Safeguarding and Prevent Policy

Date Adopted: 12th January 2023

Although Engineers Academy LTD is not a typical educational establishment, offering only online courses and qualifications, with no physical centre where students are required to attend, a proactive approach is adopted in regard to Safeguarding, Prevent and student welfare.

This policy document outlines the measures taken by Engineers Academy to ensure the safety of their students, protecting them from harm, whilst studying with Engineers Academy.

Details are also included on how Engineers Academy strives to prevent students, as well as internal and external stakeholders, from being exposed to extremist or harmful materials.

This document includes the following sections:

1. Safeguarding
2. Prevent

For the purposes of this document, Students are defined as Higher Education Students ("HE Students"), who study HNC/D qualifications, either with Engineers Academy directly or through a sub-contracted college partnership; or Subscription Course Students ("Subscribers"), who have purchased any subscription course through the Engineers Academy website.

Any existing Engineers Academy Terms and Conditions, Policies and Procedures referenced within this document can be accessed on the Engineers Academy website below:

https://engineers.academy/about-engineers-academy/policies-and-procedures/

Related policies include:

- Engineers Academy – Terms and Conditions
- EA - Academic Conduct Policy
- EA - Data Management Policy
- EA - Learner Engagement Policy
- EA - Password Policy
- EA - Privacy Policy

1. Safeguarding

This section of the policy document outlines how every child and vulnerable adult, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, is protected from harm whilst accessing Engineers Academy online courses.

1.1. Engineers Academy ensures that only authenticated users access the Study Platform, such that the identities of users are known, as far as practicable. This is achieved in the following ways:

    1.1.1. The Engineers Academy Terms and Conditions specify that it is forbidden for any Student on any course to share their Username and Password with any other person(s).

    1.1.2. The Engineers Academy Password Policy specifies that all passwords must be 8 or more characters and must include a capital letter, a number and a special character, as a minimum.

    1.1.3. HE Students are required to provide photo identification upon enrolment and are also required to validate their email address, as provided on enrolment. Furthermore, HE Students' identity is verified using the Government's Learning Record Service (LRS) prior to registration with the awarding body.

    1.1.4. Although not advertised to children, there is the possibility that children will access subscription courses (as Subscribers), if access is paid for by an adult using a PayPal account or debit / credit card. In this instance, clauses 1.1.1 and 1.1.2 apply, ensuring that only the registered user accesses the account, or if a child uses the account, they are under the supervision of an adult.

1.2. Access to Students' personal information, including addresses, phone numbers, email addresses and place of work is restricted to necessary use, and only by Directors and Administrators. Personal information, including email addresses, are hidden from all non-privileged users on the Study Platform, to ensure no unauthorised or unsolicited contact is made with any Student.

1.3. Engineers Academy enables and ensures safe communication through the Study Platform in the following ways:

    1.3.1. The Engineers Academy website is protected using SSL encryption, which also includes the encryption of any messages sent through the Study Platform messaging facility.

    1.3.2. In the unlikely event that any Student receives an unauthorised or unsolicited email or message, they should report this immediately by contacting their Assessor, or by emailing Engineers Academy on report@engineers.academy. The issue will be escalated to the Engineers Academy directorate, if deemed necessary.

1.4. Engineers Academy ensures Assessors and Directors meet necessary requirements for working with children and vulnerable adults in the following ways:

    1.4.1. Assessors and Directors are subjected to enhanced Disclosure and Barring Service (DBS) checks prior to appointment.

    1.4.2. Assessors and Directors are required to complete mandatory Safeguarding and Prevent training on a 3-year cycle, in line with sub-contractor college requirements.

1.5. Assessors and Directors are required to follow safe practices, to ensure the safety and welfare of Students. This includes, but is not limited to, the following:

1.5.1. Assessors must raise any issues or concerns regarding Student welfare and/or safety with the Engineers Academy directorate. This may arise following correspondence with a Student, either via email, or via the Study Platform messaging facility or forums. The directorate will take appropriate action where necessary.

1.5.2. If emailing multiple Students, Assessors and Directors must make use of the Blind Carbon Copy (BCC) function within Microsoft Outlook.

1.5.3. Assessors and Directors monitor the HNC/D Unit forums, as well as Common Room activity, to ensure appropriate use by Students with access to those sections of the Engineers Academy website.

1.6. As well as ensuring the safety and welfare of Students, Engineers Academy are proactive in providing opportunities for Students to advance academically, in the following ways:

1.6.1. Development of Students' confidence is supported through timely responses to their questions. Assessors are required to prioritise responses to Students' questions, to ensure Students are not left struggling or uncertain about a given lesson or topic.

1.6.2. Progression routes are available from Subscription Courses to full HNC/D qualifications. Engineers Academy also facilitate HE Students who wish to continue their studies beyond Level 5.

1.6.3. HE Students benefit from access to a Common Room area of the Study Platform, which includes additional information on study skills and other aspects of academic and personal development.

2. Prevent

Section 1 above outlines how Students are safeguarded from extremist ideologies and radicalisation, whilst accessing the Engineers Academy Study Platform.

In addition to those Safeguarding measures previously outlined, this section outlines how Engineers Academy meet their responsibilities under the Prevent duty.

2.1. Assessors and Directors are required to raise any issues or concerns regarding Student behaviour or expressed views, which may indicate vulnerability to radicalisation, with the Engineers Academy directorate. This may arise following correspondence with a Student, either via email, or via the Study Platform messaging facility or forums. The directorate will take appropriate action where necessary.

2.2. If deemed necessary by the directorate, issues or concerns expressed by Assessors and Directors will be escalated to the Police and / or local authorities, in line with the guidance given on the Government Gateway under *'Report Extremism in Education'* at https://report-extremism.education.gov.uk/.