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1. POLICY STATEMENT

ABDO College is committed to ensuring the safety of everyone involved in our activities, and in accordance with the Department for Education’s Statutory Guidance for Keeping Children Safe in Education (KCSIE). This includes safeguarding children and adults at risk during their interactions relating to our activities, irrespective of their relationship, duration or location.

We teach in a tertiary level educational setting, which is predominantly an adult-based learning environment. We expect all our employees and students to demonstrate behaviours, subject and study skills levels appropriate to thriving in this environment.

Our policy extends to our course delivery (including in person teaching and distance learning), research activities, recruitment and other initiatives.

All of our employees including permanent staff, contractors, guest lecturers, shared services, trustees, student applicants, college visitors and partner organisations are expected to act within the remit of this policy statement. We use the term students to refer to all types of learners including apprentices.

2. PURPOSE

This policy’s purpose is to:

1. Promote an environment free from harm, assuring employees, students, applicants and college visitors that their experience at ABDO College will be positive.
2. Set out our responsibility relating to the safeguarding of children and adults at risk.
3. Identify the key roles and responsibilities relating to the safeguarding of children and adults at risk.
4. Facilitate the management of the risk associated with the duty to protect vulnerable groups.



5. Ensure IT usage is monitored with appropriate filtering and monitoring systems in place to block internet access to harmful sites and inappropriate content.

3. KEY DEFINITIONS

In our **safeguarding arrangements**, we use the following terms:-

Child: References to “child” or “children” means anyone under 18 years of age. The definition is derived from the Children Act 1989 Section 105.

Adult at Risk: An “Adult at Risk” is someone over 18 years of age who

- (i) has needs for care and support; and
- (ii) is experiencing, or is at risk of, neglect, or physical, mental or emotional harm; and as a result of those needs are unable to protect themselves against neglect or harm or the risk of it. The definition is derived from the Care Act 2014 Section 42(1).

Our **safeguarding responsibilities** extend to:-

- a. all current students
- b. prospective students engaged in ABDO College activities
- c. adults at risk who are applicants and students
- d. children and adults at risk engaged in College activities, whether on campus or elsewhere
- e. external organisations/individuals where College activities engage children and adults at risk, e.g. patients who students interact with as a part of their exams.

4. OUR APPROACH

In implementing our safeguarding duties, we will:-

1. Address legal requirements.
2. Take account of relevant guidance and good practice relating to further/higher education.
3. Provide for the protection of the children, young adults and adults at risk who interact with ABDO College.
4. Provide employees and students with guidance on procedures that must be adopted.
5. Set out expectations in the event an individual may be experiencing, or be at risk of, harm.

In implementing our Safeguarding Policy, we will:

1. Value the needs, views and best interests of those considered to be at risk.
2. Devise safeguarding procedures and guidelines for students.



3. Recruit employees and students safely by ensuring completion of all appropriate checks.
4. Share information about safeguarding good practice with employees and students.
5. Provide effective management for employees and students through supervision, support and training.
6. Share personal information about concerns with internal and external individuals appropriately and within the information-sharing protocols.
7. Safeguard our students and employees online through the use of appropriate filtering and monitoring systems to block internet access to harmful sites and inappropriate content and to monitor particular language and phrases in line with ESFA guidelines.
8. Embed the safeguarding and protection of our students and employees

In following this Policy, employees should consider other relevant College procedures relating to safeguarding (including the Prevent duty), health and safety, data protection and equality, diversity and inclusion.

5. KEY RESPONSIBILITIES

Safeguarding is everyone's responsibility. This includes our students as well as our employees.

Whilst specific lead responsibilities are identified within ABDO College, it is everyone's responsibility to safeguard and protect children, young people and adults at risk. Everyone who comes into contact with children and adults at risk has a role in taking prompt action by identifying and sharing concerns.

Our employees complete training in line with our Safeguarding policy. This includes mandatory safeguarding training as part of probation and mandatory refresher safeguarding training every year. Training is recorded in our HR system and line managers are responsible for monitoring completion. It is a standing agenda item for discussion at staff meetings to enable group discussion and the Safeguarding Lead to brief on relevant developments.

The **Board of Trustees** is responsible for approving the annual compliance of ABDO College with the Prevent duty and safeguarding standards.

The **Senior Leadership Team** is responsible for providing the Board of Trustees with an assurance of the College's compliance with the Prevent duty and Safeguarding standards. The Senior Leadership Team have approved the Safeguarding and Prevent Duty Policy.



The **Principal** is responsible for the overall management of the College and for the management of concerns and allegations about staff.

Our designated **Safeguarding Lead and Prevent Lead** is Charlotte Carroll, a lecturer. The Safeguarding Lead's responsibilities are set out below. The Prevent Lead is responsible for reporting a matter relating to the College's compliance with the Prevent duty as set out in the monitoring guidance.

The **appointed Safeguarding Lead:-**

- Oversees the handling of individual cases.
- Provides guidance and support for employees relating to safeguarding.
- Advises on specific procedures for individual services.
- Ensures the highest level of confidentiality while ensuring that information is shared as necessary to safeguard individuals.
- Ensures the College's compliance with legislation, regulation, relevant guidance and the protection of the College's reputation.
- Liaises regularly with local safeguarding and prevent support teams, attending meetings as required.
- Is responsible for keeping one overarching record of safeguarding issues.
- Ensures that all staff are aware of their responsibilities to Safeguarding and Prevent and that relevant training has been completed (checked via line managers),

6. AGREEMENT TO FOLLOW THIS POLICY

The safeguarding and prevent policy is fully supported by the ABDO College Management and Board of Trustees and is regularly reviewed to incorporate feedback from employee and student representatives.

7. OUR TRAINING

Our Safeguarding Lead will receive appropriate training to lead on this area, together with the provision of annual refresher training. We commit to an annual development session for our staff focused on safeguarding.

Our employees whose roles and responsibilities include regular contact with children and adults at risk will receive training and guidance most appropriate to their role:-

- **All Lecturers or other employees qualified as registered optometrists, contact lens and dispensing opticians and management roles** will complete safeguarding training to Level 2 of the Intercollegiate Safeguarding Guidance for Adults (2018) and children (2019). This training is provided



through the Association of British Dispensing Opticians as a part of continuous professional development.

- **All non General Optical Council (GOC) registered employees** will complete safeguarding training to Level 1 of the Intercollegiate Safeguarding Guidance for Adults (2018) and children (2019). Studying this guidance and discussing any points that are unclear with a manager is sufficient to meet level 1 requirements.
- In addition, **all employees who work directly with children** are required to read Part 1 of the Department for Education Statutory Guidance for Keeping Children Safe in Education 2023 [link](#)
- All employees **who don't work directly** with children are required to read Annex A of the Department for Education Statutory Guidance for Keeping Children Safe in Education 2023 [link](#)

All of our employees will be made aware of this Policy and guidance and will be required to confirm understanding on an annual basis as part of their performance appraisal. Training records will be maintained and monitored via Breathe HR.

PREVENT

1. KEY RESPONSIBILITIES

ABDO College has safeguarding responsibilities under Section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), known as the Prevent duty. We regard this as part of our safeguarding arrangements in meeting our responsibilities relating to individuals.

Any behaviour which suggests an individual might be at risk of being drawn into terrorism needs addressing in line with our Prevent arrangements to evaluate the matter and put appropriate support in place.

As with other types of safeguarding, the threshold for consideration is low. Prevent is concerned with early intervention to safeguard and divert people away from the risk they face.

This Prevent Policy sets out how ABDO College addresses its statutory responsibility to pay due regard to the need to prevent people from being drawn into terrorism. It is a response to the UK Government's strategy to reduce terrorism set out in the CTSA 2015. ABDO College believes individuals being drawn into terrorism is a form of harm. We accept our obligations arising from the Prevent legislation as an important element of our general duty of care to protect our stakeholders from all forms of harm.



As an organisation, ABDO College aims to balance the requirements of Prevent with our core belief that the cultural, religious and ethnic diversity of our employees and students should be celebrated and supported. We must also meet our legal obligations to allow and promote academic freedom and freedom of speech, which are the essential components of a thriving community of students and the employees who support them.

The duty applies to 'people', so the approach includes any concerns about employees and students.

To comply with the Prevent Duty, ABDO College will:-

- Assess the risks associated with Prevent and draw up a plan to mitigate these.
- Have effective welfare support systems, linking to DfE Prevent co-ordinators, local authorities, or the police if necessary, including internal and external information-sharing arrangements.
- Have systems for assessing and mitigating risks around external speakers and events while maintaining the existing duty to promote freedom of speech.
- Arrange ongoing Prevent training for relevant staff.
- Have an IT usage policy which covers the Prevent duty.
- Engage with students to ensure that they are aware of policies concerning activities on campus or away from campus e.g. online student forums.

ABDO College implements the Prevent duty in a proportionate and risk-based way so as not to create large new burdens. We do this by meeting our legal responsibilities as part of our existing policies and procedures relating to Safeguarding.

2. KEY DEFINITIONS

Prevent – the duty embedded in Section 26 of the Counter-Terrorism and Security Act 2015 and placed on certain bodies in exercising their functions to have “due regard to the need to prevent people from being drawn into terrorism.” It is called Prevent in this Policy.

Channel - a multi-agency approach to safeguarding, supporting and protecting children, young people and vulnerable adults at risk of radicalisation, extremism or terrorist-related activity.

Terrorism – any action that endangers or causes serious violence to a person or people; causes serious damage to property; or seriously interferes or disrupts an electronic system.

Radicalisation – Process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.



Extremism – the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect, and tolerance of different faiths and beliefs.

Academic freedom – the principle that academic staff shall have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges they may have at the provider (Higher Education and Research Act 2017 s14(7)).

Freedom of Speech - the principle that governing bodies are required to 'take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers' (Education (No.2) Act 1986 s43). Freedom of speech includes written materials and other forms of expression and is not limited to the spoken word.

Vulnerable individual – an individual shown to be, on some significant level, a risk to themselves or others if assistance is not provided.

3. KEY RESPONSIBILITIES

All employees are responsible for reporting internally any concern about a person at risk of being drawn into terrorism. The Prevent duty forms part of ABDO College's Safeguarding arrangements and concerns should be reported to our Designated Safeguarding Lead. Our approach addresses any student at risk as a Safeguarding issue, handled under the care and concern procedures.

When there is a concern about a person at risk of being drawn into terrorism, there is a three-step process employees should follow:-

1. Notice - if someone displays changes in their behaviour.
2. Check - There could be many different drivers behind these types of changes in behaviour, not just radicalisation. It is important therefore to understand why these changes are happening before jumping to any conclusions.
3. Share - It is essential to share information to identify, assess, and manage risk effectively.

No employee should judge whether someone is at risk of being drawn into terrorism but follow the internal safeguarding reporting procedures set out below. Employees should not report any concerns externally but raise the matter with the relevant manager or Safeguarding Lead.

Key individuals (Safeguarding Lead, Principal and HR) carefully review a case before the Safeguarding Lead makes an external reference.



Our employees complete training in our Prevent policy. It is a standing agenda item at quarterly staff meetings for group discussion and enables the Safeguarding Lead to brief on relevant developments.

4. OUR TRAINING

Like all safeguarding responsibilities, everyone has a role to play. All employees must, therefore, know about the Prevent duty and ABDO College's obligations and are provided with the contact details for the Designated Safeguarding Lead during their training.

Relevant employees receive training to recognise those vulnerable to being drawn into terrorism and potential signs of radicalisation. The training explains how to appropriately and sensitively manage any emerging concern.

For those responsible for assessing specific concerns, primarily staff in Operations and Designated Safeguarding Lead, there is specific training concerning differentiating the risk of radicalisation from other issues and annual refresher training. It includes assessing the opportunities and requirements to share information confidentially where needed.

All employees will undertake Prevent duty awareness and annual refresher training to learn how to support people susceptible to radicalisation. This training is provided via GOV.UK [link](#)

The Safeguarding Lead who will make Prevent referrals to the Police will also undertake Prevent referral training provided via GOV.UK [link](#)

Training records will be maintained and monitored via Breathe HR.

5. RISK ASSESSMENT AND ACTION PLAN

ABDO College assesses the risk of individuals being drawn into terrorism. We use the Government recommended Internal Prevent Risk Assessment for Further Education. The Board of Trustees assesses this risk assessment annually.

The Board of Trustees considers what action might mitigate the impact/likelihood of that risk crystallising and include it in the Prevent Action Plan.

6. AGREEMENT TO FOLLOW THIS POLICY

The safeguarding and prevent policy is fully supported by the ABDO College Management and Board of Trustees and is regularly reviewed to incorporate feedback from employee and student representatives.



SAFEGUARDING PROCEDURES

Safeguarding Children and Adults at Risk

1. PREVENTION OF ABUSE

We share Safeguarding policies and procedures including Prevent with students during the onboarding process. During week one of their induction, student guidelines are provided and students are required to confirm that they have read and understood the policies and procedures in place. This includes the completion of a short multiple choice quiz to check their understanding prior to commencing academic studies. Students are required to re-confirm their understanding at the commencement of each academic year as a refresher and to provide an update on current best practice.

Contact details for the ABDO College Safeguarding Lead are shared with all students at their induction, together with the process for raising concerns about themselves or others and the referral routes.

Weekly pastoral sessions are a part of the timetable when students are attending ABDO College on block. This provides a drop in for students to talk to lecturers or admin staff on any subject or raise any concerns they may have.

We provide students and employees with guidance to help them understand what constitutes abuse and to recognise some of the warning signs around abuse or neglect in themselves and others. These can be found in Annex 1. These are discussed in our annual staff training and as a part of the induction/refresher for students at the beginning of each academic year.

2. GAINING COMMITMENT

Our commitment to safeguarding is embedded within the core values of the College to protect our students and employees. This commitment is supported through our policies and procedures, recruitment and selection, sharing of safeguarding good practice, supervision, support and training.

To gain commitment from our students and employees, our training is completed at regular intervals and support mechanisms are regularly communicated via a number of different channels. Students and employees are required to undertake associated activities to demonstrate their understanding and commitment. The completion of these activities is monitored and follow up action put in place should a student or employee not be engaging.

3. GETTING SUPPORT

Safeguarding policies and procedures including Prevent are shared with students during the onboarding process. Details of how students should raise any concerns,



together with contact details for Student Liaison, Welfare and Safeguarding Lead are available via the online learning environment and student handbook.

Weekly pastoral sessions are a part of the timetable when students are attending ABDO College on block. This provides a drop in for students to talk to lecturers or admin staff on any subject or raise any concerns they may have.

4. REPORTING SUSPECTED ABUSE OR NEGLECT

Any employee who detects possible signs of neglect or abuse in a child or adult (including possible domestic or elder abuse) should take immediate action by following the procedure below.

Guidance on some of the warning signs around abuse or neglect can be found in Annex 1. For any concerns, advice should be sought from the ABDO College Safeguarding Lead.

5. SAFEGUARDING ONLINE

To keep our students and employees safe online, we use appropriate filtering and monitoring systems to block internet access to harmful sites and inappropriate content and to monitor particular language and phrases in line with ESFA guidelines.

Safeguarding Reporting Procedure

1. Any factual signs and symptoms of potential or suspected abuse or neglect should be noted without alarming the child or adult concerned or alerting a possible abuser.

If appropriate, a child or adult should be listened to sympathetically, however, there should be no agreement made to not to tell anyone what has been said.

2. Any safeguarding concerns should be discussed immediately with the relevant manager, or Safeguarding Lead. If appropriate, advice should be sought from the local authority safeguarding team.

An employee may be the only person to have noticed anything unusual or whom the child or adult has been confided in. Employees therefore have a professional duty to act as their advocate and ensure that the issue is raised with an appropriate person.

3. Prior to raising the issue with a safeguarding team or official, consider and agree with the relevant manager or Safeguarding Lead whether it is appropriate to seek the child's/parent's/person's agreement to reporting the information, for them to be informed of the report, or whether doing so would place them at increased risk. It might be appropriate to seek the child's/parent's/person's agreement, for example, when abuse or radicalisation by a third party, such as an estranged parent, sibling or other person is suspected.



Relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional wellbeing. The Data Protection Act 2018 specifically includes 'safeguarding of children and individuals at risk' as a condition that allows employees to share information without consent. Information can be shared legally without consent, if an employee is unable to, or cannot be reasonably expected to, gain consent from the individual, or if seeking consent could place a child or adult at risk.

4. If appropriate, inform the safeguarding team local to the student and supply them with a copy of the recorded observations, using their specific referral forms available from the relevant local council website.

When reporting information, reports should be restricted to:-

- the nature of the injury, suspicious behaviour or concern
- facts which support the purpose

The employee and relevant manager or Safeguarding Lead must agree what the person/relatives/legal guardians/carers will be told, by whom and when, and the employee should keep a note of what has been agreed together with a copy of the referral form.

5. Telephone notifications to the local safeguarding team should be confirmed in writing by email or letter within 48 hours. If a non-secure method of communication is being used, the notification should be anonymised or password protected.

Confirmation of referral should be received from the local safeguarding team within one working day. If confirmation has not been received within three working days, further contact should be made with the local safeguarding team and continued (including considering using another route) until confirmation of receipt or other substantive communication or advice is received.

If the employee is not available to do this, agreement with an appropriately senior person in ABDO College should be made that this will happen and the agreement recorded as part of 6 below.

6. All observations made by the employee, advice sought and received from the relevant manager, Designated Safeguarding Lead and local safeguarding team and actions taken must be recorded and stored confidentially and separately from the student/apprentice's record i.e. an internal secured drive with access restricted to the Designated Safeguarding Lead and, as appropriate, the Principal.



Records should include:-

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resulted
- a note of any action taken, decisions reached and the outcome.

In the unlikely event that an individual is at immediate risk of harm, the police should be contacted.

7. Any employee who detects inappropriate behaviour by a colleague (See Annex 1) should take immediate action by following the reporting procedure outlined above.

Annex 1 also includes details of the following to raise awareness:-

- what to look out for – common signs and symptoms of abuse or neglect
- what to look out for – inappropriate staff behaviour towards a student.

Annex 2 includes advice on signs that an adult or child may have been or is being drawn into terrorism. Employees will receive regular training to assist with spotting the signs of radicalising influences and will form a part of regular group discussions at staff meetings.

8. The Designated Safeguarding Lead will be responsible for raising any inappropriate behaviour which may constitute misconduct and will be dealt with in accordance with the ABDO College disciplinary policy and procedure. ABDO College and Dispensing and Contact Lens students are registered with the General Optical Council (GOC) and are therefore obliged to abide by the GOC Code of Conduct or governmental regulation in law. Referral to GOC Fitness to Practice may also therefore be appropriate.

Prevent Reporting Procedure

The Prevent agenda requires organisations to work with the police to contribute to the prevention of terrorism. The definition of 'at risk' has been widened to include individuals who might be at risk of being radicalised. These individuals should be identified and referred to the regional Prevent team contacts for appropriate advice and support. Advice on signs that an adult or child may have been or is being drawn into terrorism are at Annex 2.

Prevent team contact information should be available on the local police or Council website but local arrangements can vary. In practice it is probably best to search the Internet for 'Contact my local Prevent team'.

Our local Prevent contact is Kent Police with their dedicated Prevent resource found here: <https://www.kent.police.uk/advice/advice-and-information/t/prevent/prevent/>

As in other safeguarding situations, the procedure outlined below should be followed:-



1. Any factual signs and symptoms of potential or suspected radicalisation should be noted without alarming the person concerned.
2. Any concerns should be discussed immediately with the relevant manager or Prevent Lead. If appropriate, advice should be sought from the local Prevent team.
3. If appropriate, inform the local Prevent team and supply them with a copy of the recorded observations using their specific referral forms, available from the local Prevent team website.

When reporting information, reports should be restricted to

- the nature of the suspicious behaviour or concern
- facts which support the purpose

4. Telephone notifications to the local Prevent team should be confirmed in writing by email or letter within 48 hours. If a non-secure method of communication is being used, the notification should be anonymised or password protected.

Confirmation of referral should be received from the local Prevent team within one working day. If confirmation has not been received within three working days, further contact should be made with the local Prevent team and continued (including considering using another route) until confirmation of receipt or other substantive communication or advice is received.

If the employee is not be available to do this, agreement with an appropriately person in ABDO College should be made that this will happen and record that agreement as part of Step 5 below.

5. All observations made by the employee, advice sought and received from the relevant manager, Prevent Lead and local Prevent team and actions taken must be recorded and stored confidentially and separately from the student/apprentice's record i.e an internal secured drive with access restricted to the Prevent Lead and, as appropriate, the Principal.

ADVICE, SUPPORT AND GUIDANCE

Local Safeguarding Services

It is important to ensure that the correct local safeguarding team to the student are contacted to ensure the most effective support is put in place. By way of an example, the contact details for Kent are provided below:-

The local Safeguarding Adults contact for ABDO College is the Kent and Medway Safeguarding Adults Board: <https://www.kmsab.org.uk/p/professionals/report-abuse-1> all necessary forms and process advice is present on their site.



The local Safeguarding Children contact for ABDO College is Kent Safeguarding <https://www.kscmp.org.uk/> all necessary forms and process advice is present on their site.

Local Advice and Support for Safeguarding

All local authorities in England, Wales, Scotland and Northern Ireland have duties to make arrangements to promote co-operation and co-ordination between local agencies regarding local protection procedures, including NHS England Regional Teams and Local Health Boards (LHBs).

In England and Wales local authorities have duties under the Children Act 2004 to promote cooperation between themselves, NHS England Regional Teams and Local Health Boards to improve the wellbeing of children, to make arrangements when carrying out their normal functions to safeguard and promote the welfare of children, and to establish a Local Safeguarding Children Board (LSCB).

Across the UK specialist safeguarding experts are available to provide advice and support to local practices and practitioners about whether to make a referral of suspected abuse or neglect.

In the case of children in England, Wales and Northern Ireland designated safeguarding doctors or nurses and protection officers perform these functions.

In England, every Clinical Commissioning Group (CCG) is required to have a designated safeguarding doctor and designated safeguarding nurse.

Public Health Wales has a structure of designated and named safeguarding professionals in each of the seven health boards.

In Northern Ireland, each Health and Social Services Trust has designated professionals for child protection.

In Scotland child protection advisors and nurse consultants fulfil this role. Some health boards in Scotland also have Child Protection Nurse Advisors.

FEMALE GENITAL MUTILATION

If an employee has any concerns regarding FGM in respect of a person under 18 the steps in this safeguarding procedure should be followed and the Safeguarding Lead contacted. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers that requires a different approach, see below.

All teachers and regulated healthcare professionals in England and Wales have a legal obligation to report any case of FGM in girls under the age of 18 to the police by telephoning 101 or 999 if there is an immediate risk.



If there is no immediate risk, you can also contact the National Society for the Prevention of Cruelty to Children on 0800 028 3550.

Further [guidance](#) on [FGM](#) is available from the Department of Health and Social Care.

PARTICIPATION IN SAFEGUARDING ASSESSMENTS/PLANS

People who have been victims, or who are at risk, of abuse or neglect have the same needs and rights as other members of society.

Social services may ask Colleges to provide information about students, or to take part in safeguarding assessments.

Should colleagues receive these requests, should be passed to the Designated Safeguarding Lead for action as appropriate.

MENTAL CAPACITY AND DEPRIVATION OF LIBERTY SAFEGUARDS

People who lack the mental capacity to make certain decisions for themselves, for example with regard to their medical care or entering into sales contracts, are considered particularly at risk. Lack of capacity is usually the result of a disability, mental or physical condition or trauma that affects the way the mind or brain works. This can be a temporary or permanent condition and can affect a broad range of decisions or only decisions on a certain issue.

Mental Capacity and Deprivation of Liberty Safeguards were introduced as part of the Mental Capacity Act 2005 to give protection to people who lack mental capacity.

The Mental Capacity Act sets out five statutory principles to protect people who lack capacity to make particular decisions, but also to maximise their ability to make decisions, or to participate in decision-making, as far as they are able. Professionals working with people who may lack capacity should be guided by these principles and the supporting examples set out in the Act.

The five statutory principles are:

1. A person must be assumed to have capacity unless it is established that they lack capacity.
2. A person is not to be treated as unable to make a decision unless all practicable steps to help them to do so have been taken without success.
3. A person is not to be treated as unable to make a decision merely because they make an unwise decision.
4. An act done, or decision made, on behalf of a person who lacks capacity must be done, or made, in their best interests.
5. Before the act is done, or the decision is made, consider whether the outcome can be achieved as effectively in a way that is less restrictive of the person's rights and freedom of action.



Annex 1

What to look out for – common signs and symptoms of abuse or neglect

CHILDREN

Physical abuse

Eye injuries, unexplained retinal haemorrhage, fractures, hypothermia, lacerations, subdural haemorrhage, teeth marks, scalds, scars, petechiae (small haemorrhages on the skin), abrasions, bites, bruises, burns, cold injuries (e.g. swollen, red hands or feet), cuts, bites, wearing inappropriate clothes e.g. long sleeves even in hot weather, fear of physical contact, shrinking back if touched, bald patches, aggression.

Neglect

Bites, dirty clothing, dirty child, head lice, persistent infestations, scabies, sunburn, tooth decay, not complying with treatment/advice.

Emotional/behavioural abuse

Age-inappropriate behaviour, aggression, body-rocking, changes in emotional or behavioural state, fearfulness, runaway behaviour, continual self-deprecation (I'm stupid, ugly, worthless, etc), overreaction to mistakes, extreme fear in new situations, neurotic behaviour (rocking, hair-twisting), extremes of passivity or aggression.

Sexual abuse

Sexualised behaviour, age-inappropriate behaviour, regressive behaviour, being overly affectionate, being isolated and withdrawn, inability to concentrate, lack of trust or fear of someone they know well.

Other

Abuse might manifest in other ways, for example mental ill-health, alcohol or drug misuse.

You should also be generally aware of the potential for the internet or social media to be used to perpetrate abuse.

Trafficking and female genital mutilation (FGM)

Child trafficking and female genital mutilation (FGM) are forms of abuse and should be addressed in exactly the same way as any other form of abuse.

Looked After Children

This term is used to describe any child who is in the care of the local authority or who is provided with accommodation by the local authority social services department for a continuous period of more than 24 hours. This covers children in respect of whom a compulsory care order or other court order has been made. It also refers to children accommodated voluntarily, including under an agreed series of short-term placements which may be called short breaks, family link placements or respite care.



ADULTS

Physical abuse

Unexplained falls or major injuries, injuries/bruises at different stages of healing, bruising in unusual sites e.g. inner arms, abrasions, teeth indentations, injuries to head or face, very passive.

Elder abuse

As above, plus hand-slap marks, pinches or grip marks, physical pain, burns, blisters, unexplained or sudden weight loss, recoiling from physical contact, stress or anxiety in presence of certain individuals, perpetrator describing person as uncooperative/ungrateful/unwilling to care for self, restraint, unreasonable confinement e.g. locking in or tying up.

Psychological abuse

Withdrawal, depression, cowering, fearfulness, agitation, confusion, changes in behaviour, obsequious willingness to please, no self-esteem, fear, anger.

Domestic abuse

Bruises, black eyes, painful limbs, make-up covering bruises, damaged clothes or accessories, individual "walking on eggshells" if partner around, partner belittling or putting down individual, partner acting excessively jealously or possessively, partner insisting on accompanying individual at all times, partner nervous if individual is out of their sight, individual having limited access to money, phone, car etc.

Other

Abuse might also manifest as mental ill-health, alcohol or drug misuse.

Non Verbal Communication / Indirect Signalling

Be alert for indirect forms of signalling or silent cries for help. For instance some abused children, young people or adults may be unable to articulate or speak about what may be happening to them but may try to communicate in other ways e.g. rolled-up sleeves, low necks or shorts which reveal bruises or injury sites.

COLLEAGUES AND EMPLOYEE WARNING SIGNS

Colleagues or employees paying particular attention to a student or a group of students (e.g. young children, girls, boys), appearing overfriendly with particular individuals, families or groups, going out of their way to see the same individual without obvious reason, seeming overly familiar with an individual, always seeking out a particular individual.



Annex 2

PREVENT: SIGNS THAT A PERSON IS BEING RADICALISED

A member of the College team may have concerns relating to an individual's behaviour, which could indicate that they may be being drawn into terrorist activity. This might include other members of the College team.

Radicalisation can be difficult to spot. Signs or indicators that someone is being drawn into terrorist activity may include:

- Graffiti symbols, writing or artwork promoting extremist messages or images
- Employees/students accessing terrorist related material online, including through social network sites
- Parental/family reports of changes in behaviour, friendships or actions, coupled with requests for assistance
- Partner organisations', local authority services' and police reports of issues affecting individuals in other organisations
- Students voicing opinions drawn from terrorist related ideologies and narratives
- Use of extremist or hate terms to exclude others or incite. Signs that may indicate a 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

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

In the case of children, these signs do not necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

Nevertheless, if you notice any of these signs or indicators, you should follow the reporting procedure set out in this policy.

In the case of children, the National Society for the Prevention of Cruelty to Children (NSPCC) helpline on [0808 800 5000](tel:08088005000) can also offer advice.