Employer's Guide to Safeguarding and Prevent 2025-26

SAFEGUARDING

Safeguarding is about protecting the health, well-being, and human rights of individuals. These measures allow children, young people, and adults at risk to live free from abuse, harm, and neglect.

North Kent College (including Hadlow) has a statutory and moral duty to ensure the safeguarding and welfare of children and adults at the College is promoted and embedded into all areas of provision. All employers must share this commitment and conduct their practice in accordance with the duty to safeguard and to take prompt appropriate action when they have concerns about a child or adult at risk of harm, abuse, or neglect.

The "Safeguarding Policy, Procedures and Guidance" and "Keeping Children Safe in Education (KCSiE)" are available on the external NKC website https://www.northkent.ac.uk/about-us/policies/safeguarding.

Everyone should be familiar with these documents.

RESPONDING TO CONCERNS

If you have any welfare or safeguarding concerns about a student, please contact a member of the Welfare and Safeguarding Team.

DO

- Stay calm, listen, allow free recall of events;
- Keep questions to a minimum, only ask open questions to clarify facts, i.e., who, what, where, when, how;
- Provide reassurance and inform the person you must pass the information on to the Safeguarding Team;
- Make detailed factual notes, include date, time, location, who was present, what was said, signs of injury;
- Immediately contact the Designated Safeguarding Lead (DSL) to inform them of the disclosure;
- Maintain professional curiosity.

DON'T

- Make a promise to keep a secret;
- Ask too many, or closed or leading questions;
- Express shock or anger;
- Delay in passing on your concerns, reports should be made within the same day;
- Share amongst other staff or students unless asked to by the DSL;
- Contact parents/carers for the child or adult at risk unless asked to by the DSL.

NEVER

- Conduct investigations into allegations, this is NOT your role, you could cause more damage and spoil possible criminal proceedings;
- Never think abuse is impossible or assume an accusation against someone you know, or trust is untrue.

Any allegation made regarding a staff member must be referred IMMEDIATELY to the Chief Executive and Executive Principal and DSL. DO NOT DISCUSS WITH ANY OTHER MEMBER OF STAFF OR STUDENT.

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AREAS AFFECTING SAFETY OR WELL-BEING OF STUDENTS

- Bullying, Cyber bullying
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Crime and fear of crime
- Criminal Exploitation (County Lines)
- Cuckooing
- Cyber bullying
- Discriminatory abuse
- Domestic abuse
- Female Genital Mutilation (FGM)
- Financial abuse
- Forced marriage
- Gaslighting
- Grooming (including via the internet)
- Homelessness
- Honour based abuse
- Inappropriate staff supervision i.e., bad practice
- Institutional abuse
- Modern slavery
- Neglect
- Peer on peer abuse
- Physical abuse
- Psychological/ Emotional abuse
- Radicalisation and extremism
- Self-harm
- Sexual abuse (including peer-on-peer, inappropriate relationships and online)
- Sexual exploitation
- Sexual harassment
- Victimisation due to race, sexuality, faith, age, gender, disability

WHO ARE POTENTIAL ABUSERS?

- Family member
- Friends and acquaintances
- Strangers
- Terrorist organisations
- Staff including assessors and agency staff
- Externally contracted staff e.g., security, cleaning staff
- Volunteers
- Other apprentices, learner, and their peers
- Themselves
- Anyone else

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USEFUL INFORMATION AND CONTACTS

SAMARITANS – Information and guidance on supporting those in crisis.
Call: 116 123 https://www.samaritans.org/

College Counselling – Confidential, non-judgemental service to help students, accessed through MyDay.

A-Z of mental health - Mind – Self-help strategies for numerous mental health issues.
https://www.mind.org.uk/information-support/a-z-mental-health/

BEAT – Helpful for students with eating disorders.
beateatingdisorders.org.uk

Brook – Free confidential sexual health and wellbeing experts.
https://www.brook.org.uk/

Childline – Support, information and guidance for children, young people, and professionals.
Call: 0800 1111 https://www.childline.org.uk/

FRANK – Support, information and guidance relating to drugs.
Call: 0300 1236600 https://www.talktofrank.com/

I Am Sober – App for managing and tracking reduction of self-harm/suicidal thoughts/other addictions.
https://iamsober.com/

Kooth – Online therapy and support forum.
https://www.kooth.com/

R;pple – Variety of support available, with a focus on suicide prevention and safety planning.
https://www.ripplesuicideprevention.com/

SHOUT – A free, confidential, anonymous text support service.
Text: 85258 https://giveusashout.org/

We Listen – Free NHS talking therapy support. Available to anyone 17.5+ years old, living in Kent and Medway.
https://www.we-listen.org/

Young Minds – Mental health support and advice for young people.
https://www.youngminds.org.uk/

NKC AND HADLOW WELFARE AND SAFEGUARDING TEAM

Senior DSL	Rachael Moore
Deputy DSL (T&H)	Fiona Hassan
DSO	Fiona Maberry
DSO	Sophie Chilvers
DSO (ALS)	Dan Broad
DSO (Prevent Lead)	Sue Barry

DSL	Rebecca Skinner
Deputy DSL (D&G)	Koya Bakarey
DSO	Ros Beaney
DSO	Dani Shirtcliff
DSO	Emma Bridgeland
DSO (Residential)	Karen King

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Prevent

This briefing sheet is to enable you to have knowledge of the 'Prevent Duty' and how to report any concerns you have when working with the College.

INTRODUCTION

The Prevent Duty is part of the government's counter-terrorism strategy, outlining our responsibility to prevent individuals from being drawn into extremism, radicalisation, or terrorism. Prevent aims to stop people from becoming or supporting terrorists by challenging terrorist ideology.

The **'Prevent Duty'** refers to **Section 26 of the Counter-Terrorism and Security Act 2015**, which requires specified authorities, including colleges and universities, to have ***'due regard to the need to prevent people from being drawn into terrorism'***.

The government states the Prevent duty is designed to:

'Deal with all forms of terrorism and with non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists then exploit. It also made clear that preventing people becoming terrorists or supporting terrorism requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. And the strategy also means intervening to stop people moving from extremist (albeit legal) groups into terrorist-related activity.'

WHAT IS EXTREMISM?

The government defines 'extremism', as follows:

"Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

1. *negate or destroy the fundamental rights and freedoms of others; or*
2. *undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or*
3. *intentionally create a permissive environment for others to achieve the results in (1) or (2)."*

Further information regarding the types of behaviour indicative of promotion or advancement relevant to the definition and further context can be found **HERE**.

RESPONDING TO CONCERNS

If you have any concerns, for example notable changes in behaviour and mood in a student; an expression of extreme political or radical views, or an appearance of increasing sympathy to terrorist acts, you can contact:

- **Rachael Moore** – Assistant Principal
- **Rebecca Skinner** – Head of Welfare and Safeguarding
- **Sue Barry** – Prevent Lead
- **Koya Bakarey** – Deputy Head of Welfare and Safeguarding (Tonbridge and Hadlow)
- **Fiona Hassan** – Deputy Head of Welfare and Safeguarding (Dartford and Gravesend)

Prevent voices the concerns of conscientious individuals, stops criminalisation, safeguards the vulnerable, and enhances safety in a proportionate and thoughtful manner.

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In the event of an emergency, including a threat to life, always call 999.

YOUR ROLE

- Support your apprentice in their training, well-being, and responsibilities as both an employee and an apprentice with NKC;
- NKC and YOU, as the employer have a responsibility to keep apprentices safe and demonstrate commitment to the Prevent Duty;
- Remember NKC has a responsibility for safeguarding apprentices, which is different to safeguarding clients and service users;
- Give additional support and care to apprentices who are under the age of 18, they are still a child;
- Contact NKC Welfare and Safeguarding Team if you need advice or have a concern.

WHY MIGHT SOMEONE BE DRAWN TOWARDS EXTREMIST IDEOLOGY?

- Questions about identity, faith, belonging;
- Desire for 'adventure' and excitement;
- Enhance self-esteem and 'street cred';
- Identification with a charismatic individual and attraction to a group offering support or social network;
- A trigger from a personal experience of racism or discrimination.

EARLY INDICATORS OF EXTREMISM:

- Showing sympathy for extremist cause;
- Glorifying violence;
- Evidence of possessing illegal or extremist literature;
- Advocating messages akin to illegal organisations, i.e., extreme violence against individuals or groups;
- Out of character changes in dress, behaviour, and peer relationships.

E-SAFETY

E-safety is providing our apprentices with the information they need to help them to make safe and sensible choices when using the internet, IT systems and staying within the law.

WHAT ARE THE 4 AREAS OF RISK?

Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

Contact: exposure to harmful online interactions, i.e., peer pressure, commercial advertising, adults posing as children/young adults with intention to groom or exploit for sexual, criminal, financial or other purposes.

Conduct: online behaviour that increases the likelihood of, or causes, harm, i.e., making, sending, and receiving explicit images (consensual, or non-consensual nudes/semi-nudes, pornography), and bullying.

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.