

LAAT Student Handbook

Safeguarding, Prevent, British Values and EDI

September 2026

The purpose of this handbook

The purpose of this handbook is to equip you with the essential knowledge you need to understand and apply key principles around Safeguarding, the Prevent Duty, British Values, and Equality, Diversity, and Inclusion (EDI) during your studentship.

As a student, you are not only developing professional and business-related skills — you are also expected to learn how to stay safe, treat others with respect, and contribute positively to your learning environment.

This handbook will help you to:

Understand your responsibilities in keeping yourself and others safe

Recognise and respond to signs of harm, abuse, or radicalisation

Appreciate and apply the core values that underpin life in modern Britain

Promote inclusion, respect, and fairness for all in your work and learning

By working through the sections and completing the tasks, you'll build your confidence in these important areas

Introduction

As you begin your student journey, it's important that you develop your professional skills and understand how to keep yourself and others safe. Whether learning online or in a classroom environment, you play a key role in creating a secure and inclusive space for everyone. This handbook is designed to give you a clear understanding of:

Safeguarding – protecting people from harm, abuse, and neglect

The Prevent Duty – spotting and responding to signs of radicalisation

British Values – supporting a respectful and inclusive society

Equality, Diversity, and Inclusion (EDI) – recognising and celebrating difference while challenging unfair treatment

By developing your awareness in these areas, you'll gain knowledge and confidence to act responsibly and speak up when something doesn't feel right.

Part 1: Safeguarding

What is Safeguarding?

Safeguarding means protecting people's health, well-being and human rights and enabling them to live free from harm, abuse, and neglect. It's about taking proactive steps to ensure that everyone, especially vulnerable individuals, is safe and supported in the environments where they live, learn and work. In the context of being a LAAT student, safeguarding applies to both young people and adults. It involves:

Creating safe learning and working environments

Being alert to signs that someone may be at risk

Knowing how to report concerns appropriately

Taking action to prevent harm before it happens

Safeguarding is not just the responsibility of designated professionals, it's everyone's responsibility, including yours.

Safeguarding includes the legal and organisational framework in place to protect individuals, such as:

Preventing abuse and exploitation

Promoting health and well-being

Maintaining safe environments

Acting when a concern arises

By understanding safeguarding, you help create a culture of safety, respect, and responsibility, at work, in learning, and on the broader community.

Type of Abuse and Harm

Abuse and harm can take many forms, and it's essential to understand what they look like so you can recognise when someone may be at risk. Abuse isn't always physical, it can also be emotional, psychological, financial, or even digital. Here are some of the main types of abuse and harm:

Physical Abuse – Causing physical harm through hitting, shaking, burning, or other forms of violence.

Emotional Abuse – Repeatedly causing emotional distress, such as bullying, threats, humiliation or controlling behaviour.

Sexual Abuse – Any unwanted sexual activity, including touching, assault, exploitation, or pressure to share explicit images.

Neglect – Failing to provide basic needs such as food, shelter, medical care, or emotional support.

Financial Abuse – Taking control of someone's money or resources unfairly, often affecting vulnerable adults.

Discriminatory Abuse – Treating someone unfairly or abusively based on characteristics like race, gender, disability, religion, or sexuality.

Online Abuse – Harmful behaviours carried out through the internet or social media, such as grooming, cyberbullying, or coercion.

Abuse can happen anywhere, at home, in the workplace, online or in learning settings. Being aware of the different types helps you spot the signs and respond responsibly.

Every workplace has a duty to keep its staff, including students, safe from harm. In the workplace, safeguarding includes:

Promoting a respectful and inclusive culture

Ensuring health, safety and wellbeing are prioritised

Preventing bullying, harassment, and discrimination

Supporting mental health and emotional wellbeing

Making sure there are clear policies for raising and responding to concerns

As a student at LAAT, you should know:

Who is the Designated Safeguarding Lead (DSL) (**Jai Sharda**)

Who is the safeguarding at the campus where you are based (**Tower Hill**: Dr Ruchi Singla; **Brentford**: Mohammed Yaseen; **Croydon**: Ankit Daroliya)

You can also use the LAAT safeguarding email: safeguarding@laat.ac.uk

Online Safety and Digital Awareness

The internet is a powerful tool for learning, communication, and socialising, but it also carries risks. As a student, it's essential to understand how to stay safe online and know the dangers in digital spaces.

Key online risks include:

Cyberbullying – Using online platforms to harass, intimidate or threaten others

Online grooming – When someone builds trust online with the intent to exploit, abuse or radicalise

Sharing personal information – Risking identity theft or exposing yourself to harm
Inappropriate content

Being exposed to harmful material, including extremist or violent content

Sexting and image sharing – Sharing or receiving explicit images can have legal and emotional consequences

Scams and phishing – Online frauds that attempt to steal information or money

To stay safe online:

Use privacy settings and strong passwords

Think before you share - assume anything you post is permanent

Don't accept friend requests or messages from people you don't know

Report anything that feels threatening, inappropriate, or suspicious

Being digitally aware is a vital part of safeguarding in today's world. If something feels wrong online, trust your instincts and tell someone.

Part 2: Prevent

Introduction

The Prevent Duty is part of the UK government's counter-terrorism strategy. It's designed to stop people from being drawn into extremist views or radicalisation that could lead to harm, either to themselves or others. As a student, you might not think this applies to you, but radicalisation can happen to anyone, in any setting, including schools, workplaces and online.

This section will help you:

Understand what the Prevent Duty is
Recognise how radicalisation happens
Spot early warning signs
Know what to do if you're concerned about someone

Prevent isn't about judging people or restricting free speech, it's about protecting individuals from being exploited by dangerous ideologies, and keeping our communities safe.

Understanding the Prevent Duty

The Prevent Duty is part of the UK government's counter-terrorism strategy. It requires organisations—including education providers and employers—to help prevent people from being drawn into terrorism or extremist activity. This doesn't mean you're expected to be a counter-terrorism expert. It means being aware of the signs that someone may be vulnerable and knowing what to do if you're concerned.

Why does Prevent exist?

Prevent is about safeguarding. Just like we aim to protect people from abuse, neglect, or exploitation, we also have a duty to protect people from the risks of radicalisation. The Prevent Duty applies to schools, colleges, universities, and training providers.

What is the aim of Prevent?

To safeguard individuals from being radicalised
To support people at risk before harm happens
To challenge extremist ideas in a safe, constructive way

Understanding the Prevent Duty

Extremism is when someone holds views that go against core British values and may threaten the rights or safety of others. This can include far-right ideologies, religious extremism, or conspiracy-driven beliefs. Prevent doesn't target any one group, faith, or opinion. It's about safeguarding people from all forms of radicalisation, including:

Islamist extremism

Far-right nationalism

Anti-government or conspiracy-led radicalisation

Other ideologies that promote violence or hatred towards British Values such as democracy, tolerance, and the rule of law.

What is Radicalisation and Extremism?

Radicalisation is the process by which a person comes to adopt extreme views or beliefs that could lead them to harm others or themselves. It often happens gradually and can be influenced by personal, social, or political issues. Extremism refers to holding ideas or beliefs that are significantly outside of mainstream values, especially when those ideas promote hate, violence or rejection of democracy and human rights.

Someone may be vulnerable to radicalisation due to factors such as:

Feeling isolated, rejected or misunderstood

Struggling with mental health or identity

Personal experiences of discrimination or trauma

Being influenced by others, online or in person

Exposure to extremist material, often through social media

Recognising the Signs of Radicalisation

Radicalisation can be subtle and gradual, so it's important to be alert to changes in behaviour or attitudes that might suggest someone is being influenced by extremist ideas. While not every change is a sign of radicalisation, some common warning signs include:

Behavioural changes such as becoming withdrawn, secretive, or isolated from family and friends

Suddenly showing strong political or religious views

Expressing anger or intolerance toward others

Justifying the use of violence to achieve a cause

Rejecting previous friendships or beliefs

Visiting extremist websites or engaging with radical content

Posting or sharing messages that promote hate or division

Becoming secretive about internet use or using encrypted apps to chat

Adopting new clothing or symbols associated with extremist groups

Frequently talking about conspiracy theories or ideologies

Making plans to travel to conflict zones or attend unknown events

Online Radicalisation and Grooming

Extremist groups use social media, gaming platforms, chat rooms and websites to target vulnerable individuals, build trust, and slowly influence their beliefs. This process is often referred to as online grooming. Just like with other grooming forms, it can start with friendly messages or engaging content, but over time, it can lead to isolation, manipulation, and encouragement to support or even carry out extremist actions.

If you're worried that someone is being influenced by extremist views or at risk of radicalisation, speak to your Designated Safeguarding Lead (DSL), tutor, or a trusted member of staff as soon as possible.

Part 3: British Values

Introduction

British Values are a set of principles that help create a fair, respectful, and inclusive society. They are promoted in all colleges and universities in the UK to support personal development and community cohesion and to safeguard against extremist influences.

The four core British Values are:

Democracy

The Rule of Law

Individual Liberty

Mutual Respect and Tolerance

Democracy means that everyone has a voice and the right to be heard. It's about making decisions together, whether in government, the workplace, or your learning environment.

In a democratic society, people have the right to:

Vote in elections and influence decisions

Express opinions freely and respectfully

Be involved in shaping the systems that affect them

Challenge decisions in appropriate and peaceful ways

As a student, you may experience democracy through:

Taking part in group discussions or surveys

Giving feedback on your course or placement

Being consulted about changes that affect your learning or work

Respecting the views and contributions of others

The Rule of Law means that laws apply equally to everyone and are in place to protect our rights, ensure fairness and maintain a safe society. It ensures that no one is above the law and that justice is applied consistently.

Key principles include:

Everyone must follow the law

Laws are designed to protect people and their freedoms

There are clear consequences for breaking the law

Legal systems must be fair and accountable

In your role as a student, this may relate to:

Following LAAT rules and health and safety procedures

Understanding employment rights and responsibilities (for students in employment)

Treating others fairly and professionally

Reporting behaviour that breaks the law or puts others at risk

Individual liberty is about the freedom to make your own choices, express your beliefs and live your life without fear, provided those choices do not harm others or break the law.

In the UK, we are free to:

Hold our own opinions and beliefs

Make decisions about our lives and futures

Express ourselves in a respectful and lawful way

Access education, healthcare, and other public services equally

As a LAAT student, we expect you to:

Work respectfully with colleagues from diverse backgrounds

Be open-minded in group discussions or team settings

Avoid offensive language or jokes

Support a welcoming and safe environment for everyone

Mutual respect and tolerance mean recognising that people come from different backgrounds, have different beliefs and lifestyles and treat everyone with dignity and understanding, regardless of those differences.

This value encourages us to:

Listen to and learn from others, even when we disagree

Respect different cultures, faiths, and identities

Challenge discrimination, prejudice, and hate

Promote inclusion in education, work, and society

Part 4: Equality, Diversity, and Inclusion

Creating a safe and respectful environment starts with understanding and embracing Equality, Diversity, and Inclusion (EDI).

Equality means ensuring everyone has equal access to opportunities and is treated fairly, regardless of their background or characteristics.

Diversity recognises, values, and celebrates the differences between people.

Inclusion means actively creating environments where everyone feels respected, supported, and able to participate fully.

Equality, Diversity, and Inclusion matters because it:

Reduces discrimination and inequality

Encourages respect and understanding

Helps people feel safe and supported

Improves wellbeing and mental health

Strengthens teams and communities by valuing different perspectives

The Equality Act 2010 is a key piece of UK legislation that protects people from discrimination, harassment, and victimisation in the workplace, in education and in broader society. It sets out **nine** protected characteristics, which are aspects of a person's identity that are legally safeguarded.

It is **against the law** to treat someone unfairly because of any of the following:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race (including colour, nationality, ethnic or national origin)
7. Religion or belief
8. Sex (gender)
9. Sexual orientation

Everyone has at least some of these characteristics, which means the law protects everyone. As a student, you're expected to treat others fairly and with respect and you're entitled to the same in return.

Discrimination happens when someone is **treated** unfairly or differently because of a protected characteristic. **Prejudice** is an unfair and often **negative opinion** about someone based on who they are rather than what they do. Both can have profound impacts on individuals' mental health, confidence and sense of safety and they have no place in inclusive learning or work environments.

As a student, you may witness or experience things like:

Offensive language, jokes, or slurs

Stereotyping or assumptions about someone's background or ability

Unequal treatment in tasks, opportunities, or support

Exclusion from social or learning activities

Harassment or bullying based on someone's identity

If you see or experience discrimination or prejudice, report it to your tutor, manager, or safeguarding lead.

Challenging discrimination isn't always easy, but it's essential for building safer, more equal environments. Your actions can help change attitudes and protect others from harm. Discrimination, bullying and exclusion can all be forms of harm, mainly if they're based on someone's identity. Promoting EDI helps create a culture where everyone feels respected, reducing these risks. Prevent aims to stop people from being drawn into extremist views.

An inclusive environment is one where everyone feels valued, respected, and able to participate fully, regardless of their background, identity, or personal circumstances. As a student, you play a key role in helping create and maintain that space, both in the classroom and when learning online.