

NPQ and ECF Safeguarding

Extracts for this document are drawn from UCL [Safeguarding Children and Adults at Risk Policy and Procedure](#), shown in italics.

Introduction and Definitions

UCL recognises that it has social, moral and legal obligations to safeguard the wellbeing and safety of children and adults at risk involved in any UCL activities, whether they are conducted in person or online.

A child is defined as anyone under the age of 18. In this policy we also use the term 'young person' 'young worker' or 'young people' to refer to children aged 16 or 17 years old.

An adult at risk is someone aged 18 or over who receives or may need community care services because of a disability, age or illness and as a result of those needs is unable to take care of themselves or is unable to protect themselves against significant harm or exploitation. This can relate to physical, mental or psychological wellbeing or the potential to be drawn into sexual, financial or criminal exploitation and activity.

Welfare concerns include but are not limited to risk of suicide, self-harm, untreated mental health needs, going missing, domestic abuse, exploitation, serious self-neglect, risk of homelessness, or sexual abuse.

NPQ and ECF Scope

NPQ and ECF activities fall within the following category:

Staff, students or volunteers who work with children or adults at risk in another organisation whilst representing UCL should follow the host organisation's safeguarding policy and procedures.

This is detailed in Section 20 of the Policy and Procedure that states:

20.1 UCL may work with other organisations to deliver activities either on UCL premises or the premises of the other organisation. As part of these activities UCL will agree which organisation will take lead safeguarding responsibility. When planning to work with an external organisation UCL representatives ensure that they:

- Have the name and contact details of the other organisation's safeguarding lead*
- Agree the process for reporting safeguarding concerns*
- Agree responsibility for any risk assessments to be carried out*
- Agree the responsibility for gaining consent and other permissions relating to confidential data*

- *Ensuring that staff have the appropriate training, qualifications and DBS clearance to work with children or adults at risk.*

20.2 Where a UCL employee is accused of abuse the Designated Safeguarding Lead for staff will inform Camden Local Authority Designated Officer who will advise on who else should be informed if the employee also works somewhere else.

Safeguarding Provision

UCL will:

- Provide a named contact as the lead provider safeguarding lead, accessible through a contact form on the [UCL ECF website](#)
- Maintain a single list of Delivery Partner safeguarding leads
- Provide Delivery Partners with a process for reporting safeguarding concerns
- Liaise a Delivery Partner who requests collaboration in formulating a risk assessment if this is deemed necessary
- Ensure that a Privacy Policy including data protection and Safeguarding Policy is consented to by all participants using UCL Extend
- When visiting for QA purposes, follow the safeguarding requirements of the school, college or other educational setting

The Delivery Partner will:

- Provide a named contact as the Delivery Partner safeguarding lead
- Maintain a single list of facilitators employed or contracted directly by the Delivery Partner
- Provide participants with a process for reporting safeguarding concerns
- Formulate a risk assessment if this is deemed necessary
- When visiting for QA purposes, follow the safeguarding requirements of the school, college or other educational setting

The school will:

- Have in place a safeguarding policy ratified by their Governing Body or Board of Trustees
- Provide the Delivery Partner with a named designated safeguarding lead
- Carry out DBS checks on serving staff participating in ECF or NPQs
- Maintain a single list that includes staff participating in ECF or NPQs

Reporting safeguarding concerns

All reporting from disclosure must, wherever possible, occur on the working day of disclosure or as soon as practicable from that point. All parties to this policy must ensure that documentation is securely stored and only accessible to the respect safeguarding lead.



In the event of a participant disclosing a safeguarding concern to a facilitator, Delivery Partner representative or UCL representative.

- The facilitator or representative must inform the participant that they cannot promise confidentiality and may need to report the disclosure.
- The participant should be heard in a manner that is not interrogatory, does not lead the account and does not offer a judgement.
- The facilitator or representative should complete a safeguarding referral as soon as possible after the disclosure.
- The referral should be sent to the Delivery Partner safeguarding lead named contact.
- The referral must not be retained or otherwise communicated by the facilitator or representative.
- The Delivery Partner safeguarding lead named contact should communicate the referral to the school designated safeguarding lead. The referral should be actioned in accordance with the school safeguarding policy. The two leads should agree a follow-up meeting to review the actions, which may include a risk assessment, taken by the school in response to the referral.
- The Delivery Partner safeguarding lead should notify the lead provider safeguarding lead that a referral has been generated, the name of the participant and their school. The two leads should agree an update meeting for a point after the Delivery Partner and school lead follow-up meeting.
- The referral and subsequent updates should be held by the Delivery Partner safeguarding lead only for so long as the matter remains open. When the school designated safeguarding lead confirms that that concern is closed only the school should retain the relevant documents.

In the event of a participant exhibiting behaviour or disclosing information that causes a facilitator, Delivery Partner representative or UCL representative to have cause for concern.

- The facilitator or representative should complete a safeguarding referral as soon as possible after cause for concern occurs.
- The referral should be sent to the Delivery Partner safeguarding lead named contact.
- The referral must not be retained or otherwise communicated by the facilitator or representative.
- The Delivery Partner safeguarding lead named contact should communicate the referral to the school designated safeguarding lead. The referral should be actioned in accordance with the school safeguarding policy. The two leads should agree a follow-up meeting to review the actions, which may include a risk assessment, taken by the school in response to the referral.
- The Delivery Partner safeguarding lead should notify the lead provider safeguarding lead that a referral has been generated, the name of the participant and their school. The two

leads should agree an update meeting for a point after the Delivery Partner and school lead follow-up meeting.

- The referral and subsequent updates should be held by the Delivery Partner safeguarding lead only for so long as the matter remains open. When the school designated safeguarding lead confirms that that concern is closed only the school should retain the relevant documents.

In the event of a participant disclosure or concern regarding a facilitator or representative of the Delivery Partner.

- The referral should be completed by the Delivery Partner safeguarding lead as soon as possible after the incident.
- The disclosure or concern should be actioned in accordance with the safeguarding policy of the school in which the Delivery Partner is based.
- The Delivery Partner safeguarding lead should notify the lead provider safeguarding lead that a referral has been generated. The two leads should agree a follow-up meeting to review the actions, which may include a risk assessment, taken by the Delivery Partner in response to the referral.
- The Delivery Partner safeguarding lead should retain the relevant documents.

In the event of a participant or Delivery Partner representative disclosure or concern regarding a representative of the lead provider.

- The referral should be completed by the lead provider safeguarding lead as soon as possible after the incident.
- The disclosure or concern should be actioned in accordance with the safeguarding policy of UCL.
- The lead provider safeguarding lead should notify the Delivery Partner safeguarding lead that a referral has been generated. The two leads should agree a follow-up meeting to review the actions, which may include a risk assessment, taken by the lead provider in response to the referral.
- The lead provider safeguarding lead should retain the relevant documents.

Prevent

19. The Counter-Terrorism and Security Act 2015 (CTSA) created a statutory duty for specified public authorities to 'have due regard to the need to prevent people from being drawn into terrorism'. Prevent is one of four strands of the government's counter-terrorism strategy. Compliance with the duty in England is monitored by the Office for Students. The UCL approach to Prevent is primarily one of safeguarding the welfare of our students and staff. This is balanced against our commitment to freedom of speech and other key legislation



UCL requests that Delivery Partners inform the named lead provider safeguarding lead if they have had cause to raise a Prevent-related concern with the school of an ECF or NPQ participant or have acted on a Prevent-related concern regarding a person contracted or employed by the Delivery Partner in relation to ECF or NPQ.

Documents associated with this policy

- ECF and NPQ Safeguarding risk assessment template
- ECF and NPQ Safeguarding referral form