Northern School of Contemporary Dance

Safeguarding Policy

Policy owner:	Northern School of Contemporary Dance – Governing Body
Lead contact:	Designated Safeguarding Lead (DSL)
Audience:	Applicants, Students, and Staff for Northern School of Contemporary Dance
Approving body:	Board of Governors
Date approved:	February 2026
Policy Implementation date:	February 2026
Supersedes:	Safeguarding - Policy and Procedures (Child Protection & Adults at Risk) 2024
Review cycle:	Annually
Next review due date:	July 2027 - Formal review annually, with interim updates as required by legislative or operational change.
Related Statutes, Ordinances, General Regulations	Children Act 1989 & 2004, Education Act 2002, Care Act 2014, Working Together to Safeguard Children (HM Government, 2026), Keeping Children Safe in Education (DfE, 2025), Prevent Duty Guidance (HM Government, 2024), Sexual violence and sexual harassment guidance (as incorporated within KCSIE 2025), Online Safety Act 2023, Cyber Security and Resilience Bill (where enacted and applicable)
Related Policies, Procedures and Guidance:	Student Complaints, Staff Complaints, Public Complaints, Inclusivity Protocols, Harassment, Sexual Misconduct & Related Behaviours, Learning Culture & Codes of Practice, Prevent, Staff and Student Relationship Student-related Policies and Procedures - Northern School of Contemporary Dance
UK Quality Code reference:	Quality Code Expectations for Quality; Advice and Guidance: Concerns, Complaints and Appeals
OfS Conditions reference:	Condition C1 (Safeguarding) and Condition C4 (Student Support), OfS Condition E6
Equality and Diversity Considerations:	Policy should be available in accessible format for all students

Further information:

This policy is available upon request in alternative formats. Induction for all staff includes specific reference to this policy. Links are published in student and staff handbooks, and available via NSCD's website and Virtual Learning Environment.

Policy updated June 2026 to include detail on the Trusted Contact Scheme introduced for September 2026.

Contents

1. Introduction 3
2. Policy Statement 3
3. Scope 4
4. Definitions 4
5. Roles and Responsibilities 6
6. Safer Recruitment 8
7. Safeguarding Procedures 8
8. Managing a Disclosure 9
9. Reporting a Concern 9
10. Recording a Concern or Disclosure 10
11. Confidential Record-Keeping and Data Retention 10
12. Responding to a Safeguarding Concern or Disclosure: Step-by-Step Procedure 11
13. Whistleblowing and Protection for Staff 12
14. Allegations Involving Individuals Not Employed by NSCD 12
15. Allegations Against NSCD Staff 12
16. Allegations Against Students 13
17. Three Strands of Investigation 13
18. Fair Process 13
19. Managing Allegations 13
20. Supporting Those Involved 14
21. Confidentiality 15
22. Recruitment, Vetting, Induction and Training of Staff 17
23. Student Session Leaders, Volunteers, and Placement Students 18
24. Safeguarding in Outreach, External Activities, and Off-Site Provision 18
25. Use of IT Facilities 19
26. Sexual Relationships and Abuse of Trust 20
27. Annual Reporting to the Governing Body 20
Appendix 1: Key Safeguarding Contacts 20
Appendix 2: Definitions and Types of Abuse 21
Appendix 3: Safeguarding Concern / Disclosure Reporting Form Template 22
Appendix 4: Reporting Flowchart 24
Appendix 5: Safer Recruitment Checklist 25
Appendix 6: Training Compliance Log Template 26
Appendix 7: External Agency Referral Contact List 27
Appendix 8: Safeguarding Risk Assessment Template (Off-site Activities) 30
Appendix 9: Designated Safeguarding Lead (DSL) Role Outline 31
Appendix 10: Safeguarding and Prevent Annual Report Template 33

Safeguarding Policy

1. Introduction

Northern School of Contemporary Dance (NSCD or 'the School') recognises its moral and statutory responsibility to safeguard and promote the welfare of all children, young people, and adults at risk. We are committed to providing a safe and supportive environment in which students, staff, volunteers, and visitors can learn, work, and thrive.

This policy is designed to ensure that safeguarding is everyone's responsibility and that all members of the NSCD community understand their roles in protecting individuals from harm. It reflects current statutory responsibilities, government guidance, and best practice.

NSCD is not, however, 'in loco parentis' (in the place of the parent) and cannot accept the responsibilities of guardian to any member of its community.

This policy has been developed in accordance with the following legislation and guidance:

- Children Act 1989 & 2004
- Education Act 2002
- Care Act 2014
- Working Together to Safeguard Children (HM Government, 2023, updated 2025)
- Keeping Children Safe in Education (DfE, 2025)
- Prevent Duty Guidance (HM Government, 2023)
- Sexual violence and sexual harassment guidance (as incorporated within KCSIE 2025)
- Online Safety Act 2023
- Cyber Security and Resilience Bill (where enacted and applicable)
- OfS Conditions of Registration, including Condition C1 (Guidance on consumer protection law), Condition C4 (Student support), and Condition E6 (Harassment and sexual misconduct)
- Equality Act 2010

2. Policy Statement

NSCD is fully committed to safeguarding and promoting the wellbeing of all children, young people, and adults at risk. We believe that:

- Safeguarding is a collective responsibility.

- Every learner, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has the right to be protected from abuse, neglect, exploitation, and radicalisation.
- All concerns about potential or actual harm will be taken seriously and responded to promptly and appropriately.
- NSCD recognises that mental health concerns may in some circumstances become safeguarding concerns where an individual may be at risk of harm to themselves or others.
- Effective safeguarding relies on good inter-agency cooperation, professional curiosity, and continuous learning.

We aim to:

- Create and maintain a safe environment where students feel secure, valued, and respected.
- Support students' development in ways that promote their physical and emotional wellbeing.
- Provide staff and volunteers with clear guidance and training to recognise, respond to, and report safeguarding concerns.
- Ensure robust safer recruitment practices.
- Actively promote a culture of openness, listening, and support, in line with Ofsted and OfS expectations.

3. Scope

This policy applies to:

- All students enrolled at NSCD, including full-time, part-time, and outreach programme participants.
- All children and young people under 18 years of age engaged in NSCD activities.
- All adults at risk (as defined in the Care Act) involved in NSCD activities.
- All staff, including agency staff, volunteers, governors, contractors, and freelance practitioners.
- Visitors to the school site or those engaged with NSCD activities off-site, including online delivery.

This policy covers safeguarding in all learning environments: onsite, offsite, and digital.

4. Definitions

Safeguarding	Protecting a person's right to live in safety, free from abuse and neglect. It involves proactively creating conditions that promote health, wellbeing, and dignity, while protecting from harm and exploitation.

Child	Anyone under the age of 18 (as defined in the Children Act), regardless of the setting.
Young Person	A term commonly used to describe older adolescents and young adults. For safeguarding purposes, anyone under 18 is legally defined as a child.
Adult at Risk	Defined under the Care Act 2014 as an adult who has care and support needs (whether or not the authority is meeting those needs), • Is experiencing, or is at risk of, abuse or neglect, and • Is unable to protect themselves from that abuse or neglect.
Abuse	A form of maltreatment that may be physical, emotional, sexual, financial, or neglectful. Abuse may be inflicted by an adult or another child/peer.
Designated Safeguarding Lead (DSL)	The member of staff appointed to take lead responsibility for safeguarding and child protection, including coordinating referrals, training, and support.
Adult at Risk	Defined under the Care Act 2014 as an adult who has care and support needs (whether or not the authority is meeting those needs), • Is experiencing, or is at risk of, abuse or neglect, and • Is unable to protect themselves from that abuse or neglect.
Prevent Duty	The legal duty placed on schools and colleges under the Counter-Terrorism and Security Act 2015 (updated 2024) to have "due regard to the need to prevent people from being drawn into terrorism."
Radicalisation	The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
Online Safety	Protecting learners and staff from risks and harm associated with using digital technologies, including cyberbullying, grooming, exposure to inappropriate content, and digital exploitation.

5. Roles and Responsibilities

5.1 Board of Governors

The Governing Body holds strategic oversight and is ultimately accountable for NSCD's safeguarding framework. The Board must ensure:

- A Designated Safeguarding Lead (DSL) is in place with sufficient authority and time to carry out the role.
- All safeguarding and Prevent policies are compliant with statutory guidance and reviewed annually.
- Staff complete appropriate safeguarding and Prevent training regularly.
- Concerns relating to the CEO/Principal are referred directly to the Local Authority Designated Officer (LADO).
- A senior board-level lead is appointed as the Safeguarding Governor, who acts as a 'critical friend' and ensures board-level compliance.

5.2 Principal / CEO

The Principal is responsible for:

- Ensuring full implementation and embedding of the Safeguarding Policy and Prevent Strategy.
- Allocating adequate resources and support for the DSL and safeguarding systems.
- Promoting a whole-school culture where safeguarding is recognised as everyone's responsibility.
- Supporting inter-agency cooperation and ensuring compliance with the Office for Students (OfS) Conditions C1 and C4.

5.3 Designated Safeguarding Lead (DSL)

DSL, Deputy DSL, or Safeguarding Officer are responsible for the operational leadership of safeguarding, including:

- Managing and responding to all safeguarding concerns, disclosures, and referrals.
- Keeping secure, confidential records of all safeguarding matters.
- Liaising with the local authority, police, Prevent coordinators, and external agencies.
- Ensuring staff training is compliant with Keeping Children Safe in Education (DfE, 2025) and the Care Act 2014.
- Monitoring safeguarding procedures across in-person and online environments.

DSL contact details must be clearly displayed on-site and on all digital platforms.

5.4 All Staff and Volunteers

Every member of staff, including sessional artists, visiting practitioners, and volunteers, must:

- Be familiar with the signs of abuse, neglect, and radicalisation.
- Report safeguarding concerns immediately to the DSL, Deputy DSL, or Safeguarding Officer —do not delay.

- Complete safeguarding and Prevent training on induction and receive regular refresher training, including annual safeguarding updates.
- Maintain professional boundaries and use digital communication responsibly.

Failure to follow safeguarding procedures may lead to disciplinary action.

5.5 Safeguarding and Prevent Committee

The Safeguarding and Prevent Committee at NSCD plays a central role in ensuring safeguarding and Prevent responsibilities are embedded across the institution. It advises the Leadership Team and the Board of Governors on safeguarding and Prevent policy and practice and ensures these are fully aligned with health, wellbeing, and safety priorities across all school activities.

The Committee's duties include:

- Monitoring the effectiveness and impact of NSCD's safeguarding and Prevent protocols and recommending improvements where needed.
- Ensuring safeguarding and Prevent remain up to date and compliant with current legislation, statutory guidance, and regulatory frameworks.
- Overseeing data collection related to safeguarding and Prevent to support NSCD's statutory and regulatory duties.
- Supporting the development, implementation, and review of training programmes to ensure all NSCD staff understand and fulfil their safeguarding and Prevent responsibilities.
- Ensuring NSCD's regulatory role in multi-agency safeguarding procedures (for both children and adults at risk) is clearly understood and fulfilled internally and externally.
- Managing, reviewing, and escalating safeguarding and Prevent-related risks.
- Actively promoting awareness of safeguarding and Prevent across NSCD and with external stakeholders.
- Supporting the preparation of the Annual Safeguarding and Prevent Report and monitoring its recommendations.
- Maintaining constructive relationships and ensuring statutory reporting requirements are met with key external agencies, including the Office for Students (OfS).

The Committee reports to the NSCD Board of Governors and submits updates to the Senate.

5.6 Safeguarding Governor

Appointed from the Board of Governors, the Safeguarding Governor:

- Acts as a 'critical friend' to staff, offering support and constructive challenge.
- Ensures the Governing Body meets its legal and moral safeguarding responsibilities.
- Takes an active role in policy oversight and safeguarding culture.

5.7 Human Resources Manager

The HR Manager plays a key role in the safer recruitment of staff and volunteers. Responsibilities include:

- Ensuring appropriate Disclosure and Barring Service (DBS) checks are undertaken and renewed as required.
- Verifying references and maintaining accurate records within the Single Central Record (SCR).
- Supporting compliance with safer recruitment protocols.

6. Safer Recruitment

NSCD is committed to safer recruitment in line with Part 3 of Keeping Children Safe in Education (DfE, 2025) and NSPCC best practice. This includes:

- A consistent and transparent recruitment process, with safeguarding and values-based assessment embedded.
- Use of application forms with full employment history and explanation of any gaps.
- Enhanced DBS checks for all staff and volunteers in regulated activity.
- Prohibition from teaching checks and overseas criminal record checks where appropriate.
- References obtained and verified prior to appointment.
- Ongoing monitoring during probation and beyond.

All job adverts and role descriptions will include safeguarding responsibilities.

7. Safeguarding Procedures

These procedures outline the steps all staff must take to safeguard children and adults at risk when working in connection with NSCD activities. They define responsibilities, reporting lines, and required actions to ensure a safe, respectful, and supportive environment for all.

7.1 Core Responsibilities for All Staff

- Adhere to NSCD's Safeguarding and Prevent policies, procedures, and systems at all times.
- Remain aware of safeguarding and Prevent, recognising their critical importance to student and participant wellbeing.
- Be vigilant to signs of abuse, neglect, exploitation, or radicalisation.
- Respond appropriately and promptly to any concerns, following reporting procedures without delay.
- Complete all mandatory safeguarding and Prevent training and refresh it regularly in line with NSCD requirements.
- Adopt a mindset of 'it could happen here', especially when working directly with children or adults at risk.
- Online safeguarding includes risks associated with social media misuse, image-based abuse, online coercion, AI-generated harmful content, cyberbullying, and digital exploitation.

If you are concerned about someone's safety or wellbeing, you must always act in their best interests and report your concern without delay.

8. Managing a Disclosure

Disclosing abuse can be extremely difficult for both children and adults at risk. Fear, shame, or worry about not being believed often prevents individuals from speaking out. Staff must always respond with sensitivity, calmness, and professionalism.

Creating a safe and non-judgemental environment is crucial to helping someone feel able to disclose.

When a Disclosure is Made: What to Do and What Not to Do

Do	• Stay calm and composed. • Acknowledge your emotions but keep them to yourself. • Use clear, age-appropriate language. • Reassure the person: they've done the right thing, they are not to blame, and you believe them. • Listen without interrupting and let them speak at their own pace. • Record their exact words as far as possible. • Explain what will happen next (e.g., you will speak to the Safeguarding Lead). • Follow NSCD's safeguarding procedures.
Don't	• Panic or delay your response. • Express shock, anger, or distress. • Use jargon or confusing terms. • Promise unconditional confidentiality (you cannot keep secrets). • Press for details, ask leading questions, or probe deeply. • Make them repeat the story multiple times. • Approach the alleged perpetrator or share the disclosure with others not involved. • Avoid taking action or waiting for further confirmation.

Your role is not to investigate but to listen, reassure, record, and report.

9. Reporting a Concern

All safeguarding concerns must be treated seriously and reported without delay. NSCD promotes a "no delay" culture for reporting. Follow the steps below:

Recognise	Recognise signs of abuse, neglect, radicalisation, or harm—including online abuse or peer-on-peer abuse (including child-on-child abuse involving under-18s)
Respond	Respond calmly, listen carefully, and do not promise confidentiality.

Report	Report immediately to the DSL, Deputy DSL, or Safeguarding Officer
Record	Record your concern clearly, using the MyConcern portal. If this is not possible, use the Disclosure Form (Appendix 3).
Refer	Refer: The DSL will assess the concern and make any necessary referrals to external agencies (e.g., Children's Services, Adult Social Care, LADO, Prevent, or Police).

If someone is at immediate risk of harm, call 999.

If unsure whether a situation is a safeguarding issue, report it anyway. Safeguarding is a shared responsibility.

10. Recording a Concern or Disclosure

Whenever a concern arises or a disclosure is made, it must be recorded accurately and promptly. The preferred method is to use the MyConcern portal. This is the preferred method for recording concerns, where staff access permissions apply.

If you are unable to access MyConcern or use the Disclosure Form (Appendix 3), your written record should:

- Be made as soon as possible after the event or disclosure.
- Include date, time, location, names of those present, and a clear account of what was said—verbatim if possible.
- Describe any physical appearance, injuries, or behaviours observed. Be factual and objective.
- Clearly separate professional opinion from factual observations and label accordingly.
- Avoid judgemental language or assumptions.

Always aim for clarity, accuracy, and neutrality.

11. Confidential Record-Keeping and Data Retention

- All safeguarding records will be maintained by the DSL, Deputy DSL, or Safeguarding Officer.

- Records will be stored securely on MyConcern and/or in a confidential safeguarding file, separate from staff or student records, in line with UK GDPR and Data Protection Act 2018.
- Records will be retained for six years after the individual's final contact with NSCD (e.g., course completion).

A copy of the Disclosure Form template can be found in Appendix 3.

12. Responding to a Safeguarding Concern or Disclosure: Step-by-Step Procedure

a. Recording the Concern Staff must submit a written report via MyConcern or, where not possible, complete the Disclosure Form or written notes (signed and dated). All concerns must be reported to the **DSL, Deputy DSL, or Safeguarding Officer** within 24 hours. In urgent cases, alert the DSL immediately and complete the written report afterwards.
b. Initial Review The DSL, Deputy DSL, or Safeguarding Officer will assess the concern and determine the level of risk.
c. Seeking Advice and External Support The DSL may consult with external agencies (e.g., Social Care, Police) and referrals to Prevent or Channel processes where appropriate. Information will be shared only as necessary, and consent will be sought where possible, unless doing so would delay or obstruct safeguarding action.
d. Action and Consent Where risk of harm is identified, including risks associated with mental health crisis, self-harm, suicidal ideation, exploitation, abuse, or harm to others, NSCD will take immediate steps to safeguard the individual. Involvement and consent of the person will be sought where appropriate. Action may be taken without consent if it is in the person's best interests.
e. Ongoing Support NSCD will support the individual in understanding risks and encourage them to make safe decisions with professional guidance.
f. No Immediate Action Required If no urgent action is needed, a monitoring or support plan will be developed.
g. Allegations Against Staff or Students If an allegation is made against a staff member or student, they may be informed only following advice from the Local Authority or Police. They may be suspended or removed from contact with others during the investigation in line with disciplinary procedures.
h. Disciplinary Action Any internal action resulting from a safeguarding concern will follow NSCD's formal staff or student disciplinary policies.

13. Whistleblowing and Protection for Staff

NSCD encourages a culture of openness and supports staff who raise safeguarding concerns in good faith. Anyone reporting concerns will be fully supported and protected from any form of reprisal or disadvantage.

14. Allegations Involving Individuals Not Employed by NSCD

Concerns may arise regarding individuals who are not employed by NSCD, such as parents, carers, visitors, external service providers, or other children or young people.

- Any incidents, disclosures, or concerning observations involving individuals outside of NSCD staff must be reported immediately to the DSL, Deputy DSL, or Safeguarding Officer
- A clear and accurate record should be made using the Safeguarding Report Form, following the same cause for concern/disclosure procedure outlined in this policy.

15. Allegations Against NSCD Staff

The vast majority of staff working with children and adults at risk do so with professionalism, care, and integrity. However, it is important to recognise that abuse can occur in any setting, including within organisations, and may be perpetrated by staff.

NSCD encourages the reporting of low-level concerns regarding adult behaviour that may be inconsistent with the staff code of conduct or professional boundaries, even where the behaviour does not meet the threshold for formal safeguarding referral.

An allegation may involve a member of staff who has:

- Behaved in a way that has harmed, or may have harmed, a child or adult at risk, including peer-on-peer abuse (including child-on-child abuse involving under-18s)
- Possibly committed a criminal offence against or related to a child or adult at risk.
- Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to others.

Any such allegation must be:

- Reported immediately to the DSL or Safeguarding Officer.
- Recorded accurately and promptly, following the standard safeguarding disclosure procedures.

Where appropriate, the matter may be escalated to the Local Authority Designated Officer (LADO) or relevant safeguarding agencies.

16. Allegations Against Students

If an allegation is made against a student enrolled in one of NSCD's full-time (18+) higher education programmes, it will be managed in line with the same safeguarding procedures used for staff. This includes:

- Prompt reporting to the DSL, Deputy DSL, or Safeguarding Officer.
- Accurate and confidential recording of all relevant details.
- Referral to external authorities where necessary.

In addition, the matter may invoke the relevant Student Disciplinary or Misconduct Policy and may lead to formal disciplinary action.

17. Three Strands of Investigation

When responding to any allegation, there are three potential strands that must be considered:

1. Police investigation into a possible criminal offence.
2. Social care enquiries and assessment to determine whether a child or adult at risk requires protection or support services.
3. Internal disciplinary investigation by NSCD into potential staff or student misconduct.

18. Fair Process

NSCD is committed to ensuring that all allegations are handled fairly and sensitively. This includes:

- Respecting the rights of all individuals involved.
- Ensuring decisions are based on clear evidence and follow due process.
- Conducting all investigations using formal investigatory and disciplinary procedures as appropriate.

19. Managing Allegations

NSCD is committed to responding to all allegations in a timely, fair, and consistent manner that protects children and adults at risk while supporting those subject to allegations.

Initial Action

- If an allegation is made, the matter should be reported immediately to a senior manager.
- If the senior manager is the subject of the allegation, the concern must be escalated to the Safeguarding Governor.
- The relevant person must immediately consult the Local Authority Designated Officer (LADO) at Leeds City Council for advice and direction on next steps.

Avoiding Suspension

- Suspension is not automatic. All reasonable alternatives should be considered before suspending a member of staff.
- Where there is no police or social care investigation, the case manager and LADO will agree on the most appropriate next steps.

Determining Outcomes of Allegations

When assessing the result of an allegation, the following definitions apply:

- **Substantiated:** There is sufficient evidence to prove the allegation.
- **Malicious:** There is clear evidence of a deliberate and false allegation intended to deceive.
- **False:** There is sufficient evidence to disprove the allegation.
- **Unsubstantiated:** There is insufficient evidence to either prove or disprove the allegation. This does not imply guilt or innocence.

When a Criminal Investigation Is Ongoing

In cases involving police or social care investigations, NSCD may still carry out a parallel internal investigation for disciplinary purposes, where appropriate. The Designated Safeguarding Lead (DSL) will consult with relevant external agencies before proceeding.

- To protect the integrity of investigations, the individual facing the allegation may be advised to discuss the matter only with their union representative, legal advisor, immediate family, or as directed by the investigating officer.
- Any resulting disciplinary action will be taken in line with NSCD's staff or student procedures.
- Information sharing will be strictly on a need-to-know basis, in compliance with data protection and safeguarding legislation.

Relevant Local Authority Contacts

NSCD's local authority is Leeds City Council. Allegations requiring external referral will be directed to:

- Leeds Safeguarding Children Partnership: https://www.leedsscp.org.uk
- Leeds Safeguarding Adults Board: http://www.leedssafeguardingadults.org.uk

20. Supporting Those Involved

Supporting the Child or Adult at Risk

If the child or adult may have suffered significant harm or a criminal offence has occurred:

- Children's or Adults Social Care, or the Police, will determine what ongoing support is needed.
- NSCD will cooperate fully and work to ensure the person affected feels heard, safe, and supported throughout the process.

Supporting the Staff Member Facing Allegation

NSCD recognises its duty of care to employees. Individuals facing allegations will:

- Be treated with fairness and offered appropriate emotional and practical support.
- Be provided with a named contact if suspended.
- Only be suspended where absolutely necessary to protect the individual(s) at risk or the integrity of the investigation.

Allegations must be dealt with promptly, fairly, and consistently, ensuring that both the welfare of the child or adult at risk and the rights of the staff member are respected.

Supporting Parents and Carers

- Where appropriate, and particularly where the student is under 18, parents or carers should be informed of an allegation as early as possible, unless this would compromise a strategy meeting or criminal investigation. In such cases, seek guidance first.
- They should be kept informed of progress and be told the outcome, including the conclusion of any internal disciplinary process (where no criminal prosecution is pursued).

21. Confidentiality

At NSCD, the welfare of the child or adult at risk is paramount. This principle overrides other considerations of confidentiality that might apply in different situations. Information sharing decisions will follow the principles of necessity, proportionality, relevance, adequacy, accuracy, timeliness, and security.

- Confidential information may be shared without consent if there are safeguarding concerns that indicate a risk of harm to a child or adult at risk.
- Parental or carer consent to make a referral should normally be sought. However, if seeking consent places the individual at further risk, the referral will proceed without it.
- When a safeguarding concern or allegation is raised, every effort will be made to maintain confidentiality for all parties involved, and information will be shared only with those who need to know.

21.1 Student Trusted Contact Scheme

NSCD regards all enrolled students as independent adults and is committed to respecting student autonomy, privacy, and data protection rights under UK GDPR and the Data Protection Act 2018. Information relating to a student's welfare, health, or personal circumstances constitutes personal data and will not normally be shared with parents, guardians, or third parties without the student's explicit consent.

In recognition that exceptional circumstances may arise where contacting another person is in a student's best interests, NSCD operates a voluntary Trusted Contact scheme. Students may nominate a trusted person whom NSCD may contact where there is a serious and immediate concern regarding the student's safety or wellbeing.

Examples may include:

- where a student cannot be contacted and there is reason to believe they may be at risk of harm
- serious medical emergencies
- acute mental health or welfare crises
- situations involving significant safeguarding concerns

The Trusted Contact scheme will not be used to share routine information relating to:

- academic progress
- attendance
- conduct matters
- disciplinary issues
- performance or assessment

Students may nominate, amend, or withdraw a Trusted Contact at any time through the Quality Office. Choosing not to nominate a Trusted Contact will not affect access to support, teaching, or student services.

21.2 Exceptional Circumstances and Safeguarding Information Sharing

In circumstances involving serious and immediate risk to life, serious harm, or significant safeguarding concerns, NSCD may share limited, necessary, and proportionate information with appropriate third parties, including emergency contacts, trusted contacts, emergency services, healthcare professionals, statutory safeguarding agencies, or next of kin.

Such sharing may occur without consent where there is a lawful safeguarding basis to do so, including where processing is necessary to protect the vital interests of the student or another person.

Any decision to share information without consent will:

- be made on a case-by-case basis
- be necessary and proportionate
- prioritise the safety and wellbeing of the individual
- involve appropriate senior oversight
- be recorded appropriately within safeguarding records
- comply with UK GDPR, the Data Protection Act 2018, and NSCD safeguarding procedures

Wherever possible and appropriate, NSCD will seek to involve the student in decisions relating to information sharing.

NSCD has additional guidance for the parents and carers of students who enrol on an HE programme at NSCD when under the age of 18, this is available here: HE Student: Guidance for students under 18

22. Recruitment, Vetting, Induction and Training of Staff

NSCD recognises that anyone may have the potential to abuse a child or adult at risk. It is committed to taking all reasonable steps to ensure that unsuitable individuals are not recruited, retained, or given positions of trust.

The school also complies fully with its duty to notify the Disclosure and Barring Service (DBS) if a person is removed from working with children or adults at risk because they have caused harm or pose a risk of harm.

22.1 Safer Recruitment Procedures

Safer recruitment procedures apply to all individuals who:

- Work with children, young people, or adults at risk.
- Have access to personal data, images, or confidential information.
- Occupy roles that place them in positions of trust.

Online searches may be undertaken for shortlisted candidates in accordance with safer recruitment guidance, proportionality principles, and data protection requirements.

These procedures include:

a) Disclosure and Barring Service (DBS) Checks
All DBS checks are managed by the HR Department using Atlantic Data.
An Enhanced DBS is required for any role involving substantial access to or unsupervised contact with children or adults at risk.
b) Reference Checks
A minimum of two references are required, with at least one confirming the individual's suitability to work with vulnerable groups.
c) Ongoing Checks
Staff in roles involving regular contact must maintain an up-to-date DBS certificate.
DBS certificates are reviewed periodically or when a change of role occurs.
d) Policy Acknowledgement
Safeguarding responsibilities are outlined in staff contracts. Signing the contract confirms the staff member's understanding and agreement to follow NSCD safeguarding policies.
e) Governing Body Members
Governors are not routinely subject to DBS checks unless their role changes to involve direct unsupervised contact with children or adults at risk.

22.2 Induction and Training

It is essential that all staff understand their safeguarding duties and know how to respond to disclosures and concerns.

All staff working with students, children, or adults at risk must:

- Complete safeguarding and Prevent training on induction and receive regular refresher training, including annual safeguarding updates.
- Attend in-person safeguarding training provided by NSCD.
- Be familiar with NSCD's safeguarding reporting pathways and use of the MyConcern system.

23. Student Session Leaders, Volunteers, and Placement Students

NSCD regularly provides opportunities for students to gain leadership and teaching experience. Where students act in a supporting role within outreach, teaching, or project contexts, safeguarding measures include:

a) No Unsupervised Contact
Student leaders or volunteers must never be left alone with children or adults at risk.
b) Vetting for Placements
References must be secured from a course tutor and one additional referee.
Students must provide an original Enhanced DBS certificate dated within the last 12 months.
c) Supervision and Scope of Role
Placement students and session leaders will be supervised and allocated duties appropriate to their skills and experience.
Students will not be responsible for delivering or managing sessions independently.
d) Training
Safeguarding awareness is embedded in all workshop leader and outreach training provided to students.

24. Safeguarding in Outreach, External Activities, and Off-Site Provision

NSCD is committed to safeguarding all participants in its outreach programmes, short courses, and off-site activities, including performances, workshops, residencies, and field trips.

Staffing and Recruitment

NSCD prioritises employing professionals with a demonstrated history of safe and effective practice.

All visiting professionals receive this Safeguarding Policy and the relevant staff handbook (e.g., Guest Artist or WP/Short Course Handbook).

Photographers or filmmakers working in educational or outreach contexts must hold a valid Enhanced DBS.

Conduct and Behaviour

NSCD operates a **zero-tolerance policy** for all forms of abuse, including:

- Physical or verbal abuse
- Neglect
- Substance misuse

Any staff member found to be under the influence of drugs or alcohol while representing NSCD will face immediate dismissal.

Staff must be aware of how to identify and respond to peer-on-peer abuse (including child-on-child abuse involving under-18s), including:

- Bullying (including online or cyberbullying)
- Gender-based violence
- Sexual assault
- Sexting

Partner Organisation Responsibilities

A designated teacher, youth worker, or care professional from the **partner organisation** must be present during outreach sessions to supervise participants.

Off-Site Visits, Performances, and Trips

Safeguarding for under-18s and adults at risk is considered within NSCD's **pre-departure risk assessment** process.

Risk assessments inform appropriate supervision levels, travel safety, and medical or wellbeing planning.

Unless the risk context demands otherwise, no additional safeguarding arrangements are required beyond this policy.

25. Use of IT Facilities

NSCD provides shared digital resources to staff, students, and approved visitors. Use of these systems is monitored and must comply with institutional IT policies.

Accessing, creating, or distributing pornographic or inappropriate content using NSCD systems is strictly prohibited.

Staff and students must refer to the Staff or Student Handbook for further information on expected digital conduct and potential disciplinary consequences.

Online safeguarding includes risks associated with social media misuse, image-based abuse, online coercion, AI-generated harmful content, cyberbullying, and digital exploitation.

26. Sexual Relationships and Abuse of Trust

Under the **Sexual Offences Act 2003**, it is a criminal offence for any adult in a position of trust to engage in a sexual relationship with a person under the age of 18. At NSCD, all staff, volunteers, and visiting professionals are deemed to be in such a position.

NSCD considers sexual or romantic relationships between staff and students to create significant conflicts of interest, professional boundary concerns, and potential safeguarding risks.

Staff or visiting professionals must declare any personal or romantic relationships with students aged 18 or over to the Designated Safeguarding Lead (DSL).

Failure to disclose such relationships may result in disciplinary action under NSCD's conduct procedures.

27. Annual Reporting to the Governing Body

An annual **Safeguarding and Prevent Report** is submitted to the Governing Body. This report:

- Assesses how effectively NSCD is meeting its statutory duties and safeguarding responsibilities.
- Provides anonymised case data and trends.
- Includes an update on staff training compliance and any policy changes or safeguarding developments.

Appendix 1: Key Safeguarding Contacts

Name / Team	Role	Contact
Tracy Witney	Designated Safeguarding Lead (DSL)	safeguarding@nscd.ac.uk
Head of Quality & Compliance	Deputy DSL	quality.office@nscd.ac.uk
Head of Student Support	Deputy DSL	safeguarding@nscd.ac.uk
Head of Undergraduate Studies	Safeguarding Officer	
Police (emergency)	If you are in immediate danger	999
Police (non-emergency)	To report a crime	101
Leeds LADO	Local Authority Designated Officer	lado@leeds.gov.uk
Leeds Children's Services	Child Safeguarding	child.protection@leeds.gov.uk
Leeds Adult Social Care	Adult Safeguarding	adultsafeguarding@leeds.gov.uk
Prevent Coordinator	Child Safeguarding	prevent@leeds.gov.uk

Appendix 2: Definitions and Types of Abuse

Type of Abuse	Description	Indicators
Physical Abuse	Deliberate physical harm or injury to a child or adult at risk.	Bruises, burns, fractures, unexplained injuries, fearfulness.
Emotional Abuse	Persistent emotional maltreatment affecting emotional development or self-worth.	Low self-esteem, withdrawal, anxiety, depression, delayed development.
Sexual Abuse	Involvement of a child or adult at risk in sexual activity without consent or understanding.	Sexualised behaviour, fear of a person, bruising in genital area, withdrawal.
Neglect	Failure to provide basic needs such as food, shelter, clothing, medical care, or supervision.	Poor hygiene, malnutrition, untreated medical issues, frequent absences.
Financial Abuse	Illegal or improper use of someone's money or property.	Unexplained withdrawals, missing possessions, sudden financial changes.
Discriminatory Abuse	Abuse based on race, gender, disability, religion, sexual orientation, or other protected status.	Bullying, harassment, exclusion, verbal abuse.
Institutional Abuse	Abuse occurring within an organisation due to poor practices or lack of care.	Poor care standards, rigid routines, lack of privacy, neglect of needs.
Domestic Abuse	Any incident or pattern of controlling, coercive, threatening, violent, or abusive behaviour between individuals aged 16 or over who are personally connected. This can include physical, emotional, sexual, financial, psychological, or coercive and controlling behaviour.	Fear of partner or family member, isolation, low self-esteem, anxiety, unexplained injuries, controlling behaviour, frequent contact/checking by partner, changes in behaviour or attendance, reluctance to go home.

Note: This list is not exhaustive. All concerns should be reported and investigated.

Appendix 3: Safeguarding Concern / Disclosure Reporting Form Template

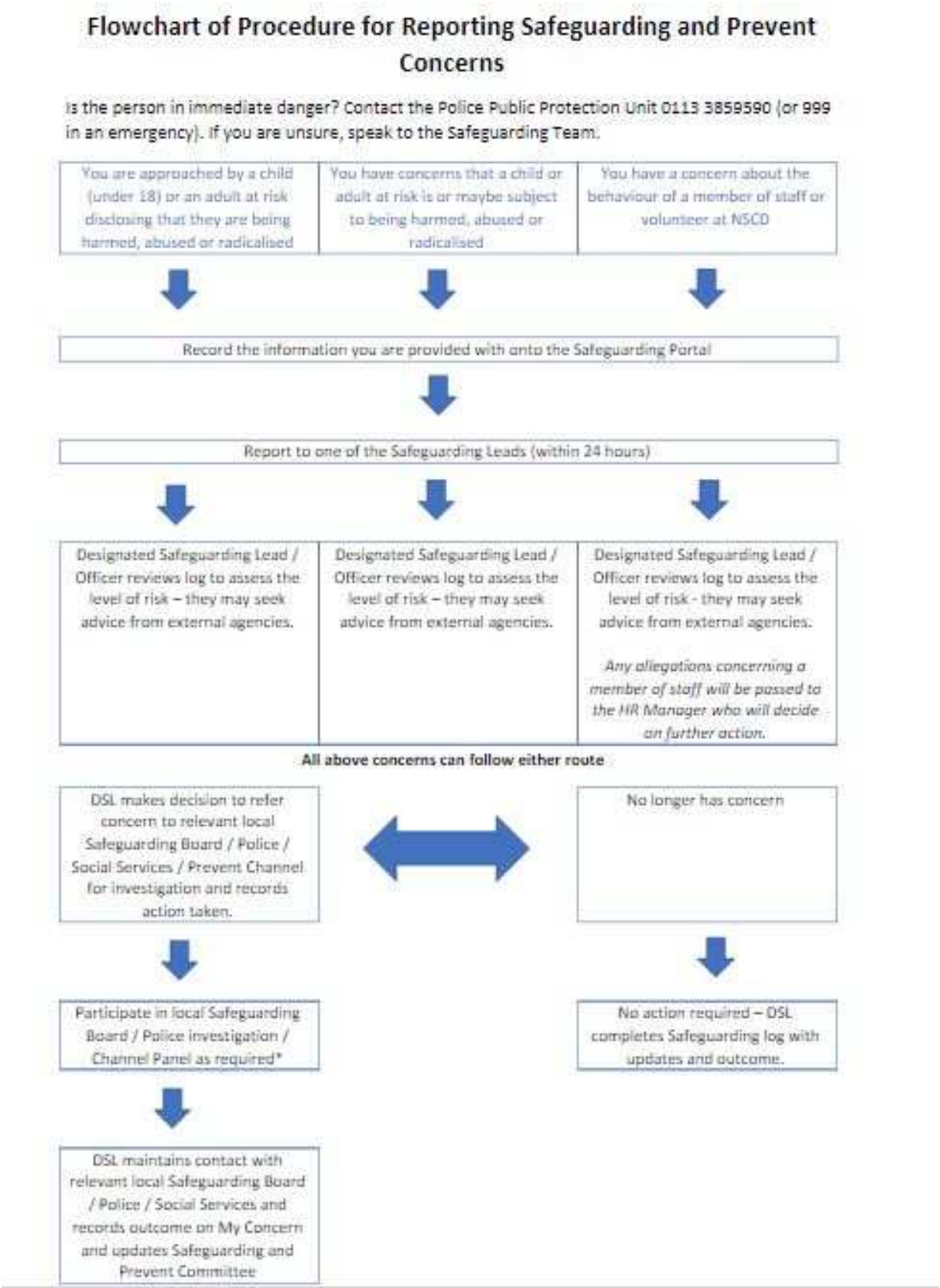
Details of person at risk	
Name:	
Age:	Gender:
Phone number:	
Email:	
Parent / Carer contact details (where relevant):	

Details of the incident / concern
Date and time of incident / concern:
Who was there:
Who raised the concern (if not you):
Contact details of person who raised the concern:
Details of the incident / concern: **What was said or done, and by whom?** (Use the young person's or adults at risk's words as closely as possible.) Continue overleaf if needed

Action Taken
Details of any immediate action taken
Who you passed this information on to and when:

Your Details	
Your name:	
Your role/ job title:	
Your phone number:	
Your email:	
Signed:	Date:

Appendix 4: Reporting Flowchart



If DSL is unavailable, report to Deputy DSL or escalate to senior management.

Appendix 5: Safer Recruitment Checklist

Step	Completed	Comments / Notes
Job description and person spec reviewed and up-to-date		
Advertisement includes safeguarding statement		
Application form requests full employment history		
Enhanced DBS check required and obtained before start		DBS Certificate Number:
References obtained and verified (including gaps)		Reference dates and contacts recorded
Interview panel includes trained safer recruitment member		
Interview questions include safeguarding and behaviour		
Right to work documents verified		
Identity verified (photo ID, proof of address)		
Induction includes safeguarding training and policy review		
Ongoing supervision and safeguarding training planned		

Appendix 6: Training Compliance Log Template

Name	Role	Training Title	Date Completed	Expiry Date / Renewal Due	Trainer / Provider	Comments

Appendix 7: External Agency Referral Contact List

Child Safeguarding – LADO Contacts

Leeds

- **Tel:** 0113 378 9687 (Mon–Fri, duty LADO)
- **Email:** LADO@leeds.gov.uk

Bradford

- **Tel:** 01274 435 600 (Duty LADO)
- **Email:** LADO@bradford.gov.uk

Calderdale

- **Tel:** 01422 393 336
- **Email:** ladoadmin@calderdale.gov.uk

Kirklees

- **Tel:** 01484 221 126
- **Email:** LADO.cases@kirklees.gov.uk

Wakefield

- **Tel:** 01977 727 032
- **Email:** Lado.Referrals@wakefield.gov.uk

North Yorkshire

- **Tel:** 01609 535 123
- **Email:** lado@northyorks.gov.uk

Doncaster

- **Tel:** 01302 734 214
- **Email:** dscp@doncaster.gov.uk

Adult Safeguarding – Key Contacts

Leeds (Adults)

- **Adult Social Care Contact:** 0113 222 4401
- **Emergency Duty Team (out of hours):** 07712 106 378
- **Web:** leedssafeguardingadults.org.uk

Bradford (Adults)

- Safeguarding Team: 01274 431 077 (office)

- Emergency Duty Team (24/7): 01274 431 010
- **Email:** safeguarding.adults@bradford.gov.uk

Calderdale (Adults)

- Team (Mon–Fri): 01422 393 804
- Gateway to Care: 01422 393 000 or Gatewaytocare@calderdale.gov.uk
- Emergency Duty (out of hours): 01422 288 000

Kirklees (Adults)

- Gateway to Care (24/7): 01484 414 933
- **Email:** gatewaytocare@kirklees.gov.uk

York (Adults)

- Customer Access & Assessment: 01904 555 111 (8:30-17:00)
- Text (hearing-impaired): 07534 437 804
- Email: adult.socialsupport@york.gov.uk
- Emergency Duty Team: 0845 0349 417 / edt@northyorks.gov.uk
- Safeguarding Team: 01904 555 858 / adultsafeguardingfax@york.gov.uk

North Yorkshire (Adults)

- Customer Services (8:00-17:30): 01609 780 780
- Emergency duty through same number outside hours
- **Email for concerns:** social.care@northyorks.gov.uk
- **General safeguarding enquiries:** nysab@northyorks.gov.uk

Wakefield (Adults)

- Social Care Direct: 0345 850 3503
- Fax: 01924 303 455 | Minicom: 01924 303 450
- **Email:** social_care_direct@wakefield.gov.uk

Other Key Services

- **NSPCC Child Protection Helpline (24/7):** 0808 800 5000 • help@nspcc.org.uk
- **Child Protection in Sport Unit (CPSU):** 0116 234 7278 • cpsu@nspcc.org.uk
- **Disclosure & Barring Service (DBS):** 0870 909 0811

West Yorkshire Police – Safeguarding Units

- **Bradford:** b.dsu@westyorkshire.pnn.police.uk • 01274 376 116
- **Calderdale:** fa.safeguarding@westyorkshire.pnn.police.uk • 01422 337 041
- **Kirklees:** ea.safeguarding@westyorkshire.pnn.police.uk • 01924 335 073

- **Leeds:** leeds.safeguarding@westyorkshire.pnn.police.uk • 0113 385 9590
- **Wakefield:** da.safeguarding@westyorkshire.pnn.police.uk • 01924 878 398

Leeds Prevent Team (Local Authority)

Referral email: prevent@leeds.gov.uk

Phone: 0113 535 0810 (Monday–Friday, 8 am–4 pm)

Police Prevent Team (Leeds)

Phone: 0113 241 3386 (Monday–Friday, 8 am–4 pm)

Appendix 8: Safeguarding Risk Assessment Template (Off-site Activities)

Activity and Contact Details	
Staff Lead Name:	
Mobile Contact Number:	
Date(s) of activity:	
Time(s) of activity:	
Address of where activity will take place:	
Venue Contact Number:	
what3words location data:	
Travel arrangements to and from activity address: (e.g walking, bus, taxi)	
Key Project Information	
Project Name:	
Year Group:	
Lead Contact at NSCD:	
Risk Assessment Completed: (Y/N)	
First Aider Present: (Y/N)	
Access to any medical needs (Y/N)	
Further information:	
Key group member medical needs	
Performance / workshop /assessment	

Please complete this form for all off-site activity and forward copies to the Lead Contact who will remain at NSCD and also to reception and / or student services.

In cases where there is an emergency please contact 0113 2193000 and reception will connect you with an appropriate member of staff. We ask that all members of staff that are delivering offsite activity download what3words onto their mobile phone.

what3words - When it's hard to describe where you are in an emergency, you only need to read out three words for 999 to know exactly where to find the incident. We will also be able to locate you if a member of staff from NSCD also needs to come and support you.

Appendix 9: Designated Safeguarding Lead (DSL) Role Outline

Purpose of the Role

The Designated Safeguarding Lead (DSL) holds the lead responsibility for safeguarding and child protection across the organisation. This includes responsibility for managing concerns, making referrals, and ensuring that safeguarding policy and procedures are effectively implemented and followed by all staff, students, and volunteers.

Key Responsibilities

1. Policy and Procedure

- Lead on the development, implementation, and annual review of the organisation's Safeguarding and Prevent policies and associated procedures.
- Ensure all policies are compliant with statutory guidance (e.g., Keeping Children Safe in Education, Working Together to Safeguard Children) and aligned with local safeguarding partnerships.
- Advise the Leadership Team and Safeguarding Committee on statutory duties and best practice in safeguarding and Prevent.

2. Managing Referrals

- Act as the first point of contact for safeguarding concerns or disclosures.
- Assess and triage all reported safeguarding and Prevent concerns.
- Refer cases to children's or adult social care, Channel, the Local Authority Designated Officer (LADO), or the police where appropriate.
- Liaise with case managers, external agencies, and families as necessary.
- Maintain accurate and confidential records of all concerns, decisions, and actions.

3. Supporting Staff and Students

- Provide advice, guidance, and support to staff and volunteers on safeguarding and Prevent matters.
- Ensure all staff understand their safeguarding responsibilities and how to report concerns.
- Promote a culture of listening to students and embedding safeguarding in daily practice.

4. Training and Compliance

- Ensure that all staff receive appropriate safeguarding and Prevent training on induction and at regular intervals thereafter.
- Maintain a training compliance log and ensure training is recorded, monitored, and refreshed in line with policy.
- Deliver or coordinate safeguarding training and briefings as needed.

5. Multi-agency Working

- Liaise with local authorities, safeguarding partners, Prevent officers, and health and education professionals.
- Represent the organisation in multi-agency meetings such as child protection conferences, strategy meetings, and Channel panels.

6. Governance and Oversight

- Provide safeguarding reports to the Safeguarding and Prevent Committee and Leadership Team, including trends and case summaries.
- Monitor safeguarding systems and processes to ensure effective implementation and continuous improvement.
- Contribute to audits, inspections, and internal reviews.

Deputy DSL(s)

- Deputies should be trained to the same standard as the DSL and able to act in the DSL's absence.
- The DSL retains overall strategic lead responsibility even when duties are delegated.

Knowledge, Skills and Experience Required

- Relevant safeguarding qualifications and up-to-date knowledge of safeguarding legislation and guidance.
- Experience in working with young people or adult at risk.
- Strong communication, decision-making, and record-keeping skills.
- Ability to remain calm under pressure and handle sensitive information confidentially.

Appendix 10: Safeguarding and Prevent Annual Report Template

1. Purpose of the Report

This report aims to:

- Enable the Governing Body to monitor safeguarding compliance in line with the Education Act 2002 Section 175.
- Inform the Safeguarding and Prevent Committee to monitor and support safeguarding practices at NSCD.

2. Whole School Safeguarding Overview

2.1 Safeguarding Training Summary

Staff Name & Role	Course Provider / Training Name	Completion Status
Permanent staff	**Mandatory Online Training** *Safeguarding Young People Colleges and Universities* (TES/Educare)	
Permanent staff	**Mandatory Online Training** *The Prevent Duty* (TES/Educare)	
Key Prevent / Safeguarding Staff	**Biannual In-Person Training:**	

2.2 Designated Safeguarding Lead Training Log (Key Activities)

Date	Training Title / Focus

2.3 Safeguarding Induction for New Students & Staff

Date	Training Title / Focus	Evidence

3. Safeguarding Policies & Reviews

Policy Name	Responsible Role	Date of Review
Safeguarding Policy		
Prevent: Prevention of Extremism & Radicalisation		
Health & Safety		

4. Safeguarding Checklist Compliance

Completed for the academic year.

Policies are available on noticeboards, IT systems, and My Concern portal.

Responsible for maintaining records: Tracy Witney (DSL).

5. Safeguarding Reporting in Governance

6. Safeguarding Concerns and Health & Wellbeing Referrals

Academic Year	Safeguarding Concerns	Health & Wellbeing Concerns	Total Number of Concerns
2018/19			
2019/20			
2020/21			
2021/22			
2022/23			
2023/24			
2024/25			
2025/26			

Safeguarding Concerns

Health & Wellbeing Concerns (triaged via Safeguarding)

6.1 Termly Breakdown

Term	Number of Concerns
Autumn	
Spring	
Summer	

6.2 Concern Categories

Safeguarding Concern Categories (Children, Adults & HE Context)

Concern Category	What it Covers	Total Number of Concerns Raised	External Referral (Y/N)	Referral Type (if Applicable)
Physical Abuse	Assault, hitting, misuse of medication, restraint			
Emotional / Psychological Abuse	Threats, coercion, intimidation, controlling behaviour			
Sexual Abuse	Sexual assault, exploitation, grooming			
Neglect / Acts of Omission	Failure to meet basic needs			
Domestic Abuse	Abuse within family or intimate relationships			

Financial / Material Abuse	Theft, fraud, exploitation, misuse of money, benefits or resources			
Discriminatory Abuse	Abuse linked to protected characteristics			
Organisational / Institutional Abuse	Poor practice or unsafe systems			
Modern Slavery / Exploitation	Trafficking, forced labour, CSE/CCE			
Self-Neglect	Failure to care for own needs			

Additional Safeguarding & HE Context Categories

Concern Category	What it Covers	Total Number of Concerns Raised	External Referral (Y/N)	Referral Type (if Applicable)
Mental Health & Wellbeing	Self-harm, suicidal ideation, emotional distress			
Peer-on-Peer Abuse	Bullying, harassment, student conflict			
Harassment & Sexual Misconduct (HE-specific)	Sexual harassment, misconduct, stalking			
Online Safety / Digital Harm	Cyberbullying, online harassment, grooming, exposure to harmful or extremist content			
Contextual / External Safeguarding Risk	Community risks, police involvement			
Attendance & Engagement Concern	Safeguarding-related absence			
Prevent / Radicalisation	Risk of extremism			
Health & Welfare Concerns	Illness, substance misuse, pregnancy			
Financial Hardship / Student Poverty	Food poverty, housing instability			

Summary Totals

Total Number of Concerns Raised	Total Number of External Referrals

Safeguarding Case Management (Quality & Oversight) - Please provide a summary:

Measure	Data / Commentary
% responded to within 24 hours	
High-risk cases identified	
Cases escalated to DSL	
Cases escalated to senior leadership	

Safeguarding Effectiveness Summary

Please provide a brief evaluation (max 200 words): • Timeliness of response • Appropriateness of actions • Use of external agencies • Any identified risks or themes

Safeguarding Assurance Checklist

Requirement	Status (Y/N)	Notes
Safeguarding Policy (reviewed within the last year)		
Named Designated Safeguarding Lead (DSL)		
Staff safeguarding training up to date		
Prevent training completed		
Safer recruitment procedures in place		
DBS checks completed where required		
Clear reporting procedures in place		
Alignment with NSCD safeguarding expectations		

Low-Level Concerns

Low-level concerns are recorded and monitored in line with safer working practice guidance.

Please confirm:

Are low-level concerns recorded? (Y/N)	How are they monitored?

7. Safeguarding & Prevent Committee Overview

8. Legislative Changes & Policy Updates

9. Future Plans & Recommendations

10. Prevent – Annual Data Return (Add Year)

The (ADD YEAR) Prevent Annual Data Report from NSCD provides an overview of our ongoing commitment to safeguarding and promoting the welfare of all students, staff, and stakeholders. In alignment with the UK Government's Prevent Duty, this report outlines the measures implemented over the past academic year, including training, risk assessments, and initiatives designed to identify and mitigate risks of radicalisation.

10.1 Prevent Cases Overview

Question	Islamist Radicalisation	Extreme Right-wing Radicalisation	Mixed/Unclear Ideology	Other Radicalisation	Total

a. Number of Prevent-related cases escalated to the Prevent Lead					
b. Number of Prevent-related cases leading to informal external advice sought from partners					
c. Number of formal external Prevent referrals					

10.2 Events and External Speakers Managed Through External Speakers Process

Data Set	Number
a. Total number of events or speakers approved through the external speakers process	
b. Number of events or speakers approved subject to mitigations or conditions	
c. Number of events or speakers approved subject to mitigations or conditions due to Prevent-related risks	

10.3 Events and Speakers Rejected Through External Speakers Process

Reason for Rejection	Number
Health and Safety	
Procedural Matters	
Reasons Related to Prevent Risk	
Other Matters	
Total	

10.4 Prevent-Related Training

Data Set	Number
a. Number of staff identified as key in relation to Prevent duty	
b. Number of key staff receiving induction Prevent training	
c. Number of key staff receiving refresher Prevent training	

10.5 Key Staff Identified for Prevent Duty

Area of Responsibility	Job Title
Designated Safeguarding & Prevent Lead	Chair - Head of Learning and Participation
Deputy Safeguarding Lead	Deputy Chair - Head of Quality & Compliance
Deputy Safeguarding Lead	Student Support Manager
Safeguarding Officer	Head of Undergraduate Studies
Safeguarding Officer	Learning & Participation Dance Officer
Safeguarding Officer	Lecturer in Technique & Performance Practice
Safeguarding Officer	Lecturer in Technique & Performance Practice
Safeguarding Governor	Governor
Senior Leadership Team	Vice Principal