



“Enabling Students to Accomplish their Academic Goal”

Safeguarding Framework and PREVENT Policy

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Address: 1st Floor, 9 Lymington Avenue, Wood Green N22 6EA

Email: info@bellmontcollege.co.uk

Tel: + 44 (0) 203 840 9294 + 44 (0) 203 929 7665

Website: www.bellmontcollege.co.uk

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1. Introduction

Bellmont College is committed to providing a safe, inclusive, respectful and supportive environment in which students, staff, visitors, contractors and all members of Belmont College community are protected from harm, abuse, neglect, exploitation, harassment, discrimination, radicalisation and inappropriate conduct. Safeguarding is not treated as a narrow compliance activity. It is embedded into the way Belmont College recruits, teaches, supports, communicates, manages risk, responds to concerns and reviews the student experience.

Bellmont College currently delivers higher education provision in collaboration with Liverpool Hope University. Under this partnership, Belmont College recruits students onto Liverpool Hope University degree pathways and teaching is delivered by qualified Belmont College staff who are approved by Liverpool Hope University, with academic standards and elements of academic oversight operating within the partnership framework. Belmont College is also seeking Office for Students (OfS) approval for its own funding arrangements and future institutional development. These developments may affect future processes, responsibilities and routes for oversight, but Belmont College continues to protect student interests, maintain safeguarding arrangements, communicate clearly and manage any transition carefully.

This policy therefore operates in the current Liverpool Hope University partnership context and is designed to remain suitable for future Belmont College funding or regulatory arrangements. Where Liverpool Hope University procedures, reporting routes or academic regulations apply, students and staff are clearly signposted to them. Where Belmont College procedures apply locally, Belmont College ensures that concerns are handled promptly, fairly, proportionately and with appropriate regard to confidentiality, wellbeing, equality, data protection and student protection responsibilities.

The policy draws on Belmont College's existing safeguarding framework and strengthens it by setting out a clearer implementation model, committee oversight arrangements, reporting routes, links with student welfare, Prevent responsibilities, harassment and sexual misconduct expectations, online safety, data protection and continuous monitoring. It should be read alongside Belmont College's wider governance, academic quality, student support, risk management, complaints, health and safety and equality framework, including the *(CAP1 Belmont College Student Protection Plan and Policy)*, *(SWP4 Belmont College Mental Health and Wellbeing Policy)*, *(SWP2 Belmont College Equality, Diversity and Inclusion Policy)*, *(CAP3 Belmont College Complaint and Appeal Policy and Procedure)*, *(BCP1 Belmont College Risk Management Policy)*, *(BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy)* and *(HRP2 Belmont College Employee Handbook)*.

2. Purpose of the Policy

The purpose of this policy is to establish a clear safeguarding and PREVENT framework through which Belmont College protects students, staff and the wider Belmont College community from harm while supporting safe learning environments, student wellbeing, continuation of study and effective institutional governance.

The policy explains how safeguarding concerns are identified, reported, responded to, escalated, recorded, monitored and reviewed. It also clarifies the responsibilities of staff, students, senior leaders, directors, committees, designated safeguarding staff and partner institutions. It is intended to help all members of Belmont College community understand what safeguarding means in higher education and what they should do if they are worried about a student, staff member, visitor or any person connected to Belmont College activity.

The policy also supports regulatory compliance, partnership assurance and student protection. It makes clear that safeguarding is connected to academic quality, student engagement, mental health, equality, reasonable adjustments, online safety, health and safety, harassment and sexual misconduct prevention, PREVENT duties, complaints handling, risk management and business continuity. This integrated approach helps Belmont College respond to concerns early, reduce the risk of harm, maintain trust and support students to succeed.

3. Regulatory and Legal Framework

This section brings together the principal legal, regulatory and sector requirements that inform this policy. These requirements are applied proportionately within the current Liverpool Hope University partnership and is reviewed as Belmont College progresses its future OfS registration and funding arrangements.

Requirement	Relevance to this policy
Equality Act 2010	Requires Belmont College to prevent discrimination, harassment and victimisation, make reasonable adjustments where required, and promote equality of opportunity across student and staff activity.
Human Rights Act 1998	Supports lawful balancing of safety, dignity, freedom of expression, freedom of belief and respect for private life when managing safeguarding, PREVENT and conduct matters.
Health and Safety at Work etc. Act 1974 and related health and safety regulations	Requires Belmont College to maintain safe working and learning environments and manage foreseeable risks to staff, students and visitors.
Children Act 1989, Children Act 2004, Working Together to Safeguard Children statutory guidance and Keeping Children Safe in Education where applicable	Provides safeguarding expectations where Belmont College activity involves children, students under 18, younger visitors, outreach, work with external education providers or other child protection concerns.
Care Act 2014	Informs safeguarding arrangements for adults at risk and supports proportionate referral where an adult has care and support needs, is experiencing or at risk of abuse or neglect, and is unable to protect themselves because of those needs.
Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, Rehabilitation of	Inform safer recruitment, regulated activity, disclosure handling and suitability checks where roles or programmes require such checks.

Requirement	Relevance to this policy
Offenders Act 1974 and DBS requirements	
Counter-Terrorism and Security Act 2015 and Prevent Duty Guidance for England and Wales	Requires specified authorities to have due regard to the need to prevent people from being drawn into terrorism. Belmont College applies PREVENT as a safeguarding responsibility and works with relevant partners where concerns arise.
Office for Students Prevent monitoring arrangements	The OfS monitors what higher education providers do to prevent people being drawn into terrorism. Belmont College aligns its approach with OfS expectations where applicable, including risk assessment, training, reporting and governance assurance.
OfS Conditions of Registration, including B2, B3, C2, C3, C4, C5, E1, E2 and E6 where applicable	Safeguarding supports high-quality academic experience, continuation and completion, complaints awareness, student protection planning, fair treatment of students, effective governance, management and protection from harassment and sexual misconduct.
OfS Condition E6: Harassment and Sexual Misconduct	Requires registered providers to maintain clear, accessible information and procedures for incidents of harassment and sexual misconduct affecting students, including reporting routes and arrangements relating to staff-student relationships.
Competition and Markets Authority consumer law expectations and Consumer Rights Act 2015	Student-facing information about support, safeguarding, reporting, complaints, changes and responsibilities must be clear, accurate, timely and not misleading. Terms and processes must be fair.
UK Quality Code for Higher Education	Safeguarding supports a strategic approach to quality, student partnership, student support, accessible learning, partnership working, risk-based monitoring and enhancement of the student experience.
UK GDPR and Data Protection Act 2018	Safeguarding information must be processed lawfully, fairly, securely and transparently. Belmont College must record concerns appropriately, share information only where justified and protect sensitive personal data.
Protection from Harassment Act 1997, Sexual Offences Act 2003, Modern Slavery Act 2015 and relevant criminal law	Inform Belmont College's response to harassment, sexual misconduct, coercion, exploitation, abuse, trafficking, forced labour and other conduct that may require external referral.
Office of the Independent Adjudicator Good Practice Framework	Informs fair, accessible, timely and evidence-based handling of complaints and related student concerns once internal procedures have been completed.
Liverpool Hope University partnership policies and procedures	Where students are enrolled on Liverpool Hope University provision or where partnership procedures apply, Belmont College coordinates with Liverpool Hope University arrangements for safeguarding,

Requirement	Relevance to this policy
	wellbeing, student conduct, academic oversight, complaints, PREVENT and student protection.

Bellmont College keeps this framework under review. Where the law, OfS conditions, Liverpool Hope University requirements or Belmont College governance arrangements change, this policy and related procedures are updated and communicated through the appropriate committee route.

4. Scope of the Policy

This policy applies to all students, applicants, staff, directors, contractors, consultants, visiting lecturers, agency workers, volunteers, placement providers and visitors who engage in Belmont College activity or represent Belmont College in any capacity. It applies whether activity takes place on campus, online, at a partner location, at an event, on placement, during a recruitment or admissions activity, or through any other Belmont College-related interaction.

The policy covers safeguarding concerns relating to children, adults at risk, students or staff who may be vulnerable because of circumstances, mental health concerns, disability, coercion, exploitation, abuse, neglect, harassment, sexual misconduct, domestic abuse, online harm, radicalisation, bullying, hate incidents, discrimination, or any conduct that may threaten the safety, dignity or wellbeing of individuals.

The policy also applies to collaborative provision delivered with Liverpool Hope University. Where students are registered with Liverpool Hope University, or where Liverpool Hope University academic or student procedures apply, Belmont College works with Liverpool Hope University to ensure that concerns are routed correctly, records are maintained appropriately and students are supported without avoidable delay.

5. Definitions and Safeguarding Concepts

Safeguarding language can sometimes be technical. Belmont College uses the following definitions to support common understanding and consistent decision-making.

Term	Meaning within this policy
Safeguarding	Action taken to promote welfare, prevent harm and protect people from abuse, neglect, exploitation, radicalisation, harassment, discrimination and other risks.
Child	A person who is under 18 years of age. Where a student is under 18, Belmont College considers child safeguarding duties in addition to higher education student support arrangements.
Adult at risk	An adult who may need care or support, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves because of those needs or circumstances.
Vulnerability	A person may be vulnerable because of age, disability, mental health, isolation, coercion, trauma, financial hardship, caring responsibilities, language barriers, immigration concerns, personal circumstances or other factors.

Term	Meaning within this policy
Abuse or neglect	May include physical, emotional, sexual, financial, discriminatory, domestic, institutional, organisational, neglectful or exploitative behaviour.
Radicalisation	The process by which a person comes to support terrorism or extremist ideology associated with terrorist groups or activity.
PREVENT	A safeguarding duty concerned with stopping people from becoming terrorists or supporting terrorism, while respecting lawful debate, freedom of expression and academic freedom.
Harassment and sexual misconduct	Unwanted conduct, sexual misconduct, abusive behaviour or conduct affecting dignity, safety or participation. Such matters may also fall under (<i>SWP2 Belmont College Equality, Diversity and Inclusion Policy</i>), (<i>QGP3 Belmont College Student Handbook</i>) and partner procedures where applicable.
Online harm	Harm arising through digital platforms, online learning, social media, messaging, cyberbullying, online harassment, harmful content, grooming, exploitation, fraud, misinformation or unsafe communication.
Safeguarding concern	Any information, observation, disclosure or incident suggesting that a person may be at risk of harm, is being harmed, has harmed others, or may require support or external referral.

6. How this Policy Protects Students Across the Student Journey

Safeguarding is most effective when it is understood across the whole student journey. The table below explains how the policy is implemented in practice.

Student stage	What students and staff can expect	Implementation route
Enquiry, recruitment and admissions	Applicants should receive accurate information about support, safeguarding expectations, disclosure routes and any checks required for a programme. Concerns disclosed during admissions should be handled sensitively and consistently.	Recruitment, Admissions and Registry Committee; Admissions Team; (<i>RAP1 Belmont College Recruitment, Selection and Admission Policy</i>); (<i>BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy</i>).
Enrolment and induction	Students should be introduced to safeguarding, wellbeing, PREVENT, attendance, conduct, complaints, academic integrity, emergency contacts and support routes in clear and accessible language.	Student induction; Student Support; Academic teams; (<i>QGP3 Belmont College Student Handbook</i>); (<i>LTP11 Belmont College Student Partnership – Declaration of Authenticity</i>).
Teaching, assessment and engagement	Tutors and support staff should identify concerns early, support students appropriately and refer safeguarding or wellbeing concerns through the correct route.	Learning and Teaching Committee; Programme Coordinators; (<i>LTP1 Belmont College Learning, Teaching and Assessment Strategy</i>); (<i>LTP9 Belmont College</i>

Student stage	What students and staff can expect	Implementation route
		<i>Attendance, Retention and Submissions Policy).</i>
Wellbeing and student support	Students experiencing distress, crisis, discrimination, harassment, abuse, exploitation or other vulnerability should be supported, signposted and referred where necessary.	Safeguarding and Prevent team; Student Support; (<i>SWP4 Belmont College Mental Health and Wellbeing Policy</i>); (<i>SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy</i>).
Safeguarding concern or emergency	Immediate danger should be reported to emergency services. Non-immediate concerns should be reported promptly to the Designated Safeguarding Lead or nominated safeguarding contact.	Designated Safeguarding Lead; Senior Management Committee; Audit and Risk Committee; external agencies where necessary.
Prevent concern	Concerns about radicalisation should be treated as safeguarding concerns, recorded, considered proportionately and escalated to the Prevent Lead, with external advice or Channel referral where appropriate.	Safeguarding and Prevent team; Senior Management Committee; Liverpool Hope University where partnership procedures apply.
Harassment, sexual misconduct and bullying	Students and staff should have clear routes to report unacceptable behaviour, be supported sensitively, and receive fair and proportionate case handling.	EDI; Safeguarding and Prevent team; (<i>SWP2 Belmont College Equality, Diversity and Inclusion Policy</i>); (<i>CAP3 Belmont College Complaint and Appeal Policy and Procedure</i>).
Completion, review and enhancement	Safeguarding themes, student feedback, complaints, incident reports and risks should inform improvement, training and policy review.	Quality Committee; Learning and Teaching Committee; Senior Management Committee; Board of Directors; annual monitoring and governance reporting.

7. Core Safeguarding and PREVENT Principles

Bellmont College’s safeguarding approach is based on prevention, early intervention, proportionality, dignity, confidentiality, accountability and partnership working. These principles apply to all staff and committees involved in safeguarding, student support and operational decision-making.

Prevention means that Belmont College seeks to reduce risk before harm occurs through safe recruitment, staff training, clear student information, accessible support, respectful behaviour expectations, online safety, risk assessment and strong governance. Early intervention means that staff should not wait until a concern becomes severe before seeking advice or making a referral.

Proportionality means that responses should be appropriate to the level of concern and should avoid unnecessary intrusion while still protecting people from harm. Dignity means that students and staff should be treated with respect, believed and listened to when raising concerns, and protected from victimisation or retaliation. Confidentiality means that information is shared only with those who need to know, unless there is a lawful reason to share more widely to prevent harm or meet legal obligations.

Accountability means that concerns, decisions and actions must be recorded and monitored. Partnership working means that Belmont College works with Liverpool Hope University, emergency services, local authority safeguarding teams, Channel panels, health services, student support agencies and other relevant partners when this is necessary and lawful.

8. Safe Learning Environment, Student Welfare and Early Intervention

Bellmont College maintains learning and working environments that support safety, wellbeing, inclusion and successful engagement. This includes safe physical spaces, respectful teaching environments, clear behaviour expectations, accessible support services, online safety measures and effective action where concerns arise.

Bellmont College recognises that safeguarding and wellbeing often overlap. Students may need support because of mental health concerns, financial hardship, housing difficulties, domestic abuse, bereavement, disability, caring responsibilities, discrimination, harassment, loneliness, cultural adjustment, trauma or other personal circumstances. Staff should respond with sensitivity, avoid making assumptions, and refer students to appropriate support where concerns go beyond routine academic advice.

Early intervention is an important part of student protection. Attendance, engagement, repeated assessment, non-submission, sudden changes in behaviour, communication difficulties, safeguarding disclosures, complaints, student representative feedback and wellbeing referrals may all indicate that a student needs support. These indicators should be monitored through the relevant academic, registry, wellbeing and committee processes, including the (*LTP9 Belmont College Attendance, Retention and Submissions Policy*) and (*SWP4 Belmont College Mental Health and Wellbeing Policy*).

Where a student requires reasonable adjustments or special consideration, staff should refer to the (*SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*). Where a concern relates to discrimination, harassment or inclusion, staff should refer to the (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*) as well as this policy. Where there is a risk to continuation of study, Belmont College also considers the (*CAP1 Belmont College Student Protection Plan and Policy*).

9. Reporting, Responding to and Escalating Safeguarding Concerns

Anyone may raise a safeguarding concern. This includes students, staff, visitors, contractors, external partners, family members, placement providers, Liverpool Hope University staff or members of the public. Belmont College expects staff to take concerns seriously, respond calmly, avoid promising absolute confidentiality, record the information accurately and escalate the matter promptly through the correct safeguarding route.

If there is immediate danger, serious injury, a crime in progress, an urgent mental health crisis or an imminent risk of harm, emergency services should be contacted by calling 999.

Staff should then inform the Designated Safeguarding Lead or nominated safeguarding contact as soon as it is safe and practical to do so.

Where there is no immediate emergency, the concern should be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. The safeguarding lead considers the information, assess risk, agree immediate support, decide whether external referral is required, record the decision and ensure that follow-up action is monitored.

The general reporting and response route is as follows:

1. Receive the concern: listen carefully, remain calm, take the concern seriously and avoid leading questions.
2. Make the person safe: consider immediate risk, medical need, emergency support, safe space or temporary adjustments.
3. Record accurately: write down what was disclosed or observed, using factual language and the person's own words where possible.
4. Report promptly: contact the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead without unnecessary delay.
5. Assess and act: the safeguarding lead considers risk, support, confidentiality, data protection, Liverpool Hope University involvement, external referral and any academic or operational adjustments.
6. Monitor and close: actions are reviewed, records are retained securely and themes are reported through governance routes without breaching confidentiality.

Where the concern relates to an Liverpool Hope University-registered student or to provision governed by Liverpool Hope University procedures, Belmont College coordinates with Liverpool Hope University in line with partnership requirements. Local safety action should not be delayed while partnership responsibilities are clarified.

10. PREVENT Duty, Radicalisation and External Speakers

PREVENT is implemented by Belmont College as part of safeguarding. It is intended to protect people from being drawn into terrorism or supporting terrorism. It does not replace academic freedom, lawful debate, freedom of expression or respectful discussion of difficult subjects. Belmont College ensures that PREVENT is applied proportionately, fairly and without discrimination.

Bellmont College maintains a Prevent risk assessment and action plan proportionate to its context, student profile, delivery model, online systems, external speaker activity and partnership provision. Staff receive Prevent awareness training appropriate to their roles and are encouraged to seek advice if they are unsure whether a concern may involve radicalisation.

Possible Prevent concerns may include expressed support for terrorism, attempts to draw others into extremist narratives connected with terrorism, possession or sharing of terrorist material, isolation combined with exposure to extremist influence, sudden changes in behaviour linked to radicalisation, or concerns raised by peers, family members, staff or external agencies. These signs must be considered carefully and in context. A concern should not be based on ethnicity, religion, political view, cultural background or lawful expression.

Where a Prevent concern arises, staff should report it through the safeguarding route to the Prevent Lead or Designated Safeguarding Lead. The Prevent Lead assesses the concern, seeks advice where required, considers welfare support and decides whether a referral to external PREVENT or Channel arrangements is appropriate. Records must be factual, proportionate and securely retained in line with the *(BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy)*.

External speakers, events and visiting contributors should be managed in a way that protects lawful debate while reducing foreseeable safeguarding, reputational, equality, PREVENT and health and safety risks. Where concerns arise, Belmont College may complete a risk assessment, agree conditions for the event, provide additional supervision, consult partners, postpone, amend or cancel an event where this is necessary and proportionate. Decisions should be documented and reported through the relevant committee route, including the Safeguarding and Prevent Committee, Senior Management Committee and Audit and Risk Committee where appropriate.

11. Harassment, Sexual Misconduct, Bullying and Unacceptable Behaviour

Bellmont College is committed to maintaining a culture in which students and staff are treated with dignity and respect. Harassment, sexual misconduct, bullying, discrimination, hate incidents, victimisation, coercion, intimidation and abuse of power are not acceptable within Belmont College community.

Reports may be made by the person affected, a witness, a member of staff, a student representative or a third party. Belmont College responds sensitively and fairly, protects students from retaliation, considers immediate safety and support needs, and determines the appropriate procedure. Depending on the circumstances, the matter may be handled under this policy, the *(SWP2 Belmont College Equality, Diversity and Inclusion Policy)*, the *(CAP3 Belmont College Complaint and Appeal Policy and Procedure)*, the *(QGP3 Belmont College Student Handbook)*, the *(HRP2 Belmont College Employee Handbook)*, the *(HRP3 Belmont College Staff Grievance and Disciplinary Policy)* or Liverpool Hope University procedures where applicable.

Where a matter may constitute a criminal offence, the person affected is supported to consider whether to report to the police. Belmont College may also need to take action to protect the safety of the community or comply with legal duties. Belmont College does not use confidentiality or non-disclosure arrangements to prevent students or staff from reporting harassment, sexual misconduct or safeguarding concerns to appropriate bodies.

Staff must maintain professional boundaries with students. Any personal, intimate, financial or other relationship that could create a conflict of interest, abuse of power or perceived unfairness must be declared and managed in accordance with the *(HRP2 Belmont College Employee Handbook)* and relevant HR procedures. This is particularly important where a staff member teaches, supervises, assesses, supports, advises or makes decisions affecting a student.

12. Online Safety, Digital Safeguarding and Cyber Awareness

Safeguarding responsibilities extend to online learning, digital communication, social media, virtual classrooms, messaging platforms, student systems, shared documents and electronic

records. Belmont College expects all students and staff to behave respectfully online and to use Belmont College systems responsibly.

Digital safeguarding risks may include cyberbullying, online harassment, grooming, exploitation, stalking, unauthorised sharing of images or personal information, online sexual misconduct, misinformation, harmful content, radicalising material, fraud, cybercrime, data breach or unsafe contact outside approved learning channels. Staff should report online concerns in the same way as face-to-face safeguarding concerns.

Bellmont College supports safe digital learning through staff training, clear expectations, secure systems, access controls, data protection procedures, acceptable use guidance, cyber awareness, incident reporting and appropriate monitoring. Where online safeguarding risk affects academic participation or wellbeing, Belmont College coordinates safeguarding, IT, academic and student support responses, with reference to the (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*), (*BCP2 Belmont College Business Continuity Plan*) and (*BCP6 Belmont College IT Acceptable Use Policy*) where applicable.

13. Admissions, Safer Recruitment, DBS and Suitability Checks

Safeguarding starts before enrolment and before staff appointment. Belmont College ensures that recruitment, admissions and employment processes are fair, transparent and proportionate while protecting students and staff from foreseeable risk.

For students, admissions processes may include consideration of disclosures, support needs, criminal convictions, fitness to study or programme-specific requirements where these are relevant and lawful. Such matters must be handled sensitively and in line with the (*RAP1 Belmont College Recruitment, Selection and Admission Policy*), (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*), (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*) and any Liverpool Hope University requirements that apply.

For staff, safer recruitment may include identity checks, right to work checks, reference checks, qualification verification, employment history review, DBS checks where legally required or proportionate, declaration of conflicts of interest and safeguarding induction. Staff working with students must understand professional boundaries, reporting expectations and the requirement to escalate safeguarding concerns promptly.

Where DBS checks, criminal record information or sensitive suitability information is collected, it is handled securely, proportionately and only by authorised staff. Decisions are based on the relevance of the information to the role, programme, placement, regulated activity, professional requirements and risk to Belmont College community.

14. Students Under 18, Adults at Risk and Students with Additional Vulnerabilities

Bellmont College primarily delivers higher education to adults, but it recognises that students under 18, adults at risk and students with additional vulnerabilities may be present within Belmont College community. Belmont College identifies and manages such circumstances carefully.

Where a student is under 18, Belmont College considers additional safeguarding arrangements, emergency contact information, parental or guardian communication where

appropriate, supervision, consent, accommodation or travel considerations, online safety and any Liverpool Hope University or awarding body requirements. Staff should remember that a child is a person under 18 even where they are studying in an adult higher education environment.

Adults may become at risk because of care and support needs, disability, mental health concerns, domestic abuse, coercive control, exploitation, trauma, homelessness, substance misuse, financial abuse, isolation or other circumstances. Belmont College does not assume incapacity or lack of agency, but Belmont College takes reasonable steps to protect adults from harm, support informed choice and refer externally where required.

Belmont College pays particular attention to the safeguarding implications of placements, external activities, field trips, events, online learning, late teaching, lone working, personal tutoring, student support meetings and any activity that may increase vulnerability. Risk assessments should be proportionate and recorded through the relevant academic or operational process, with escalation to the Safeguarding and Prevent Committee or Senior Management Committee where risks are material.

15. Information Sharing, Confidentiality and Record Keeping

Safeguarding work often involves sensitive personal information. Belmont College processes safeguarding information lawfully, fairly, securely and transparently in accordance with the UK GDPR, the Data Protection Act 2018 and the *(BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy)*.

Staff should not promise absolute confidentiality when a safeguarding concern is raised. They should explain that information may need to be shared with appropriate staff or external agencies if there is a risk of harm, a legal obligation, a safeguarding duty or a serious concern affecting the safety of the person or others.

Safeguarding records must be factual, dated, attributable, accurate and proportionate. They should record the concern, action taken, decisions made, rationale, support offered, referrals, follow-up and closure. Records must be stored securely and accessed only by staff with a legitimate role in safeguarding, student support, legal compliance, case management or governance assurance.

Information may be shared with Liverpool Hope University, emergency services, local authority safeguarding teams, Channel panels, health services, professional bodies, regulatory bodies or other third parties where this is lawful, necessary and proportionate. In all cases, Belmont College balances confidentiality with the need to prevent harm and meet legal or regulatory responsibilities.

16. Student Voice, Partnership and Supportive Culture

Safeguarding is strengthened when students feel safe to speak, raise concerns and participate in shaping the learning environment. Belmont College supports student voice through student representatives, surveys, module evaluation, forums, Student Staff Committee discussions, student support feedback, complaints monitoring and informal feedback routes.

Student feedback may identify concerns about safety, communication, inclusion, wellbeing, harassment, online learning, facilities, attendance barriers, support gaps or unclear procedures. These concerns should be recorded, reviewed and escalated through the relevant committee route. Where action is taken, Belmont College closes the feedback loop through “You Said, We Did” communication or an equivalent student-facing update.

Bellmont College promotes a culture in which students and staff understand their shared responsibility for safe, respectful and inclusive learning. The *(LTP11 Belmont College Student Partnership – Declaration of Authenticity)*, *(QGP3 Belmont College Student Handbook)*, *(SWP2 Belmont College Equality, Diversity and Inclusion Policy)* and *(LTP6 Belmont College Academic Integrity and Misconduct Policy)* support this culture by setting out expectations for conduct, integrity, respect and engagement.

17. Governance and Committee Implementation Framework

Safeguarding is implemented through Belmont College’s committee and governance structure. The purpose of this structure is to ensure that concerns are not only reported but also acted on, monitored, reviewed and used to improve practice. A safeguarding concern may begin as a disclosure, student support issue, attendance concern, online incident, complaint, Prevent concern, admissions disclosure, health and safety issue, equality concern or partner matter. It should then move through the appropriate reporting and governance route until action is completed and recorded.

The implementation model is: identify the concern; protect immediate safety; report to the correct safeguarding route; assess risk and support needs; take action; record decisions; report themes to committees; escalate material risk; monitor completion; review learning and update policy, training or practice where required.

Committee / Body	How it implements this policy
Board of Directors	Holds ultimate oversight responsibility for safeguarding, Prevent, student protection, risk, compliance and resources. Receives assurance on significant safeguarding risks, incidents, regulatory change and partnership oversight.
Audit and Risk Committee	Monitors cross-cutting safeguarding, Prevent, data protection, health and safety, cybersecurity, business continuity and regulatory risks.
Senior Management Committee	Leads operational implementation, safeguarding responses, resources, external liaison, partnership coordination, business continuity, risk escalation and corrective actions.
Academic Committee	Receives assurance where safeguarding affects academic standards, learning experience, attendance, assessment, progression, student engagement or partnership requirements.
Safeguarding and Prevent Committee	Provides focused oversight of safeguarding and Prevent implementation, training, risk assessment, referrals, policy effectiveness, external liaison and thematic review.

Committee / Body	How it implements this policy
Quality Committee	Provides central assurance that safeguarding matters affecting quality, student experience, complaints, appeals, public information and policy implementation are monitored and enhanced.
Learning and Teaching Committee	Reviews safeguarding implications for teaching, assessment, feedback, online learning, inclusive practice, student engagement, academic support and programme-level risk.
Recruitment, Admissions and Registry Committee	Oversees applicant-stage safeguarding, suitability processes, disclosures, admissions information, records, attendance and engagement data, and applicant communications.
Student Staff Committee	Provides student-facing routes to raise concerns about wellbeing, inclusion, safety, communication, support and learning environment, and helps test whether safeguarding information is understandable and accessible.
Equality, Diversity and Inclusion Committee	Monitors equality, inclusion, harassment, discrimination, reasonable adjustments, accessibility and differential impact of safeguarding arrangements.

18. Roles and Responsibilities

Role	Responsibilities
Board of Directors	Retains ultimate governance oversight for safeguarding, Prevent, student protection, risk, compliance, resources and regulatory assurance.
Chief Executive Officer	Holds executive accountability for ensuring that safeguarding, Prevent, student protection and regulatory responsibilities are implemented effectively and resourced appropriately.
Designated Safeguarding Lead and Deputy Designated Safeguarding Lead	Act as the main safeguarding points of contact, receive and assess concerns, coordinate immediate action, maintain records, advise staff, liaise with external agencies and report anonymised themes through governance.
Prevent Lead and Prevent Team	Coordinate Prevent risk assessment, training, advice, external liaison and referral decisions, normally working closely with the Designated Safeguarding Lead.
Head of Quality and Operations	Coordinates policy implementation, quality assurance, regulatory monitoring, committee reporting, evidence retention, staff training records and annual review.
Head of Professional Services	Ensures admissions, registry, student support, communications, wellbeing referrals, finance-related communications and operational services support safeguarding and student protection.
Head of Academic Programmes	Ensures academic staff understand safeguarding responsibilities and that programme delivery, assessment,

Role	Responsibilities
	attendance and engagement arrangements support student welfare and continuation.
Head of IT and Human Resources	Supports safe physical and digital environments, cyber awareness, secure systems, incident response, access controls, safer recruitment, staff training and business continuity.
Student Support and Wellbeing Staff	Provide first-line support, signposting, wellbeing advice, referral coordination and student follow-up, while escalating safeguarding concerns promptly.
Programme Coordinators, Module Tutors and Academic Support Tutors	Identify early concerns, support students within the boundaries of their roles, maintain professional boundaries and refer safeguarding or wellbeing concerns appropriately.
Admissions and Registry Staff	Handle applicant disclosures, records, identity and suitability information securely and escalate safeguarding concerns in line with this policy and the <i>(RAP1 Belmont College Recruitment, Selection and Admission Policy)</i> .
All Staff	Maintain a safe and respectful environment, complete required training, follow this policy, report concerns promptly and keep safeguarding information confidential.
Students and Student Representatives	Treat others with dignity and respect, comply with Belmont College policies, use online systems responsibly and report concerns about their own safety or the safety of others.
Liverpool Hope University and Partner Representatives	Work with Belmont College where partnership procedures, student records, academic oversight, safeguarding, Prevent or student protection responsibilities require coordination.

19. Training, Monitoring, Audit and Evidence

Bellmont College maintains safeguarding and PREVENT training appropriate to staff roles and responsibilities. All staff should receive safeguarding awareness during induction. Staff with student-facing, academic, admissions, student support, facilities, IT, management or governance responsibilities may receive additional training in safeguarding, PREVENT, mental health awareness, harassment and sexual misconduct, professional boundaries, data protection, equality and inclusion, online safety, record keeping and referral routes.

Designated safeguarding staff and PREVENT leads receive training appropriate to their responsibilities. Directors and senior leaders receive proportionate training or briefings to support effective oversight and assurance. Student-facing information is provided through induction, the student handbook, student support communications, student representative channels and relevant policy signposting.

Monitoring includes review of safeguarding concerns, Prevent risk assessment, referral themes, training completion, student feedback, complaints and appeals, equality data, attendance and engagement indicators, online safety incidents, data protection incidents, health and safety matters, external agency feedback, Liverpool Hope University partnership matters and actions arising from committee review.

Evidence retained for assurance may include safeguarding reports, referral records, risk assessments, training logs, committee minutes, action plans, anonymised case themes, incident review records, policy review records, external advice, student communications, audit outcomes, website information checks and evidence that actions have been completed.

20. Conclusion

Bellmont College is committed to maintaining safe, inclusive and supportive learning and working environments in which safeguarding and Prevent responsibilities are embedded throughout governance, operations, academic delivery, student support and partnership activity.

Through clear reporting routes, trained staff, student-centred support, proportionate information sharing, effective committee oversight and continuous review, Belmont College seeks to protect students and staff from harm and support students to continue and complete their studies.

Bellmont College recognises that its current collaborative arrangements with Liverpool Hope University and its future OfS funding and regulatory development may affect processes over time. Any change is managed transparently and responsibly, with student interests, safety, wellbeing, academic continuity and regulatory compliance remaining central to institutional decision-making.

Bellmont College Safeguarding Framework and PREVENT Policy					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	Head of Quality and Operations	New Document	Board of Governors	February 2024
2	February 2024	Head of Quality and Operations	Revised; no update or changes made	Board of Governors	October 2024
3	October 2024	Head of Quality and Operations	Revised Document	Board of Governors	October 2025
4	March 2026	Head of Quality and Operations	Revised Document	Board of Directors	March 2027