

# **The Institute of Ismaili Studies Policy Handbook**

## **1. Introduction**

This policy sets out the Institute's commitment, as well as its statutory duty, to safeguard and promote the safety and welfare of all of its employees, students, stakeholders and partners when they are working in the Aga Khan Centre (AKC) or elsewhere on behalf of the Institute.

This policy aims to help employees and students to feel confident about dealing with



## **5. Safeguarding roles and responsibilities**

The **Co-Director** holds the specific responsibility for ensuring there is a safe environment for all of our employees and students; that this policy is implemented; that serious cases and breaches of this policy are reported to the Co-Director, the Heads of Department and to the Board of Governors, and that lessons are learnt from serious case reviews.

A **Lead Prevent and Safeguarding Coordinator** will be appointed to act as the Co-Director's representative. Specifically, they will:

chair the termly Safeguarding Committee;

fulfill a wider role of Wellbeing Champion, ensuring that employees and students are supported and signposted to specialist services as appropriate.

In conjunction with HR and the QA&E Unit, the **Safeguarding Committee** will review the Safeguarding Policy on an annual basis and will ensure that any changes in legislation and good practice are incorporated into it. The membership of the Committee will include academic Heads of Department and the relevant Heads of Department representing the support services will be invited according to agenda items to be discussed. The Committee will also review the range of agencies used and the process for investigating and escalating issues to ensure efficiency and effectiveness.

**IT Services** are responsible for ensuring that the use of online communication channels, especially email and social media sites, as well as Internet-based learning resource platforms are monitored and are only used for educational purposes. Any concern that systems are being misused to promote radicalism or extremist points of view amongst the academic or student community will be investigated and disciplinary action will be taken if necessary.

Responsibility lies with **Human Resources** for authorising the issue of ID cards to all new employees and contractors working in the AKC. When an employee or contractor leaves the Institute, the card will be deactivated. Human Resources will also retain the overview of the training of staff, ensuring that the online training course is completed by new starters during the probation period and maintaining records to evidence that all current staff are trained and undertake any refresher training as appropriate. Human Resources will also oversee and audit safe recruitment practice and will ensure all recruiting managers receive the appropriate training.

The **Buildings Management Team** is responsible for ensuring the AKC is adequately equipped with security and reception staff, CCTV, alarm systems, building accessibility features and communication equipment. The use of such equipment should be fully compliant with GDPR requirements.

The security and reception staff are responsible for controlling access to the AKC by employees and students and will do this by issuing ID cards with the appropriate lanyard, issuing and checking visitor ID cards as required and ensuring that visitors are always accompanied from and to reception by a representative of the relevant department. They will respond promptly to security incidents, should they occur.

## **6. Safe recruitment**

The Institute is committed to attracting the highest quality candidates who are also a good fit with the values and culture of the organisation. As part of its safe recruitment practices, Human Resources will include the following steps in its recruitment processes.

Interview questions for all senior





## Appendix 2

<b>Role / Agency</b>	<b>Reason for escalation</b>	<b>Contact details</b>
<b>Internal lead roles</b>		
Lead Prevent and Safeguarding Coordinator	Concern is serious and mitigating action is needed. The concern may be a breach of policy or practice and may affect a number of employees / students.	Head of Quality Assurance - TBA
Safeguarding Officer – staff and stakeholders	First point of contact for raising general concerns about self and others.	Editorial Project Coordinator (DARP) - Wendy Robinson (TBA) wrobinson@iis.ac.uk
Safeguarding Officer - students	First point of contact for raising general concerns about self and others.	Assistant Manager, Student Services (DGS) - Rakeeza Kanth rkanth@iis.ac.uk
Manager of Victoria Hall	Where the concern specifically relates to behaviours / incidents witnessed in the student accommodation.	Katie Jeavons katie.jeavons@host-students.com
<b>External agencies</b>		
Camden Council Prevent Coordinator	Any serious breach of the Prevent Duty.	Albert Simango albert.simango@camden.gov.uk
Office for Students	Any serious breach of the Prevent Duty.	Tom Adams tom.adams@officeforstudents.org.uk
DfE Regional Prevent Coordinators	For training, advice and more regional information about issues and trends.	Jake Butterworth jake.butterworth@education.gov.uk
Police	Organisations need to report any individuals who have been involved in criminal activity to the Police.	
UKVI	Part of the Home Office, UKVI is responsible for making decisions about who has the right to visit or stay (work or study) in the country.	