



Student Support Wellbeing & Safeguarding Policy



September 2024

To be reviewed in September 2025

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1 Student Support Wellbeing & Safeguarding Policy

1.01 Introduction

Safeguarding is about protecting vulnerable members of the Islamic College from the risk of harm. The Islamic College has a zero tolerance approach to any forms of potentially harmful behaviour.

The purpose of this Policy is to minimise the risk of harm vulnerable members of the Islamic College and to ensure that where the Islamic College's staff, students or visitors have concerns about the welfare of vulnerable members of the Islamic College, they know what to do about those concerns.

The Policy attempts to actively protect students or staff for dangers of infringing the Counter Terrorism and Security Act 2015 (and any other amendments to it thereof), This being based on the *government's [Prevent Duty Guidance](#) definition as "the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups"*)

This Policy has been approved by the Principal and Trustees of the Islamic College and is applicable to all members of staff and students as well as visitors to the College (where appropriate). The policy will be available on the Islamic College website accessible by both the student and staff.

All incidents of alleged misconduct concerning safeguarding will be taken seriously by the Islamic College and may lead to disciplinary action against those involved. Investigation of such issues will be undertaken initially by the Safeguarding Officer.

The Islamic College is primarily a Higher Education Institution and as such staff are not involved with children (i.e. those under the age of eighteen).

1.02 Relevant Legislation

The legislation relevant to this Policy includes the [Safeguarding Vulnerable Group Act 2006](#) ("[SVGA 2006](#)") which was subsequently amended by the Protection of Freedoms Act 2012. Other relevant legislation includes Data Protection Act 1998 and Prevent Duty under the Counter-Terrorism and Security Act 2015.

1.03 03 Definitions

There are various definitions used in this Policy as follows:

“Abuse” - definitions of the four categories of abuse can be found in Appendix 1.

“vulnerable members of the Islamic College” - means a person aged 18 or over whose ability to protect himself or herself from violence, abuse or neglect is significantly impaired through

physical or mental disability or illness, through old age or otherwise and to whom a “regulated activity relating to vulnerable adults” is provided.

“Islamic College Member or College Member” is used to describe anyone at the Islamic College who is engaged in working with vulnerable members of the Islamic College on the Islamic College’s behalf, whether as an employee, volunteer, apprentice or student.

1.04 Safeguarding Officer

All staff, students, and visitors at the Islamic College should be aware of the appropriate contact for reporting safeguarding concerns. The Islamic College has appointed a “Safeguarding Officer” who leads safeguarding efforts. The Safeguarding Officer is responsible for:

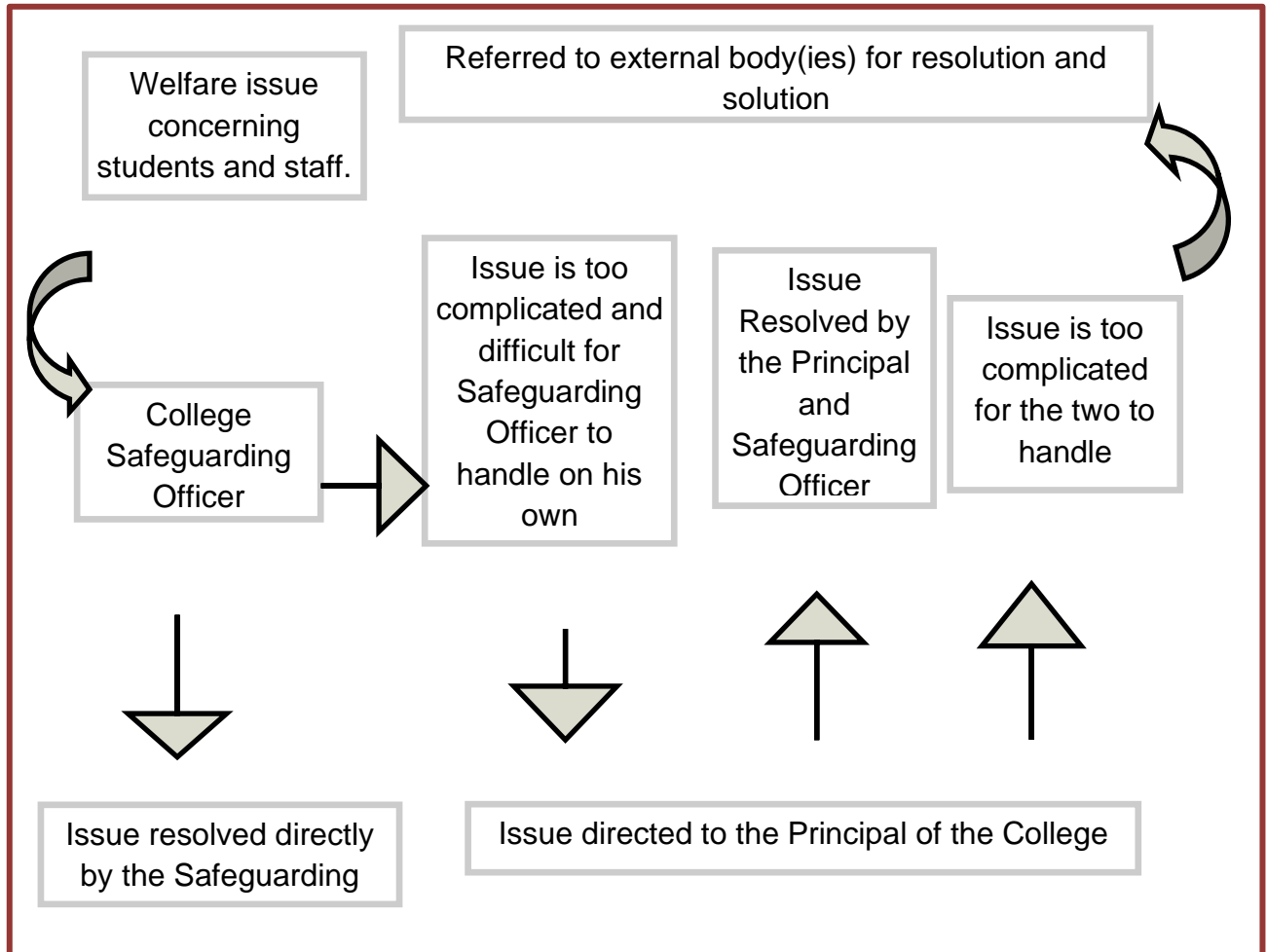
- a. Implementing and promoting this policy.
- b. Regularly reporting to the Principal as needed.
- c. Periodically updating the Principal on any issues related to this policy and confirming annually that the policy has been revised in accordance with changes in legislation and guidance concerning the safeguarding of vulnerable individuals at the College.
- d. Serving as the primary contact for safeguarding matters at the College.
- e. Providing information, advice, and coordinating training on safeguarding, in collaboration with Human Resources (HR).
- f. Referring concerns about vulnerable individuals potentially at risk of significant harm to local services and/or the Police.
- g. Establishing and maintaining relationships with local social care services and the Police.
- h. Ensuring concerns are properly logged and stored securely.
- i. Keeping confidential records of reported concerns and actions taken.

1.05 Main Elements

Main elements of the Safeguarding Officer’s functions are within the following main areas:

- a. Prevent and intercept
- b. Protect
- c. Support
- d. Record Keeping
- e. Monitoring

1.06 Dealing with issues



All concerns should initially be directed to the Safeguarding Officer, who is well-versed in the appropriate channels for addressing issues within the College.

If the matter is not serious and can be resolved at the Safeguarding Officer's level, they will make every effort to address and resolve the issue.

However, if the issue is more significant and cannot be resolved by the Safeguarding Officer alone, it will be escalated to the Principal. Together, the Safeguarding Officer and the Principal will assess the situation and work towards a solution.

In the event that the matter cannot be resolved by the Safeguarding Officer and Principal, external agencies will be contacted to provide the necessary support and assistance in addressing the issue.

1.07 Wider Roles and Responsibilities in Safeguarding

1.07.01 General

Overall responsibility for Safeguarding within the college is given to the Safeguarding Officer. He will ensure the effective delivery of safeguarding procedures take place within the College.

1.07.02 Key Safeguarding Responsibilities

- a) Trustees
- b) Principal
- c) Safeguarding Officer

Role: a) Trustees

- Ensure that effective safeguarding policies and practices are approved, implemented and monitored throughout the Islamic College.

Role: b) Principal (Acting Principal in absence of Principal)

- Ensure the college's Policy for Safeguarding vulnerable members of the Islamic College and associated procedures are in place and implemented to ensure the welfare of learners.
- Delegate operational responsibility and implementation of procedures to the Safeguarding Officer.
- Ensure that Islamic College has appropriate, effective applicable safeguarding policies and procedures in place.
- Support the Safeguarding Officer to evaluate the quality and impact of College's safeguarding activities, ensuring transparency and a learning culture across the organization in securing any improvements to safeguarding policies, procedures and practices.
- Support the Safeguarding Officer in the development and delivery of The Islamic College's safeguarding practice.
- Receive immediate notification of any changes affecting the policy or procedures and ensure the policy is reviewed and amended as appropriate.

Role: c) Safeguarding Officer

- Ensure that protection procedures for vulnerable members of the Islamic College are in place, are updated as appropriate and as advised and coordinate safeguarding practices across the college.
- Development and effective implementation of The Islamic College's Safeguarding Policy based on national guidance and recognised best practice.
- Ensure that the Principal is immediately advised of any major causes of safeguarding concern.
- Delivery of effective college governance arrangements for safeguarding, primarily in the form of regular, relevant and rigorous reports about the quality, consistency and effectiveness of safeguarding practice across all of college's operations.

- Appropriate resourcing of safeguarding support and training throughout the college.
- Establish appropriate risk management strategies in relation to vulnerable members of the Islamic College at risk throughout the college's services and activities.
- Oversee effective planning, delivery, management and monitoring of safeguarding within their area of responsibility and promote best practice throughout the college.
- Liaise with the Principal in dealing with allegations against members of staff, contractors and volunteers
- Act as an external contact person within the College, providing advice and support and ensuring that all staff (including temporary and volunteers and members of the Governing Body) are aware of their roles relating to student and staff safeguarding issues.
- Ensure staff are familiar with this Policy and Procedure and know how to recognise any concerns regarding abuse and radicalization.
- Ensure that full records are maintained about issues pertaining to safeguarding concerns.
- Ensure students are aware of the issues around safeguarding and Prevent, through enrichment and tutorial activities and know who to talk to if they have any concerns
- Arrange updates on safeguarding training for staff on an annual basis and induction training on students and staff protection for new staff
- Ensure that the relevant staff receive update training on a regular basis, at least annually.

1.08 Reporting concerns

The Islamic College expects all staff, students and contractors to be alert to any concerns about the welfare of vulnerable members of the Islamic College and to report any such concerns they may have, however apparently trivial, to a Safeguarding Officer. Staff, students and contractors are also expected to co-operate fully with any police or Social Service enquiries that may arise into an allegation of abuse. While individual members of the College have the right to report incidents direct to Social Services they should, where possible, consult first with the Islamic College Safeguarding Officer.

The person reporting a concern should make a full note of the facts that gave rise to their concern and notify the Islamic College Safeguarding Officer as soon as is practically possible. The Safeguarding Officer will complete an Incident Report Form.

The Safeguarding Officer will provide a copy of the Incident Report Form to the Principal and will also keep a record of all reported concerns for a period of up to six years

Concerns **must** be reported as soon as possible and where a vulnerable members of the Islamic College may be at immediate risk of harm or abuse, a Safeguarding Officer must be notified verbally straight away and an Incident Report Form completed as soon as reasonably possible thereafter.

If at any time, a member of staff or a student is unsure as to what action they should take, or how to handle a situation, they must seek advice from the Safeguarding Officer.

If the person who first becomes aware of the concern feels it inappropriate to involve a Safeguarding Officer, or disagrees with the view given by either party and is of the view that the

matter should be reported, s/he is entitled to notify the police or the local Safeguarding Board directly.

1.09 Reviewing policy

This policy will be monitored in line with The Islamic College's quality framework and audit requirements.

Systems will be established to reflect on and gain organizational learning from Safeguarding issues within the college. This learning will be shared as appropriate with the staff to highlight patterns or persistent incidents and actions required to prevent them happening in the future.

Staff understanding of this policy will be ensured through training and the delivery of awareness raising workshops. For new staff these will form part of their induction process. There will be refresher training to ensure that staff remain up to date and aware of best practice.

The policy will be subject to annual review.

1.10 Appendix 1

1.10.01 Definition of Abuse

Abuse

Abuse can take a number of forms. There are four categories and these are:

1.10.02 Physical abuse which may involve:

- beating;
- hitting;
- pushing;
- shaking;
- kicking;
- throwing;
- pinching;
- biting;
- choking;
- hair-pulling;
- burning with cigarettes, scalding water or other hot objects; or
- severe physical punishment.

1.10.03 Sexual abuse which may involve:

- Un-consented fondling, touching, kissing;
- violations of bodily privacy, such as forcing the vulnerable members of the Islamic College to undress or spying on them in the bathroom or toilet;
- using vulnerable members of the Islamic College in the production of pornography, such as a film or magazine or exposing vulnerable members of the Islamic College to pornography;

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- luring vulnerable members of the Islamic College for sexual liaisons, through the internet or by any other means; or
 - sexual exploitation such as using vulnerable members of the Islamic College to perform sex with others or sexual acts with other vulnerable members of the Islamic College, penetration, intercourse, incest, rape, oral sex.

1.10.04 Neglect which may involve:

- failing to provide adequate food or clothing;
- failing to protect vulnerable members of the Islamic College from physical and emotional harm or danger;
- failing to ensure adequate supervision, including using inadequate people to provide care;
- failing to ensure access to appropriate medical care or treatment; or
- being unresponsive to vulnerable members of the Islamic College's emotional needs.

1.10.05 Emotional abuse which may involve:

- ignoring;
- withdrawal of attention;
- rejection;
- threatening or frightening;
- belittling such as telling the vulnerable members of the Islamic College he or she is “no good”, “worthless”, “bad”, or “a mistake”;
- using extreme forms of punishment, such as confinement to a closet or dark room; or
- witnessing the physical abuse of others.

The above definitions, provided for guidance purposes only, indicate acts (or omissions) which may constitute abuse. They should not be considered exhaustive and if any member of The Islamic College staff, student or visitor to the Islamic College (where appropriate) has any concerns about vulnerable members of the Islamic College, they should raise these concerns with the appropriate individual in accordance with these procedures.

1.11 Appendix 2

1.11.01 Referral

The Islamic College's intention to implement the safeguarding & Prevent issues are not to challenge or re-shape the current relationship between staff and students, or between any other stakeholders who make up the College community. Its focus is to provide a clear line of direction in case staff members, students, or anyone else connected with The Islamic College has a serious concern that someone in the community.

When a concern is raised about an individual in line with the process following this paragraph, we will respond sensitively and appropriately, mindful of the fact that some of the factors which

may appear as signs of a person’s potential radicalisation might, in fact, be signs of the need of further support on the part of that individual.

1.12 Appendix 3

1.12.01 Training

Training will be arranged for the Safeguarding Officer, and other key staff member to ensure that they are aware of issues, policies and procedures.

The Safeguarding Officer, and all members of the Islamic College’s staff and students who work directly with the vulnerable members of the Islamic College shall undertake training available, to ensure that:

- a. they are made aware of this Policy and the procedures and protocols for promoting and safeguarding the welfare of vulnerable members of the Islamic College;
- b. they learn how to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/ concerns of possible abuse.
- c. they are familiar with, and should know whom to contact, to express concerns about the vulnerable member’s welfare, health and/or development; and
- d. training will be delivered to all new staff who work directly with vulnerable members of the Islamic College during their induction.

Safeguarding training is also directed to the awareness of Prevent compliance, which address Prevent duties concerns.

Source	<ul style="list-style-type: none">➤ Delivery of awareness raising training to library and IT colleagues to make them familiar with prevent compliance.➤ Awareness raising training delivered is all about updated code of conduct, reasons why and an explanation of how the policy was developed.
Details	<ul style="list-style-type: none">● Employees understand what Prevent compliance is and what material looks like.● Employees given guidance and confident in understanding how to share concerns through the appropriate processes if they do encounter this material.● Students understand the risks attached to in non-compliance of the Prevent duty.● Understand the dangers of accessing material online, which could lead to prevent concerns.● As students, they should understand the institutions duty and processes in these areas.● IT colleagues provided appropriate awareness about material online, which could infringe prevent duty compliance.
Action Owner	Safeguarding Officer
Deadline	By the end of each academic year
Progress	Safeguarding Officer monitor the activities of the prevent duties.
Status	Ongoing

1.13 Appendix 4

1.13.01 Reviewing policy

This policy will be monitored in line with The Islamic College's quality framework and audit requirements.

Systems will be established to reflect on and gain organizational learning from Safeguarding issues within the college. This learning will be shared as appropriate with the staff to highlight patterns or persistent incidents and actions required to prevent them happening in the future.

Staff understanding of this policy will be ensured through training and the delivery of awareness raising workshops. For new staff these will form part of their induction process. There will be refresher training to ensure that staff remain up to date and aware of best practice.

The policy will be subject to annual review. The review will be initiated by the Safeguarding Officer.

1.14 Appendix 5

1.14.01 Safeguarding Report Form

Safeguarding Report Form

DETAILS OF INDIVIDUAL	
Name of vulnerable members of the Islamic College:	
Date of Birth:	
Gender (M/F)	
DETAILS OF INCIDENT	
Time & Date of incident:	
Your account of what happen: <i>(Use extra page if required)</i>	
The vulnerable members of the Islamic College account of what happened: <i>(Use extra page if required)</i>	
Description of any visible injuries or bruising:	
Any other observations or information:	
Name & Contact details of any witnesses:	
Initial action taken:	
DETAILS OF PERSON COMPLETING THE FORM	
Signed:	
Name (Print):	
Position:	
Date:	
Contact Details:	