimination towards people with disabilities.
3. **Gender Reassignment** – Protection for individuals undergoing, or who have undergone, gender reassignment.
4. **Marriage and Civil Partnership** – Protection from discrimination related to marital or civil partnership status.
5. **Pregnancy and Maternity** – Protection for pregnant individuals and those on maternity leave.
6. **Race** – Includes protection based on colour, nationality, and ethnic or national origins.
7. **Religion or Belief** – Covers both religious beliefs and lack of belief.
8. **Sex** – Protection from discrimination based on being male or female.
9. **Sexual Orientation** – Protection based on sexual orientation.

WHY THIS IS IMPORTANT FOR SAFEGUARDING

- **Preventing Discrimination:** Safeguarding practices should actively prevent discrimination and harassment related to any of the protected characteristics.

- **Ensuring Equitable Treatment:** Everyone should receive fair treatment and have equal opportunities, regardless of their background or personal traits.
- **Promoting Inclusion:** Recognizing and protecting these characteristics helps create an inclusive environment where people feel safe, valued, and respected.
- **Legal Compliance:** Following the Equality Act 2010 is a legal requirement for all public bodies and organizations.

IN SUMMARY

Safeguarding in this context is about **protecting individuals' rights** and ensuring that no one is subjected to abuse, neglect, or unfair treatment because of who they are.

It is a cornerstone of **equality, respect, and inclusive practice** in all settings.

USEFUL SUPPORT CONTACTS

Below are the contact details for a range of **national and local organisations** that offer help, advice, and safeguarding support across different issues.

These services can provide guidance, protection, and practical assistance to anyone experiencing discrimination, abuse, neglect, or other safeguarding concerns.

UK SUPPORT & CRISIS HELPLINES

Service	Contact Information
Samaritans	☎ 116 123 24/7 confidential emotional support
Shout (text support)	Text 85258 — 24/7 support via text
CALM (Campaign Against Living Miserably)	0800 58 58 58 — 5 pm to midnight
Papyrus HOPELINEUK	0800 068 4141 — for under 35s
Emergency Services	If in immediate crisis, call 999 or go to A&E

LOCAL SUPPORT – EPSOM & SURREY

Safe Haven – Epsom

📍 *Brickfield Centre, Portland Place, Epsom KT17 1DL*

🕒 Open daily, 6 pm–11 pm (evenings, weekends & bank holidays)

- Drop-in crisis service provided by **Surrey and Borders Partnership NHS Foundation Trust**
- Virtual support available during opening hours
- Provides an alternative to A&E for mental health crises

Let's Talk Epsom (*St Barnabas Church, Temple Road, KT19 8HA*)

- Weekly depression self-help group
- Every Wednesday, 7:30–9:00 pm
- Contact: **Allen – 07817 471 656**

ADDITIONAL ORGANISATIONS & RESOURCES

Service	Contact / Website
The Wellbeing Therapy Hut	thewellbeingtherapyhut.co.uk
Mary Frances Trust	maryfrancestrust.org.uk
Anxiety UK	Helpline: 03444 775 774 • Text: 07537 416 905 • Email: support@anxiety.uk.org.uk
Calm Harm (self-harm reduction)	calmharm.stem4.org.uk
Recovery Warriors (eating/body image support)	recoverywarriors.com
Beat (B-EAT) (eating disorder support)	Helpline: 0808 801 0677
Stonewall (LGBTQ+ support)	stonewall.org.uk
BACP (find a counsellor)	bacp.co.uk
Black Minds Matter UK	blackmindsmatteruk.com
TransUnite (trans support groups)	transunite.co.uk
BAPAM (performing artists' wellbeing)	bapam.org.uk
NHS Sexual Health Services	nhs.uk
Talk to Frank (drugs & alcohol information)	 0300 123 6600 • Text 821111 • talktofrank.com

STUDENT SUPPORT

Service	Contact Information
College Counsellor (Jenny Mama)	Free emotional support for students Text 07956 466629 to book
Student Services	Additional Support: mailto:sallyhooper@laine-theatre-arts.co.uk elliejohnson@laine-theatre-arts.co.uk

LOCAL SAFEGUARDING CONTACTS (EPSOM & SURREY)

Service	Contact Information
Adult Safeguarding (abuse, neglect, risk)	0300 200 1005 — Surrey County Council adult safeguarding line
Adult Safeguarding (out of hours / emergency duty team)	01483 517 898 — Surrey County Council
Concerns for an Adult with Care/Support Needs	0300 470 9100 — surreysab.org.uk
Children's Services / Safeguarding Children (C-SPA)	0300 470 9100 — surreyscp.org.uk
Children's Services (out of hours / emergency)	01483 517 898 — Surrey County Council
Education / Schools Safeguarding (Surrey)	0300 470 9100 — Surrey County Council
Domestic Abuse (Surrey)	01483 776 822 — 9 am–9 pm, 7 days
Women's Support Centre (Surrey, Woking area)	01483 726 621 — connecttosupportsurrey.org.uk
Discrimination / Equality Advice (England-wide)	Equality Advisory Support Service (EASS): 0808 800 0082 — via Citizens Advice
Advocacy Support (Surrey)	POhWER: 0300 456 2370 — pohwer.net

KEY DATA

Version:	4
Approved by:	The Chair of Safeguarding & Prevent Committee has submitted version 4 of this policy. Approved by Senior Management Committee on 16 June 2026. Approved by the Board of Directors on 18th June 2026.
Review Interval:	1 Year
Last Review Date:	June 2026
Next Review Date:	May 2027