



Student Safeguarding Policy

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Authorised by	Sol Indurain 	Role	Head of Quality and Improvement
Date/version	July 2026	Review date	July 2027

Safeguarding Policy

What is the purpose of this policy?

The purpose of this policy is to set out clear arrangements to ensure staff, students and other stakeholders understand the steps needed to safeguard and promote the welfare of children and adults at risk accessing the Central College of Animal Studies education services.

CCOAS believes that it is always unacceptable for individuals to experience abuse of any kind. The welfare of individuals, regardless of age, disability, gender identity, marriage and civil partnership, race, religious belief, sexual orientation, pregnancy and maternity – is paramount.

All apprentices, students and staff have a safe and fair learning environment whilst at college, and we help ensure that this level of care continues in the workplace and elsewhere.

Our responsibility for safeguarding includes Prevent. Prevent is part of a Government initiative to develop a robust counter-terrorism programme: CONTEST. The PREVENT duty requires the education sector to have 'due regard to the need to prevent people from being drawn into terrorism, supporting terrorism or being drawn into non-violent extremism'. This is extended to employers when working with apprentices. Our expectation is that all employers with whom we work have a shared ethos to keeping students safe.

This policy does not cover:

- sexual harassment in the workplace
- safeguarding concerns in the wider community not perpetrated by Central College of Animal Studies or associated personnel.

What is safeguarding?

Safeguarding is the duties and responsibilities that those providing an education service must carry out to protect individuals (children and adults at risk) accessing its services from harm.

This includes harm arising from:

- the conduct of staff or personnel associated with Central College of Animal Studies
- the design and implementation of Central College of Animal Studies programmes and activities.

Why is safeguarding necessary for students?

All staff, associates, third-party providers, employers and volunteers have a duty of care to safeguard and promote the welfare of students; both those that are employed (including apprentices) and those who are non-employed.

This includes the responsibility of employers safeguarding students within their place of work and providers monitoring policy and process implementation to ensure these are effective and that work provides a safe environment for our students.

What does it mean 'children and adults at risk'?

The term 'child' is defined as a person or persons under the age of 18 years.

The term 'adult at risk' is defined as any person over the age of 18 years who may be at risk of abuse or neglect and are unable to protect themselves.

What is considered abuse?

Abuse is not normal and never okay. It can sometimes appear as a trivial act of not treating people with dignity and respect, to extreme punishment or cruelty.

Safeguarding action may be needed to protect students from different types of abuse, including (but not limited to):

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, ableist and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- peer-on-peer abuse, such as sexual violence and harassment
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- child criminal exploitation, including county lines (a form of criminal exploitation where urban gangs persuade, coerce or force children and adults at risk to store drugs and money and/or transport them to suburban areas, market towns and coastal towns)
- serious violent crime
- risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example 'sexting'
- teenage relationship abuse
- upskirting (a criminal offence; the action or practice of surreptitiously taking photos or videos at an angle so as to see up a skirt or dress)
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic abuse
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting
- homelessness
- so-called honour-based violence.

Is safeguarding just about reporting abuse?

Safeguarding is not just about protecting children, students and adults at risk from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- health and safety and well-being, including mental health
- intimate care and emotional well-being
- meeting the needs of students who have special educational needs and/or disabilities
- meeting the needs of students with medical conditions
- providing first aid
- educational visits
- online safety, including issues associated with technology and a user's access to content, contact with others and behavioural issues
- appropriate arrangements to ensure children's and students' security, taking into account the local context.

What is Prevent?

The *Prevent* strategy, published by the government in 2011, is part of the UK's overall counter-terrorism strategy, CONTEST. The aim of the *Prevent* strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as "prevent people from being drawn into terrorism".

CONTEST¹ is made up of four key programmes, each with a specific objective:

PREVENT: to stop people becoming terrorists or supporting terrorism

PURSUE: to stop terrorist attacks

PROTECT: to strengthen our protection against a terrorist attack

PREPARE: to mitigate the impact of a terrorist attack.

The *Prevent* strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

Terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organisations and have been radicalised by them.

The government has defined extremism in the *Prevent* strategy² as: "*vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces*".

¹ [Contest: The United Kingdom's Strategy for Countering Terrorism – June 2018](#)

² [Prevent Duty Guidance for Further Education institutions in England and Wales](#)



What is RUN HIDE TELL?

In the unlikely event of a terrorist attack, follow the RUN HIDE TELL guidance issued by Counter Terrorism Policing which can be applied to many situations and places

RUN If you hear gunshots, the best option is to evacuate but only do so if it won't put you in greater danger.

- First, consider your route
- Act quickly and quietly, leaving your belongings behind
- Insist others come with you, but don't let their indecision slow you down
- Once you've identified a safe route, run.

HIDE When finding a hiding place, consider your exits and escape routes. Avoid dead ends and bottlenecks.

- Try to find places with reinforced walls
- Try to lock yourself in a room and move away from the door
- Be as quiet as possible
- Switch your mobile phone to silent, and switch off vibrate
- Don't shout for help or do anything that will give away your hiding place
- The best hiding place with protection from gunfire, will have a substantial physical barrier between you and the attacker
- If you are able to evacuate, get as far away from the danger area as possible
- Try to stop others from entering, but only if this won't put you in danger

TELL Call the Police. Dial 999 and tell them clearly, the location of you and the attackers, descriptions of the attackers, their clothing and weapons, information about casualties and building access. Include anything else you think is important. When the police arrive, they will be armed

- They may be dressed differently, depending on their function
- Their first task will be to deal with the immediate threat to prevent further casualties. This may take a long time
- The police may be unable to distinguish you from the attacker
- They may treat you firmly
- Do everything they tell you to do
- Don't make any sudden movements or gestures that may be perceived as a threat
- Stay calm, don't shout or wave
- Keep your hands visible at all times so they can see you are unarmed
- The armed police may ask for details about the building, the attackers, hostages, and casualties
- Only once it is safe to do so will you be evacuated to safety

What are the college's responsibilities?

CCOAS will:

- appoint a Designated Safeguarding Lead (DSL) and Deputy (DDSL) who is responsible for: promoting, implementing, monitoring and review this Policy.
- provide safe environments in which students can learn; this includes ensuring that work placements are suitable
- implement procedures to ensure concerns are investigated and referred where appropriate
- train all staff to ensure they feel confident in providing their safeguarding and Prevent duties
- maintain confidential records of reported incidents and, where appropriate, work closely with referral agencies
- the designated safeguarding lead will review the effectiveness of this policy with the senior management team

What are the employer's responsibilities?

Where employers are providing any form of work placement or work-related learning, they have a duty to:

- assess risk before allowing individual students to begin. This includes health, welfare and safeguarding risk assessments
- provide appropriate training to ensure the individuals are able to work and learn safely
- ensure the welfare of students is looked after
- have suitable processes in place to respond to emergencies, such as emergency contact details.

How do I report a concern?

If in immediate danger or a life-threatening emergency call 999.

You can report a concern about yourself or another student to your course tutor or another member of staff in your centre. Or you can contact:

- Sol Indurain – Designated Safeguarding Lead dsl@ccoas.org.uk
- Karen Lee – Deputy Designated Safeguarding Lead deputydsl@ccoas.org.uk
- Senior Designated Safeguarding Lead principal@ccoas.org.uk

Where an allegation is made regarding a member of staff, the matter should be immediately referred to the Designated Safeguarding Lead.

How do I report a concern anonymously?

We will take all reported concerns seriously but we will encourage you to disclose your identity to ensure we can fully investigate it. If, however, you feel you must protect your identity, you can write a letter describing the incident and including date/s, time/s, witnesses or people involved with as much detail as possible. You can send it to:

Designated Safeguarding Officer,
Central College of Animal Studies,
Elmtree Business Park,
Elmswell,
Bury St Edmunds, Suffolk,
IP30 9HR

Mark the envelope as 'Private & Confidential'.

What happens after I report a concern?

CCOAS will follow-up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Your concern will be dealt with in the strictest confidence. Information relating to the concern and subsequent case management will be shared on a need-to-know basis only, and will be kept secure at all times.

The staff member you report it to will only share it with the Designated Safeguarding Lead (Sol Indurain) and the Deputy DSL (Karen Lee). The Principal will receive analytical information regarding general safeguarding cases but might be involved further if a complex case or referrals to external bodies are necessary.

Central College of Animal Studies will apply appropriate disciplinary measures to staff found in breach of policy.

How safe is the college's recruitment policy?

The college recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection and adults at risk by helping to deter, reject or identify people who might be unsuitable for working with children and adults at risk.

With regard to the provisions we make for safeguarding and safer recruitment, the college takes in to account the nature, age range and other significant features of the candidate.

The college does not employ anyone under the age of 18 years old. The college does not take learners under the age of 18 years old.

The college aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. This policy applies to the whole college.

Throughout the selection and recruitment procedure, the college will have regard to the guidance as set out in the aforementioned documents, as well as the current ISI regulations. The college is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply generally.

Contact us

If you have any concerns regarding safeguarding or any queries about the content of this policy, please contact our administration team on 07947 555050 or via email on enquiries@ccoas.org.uk

[guidance-2026.pdf](#)