



**CAMPUS TRAINING LTD**  
**SAFEGUARDING & PREVENT POLICY**

## **Introduction**

This policy sets out our commitment to the health, safety and welfare of everyone involved in courses, activities and work which come under the responsibility of Campus Training. The policy is also a guide to support staff to know what action they should take if they think a learner may be at risk, and sits alongside our 'how to report abuse' process.

At all times our aim is to ensure that the rights of all learners are protected through staff awareness of the issues and the following of statutory and local guidelines in the reporting of concerns.

Campus Training adopts a whole organisation approach to safeguarding.

All staff working for and with Campus Training, receive safeguarding training and are responsible for reporting and recording any people protection concerns, i.e. where they believe someone has been, or is, at risk of abuse or significant harm.

This policy is reviewed annually or additionally in response to changes in statutory requirements.

## **Policy aim**

Campus's aim is to protect learners and staff from physical, sexual or emotional abuse, neglect and bullying and from dangers such as radicalisation and terrorism as identified under Prevent.

## **Statutory guidance influencing this policy**

'Keeping children safe in education' (September 2025)

'Working together to safeguard children' (December 2023)

'Prevent duty guidance England and Wales' (2023)

This policy should be considered in conjunction with Campus's policies or procedures relating to:

- Equality and diversity policy, including anti-racism and anti-homophobia
- Bullying & Harassment in the Workplace Policy, including cyber-bullying
- Whistle-blowing policy/procedure
- Programme of induction and training for staff
- Staff Code of Conduct
- Data Protection

## **Principles underpinning the Policy**

Campus Training has a zero-tolerance approach to abuse in order to maintain a safe environment

Campus Training recognises that anyone can be a potential abuser, including staff, and that safer recruitment is an essential element to safeguarding. We adopt rigorous recruitment processes that comply with the law and put in place a range of individual measures which delivered together, provide a high level of protection against unsuitable applicants.

A recognition that even if there are no reported cases of peer-on-peer abuse, such abuse may still be taking place and is simply not being reported.

All members of staff have a responsibility to be aware of this policy and to report any suspicions or concerns that they may have, including 'low level concerns'.

(Examples of low-level concerns: Being over friendly with younger, more vulnerable learners; having favourites; engaging with a learner one-to-one in a secluded area; using inappropriate sexualised, intimidating or offensive language.)

## **How we will promote this policy and gain commitment to it**

Our policy commitment is promoted through our website, through communications to parents and carers (age appropriate), through our staff recruitment and selection procedures, through staff and Apprentice/learner induction and through on-going reinforcement at Apprentice/learner progress reviews and through bulletins and emails.

All job descriptions specifically identify individual responsibility for ensuring learners' and Apprentices' health, safety and welfare.

Through clear documentation outlining our expectations for learners' and apprentices' behaviour, attendance and punctuality (including at work), we ensure a calm and orderly environment resulting in a positive and respectful culture and an environment in which learners feel safe.

We routinely report issues relating to the health, safety and welfare of apprentices/learners during our Team Meetings.

## **Staff training to ensure apprentices are protected**

All Campus Training staff are required to complete safeguarding training in their induction period and are required to have read and understood Part One of "Keeping Children Safe in Education". This training is updated at least annually so that staff have the knowledge and understanding required to recognise potential signs of abuse, recognise the potential for on-line abuse, and recognise where learners may be vulnerable to radicalisation and respond appropriately.

Designated Safeguarding Lead and Deputy undertake Designated Safeguarding Lead training on a 2 yearly basis.

## **Responsibilities under the Prevent Duty**

Staff adhere to a Code of Conduct and understand what to do if a young person discloses any allegations against Campus staff. Campus staff training is designed to ensure that staff understand their responsibilities under Prevent which covers

- Responding to the ideological challenges of terrorism and the threat apprentices/learners and staff face from those who promote it
- Preventing people from being drawn into terrorism and ensuring that they are given appropriate advice and support
- Working with various sectors and organisations where there are risks of radicalisation that need to be addressed.

## **Ensuring resilience to extreme narratives**

Campus ensures that training for staff and learners is effective by:

- Delivering training to learners and staff so that they understand the nature of the threat from violent extremism
- Ensuring that learners and staff recognise changes in behaviour which may indicate propensity for radicalisation
- Teaching and learning strategies which explore controversial issues in a way which promotes critical analysis
- Responding appropriately to events in local, national or international news that may impact on learners and communities
- Ensuring measures are in place to minimise the potential for acts of violent extremism
- Ensuring plans are in place to respond appropriately to threats or incidents relating to extremism
- Clear ICT and e-safety policies
- Specific training for the Safeguarding Lead and Deputy.

## **Preventing Abuse towards Apprentices**

Campus Training:

- confirms its commitment to ensure the health, safety and welfare of all its learners irrespective, under the Prevent duty, of the age of our learners
- is committed to the Safe Learner concept which will ensure that all learners gain an understanding of the importance of health, safety, safeguarding and personal welfare and develop a responsible attitude to risk and adopt safe behaviours.
- is committed to ensuring that learners understand clearly how to raise concerns and, where necessary, how to make a complaint.

Safeguarding and promoting the welfare of young people is everyone's responsibility. Everyone who comes into contact with young people and their families/carers has a role to play in safeguarding young people. In order to fulfil this responsibility effectively, all professionals associated with Campus Training make sure their approach is learner-centred. This means that we consider, at all times, what is in the best interests of the learner.

We ensure that learners and apprentices are protected by assessing the most significant risks in our location, for example identifying if risks such as gang culture, knife crime, peer-on-peer abuse and Child Sexual Exploitation are particularly prevalent in the areas in which we operate. To minimise these risks, training for staff and for learners and apprentices includes recognising and responding to low-level concerns such as the use of inappropriate sexualised, intimidating or offensive language.

We recognise, in addition, that technology has resulted in an increase in sexting and our staff and learner training specifically identifies what actions should be taken based on the severity of the activity. In this, we have been guided by advice from the police service.

If a member of staff working with an individual learner suspects they may be subject to abuse in their lives outside the Centre, they should attempt to gain the consent of the learner/apprentice to make a referral to another appropriate agency or give them contact details of the relevant support services available to them. Such an agency may be Social Services, NHS, the Police, Citizens Advice Bureau.

## **How we will respond to reported incidents**

In all cases where there is serious risk to a learner, the Designated Lead will agree with their Manager/Director, the immediate steps to be taken to remove the risk and separate the learner from the person accused of abuse. This may include suspension of an accused member of staff, without prejudice to the findings of the investigation. In the event that the abuse is taking place in the workplace, the employer will be consulted. If an allegation is made concerning Manager/Director, the immediate steps will be agreed with the local authority.

Following the investigation, the Designated Lead, with the knowledge of their Manager/Director and employer where necessary, will propose a response. If no evidence of abuse can be established, the response may be no action. Other action steps may include, for example:

- Placement of the learner with another tutor or in a different learning group
- Assignment of a member of staff or volunteer to accompany the learner to sessions
- Retraining of staff
- Initiating disciplinary procedures of staff involved, potentially up to dismissal
- Activating the learner complaints procedure, potentially up to exclusion of another learner from group sessions

## **Raising, recording and investigating concerns**

We have a clear culture where learners and staff can raise concerns.

Where concerns are deemed to be of a sufficiently serious nature, we have a formal reporting process to include how concerns are to be investigated.

Our staff training ensures that staff know how to:

**Recognise** potential signs of abuse and how it may become apparent i.e. through disclosure, allegation or their own concerns.

**Respond appropriately** to the disclosure, allowing the learner to say as much or as little as they wish, clarifying but not asking leading questions or putting words into their mouth, or delving too deeply. Not promising to keep it quiet, but letting them know who you will have to tell. It is also important that they do not confront an alleged abuser.

**Report** immediately to their designated lead who will carry out an immediate risk assessment to identify short-term steps required to safeguard the learner while an investigation is conducted.

**Record** what the learner has told them as soon as they can in the words the learner used so as not to jeopardise any future investigation into the allegation. The member of staff making the report should prepare a written record of the allegation or suspicion of abuse as soon as possible (and no later than 24 hours afterwards) using the form attached in appendix 1 to this document and should hand it directly to their designated lead. This record will be securely stored separately from learners' files and will only be accessible to those who have responsibility over safeguarding matters.

**Refer** to the appropriate people. This is the responsibility of the designated lead who will gather all the information to make a referral, if appropriate, by talking to the relevant people inside and/or out of the organisation, and make the decision on what action to take: i.e. whether to monitor and record the concern, or to refer it on.

If the staff member/learner has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the individual to make a referral to another agency. Adults can generally insist on confidentiality being maintained unless there are circumstances in which it is considered their wishes must be overridden. However, the gaining of consent is not essential in order for information to be passed on.

Consideration needs to be given to:

- The scale of the abuse
- The risk of harm to others
- The capacity of the individual to understand the issues of abuse and consent
- The age of the learner. (Concerns about any learner under the age of 18 must be reported to the Designated Lead).

If there is any doubt about whether or not to report an issue, then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence of physical injury), where immediate action is needed to safeguard the health and safety of the individual or anyone else who may be at risk, the relevant emergency services must be contacted by Designated Lead.

If FGM is suspected/disclosed the police will be immediately contacted.

**Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.**

### **Contact Details for relevant people:**

Email – [safeguarding@campustraining.co.uk](mailto:safeguarding@campustraining.co.uk)

Designated Safeguarding Lead – Lou Edwards

Safeguarding Lead telephone number – 07881 249304

Deputy Safeguarding Lead - Davina Poole

Deputy Safeguarding Lead telephone number – 07881 249301

### **How apprentices seek support or guidance**

In addition to advising apprentices of the availability of staff, learners are issued with, through the learner handbook, contact details for a range of external support agencies.

### **How IT Usage is Monitored**

An e-safety policy is in place, which clarifies Campus's expectations relating to acceptable use of the internet.

### **Implementation of the policy**

The procedures contained in this policy apply to ALL staff and anyone working on behalf of Campus Training.

The policy is provided to all staff at induction; along with our Staff Code of Conduct.

## **Learners in Employers' or Work Placement Companies**

Safeguarding is embedded as part of our placement vetting process, raising awareness of the importance of safeguarding with employers. Employers are issued with guidance relating to Campus' safeguarding and Prevent responsibilities and how employers should support Campus Training. The safeguarding of learners in placement companies is reviewed during each formal review or more frequently if necessary.

### **Staff responsibilities under the Prevent Duty**

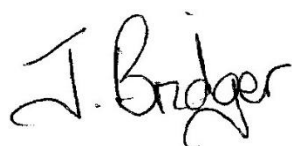
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### **Monitoring & Review of Policy**

This policy will be reviewed at least once per year by the senior management team.

This policy was last reviewed in August 2025 and is due for review in August 2026 or before if required due to significant changes in statutory, legislative or inspection requirements.

A handwritten signature in black ink, appearing to read 'J. Bridger', with a stylized, cursive script.

Jo Bridger  
Managing Director



## Appendix 1

# SAFEGUARDING INCIDENT REPORT FORM

### Strictly confidential

Use this form to record:

- any concern you have about the potential abuse of a learner/staff member
- the disclosure of abuse made to you by a learner

**NOTE.** This report should be factual and not include opinions or personal interpretations of the facts presented. It must contain as much detail as possible and be as accurate as you are able to record it. This report may form part of a criminal investigation.

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Name of learner/staff member who you are writing about:

Programme:

Location:

Contact Details:

Carer Details (if any):

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Briefly describe what happened (include times and dates)

Names and contacts details of any witnesses:

If you have noticed any obvious physical signs of abuse, detail them here:

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Name of person completing form:

Job role:

Date:

Time:

Name of Manager responsible for investigation:

Date:

Action taken: