Safeguarding Policy and Procedure

Ownership Details and Review Schedule of Policy

Effective from	13 February 2026
Review cycle	1 Year
Next Review Due Date	13 February 2027
Policy owners	Designated Safeguarding Leads with institutional accountability held by the Principal
Approving Body	Board of Governors
Lead Contact	Principal c.fletcher-morgan@sirm.ac.uk
Applicable to	All staff, students, applicants, contractors, volunteers, governors, visitors and third parties engaged with SIRM College. This includes individuals under the age of 18 and adults at risk where they engage with SIRM activities, premises, services, online environments or College-related events.
Relevant/Applicable OfS Conditions of Registration/requirements	E2, E3, E6, E7 Prevent Duty (OfS as Monitoring Authority)
Other relevant / applicable legislation/requirements	Counter-Terrorism and Security Act 2015 Children Act 1989 and 2004 Working Together to Safeguard Children 2023 Care Act 2014 Data Protection Act 2018 Equality Act 2010 Prevent Duty Guidance for Higher Education Institutions OfS Regulatory Framework 2023

DOCUMENT CONTROL

Date	Review & Revision	Owner	Version

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Safeguarding Policy and Procedure

1. Introduction

SIRM College is committed to safeguarding and promoting the welfare of all individuals accessing its education and services, including children, young people under the age of 18, and vulnerable adults.

The College is committed to creating a safe, inclusive and supportive environment that protects individuals from harm, abuse, neglect, and exploitation. Safeguarding underpins all College activity and is embedded within governance, risk management, and operational practice.

The College also recognises its responsibilities under the Prevent Duty, as set out in the Counter-Terrorism and Security Act 2015, to safeguard individuals from being drawn into terrorism or extremist activity.

2. Purpose

This policy provides a clear framework for all staff, students, contractors, and partners to understand their responsibilities in identifying and responding to safeguarding concerns, including those relating to extremism and radicalisation.

It sets out how safeguarding operates at SIRM, including governance, reporting routes, risk assessment, and engagement with external agencies.

3. Scope

This policy applies to:

- All SIRM employees, including teaching, administrative, and support staff
- Contractors, subcontractors, consultants, volunteers and agencies working on behalf of SIRM
- Students and applicants
- Members of the Board of Governors
- Vulnerable adults engaged with SIRM activities or learning environments

SIRM College does not ordinarily admit students who are under the age of 18. However, the College recognises that individuals under the age of 18 may come into contact with SIRM activities, premises, staff, students, contractors or online environments, including through applications, enquiries, visits, outreach activity, events, interviews, family contact, or exceptional circumstances.

For the purposes of this policy, a child or young person means any person under the age of 18. Where a safeguarding concern relates to a person under the age of 18, SIRM will treat the matter as a child safeguarding concern and

will act promptly, proportionately and in accordance with relevant statutory guidance and local safeguarding arrangements.

Where SIRM becomes aware that an applicant, student, visitor or other person engaging with the College is under the age of 18, appropriate safeguarding consideration will be given to the nature of their engagement with the College, including supervision, communication, emergency contact, consent, welfare and referral arrangements where required.

4. Definitions

Safeguarding
Protecting individuals from harm, abuse, neglect, or exploitation, preventing impairment to health and development, and ensuring safe and supportive environments

Vulnerable Adults

Individuals aged 18 or over who are at risk due to disability, illness, age, or other factors affecting their independence

Radicalisation
The process by which a person comes to support terrorism or extremist ideologies

Extremism
The promotion or advancement of ideologies based on violence, hatred, or intolerance that seek to undermine fundamental rights or democratic values

Prevent Duty
The statutory duty placed on specified authorities to have due regard to preventing people from being drawn into terrorism

5. Key Safeguarding Contacts

The College maintains up-to-date safeguarding contact details, including Designated Safeguarding Leads, local authority safeguarding teams, police contacts, and Prevent coordinators.

These details are made available to staff through internal systems and are reviewed regularly to ensure accuracy.

In urgent situations, staff must contact emergency services using 999.

6. Policy Aims

- To establish and maintain a safe learning and working environment
- To protect and support vulnerable individuals

- To ensure staff are appropriately trained and aware of safeguarding and Prevent responsibilities
- To respond promptly and appropriately to safeguarding concerns
- To work collaboratively with external agencies such as Local Authorities, the Police, and Prevent coordinators
- To promote awareness and understanding of safeguarding and Prevent across the institution
- SIRM adopts a safeguarding approach that is proportionate, risk-based, and centred on the welfare and rights of the individual.

7. Governance, Accountability and Oversight

SIRM maintains a clear governance framework for safeguarding, ensuring accountability, oversight, and operational delivery are appropriately defined and subject to assurance.

The Board of Governors holds ultimate accountability for safeguarding. The Board approves this policy and receives regular assurance on safeguarding activity, including emerging risks, trends, and effectiveness.

The Principal holds overall institutional responsibility for safeguarding and Prevent and acts as the Prevent Single Point of Contact.

Operational responsibility for safeguarding sits with the Designated Safeguarding Lead, who is responsible for the day-to-day management of safeguarding concerns, including risk assessment, case management, and coordination with internal and external stakeholders.

Operational oversight of safeguarding is maintained through the Prevent and Safeguarding Working Group, which monitors safeguarding activity, including reported concerns, nil return periods, training completion, external referrals, and emerging risks.

Safeguarding forms part of the College's wider risk management and assurance framework.

7.1 Safeguarding governance cycle:

Designated Safeguarding Lead operational reporting:

→ Quality and Compliance Committee (scrutiny and assurance)
→ Finance, Audit and Risk Committee (oversight of risk and controls)
→ Board of Governors (accountability and approval)

The College produces an annual safeguarding and Prevent report, which provides a summary of activity, including the number and nature of concerns raised, nil return periods, external referrals, training completion, and emerging risks.

The report evaluates the effectiveness of safeguarding and Prevent arrangements and identifies areas for improvement.

7.2 Safeguarding and Prevent Integration

Safeguarding and Prevent at SIRM operate as a single, integrated framework. Prevent is delivered as part of the College's wider safeguarding responsibilities and is not treated as a standalone function.

The College adopts a proportionate, risk-based approach to all safeguarding and Prevent matters, ensuring that responses are appropriate, lawful, and centred on the welfare and rights of the individual.

This integrated approach ensures that the College meets its statutory Prevent Duty while upholding its commitments to freedom of expression, equality, and student wellbeing.

8. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Responsible for day-to-day safeguarding operations, advice, and case management

- All safeguarding and Prevent-related concerns must be reported promptly to the Designated Safeguarding Lead.
- Where appropriate, the Designated Safeguarding Lead will escalate matters to the Principal, particularly in cases involving Prevent, significant risk, or where institutional oversight is required.

The Principal

Holds overall institutional accountability for safeguarding and Prevent and acts as the Prevent Single Point of Contact.

Staff

Responsible for recognising safeguarding issues, attending training, and reporting concerns appropriately

Managers

Responsible for ensuring compliance with safeguarding policies, facilitating staff training, and promoting a culture of safeguarding and inclusion

Board of Governors

Approves this policy and receives regular assurance on safeguarding activity, including trends, risks, and effectiveness

Institutional Responsibilities

- To ensure that all safeguarding concerns are appropriately assessed, recorded, and managed, including referral to external agencies where required
- To ensure all staff follow the procedures set out in this policy
- To take all reasonable steps to work jointly with relevant agencies to safeguard and promote the welfare of vulnerable individuals
- To take appropriate action to protect children, young people, and vulnerable adults

9. Principles of Response

All concerns are assessed on a case-by-case basis. Most concerns are managed through internal support and pastoral interventions. External referrals are made only where appropriate, informed by risk and in collaboration with relevant agencies.

The College adopts a proportionate, risk-based approach, ensuring that responses prioritise the welfare, rights, and best interests of the individual

10. Procedures for Safeguarding Concerns

Recognising Safeguarding Concerns

- Be vigilant for signs of abuse, neglect, or potential radicalisation
- Concerns may arise from disclosures, observations, behavioural changes, or third-party reports

Immediate Response

- Act promptly
- Ensure the safety and welfare of the individual
- Report concerns to the Designated Safeguarding Lead as soon as possible
- Do not investigate or question in detail
- Do not promise confidentiality

Recording Information

- Make concise, accurate, factual, and non-judgemental records
- Record exact words where possible
- Store records securely
- All safeguarding concerns, including Prevent-related concerns, are recorded within a central safeguarding register
- Records are maintained in line with data protection legislation and institutional record-keeping requirements, ensuring an auditable trail of decision-making, risk assessment and actions taken.

Reporting Concerns

- Notify the Designated Safeguarding Lead immediately
- If there is immediate risk, contact emergency services

Risk Assessment

- The Designated Safeguarding Lead will assess risk and determine next steps

External Engagement and Internal Investigation

- Where appropriate, referrals will be made to external agencies
- The Designated Safeguarding Lead will coordinate any internal actions

Support

- Appropriate support will be provided to individuals, including wellbeing or academic support
- Staff involved will also be supported

11. Training and Continuous Development

- All staff receive safeguarding and Prevent training during induction
- Ongoing refresher training ensures staff remain up to date
- Specialised training is provided for safeguarding leads
- Training completion is monitored and reported through the College's governance framework to provide assurance on compliance

12. Related Policies

- Prevent Policy
- Acceptable Use Policy
- Visiting Speakers and External Events Policy
- Student Complaints Procedure
- Reportable Events Policy