



Oakswood College

Empowering Through Education



Prevent & Safeguarding

Policy and Procedure

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(Trading name of Oakwood Group Ltd)

Prevent and Safeguarding Policy and Procedure

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Oakwood College takes a ‘Safeguarding First’ approach to managing Prevent concerns. Consequently, we have one policy joining up our duties and obligations regarding both the Prevent Duty and Safeguarding, to ensure that Prevent concerns are managed with a Safeguarding First approach.

Contact Details for Prevent and/or Safeguarding Concerns

If you have any concerns about any matters that might fall within the scope of the Prevent Duty, or any Safeguarding concerns, or require further information, please read through this Policy and contact one of the key contacts set out in the table below:

SAFEGUARDING / PREVENT-RELATED ROLE	NAME OF MEMBER OF STAFF AND ROLE	EMAIL AND TELEPHONE CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Muhammad K Rehman	rehman@oakwoodgroup.co.uk
Prevent Single Point of Contact (aka the Prevent SPOC)	Rafia Rehman	rafia@oakwoodgroup.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Waqas Mehmood	w.mehmood@oakwoodgroup.co.uk
Local Safeguarding Authority	Birmingham Safeguarding Adults Board Adult Social Care Safeguarding Team – Duty Officer	Tel: 0121 303 1234 (Mon-Fri 9:00am–5:00pm) Emergency (out of hours): 0121 675 4806 Email: CSAdultSocialCare@birmingham.gov . Website: www.birmingham.gov.uk
Local Authority Safeguarding Lead	Local Authority Designated Officer (LADO)	Tel: 0121 675 1669 Email: ladoteam@birminghamchildrenstrust.co.uk
Local Authority Prevent Lead	Waqar Ahmed local authority Prevent lead	Email: Waqar.Ahmed@birmingham.gov.uk Tel: 0121 675 4806
Police (non-emergency) contact details:	Prevent Referral Team – West Midlands Police	Tel (non-emergency): 101 Emergency: 999 Online referral via national Prevent referral form (gov.uk) Email: CTU_Gateway@west-midlands.pnn.police.uk

Introduction

Section 21 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies, listed in Schedule 3 to the Act, to have “due regard to the need to PREVENT people from being drawn into terrorism”. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty. In line with best practice in education sectors, the Oakwood College takes a Safeguarding approach to managing its obligations under the Prevent Duty, as is set out in this Policy and supported by its procedures.

Oakwood College places the safety and welfare of its students and staff as a key institutional priority at all times. This Prevent and Safeguarding Policy and Procedure supports Oakwood College to ensure we:

- maintain compliance with statutory duties;
- have mechanisms and institutional knowledge in place to protect individuals from harm, abuse, neglect, and radicalisation;
- acknowledge that harm, abuse and neglect can also lead to radicalisation, and
- have clear procedures in place for responding to concerns.

Oakwood College 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. Such issues normally fall within the scope of our Policy on Sexual Misconduct, Harassment & Unacceptable Behaviours, therefore where they are raised under this Policy or any of its procedures, they will as relevant be referred into the procedures under that Policy to be handled where appropriate.

Legal, Statutory and Regulatory Framework underpinning this Policy

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

- [Office for Students’ Prevent Duty guidance](#)
- [Office for Students’ Prevent-related serious incident guidance note](#)
- [Prevent Duty Guidance for Higher Education Institutions](#)
- [Prevent Duty Guidance for Higher Education Training and Guidance for Practitioners](#)
- [UUK Preventing Student Suicides Guidance](#)
- [Counter-Terrorism and Security Act 2015](#)
- [Terrorism \(Protection of Premises\) Act 2025](#)
- [Children Acts 1989 and 2004](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Working Together to Safeguard Children \(DfE\) 2023](#)
- [Keeping Children Safe in Education \(DfE\) 2025](#)

Key Definitions and Vulnerability Factors

- **Prevent Duty:** A legal obligation to prevent individuals from being drawn into terrorism.
- **Safeguarding:** Protecting individuals from harm and promoting their welfare.
- **Child Protection:** A subset of safeguarding focusing on preventing abuse and neglect.
- **Extremism:** Vocal or active opposition to fundamental British values.
- **Radicalisation:** The process of developing extremist beliefs or ideologies.
- **Terrorism:** the use or threat of one or more [specific actions](#) where they are designed to influence the government, or an international governmental organisation, or to intimidate the public. The use or threat must also be for the purpose of advancing a political, religious, racial or ideological cause.

More Key Information

As per its [updated 2024 definition](#), the UK 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).

The [UK Government's PREVENT Strategy](#) (p108) defines radicalisation as follows:

“Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.”

Radicalisation is usually a process, not an event. During this process, there may be opportunities to intervene in order to reduce the risk of the individual being attracted to extremist ideology and causes and safeguard him/her from the risk of radicalisation. It is important to be able to recognise the factors that might contribute towards the radicalisation of an individual. Indeed, some of the factors that lead an individual to becoming radicalised are no different to those that might lead individuals towards involvement with other activity such as gangs, drugs, sexual exploitation, etc.

Those involved in extremist activity come from a range of backgrounds and experiences. There is no single profile of what an extremist looks like or a 10-point plan of what might drive an individual towards becoming radicalised.

Vulnerability Factors

A variety of factors might contribute towards an individual becoming radicalised. A table setting out some of the factors which might contribute is set out in Appendix B to this policy.

Purpose

This policy aims to:

- Safeguard children and vulnerable adults.
- Prevent individuals from being drawn into terrorism and extremist ideologies.
- Support the identification, addressing, and response to concerns regarding terrorism, extremism, and/or radicalisation
- Provide clear reporting and intervention procedures.
- Promote a culture of awareness, confidence and vigilance in Safeguarding all members of our institutional community.

Scope of this Policy

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

Allied Policies

The following the Oakwood College policies are allied with this one and may apply either simultaneously, or before or after any application of this Prevent & Safeguarding Policy:

- Social Media and IT Acceptable Use Policy
- Support Through Studies Policy and Procedures
- Student Attendance and Engagement Policy
- Policy on Sexual Misconduct, Harassment & Unacceptable Behaviours
- Suicide Prevention and Response Policy
- Emergency Student Exclusion & Suspension Policy
- Personal Relationships Policy
- Code of Practice on Freedom of Speech
- Freedom of Speech Complaints Procedure
- Student Complaints Procedure
- Staff Grievance Procedure
- Non-Academic Misconduct Policy & Procedures
- Staff Disciplinary Policy
- Whistleblowing Policy

The above list of allied policies is not exhaustive, and any other the Oakwood College policy and/or procedures may apply at any time where deemed relevant and necessary by the Oakwood College.

Prevent Duty, radicalisation, freedom of speech and academic freedom

As a Higher Education Provider, the College strongly supports the principles of freedom of speech and academic freedom within the Law, whilst simultaneously recognising that we also have a legal and moral duty of care for staff and students.

In this regard, Oakwood College understands that:

- radicalisation is usually a process and not an event, and it is possible to intervene in this to PREVENT vulnerable people from being radicalised;
- there is a need to ensure that Safeguarding activities centred on Prevent concerns are proportionate, and focused upon people at risk;
- institutional activity needs to address all forms of extremism. The [Channel programme](#) aims to support people who are at risk of being drawn into extremist activity. This involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities;
- people with mental health issues or learning disabilities may be vulnerable to radicalisation, and it is important that all staff working in education are aware of possible signs of radicalisation and how to refer people for further support;
- PREVENT work for the educational work and activities of the Oakwood College is key but needs to be proportionate. Priorities are:
 - To ensure that all the Oakwood College staff and guest/visiting teaching staff know what to do if they see signs of radicalisation or have any concerns;
 - To ensure that all School staff and guest/visiting teaching staff understand how the Oakwood College manages its obligations in regard to the Prevent Duty, which is using a Safeguarding first approach;
 - To reduce risks of exposure to extremist views in our provision and activities;
 - To collaborate with agencies to identify children and vulnerable individuals at risk of radicalisation and to protect them from harm

Channel Programme

Channel¹ is a key element of the PREVENT strategy. Channel is about safeguarding persons from being drawn into extremist activity leading to violence against others. It is about early intervention to protect and divert vulnerable people away from the risk they face before they are involved in any type of illegal activity. It is designed to protect vulnerable susceptible individuals from being radicalised.

It is a multi-agency approach run in every local authority in England and Wales to protect people at risk from radicalisation and addresses all types of extremism. Channel uses existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services), the police and the local community to:

¹ <https://www.gov.uk/government/case-studies/the-channel-programme>

- **identify** individuals at risk of being drawn into terrorism;
- **assess** the nature and extent of that risk; and
- **develop** the most appropriate support plan for the individuals concerned.

The Channel process identifies those most at risk of radicalisation and refers them via the local authority or police for assessment by a multi-agency panel. It is chaired by the local authority and made up of representatives from different Safeguarding areas including health, education and the police. It considers how best to safeguard them and support their vulnerability through a support package tailored to individual needs. In the event of a referral, the Channel Panel will meet to discuss the nature and extent of the potential vulnerability of the individual.

Partnership involvement ensures that those at risk have access to a wide range of support ranging from mainstream services, such as health and education, through to specialist mentoring or faith guidance and wider diversionary activities. Each support package is monitored closely and reviewed regularly by the multi-agency panel.

PREVENT-Related Serious Incident Reporting

The OfS PREVENT-related [serious incident guidance](#) places formal responsibility on all relevant higher education bodies (RHEBs) to determine what constitutes a PREVENT-related serious incident that needs to be reported, and to report it following the principles set out in the note and the associated reporting requirements.

The Office for Students (OfS) expects a provider to report any incidents or developments which:

- **have led to the review and substantive revision of PREVENT-related policies**
- **have caused harm to staff and students or reputational harm**
- **could be reasonably perceived as being related to PREVENT.**

Examples of serious incident reporting include (but are not limited to) **hate crime, arrests and charges, harm** (either reputational harm or harm to staff and students), **failure of PREVENT-related policies and processes**, and **near misses**.

Providers are expected to report an actual or suspected PREVENT-related incident promptly. OfS guidance states that:

- providers should contact the OfS at the time when a potential serious incident is identified, and no later than five days after the incident occurring or being identified;
- In case of 'near misses', this should be reported as soon as it is deemed that a potential incident would have impacted on PREVENT duty implementation, had it progressed to its conclusion.
- The OfS does not require personal data to carry out its function, and personal information is not shared as part of this reporting.

Roles and Responsibilities

Board of Governors

- Ensure the Oakwood College compliance with statutory and regulatory Safeguarding and Prevent obligations.
- Ensure all the Oakwood College staff receive and regularly refresh Prevent and Safeguarding training
- Approve Safeguarding and Prevent policies and risk assessments.
- Maintain and monitor the institutional Prevent Risk Register.
- Ensures that appropriate policies, procedures and networks are in place within the Oakwood College to allow it to meet its statutory obligations under the Prevent Duty.

Prevent and Safeguarding Responsibilities

- **Designated Safeguarding Officers (DSOs):** The Prevent SPOC, DSL and Deputy DSL manage Prevent and Safeguarding Duties at, and on behalf of, the Oakwood College.

Their Key Responsibilities, working collaboratively, are:

- 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.

Please see below for full duties regarding each specific role:

- **Prevent Single Point of Contact (Prevent SPOC):** The Head of Governance, Quality, Compliance and Information Systems is the designated Prevent Single Point of Contact (SPOC). They are responsible for:
 - Being the first point of contact for Prevent-related concerns
 - Connecting Oakwood College with the Local Authority Prevent Lead, attending relevant Local Authority briefings and ensuring that their details are up to date on the front of this Policy
 - Conducts Prevent risk assessments
 - Making referrals to the Channel Programme where appropriate
 - Liaising with the DSL to instigate and implement the Oakwood College Safeguarding Procedures where necessary and relevant to a Prevent-related concern
 - Managing and updating the Prevent Risk Register on behalf of the Board of Governors
 - Preparing the OfS Prevent Annual Data Return for approval by the Board in a timely manner so as to allow for scrutiny and approval
 - Raising any potential or actual Reportable Events to the Accountable Officer so the Board and the College can fulfil their OfS obligations in this regard
 - Delivers Prevent training or supports the Oakwood College to ensure online training is completed by all staff
 - Designs Prevent training for delivery to the Oakwood College students

- Together with the DSL, ensuring the effective implementation of this policy.
- **Designated Safeguarding Lead (DSL):** The Chief Executive Officer is the Designated Safeguarding Lead (DSL). They are responsible for:
 - Being the main point of contact for safeguarding concerns.
 - Overseeing Safeguarding practices, reporting any concerns to the Board of Governors as relevant
 - ensuring the effective implementation of the Safeguarding procedures under this policy;
 - ensuring this Policy is reviewed with due diligence and expertise before being approved by the Board of Governors.
- **Deputy Designated Safeguarding Lead (DDSL):** The Head of Academic Affairs is the Deputy Designated Safeguarding Lead (DDSL). They are responsible for:
 - Stepping in to act with the delegated authority of the DSL when necessary
 - Supporting decision-making regarding Prevent and/or Safeguarding, including the completion of any Risk Assessments
 - Supporting the role of the DSL and/or Prevent SPOC where necessary
- **All Staff:** All staff have a responsibility to be alert to signs of Prevent and Safeguarding concerns, report them appropriately, and participate in training.

PREVENT-specific Duties

The Oakwood College is 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;
- Ensuring all staff are trained in Safeguarding and understand what this means in law, and how to make internal and external Safeguarding referrals and raise concerns;
- Ensuring that staff refresh Prevent and Safeguarding training on a regular basis (once every 2 years);
- Encouraging open dialogue and critical thinking to challenge and question harmful ideologies while ensuring lawful freedom of speech is not restricted;
- A multi-agency approach to Prevent and Safeguarding, working with relevant authorities, including the local Counter-Terrorism Unit, to assess risks and provide the necessary support for vulnerable individuals;
- Ensuring the Oakwood College students are made aware of the Prevent Duty and how to report any concerns or worries.

All Staff and teachers

- Recognise and report Safeguarding and Prevent concerns

- Complete mandatory Safeguarding and Prevent training, and refresh this regularly as required by the Oakwood College
- Promote a safe and supportive environment for students and ensure they know how to refer students to appropriate internal and external support

Sensitive Materials

What are sensitive materials?

From time-to-time, staff or students may, in the course of studies or research conducted in association with the Oakwood College, identify a need to consult materials that are security sensitive. This includes information of a kind likely to be useful to a person committing or preparing an act of terrorism.

Section 58 of the Terrorism Act 2000 makes it an offence if a person 'collects or makes a record of information of a kind likely to be useful to a person committing or preparing an act of terrorism.' A modification by the Counter-Terrorism and Border Security Act 2019 also introduced the offence of viewing or otherwise accessing via the internet documents or records containing information likely to be useful to a person committing or preparing an act of terrorism. There is a defence if the information is used for academic research purposes.

Sections 2 and 3 of the Terrorism Act 2006 outlaw the dissemination of terrorist publications, including by electronic means, and give a very wide definition of 'terrorist publication' and 'statements' that could be construed as encouraging or inducing the commission, preparation or instigation of acts of terrorism. Section 2 of the Terrorism Act 2006 has been amended by sections 5(6) and 5(7) of the Counter-Terrorism and Border Security Act 2019. Academic research is not a defence against these offences under the Terrorism Act 2006.

Rules for the safe keeping of security-sensitive materials

All staff and students involved in handling or accessing security-sensitive materials must follow the following rules:

1. All conditions set by the Oakwood College for the safe-keeping of security-sensitive materials, including general conditions and those set specifically for an individual project, must be complied with at all times;
2. Security-sensitive research material must not be stored on a personal computer, USB device or external hard drive, only on an approved the Oakwood College device and must remain in the approved on-campus location unless express authorisation for it to be held elsewhere is permitted by the Prevent SPOC **and** the Head of Academic Affairs;
3. Security-sensitive research material must not be transmitted to a third party or exchanged either internally or externally.

Discovery of, or concerns about, security-sensitive materials

Staff or students who discover security-sensitive materials on the Oakwood College property or the Oakwood College IT systems, or who are concerned about unauthorised viewing or handling of such materials, should raise their concerns in confidence with the Prevent SPOC or DSL in the first instance.

Students can also contact the Head of Student Services for support and guidance.

Please see Appendix B: Sensitive Materials – Protocols for security-sensitive research for further information regarding sensitive materials.

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 or vulnerable adult'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/vulnerable adult 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; failure to meet needs arising from disabilities/conditions.
- **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:

- 1. Immediate Action:** Contact the DSO immediately.



2. **Safeguarding Concern Form:** Complete and submit the form to document the concern accurately.
3. **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 Prevent SPOC or DSL for their safety.

Document the Disclosure: Record the details immediately and report them to the Prevent SPOC and/or DSL.

Record-Keeping

Accurate and confidential record-keeping is essential for safeguarding. The following principles must be followed with regard to record-keeping:

- **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 may be more vulnerable to radicalisation or being drawn into extremism. These students will require additional monitoring and tailored support plans under either the informal stage of Support Through Studies or one of the formal stages (as appropriate). In these circumstances, tailored support plans under Support Through Studies will include:

- A nominated 'staff trusted contact' to whom the student can go with any queries;
- Regular check-ins with staff;
- Regular reviews of the tailored support plan, ensuring academic and pastoral aspects are proactively joined up;

- Access to counselling where necessary and referral to external services where necessary.

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. Early Investigation:** Refer the matter into the Stage 1 (Disclosure Investigation) procedure under the Oakwood College Policy on Sexual Misconduct, Harassment & Related Behaviours
- 3. If the Stage 1 Disclosure Investigation procedure demonstrates potential Safeguarding concerns:** The DSL will lead on external agency involvement, referring Safeguarding Concerns to the Local Authority Designated Officer (LADO).
3. Support: Offer counselling and restorative approaches where appropriate.

Oakwood College will ensure both the victim and alleged 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 DSL.

LADO Referral: The DSL 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 DSL or CEO, it must be escalated to the Board of Governors.

Whistleblowing

The Oakwood College encourages a culture of openness where staff feel confident reporting concerns about their colleagues.

- **Confidential Reporting:** Reports can be made anonymously to the CEO, the Head of Operations and HR, a member of Senior Management Team, or a member of the Board of Governors.
- **Protection:** Whistleblowers are protected from retaliation or victimisation.

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 this 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, the Oakwood College 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-based Approach

The Oakwood College has in place an institutional Prevent Risk Register and also conducts individual case risk assessments to identify potential risks of radicalisation. Mitigation measures in place to support us in meeting our obligations under the Prevent Duty include:

- Vetting external speakers
- Monitoring IT systems for access to extremist material
- Having the Prevent SPOC connected with the Local Authority Prevent Team
- Ensuring the Prevent SPOC has details of how to refer to the multi-agency Channel panel
- Ensuring staff are trained appropriately in understanding the Prevent Duty and how to spot vulnerabilities and signs of radicalisation and extremism
- Ensuring that vulnerable students are identified and provided with tailored support, and that student pastoral and academic support is joined up

Contacting local authorities and making referrals to Prevent

Notwithstanding that the Prevent SPOC is expected to make formal Prevent referrals for the Oakwood College, any person with concerns about Prevent can make a referral should they wish. The following government website is used for guidance for making referrals to Prevent:

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

The Oakwood College is based in the Birmingham City Council. Contact details are as follows:

LOCAL AUTHORITY PREVENT TEAM

Tel: 0121 303 1234

Out of Hours Emergency: 0121 675 4806

Website: www.birmingham.gov.uk (Adult Safeguarding)

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 & Training

All staff (including part-time, temporary staff) are required to undergo mandatory Prevent and Safeguarding training as part of their induction and refresher training every 2 years. 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 training sessions
- Student Handbook

Monitoring and Review

This Policy will be reviewed annually by the Oakwood College's Risk & Audit Committee together with the Student Experience and Welfare Committee, in consultation as relevant with the student body, staff, and external agencies. However, final approval of this Policy rests with the Board of Governors. The Policy will be updated to reflect any changes in legislation or guidance.

The DSL and Prevent SPOC maintain detailed logs of Safeguarding and Prevent incidents. An annual Student Cases report with anonymised data is submitted to the Board where any actions or improvements required are agreed and monitored through to completion.



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Policy Review

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

Appendices

- Appendix A: Prevent National Referral Form
<https://assets.publishing.service.gov.uk/media/68385d2428c5943237ae6528/PREVENT+National+Referral+Form--+STATIC+VERSION2.pdf>
- Appendix B: Vulnerability Factors
- Appendix C: Sensitive Materials - Protocols for security-sensitive research

APPENDIX B: VULNERABILITY FACTORS

Below are some of the factors that might contribute towards an individual becoming radicalised; on the following page there is a link to Channel training and the Richmond Local Authority Multi-Agency Risk Assessment Framework.

The list below is not an exhaustive list and the presence of any of these factors does not necessarily mean that an individual will be involved in extremist activity. However, a combination of many of these factors may increase the vulnerability to extremist activity.

Identity crisis	Distance from cultural/religious heritage and uncomfortable with their place in the society around them.
Personal crisis	Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging.
Personal circumstances	Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
Unmet aspirations	Perceptions of injustice; feeling of failure; rejection of civic life
Criminality	Experiences of imprisonment; poor resettlement/reintegration, previous involvement with criminal groups.

APPENDIX C: Sensitive Materials - Protocols for security-sensitive research

Where a member of staff or a student wishes to undertake research involving or potentially involving security-sensitive materials, the following protocols must be followed:

- All proposed security-sensitive research must receive ethics approval from the Research & Ethics Committee.
- Security-sensitive research material should be kept off personal computers and on specially designated the Oakwood College servers authorised by CEO or Head of Academic Affairs. This material could be accessed easily and securely by researchers but must not be transmitted or exchanged either internally or externally without prior written authorisation from CEO.
- The Prevent SPOC is the first point of contact for internal the Oakwood College and police enquiries about suspect security-sensitive material associated with the Oakwood College or a member of the Oakwood College.
- Staff and students should be aware of the legal risks of accessing and downloading from sites subject to the provisions of counter-terrorism legislation: reading the Social Media & IT Acceptable Use Policy is recommended for Oakwood College email account ownership.
- The Senior Management Team should ensure that they are aware of where the secure storage of sensitive material is located and should liaise with the Oakwood College 's IT service providers to ensure appropriate arrangements are in place.
- Where study or research might necessitate access to such materials, the CEO may as appropriate set conditions for the handling and safe-keeping of the materials; matters may be referred to the Academic Board where necessary for consideration and consensus. Conditions may include a requirement to use an approved secure storage facility and oversight of the use of an approved secure storage facility by school management.
- Oakwood College may require handling and storage of security-sensitive material, or plans to use such materials, to be discontinued where conditions set out in this policy are not set, or where it is determined that there is no good reason for the materials to be handled or stored.