



BROMLEY ADULT EDUCATION COLLEGE

SAFEGUARDING AND PREVENT POLICY

2025-2026

*Developing individuals and communities by providing accessible,
high quality learning opportunities and skills training*

Reviewed and approved by:	
Date:	
Next review date:	

Bromley Adult Education College (BAEC) is committed to ensuring a culture of vigilance and a safe environment for all its service users and staff. BAEC works to ensure that safeguarding is part of a whole organisation approach with safeguarding, equality and diversity, Prevent duty awareness and the integration of 'Fundamental British Values' embedded into both the learner journey and staff practice and experience.

Introduction

'Safeguarding' relates to the protection of children, young people and vulnerable adults. Safeguarding legislation requires policy, procedure and preventative measures to be in place to protect young people and vulnerable adults from risk of harm. There is associated guidance to the legal framework for safeguarding and BAEC is committed to contextualising safeguarding procedures and ensuring best practice so that service users and staff are enabled to learn and contribute in a safe and supportive physical or virtual/online environment.

All providers of post-16 learning and skills have a responsibility to ensure the safety of children, young people and those adults deemed 'vulnerable'. A vulnerable adult is defined as a person 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation'.

Safeguarding of vulnerable adults is of paramount importance and BAEC seeks to ensure that a safe learning environment is available to all service users. In simple terms BAEC is committed to a culture of vigilance in which:

- We all look out for each other
- All staff and learners understand that 'it could happen here'
- All staff and learners know how to implement the safeguarding policy and why they have to do it
- Everyone accepts their responsibility and accountability for safeguarding
- Challenging others is acceptable and practised professionally
- Peer on peer abuse is not acceptable
- We work to empower learners and staff to safeguard themselves and develop their resilience
- Safeguarding is embedded across the life of the organisation
- Safeguarding is contextualised through partnership work
- Leadership of safeguarding is given at every level

BAEC as part of Bromley Council, will follow the Council's Multi Agency Safeguarding Vulnerable Adults Policy and Procedures.

To ensure the safeguarding of its service users and staff, all members of staff, tutors, classroom assistants and volunteers will have a relevant DBS check carried out.

Safeguarding is included as a standing agenda item on management team and curriculum meetings. Safeguarding reporting procedures are included in staff and learner induction. Safeguarding awareness is incorporated into BAEC training at all levels.

Safeguarding awareness is promoted in CPD opportunities at regular intervals.

Safeguarding Statement of Intent

BAEC will:

- Take a proactive approach to protecting vulnerable adults from harm or risk of harm.
- Take all appropriate actions to address any concerns about the welfare of vulnerable adults, learners and staff including where there is suspected risk of harm.
- Comply fully with agreed policies and procedures in partnership with other agencies so that contextualised safeguarding is ensured.
- Plan, implement, monitor and review its policies and procedures to promote a safe environment for vulnerable adults, learners and staff.
- Take all reasonable measures to ensure that risks of harm to vulnerable adults, learners and staff welfare is minimised by appropriate:
 - Risk assessment and management
 - Health and Safety procedures
 - Staff selection, recruitment, induction, supervision and training
 - Responding to and reporting abuse
 - Signposting and/or referring to appropriate agencies

Reporting Procedure

Any safeguarding concerns should be reported to the Designated Safeguarding Lead (DSL). Procedures are in place to ensure that either the DSL or an appropriately trained member of the Safeguarding team are available at all times. In circumstances when neither are available, concerns should be reported to the duty manager who will ensure that the safeguarding team is informed as soon as possible.

The contact details of the DSL are displayed throughout the centres, on the BAEC website and intranet. Teaching staff are responsible for ensuring that learners are made aware of who to contact if they have concerns.

The safeguarding team will investigate and conduct meetings with all parties involved, as appropriate. Where the safeguarding team is not able to satisfactorily resolve the concern, referrals to appropriate agencies will be promptly made.

Any investigation will be conducted confidentially and findings and outcomes restricted to interested parties.

Bromley Adult Education College Safeguarding contacts 2024-2025

Designated Safeguarding Lead

Izabela Bialas-Lecybyl
Head of Learner Support Services
izabela.lecybyl@baec.ac.uk
020 8659 7976 (Kentwood) 01689 822886 (Poverest)

Deputy Designated Safeguarding Leads:

Yvonne Tomlin Miller
Head of Bromley Adult Education College
yvonne.tomlinmiller@baec.ac.uk
020 8659 7976

Darren Kirwin
Head of Curriculum and Quality
darren.kirwin@baec.ac.uk
020 8659 7976

Designated Safeguarding Officers:

Linda Oulton linda.oulton@baec.ac.uk
Louise Smith louise.smith@baec.ac.uk
Paola Moioli paola.moioli@baec.ac.uk
Philip Bedford philip.bedford@baec.ac.uk

London Borough of Bromley - Out of hours: (Emergency Duty Team)

020 8464 4848

Definitions

What is abuse?

Abuse is described as a violation of an individual's human and civil rights by any other person or persons which results in significant harm. Abuse may consist of a single act or repeated acts. Abuse can occur in any relationship, for example peer on peer abuse and may result in significant harm to, or exploitation of, the person subjected to it.

Abuse can take many forms:

- **Discriminatory abuse** – including harassment or slurs due to race, disability, gender, sexuality, religious beliefs, age, gender reassignment, marriage/civil partnership, pregnancy and maternity or sexual orientation.

- **Physical abuse** – including hitting, slapping, pushing, burning, kicking, pinching, using unnecessary restraint, being force-fed, misusing or withholding medications.
- **Psychological abuse** – including verbal abuse, emotional abuse, attempts to control, coerce, humiliate, bully or the use of threats, blame, isolation or removal from services or supportive networks.
- **Financial abuse** - including illegal or improper use of a person's possessions, money, misuse of benefits, restricting access to money, or other belongings.
- **Sexual abuse** – including inappropriate touching, indecent exposure, rape, harassment or any sexual acts the person has not consented to, as well as being made to listen to sexual comments or forced to look at sexual acts or materials.
- **Neglect and Acts of Omission** – including the persistent failure to meet a person's physical or psychological care needs, likely to result in the serious impairment of a person's health or development.
- **Organisational abuse** – including neglect and poor care practice, which can take the form of isolated incidents or pervasive ill treatment including gross misconduct. This form of abuse can be within a care setting or in relation to care provided in one's own home.
- **Domestic Abuse** – including all types of abuse between family members or partners; so called 'honour' based violence.
- **Modern Slavery** – including forced labour and human trafficking.
- **Self-neglect** – including neglecting to care for your own health, hygiene or surroundings. This can include hoarding.

Signs of Abuse

Because vulnerable adults, learners and staff may not be able to report abuse themselves, it is important that professionals and volunteers working with those groups recognise signs and symptoms of possible abuse and neglect. Staff should be aware of signs of potential abuse but keep an open mind and not jump to conclusions.

If a member of staff is unclear whether something is an indicator of abuse he/she should speak to their manager and/or the designated safeguarding team. They can be contacted via:

- safeguarding@baec.ac.uk
- [Kentwood Centre 020 8659 7976](tel:02086597976)
- [Poverest Centre 01689 822886](tel:01689822886)

A member of staff does not need to be certain that abuse is taking place before reporting it or seeking advice. Staff should be particularly concerned if the vulnerable person appears distressed or frightened in the presence of any professional, volunteer or other learner particularly if that person has a history of violence or other personal problems. Staff should keep a careful record of what they see, what they hear and what they do.

Signs of potential harm or abuse – Note: this list is not definitive and your relationship with a vulnerable person may mean that you are sensitive to changes in their behaviour which are not detailed here but which give you cause for concern

Signs of potential physical abuse: a history of unexplained falls or minor injuries, finger marks, clusters of bruises, untreated medical problems and unexplained weight loss.

Signs of potential sexual abuse: reported or observed pain, bruising, soreness and/or infections, changes in usual behaviour.

Signs of potential psychological/emotional abuse: vulnerable person seems very distressed, confused or unusually withdrawn, appears frightened of a care-giver or other person.

Signs of potential financial abuse: unexplained or sudden withdrawal of money from accounts, inability to pay bills, an unusual interest in a vulnerable person's assets, failure to explain financial transactions by the person managing the vulnerable person's money.

Signs of potential neglect: living conditions are filthy/cold, clothing is dirty or inappropriate, the person's health is deteriorating and they are not getting the medical treatment and care they need.

Signs of potential discriminatory abuse: the vulnerable person is excluded from activities; there is no attempt to address their communication needs or provide food or care that meets their cultural needs.

Signs of potential organisational abuse: repeated concerns about poor care or ill-treatment, lack of flexibility about waking/bedtimes, no respect of privacy, poor bedding or heating, lack of individual care planning, inadequate provision and choice of food and drink.

Children on BAEC premises

BAEC has a strict policy regarding children on its premises. Under no circumstances can minors be present in the classroom or left unaccompanied in the café, reception or communal areas whilst their parent/carer is attending a BAEC course, assessment or exam. If learners are asked to leave the premises and miss a session and/or exam as a result, no refund will be due.

The Prevent Duty

Prevent is about safeguarding people and communities from the threat of terrorism, radicalisation and extremism. At the heart of Prevent is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into extremist, terrorist and radicalisation activity.

As part of the safeguarding and Prevent duty and the Equality Act 2010 all staff and volunteers have a duty to demonstrate and help develop fundamental British values that underpin an awareness of social and moral responsibility in modern Britain. For adult education providers this is a duty to safeguard learners and staff to keep them safe and within the law. The Prevent duty is not about preventing learners from having political and religious views and concerns but about supporting them to use those concerns and act on them in non-extremist ways.

Complying with the Prevent duty includes promoting and exemplifying Fundamental British Values (FBV) of democracy, rule of law, individual liberty, tolerance and mutual respect for different faiths and beliefs. FBV are integrated in all areas of the curriculum as appropriate and BAEC expects all staff to play their part in fostering shared values and promoting cohesion.

BAEC is committed:

- To provide an ethos which upholds core values of shared responsibility and wellbeing for all learners, staff and visitors and promotes respect, equality and diversity and understanding
- To provide a curriculum which promotes knowledge, skills and understanding and builds upon the resilience of learners, by undermining extremist and terrorist ideology and supports the learner voice
- To ensure that staff are confident and able to take preventative and responsive steps when working with partner professionals, families and communities
- To ensure that the college monitors risks and is ready to deal appropriately with issues which arise
- To ensure that external speakers and events are appropriately risk assessed to safeguard learners
- To work in partnership with agencies who are effective in identifying and reducing the spread of extremist influences
- To ensure online safety by rigorously applying the BAEC Acceptable Internet Use Policy and limiting learner's exposure to the risks around content, contact and conduct from BAEC IT systems
- To ensure learners' safety by developing risk assessments that identify accurately the possible threats to learners and the local community
- To work with community partners forming the Bromley Safeguarding Adult Board (BSAB) to continue to raise awareness and provide regular updates from the sector
- To work with community partners forming the Bromley Adult Learning Board (BALB) to identify concerns and raise awareness
- To continue to identify and provide effective training to help all staff understand the nature of the specific risks in the communities that they serve

- To continue to access a range of support, information and intelligence available from a range of external partners including the Education and Training Foundation
- To continue to provide all staff and learners with clear, easy-to-read and understand information in relation to Safeguarding, Prevent and FBV.

Responsibility for recording and reporting Safeguarding and Prevent concerns

It is the responsibility of **all** staff working with vulnerable adults and learners, whether in a paid or voluntary capacity, to recognise and report abuse using BAEC's reporting procedures.

Terrorist, radicalisation and extremism related concerns should be reported directly via the confidential anti-terrorist hotline 0800 789 321.

Safeguarding at BAEC

If you are ever worried about yourself or someone else, Bromley Adult Education College has a team of trained staff who you can talk to and share your concerns with.

If you are worried, you must share your concerns without delay either by speaking or emailing a member of the safeguarding team below.



Izabela Lecybyl
Designated Safeguarding Lead
izabela.lecybyl@baec.ac.uk



Yvonne Tomlin-Miller
Deputy Designated
Safeguarding Lead
yvonne.tomlinmiller@baec.ac.uk



Darren Kirwin
Deputy Designated
Safeguarding Lead
darren.kirwin@baec.ac.uk



Louise Smith
louise.smith@baec.ac.uk



Philip Bedford
philip.bedford@baec.ac.uk



Paola Moioli
paola.moioli@baec.ac.uk

If you have any concerns about safeguarding, you can access help and support by emailing the team at safeguarding@baec.ac.uk

If you are worried at a time when the College is closed, call Bromley Council's Emergency line on 020 8461 7777. If it is an emergency, or someone is in immediate danger, call the Police on 999.



SUPPORTED BY
MAYOR OF LONDON



August 2025

External agencies for support/helplines

National Centre for Domestic Violence	0800 970 2070 www.ncdv.org.uk
Men's Advice line for male domestic abuse survivors	0808 801 0327 www.mensadviceline.org.uk
National LGBT+ Domestic Abuse Helpline	0800 999 5428 https://www.galop.org.uk/
Childline https://www.childline.org.uk/get-support/	0800 1111
NSPCC (Monday to Friday 8am – 10pm or 9am – 6pm at the weekends) Contact counsellors 24 hours a day by email or online reporting form	0808 800 5000 help@nspcc.org.uk
Samaritans (24/7 service)	116 123 https://www.samaritans.org/
Bromley & Croydon Women's Aid	020 8313 9303 www.bcwa.org.uk
Citizens Advice Bromley	0808 278 7898 www.bromleycab.org.uk
HoardingUK	020 3239 1600 www.hoardinguk.org
Modern Slavery Helpline	08000 121 700 www.modernslaveryhelpline.org
Victim Support	0808 168 9 111 www.victimsupport.org.uk

SILENT SOLUTION If you dial **999** and are unable to speak press **55** and follow the instructions from the operator, find out more here:

<https://www.policeconduct.gov.uk/our-work/key-areas-of-work/silent-solution>