

047. Prevent and Safeguarding Policy & Procedure

Prevent and Safeguarding Policy and Procedure

Policy owner:	Academic Director (CEO)
Version No.:	2.0
Review cycle:	Annually
Approval route:	Board of Governors
Publication route:	External (IFG website)
Latest publication date:	13.02.2026

Contact Details for Safeguarding Concerns

If you have any concerns about safeguarding or require further information, please contact

Designated Safeguarding Lead (DSL) and PREVENT Lead	Michael Addison, Academic Director	Email: m.addison@intfoundationgroup.co.uk Tel: +44 (0)20 3633 0510 / +44 (0)7814 993368
Deputy DSL	Siavash Mahvash Director of Studies	E: s.mahvash@intfoundationgroup.co.uk T: +44 (0)20 3633 0510 / +44 (0)7402 227771
Local Safeguarding Authority	Westminster City Council (Safeguarding)	Adult Safeguarding T: 020 7641 2176 E: adultsocialcare@westminster.gov.uk Under 18s T: 020 7641 4000 E: accesstochildrensservices@westminster.gov.uk In emergencies call the police or 999
Police (Non-Emergency)	Charing Cross Police Station (Metropolitan Police)	Agar Street, London WC2N 4JP T: 020 7230 1212 (24 hours)

Introduction

IFG is committed to creating and maintaining a safe and supportive learning environment for all students and staff. This Prevent and Safeguarding Policy and Procedure ensures compliance with statutory duties, protecting individuals from harm, abuse, neglect, and radicalisation, acknowledging that harm, abuse and neglect can also lead to radicalisation, and outlines clear procedures for responding to concerns.

IFG is also committed to ensuring that every member of our community is treated with respect and dignity, and bullying, harassment, or discrimination of any kind will not be tolerated. We will take prompt action to address any reports of bullying, harassment, sexual violence and/or discrimination, and provide support to those involved.

This policy reflects our commitment to the well-being of our students and the safety of our community. We strive to ensure that everyone at IFG feels safe, valued, and able to reach their full potential.

This policy has been produced in line with the following statutory and relevant guidance:

- [Keeping Children Safe in Education](#)
- [Prevent Duty Guidance for Higher Education Institutions](#)
- [Preventing Student Suicides Guidance](#)

Purpose and Scope

This policy aims to:

- Safeguard children and vulnerable adults.
- Prevent individuals from being drawn into terrorism and extremist ideologies.
- Provide clear reporting and intervention procedures.
- Promote a culture of vigilance.

This policy applies to all students, staff, volunteers, and visitors of IFG, including any contracted staff or partners who work with students.

Legal Framework

This policy is guided by the following legislation and statutory guidance:

- Counter-Terrorism and Security Act 2015
- Children Acts 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (DfE)
- Keeping Children Safe in Education (DfE)
- Prevent Duty Guidance for Higher Education Institutions (GOV.UK)

Key Definitions

- Safeguarding: Protecting individuals from harm and promoting their welfare.
- Child Protection: A subset of safeguarding focusing on preventing abuse and neglect.
- Prevent Duty: A legal obligation to prevent individuals from being drawn into terrorism.
- Radicalisation: The process of developing extremist beliefs or ideologies.
- Extremism: Vocal or active opposition to fundamental British values.

Roles and Responsibilities

IFG Board

- Ensure compliance with safeguarding and Prevent obligations.
- Approve safeguarding and Prevent policies and risk assessments.

Safeguarding Responsibilities

- **Designated Safeguarding Lead (DSL):** The Academic Director is the designated Prevent and safeguarding lead and is responsible for overseeing safeguarding practices and ensuring the effective implementation of this policy. The DSL will be the main point of contact for safeguarding concerns.
- **All Staff:** All staff have a responsibility to be alert to signs of Prevent and safeguarding concerns, report them appropriately, and participate in training.

Designated Safeguarding Officers (DSOs)

The Lead DSO and Deputy DSOs manage Prevent and safeguarding duties.

Key Responsibilities:

- Receive and act on concerns or disclosures.
- Liaise with external agencies, such as social services, 'channel' and police.
- Oversee Prevent and safeguarding training.
- Maintain secure Prevent and safeguarding records.

Contact Details for DSOs:

-**Lead DSO:** [Michael Addison, Academic Director]

Email: m.addison@intfoundationgroup.co.uk

Tel: +44 (0)20 3633 0510 / +44 (0)7814 993368

-**Deputy DSO:** [Siavash Mahvash, Director of Studies]

E: s.mahvash@intfoundationgroup.co.uk

T: +44 (0)20 3633 0510

PREVENT Duties

IFG are committed to:

- Ensuring that all staff are trained on the Prevent Duty and can identify signs of potential radicalisation, including changes in behaviour, language, or attitudes that may indicate extremist views.
- Encouraging open dialogue and critical thinking to challenge and question harmful ideologies while respecting freedom of expression.
- Working with relevant authorities, including the local Counter-Terrorism Unit, to assess risks and provide the necessary support for vulnerable individuals.

Prevent Lead (Lead DSO)

- Conduct Prevent risk assessments.
- Deliver Prevent training or ensure online training is completed by all staff
- Refer individuals to the Channel Programme where necessary.

All Staff and teachers

- Recognise and report safeguarding and Prevent concerns.
- Complete mandatory safeguarding and Prevent training.
- Promote a safe and supportive environment.

SAFEGUARDING Procedures

Types of Abuse

Understanding the different types of abuse is essential for recognising potential safeguarding concerns. Abuse may occur in various forms, often overlapping:

Physical Abuse

- Examples: Hitting, shaking, burning, or any physical harm inflicted deliberately.
- Indicators: Unexplained bruises, burns, bite marks, or fear of physical contact.

Emotional Abuse

- Persistent maltreatment affecting a child's emotional development.
- Examples: Constant criticism, threats, or rejection.
- Indicators: Extreme shyness, low self-esteem, or withdrawal.

Sexual Abuse

- Involves forcing or enticing a child to engage in sexual activities.
- Examples: Sexual touching, exposure to pornography, or exploitation.
- Indicators: Age-inappropriate sexual behaviour, knowledge, or physical discomfort.

Neglect

- Persistent failure to meet a child's basic physical or emotional needs.
- Examples: Inadequate food, shelter, or medical care.
- Indicators: Poor hygiene, malnutrition, or frequent absences from school.

Recognising and Responding to Safeguarding Concerns

Recognising Concerns:

Staff must be vigilant for signs of abuse, neglect, or any other safeguarding issues. Concerns might arise from:

- Observing physical injuries.
- Behavioural changes in a student.
- Disclosures made by the student or others.

Responding to Concerns:

When a safeguarding concern is identified:

Immediate Action: Contact the DSO immediately.

Safeguarding Concern Form: Complete and submit the form to document the concern accurately.

Follow-Up: The DSO will assess the concern and determine the next steps, which may include:

- Referring to external safeguarding agencies.
- Engaging with parents or guardians if appropriate.

Handling Disclosures

Students may choose to disclose sensitive information to staff. In such cases:

Listen Actively: Allow the student to speak without interruption or judgment.

Avoid Leading Questions: Do not ask questions that suggest answers.

Reassure the Student: Let them know they've done the right thing by speaking up.

Explain Next Steps: Inform the student that the information will be passed to the DSO for their safety.

Document the Disclosure: Record the details immediately and report them to the DSO.

Record Keeping

Accurate and confidential record-keeping is essential for safeguarding.

- Separate Safeguarding Records: Safeguarding concerns must be documented separately from general student files.
- Secure Storage: Physical records are kept in a locked cabinet; digital records are encrypted.
- Retention Period: Records are retained for at least seven years or longer in cases of legal proceedings.

Vulnerable Students

Certain students may face heightened safeguarding risks due to specific circumstances, including:

- Domestic Violence

- Parental Substance Abuse
- Mental Health Issues
- Special Educational Needs and Disabilities (SEND)

These students require additional monitoring and tailored support plans, which include:

- Regular check-ins with staff.
- Access to counselling and external services.

Peer-on-Peer Abuse

Peer-on-peer abuse encompasses various harmful behaviours, including bullying, physical violence, and sexual harassment.

Procedures:

1. Immediate Response: Separate the students involved and ensure safety.
2. Investigation: The DSO will lead the investigation, with potential external agency involvement.
3. Support: Offer counselling and restorative approaches where appropriate.

IFG will ensure both the victim and perpetrator are supported during and after the process.

Allegations Against Staff

If an allegation of abuse is made against a member of staff:

Immediate Reporting: The allegation must be reported to the Lead DSO.

LADO Referral: The DSO will refer the case to the Local Authority Designated Officer (LADO) within 24 hours.

Investigation: No internal investigation will commence until directed by external agencies.

Possible Outcomes:

- Dismissal if the allegation is substantiated.
- Referral to the Disclosure and Barring Service (DBS).

If the allegation concerns the DSO or Academic Director, it must be escalated to the Board of Governors.

Whistleblowing

IFG encourages a culture of openness where staff feel confident reporting concerns about their colleagues.

Key Points:

- Confidential Reporting: Reports can be made anonymously to the Academic Director IFG Board or a member of the Board of Governors.
- Protection: Whistleblowers are protected from retaliation or victimization.

Partnership with Parents and Guardians

We are committed to working with parents and guardians to safeguard students. We will ensure that parents are made aware of the institution's safeguarding policy and encourage them to report any concerns they may have about their child's well-being, whilst also being clear about when we can have a dialogue with parents and when we cannot have such a dialogue without the permission of the student.

Specific Safeguarding Practices

Use of IT and Social Media:

- Students and staff must follow IFG's IT Acceptable Use Policy to prevent online harm.
- Training is provided to help students navigate online risks, including cyberbullying and exposure to inappropriate content.

Supervision of Activities:

- Adequate staff supervision is mandatory for all on-site and off-site activities.

PREVENT Duty Implementation

Under the Prevent Duty, IFG is required to:

- Work in partnership with local authorities to prevent students from being drawn into terrorism or extremist ideologies.
- Identify and support vulnerable students who may be at risk of radicalisation, and intervene early where necessary.
- Foster a culture of respect and understanding in which students feel safe to express their views in an appropriate manner.
- Train staff to identify signs of radicalisation and know how to respond to concerns appropriately, including ensuring that staff are familiar with the relevant external mechanisms (Channel Panel etc) and the relevant reporting and escalation routes.

Risk Assessment

The IFG Board conducts risk assessments to identify potential risks of radicalisation. Mitigation measures include:

- Vetting external speakers.
- Monitoring IT systems for access to extremist material.

Channel Programme

Channel Programme provides support for individuals at risk of radicalisation. The referral process involves:

1. Initial assessment by the Prevent Lead.
2. Referral to the multi-agency Channel panel.
3. Tailored interventions, such as counseling or education.

Contacting local authorities and making referrals to Prevent

The following government website is used for guidance for making referrals to Prevent -

<https://www.gov.uk/guidance/making-a-referral-to-prevent>

IFG is based in the London Borough of Westminster and so contact details for our area are as follows:

Westminster Prevent Team

64 Victoria Street, London, SW1E 6QP

Email: prevent@westminster.gov.uk

Telephone: 0781 705 4699 or 0779 098 0223

If required please call the national police Prevent advice line 0800 011 3764 to speak to specially trained officers.

If it's an emergency, please call 999.

Safer Recruitment

Recruitment Practices

- Enhanced DBS checks for all staff.
- Verification of references and employment history.

Induction and Training

- All new staff complete safeguarding and Prevent training during induction. Regular refresher training is mandatory.

Training and Awareness

All staff (including part-time, temporary staff) are required to undergo mandatory safeguarding training as part of their induction and refresher training annually. This training will include:

- Understanding and identifying safeguarding risks
- How to respond appropriately to safeguarding concerns, including the Prevent Duty and suicide risk indicators
- How to report safeguarding issues to the DSL

- Understanding data confidentiality, its requirements and its limits
- Recognising signs of radicalisation and extremism
- Promoting a culture of respect and inclusion

Student Awareness

Students are educated on safeguarding and Prevent issues through:

- Induction sessions
- Student Handbook

Monitoring and Review

This policy will be reviewed annually by IFG's Risk, Audit & Compliance Committee together with the Student Committee, in consultation with the student body, staff, and external agencies. However, final approval rests with the Board of Governors. The policy will be updated to reflect any changes in legislation or guidance.

The DSO and Prevent Lead maintain detailed logs of safeguarding and Prevent incidents. An annual safeguarding report is submitted to the IFG Board where any actions or improvements required are agreed and monitored through to completion.

Policy Review

This policy is reviewed annually or when significant legislative changes occur.

Appendices

Appendix A: Prevent Risk Assessment Template (see separate document 047a)