

# AN EMPLOYER'S GUIDE TO SAFEGUARDING

Information and Reporting  
Procedures for Employers

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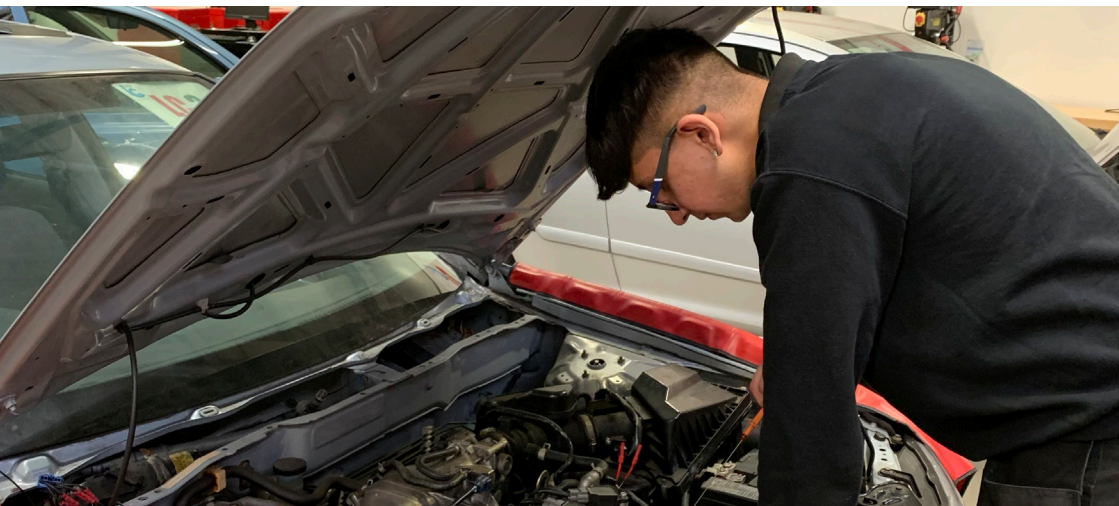
# Introduction

**Work-based employers/ placement providers have a duty to safeguard and protect people under common law whilst in the workplace. This means that employers need to take steps to ensure young people and vulnerable adults are always safe while on their premises and under their care.**

Leicester College is committed to safeguarding and providing a safe environment to protect the welfare of all students, including young people (aged 16-18) and adults (age 19+) categorised as “vulnerable”.

This is viewed as a collective responsibility involving the College and work-based learning employers (i.e., apprenticeships and work placement) or any other external partners hosting students and is achieved in many diverse ways, including:

- obtaining Disclosure and Barring Service (DBS) checks and other relevant pre-employment checks on all staff and volunteers
- obtaining DBS checks for students who will be working with children or vulnerable adults as part of their course
- organising student health and safety risk assessments where applicable to ensure appropriate measures, policies and resources are in place
- ongoing staff and employer training (safeguarding and Prevent etc.)
- operating a College wide Safeguarding Team that are easily contactable
- developing a clear process for reporting cases of suspected abuse and taking bullying and harassment extremely seriously.



# Safeguarding definition

**Safeguarding is a legal obligation as outlined by the Children's Act 1989 and is compulsory for all organisations working with young people or vulnerable adults to reduce risk of harm.**

The definition of "vulnerable adult" (Care Act 2014) is a person *"Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation. "This definition of an adult covers all people over 18 years of age."*

## Types of harm

Safeguarding applies to all types of harm that an individual may experience. The five main types of harm are identified as: Physical; Emotional; Psychological Neglect; Sexual Abuse or Exploitation; Cyber and Financial Bullying and Radicalisation.

These forms of harm may each manifest visible signs which are distinctively noticeable. These can include:

- showing a wariness or distrust of adults
- regular or recurring injuries
- an inconsistent explanation of injuries
- low self-esteem
- aggressive or demanding behaviour
- abuse of drugs or alcohol; suicidal feelings
- self-harm or attempts at suicide
- difficulty concentrating or focusing
- acting withdrawn or uncommunicative
- a reluctance to go home.

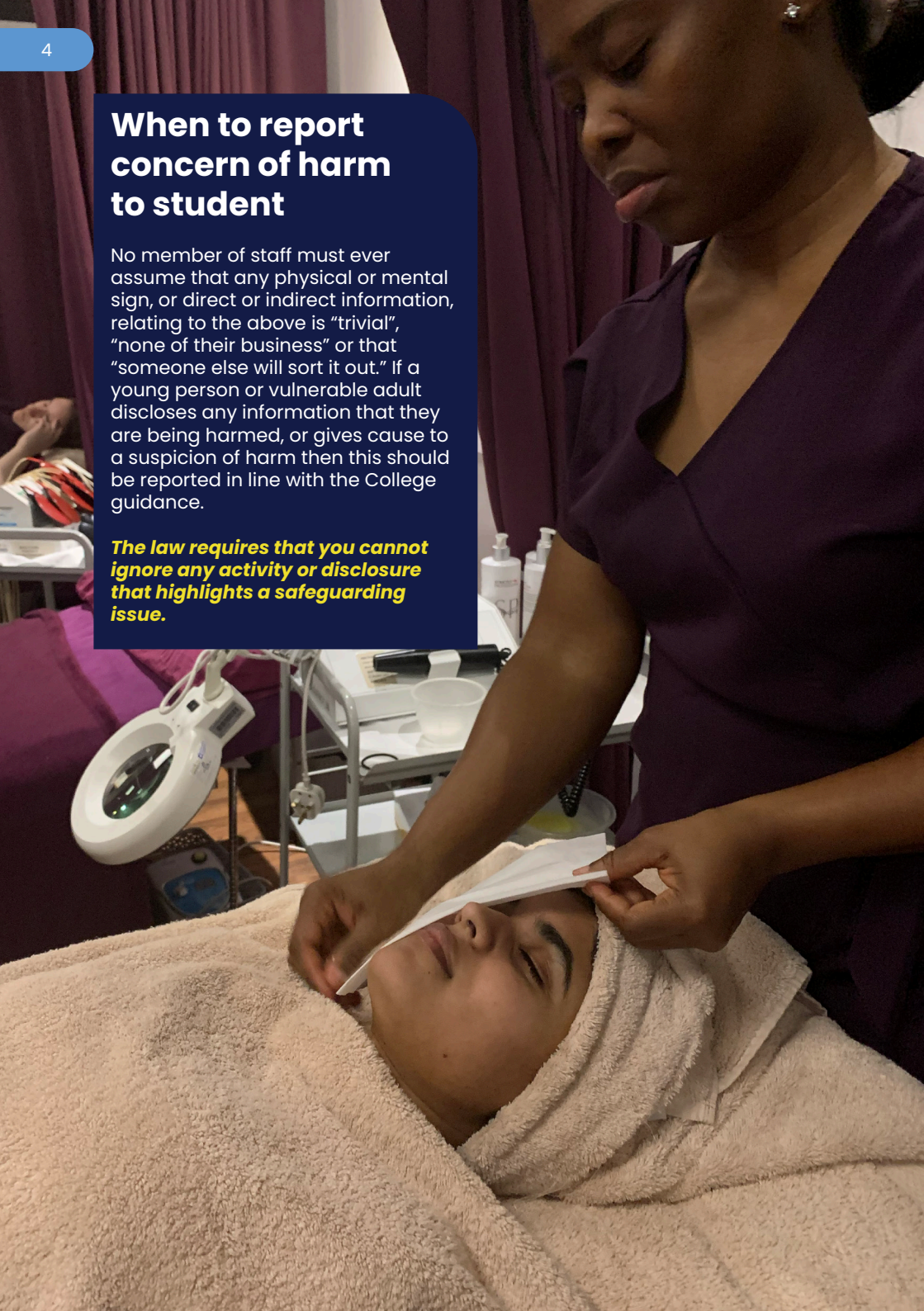
*The presence of one (or multiple) signs is not in itself proof that a student is being harmed or at risk of harm but should raise concerns and be acted upon. Ignoring any signs of harm can allow a situation to escalate and worsen.*



## When to report concern of harm to student

No member of staff must ever assume that any physical or mental sign, or direct or indirect information, relating to the above is "trivial", "none of their business" or that "someone else will sort it out." If a young person or vulnerable adult discloses any information that they are being harmed, or gives cause to a suspicion of harm then this should be reported in line with the College guidance.

***The law requires that you cannot ignore any activity or disclosure that highlights a safeguarding issue.***



# Roles and responsibilities of employers and their employees

**A key responsibility is that all employees in a workplace (used for placement or an apprenticeship) must be familiar with the safeguarding guidance and procedures of Leicester College. For example, how and to whom incidents of harm or suspected harm must be reported as detailed in this guidance.**

The following roles outline the key responsibilities for reporting safeguarding concerns:

- An employer should assign a specific and competent person to assume the designated responsibility for reporting any safeguarding issues i.e., this person could be a placement/work-based supervisor or manager or HR staff member.
- The employer's Designated Person receives information from any other staff member that may suggest a safeguarding concern. The staff member reporting the issue must not investigate or deal with personally. The employer's Designated Person must contact a Leicester College Designated Person (Work Placement Coordinator or Safeguarding Team) immediately to report the concern. The Employer should never promise confidentiality to the young person or vulnerable adult and should advise them that they will be sharing their concerns with the College.
- A Leicester College Designated Person will take the appropriate action and involve any third-party organisations deemed necessary. All serious cases will be reported to the Police or Social Services, who will log the report and make further investigations. These may involve direct contact with the employer. A Leicester College Designated Person will keep the employer informed of any developments.

*Any information received by a member of staff, no matter how small or insignificant it may seem, must be regarded as the highest priority, and referred to your College Designated Person as soon as possible.*

**Remember, the main priority is to keep students safe from any harm**

## How to interact with a person who discloses information

If you are an employee (not a Designated Person) and a person discloses harm, you must do the following:

- Listen non-judgementally and stay calm.
- Ask open-ended (seeking detail) rather than closed (requiring a “yes” or “no”) questions but do so for clarification only – it is not your role to investigate, merely to gather enough information to refer to the employer’s Designated Person. Do not give any opinion or offer advice.
- Do not make any promises of confidentiality. Explain that you must refer the matter on to a person better capable of dealing with their situation, and you must do it immediately.
- Reassure the person, but do not make any physical contact.
- Inform your designated person, but absolutely nobody else, including away from work. If your designated person is not available inform your manager who will contact the College Designated Person if required.





A young man with dark hair, wearing a high-visibility yellow hoodie with reflective silver stripes, is looking upwards towards a ceiling. He is holding a wooden plank or board in front of him. The background is a plain, light-colored wall.

## Process for reporting immediate issues/ concerns

### Inside College hours 8.30am to 5.00pm

In the event of an emergency e.g., accident or safeguarding concern/incident, please contact the **safeguarding team on: 07825175729**

If the issue is not an emergency, please contact the College Designated Person (i.e., Work Placement Coordinator) and complete the Work Based Learning Safeguarding Reporting Form; or email **[safeguarding@leicestercollege.ac.uk](mailto:safeguarding@leicestercollege.ac.uk)**

### Outside College hours after 5pm

In the event of an emergency or safeguarding concern/incident, in the initial instance, please contact the student's named emergency contact. If unavailable, then please contact the local police and/or contact social care.



# **PREVENT: Radicalisation and Extremism Information and Reporting Procedures for Work-Based Employers**

## **Introduction**

The Counterterrorism and Security Act 2015 places a specific duty on specific organisations to prevent people being drawn into terrorism. This is known as the Prevent Duty. Leicester College has a legal duty to help prevent students from being drawn into terrorism and extremism. As part of this responsibility, the College monitors external speakers and events; trains staff/ employers and educates students about extremism; conducts risk assessments; provides support services to students; works closely with Prevent leads in the Department for Education, local authority and police and may discuss individual cases if it is necessary to protect the individual or the local community. The processes for reporting extremist/radicalisation concerns are in line with the College's Work Based Learning Safeguarding procedures.

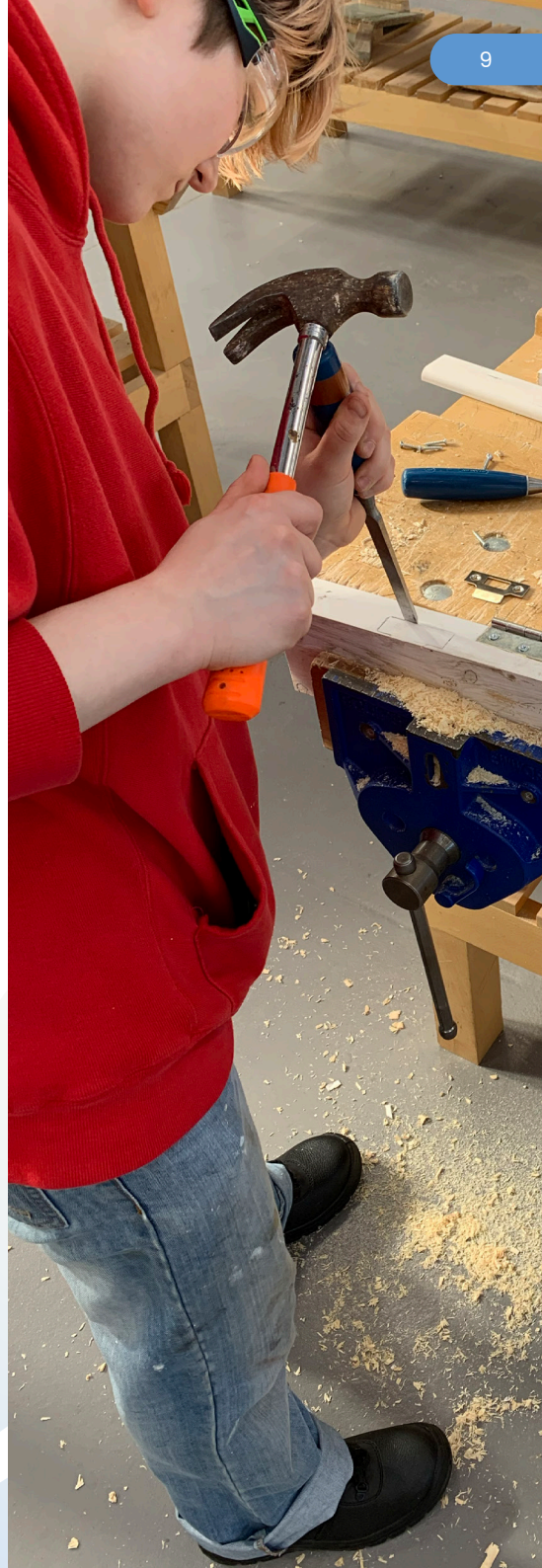


## Definitions

**Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Both adults and children can be radicalised, and this can have implications both for children and/or adults at risk. Radicalisation may co-exist with other forms of child abuse and neglect.

**Extremism** is defined in the Oxford Dictionary as “The holding of extreme political or religious views; fanaticism” and an extremist is “a person who holds extreme religious (or political) views, especially one who advocates illegal, violent, or other extreme actions.” According to Government Guidance, extremism is “Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It also includes calls for death of members of the armed forces, whether in this country or overseas.”

**Ideology** refers to a specific set of beliefs. People who have these ideologies may become directly involved in violent acts or plots. They might also be indirectly or directly involved in activities. This could include recruiting more members to their group or facilitating others to commit violent acts - for example by providing with them a place to plan terrorist activities.



## The process of radicalisation

Radicalisation is the term used to describe the process where an individual becomes involved with or starts to support groups or ideologies with extremist beliefs. Those who become radicalised often end up getting drawn into terrorism or serious abuse, which is why radicalisation is classed as a form of harm.

Being aware of how young people can be vulnerable to radicalisation from groups or organisations with extreme beliefs/ideologies is important for anyone who has a safeguarding responsibility.

There are a variety of ways in which radicalisation can take place. With young people this tends to involve at least one of the following:

- Grooming, either online or in-person from a member of an extremist group looking to indoctrinate vulnerable individuals into their belief system.
- Exposure to material or information that is inappropriate and can have a harmful impact, such as violent and aggressive imagery that encourages similar behaviour.
- Psychological manipulation that encourages and rewards certain behaviours and punishes others so that the individual being radicalised starts acting and thinking in a certain way along with the rest of the group.
- Exploitation, including sexually exploiting young people.
- Activities that carry a significant risk of physical harm or even death.

Radicalisation is most commonly associated with religious extremist groups and is often perceived as a problem that is only prevalent in certain cultures. Anyone can become a victim of radicalisation and it is important to be mindful of warning signs and take action where required.

## Spotting the signs of radicalisation/extremist behaviours

Young people who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later 'brainwashing' them into cutting themselves off from their friends and family.

Signs that may indicate a young person is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use
- owning extremist literature
- vocalising extremist views/celebrating violence.

These signs do not necessarily mean a young person is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong. However, if you identify any signs which indicate concerns then they must be reported. If you are unsure or worried, **REPORT IT**.

## Contacts for reporting concerns

If you are concerned that a student might be drawn into extremism, you can pass on your concern by contacting:

- **A College Designated Person (i.e. apprentice skills coach)**
- **College safeguarding team on 07825 175729**
- **Email College safeguarding team: [safeguarding@leicestercollege.ac.uk](mailto:safeguarding@leicestercollege.ac.uk)**
- **The non-emergency police number 101**
- **In an emergency, call 999**
- **Crimestoppers – 0800 555 111 National Anti-Terrorism hotline 0800 789 321**





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Campus**

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**Freemen's Park  
Campus**

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Campus**

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Leicester  
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