



Staying Safe at Bolton College

Our Mission

At Bolton College, we value all of our learners, and we expect and promote respect and tolerance of others. We will ensure that you understand your rights and responsibilities as a learner and a citizen.

Our Values

Our key values are:

- Excellence in all we do
- Ensuring learning and the learner are at the heart of everything we do
- Equality of opportunity and celebration of diversity
- Honesty & integrity
- Serving our community
- Sustainability & corporate responsibility



E-Safety: Staying Safe Online

Did you know that the biggest threat that you have online is you? Follow these guidelines to ensure that you always stay safe online:

- Avoid the temptation to give out your personal information.
- Never meet strangers that you have met online.
- Do not share passwords.
- Never discuss topics of a sexual nature with strangers you have met online.
- Consider carefully what you post online – your digital footprint can be accessed by potential future employers.
- Avoid confrontation online and never post comments that could be deemed offensive, or are of a sexist, racist or derogatory nature.

Health & Safety

To ensure your safety whilst in College and our Community Learning Centres, you must abide by these rules at all times:

- Wear your College ID card, which must always be clearly visible.
- Observe all instructions to ensure personal safety and the safety of others.
- Treat the building structures, internal fixtures, fittings and furniture with respect and care.
- Use all safety equipment and/or protective clothing as instructed, reporting any loss or defect to your tutor/lecturer.
- Do not misuse any equipment provided for health and safety purposes.
- Report all hazards and accidents or near miss incidents to your tutor, whether injury is sustained or not.
- Be familiar with the emergency evacuation procedure and the location of fire alarm points and emergency equipment.
- Adhere to the smoke free, drugs and alcohol policies.

The Prevent Duty

Prevent is being vigilant for signs that an individual is being radicalised by extremist groups or persons, with the aim of grooming them to become terrorists or support terrorism.

What is radicalisation? The process by which a person supports terrorism and forms of extremism, which can lead to acts of terrorism.

What is extremism? Extremism is a set of beliefs that can lead to terrorism or extremist violence, and is the opposition to British Values, which are shared values that we promote throughout College.

At Bolton College we want you to feel safe; if you are concerned that you, a friend or acquaintance are being drawn into extremist activity, immediately tell someone that you can trust, such as your tutor. You can also talk to a Safeguarding Team member by phoning **01204 482 199**

Safeguarding

Bolton College has a dedicated Safeguarding Team who help and support students who are, or have been, experiencing abuse or neglect. Sometimes the College Safeguarding Team may need to contact other specialist agencies for help and guidance and to support students too.

Examples of the types of abuse which people may experience are as follows: physical; emotional; sexual; neglect and self-neglect; financial; discrimination; forced marriage and honour based violence; radicalisation; ICT abuse; domestic violence; human trafficking and modern slavery; organisational abuse and female genital mutilation (FGM).

If you think you or a friend or colleague are being abused, contact the Safeguarding Team on **01204 482 199**

Bolton College
Deane Road Campus
Deane Road
Bolton
BL3 5BG

01204 482 000
info@boltoncc.ac.uk

Brownlow Fold
Community Learning Centre
Eskrick Street
Bolton
BL1 3EF

01204 482 900
brownlowfold@boltoncc.ac.uk

Deane & Derby
Community Learning Centre
Board Street
Bolton
BL3 5EH

01204 482 920
deane.derby@boltoncc.ac.uk

New Bury
Community Learning Centre
Buckley Lane
New Bury, Farnworth
BL4 9PR

01204 482 960
newbury@boltoncc.ac.uk