



Document Version Number	Version 1
Last Reviewed Date	October 2025
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Prevent Duty Policy

1. Introduction

This policy is compliant with the Prevent Duty under the Counter terrorism and Security Act 2015 which is a statutory duty requiring relevant Higher Education institutions to have due regard to the need to prevent people from being drawn into terrorism. The Prevent Duty seeks to protect students from becoming radicalised as it recognises vulnerable people being drawn into terrorism as a form of abuse, therefore uses the safeguarding approach to this duty. All student-facing staff are required to undertake relevant training and asked to follow the procedures as set out in this policy.

The Language Gallery (TLG) is equally committed to protecting freedom of speech, academic freedom, and open debate, as required under Section 43 of the Education Act (1986), while ensuring an environment that does not permit radicalisation or extremist influence.

The key objectives of the prevent duty are to:

- Respond to the ideological challenge of terrorism and the threat from those who promote it;
- prevent people from being drawn into terrorism and give them advice and support; and
- work with sectors and institutions where there are risks of radicalisation that we need to address.

2. Scope

This policy applies to all:

- TLG students.
- TLG staff and associates.
- Visitors, external speakers, and contractors operating on TLG premises.

This policy should be read in conjunction with:

- TLG Safeguarding Policy and;
- Lincoln Bishops University Prevent Statutory Duty Policy

3. Roles and Responsibilities

The Designated Safeguarding and Prevent Lead (DSL) serves as TLG's operational lead for Prevent. Responsibilities include:

- Acting as the first point of contact for Prevent concerns.
- Assessing and managing concerns relating to radicalisation or extremist influence.
- Leading safeguarding responses and providing immediate support to affected learners.
- Maintaining the Prevent reporting mailbox: safeguarding.prevent@thelanguagegallery.com
- Ensuring staff understand the Prevent Duty and receive appropriate training.



- Liaising with Lincoln Bishop University's Prevent Lead on shared cases, risk management and compliance.
- Producing safeguarding and Prevent reports for TLG Senior Management.

Deputy Safeguarding and Prevent Lead

- Supports the DSL in managing disclosures and oversees the response in their absence.
- Ensures timely follow-up actions and accurate record keeping.

Lincoln Bishop University Prevent Lead

As the awarding partner, Lincoln Bishop University maintains oversight of Prevent duties for enrolled students. Their designated Prevent Lead will:

- Provide advice and guidance to TLG on Prevent matters.
- Participate in case discussions where escalation or shared risk assessment is required.
- Support referrals into local Prevent/Channel pathways where appropriate.
- Ensure compliance with the Universities Prevent Policy and statutory duties.

All Staff and Students

- Must remain vigilant to signs of radicalisation or concerning behaviours.
- Must report concerns immediately using the dedicated email address.
- Must participate in relevant training.

4. Prevent Duty Principles

TLG will adopt a risk-based, proportionate, and safeguarding-centred approach guided by the following principles:

- Early identification of vulnerabilities or concerning behaviours.
- Supportive and non-judgmental engagement with students.
- Ensuring staff confidence in recognising and reporting Prevent concerns.

TLG will not engage in investigation relating to potential criminal activity which remains the function of the Police. Only when all investigations are completed, can TLG investigate and / or take any action, such as suspending the student.

Any serious prevent-related incidents will be sent to our university partner to report to the Office for Students (OfS) where it is deemed necessary to do so. All other compliance related reported will be done by our university partner.



5. Raising Concerns

All members of the TLG community may identify concerns about individuals that may be potentially drawn into terrorism based on behaviour observed or information received from a third party. It is important that this information is provided immediately to the designated safeguarding lead or the deputy.

Raising concerns about potential radicalisation can feel difficult, and it is not expected that members of the TLG community will be experts in this specific area. If however, it is observed that an individual shows signs that are concerning, specifically for a student or colleague's safety or wellbeing such as changes in behaviour, attendance, attitude, work, appearance, or friendships please report it. Sharing a concern helps TLG support that individual, and the safeguarding team will decide what needs to happen next. All members of the TLG community can raise a concern by sending an email to: safeguarding.prevent@thelanguagegallery.com.

Upon receiving a concern, the Designated Safeguarding and Prevent Lead (DSL) will review the information and assess any immediate risk or safety needs. Where appropriate, they will speak with the referrer to clarify details and determine the initial safeguarding actions required.

Where it is deemed appropriate, the DSL will liaise with Lincoln Bishop Universities Prevent Lead to share relevant information and agree on the next steps. If necessary, advice will be sought from the Department for Education Regional Prevent Education Coordinator or local Prevent/Channel partners. All actions will be recorded securely. Concerns will always be managed sensitively, fairly, and in a manner that prioritises the individual's welfare.

TLG approaches all concerns from a safeguarding perspective, ensuring that the welfare of the individual is central to any response. Staff are encouraged to share concerns in a safe and supportive manner, and TLG will ensure that they are managed thoroughly, impartially, and with due care. Where necessary, the Designated Safeguarding and Prevent Lead (DSL) will obtain advice from Lincoln Bishop Universities Prevent lead if required.

6. Information Sharing

TLG is committed to sharing information in line with the UK GDPR, Data Protection Act 2018, and statutory Prevent requirements. Information will be shared only when:

- There is a safeguarding concern involving a student.
- The concern may indicate a risk of radicalisation.
- External advice or escalation is required.
- The awarding partner Lincoln Bishop requires information to fulfil its statutory duties.
- The OfS requires information to assess student welfare or compliance.

In sharing information with external parties, TLG will share only sufficient and relevant information in order to allow the concern to be appropriately followed up. Information shared will be necessary, proportionate, relevant, accurate, and timely. All records will be stored securely within TLG's safeguarding systems. The DSL will determine what information is shared and with whom, including:

- Lincoln Bishop University Prevent Lead



- OfS (where a reportable event is triggered)
- Police, Channel or DfE Prevent coordinators (where risk requires)

Decisions to share information externally will be recorded with rationale.

5. Training

TLG will ensure that:

- New staff receive Prevent training as part of induction.
- Training is refreshed at agreed intervals.
- Staff understand the signs of radicalisation, online risks, extremist narratives, and safeguarding thresholds.

6. Risk Management and Environment

TLG will maintain robust safeguarding arrangements that reduce opportunities for radicalising influence, including:

- Risk assessment of Prevent concerns occurring within teaching, online spaces, or student communities.
- Monitoring relevant risks associated with student welfare, isolation, or online content.
- Ensuring the IT Acceptable Use Policy restricts access to extremist content.
- Managing external speakers and events through appropriate vetting processes.
- Ensuring spaces (digital and physical) used by students are managed safely.
- Promoting respectful dialogue and challenging extremist narratives appropriately.

7. Contact Details

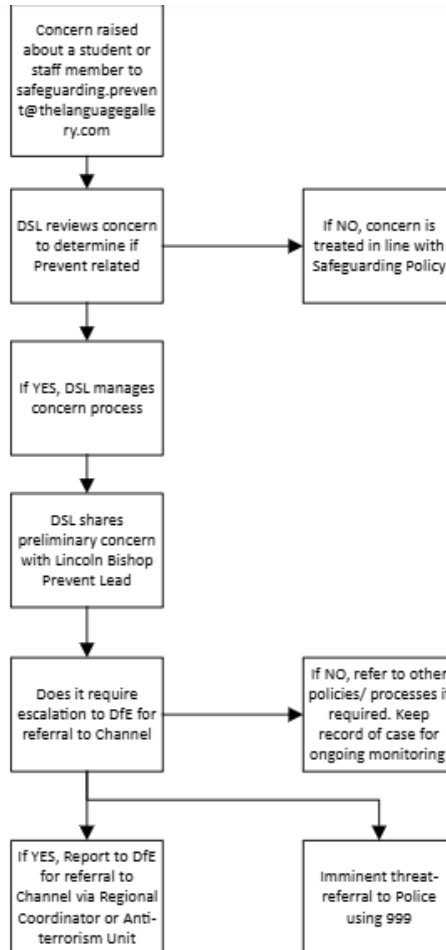
Role	Position	Contact details
Designated Safeguarding and Prevent Lead	Registrar	safeguarding.prevent@thelanguagegallery.com
Deputy Safeguarding and Prevent Officer	Student Success Manager	safeguarding.prevent@thelanguagegallery.com

8. Policy Review

This policy will be reviewed periodically to ensure its relevance and effectiveness.



PREVENT DUTY REPORTING FLOW CHART





Document Version Number	Version 2
Last Reviewed Date	December 2025
Next Review Date	December 2026

Safeguarding Policy

1. Introduction

TLG is committed to safeguarding the welfare of all students and staff to ensure a safe environment for all. This policy includes our specific duty of care and legal obligations for adults at risk of harm, as set out in the, Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

2. Definitions

2.1 Under statutory guidance (Care Act, 2014), an Adult at Risk is defined as someone aged 18 years or over and:

- has needs for care and support due to mental health and/or physical health (whether or not the local authority is meeting any of those needs);
- is experiencing, or at risk of, abuse or neglect; and
- who is or may be unable to take care of themselves, or unable to protect themselves against harm or exploitation.

3. Framework

The purpose of this policy is to outline the principles and procedures that we have adopted to ensure the safety and wellbeing of young people and adults at risk of harm, including our staff, students and those who engage in activities that we have organised.

Our aim is to safeguard the safety and wellbeing of the young people and adults at risk of harm with whom our work brings us into contact. With this aim in mind, we will:

- Publish guidance and procedures for identifying risk, reporting concerns and taking action.
- Take all safeguarding concerns seriously and report them promptly to the relevant authority, where appropriate.
- Provide training for staff and students who are in routine and direct contact with adults who may be at risk of harm.
- Report to TLG Senior Management Team with appropriate and timely reports.



4. Scope

This policy applies to all staff and students, whether or not they have regular contact with adults who may be at risk of harm.

This policy applies to activities carried out on campus or elsewhere, except where a third party has contracted to use the premises and the contractual relationship with the third party explicitly defines safeguarding responsibilities.

TLG recognises its responsibility to ensure safe access to online information. Therefore, regular, and stringent checks are made to ensure that access to illegal and inappropriate sites is prevented. All staff are expected to remain vigilant to the potential risk of online harms.

For the purposes of this Policy, a vulnerable adult is considered to be abused when subjected to one or more of the following forms of abuse (based on the NSPCC's definitions):

Domestic abuse: This is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and vulnerable adults.

Sexual abuse: This is when a child /vulnerable adult is forced or tricked into sexual activities. This doesn't have to be physical contact, and it can happen online.

Neglect: This is the ongoing failure to meet a child's / vulnerable adult's basic needs and the most common form of abuse. A vulnerable adult might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can be dangerous and also have long term effects on their physical and mental wellbeing.

Online abuse: This is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones.

Physical abuse: This is when someone hurts or harms a vulnerable adult on purpose, causing injuries such as bruises, broken bones, burns or cuts.

Emotional abuse: This is any type of abuse that involves the continual emotional mistreatment of a vulnerable adult. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a vulnerable adult.

Vulnerable adult sexual exploitation: Is when a vulnerable adult is given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities.

Criminal exploitation & gangs: Criminal exploitation is abuse where vulnerable adults are manipulated and coerced into committing crimes.

Female genital mutilation (FGM): This is a form of vulnerable adult abuse, it's dangerous and a criminal offence in the UK. FGM is the partial or total removal of external female genitalia for non-medical reasons.



Bullying and Cyberbullying: This is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the individual wherever they go, via social networks, gaming and mobile phone. Bullying can happen anywhere. It is usually repeated over a long period of time and can hurt a vulnerable adult both physically and emotionally.

Vulnerable adult trafficking: Trafficking is where vulnerable adults are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.

Grooming: This is when someone builds a relationship, trust and emotional connection with a vulnerable adult so they can manipulate, exploit and abuse them. Vulnerable adults can be groomed online or in the real world by a stranger or by someone they know - for example a family member, friend or professional.

Non-recent abuse: This is sometimes called historical abuse. It's when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault.

Homelessness: Although this does not form part of the NSPCC's definitions, it is a serious safeguarding issue. The definition of homelessness varies, but it is the condition of lacking stable, safe and adequate housing. You can also be considered homeless if you are:

- staying with friends or family
- staying in a hostel, night shelter or B&B
- squatting
- at risk of violence or abuse in your home
- living in poor conditions that affect your health
- living apart from your family because you don't have a place to live together.

5. Roles and Responsibilities

TLG has created a Safeguarding Team that is led by a **Designated Safeguarding and Prevent Lead** and supported by a team of **Designated Safeguarding and Prevent Officers** across all TLG campuses. They are responsible for:

- Developing and promoting this Policy, ensuring that the Policy is monitored and reviewed in accordance with changes in legislation.
- The Designated Safeguarding and Prevent lead will be acting as the main contact for internal and external requirements.
- Ensuring that all relevant staff members are provided with information, advice and training as appropriate.



Maintaining the confidentiality of records of relevant cases and action taken and handling all data in a manner that is consistent with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Designated safeguarding and Prevent lead:

Role	Position	Contact Details
Designated Safeguarding and Prevent Lead	Registrar	safeguarding.prevent@thelanguagegallery.com
Deputy Safeguarding and Prevent Officer	Student Success Manager	safeguarding.prevent@thelanguagegallery.com

6. Good practice for working with vulnerable adults

All staff are encouraged to follow the good practice below:

- Always work in an open environment, in groups wherever possible. Where one-on-one contact cannot be avoided, always keep the door open and inform other members of staff of your course of action.
- Treat all vulnerable adults equally, with respect and dignity in accordance with TLG's Equality and Diversity Policy.
- Always put the welfare of vulnerable adults first, except in circumstances where you yourself are at risk of harm.
- Maintain safe and appropriate distances at all times and avoid unnecessary physical contact.
- Be an excellent role model.
- Keep a written record of any injury or disclosure that occurs, including details of treatment or action taken.

7. Incidents that must be reported / recorded

Any of the following incidents need to be reported to the Designated safeguarding and prevent Lead / Deputy Safeguarding and Prevent officer:

- If a vulnerable adult misunderstands/misinterprets something you have done to the point of concern.
- If a vulnerable adult discloses something to you that puts them or others at risk of harm, noting that there is a mandatory duty to report female genital mutilation (FGM).
- If you suspect the vulnerable adult is being abused.
- If a vulnerable adult accidentally hurts themselves or others.
- If a vulnerable adult seems unduly distressed in any manner.
- If a vulnerable adult seems sexually aroused by your actions.



8. Guidance for all staff on actions to take if there is a concern about a vulnerable adult

It is not the responsibility of TLG staff to decide whether or not abuse has occurred. However, there is a responsibility to provide a duty of care to act on any concerns immediately by sharing this with the Designated Safeguarding and Prevent Lead / Deputy Safeguarding and Prevent Officer.

It is important that confidentiality is maintained at all times with information only being shared on a need-to-know basis.

Process to follow when responding to disclosure:

- React calmly.
- Assure the vulnerable adult they are not at fault.
- Take the vulnerable adult seriously.
- Keep questions to a minimum (and only ask open questions).
- Maintain confidentiality but do not make promises you can't keep.
- Explain to the vulnerable adult that you may need to share your concerns with someone who is in a position to act and that you cannot keep safeguarding concerns a secret.
- Make a full written record of what has been said, heard and/or seen as soon as possible (see 'Record Keeping').

Records to note:

- Record the date, time and the place where the disclosure took place.
- Make a note of key words and phrases used – do not interpret the individual's words.
- Avoid slang/abbreviations in your own comments /opinions.
- Records should be written within 24 hours of an incident or disclosure.
- Show the written record to the child /vulnerable adult if possible and ask them to check for accuracy.
- Send the completed form to the Designated Safeguarding Lead/Deputy Safeguarding Officer.

9. Policy Review

This policy will be reviewed periodically to ensure its relevance and effectiveness.



APPENDIX 1:

Safeguarding Form involving vulnerable adults

Your name:
Your position:
Individual's name:
Gender:
college or centre (if appropriate):
Date, time and place of incident:
Your observations:
Exactly what the individual said and your responses – record actual details. Continue onto separate sheet if necessary.
Checked for accuracy by individual: YES / NO
Action taken so far:
Date and time reported to member of staff:
Signature of person completing form:
Date:
Please forward this form to the Designated Safeguarding Lead / Deputy Safeguarding Officer.



APPENDIX 2

Accident Report Form involving vulnerable adults

This form should be completed following an accident, injury or in the event that someone is unwell. The form should be completed soon after the event (within 24 hours) and sent to the Designated Safeguarding Lead / Deputy Safeguarding Officer

Name of person completing form			
Date		Time	
Event			

Name of person/people involved in accident	
Description of incident/accident	

Is there parental consent to act in 'loco parentis'?	YES/NO or Not applicable
Is there consent in place to administer medical treatment?	YES / NO or Not applicable
Actions taken and by whom	
Medical treatment administered	
Name and position of person administering treatment	

Follow-up action required?	
Other comments	

Signature(s) of person/people involved	
Signature of person completing form	



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