POLICY

Safeguarding Policy for 16 to 19 Education Provision

Organisation	Asbiverse Limited trading as Intent Institute (part of Asbiverse Group)
Company number	13891216 (registered in England and Wales)
Registered office	Dairy House, Money Row Green, Holyport, Maidenhead, Berkshire, SL6 2ND
Document reference	II-SAFE-001
Version	2.0
Issue date	October 2026
Next review	October 2027, or sooner if legislation, statutory guidance or contract requirements change
Approved by	Ankur Shiv Bhandari, Director
Contact	info@intent.institute
Supersedes	Version 1.0 (ASB-SAFE-001, December 2024), issued under the Asbiverse Group name

Intent Institute is the Asbiverse Group division for public bodies and other industries, and a trading name of Asbiverse Limited. **Named roles in this policy will be appointed and confirmed before the start of any contract.**

1. POLICY STATEMENT

Intent Institute is committed to safeguarding and promoting the welfare of all learners aged 16 to 19 and vulnerable adults aged 19 to 25 participating in our education and training programmes. We recognise our legal and moral responsibility to protect learners from harm, abuse and exploitation.

This policy applies to all staff, volunteers, contractors and partners involved in the delivery of education services.

2. LEGAL FRAMEWORK

This policy is written in accordance with:

- Children Act 1989 and 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2026
- Care Act 2014
- Equality Act 2010
- UK General Data Protection Regulation and Data Protection Act 2018

3. DEFINITIONS

- **Safeguarding:** Protecting learners from maltreatment, preventing impairment of health and development, ensuring learners grow up in circumstances consistent with the provision of safe and effective care.
- **Child Protection:** Activities undertaken to protect specific learners who are suffering, or likely to suffer, significant harm.
- **Vulnerable Adult:** Person aged 18+ who may be unable to protect themselves from harm or exploitation due to disability, mental health issues or other circumstances.

4. TYPES OF ABUSE

4.1 Physical Abuse

Causing physical harm including hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm.

4.2 Emotional Abuse

Persistent emotional maltreatment causing severe adverse effects on emotional development including:

- Conveying worthlessness
- Age-inappropriate expectations
- Serious bullying and cyberbullying
- Exploitation and corruption

4.3 Sexual Abuse

Forcing or enticing participation in sexual activities including:

- Physical contact (penetrative and non-penetrative)
- Non-contact activities (viewing/production of sexual images)
- Sexual exploitation

4.4 Neglect

Persistent failure to meet basic physical and psychological needs including:

- Failure to provide adequate food, clothing, shelter
- Failure to protect from physical and emotional harm
- Failure to ensure adequate supervision
- Failure to ensure access to appropriate medical care/treatment

4.5 Modern Slavery and Human Trafficking

Recruitment, movement, harbouring of people for exploitation through violence, deception or coercion.

4.6 Online Safety

Protection from harmful content, contact, conduct and commerce online including: Cyberbullying

- Online grooming
- Sexting
- Inappropriate content exposure

5. DESIGNATED SAFEGUARDING LEAD (DSL)

5.1 Appointment

- **Primary DSL:** To be appointed and named before contract start. Until then, Ankur Shiv Bhandari, Director, holds accountability for safeguarding.
- **Deputy DSL:** To be appointed and named before contract start.
- **Contact:** info@intent.institute
- **Emergency:** 999 where a learner is at immediate risk of harm

5.2 Responsibilities

- Overall responsibility for safeguarding arrangements
- Coordinating safeguarding activities
- Liaison with local authorities and statutory agencies
- Training coordination and record keeping
- Policy review and update
- Incident investigation and reporting

5.3 Training Requirements

- Formal DSL training updated every 2 years
- Annual safeguarding updates
- Multi-agency training participation
- Prevent awareness training

6. STAFF RESPONSIBILITIES

6.1 All Staff Must:

- Be alert to signs of abuse and neglect
- Know how to report concerns
- Maintain appropriate boundaries with learners
- Follow safer working practices
- Complete mandatory safeguarding training
- Report safeguarding concerns immediately

6.2 It is NOT Staff Responsibility to:

- Investigate suspected abuse
- Interview learners about suspected abuse
- Evaluate the credibility of concerns
- Make decisions about whether abuse has occurred

7. RECRUITMENT AND SELECTION

7.1 Safer Recruitment Procedures

- Enhanced DBS checks for all staff and volunteers
- Barred List checks where applicable
- Identity verification and right to work checks
- Professional qualifications verification
- Two satisfactory references (including previous employer)
- Prohibition order checks for teaching staff
- Structured interview including safeguarding questions

7.2 DBS Requirements

- Enhanced DBS with Children's Barred List check for regulated activity
- Adult Workforce DBS for those working with vulnerable adults
- Renewal every 3 years minimum
- DBS Update Service enrolment encouraged

7.3 References

- Minimum two professional references
- Direct contact with referees
- Specific safeguarding questions included
- Gaps in employment history explored

8. TRAINING AND AWARENESS

8.1 Induction Training

All new staff receive safeguarding training within first week including:

- Safeguarding policy and procedures
- Code of conduct expectations

- Recognition of abuse indicators
- Reporting procedures
- Prevent awareness
- Online safety

8.2 Ongoing Training

- Annual safeguarding updates for all staff
- Specialised training for DSLs
- Multi-agency training participation
- External training opportunities

8.3 Training Records

- Central training register maintained
- Individual training records kept
- Compliance monitoring and reporting
- Refresher training scheduled

9. REPORTING PROCEDURES

9.1 Immediate Action

If a learner is in immediate danger:

1. Ensure learner safety
2. Call emergency services (999)
3. Inform DSL immediately
4. Document incident

9.2 Reporting Concerns

All concerns must be reported to DSL within 24 hours:

1. Complete concern form (Appendix A)
2. Report verbally to DSL
3. Submit written record within 24 hours
4. Maintain confidentiality

9.3 External Reporting

DSL will determine need for external referrals to:

- Local Authority Children's Services
- Local Authority Adult Services
- Police
- Channel Panel (Prevent referrals)
- Disclosure and Barring Service

10. PREVENT DUTY COMPLIANCE

10.1 Prevent Strategy

Intent Institute has due regard to prevent people from being drawn into terrorism by:

- Risk assessment and action planning
- Staff training and awareness
- Building resilience to radicalisation
- Monitoring and intervention

10.2 Risk Assessment

Annual assessment of risks including:

- Learner demographics and vulnerabilities
- Local community factors
- Online risks and exposure
- Ideological influences

10.3 Training Requirements

- Prevent awareness training for all staff
- Advanced training for DSLs
- Online safety training
- Recognition of radicalisation indicators

10.4 Referral Process

Concerns about radicalisation reported through:

1. Internal safeguarding procedures
2. Channel Panel referral
3. Police anti-terrorism hotline
4. Local authority Prevent coordinators

11. ONLINE SAFETY

11.1 Digital Risks

- Inappropriate content exposure
- Contact from unknown individuals
- Cyberbullying and harassment
- Online radicalisation
- Sexting and image sharing

11.2 Protective Measures

- Acceptable use policies
- Content filtering and monitoring
- Digital citizenship education
- Incident reporting procedures
- Parental/guardian engagement

11.3 Technology Use

- Clear guidelines for technology use
- Social media policy compliance
- Personal device restrictions
- Online learning platform safety

12. CONFIDENTIALITY AND INFORMATION SHARING

12.1 Principles

- Information shared on need-to-know basis
- Learner consent sought where appropriate
- Legal requirements override confidentiality
- Professional boundaries maintained

12.2 Record Keeping

- Factual, accurate and timely records
- Secure storage and limited access
- Retention in accordance with policy
- GDPR compliance maintained

12.3 Information Sharing

- Multi-agency information sharing protocols
- Parental/guardian involvement where appropriate
- Legal framework compliance
- Professional judgement application

13. SUPPORTING LEARNERS

13.1 Pastoral Care

- Regular welfare check-ins
- Early intervention support
- Mental health awareness
- Signposting to external services

13.2 Vulnerable Learners

- Additional support mechanisms
- Risk assessment and planning
- Multi-agency coordination
- Regular review and monitoring

13.3 Support Services

- Counselling and mental health support
- Educational support for disrupted learning
- Liaison with external agencies
- Family support where appropriate

14. ALLEGATIONS MANAGEMENT

14.1 Allegations Against Staff

- Immediate suspension if required
- Local Authority Designated Officer (LADO) notification
- Police involvement where appropriate
- Investigation coordination
- Support for all parties

14.2 Investigation Process

- Formal investigation procedures
- Evidence preservation
- Witness protection
- Disciplinary action if required

15. MONITORING AND REVIEW

15.1 Policy Review

- Annual policy review

- Legislative updates incorporation
- Best practice integration
- Stakeholder consultation

15.2 Effectiveness Monitoring

- Incident analysis and learning
- Training effectiveness evaluation
- Feedback collection and analysis
- Continuous improvement implementation

16. RELATED POLICIES

- Code of Conduct
- Anti-Bullying Policy
- Health and Safety Policy
- Data Protection Policy
- Equality and Diversity Policy
- Acceptable Use Policy

17. CONTACT INFORMATION

Internal Contacts

- **Designated Safeguarding Lead:** Named before contract start; contact through info@intent.institute
- **Deputy DSL:** To be appointed and named before contract start.
- **Director:** Ankur Shiv Bhandari, contact through info@intent.institute

External Contacts

- **Emergency Services:** 999
- **Police Non-Emergency:** 101
- **Childline:** 0800 1111
- **NSPCC Helpline:** 0808 800 5000
- **Samaritans:** 116 123

Local Safeguarding Arrangements

The local safeguarding children partnership, Safeguarding Adults Board, Local Authority Designated Officer and Channel panel contacts for each delivery area will be confirmed and recorded here before contract start.

Document Control

- **Author:** Asbiverse Limited trading as Intent Institute
- **Approved:** Ankur Shiv Bhandari, Director
- **Distribution:** All staff, volunteers, contractors
- **Location:** Staff handbook, intranet, public website
- **Review:** Annual or following significant incident

This policy will be reviewed annually and updated as required to reflect changes in legislation, guidance and best practice.