



SAFEGUARDING AND PREVENT POLICY

Policy reference UKV-QA-25 | Version 3.0

UK Versity Online Limited | BAC Accredited College | UKPRN 10052768

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Version	3.0
Status	Consolidated
Effective date	1 October 2026
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Policy owner	Designated Safeguarding Lead
Author	Director of Education
Approved by	Principal (Ramanjeet Singh), on behalf of the Academic Board
Approval date	1 October 2026

Safeguarding and Prevent Policy

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Document control

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Effective date	1 October 2026
Next review	September 2027 (annual), or earlier if required
Owner	Designated Safeguarding Lead
Author	Director of Education
Approval authority	Academic Board, chaired by the Principal (Ramanjeet Singh)
Approval date	1 October 2026
Applies to	All UK Versity learners (including learners aged 16 and 17 and adults at risk), staff, tutors, assessors, contractors and anyone acting on behalf of UK Versity
Supersedes	Safeguarding Policy QA-15 (last reviewed September 2025); Preventing Radicalisation Policy QA-T87 (September 2017); Student Welfare Policy QA-T11 (November 2014)
Summary	Sets out how UK Versity protects learners aged 16 and 17 and adults at risk in an online college, how staff report and record concerns, and how UK Versity applies the Prevent duty as good practice.

Compliance mapping

BAC College Scheme 2023 standards	16.1; 16.7-16.9; 26.4; Appendix B
UK Quality Code 2024 (voluntary)	Principle 10
OfS conditions (benchmark only; not OfS registered)	E6 (benchmark)
Awarding organisations	ATHE; Pearson; OTHM; Ascentis; NCFE; IFA Direct
Legislation and regulation	Children Act 1989; Care Act 2014; Safeguarding Vulnerable Groups Act 2006; Counter-Terrorism and Security Act 2015; Prevent duty guidance for England and Wales (2023); Keeping Children Safe in Education 2026; Working Together to Safeguard Children 2023; UK GDPR and Data Protection Act 2018

Version history

Version	Date	Change
1.0	August 2015	First issue (Safeguarding Policy QA-15)
1.1	September 2017	Preventing Radicalisation Policy QA-T87 issued as a separate policy

Version	Date	Change
2.0	September 2025	Annual review of Safeguarding Policy QA-15
3.0	October 2026	Full rebuild for online delivery: Safeguarding, Prevent and Student Welfare policies consolidated; KCSIE 2026, Working Together 2023 and Prevent 2023 applied; new DSL arrangements; BAC mapping and version control

1. Purpose

This policy explains how UK Versity Online Limited (trading as UK Versity) keeps learners safe from abuse, neglect, exploitation and radicalisation, and what every member of staff must do when they have a concern. UK Versity is a fully online distance learning college. Teaching takes place on Moodle (lms.ukversity.co.uk) and in live online sessions on Zoom. Most safeguarding risks for our learners therefore arise online or in the learner's home or community, and this policy is written for that setting.

The policy meets BAC standards 16.7 (safeguarding learners under 18 and adults at risk), 16.8 (radicalisation and extremism), 16.9 (e-safety) and Appendix B of the BAC College Scheme 2023, which requires the safeguarding policy to be reviewed at least annually. UK Versity is accredited by the British Accreditation Council as a College.

2. Scope

This policy applies to:

- all learners, on every qualification and with every awarding organisation;
- all staff, including employed staff, self-employed tutors, assessors and Internal Quality Assurers (IQAs), contractors and anyone who represents UK Versity;
- all UK Versity activity: Moodle, Zoom sessions, email, telephone, official WhatsApp groups, social media accounts run by UK Versity, and any in-person activity at UK Versity House, 11 Woodcock Court, Waters Edge Business Park, Modwen Road, Salford M5 3EZ (for example an examination session).

UK Versity does not enrol learners under 16. Learners aged 16 and 17 can enrol on Functional Skills, Level 2 and some Level 3 qualifications where the awarding organisation allows. Their parent or guardian countersigns the Learner Agreement and fees agreement (UKV-QA-10 and UKV-QA-08).

Learners live across the UK and abroad. Where this policy refers to "the local authority" it means the local authority for the area where the learner lives, or the equivalent authority or police in the learner's country of residence.

3. Definitions

- **Child:** anyone under 18 (Children Act 1989). At UK Versity this means learners aged 16 and 17, and any child a staff member becomes aware of through contact with a learner (for example a learner's child or sibling).
- **Adult at risk:** an adult aged 18 or over who has needs for care and support, is experiencing or at risk of abuse or neglect, and because of those needs cannot protect themselves (Care Act 2014, section 42).
- **Safeguarding:** protecting people from abuse, neglect and exploitation, and promoting their welfare.
- **Radicalisation:** the process by which a person comes to support terrorism or extremist ideologies associated with terrorist groups.

- **Designated Safeguarding Lead (DSL):** the senior member of staff responsible for safeguarding and Prevent at UK Versity.
- **LADO:** the Local Authority Designated Officer, who manages allegations that a person who works with children has harmed or may pose a risk to a child.

4. Policy statement and principles

1. Every learner has the right to learn safely, whatever their age, disability, sex, gender identity, race, religion or belief, sexual orientation or background.
2. Safeguarding is everyone's responsibility. Any member of staff who has a concern must act on it the same day. Staff must never promise a learner that they will keep a disclosure secret.
3. The welfare of the child or adult at risk is the first consideration in every decision.
4. UK Versity works with local authorities, the police and other agencies, and shares information lawfully where it is needed to protect someone.
5. Protecting learners from being drawn into terrorism is part of UK Versity's wider safeguarding duty.
6. UK Versity recruits staff safely (UKV-QA-27) and trains all staff to recognise and report concerns.

4.1 Legal framework and good practice

UK Versity is not a school or a publicly funded further education college, so Keeping Children Safe in Education 2026 (in force 1 September 2026) is not statutory for UK Versity. UK Versity applies it as good practice for all learners aged 16 and 17. UK Versity also follows Working Together to Safeguard Children 2023, the Care Act 2014 and its statutory guidance for adults at risk, and the Safeguarding Vulnerable Groups Act 2006 for safer recruitment and referrals to the Disclosure and Barring Service (DBS).

5. Designated safeguarding staff

Role	Name	How to contact
Designated Safeguarding Lead (also Student Administrator and Welfare Officer)	Hygerta Kurti	0161 273 4745 or admin@ukversity.co.uk, marked "Safeguarding: for the DSL"
Deputy Designated Safeguarding Lead (also Principal and Director of Education)	Ramanjeet Singh	0161 273 4745 or admin@ukversity.co.uk, marked "Safeguarding: for the Deputy DSL"

If the DSL is unavailable, staff report to the Deputy DSL. If neither can be reached and a person is at risk of immediate harm, staff call 999 (or the local emergency number outside the UK) and then inform the DSL as soon as possible.

The DSL is the named welfare lead for BAC standard 16.1. Names and contact routes are given to learners in the induction on Moodle and in the Learner Handbook.

6. Recognising online and other risks

Staff must be alert to all forms of abuse (physical, emotional, sexual, neglect, financial, discriminatory, domestic abuse, modern slavery and self-neglect). In an online college the following risks need particular attention:

- **Online grooming:** an adult or peer building trust with a learner in order to abuse or exploit them, often by moving the conversation to private messaging.
- **Radicalisation:** exposure to extremist content or recruiters online, including in private groups and gaming or messaging platforms.

- **Sextortion:** threats to share intimate images unless the learner pays money or sends more images. Learners must be told they are not to blame and must not pay.
- **Cyberbullying:** abusive, threatening or humiliating messages, posts or images, including in course forums, WhatsApp groups and social media.
- **Online harms:** harmful content (self-harm, violence, pornography), scams and financial exploitation, misuse of personal data, and image-based abuse.
- **Child-on-child abuse:** abuse between learners who are under 18, which must never be dismissed as banter.
- **Signs in learner work or contact:** a disclosure in an assignment, a sudden change in engagement, comments in a live session, or messages that suggest a learner is unsafe at home.

7. Safe conduct in live sessions and online contact

1. Tutors run live sessions only through UK Versity's Zoom account, using the waiting room and authenticated links. Links are shared only on Moodle or by UK Versity email, never on public sites.
2. Only the tutor or authorised staff can share screens. Tutors monitor chat and breakout rooms and remove anyone who behaves inappropriately.
3. Group sessions are recorded and uploaded to Moodle so learners can catch up. The tutor tells learners at the start of each session that it is being recorded. Recordings are stored only on UK Versity systems and handled under UKV-QA-29. Learners and staff must not make their own recordings or screenshots of other people.
4. Staff must not hold private one-to-one video or audio calls with a learner under 18 unless all of the following safeguards are in place: the call is booked through UK Versity's Zoom account; the learner's parent or guardian has been told the purpose and time; the call is recorded, or a second member of staff is present; and the call is logged on the learner's record.
5. Staff communicate with learners only through UK Versity channels: Moodle, UK Versity email, the office telephone and official WhatsApp groups administered by UK Versity staff. Staff must not use personal social media, personal phone numbers or personal email to contact learners, and must not accept learners as friends or followers on personal accounts.
6. Staff must not ask a learner to turn on a camera in a private setting, and must end any session where a learner appears to be at risk or where conduct becomes inappropriate, then report it to the DSL.

Further rules on e-safety and acceptable use are in UKV-QA-30.

8. Reporting procedure

8.1 What every member of staff must do

1. **If someone is in immediate danger**, call 999 (or the local emergency number if the learner is outside the UK). Where the learner is outside the UK and staff cannot reach local services directly, contact the DSL at once so that the DSL can contact the relevant authority.
2. **Listen and reassure.** Let the person speak. Do not ask leading questions, investigate or contact the alleged abuser. Explain that you must pass the information on to keep them safe.
3. **Report to the DSL the same day**, by telephone or in person where possible. If the DSL is unavailable, report to the Deputy DSL.
4. **Make a written record the same day**, using the learner's own words where possible. Include the date, time, who was present, what was said or seen, and what you did. Sign and date it and send it to the DSL. Do not keep copies on personal devices.

8.2 What the DSL does

1. Assesses the concern the same day and decides the action needed.
2. Where a child or adult at risk may be suffering, or likely to suffer, significant harm, refers the concern to children's or adult social care at the local authority where the learner lives, and to the police where a crime may have been committed. For concerns that arise at UK Versity House or where the learner lives in Salford, the referral goes to Salford City Council, following Greater Manchester safeguarding procedures.
3. For learners living outside the UK, contacts the local police or child or adult protection authority in that country, and seeks advice from the relevant UK authority where needed.
4. Where there is no immediate risk, agrees a support plan with the learner (and parent or guardian where the learner is under 18, unless this would increase the risk), such as signposting to external services, a change of tutor or a reasonable adjustment under UKV-QA-18.
5. Records every decision and reason, including decisions not to refer, and informs the member of staff who raised the concern of the outcome as far as confidentiality allows.
6. Informs the Principal of all referrals. The Principal decides whether the relevant awarding organisation or BAC needs to be informed.

8.3 Learners

You can raise any worry about your safety or someone else's with your tutor, the DSL or any member of staff. If you are in crisis in the UK you can also contact Samaritans on 116 123 (free, 24 hours), NHS 111 for medical concerns, or 999 in a life-threatening emergency.

9. Allegations against staff

1. Any allegation that a member of staff, tutor, contractor or volunteer has harmed a learner, behaved in a way that indicates they may pose a risk, or committed a criminal offence against a child or adult at risk, must be reported to the DSL the same day.
2. Where the allegation concerns a learner under 18, the DSL contacts the LADO for Salford City Council (where UK Versity is based) within one working day, before any internal investigation begins. The LADO will liaise with the LADO for the area where the learner lives if this is different.
3. Where the allegation concerns an adult at risk, the DSL refers to adult social care at the local authority where the adult lives.
4. The Principal decides on any temporary suspension from learner contact while the matter is investigated. Suspension is a neutral act.
5. If the allegation is against the DSL, report it to the Deputy DSL. If it is against the Principal (Deputy DSL), report it to the DSL, who will involve the Quality Manager and contact the LADO directly.
6. Where a person is dismissed or removed from regulated activity because they harmed or posed a risk of harm to a child or adult at risk, UK Versity will make a referral to the DBS as required by the Safeguarding Vulnerable Groups Act 2006.
7. Low-level concerns (behaviour that does not meet the harm threshold but is inconsistent with this policy) are also reported to the DSL, recorded and reviewed for patterns.

10. Safer recruitment

All staff are recruited under UKV-QA-27 Staff Recruitment, Induction and Development Policy. This includes references, identity and right to work checks, verification of qualifications, and an enhanced DBS check (with a barred list check where the role is regulated activity) for any role involving teaching, assessing or supporting learners under 18 or adults at risk. Staff who have lived or worked outside the UK provide an

overseas criminal record check or certificate of good conduct where one is available. Remote interviews are held online with cameras on.

11. Training

Who	Training	Frequency
All staff, tutors, assessors and IQAs	Safeguarding and Prevent awareness, including online risks and this policy	At induction, before contact with learners, and refreshed at least every 2 years
All staff	Safeguarding updates (for example changes to KCSIE or this policy)	At least annually, through staff meetings or email briefings
DSL and Deputy DSL	Designated safeguarding lead training, including Prevent and working with local authorities	At least every 2 years, with updates at least annually
All staff	Prevent awareness training (for example the Home Office Prevent duty training)	At induction and refreshed at least every 2 years

The Quality Manager keeps a training record for every member of staff. Staff whose training has lapsed are not allocated to learners under 18 until it is renewed.

12. Prevent

12.1 UK Versity's position

The Counter-Terrorism and Security Act 2015 places the Prevent duty on specified authorities. Distance learning students are excluded from the student count under Schedule 6 of the Act, so UK Versity is not a specified authority. UK Versity nevertheless applies the Prevent duty guidance for England and Wales (2023) as good practice and to meet BAC standard 16.8.

12.2 What UK Versity does

1. Keeps a written Extremism and Radicalisation Risk Assessment for online delivery, owned by the DSL, reviewed at least annually and after any Prevent incident. It covers staff awareness, learners exposed to extremist content online, referral routes, curriculum and guest content, organisational culture, and misuse of UK Versity platforms or branding.
2. Trains all staff to recognise signs that a learner may be vulnerable to radicalisation, such as expressing sympathy for extremist causes, sharing extremist material, glorifying violence, sudden changes in behaviour or online activity, or isolation from peers and family. No single sign proves radicalisation.
3. Promotes respect for democracy, the rule of law, individual liberty, and mutual respect and tolerance of people with different faiths and beliefs through teaching and learner induction.
4. Reviews all guest speaker and external materials before they are used in online sessions.
5. Removes extremist content from UK Versity platforms immediately and restricts admin rights on UK Versity accounts to authorised staff.
6. Includes Prevent responsibilities in recruitment, induction and annual appraisal.

12.3 Prevent referral and Channel

1. Staff report any concern that a learner may be at risk of radicalisation to the DSL the same day, using the procedure in section 8.
2. The DSL gathers the facts, discusses the concern with the Deputy DSL and decides whether to refer.

3. Where a referral is needed, the DSL completes a Prevent referral to the police Prevent team or the Prevent team at the local authority where the learner lives. Where the learner is in Salford, this is through Salford City Council and Greater Manchester arrangements.
4. The police and local authority decide whether the case goes to a Channel panel, which provides voluntary, multi-agency support. UK Versity co-operates with Channel and shares information lawfully.
5. If there is an immediate risk to life, call 999.

13. Filtering and monitoring of UK Versity systems

UK Versity cannot filter a learner's home internet connection, but it manages the systems it controls:

- Moodle forums and messages are moderated by tutors and the Course Coordinator. Inappropriate posts are removed and reported to the DSL.
- Zoom sessions use waiting rooms, authenticated links, restricted screen sharing and chat monitoring.
- UK Versity email uses spam, malware and phishing filtering. Staff report suspicious messages under UKV-QA-30.
- Admin rights on Moodle, Zoom and official social media accounts are restricted to authorised staff. The Course Coordinator reviews platform security settings at least every three months.
- Learners are given e-safety guidance at induction, including how to report harmful content and how to keep themselves safe online.

14. Record keeping and information sharing

1. Safeguarding records are kept in a secure, restricted safeguarding file on UK Versity systems, separate from the academic record. Only the DSL, the Deputy DSL and anyone they authorise can access them.
2. Records include the concern, the written account, actions taken, referrals, outcomes and the reasons for decisions.
3. UK Versity shares information with local authorities, the police and other agencies where this is needed to protect a child or adult at risk. UK GDPR and the Data Protection Act 2018 allow this. Consent is sought where it is safe to do so, but lack of consent does not prevent sharing where a person is at risk.
4. Safeguarding records about a learner are kept for 6 years after the learner's last contact with UK Versity, or until the learner's 25th birthday if that is later. Records of allegations against staff are kept until the person reaches normal pension age or for 10 years from the date of the allegation, whichever is longer, in line with KCSIE. Retention is managed under UKV-QA-29.

15. Roles and responsibilities

Role	Responsibility
Principal and Director of Education (Deputy DSL)	Overall accountability for safeguarding; approves this policy; deputises for the DSL; decides on staff suspension; informs awarding organisations or BAC where required
Designated Safeguarding Lead	Receives and acts on all concerns; makes referrals to local authorities, the police, the LADO and Prevent; keeps safeguarding records; owns the extremism risk assessment; reports to the Academic Board

Role	Responsibility
Quality Manager	Keeps staff training records; checks safeguarding is covered at induction and appraisal; handles allegations against the Principal with the DSL
Registrar	Confirms age at enrolment; makes sure parent or guardian countersignature is obtained for learners under 18 and flags them to the DSL
Course Coordinator	Moderates Moodle; reviews platform security settings every three months; removes harmful content
Tutor Coordinator	Allocates only trained, DBS-checked tutors to learners under 18
Tutors, assessors, IQAs and all staff	Follow the conduct rules in section 7; report concerns the same day; complete training
Learners	Behave safely and respectfully online; report concerns about themselves or others

16. Related policies and legislation

- UKV-QA-05 Recruitment and Admission Policy
- UKV-QA-10 Learner Agreement
- UKV-QA-11 Learner Induction, Management and Support Policy
- UKV-QA-18 Reasonable Adjustments, Special Consideration and Mitigating Circumstances Policy
- UKV-QA-26 Equality, Diversity, Inclusion and Anti-Harassment Policy
- UKV-QA-27 Staff Recruitment, Induction and Development Policy
- UKV-QA-28 Whistleblowing Policy
- UKV-QA-29 Data Protection and Records Retention Policy
- UKV-QA-30 Acceptable Use, E-Safety, Email and Social Media Policy
- Children Act 1989
- Care Act 2014 and Care and Support Statutory Guidance
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015
- Prevent duty guidance for England and Wales (2023)
- Keeping Children Safe in Education 2026 (applied as good practice)
- Working Together to Safeguard Children 2023
- UK GDPR and Data Protection Act 2018
- BAC College Scheme 2023, standards 16.1, 16.7, 16.8, 16.9 and Appendix B

17. Monitoring and review

The DSL keeps a log of all safeguarding and Prevent concerns, referrals, allegations and outcomes. The DSL reports to the Academic Board at least once a year, and after any serious incident, with anonymised data on the number and type of concerns, referrals made, training completion and lessons learned.

This policy is reviewed at least annually, as required by BAC Appendix B, and earlier if legislation, statutory guidance (including KCSIE), awarding organisation requirements, BAC standards, an inspection or EQA action, or a serious incident requires it. The Extremism and Radicalisation Risk Assessment is reviewed at

the same time. The Quality Manager records each version in the Policy Register (UKV-QA-REG v3.0). Safeguarding records are retained as set out in section 14.

Approval and review

Stage	Name and role	Date
Prepared by	Director of Education	30 September 2026
Checked by (policy owner)	Designated Safeguarding Lead	30 September 2026
Approved by	Ramanjeet Singh, Principal and Director of Education, on behalf of the Academic Board	1 October 2026
Next review due	Quality Manager (Shazia Khan) to schedule through the Policy Register UKV-QA-REG	September 2027