

Camden Adult Community Learning service

Prevent and Safeguarding Policy

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.

Document Control

- **Policy Owner:** ACL Senior Management Team
 - **Original Date of Acceptance:** [To be inserted]
 - **Last Review Date:** August 2026
 - **Next Review Date:** August 2027
 - **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.

Roles and Responsibilities

Role	Responsibility
ACL Senior Management Team	Ensure safeguarding policies and procedures are in place and monitored
Designated Safeguarding Lead (Mark Isherwood)	Strategic oversight and accountability
Designated Safeguarding Co-ordinator (Lilu Dewan)	Day-to-day management of safeguarding and Prevent cases, referrals, training, liaison with external agencies
All Staff and Volunteers	Attend safeguarding training, report concerns immediately, maintain professional conduct
Camden Programme Manager: Safeguarding Against Radicalisation (Prevent Coordinator)	Provide Prevent advice and support (Tel: 020 7974 1008)

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.
- Safeguarding policies and procedures are accessible on **Fronter**.

Prevent Duty (Counter Terrorism and Security Act 2015)

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

- Maintain awareness of local risks including through the CTLP, using this to inform an ACL specific **risk assessment**.
- Maintain an **action plan related to the risks identified**.
- Provide **staff training** on identifying and responding to radicalisation risks
- Support learners at risk through **welfare and pastoral care**

- Work in partnership with **Camden Safeguarding Against Radicalisation Lead**, local safeguarding boards and panels (including Channel), and other relevant agencies
 - Include awareness in of how people may become radicalised online, 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.

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.

Policy Availability

- The latest version of this policy is maintained by ACL Senior Management and accessible on **Frontier**.
- Updates are distributed to all managers, staff, and providers to ensure only current policies are in use.