



Inspire
Education Group

SAFEGUARDING AND PREVENT FOR EMPLOYERS



Peterborough
College



Stamford
College



University Centre
Peterborough

WHAT IS SAFEGUARDING?

Inspire Education Group (IEG) is committed to safeguarding and promoting the welfare of all its students. As an education provider, the principles and outcomes of our work are based on individual respect, the promotion of human rights, and protection from all types of abuse and neglect, including radicalisation and extremism. Similarly, the employers we work alongside are also responsible for the students they employ. As an employer, it is important to understand what safeguarding means to you and your business and what to do if you suspect a student is subjected to or at risk of harm.

IEG acknowledges its statutory safeguarding responsibilities under the Education Act 2002, Care Act 2014, and associated legislation, notably Keeping Children Safe in Education. Furthermore, we are dedicated to fostering an inclusive workplace, complying with Equality, Diversity, and Inclusion (EDI) legislation, including the Worker Protection (Amendment of Equality Act 2010) Act 2023, which requires employers to take proactive steps against workplace sexual harassment.

DUTY OF CARE

We have a common law duty of care to ensure that the student is safe at all times. This does not just mean within the workplace but also means we must be able to identify and act on causes for concern outside of work where appropriate.



WHAT IS SAFEGUARDING?

Safeguarding means:

- Protection from abuse, neglect and maltreatment.
- Promotion of health and development.
- Ensuring safety and care.
- Ensuring optimum life chances and best outcomes.

Safeguarding is defined by the Children Act 1989 and means that organisations working with young or vulnerable adults must take all reasonable measures to ensure that the risks of harm to the individual's wellbeing are minimised.

WHAT IS PREVENT?

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In 2011, the government introduced the Prevent Strategy, part of the overall counter-terrorism strategy, CONTEST; this outlines objectives and measures to protect vulnerable people from being drawn into terrorist or extremist activity and from being exposed to radicalisation. Prevent is about safeguarding our communities from the threat of terrorism by stopping people from supporting it or becoming terrorists themselves. Radicalisation is the process by which a person comes to support terrorism and extremist ideologies.



PREVENT DUTY

Employers have a duty to prevent students and staff from being drawn into terrorism. This includes:

- Being aware of the signs of radicalisation, which may include:
 - Changes in behaviour or attitudes.
 - Expressing extremist views.
 - Increased isolation.
 - Use of extremist language.
- Providing training to staff on the Prevent Duty.
- Having a clear reporting process for concerns related to radicalisation.
- Working in partnership with the College and other agencies to safeguard students from extremism.
- Ensuring that Prevent-related activities do not stigmatise or discriminate against any particular group of students or staff.



EQUALITY, DIVERSITY AND INCLUSION (EDI)

Equality, Diversity, and Inclusion (EDI) are core principles that foster fairness, opportunity, and belonging for everyone.

- **Equality:** Ensures equal access and opportunity, preventing discrimination based on protected characteristics like gender, race, disability, and socioeconomic status
- **Diversity:** Recognises and values the unique differences individuals bring.
- **Inclusion:** Creates an environment where everyone feels respected, valued, and empowered to participate fully.

WHY EDI MATTERS

- **Creates a Safe and Respectful Environment:** Reduces harassment, discrimination, and bullying, fostering a sense of belonging.
- **Boosts Wellbeing, Engagement, and Productivity:** Employees feel valued, leading to increased motivation and performance.
- **Ensures Legal Compliance:** Fulfills obligations under the Equality Act 2010 and the Worker Protection Act 2023.
- **Promotes Fairness and Equity:** Mitigates bias and discrimination, guaranteeing fair treatment for all.
- **Attracts and Retains Top Talent:** Organisations with strong EDI practices are more desirable workplaces.
- **Enhances Customer Connection:** A diverse workforce better understands and serves a diverse customer base.
- **Strengthens Brand Reputation:** Demonstrates social responsibility and ethical values, enhancing organisational image.
- **Fosters a Welcoming Culture:** Creates a workplace where everyone feels valued and respected.



SAFEGUARDING CONCERNS

SAFEGUARDING CONCERNS MAY PRESENT AS:

- Significant changes in behaviour.
- Over-dependency on staff.
- Deterioration in work.
- Poor/over-attendance.
- Low self-esteem or withdrawal.
- Inappropriate behaviour including risk-taking.
- Aggressiveness, anger, anxiety.
- Drug and/or alcohol abuse.
- Being asked/leaving home.
- Harm to self or others.
- Bullying or discrimination (victim or perpetrator).
- Serious financial hardship.
- Emotional distress including mental health concerns.
- Fabricated or induced illness.
- Involvement in gangs and youth violence.
- Any indication of possible sexual harassment or violence

The presence of one or more of these factors does not necessarily mean that your student is being harmed. It could, however, alert you to a potential problem that there may be a serious cause for concern. Abuse can be:

- Emotional, physical, sexual, neglect, psychological or financial.
- Between students - peer-on-peer abuse.
- Discrimination, bullying and cyberbullying.

- Child Sexual Exploitation and Child Criminal Exploitation.
- Domestic violence and violence against women and girls.
- Female Genital Mutilation and Forced Marriage.
- Human trafficking and modern slavery.

KEY 'AT RISK' / VULNERABLE GROUPS:

- People with learning difficulties and or disabilities.
- Young offenders and other ex-offenders.
- Young carers, young parents.
- Those who have experienced the care system including care leavers.
- Homeless including temporary or insecure accommodation.
- Students with social-emotional and behavioural difficulties.
- Those experiencing challenges in the home including domestic violence, family members substance or family members in or out of prison.
- Those with addiction and substance misuse issues.
- Students who are isolated or have mental health issues.
- Having asylum-seeking or refugee status.
- Younger staff including apprentices and interns.

ONLINE SAFETY

Online safety is crucial. Employers should be aware of the following risks and take appropriate steps to mitigate them:

Cyberbullying: Students may experience bullying online, including through social media, messaging apps, or email.

Exposure to Inappropriate Content:

Students may accidentally or intentionally access harmful content online, such as pornography, violent material, or extremist propaganda.

Online Grooming: Predators may use online platforms to contact and groom young people.

EMPLOYERS CAN PROMOTE ONLINE SAFETY BY:

- Having clear policies on acceptable online behaviour.
- Providing training to students and staff on online safety risks.
- Monitoring online activity where appropriate (while respecting privacy).
- Implementing filtering and blocking software.
- Encouraging students to report any online safety concerns.



BULLYING, HARASSMENT AND SEXUAL VIOLENCE

There must be a culture of zero tolerance for incidents of bullying and harassment including misogyny, sexual violence or sexual harassment. This type of behaviour is never acceptable and will not be dismissed as 'banter', 'part of growing up' or 'just having a laugh'. Various forms of sexual violence and harassment can be considered peer-on-peer (or child-on-child) abuse and can occur in an otherwise consensual relationship.

It can occur online and offline both inside and outside of the workplace.

It is recognised that a student's progress and emotional wellbeing may be adversely affected if they are subjected to any form of bullying and or harassment. It is also important to recognise the negative impact that engaging in these behaviours or witnessing the bullying and/or harassment of others can have.

This type of unwanted conduct has the purpose or effect of violating the dignity of an individual or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Factors which may increase the risk of bullying, prejudice-related incidents or discrimination:

- Sexuality.
- Gender identity e.g. transgender.
- Black and Asian Minority Groups.
- Minority religions or other minority factors.

Three types of harassment are unlawful under the Equality Act 2010:

- Harassment related to a relevant protected characteristic
- Sexual harassment.
- Less favourable treatment of a student because they submit to or reject sexual harassment or harassment related to sex.

Peer-on-peer abuse occurs when a young person is exploited, bullied and or harmed by their peers who are the same or similar age. This can include:

- Bullying, including cyberbullying.
- Physical abuse such as hitting, kicking, shaking, biting, hair-pulling or otherwise causing physical harm.
- Sexual violence and sexual harassment.
- Initiating or hazing-type rituals.

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature'. This can include:

- Sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual 'jokes' or taunting.
- Physical behaviour, such as, deliberately brushing against someone, interfering with someone's clothes.

EXAMPLES OF BULLYING, HARASSMENT AND SEXUAL VIOLENCE:

- Displaying pictures, photos or drawings of a sexual nature.
- Upskirting – a criminal offence.
- Online sexual harassment.
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos. Taking and sharing nude photographs of U18s is a criminal offence.
- Sharing of unwanted explicit content.
- Sexualised online bullying.
- Unwanted sexual comments and messages, including, on social media.
- Sexual exploitation; coercion and threats.
- Coercing others into sharing images of themselves or performing acts they're not comfortable with online.

When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 which are:

- Rape.
- Assault by penetration.
- Sexual assault.
- Causing someone to engage in sexual activity without consent.

Misogyny is the hatred of, contempt for, or prejudice against women or girls. It manifests in various forms, including:

- Discriminatory behaviours and attitudes.
- Sexist language and jokes.
- Objectification and sexual harassment.
- The undermining of women's authority and contributions.
- Violence and threats of violence.

It's important to understand that misogyny can be both overt and subtle, and can be conscious or unconscious.

WHAT IS CONSENT?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom.

Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if they agree by choice to that penetration and has the freedom and capacity to make that choice.

A child under the age of 13 can never consent to any sexual activity. The age of consent is 16. Sexual intercourse without consent is rape.



WHAT SHOULD YOU DO AS AN EMPLOYER

Organisations working with young people or vulnerable adults must take all reasonable measures to minimise the risks of harm to their wellbeing. The following outlines the core responsibilities of employers and staff in creating a safe, inclusive, and respectful working environment.

CORE RESPONSIBILITIES:**Safeguarding and Prevent Duty:**

- Understanding and actively promoting the welfare of students and vulnerable adults.
- Adhering to statutory duties regarding the welfare of children and vulnerable adults, including preventing them from being drawn into terrorism.

Creating a Safe and Inclusive Environment:

- Providing a safe, supportive, and inclusive working environment for all individuals, both on and off-site.
- Fostering a culture of respect and zero tolerance for bullying, harassment, sexual violence, and misogyny.
- Taking reasonable steps to prevent sexual harassment and misogyny from other people at work and third parties.

Identifying and Reporting Concerns:

- Recognising and reporting any individual who is suffering, or likely to suffer, significant harm.
- Being familiar with and adhering to guidance and reporting arrangements for safeguarding concerns, including those related to discrimination, harassment, and misogyny.

Legal Compliance:

- Adhering to the Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023, specifically regarding the prevention of sexual harassment.

- Actively promoting Equality, Diversity, and Inclusion (EDI) within the workplace.

Safer Recruitment:

- Obtaining references for all staff working with students, including checks on their suitability.
- Conducting appropriate background checks, including Disclosure and Barring Service (DBS) checks (where legally required).
- Ensuring recruitment processes are fair, transparent, and designed to identify potential risks.

Staff Training and Awareness:

- Ensure all staff are aware of the steps to take to prevent sexual harassment and misogyny.
- Provide regular training on recognising and preventing misogyny, including unconscious bias.
- Providing training regarding EDI.

SPECIFIC ACTIONS FOR EMPLOYERS:**Employers must ensure that:**

- A designated member of staff is the key point of contact for students and vulnerable adults.
- All individuals feel the working environment is safe, welcoming, and equally respectful.
- Vulnerable individuals are involved in individual risk assessments and understand arrangements to keep them safe.

- Safe working practices are implemented and understood.
- Internet safety measures are understood and implemented.
- Individuals understand abuse, discrimination, bullying, harassment, and misogyny, and know what actions to take.
- Complaints about safety-related matters are tackled rapidly and effectively.
- All staff understand the reporting process, including anonymous reporting options.
- There is a clear policy on sexual harassment and misogyny that aligns with the Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023.
- Employers understand that they must not wait until sexual harassment or misogyny occurs to act.

Information Sharing:

Information sharing is vital for effective safeguarding. The College and employers will work together to share information about a student's safety and welfare on a need-to-know basis. This may include information about:

- Safeguarding concerns.
- Health needs.
- Special Educational Needs.

Information will only be shared with those who have a legitimate need to know and under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Parties should always seek to obtain consent from the student (where appropriate) before sharing information. However, in situations where a child's safety is at risk, information may be shared without consent.

For any concerns, employers need to:

Listen to the student carefully and reassure them that you are taking their concerns seriously. Explain that while you cannot promise complete confidentiality, you will only share information with those who need to know to ensure their safety and wellbeing.

You will always try to discuss who you need to share information with unless doing so would put the student at increased risk.

- Pass on any allegation of abuse about a member of staff and report this to the College key contact.
- Record and date all concerns using the student's own words as much as possible and pass them immediately to the relevant College contact.

Peterborough College:

Email: safeguarding.pbo@ieg.ac.uk

Call: 07740456720

Stamford College:

Email: safeguarding.smd@ieg.ac.uk

Call: 07810161010

The College will then take advice from our own internal Safeguarding team and will advise on the best course of action. Any serious cases of harm should be reported to the Police or Social Services. Our Safeguarding team can help give guidance on how to report an issue.

ACCIDENTS AND INCIDENTS

The safety and wellbeing of our students and Apprentices during their work experience or Apprenticeship placements is paramount. Therefore, it is crucial to report any accidents or incidents that occur promptly and accurately. Please report any accidents or incidents involving a student or an Apprentice as soon as possible to:

Peterborough College:

work.experience.pbo@ieg.ac.uk or

apprenticeships.smd@ieg.ac.uk

Stamford College:

work.experience.smd@ieg.ac.uk or

apprenticeships.smd@ieg.ac.uk

PROFESSIONAL BOUNDARIES

All employers must protect themselves from allegations of abuse and build positive relationships with our students. Always remember that these relationships are professional and that employers should protect themselves as well as our students.

MAINTAINING PROFESSIONAL BOUNDARIES WITH STUDENTS

- **Vulnerable Situations:** Avoid being alone with a student in secluded areas, especially outside work hours. One-on-one meetings should ideally be visible to others, consider having another staff member present or nearby. Document any sensitive discussions (performance, personal challenges) with date, time, and location.
- **Professional Interactions:** Keep interactions work-related and avoid personal discussions. Treat all students with respect, and expect the same in return. Model professional behaviour in your interactions with students and staff. Avoid any behaviour that could be perceived as patronising, demeaning, or discriminatory. Never engage in sexual relationships with students.
- **No Personal Information:** Do not share personal contact details (phone, email, social media) with students. Communicate only through official channels. Do not accept friend requests from students on personal social media accounts.

- **Social Media:** The social media policy explicitly states that online sexual harassment, bullying, and any other form of inappropriate online behaviour will not be tolerated. Staff should be aware that their online conduct, even on personal accounts, can reflect on the company and may have implications for their employment. Students should also be made aware of appropriate online behaviour and how to report any concerns.
- **No Gifts/Favours:** Avoid giving or receiving gifts or favours, except for small tokens of appreciation.
- **Limited Physical Contact:** Avoid physical contact unless necessary for first aid or emergencies. Keep any contact appropriate and proportionate. Even seemingly innocent physical contact (for example, a pat on the back) can be misinterpreted and should be avoided.

By following these guidelines, employers can create a safer and more professional environment for students on work placement or apprentices, while also protecting themselves from potential allegations.

CONCERN	AGENCY	NUMBER
Forced Marriage	Choice	0800 5999 247
Suicidal Thoughts	Samaritans	116 123
Suicidal Thoughts	Lifeline	0808 808 2121
Suicidal Thoughts	Papyrus	0800 0684141
Suicidal Thoughts	CALM (for men)	0800 585858
Mental Health Support	CPFT Service	0300 3000055
(Cambridgeshire and Peterborough)	0300 3000055	0800 0013441
Mental Health Support	LPFT Service (Lincs)	0800 001 4331
Mental Health Crisis	NHS 111	Option 2
Rape and Sexual Assault	The Elms SARC	0330 223 0099
Rape and Sexual Assault	Lincolnshire Rape Crisis	0800 3345500
Abused Females	Women's Aid	01733 894455
Housing Referral	City Council	01733 864064
In Care Team	Locate	0300 5555 860
Domestic/Sexual Abuse	SASP (Peterborough)	01733 894964
Domestic Abuse	EDAN (Lincs)	01522 510041
Sexual Health	iCash (Cambridgeshire and Peterborough)	0300 3003030
Sexual Health	LiSH (Lincolnshire)	01522 309 309
Self-Referral for Abortion	BPAS	03457 304030
Bereavement	Cruse	0808 8081677
Bereavement (suicide)	Amparo	0330 088 9255
Welfare concerns (18+)	Adult Social Care (Peterborough)	01733 747474
Welfare/Abuse (up to 18)	Children's Social Care (Peterborough)	01733 864180
Welfare/Abuse (up to 18)	Children's Social Care (Cambs)	0345 0455203
Welfare/Abuse (up to 18)	Children's Social Care (Lincs)	01522 782111
Drugs and Alcohol	Lincolnshire Recovery Partnership (Turning Point- Horizon)	01522 305518
Drugs and Alcohol	Aspire (CGL) (Peterborough)	01733 895624
Housing Referral	Lincolnshire Youth Housing Support	01522 873212
Housing Referral	Shelter (Peterborough)	0808 800 4444
Police Non-Emergency		101
Wellbeing and Support	How Are You (HAY) www.haypeterborough.co.uk/support	





**OUR VISION IS TO BE
AN EXCEPTIONAL
LEARNING ORGANISATION,
EMPOWERING YOUR FUTURE.**

**OUR MISSION IS TO
TRANSFORM LIVES THROUGH
INSPIRATIONAL AND
INNOVATIVE TRAINING.**





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