



# MARINE SOCIETY COLLEGE SAFEGUARDING POLICY

**2023 - 2024**

# Safeguarding Policy

## 1. Safeguarding policy statement

- 1.1 Marine Society College has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of all Marine Society College staff and learners receiving education and training through the college and is committed to ensuring they are safeguarded and protected from harm. Furthermore, the college has a duty to implement the government's Prevent strategy to stop people becoming involved in violent extremism counter to British values or supporting terrorism in all its forms. MSC also has a duty to report incidents of a serious nature to the Charity Commission.
- 1.2 It is recognised that some adults are vulnerable to abuse. The definition of vulnerable adults includes (but is not exclusive to) individuals with any of the following:
- Learning Difficulties
  - Physical Impairments
  - Sensory Impairments
  - Mental Health Needs
  - Age Related frailty
  - Dementia
  - Brain Injuries
  - Substance abuse
  - Seafarers may be vulnerable as a result of their particular context
  - Long term illness or condition
  - Is a carer.
- 1.3 The MSC is part of the MSSC who operate safeguarding arrangements for the Sea Cadets under the direction of the Director of Young People, Volunteer and Business Support. The Head of Safeguarding and Young People Support is responsible for the Sea Cadet operational arrangements and provides advice and support to the MSC appointed officer. The responsibility for the safety and protection of vulnerable adults is shared by all college staff. The college will refer concerns that a vulnerable adult might be at risk of significant harm to the Head of Safeguarding and Young People Support, or if necessary the Director of Young People, Volunteer and Business Support or, in their absence, the MSSC Chief Executive Officer.
- 1.4 The college will ensure that staff who have regular and significant contact with learners, whether through paid or unpaid work, have been vetted via the DBS.
- 1.5 It is the duty of all staff to ensure that everyone is treated with respect and value irrespective of their age, gender, disability, racial origin, religion, belief and sexual orientation, (the protected groups as set in the Equality Act 2010). In the case of vulnerable adults, it is important to recognise that they be more open to discrimination on these grounds.
- 1.6 All suspicions and allegations of abuse or inappropriate behaviour will be taken seriously and appropriate referrals will be made by the college.

- 1.7 This policy will be reviewed and updated annually taking into account any legislative changes and new guidance.
- 1.8 The Director of Maritime Training and Development and all college staff working with vulnerable adults will receive training to familiarise them with vulnerable adult protection issues, their responsibilities and the college's procedures and policies, with refresher training at least every three years.
- 1.9 The Head of Safeguarding and Young People Support has special responsibility for protection issues.
- 1.10 The Trustees of the MSSC recognise the following as definitions of abuse:

**Physical abuse** covers any action which is used against a person's physical well-being. Bullying can also be a form of physical and emotional abuse.

**Psychological/Emotional abuse** is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on him or her emotional well-being.

**Sexual abuse** involves forcing or enticing a vulnerable adult to take part in sexual activities.

**Financial abuse** is defined as the misappropriation of money or assets.

**Discriminatory abuse** is defined as any form of abuse based on discrimination because of a person's race, culture, belief, gender, age, disability, sexual orientation, etc.

**Institutional abuse** is defined as repeated incidents of poor professional practice or neglect, and inflexible services based on the needs of the providers rather than the person requiring the service.

**Neglect** is defined as not providing necessary food, care or medicine.

**Radicalisation** is the process whereby a person is encouraged to become a supporter of terrorist and extremist ideologies associated with terrorist groups.

- 1.11 In respect of safeguarding individuals from radicalisation, the college works to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate seeks external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly becoming criminals because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others.

## **2. Reducing risk**

- 2.1 All college staff and students will be made aware of the Institution`s commitment to the safety of vulnerable individuals and will be directed to the policy and relevant codes of conduct and instructed in action to take if concerns are raised.
- 2.2 The Head of Safeguarding and Young People Support will monitor and review processes on a regular basis to ensure, in conjunction with MSSC Director of HR, appropriate vetting/checking is undertaken for members of staff.
- 2.3 All college staff will be given training and periodic refresher training to ensure they have the knowledge and skills required to discharge their responsibilities.
- 2.4 All college staff will receive information, guidance and training appropriate to their roles.
- 2.5 All learners will be made aware of the Charity`s commitment to the safety of vulnerable individuals and understand that any legitimate suspicions or concerns will be reported to appropriate agencies.
- 2.6 The Head of Safeguarding and Young People Support is accountable for all MSSC safeguarding matters including training and any referrals, taking guidance and advice from the MSSC safeguarding team as required.

## **3. Designated staff with responsibility for the protection vulnerable adults**

- 3.1 The designated senior member of staff with lead responsibility for vulnerable adult protection issues is the Head of Safeguarding and Young People Support.
- 3.2 The Head of Safeguarding and Young People Support is the senior member of the Marine Society and Sea Cadets. They have a key duty to take lead responsibility for raising awareness within the College staff of issues relating to the welfare of learners and the promotion of a safe environment for the learners and vulnerable adults.
- 3.3 They have received training in vulnerable adult protection issues and the Prevent strategy and will receive refresher training at least every two years.
- 3.4 They will provide an annual report to the MSSC Trustees setting out how the College has discharged its duties. They are responsible for reporting deficiencies in procedure or policy identified by the team to the Trustees at the earliest opportunity.
- 3.5 The Head of Seafarer Learning and Welfare is responsible for overseeing the operation of procedures, taking advice and guidance from the safeguarding team as appropriate.

This involves:

- Liaising with the distance learning subcontractors and ensuring any issues of concern raised by tutors or learners are reported in line with this policy.
- Overseeing the referral of cases of suspected abuse/radicalisation or allegations to other agencies (such as the police, Channel) as appropriate.
- Providing advice and support to other staff on issues relating to vulnerable adult protection

- Maintaining a proper record of any vulnerable adult protection referral, complaint or concern (even where that concern does not lead to a referral)
- Liaising with subcontractors to ensure that appropriate arrangements are made for the learners and appropriate safeguards are put in place
- Ensuring that all staff receive basic training in vulnerable adult safeguarding issues and are aware of the College's Vulnerable Adult Protection Procedures

#### **4. Dealing with disclosures of abuse: Procedures for reporting concerns**

- 4.1 Anyone within the college who suspects there is an issue of concern is obliged to report the same to their line manager at the earliest opportunity. The line manager would then report to the designated member of staff, the Head of Safeguarding and Young People Support, who is charged with taking the matter up with the appropriate external authorities and briefing the CEO and or Trustees. In the case of an allegation involving the Director of Maritime Training and Development referral would be made to the MSSC CEO.
- 4.2 These procedures are communicated to all college staff on a regular basis. Further (mandatory) staff training is provided to all college staff and renewed every three years.

#### **5. Recruitment and selection procedures**

- 5.1 The MSSC has clear recruitment and selection procedures. The policy and procedures are designed with the aim of safely recruiting staff and providing a safe environment for learners and vulnerable adults in which to learn. Key aspects of the procedures and processes are as follows;
- Job descriptions are available for all roles. All jobs contain explicit responsibility for safeguarding and promoting the welfare of learners.
  - A person specification setting out the key selection criteria for all roles. The person specification includes demonstrating commitment to safeguarding policies and the suitability to work with vulnerable adults
  - A standard application form that provides for the collection of information on applicants that enables the college to recruit safely
  - Advertising of posts externally as appropriate
  - A requirement for those appointed to produce documentary evidence of academic/vocational qualifications
  - Standard interview questions for key staff who work with learners and vulnerable adults explore their suitability in this respect. Interviewers are advised to follow up on any gaps or discrepancies in the employment history of applicants
  - Two satisfactory references are obtained for each successful applicant as a condition of their employment. The first reference should be the applicant's existing or most recent employer. The second reference should also be from an employer. Character references are only used where an applicant has little or no previous work experience e.g. young persons. Where appropriate referees are asked specific questions about an applicant and their role in safeguarding children
  - A policy on the recruitment of ex-offenders
  - A policy on obtaining a satisfactory Disclosure and Barring Service (DBS) disclosure and 'barred list' check for appropriate positions as a condition of employment at the college.

### 3. Safeguarding Issues, British Values and Prevent

The Marine Society College (MSC), has a statutory and moral duty to ensure that the welfare of every learner/apprentice is safeguarded and protected. The college has a responsibility to pass on any concerns they may have to the appropriate educational establishment who are in a position to intervene and support the learners directly.

#### Safeguarding Policy

Marine Society College operates according to its Safeguarding Policy, which is kept under regular review and is included above. Please take some time to read the policy. MSC staff are all DBS (Disclosure and Barring Service) vetted as are the sub contracted tutors/trainers. College staff members have also received relevant safeguarding and Prevent training.

#### Prevent and British Values

Marine Society College also has a duty to implement the government's Prevent strategy to stop people becoming involved in violent extremism or supporting terrorism in all its forms. In 2011 the Government published the Prevent Strategy, a national programme to stop people becoming terrorists or supporting terrorism. From 2015 all schools, child care providers, colleges and other further education providers are subject to a duty under **Section 26 of the Counter-Terrorism and Security Act 2015** to have due regard to the need to prevent people from being drawn into terrorism. This is known as the **Prevent Duty**.

Schools and colleges are also expected to **promote British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and for those with no faith.**

The Prevent strategy has three key objectives:

1. Respond to the ideological challenge of terrorism and the threat it poses from those who promote it
2. Prevent people from being drawn into terrorism
3. Work with sectors and institutions where there are risks of radicalisation that need to be addressed.

To ensure these objectives are met Marine Society College is committed to:

- Promoting and reinforcing shared values and to creating space for free and open debate; and listening and supporting the learner voice.
- Breaking down segregation among different communities including by supporting inter-faith and inter-cultural dialogue and understanding, and engaging everyone in playing a full and active role in wider engagement in society
- Ensuring learner/apprentice safety and Marine Society College is free from bullying, harassment and discrimination
- Providing support and appropriate sources of advice and guidance for learners and apprentices who may be at risk
- Ensuring that learners, apprentices and staff are aware of their roles and responsibilities in preventing violent extremism.

In 2012 **Channel**, a key element of Prevent, produced a guide for Local Partnerships protecting vulnerable people from being drawn into terrorism. In recent years there has been an awareness

of the specific need to safeguard vulnerable individuals from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. Much of this radicalisation has and is being promoted via social media and the internet.

We value freedom of speech and the expansion of beliefs/ideology as fundamental rights underpinning our society's values. Both learners and staff have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make people vulnerable to future manipulation and exploitation. It is clear that this exploitation and radicalisation should be viewed as a safeguarding concern. We must take steps to safeguard and protect our learners from all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right, Neo Nazi, White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

Numerous factors can contribute to and influence the range of behaviors that are defined as violent extremism and for this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

There is no such thing as a "typical extremist" as those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Learners may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families, friends and communities. It is vital that staff and learners are able to recognise those vulnerabilities.

#### **Indicators of vulnerability include:**

- **Identity Crisis** – the learner is distanced from their cultural/religious heritage and experiences discomfort about their place in society
- **Mental health issues** – the learner is suffering from a mental health condition, e.g. schizoid personality disorder
- **Personal Crisis** – the learner may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging
- **Personal Circumstances** – migration; local community tensions; and events affecting the learner's country or region of origin may contribute to a sense of grievance that is

triggered by personal experience of racism or discrimination or aspects of Government policy

- **Unmet Aspirations** – the learner may have perceptions of injustice; a feeling of failure
- **Experiences of Criminality** – which may include involvement with criminal groups, imprisonment, and poor resettlement /reintegration
- **Learning Support Needs** – learners may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others
- **Being in contact with extremist recruiters**
- **Accessing violent extremist websites**, especially those with a social networking element
- **Possessing or accessing violent extremist literature**
- **Using extremist narratives** and a global ideology to explain personal disadvantage
- **Justifying the use of violence** to solve societal issues
- **Joining or seeking to join extremist organisations**
- **Significant changes** to appearance and/or behaviour
- **Experiencing a high level of social isolation** resulting in issues of identity crisis and/or personal crisis.

This list is not exhaustive, nor does it mean that all people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

### **Who is responsible?**

**Everyone has a duty to uphold and promote British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and of no faith.**

This is achieved by the way in which every member of the learning community treats each other on a day to day basis and by the steps taken in the case of anyone acting in a way that opposes this imperative.

### **Action to be taken to ensure that British values are upheld:**

- Staff, learners and apprentices take issue where British values are opposed
- Any incidence of opposition to British values is challenged and reported to the safeguarding officer either at Marine Society College, RN, MN, or other partner providers.
- The Equality and Diversity Policy is followed meticulously
- Curriculum course content is kept under review
- Tutors and trainers guard against any bias in their teaching
- The provision of opportunities for learners and apprentices to discuss challenging topics in a supportive environment – we recognize that this may present some difficulty in a distance learning situation
- Appropriate safeguards are in place for the use of IT including media sites and IT policy is kept under review.

**Everyone has a duty to take action if they suspect that someone is at risk of becoming radicalised:**



- A tutor/trainer or a member of the College`s staff may notice a learner`s or apprentice`s change in attitude towards his or her studies indicated by, for example, failure to complete assignments when normally this has not been a problem or by exchanges via e-mail or telephone.
- A tutor/trainer may be alerted by views expressed in essays for say English, history, religious studies or sociology.
- A fellow learner/apprentice may notice changes in behaviour or in verbal communications.

### **Action to take if there is a suspicion that someone is at risk**

#### **If someone suspects that a learner is at risk of becoming radicalised they have a duty to report it**

- A member of the college would report to the safeguarding officer – the Head of Safeguarding and Young People Support - who will take responsibility for dealing with the issue and decide if any action is needed.
- A tutor/trainer who has suspicions would report to the training provider safeguarding officer who in turn would pass the information onto the college. The college would then pass the same to the partner provider.
- A learner/apprentice would report any suspicions about a fellow learner/apprentice to their tutor/trainer.

#### **What would then happen?**

Depending on the circumstances and following an investigation it could involve any of the following:

- No action
- A watching brief to be maintained
- Counselling from an appropriately trained officer
- If appropriate recourse will be sought with relevant bodies – referral to the Channel programme.

#### **If in doubt as a learner/apprentice or a tutor/trainer?**

Please contact the Head of Safeguarding and Young People Support at the **MSSC on 020 7654 7000**

#### **Definitions:**

- An ideology is a set of beliefs
- Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism
- Safeguarding is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorist related activity.
- Terrorism is an action that endangers or causes serious violence, damage or disruption and is intended to influence the Government or to intimidate the public and is made with the intention of advancing a political, religious or ideological cause.
- Vulnerability describes factors and characteristics associated with being susceptible to radicalisation.
- Extremism is 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. Calls for the death of British armed forces, whether in this country or overseas, is also included. It is defined by the Crown Prosecution Service as the demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs
- Seek to provoke others to terrorist acts
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts
- Foster hatred which might lead to inter-community violence in the UK.

## **4. Modern Slavery**

This statement is in accordance with the Modern Slavery Act 2015 and sets out the steps Marine Society has taken to ensure that slavery and human trafficking has not taken place in our supply chains or in any part of our services.

This statement also informs of the steps we take to prevent modern slavery and human trafficking in our services and supply chains.

### **Introduction**

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to Modern Slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure Modern Slavery is not taking place anywhere in our own business or in any of our supply chains.

As an organisation we are committed to being best in class by operating ethically and with a culture of giving back to society, maintaining our strong family values and sense of making a difference. Our International, National and Local charity partnerships align to this vision and our people help to raise awareness, generate essential funds and collaborate on joint initiatives with our charities.

We operate a Whistleblowing policy to support and encourage our staff to report any wrongdoing which extends to Human Right violations like Modern Slavery.

### **Due Diligence Processes**

We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in

slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same standards.

All new employees are shown our operating processes and made aware of our ethical and compliance standards. As part of this process, they are made aware of the indicators that would signal human trafficking and forced labour and how to report and deal with such an instance.

### **Modern Slavery Training**

Our stringent standards and commitment to compliance is paramount to us as an organisation. We support our teams with robust training and tight processes, monitored through audits and checks. We place great emphasis on every staff member being accountable and responsible for ensuring compliance is front-of-mind in everything we do, from right to work checks to protecting against Modern Slavery.

We operate within a highly compliant framework of processes and procedures to ensure our employees remain compliant against our own internal processes as well as against the Gangmasters Labour Abuse Authority (GLAA). All our employees are trained to understand the policy around Modern Slavery and Human Trafficking, how to identify and what steps to take if they suspect a case of Modern Slavery.

### **Assessment of Effectiveness**

The following Key Performance Indicators have been agreed to monitor our effectiveness;

- Investigations undertaken into reports of Modern Slavery and remedial actions taken.
- Employees' knowledge of Modern Slavery spotting the signs and how to report.
- Actions taken to improve communication of our expectations to suppliers and clients – Circulate Charity Policy to our suppliers and clients as well as obtaining copies of their own policy and statement.
- Internal training to improve awareness amongst the senior and operational management teams.
- Implementation of further checks and audits
- Payroll department to undertake monthly checks on duplicate accounts and addresses.
- Operations to check for common telephone numbers, duplicated emergency contact details.
- View the worker's bank card to cross reference bank details and name and ensure the account holder is in possession of his/her bank card.

## **5. Staying safe and being responsible in the digital world**

Marine Society College recognises the benefits and opportunities, which new technologies offer to all our learners and staff. We encourage the use of technology not only to enhance learners' learning experience but also to promote skills and achievement. However, the accessible and global nature of the internet and associated technologies means that we are also aware of the potential risks faced and challenges involved.

Our approach is to support learners to manage any potential risks and to deal with these risks independently. In addition, we will do all that we can to ensure that all of our learners and staff stay e-safe within our duty of care responsibility.

## Electronic communications

There is a wealth of technologies now available to enhance communication with one another. Electronic communication includes:

- Internet collaboration tools: social networking sites and blogs
- Internet research: websites, search engines and web browsers
- Mobile phones and personal digital assistants (PDAs)
- Internet communications: email and instant messaging
- Webcams and video conferencing.

## What are the dangers?

- Malicious content, which infects your computer and corrupts your data
- Scams, which try to steal your personal details to use for illegal activities
- Attempts to steal your money by persuading you to reveal passwords for your bank accounts
- Sharing personal details with people you do not know leading to identity theft
- Inappropriate contact with strangers
- Access to illegal or inappropriate materials
- Potential or actual incidents of grooming – including attempts to radicalise others
- Cyber bullying
- Fraud
- Plagiarism

## Your responsibility:

- Consider what **content** you post and share – is it legal? Is it offensive?
- Do you know the people you **contact**? Can you trust them?
- Your **conduct** – do not post anything offensive or likely to cause distress or jeopardise your own position or career
- Protect yourself from scams – is it a trusted site? Does an e-mail look suspicious?
- Never disclose your personal details online unless sure of recipient's identity
- Report any incident of abuse or bullying
- Avoid posting on social media or sharing photographs/personal information when under the influence of alcohol
- If you receive an offer that is too good to be true it is too good to be true - so do not fall for the scams!

## Some tips for staying e-safe – be SMART

- Be **S**afe by not divulging personal details to an unknown or unsolicited request
- Don't **M**eeet someone you have never met before on your own
- Don't **A**cccept unsolicited online requests, e-mails or files
- Make sure the sites you use and information received is **R**eliable
- Do **T**ell if something is troubling you or you are experiencing online bullying

If you experience anything that makes you feel uncomfortable, fearful, anxious or worried report it to your supervising officer, your tutor/trainer or a member of Marine Society College staff.

## Incidents and Reporting

All e-safety abuses must be reported. Where an e-safety matter is reported, the matter will be dealt with very seriously. The college will act immediately to prevent, as far as is reasonably possible, any harm or further harm occurring. If a learner/apprentice wishes to report an incident, they can do so to their supervising officer, tutor, trainer or to a member of the Marine Society College team.

Following any reported incident, a full investigation will be carried out by the appropriate body and a decision made on the most appropriate course of action. External agencies may be contacted or the matter resolved internally depending on the seriousness of the incident. Serious incidents will be dealt with by senior management, in consultation with appropriate external agencies.

### For further information

<http://www.getsafeonline.org>  
<http://www.thinkuknow.co.uk/>  
<http://cybermentors.org.uk/>

Year	Version	Updated on	Updated by
2023-24	1	30 August 2023	Head of Seafarer Learning and Welfare