



Loughborough College Group

Safeguarding Policy

1. Policy/Procedure Statement

The Loughborough College Group recognises safeguarding and promoting the welfare of its students and apprentices is everyone's responsibility and aims to safeguard and promote their welfare, safety and health by providing an open, caring, responsive and supportive learning environment which responds to needs. The college will ensure that all students and apprentices who access the college facilities and offsite programmes of learning, including apprentices, feel safe and will put in place college-wide procedures and staff training to achieve this. This includes protecting them from maltreatment inside or outside the home, including online.

The College is committed to ensuring that best practice is adopted when working with all students and apprentices offering them support and protection and accepts that it has a legal and moral responsibility to implement procedures to provide a duty of care to all students and apprentices to safeguard their wellbeing and to protect them from abuse neglect and exploitation. This means providing help and support as soon as problems emerge. This Policy therefore supports all students enrolled at the College.

2. Scope and Purpose

This policy applies to the response and management of safeguarding and prevent concerns relating to any registered student, apprentice, staff member, athlete, or visitor at Loughborough College Group.

Where the term 'students' is used throughout the policy it relates to any student or apprentice enrolled on a programme at the Loughborough College Group.

2.1 The policy is consistent with:

- The legal duty to safeguard and promote the welfare of children, as described in Section 175 of the Education Act 2002 and the statutory guidance 'Keeping Children Safe in Education' 2026
- Leicester Safeguarding Children Partnership Board (LSCPB), Leicestershire and

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- Rutland Safeguarding Children Partnership (SCP) and Leicestershire & Rutland Safeguarding Adults Board (SAB) procedures and guidance for safeguarding children and vulnerable adults.
- Working Together to Safeguard Children (2026)
- Safeguarding Children and Safer Recruitment in Education (2019)
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (2019)
- Counter Terrorism Strategy CONTEST (2023)
- Prevent Duty Guidance (2023)
- Care Act (2014) see chapter 14 safeguarding
- Safeguarding Vulnerable Groups Act (2006)
- Human Rights Act (1998)
- Sexual Offences Act (2003)
- Equality Act (2010)
- Protection from Harassment Act (1997)
- Human Rights Act (1998)
- Office for students and apprentices' condition of registration E6

2.2 There are four main elements to the Safeguarding Policy:

- Prevention (e.g. positive college atmosphere, teaching and support for all students and apprentices' safer recruitment procedures).
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to concerns, including Child Protection.
- Support college staff and students and apprentices who may have been abused).
- Working with key partners (multi-agency working) (including staff, governors, parents/carers, employers, subcontractors, and visitors, to ensure appropriate communications, due diligence and actions are undertaken).

This policy applies to all key partners. The college recognises that safeguarding is the responsibility of all staff. The college will ensure that all key partners are aware of the college safeguarding policy by ensuring this is easily accessible, and as part of student, apprentices and staff mandatory training and publishing on our website.

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Where the college provides services or activities directly under the supervision or management of college staff, the college's arrangements for safeguarding will apply. Where services or activities are provided separately by another body, the College will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard students and apprentices and that there are arrangements to liaise with the college on these matters where appropriate.

2.3 Values

British Values are of significant importance to everyone involved in any College activity. College values and British values form the basis of citizenship within our College community and across modern Britain. We promote all of these values to our students and staff across all areas of College activity, they are at the heart of everything we do. British values are defined as 'democracy, the rule of the law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs. All of our safeguarding and welfare practices are underpinned by the college values of fairness, respect, equality, diversity, inclusion and engagement. (FREDIE) and are supported by our whole college approach to trauma informed practices.

3. Impact Assessments

This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

This policy has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

4. Policy/Procedure

Our College group will:

- Establish and maintain an ethos where students and apprentices feel secure and are encouraged to talk, and are listened to.

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- Ensure that students and apprentices children, young people and vulnerable adults know that there are staff adults in the college whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities which provide students and apprentices with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help.
- Ensure every effort is made to establish effective working relationships with our key partners.

Maintain robust safer recruitment and vetting procedures for all staff and volunteers working with students and apprentices. Ensure that appropriate checks, including references, DBS checks, and prohibition from teaching checks where applicable, are completed prior to appointment, and review volunteer roles regularly to confirm that safeguarding and vetting arrangements remain appropriate and proportionate.

4.1 Safeguarding in the Curriculum

Loughborough College expect all staff to have an awareness of safeguarding issues that can put students and apprentices at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, unexplainable and/or persistent absences from education and consensual and non-consensual sharing of nudes and semi-nude's images and/or videos can be signs that students and apprentices are at risk.

The following areas are among those that may be addressed in the wider curriculum:

- Bullying/Cyberbullying
- County Lines
- Criminal exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Diversity issues
- Identity, gender and sexual orientation
- Domestic abuse, including seeing, hearing or witnessing it's effects
- Drugs, alcohol and substance abuse
- E-Safety/Online Safety (including AI-generated and deepfake content, online sexual harassment, technology-enabled abuse and image-based abuse, Extremism and radicalisation)
- Harassment
- Honour Based Abuse (including Female Genital Mutilation and Forced Marriage)
- Mental Health
- Child on Child abuse (previously known as peer on peer abuse and this term may still be relevant, where the person is over the age of 18)
- Safe and Healthy Relationships
- Sexual misconduct and consent
- Upskirting & downblousing

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4.2 Raising Concerns

The College has a Designated Safeguarding Lead (DSL), who is a member of the Senior Leadership Team, as well as Deputy Designated Safeguarding Leads and a team of Safeguarding Officers who can offer advice, guidance and support with safeguarding and mental health concerns. The contact number for safeguarding referrals is advertised on the back of all staff and student/apprentice lanyards and is in operation during college opening hours. The Safeguarding Team oversees and responds to all safeguarding concerns, including emerging risks associated with AI-generated imagery, deepfakes and other technology-enabled safeguarding harms, ensuring that incidents are appropriately assessed, managed and escalated where necessary. The Safeguarding Team can be contacted on:

Loughborough College: 07979 737 474

Stephenson College: 07833 515351

Brooksby College & Ignite: 07920 275272

All staff complete mandatory safeguarding training and receive safeguarding information during induction to ensure they understand their safeguarding responsibilities, how to recognise concerns and how to make safeguarding referrals. All referrals must be reported through the dedicated Safeguarding Line (see contact details above), where concerns will be assessed and appropriate support, intervention and referrals put in place, monitored and reviewed.

All staff have a professional and statutory responsibility to act immediately when they identify, witness or receive information relating to a safeguarding concern, including concerns relating to abuse, neglect, exploitation, radicalisation or extremism. Staff must not assume that another person has reported the concern and must not delay reporting whilst seeking further evidence, investigating the matter themselves or awaiting confirmation. Any concern, regardless of how minor it may appear, must be reported without delay through the College Group's safeguarding procedures.

Where there is an immediate risk of harm, danger to life, significant safeguarding concern or suspected criminal activity, staff must take appropriate action to ensure immediate safety, including contacting emergency services where necessary, and must notify the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) or Safeguarding Team at the earliest opportunity. Concerns that are not responded to appropriately or remain unresolved should be escalated in line with the College Group's safeguarding and whistleblowing procedures.

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All safeguarding concerns, actions, decisions and referrals are recorded within the College Group's safeguarding recording system to ensure accurate, up-to-date records are maintained and that appropriate oversight, monitoring and support can be provided.

The College also operates a team of mental health first aiders. The team have been trained in a range of skills, from having initial conversations through to supporting the person to get appropriate help. They can provide early intervention for someone who may be struggling with their poor mental health. The Mental Health First Aiders report directly into the Safeguarding Team to ensure all support and signposting has been explored.

All our staff/ volunteers should be aware that mental health problems can, in some cases, be an indicator that a student / apprentice has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff are trained to spot the signs of abuse, neglect and exploitation, including behaviours and will report these in through to the safeguarding team. Staff, students, parents and any external stakeholders can report through to the safeguarding team, should they have a concern about the welfare of any college students.

4.3 Roles and Responsibilities

All adults working with or on behalf of students and apprentices have a responsibility to safeguard and promote their welfare. This includes being alert to signs of abuse, neglect, exploitation and other safeguarding concerns, and taking appropriate action by recording and reporting concerns to the Safeguarding Team. Staff, volunteers, governors and college leaders all play an important role in creating a safe, supportive and inclusive environment in which students and apprentices can learn and thrive.

This section sets out the responsibilities of the Governing Body, Principal, CEO and the College Designated Safeguarding Lead.

4.4 Governing Body

In accordance with the Statutory Guidance 'Keeping Children Safe in Education' 2026 and the Office for Students conditions of registration, the Governing Body will ensure that:

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- The college has a safeguarding policy, procedures and training in place which are effective and comply with legislation. The policy is made available publicly.
- The college has clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.
- The college operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Staff involved in recruitment will undertake safer recruitment training.
- There are procedures for dealing with the protection of students.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers, which also includes low level concerns.
- There is a senior member of the College's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and that there is always cover for this role.
- The Designated Safeguarding Lead undertakes Local Authority training (in addition to basic child protection training) and this is refreshed every two years. DSL's will stay up to date with their knowledge and skills as required, at least annually.
- All governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training equips them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole college approach to safeguarding. Training for Governors is updated regularly.
- All staff and volunteers of the college undertake appropriate training which is regularly updated (at least every three years in compliance with the SCP and SAB protocols); and that new staff and volunteers who work with students are made aware of the college's arrangements for child protection and their responsibilities. The Local Authority leaflets, 'Safer working in Education Settings' and 'Safeguarding is Everyone's Business' will be used as part of this induction; staff will receive regular updates as required and at least annually in order to further enhance staff knowledge and skills set.
- Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay.
- Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Chief Executive, in liaison with the Local Authority Designated Officer (LADO) and PiPoT (Persons in Positions of Trust) guidelines.
- Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers.
- The college contributes to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" 2018 including providing a coordinated offer of early help for children who require this. Safeguarding arrangements consider the procedures and practice of the local authority

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and the Leicestershire and Rutland Safeguarding Children Partnership (SCP) and Leicestershire & Rutland Safeguarding Adults Board (SAB).

4.5 The Chief Executive

The policies and procedures adopted by the Governing Body are effectively implemented, and followed by all staff:

- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessments of children, young people and vulnerable adults.
- Allegations of abuse or concerns that a member of staff or adult working at college may pose a risk of harm to a student (whether at college or away from college) are notified to the Local Authority Designated Officer (LADO) or PiPoT (Persons in Positions of Trust) for adults.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to students and such concerns are addressed sensitively and effectively in a timely manner.
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns using the College processes.
- All staff are made aware of the risks of students being drawn into terrorist related activity and how to recognise and report the signs.

4.6 Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead are found in Annex B of 'Keeping Children Safe in Education' and include:

- Liaising with statutory agencies, our safeguarding partners and other agencies in line with Working Together to Safeguard Children.
- Liaison with the Governing Body and the Local Authority on any deficiencies brought to attention of the Governing Body and how these should be rectified without delay.
- Ensure the College has appropriate online filtering and monitoring systems in place and regularly review their effectiveness, for example Smoothwall.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Where students are missing from education, have unexplained and/or persistent absences from education the relevant processes are implemented to ensure welfare and safety.
- Work closely with curriculum to ensure that those missing from home or care, those that experience multiple suspensions and are at risk of permanent exclusion are supported with the necessary referrals/multi agency working in place.

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- Work closely with curriculum to ensure that where students and apprentices have a parent in custody or are affected by parental offending have the necessary support, referrals and multi-agency working in place.
- Recognise the important role the College plays in safeguarding students from forced marriage.
- Acting as a source of support, advice and expertise within the college.
- Attending and contribute to multi agency meetings such as child protection conferences/child in need meetings when required.
- Ensuring each member of staff has access to and understands the College's safeguarding policy especially new or part-time staff who may work with different educational establishments.
- Ensuring all staff have induction training covering safeguarding, "Keeping children safe in education" and sexual misconduct and harassment and are able to recognise, report and respond to any concerns appropriately.
- Ensure there is a whole College approach to online safety and educate students, apprentices, governors and staff in their use of technology and establish mechanisms to identify, intervene in and escalate and concerns where appropriate.

The creation, possession, distribution, threatened distribution, or use of AI-generated intimate images involving children or young people will be treated as a safeguarding concern and managed in accordance with the College's safeguarding policy, child protection procedures, and relevant legislation. Keeping detailed, accurate and secure written records of concerns, actions and referrals.

- Obtaining access to resources and training for all staff and attending refresher training every two years.
- Where children, young people and vulnerable adults leave the college, ensuring their safeguarding file is handed to the Designated Safeguarding Lead and signed for in the new college/school as soon as possible.
- Maintaining and monitoring safeguarding records, including monitoring and acting upon individual concerns, patterns of concerns or complaints, in accordance with section on 'Records and Monitoring' below.

4.7 The Role of all College Staff

- College staff are particularly important, as they are in a position to identify concerns early, provide appropriate help and support to students. They are also expected to promote their welfare and prevent concerns from escalating.
- **All staff** have the responsibility to provide a safe environment in which students can learn.
- **All staff** should be prepared to identify students who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a student's life.

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- Any staff member who has any concerns about a student's welfare should follow the processes set out by the College to report safeguarding and welfare concerns. Staff should expect to support social care and other agencies following any referral.
- Ensure they are compliant with all mandatory training.

5. Records, Monitoring and Transfer

Well-kept records are essential to good safeguarding practice. All staff are clear about the need to record and report concerns about a student. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies. All requests for student files must go through the Colleges Data Protection process for these to be considered.

Records relating to actual or alleged abuse or neglect are stored apart from normal student/apprentices or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.

The Designated Safeguarding Lead will request file transfers from previous schools and colleges, as soon as student enrolments are confirmed. Any in year transfers will be requested within 5 days. Should any students transfer to another college then the Designated Safeguarding Lead will enquire that the file is transferred within 5 working days.

Safeguarding records are stored securely, with access confined to the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and first line safeguarding team.

Safeguarding records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

When students transfer to college, their safeguarding records must also be transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving college with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a student moving out of area and a physical handover not being possible then the most secure method will be found to send the confidential records to a named Designated Safeguarding Lead and a copy kept. Files requested by other agencies e.g. Police will be copied.

Data protection laws, including the Data (Use and Access) Act 2025, the Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping students safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of students.

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Staff have due regard to the data protection principles outlined in the DPA/GDPR guidance, which allow them to share personal information for safeguarding processes, including information that is sensitive and personal and is treated as special category personal data, allowing staff to share information to for 'Safeguarding children and individuals at risk'. This allows designated members of staff to share information without consent, if a student is at significant risk, if it is not reasonable to gain consent or if gaining consent would place a student at further risk.

6. Child on Child Abuse

Children can abuse and exploit other children both inside and outside of college, including through online platforms and digital technologies. This is referred to as Child-on-Child Abuse (previously known as Peer-on-Peer Abuse). Whilst we recognise that most of our students and apprentices are over the age of 16, in line with government guidance, Child-on-Child Abuse refers to abuse involving any child or young person under the age of 18.

Child-on-Child Abuse can take many forms and may occur online or offline. This includes, but is not limited to, bullying (including cyberbullying), sexual violence, sexual harassment, online harassment, upskirting, initiation or hazing-type behaviours, consensual and non-consensual sharing of nude and semi-nude images, technology-enabled abuse, and the creation, possession, sharing, or use of AI-generated, manipulated, or deepfake sexual imagery. It also includes the non-consensual creation, alteration, or distribution of images of a child or young person.

All allegations, concerns, or disclosures relating to Child-on-Child Abuse will be taken seriously, recorded, risk assessed, and managed in accordance with safeguarding and child protection procedures.

Child on Child can include:

- bullying, including cyberbullying, prejudice-based and discriminatory bullying
- abuse in intimate personal relationships between peers
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; this may include an online element which facilitates, threatens and/or encourages physical abuse
- sexual violence, such as rape, assault by penetration and sexual assault; this may include an online element which facilitates, threatens and/or encourages sexual violence
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent.

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- consensual and non-consensual sharing or threats to share nude and semi-nude images, AI-generated, or created using deepfake technology and or videos (also known as sexting or youth produced sexual imagery).
- initiation/hazing type violence and rituals.
- Upskirting and Down blousing (which is a criminal offence), involves taking a picture under a person's clothing without their permission and without them knowing (with or without underwear), with the intention of viewing their body to obtain sexual gratification is a highly intrusive practice, and causes the victim humiliation, distress or alarm.
- Sexual misconduct and harassment which may be standalone or part of a broader pattern of abuse.

In the event of a disclosure of this nature the College will formally risk assess the situation considering the alleged victim, alleged perpetrator and other students, children, young people, vulnerable adults and adults. This will be done on a case by case basis and alleged victims will be taken seriously. This risk assessment and subsequent actions will be kept under review and the Designated Safeguarding Lead will ensure that we are engaging with children's social care, the police and specialist services as required.

All staff and especially the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Safeguarding Officers, will have regards for the context in which incidents and/or behaviours occur. This is known as contextual safeguarding. Staff should consider whether environmental factors in a child, young person or vulnerable adult's life are present, that are a threat to their safety and welfare.

7. Support and Working with Partners

7.1 Support for Students and Apprentices

The College is committed to working in a holistic, trauma informed and person-centred way to support the safeguarding needs of all students.

The College Group recognises that students who have experienced or are experiencing trauma (including if they see, hear or witness it's effects) may find it difficult to develop a sense of self-worth and view the world in a positive way. For these students, college may be one of the few stable, secure and predictable components of their lives. The college will seek to provide these students with the necessary support and to build their self-esteem and confidence.

Students may be vulnerable, for instance because they have a disability, care experienced, or are experiencing some form of abuse, neglect or exploitation. The College will seek to provide these students with the necessary support.

Our college recognises that students sometimes display negative behaviour and that such incidents must be referred on for appropriate support and intervention. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being

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boys” can lead to a culture of unacceptable behaviours, an unsafe environment for students and in worst case scenarios a culture that normalises abuse leading to students accepting it as normal and not coming forward to report it. The College will act to ensure students understand the behaviours expected of themselves and that such behaviours are challenged appropriately and dealt in line with college policies.

Complaints or concerns raised by students will be taken seriously and followed up in accordance with the College’s Safeguarding Policy and Procedure and Sexual Misconduct and Harassment Policy and Procedure. Where appropriate the College complaints process will be applied.

The college operates a range of support services, including mental health, wellbeing and inclusion, working with students and apprentices in a person-centred way. Where external support is required for the student or apprentice, internal support services will work in a multi-agency way to support students and apprentices to access services available.

The College uses e-safe technology and web filtering services to monitor key strokes to ensure monitor safe use of technology and promote online safety. This is overseen by the safeguarding team who will respond both appropriately, timely and monitor where appropriate.

7.2 Support for Staff

As part of their duty to safeguard and promote the welfare of students and apprentices, staff may hear information that could be upsetting. Where a member of staff is distressed as a result of this, they should in the first instance speak to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will seek to arrange the necessary support.

7.3 Working with key partners

The College will:

- Implement appropriate procedures to assess the suitability of visitors, contractors, external speakers, and partner organisations, considering safeguarding risk, educational value, age appropriateness, supervision arrangements, identity verification, and any safeguarding checks required. Ensure that all visitors receive safeguarding information, understand their responsibilities while on site, and are provided with clear guidance on how to recognise and report safeguarding concerns in accordance with College procedures.
- Ensure due diligence of all key partners and stakeholders, including subcontractors is undertaken including their provision for safeguarding and child protection policies and procedures being in place as well as knowing how to contact our safeguarding team at the College.

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- Ensure that parents/carers and guardians understand the responsibility placed on the College and staff for child protection/safeguarding by publishing the Safeguarding Policy and other associated policies.
- Undertake appropriate discussion with parents/carers prior to involvement of Children and Family Services Specialist Services (Children's Social Care) or another agency, unless to do so would place the student at risk of harm or compromise an investigation.

7.4 Recruitment and Selection of Staff

The college has an open safeguarding ethos regularly addressing safeguarding responsibilities during meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children, young people and vulnerable adults.

The College's safer recruitment procedures are based on the statutory guidance *Keeping Children Safe in Education* (2026) and *Safeguarding Children and Safer Recruitment in Education*. Recruitment and vetting practices, including online searches, will be conducted in accordance with current statutory guidance.

At least one member of every interview panel for College staff will have completed recognised safer recruitment training, either through the Department for Education (DfE) or other approved training identified by the College.

The College will maintain robust safer recruitment procedures, including identity verification, right to work checks, qualification and employment history verification, references, Disclosure and Barring Service (DBS) checks, prohibition from teaching checks where applicable, overseas checks for individuals who have lived or worked abroad, and any other checks required by legislation or guidance.

Appropriate arrangements will be in place to verify the suitability of agency, supply, and contracted staff, and to ensure that contractors comply with the College's safeguarding requirements.

The Single Central Record (SCR) will be maintained, monitored, and retained in accordance with statutory requirements to ensure the accurate recording of all required recruitment and vetting checks.

When providing references for former employees, the College will include relevant factual information relating to substantiated safeguarding concerns or findings of inappropriate conduct. Allegations that were found to be unsubstantiated, false, or malicious will not be included in employment references.

Name:	Safeguarding Policy	Owner:	Learner Services
Approved by:	Corporation Board	Applicable to:	Staff/Students
Reference:	LE-PCG-023	Last Review:	Aug 2026
Version:	1.1	Next Review:	Aug 2027

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7.5 Allegations Against Members of Staff (including low level concerns)

The College will follow the managing allegations process. This involves liaising with the Leicestershire LADO (Local Authority Designated Officer) and PiPoT (Persons In Position of Trust). The college will comply with managing the allegations process and LADO for other counties, where other activity may be taking place away from the college campus, this applies not only to college staff but any other staff that are contracted to work with students on behalf of the college. In all instances, the Leicestershire LADO will be contacted or the PiPoT process followed.

This process will apply to all staff working within the college on all provision types, included further education, higher education and apprentices, including teachers, volunteers and contractors, if they have, or we receive an allegation that they have:

- Behaved in a way that has caused harmed to another person
- Possibly committed a criminal offence against or related to any person
- Behaved towards an individual in a way that indicates that they pose a risk of harm
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children, young people or vulnerable adults. This includes behaviour that may have happened outside of the college, that might make an individual unsuitable to work with children, young people or vulnerable adults. This is known as transferable risk.

The reporting procedures for allegations against members of staff are set out within the roles and responsibilities section of this policy.

The college recognise that staff need to fulfil their professional, academic or pastoral responsibilities whilst maintaining appropriate boundaries. However, there are behaviours that would not be deemed appropriate, examples of these include:

- behaviours that are inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse

Examples of such behaviour could include:

- being over friendly or having relationships with students
- having favourites
- adults taking photographs of students on their mobile phone, unless for valid educational purposes and with consent
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

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This is not an exhaustive list; the Staff Conduct policy, Managing Allocations and Low Level Concerns policy, and the Student / Staff relationship Policy provides further information.

It is important that all safeguarding concerns about members of staff are reported to the DSL and Executive Director of HR and not discussed with any other members of staff. The DSL will work directly with the Executive Director of HR to determine the action to be taken and next steps.

8. Location and Access to the Policy/Procedure

This policy will be accessible via SharePoint and the Loughborough College website.

9. Linked Policies and Procedures

The policy will be implemented by procedures which will:

- Promote the prevention of abuse of all students.
- Protect all students
- Support all students who may have been subjected to or affected by abuse
- Work with students, parents, carers and any other agencies, where appropriate, to ensure communications and actions are undertaken swiftly, smoothly and sensitively

Related policies, procedures and guidance include:

- Allegations against persons who work with children and vulnerable adults
- Anti-Bullying and Harassment (including Cyberbullying)
- Safer Recruitment of Staff
- Fitness to Study Policy
- Disclosure and Barring Service (DBS)
- Student Disciplinary Policy and procedure (change to positive student behaviour policy)
- Staff Disciplinary Policy
- Trips and visits
- Prevent Policy
- Sexual Misconduct and Harassment
- First aid
- Administration of medicines
- Personal Care Procedures
- Health and Safety
- Nursery Policies, procedures and codes of practice
- Security (including stop and search policy)

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- Equality and Diversity
- Online Safety
- SEND and additional learning support
- Staff code of conduct
- Staff / student relationship policy
- Student code of conduction policy
- Student behaviour management policy

The above list is not exhaustive but when undertaking development or planning of any kind the College will consider the implications for safeguarding and promoting the welfare of children, young people and vulnerable adults.

10.Change Log

Date	Version number	Details of change	Review / Revision by
14.08.2026	V1.1	Updated safer recruitment section to align with <i>Keeping Children Safe in Education 2026</i> , including online checks during recruitment.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Strengthened safer recruitment procedures to include identity verification, right-to-work checks, qualification checks, employment history verification, references, DBS checks, prohibition checks, and overseas checks for applicants who have lived or worked abroad.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Added requirements for verification and safeguarding oversight of agency, supply, and contracted staff.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Added reference to maintenance, monitoring, and retention requirements of the Single Central Record (SCR).	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Expanded visitor management arrangements to include suitability assessments of visitors, contractors, external speakers, and partner organisations, considering safeguarding risk, educational value, age appropriateness, supervision arrangements, identity verification, and safeguarding checks where required.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Strengthened visitor safeguarding requirements to ensure all visitors are informed of safeguarding procedures, understand their responsibilities, and know how to report safeguarding concerns.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Added provision relating to AI-generated intimate imagery involving children and young people, confirming that such incidents will be treated as safeguarding concerns and managed in accordance with safeguarding procedures and relevant legislation.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Clarified that concerns relating to AI-generated intimate imagery must be reported and managed through safeguarding and child protection procedures.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	Updated reference wording regarding employment references to ensure substantiated safeguarding concerns are disclosed appropriately, while allegations proven to be false, malicious, or unsubstantiated are not included.	Group Director of Safeguarding and EDI

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14.08.2026	V1.1	Clarify expectations of staff in relation to referring safeguarding concerns as soon as possible following a disclosure or identifying a safeguarding concern.	Group Director of Safeguarding and EDI
14.08.2026	V1.1	General review undertaken to strengthen safeguarding governance, compliance, visitor management, and safer recruitment arrangements in line with current statutory guidance and best practice.	Group Director of Safeguarding and EDI

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