

Safeguarding and Prevent Policy and Guidance

Policy/Plan Ownership	Learner Experience Manager (Designated Safeguarding Lead)
Approved by	Management Team
Approval date	30th July 2025
Implementation date	August 2025
Version	V3.3
Review date	<p>Review and refresh every 2 years within Skills & Learning and in line with BCP Council Policy & Research Team review dates and significant local or national updates</p> <p>Review due 2027</p>
Head of Service	Sarah Rice
Signature	

	Version control
1.0	17/18 version
2.0	August 2018: updated to reflect new KCSIE with enhanced information on types of abuse, resource and e-learning links, and Prevent.
2.1	September 2018: modern slavery helpline added
2.2	Jan 2019: Pan Dorset Escalation guidance added to supporting policies

2.3	Feb 2019: Allegations against staff contacts added to supporting policies and appendix 7.
2.4	
2.5	March 2019: link updated to new Working together to safeguard children. FGM leaflet link added
	April 2019: new council logos, new LSCB links
	August 2019: updated Safeguarding Officer names & 2019 KCSIE info
2.6	Nov 2019 – new BCP Council Safeguarding Strategy and Equality & Diversity framework
2.7	Sept 2020: Curriculum & Quality Committee agree to roll forward policy and guidance v2.7 to summer 2021. <u>Updated with KCSIE 2020</u> . Remove phone numbers for SGOs.
2.8	Oct 2021: full review & refresh. Split into part 1 & part 2. Updated links, contacts.
3.0	Updated Operating Arrangements. Addition of guidelines re: the reporting of sexual abuse/harassment. Updated DBS guidelines and reduction of DBS check refresh from every 5 years to 3 years.
3.1	Jan 2022 Further clarification of approaches to sexual abuse and harassment. Updated SGO phone numbers.
3.2	Sept 2022 – review date. No change to policy and guidance. Updated links to guidance.
3.3	July 2025 – Personnel changes. Policy separated from information and guidance.
3.4	Update in light of Ofsted Nov 25. New information in the text sent to absent learners re: safeguarding. Consistent follow-up with absent 16-18 year old learners who do not let Skills & Learning know they are not attending a class. (Points 10 and 27 within Section 7, Operating arrangements. Update on safeguarding Skills & Learning staff if they are adversely affected by a safeguarding referral or a learner’s situation (Point 28 within Section 7).

Policy and Arrangements

Skills and Learning Designated Safeguarding Contacts:

Contact email for all Safeguarding referrals	safeguarding@salbcp.com
In an emergency do not delay - always call	999
Designated Safeguarding Lead	Julia Brown Learner Experience Manager Safeguarding@salbcp.com
Deputy Designated Safeguarding Lead	Dan Parker Area Programme Manager Safeguarding@salbcp.com
Designated Safeguarding Officer	Becca King Learning Support Manager Safeguarding@salbcp.com
Designated Safeguarding Officer	Michelle Small Area Programme Manager Safeguarding@salbcp.com
Designated Safeguarding Officer	Hannah Ball Area Programme Manager Safeguarding@salbcp.com
Designated Safeguarding Officer	Charlotte Jones Employment Specialist Supervisor Safeguarding@salbcp.com

Designated Safeguarding Officer	Laura West Admissions & Progression Officer Safeguarding@salbcp.com
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1. Overarching purpose

We believe that ‘Safeguarding is Everyone’s Responsibility’. We want to help everyone to play a part in helping vulnerable people, learners, staff, friends, families and communities to be safe by knowing the potential sources of harm, the signs to look out for, where to get help and how to report concerns.

2. Policy intent

Skills & Learning Adult Community Education is dedicated to providing a safe physical and online space in which to learn and thrive. We are committed to safeguarding all of our learners and protecting their right to live and learn in safety, free from abuse and/or neglect.

Skills & Learning Adult Community Education has a statutory and moral duty to ensure that we promote the welfare of young people and vulnerable adults receiving education and training with us and through our partners and subcontractors. We have thorough and effective Safeguarding arrangements in place. This includes how we respond to our duty for Prevent.

The Governing Board takes seriously its responsibility under the Education Act 2014 and the Keeping Children Safe: statutory guidance for schools and colleges, to safeguard and promote the welfare of children and young people and (in line with the Information Sharing Guidance 2008) to work together with other agencies to ensure adequate arrangements within the organisation to identify, assess, and support those young people and adults who are suffering harm. Adult safeguarding is about preventing and responding to concerns of abuse, harm or neglect of adults. We recognise that all staff and Governors have a full and active part to play in protecting our learners from harm and that their welfare is our paramount concern.

Skills & Learning promotes an ethos where everyone feels safe and secure, valued and respected, is encouraged to talk and is listened to.

We actively promote British Values and act responsibly and swiftly if we suspect that any learner is or could be exposed to or involved in activities linked to terrorism or extremism.

Staff and learners should all be aware of how they can raise concerns about themselves or others and will know how their concerns will be dealt with.

3. The aims of this policy:

To ensure:

- all reasonable steps are taken to make sure learners and staff are, and feel safe
- learners and staff have up to date knowledge of potential sources of harm and how to take steps to keep themselves their families and their communities safe
- learners and staff recognise the signs of abuse, including radicalisation
- staff know how to respond to safeguarding concerns and disclosures with confidence
- learners and staff know how to report concerns within Skills & Learning and to external agencies
- learners and staff know how to find out more and get help
- we meet our legal and statutory obligations
- we support BCP Council's safeguarding strategy

4. How we will achieve our aims:

By:

- professional, ethical and moral leadership and management of the Service
- keeping safeguarding and welfare at the heart of planning and delivery
- encouraging a culture of respect, openness, vigilance and whistleblowing
- ensuring our policy and guidance is up to date and useful
- following appropriate processes in the recruitment of staff and learners, including ensuring at least one member of staff has been trained in safer recruitment when recruiting new staff
- ensuring sound induction and training of staff and learners, supported by relevant and local information and resources
- promoting a culture of health, safety and wellbeing (policies and guidance, lone working, activity, personal, venue risk assessments,)
- developing a proactive team of experienced, trained safeguarding officers with strong links to external partners and agencies
- ensuring compliance with all relevant legislation, guidance, policies and procedures, including for managing 'Allegations against employees and volunteers'
- obtaining disclosure and barring service checks for staff in all roles with enhanced checks for staff in specific roles, following assessment
- working with subcontractors and employers so they understand their responsibilities and alerting procedures
- reviewing our safeguarding arrangements to support continual improvement

- maintaining up to date records of alerts to inform follow up and prevent patterns being missed
- working with external agencies and partners to understand when and how to refer, communication protocols and share best practice
- risk assessing learners with unspent criminal convictions, referred by the probation service, or identified by JCP prior to acceptance
- adopting a starting position that assumes the risk of harm and actual harm **is** present in our organisation
- keeping up to date on local risks and sharing awareness of those risks with staff, employers, partners and learners
- delivering a safe online environment and promoting/supporting online safety.

5. Scope

This policy applies to Skills & Learning staff, governors and learners including those who are learning with subcontracted partners.

6. Communication of policy and guidance

Details of the Policy & Guidance will be made available to:

- **All staff and volunteers including Governors** by means of induction and training or when the policy & procedure has been reviewed and amended. Staff will confirm they have read and understood the policy through completion of the induction and probation period. Following this, annual declarations will be collected from staff along with an acknowledgement of having read part 1 of Keeping Children Safe in Education.

All staff will as a minimum be expected to undertake Safeguarding and Prevent training and update their training in line with this policy & guidance.

- **Learners** will be made aware of the Policy & Guidelines by means of a summary published on the internet and elsewhere as appropriate.
- **Sub-contracted partners** will be made aware of the Policy & Guidelines by the relationship manager, through the annual induction process and regular contract review meetings.
- **Partner, commissioned, or freelance providers of activities and learning sessions** will be asked by the relationship manager leading on the activity to provide their own safeguarding and prevent and safer recruitment operating procedures along with any supporting evidence and documentation.

7. Operating arrangements

Our service arrangements for safeguarding children and learners are in line with BCP Council's Safeguarding Strategy and the Pan-Dorset Safeguarding Children Partnership (SCP) multi agency safeguarding procedures.

We will ensure that:

1. The Governing Body understands and fulfils its safeguarding including prevent responsibilities.
2. The Learner Experience Manager will be the designated senior member of the leadership team for Safeguarding including Prevent.
3. A designated member of the Governing Board will act as the Link Governor for Safeguarding including Prevent.
4. We have a member of staff who will act in the Designated Safeguarding Lead's absence who has also received multi agency training and who will have been briefed in this role.
5. All new members of staff, volunteers and Governors will complete essential Safeguarding training which includes Prevent as part of their induction programme. Refresher safeguarding training will be completed by all staff and Governors every 2 years.
6. All members of staff, volunteers and Governors know how to respond to a learner or customer who discloses abuse or a safeguarding concern and the procedure to be followed in appropriately sharing this information.
7. All staff (including temporary tutors and volunteers) new to Skills & Learning will be made aware by their line manager of the service policy and procedures, the name and contact details of the Designated Safeguarding Lead and safeguarding team and will be given a copy of the Staff Alerting Guide and Code of Conduct.
8. No staff will be able to work with learners without supervision until mandatory induction training has been completed, satisfactory references are received and a basic DBS check has been received. In exceptional circumstances, a risk assessment process may be used by managers where one of these control measures is not fulfilled
9. We have clear and visible policies in place covering, staff, learners, use of premises which identify where learners or staff may be at risk of being drawn into terrorism.
10. A safer recruitment policy is in place for staff and volunteers. Pre-employment checks to determine staff and volunteer suitability will be undertaken for all staff recruited to work for

Skills & Learning and appointment will not be confirmed unless satisfactory checks have been completed. These checks will include references and eligibility checks. Safer recruitment also includes subcontracted learners and subcontractors are asked to provide information about their safe recruitment processes, safeguarding and questions asked at interview.

11. A basic Disclosure and Barring Check will be made on all new entrants and staff working with learner information
12. An Enhanced and Barred List check will be undertaken for any member of staff or volunteer recruited to work in a regulated activity. Regulated activity at Skills & Learning will include:
 - a. Tutors and LSAs on Family Learning programmes
 - b. Tutors and LSAs on programmes with 16-18 year olds (19-25 vulnerable adults)
 - c. Tutors and LSAs delivering programmes under the HAF (holiday activities and food) programme
 - d. Adult Social Care tutors who frequently visit care or nursing homes are eligible for the enhanced DBS check but not including the barred list.
 - e. Tutors on any other programmes which fall within the definition of regulated activity
 - f. Line managers of tutors and LSAs delivering on any of these programmes described
13. In line with Department for Education contract requirements, all staff with a DBS will be required to declare with immediate effect annually whether there has been a change in their circumstances relating to the background checks. An annual declaration will also be requested by all staff.
14. Our procedures and staff training will be reviewed and updated every 2 years or sooner in response to new guidance and/or regulations
15. The name of the Designated Safeguarding Lead will be clearly shown in learning centres
16. All learners new to Skills & Learning will be made aware by their tutor of the service policy and procedures, the name and contact details of the Safeguarding Team and be given access to an electronic or hard copy of the Learner Handbook to confirm this
17. We are clear that there is a zero-tolerance approach to hate speech, sexual violence and sexual harassment and it is never acceptable, and it will not be tolerated and it will never be passed off as “banter”, or “just having a laugh”
18. We provide clear guidance on e-safety and online learning protocols. Using technology is an essential part of modern life but can present risks if people are not supported to recognise dangers and develop ‘keep safe strategies’

19. Risks associated with online activity are embedded in mandatory safeguarding training for learners and staff. Staff are also given guidance on how to conduct themselves professionally online, both on behalf of themselves and on behalf of the organisation, through training, a regular safeguarding updates and dedicated guidance.
20. Online learning is to be conducted in a safe and controlled environment using suitable equipment and following data protection guidelines. Suitable clothing, language and surroundings should be in place for both staff and learners and normal safeguarding policies and procedures followed as if in a face to face classroom
21. Employers offering work placements or apprenticeship posts are supported to recognise their responsibilities for safeguarding young people in their workplace
22. We have a comprehensive risk assessment process in place that is regularly reviewed to ensure we are compliant with the Prevent Duty. This will include a specific risk assessment for 16 – 18 year olds (and 19-24 with SEND) learning with us or a sub-contractors.
23. Partner organisations delivering under a Skills & Learning contract have their own effective safeguarding arrangements that complement this Skills & Learning policy, and will report to the DSL any safeguarding concerns, investigations or referrals involving Skills & Learning funded learners
24. We talk to learners, including young learners, about how safe they feel and take appropriate actions on the feedback where necessary
25. We have a differentiated and proportionate approach to risk assessment and policy that takes account of levels of maturity
26. We are aware of local risks and adapt our risk assessments, staff training and learner guidance accordingly
27. All learners who do not inform Skills & Learning of their absence from a class will receive a text that includes information about how to contact the Safeguarding Team if they feel they are not safe. Safeguarding procedures are processes are reviewed in light of the new Ofsted Framework. This includes ensuring any absent 16-18 year old learners are safe through communication by Curriculum Administrators, who inform the Safeguarding Team of the outcome.
28. Skills & Learning staff who are affected by any safeguarding issues can be referred to professional services listed on the BCP intranet. [Wellbeing homepage](#). Information can also be found on StaffHub v2 regarding mental health first aiders [Mental Health First Aiders](#)

8. Responsibilities

Skills & Learning recognises that it is an agent of referral and not of investigation. It is not Skills & Learning's responsibility to investigate abuse.

9. The Designated Safeguarding Lead is responsible for the following.

Referring a vulnerable learner if there are concerns about their welfare, possible abuse or neglect to the Local Adult or Children's Safeguarding Board (whichever is relevant to the case) using the stipulated referral procedure as soon as possible within the working day.

Any person identified as being at risk of radicalisation is referred to the Channel programme through the BCP Council Channel Co-ordinator

Ensuring that detailed and accurate written records of concerns about a vulnerable learner are kept even if there is no need to make an immediate referral.

Ensuring that all such records are kept confidentially and securely and are separate from other records with a front sheet listing dates and brief entry to provide a chronology

Acting as a focal point for staff concerns and liaising with other agencies and professionals.

Ensuring that either they or another appropriately informed member of staff attends case conferences, core groups, or other multi-agency planning meetings

Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending all required essential training provided by the appropriate body.

10. The roles and responsibilities of the Safeguarding Officers (Designated Persons)

The roles and responsibilities of the Safeguarding Officers fall into 3 areas.

Referrals:

- Refer cases of suspected abuse or allegations to relevant statutory agencies
- Act as a source of support, advice and expertise to staff when deciding whether and when to make a referral
- Act as a source of support, advice and expertise to all learners and staff affected by a safeguarding incident

- Ideally seek advice from and share information with relevant statutory agencies after seeking consent or informing parents or carers of a referral, unless to do so would place the person at increased risk of harm
- Report hate crime <https://www.dorset.police.uk/do-it-online/report-a-hate-crime-or-incident/> hate

Training

- Recognise how to identify the signs of abuse, neglect and radicalisation and when it is appropriate to make a referral to other agencies
- Ensure each member of staff has access to and understands the safeguarding policy and procedures, especially new or part-time staff who may work at different establishments and or locations
- Ensure all learners have access to and understand the organisations safeguarding policy and procedures.
- Ensure all learners and staff have induction training covering safeguarding and are able to recognise and report any concerns about safety and welfare immediately they arise
- Be able to keep detailed, accurate, secure written records of referrals and or concerns
- Obtain access to resources and attend any relevant or refresher training courses

Raising awareness:

- Ensure the safeguarding policy and procedures are updated and reviewed annually and work with the Management & Performance Committee regarding this
Ensure learners know that disclosures or concerns about suspected abuse or neglect may be referred to the police or social services

11. Allegations against staff

All staff should take care not to place themselves in a vulnerable position with a child or learner. It is always strongly recommended that interviews, tutorials or work with individual young people or learners to be conducted in view of other adults.

We understand that a child or learner may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform a member of the Senior Management Team

The Designated Safeguarding Lead on all such occasions will discuss the content of the allegation with the local authority designated officer (LADO) for children or the Designated Adult Safeguarding Manager (DASM) for adults.

If the allegation made to a member of staff concerns a member of the SMT, the person receiving the allegation will immediately inform a Governor who will consult as above, without notifying the SMT member first.

Skills & Learning will follow the BCP Council procedures for managing allegations against staff

12. Whistleblowing

We recognise that learners cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Designated Safeguarding Lead or Principal Learning Manager.

13. Process for learners

Any learner who has concerns about themselves, other learners, staff or their apprenticeship/work placement employer should initially talk to/email their tutor if appropriate or directly contact one of the Safeguarding Team on any of the published phone numbers or by email to safeguarding@salbcp.com. Alternatively, the form on the website can also be used to contact the Safeguarding Team. [Safeguarding Form Responses](#)

We recognise that all matters relating to safeguarding and child and learner's protection are confidential. The Designated Safeguarding Lead/Officers will disclose personal information about a child or learner to other members of staff on a need-to-know basis only. However, all staff have a professional responsibility to share information with other agencies in order to safeguard children and vulnerable learners. All staff are aware that they cannot promise a child, young person or learner to keep secrets which might compromise safety or well-being or that of another.

We will always undertake to share our intention to refer a learner to other services.