

Westminster Adult Education Service

Safeguarding & Prevention of Radicalisation Policy

Ref No: LE4

Version: 6

Owner:	Head of Learner Development	Approved by:	Executive Board	Date of approval:	Nov 2026
Effective From Date:	Nov 2025	Effective To Date:	Nov 2026	Next Review Date:	Sept 2026



WAES VALUES – Indicate & comment on which values are attributed to this policy procedure

Value	✓	Comment
Respect – We are inclusive and fair and strive for equality in everything we can do.	✓	The Service aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults. WAES uses a respectful whole College approach to safeguarding young people and vulnerable adults.
Aspiration – We aim high for our learners and do not accept mediocrity.	✓	Removing barriers and supporting learners to improve confidence and aspirations
Innovation – We strive for continuous improvement, embrace change and take risks, across all parts of the service.	✓	We embrace change and continuous improvements for our learners.
Sustainability – We always assess our impact on the environment, whether that be physical, social or economic.	✓	We are focusing particularly on the social and emotional and economic wellbeing of learners.
Excellence – In all that our staff do, they strive to be the best they can be.	✓	Training for staff and learners



1. Purpose

WAES is committed to safeguarding children, young people, and vulnerable adults, and preventing radicalisation. This policy aligns with statutory guidance including:

[Keeping children safe in education 2025](#)

[Working together to safeguard children 2023: statutory guidance](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Equality Act 2010](#).

Safeguarding is everyone's responsibility. WAES works collaboratively with staff, learners, parents, carers, local authorities, social services, and the police. There is a dedicated email safeguarding@waes.ac.uk as a safe and affective mechanism for communication.

Concerns must be reported immediately.

This policy is updated annually based on government legislation and priorities.

2. Scope

This policy applies to:

- All WAES staff, contractors, volunteers, and learners (including apprentices and distance learners).
- Children under 16, young people aged 16–19, and adults who require care or support due to disability, mental health, or other vulnerabilities.
- Priority groups include learners with SEND/EHCP, mental health needs, LGBTQ+, care leavers, young carers, those at risk of exploitation, homelessness, or radicalisation

This policy seeks to provide assurances to both staff, learners, carers, volunteers, and visitors that, through its implementation, the service seeks to protect children, young people, and vulnerable adults keeping them safe from harm when in contact with other learners, teaching staff, support staff, contractors and volunteers.

3. Aims and Objectives

The service aims to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom the service's work bring into contact whilst recognising that it cannot act "in loco parentis". Ultimate responsibility will continue to rest with parents, carer or

guardian. If a learner is under the care of the local authority, steps will be taken to involve Social Services, Adult Services, or external support agencies.

While it is impossible to ensure that a child, young person, or vulnerable adult would never come to any harm, the adoption of this policy, implementation of training for staff and associated guidelines aim to facilitate the management of the risk associated with the duty to protect such individuals.

The aim of this policy is to highlight the key areas that from the basis of WAES approach to safeguarding these include:

- Staff recruitment, selection and employment procedures are in place through our safer recruitment process and designated recruitment training in place.
- Act promptly on any suspicion or allegation of abuse.
- Have a robust Admissions Policy and procedure in place, which at application stage, welfare needs, criminal conviction, disability and difficulties are discussed.
- Completion of safeguarding risk assessments on priority group learners.
- Embed Prevent within the teaching and learning and ensure staff are aware of the signs of radicalisation.
- Have a standalone e-safety policy and procedures and that staff are aware of generative AI and potential on-line harms.
- Have a robust firewall to prevent cyber-attacks, that is kept maintained and any internal triggers of the firewall are reported to Safeguarding.
- All staff are expected to promote equality, diversity and British Values.
- All staff to complete the mandatory safeguarding training, including e-safety, safeguarding, healthy relationships and prevent.
- All staff to read Part 1 of the KCSIE annually.

4. Responsibilities

Safeguarding is everyone's responsibility, at WAES. Executive Board, Safeguarding Leads and managers have the responsibility to ensure that this policy is understood and followed by staff.

- **Executive Board & Governors:** Strategic oversight of safeguarding and prevent.
- **Chair of Governors:** will be referred any concerns or allegations about the principal.
- **Designated Safeguarding Lead (DSL):** Principal – overall responsibility for safeguarding, policy updates, and multi-agency liaison.
- **Child Protection Lead:** will support parents or carers with young children at risk of harm (WAES nurseries). Will support children and parents being supported through the local authority under a section 40, Child Protection or Child in Need. Will support any learner under 18 at risk of homelessness.

- **Safeguarding Officers:** Manage referrals, monitor vulnerable learners, and maintain records.
- **Prevent Lead:** Address radicalisation risks, liaise with Channel Panel, and deliver staff training.
- **SEND Lead:** ensure that adults with Special Educational Needs and Disabilities (SEND) are protected from abuse, neglect, and exploitation through inclusive safeguarding practices, timely reporting, staff training, multi-agency collaboration, and the implementation of appropriate support and monitoring systems that address their individual needs and vulnerabilities.
- **IT Lead:** Maintain secure systems, monitor online activity, and report concerns.

Arinola Edeh <i>Principal and Head of Service</i>	<i>Designated Safeguarding Lead</i>
Alison Muggridge <i>Assistant Principal</i>	<i>Safeguarding Officer</i>
Annette Robson <i>Head of Learner Development</i>	<i>Safeguarding Officer (Safeguarding & Prevent Lead)</i>
Oyinda Malafa <i>Inclusive Pathways & ALS Manager</i>	<i>Safeguarding Officer (SEND Lead)</i>
Carol Glasglow <i>Childcare Manager</i>	<i>Safeguarding Officer (Child Protection Lead)</i>
Connie Hutchinson <i>Welfare Officer</i>	<i>Safeguarding Officer</i>
Ali Kanu <i>Welfare Officer</i>	<i>Safeguarding Officer</i>
Greg Zalesny <i>Head of IT</i>	<i>IT Lead</i>
Professor Alex Hughes	<i>Chair of Board of Governors</i>

Note in the event of a death of a learner the **Designated Safeguarding Lead**, will manage all communications.

Concerns raised regarding any staff will be reported to the Head of HR to investigate.

5. Training and Support

The Service will provide appropriate Safeguarding guidance, support and training.

- All new staff must complete the training as part of the induction process.
- All staff must complete Safeguarding and Prevent training every two years.
- Staff who are teaching priority groups are to complete a refresher annually.
- All staff are expected to read the KCSIE part 1 as part of the annual update.
- Learners will receive information welfare, Safeguarding and Prevent as part of the WAES learner Induction process

6. Key Safeguarding Processes

If staff are concerned about the well-being of a child or learner and are concerned that there may be a safeguarding issue, they should inform one of the designated Safeguarding Officers immediately. Staff must not investigate. Staff must discuss concerns directly with a designated safeguarding officer who will email via the safeguarding@waes.ac.uk dedicated email address or contact a safeguarding officer directly, giving all relevant details.

If a referral (externally) is required, this can only be made by one of the designated safeguarding officers.

7. Preventing Extremism and Radicalisation

We are updated regularly on our 'Local Profile', through County Terrorism, Westminster Prevent Lead and the local environment we work in, across our 3 sites. Through awareness of current issues, we can have a better oversight to inform priorities and support local PREVENT plans, our Learners and Staff.

The current threat level in the UK from all forms of terrorism is **SUBSTANTIAL**. ([Threat Levels | MI5 - The Security Service](#))

The safeguarding against radicalisation and preventing extremism is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for learners or not. All staff must:

- Report concerns immediately to the Safeguarding team.
- Promote British values and tolerance.
- Challenge extremist views and discriminatory behaviour.
- Follow Prevent duty guidance and attend mandatory training.
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8. Use of External Agencies and External Speakers

We will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Collaboration with external agencies is key to safeguarding learners.
- We collaborate weekly with organisations such as Citizens Advice, Home Office, shelters and refuge centres, and organisations (suitable in culture) regarding Domestic Abuse and Coercive control.
- We refer to the Local Authority, and in certain situations, we collaborate with the Police. Our team of Welfare Officers ensure suitable external support is in place for every issue a learner is facing.

- Any 'all learner' messages communicated are consistent with the ethos of the Service and do not marginalise any communities, groups, or individuals.
- All speakers invited into WAES, must be relevant and agreed through the Head of Department and the Head of Learner Development. Each speaker must be risk assessed and this includes the assessment of the subject matter and checking of materials. If there are any concerns about the speaker these must be referred to an Assistant Principal.

9. Whistle Blowing

When employees have concerns about the safety or the interests of others or the Service may be at risk, the Westminster City Council Whistle Blowing Policy must be used. Details and procedures of this are available from the HR Team.

10. External Trips or Visits

Staff who are organising external trips or visits, should ensure a detailed risk assessment has been created and passed onto both Managers, Facilities Manager, and the Heads of Department. Large providers have their own Risk Assessment, that we can use, in this case the Risk Assessment will only include a safe passage to and from the venue.

11. Work-based and Distance Learning learners including Apprenticeships

Learners who are identified as vulnerable or 'at-risk' will be supported remotely or on site by a Safeguarding Officer. The remote support given will be through telephone or Microsoft Teams. In most cases this support is given through telephone correspondence.

11.1 Apprentice Learners - Assessors communicate with learners regularly; any issues relating to welfare are discussed and support is implemented. The Employer handbook includes the key areas of Prevent and is part of the sign-up pack. All Employers receive a copy of this policy annually and relevant clarification from Safeguarding Leads.

12. Policies that work alongside the Safeguarding and Prevent policy:

1. Safeguarding Policy for Guests and Visitors at Westminster Adult Education Service (summary document found at each reception location)
2. Safeguarding Procedure
3. E-safety policy
4. Fitness to Study Policy
5. Behaviour Policy
6. Prevent Risk Register
7. Equality, Diversity, and Inclusion Policy
8. DBS Policy
9. Whistleblowing Policy

- 10. Admissions Policy
- 11. Learning Support Policy
- 12. GDPR Policy (WCC)
- 13. Volunteers Policy
- 14. Risk Assessment Documentation

Equality impact assessment/ safeguarding considerations:

Westminster Adult Education Service is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identify), race, religion, or sexual orientation and meets our obligations under the Equality Act 2010.

Name of Policy/ Procedure	Safeguarding and Prevention of Radicalisation Policy
Equality Impact Analysis	If it is not relevant to this function give reasons and proceed to section 5.
In what ways could this function have an impact on any of the groups above? What actions have been taken to eliminate this?	There could be resource limitations in helping learners to follow all the requirements of this procedure. We would explore all the options available to us to support all users in their understanding and application of the procedure and make reasonable adjustments to the procedure if required, for instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.
In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans that will further advance equality?	This policy aims to be an open access and all-inclusive process. The annual review of safeguarding will look to identify updated legislation and controls in place at WAES.
What evidence supports your judgement eg. Observations, consultations, expert opinions, quantitative or qualitative survey's. If the evidence is in form of additional documentation where is this stored?	Comprehensive and up to date safeguarding records.



Has this function taken into account and cross-referenced where appropriate to safeguarding policy and procedures? Give details.	GDPR regulations have been considered and actins comply with data protection requirements.
Owner	AERobson
Date	02.07.2024
Sign	Annette Elizabeth Robson

Version	Date	Revision Author	Summary of changes
1	Oct 2021	Annette Elizabeth Robson	New Format.
2	Nov 2021	Annette Elizabeth Robson	Update KCSIE legislation September 2021
3	Sept 2022	Annette Elizabeth Robson	Added KCSIE updates for 2022 see appendix 5. Updated names of safeguarding leads.
4	Sept 2023	Annette Elizabeth Robson	A full review of the policy and added all KCSIE updates. Updated Safeguarding Governor
5.	June 2024	Annette Elizabeth Robson	New Format Added all relevant updates. KCSIE is DRAFT now, very few additions needed (Under 19 – EHCP updates) as a full review occurred last year. New Front Page



6	Nov 2025	Adrienne Giles	Policy fully reviewed and procedure aspect removed. Inclusion of Chair of Governor role, Checking of external speakers HR to investigate any staffing concerns.