

## Camden Adult Community Learning service

### Prevent and Safeguarding Policy

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**Service:** Camden Adult Community Learning Service (ACL)

**Applies to:** Whole Service

**Audience:** All staff, volunteers, governors, employers, partners, service users, and any individuals in contact with ACL provision.

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#### Document Control

- **Policy Owner:** ACL Senior Management Team
  - **Original Date of Acceptance:** [To be inserted]
  - **Last Review Date:** May 2025
  - **Next Review Date:** August 2026
  - **Designated Safeguarding Lead:** Mark Isherwood, Head of Service
  - **Designated Safeguarding Co-ordinator:** Lilu Dewan, Programme Manager, Community Learning
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#### Policy Aims and Intentions

- To safeguard and promote the welfare of all learners, staff, and visitors engaged in ACL provision.
  - To ensure staff are clear about their responsibilities and procedures for safeguarding and preventing radicalisation.
  - To embed safeguarding, personal safety, and the Prevent Duty within all aspects of ACL service delivery.
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#### Scope

This policy applies to:

- All ACL staff, volunteers, contractors, partners, and learners
- All ACL locations and partner venues
- Activities delivered both on-site and online

It covers safeguarding for:

- Adults (aged 19+)

- Children (under 18) participating in family learning and crèche provision
  - Prevent Duty compliance (protection from radicalisation and extremism)
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## **Legislative Framework**

This policy is informed by:

- **The Care Act 2014**
  - **Children Act 1989**
  - **Safeguarding Vulnerable Groups Act 2006 (as amended)**
  - **Protection of Freedoms Act 2012**
  - **Counter Terrorism and Security Act 2015 (Prevent Duty)**
  - **Working Together to Safeguard Children 2018**
  - **Keeping Children Safe in Education 2023**
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## **Safeguarding Commitments**

Camden ACL is committed to:

- Promoting wellbeing, health, safety, and security of learners
  - Ensuring that learners know who to approach if they feel unsafe
  - Recognising and supporting learners who may be at risk due to disabilities, mental health needs, domestic abuse, or other vulnerabilities
  - Ensuring safeguarding is embedded into the quality processes of all learning provision
  - Treating all learners equally regardless of background, gender, ethnicity, sexuality, or home location
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## **Definitions**

- **Adult at Risk:** A person aged 18 or over who has care and support needs and is at risk of abuse or neglect (Care Act 2014).
- **Child:** Anyone under the age of 18 (Children Act 1989).
- **Radicalisation:** The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Abuse:** Includes physical, emotional, sexual abuse, financial abuse, neglect, exploitation, and modern slavery.

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## Roles and Responsibilities

Role	Responsibility
<b>ACL Senior Management Team</b>	Ensure safeguarding policies and procedures are in place and monitored
<b>Designated Safeguarding Lead (Mark Isherwood)</b>	Strategic oversight and accountability
<b>Designated Safeguarding Co-ordinator (Lilu Dewan)</b>	Day-to-day management of safeguarding and Prevent cases, referrals, training, liaison with external agencies
<b>All Staff and Volunteers</b>	Attend safeguarding training, report concerns immediately, maintain professional conduct
<b>Camden Prevent Coordinator</b>	Provide Prevent advice and support (Tel: 020 7974 1475)

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## Safeguarding Procedures

- Staff report concerns **immediately** to the Safeguarding Co-ordinator (or Deputy).
- Concerns are referred to **Camden Adult Social Care** or **Children's Services** as appropriate (telephone and written referral within 24 hours).
- Accurate, dated, and signed records are kept securely.
- All staff undergo **Disclosure and Barring Service (DBS)** checks.

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## Prevent Duty (Counter Terrorism and Security Act 2015)

Camden ACL has a legal duty to prevent people from being drawn into terrorism. ACL will:

- Undertake a Prevent **risk assessment** and maintain an **action plan**
  - Provide **staff training** on identifying and responding to radicalisation risks
  - Support learners at risk through **welfare and pastoral care**
  - Work in partnership with **Camden Prevent Coordinators**, local safeguarding boards, and other relevant agencies
  - Reference Prevent awareness in **IT policies** and acceptable use guidelines
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## Training and Support

- All staff receive safeguarding and Prevent training at induction and regular intervals.
  - The Designated Co-ordinator attends inter-agency training to ensure up-to-date practice.
  - Guidance on staff conduct is provided through induction, briefings, and the staff handbook.
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## Confidentiality

- Staff must not promise confidentiality or keep safeguarding concerns secret.
  - Information is shared on a **need-to-know** basis only.
  - Confidential records are securely maintained.
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## Whistleblowing

- Staff are expected to raise concerns about unsafe practices or colleague conduct.
  - Concerns should be reported to line managers or senior managers in line with the **Camden Council Whistleblowing Policy**.
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## Organisational Safety

- Only authorised agencies (Social Care, Police) investigate safeguarding allegations.
  - Allegations against staff are handled according to the ACL **Code of Conduct** and in consultation with Camden HR.
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## Use of ACL Premises by Other Organisations

- Commissioned organisations using ACL premises must demonstrate appropriate safeguarding policies and procedures.
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## Monitoring and Evaluation

- The Designated Co-ordinator reports safeguarding incidents to the **Quality Improvement Team**.
- The policy is reviewed annually for effectiveness and updated as necessary.

- Updates are communicated to all staff through CPD and internal communications.
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### **Policy Availability**

- Updates are distributed to all managers, staff, and providers to ensure only current policies are in use.