

# Safeguarding and Well-being Policy

(incorporating PREVENT Duty)



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Review by:	<b>August 2026</b>
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## 1. Purpose

- 1.1 Derwent Training Association (Derwent Training) and the Board of Directors takes seriously its responsibility and statutory duty to ensure that we safeguard and promote the welfare of children, young people, and adults at risk of harm in our care. This includes the duty under PREVENT to protect learners from radicalisation.
- 1.2 This policy applies to all learners, staff, parents, Board members, volunteers, and visitors to the centre. The Company will seek guidance when an apprentice raises concerns relating to their workplace but will put safeguarding first, especially for learners aged 16-18 years old and vulnerable adults with an Education & Health Care Plan.
- 1.3 There are four main elements to the Safeguarding and Well-being Policy:
  - **Prevention** – By ensuring we practice safer recruitment in checking the suitability of all staff and volunteers who work with our learners. Also, by raising the awareness of safeguarding issues and supporting our learners to keep themselves safe.
  - **Protection** – By following agreed procedures and ensuring that all staff, volunteers, and Board members are appropriately trained and supported to respond appropriately to learners' concerns.
  - **Support** – By having appropriate support/referral channels for learners experiencing abuse, physical or mental health issues or other areas of concern.
  - **Review** – By having effective procedures in place for dealing with allegations against staff, volunteers, or Board members. Also regularly reviewing effectiveness of the procedures set out within the policy.
- 1.4 Throughout this policy, reference is made to 'children and young people'. This term is used to mean those under the age of 18 years old. Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes (Keeping Children Safe in Education 2025).
- 1.5 Reference is also made throughout to 'adults at risk of harm'. Adults at risk of harm are defined as people aged 18 years old and over who may need or receive community care services by reason of mental health or other disability, age, or illness and who may be unable to take care of themselves or protect themselves against significant harm or exploitation (No Secrets, Department of Health, March 2000). The procedure will be applied with appropriate adaptations to all learners.
- 1.6 This policy has been developed with reference to Working Together to Safeguard Children (2018) Counterterrorism and Security Act (2015) and Keeping Children Safe in Education (2025).
- 1.7 Derwent Training will provide Primes with a copy of this Policy.

## 2. Our Commitment

- 2.1 The welfare of our learners is of paramount importance. We will establish and promote a culture where learners feel safe, are encouraged to share concerns, and have the opportunity to do so. Learners receive information on safeguarding and PREVENT during induction and via the Learner Handbook. This is subsequently reinforced in activities throughout the year. The Policy is displayed on the website, shared with employers and there are notices containing contacts details and photos of the Safeguarding Team displayed in the training centre. Learners are also asked if they have concerns during progress reviews.
- 2.2 Everyone who comes into contact with our learners has a role to play in safeguarding them. All staff, volunteers and Board members will, through the appropriate training, know how to recognise indicators of concern, how to respond to a disclosure and how to record and report it.
- 2.3 Every learner will understand that we cannot promise confidentiality and that the information will be passed to the Safeguarding Officer. For learners under 18 we have a responsibility to inform parents of concerns or issues raised where parental involvement is required.
- 2.4 To make parents/carers aware of the policies and procedures for safeguarding and to work effectively with them and partner agencies.
- 2.5 Derwent Training will regularly review its policy and procedures to take account of guidance issued by the Department for Education, Ofsted and other relevant bodies and groups including North Yorkshire Safeguarding Children Board and Safeguarding Adults Board.
- 2.6 Derwent Training recognises the following definitions of abuse and neglect for children, young people, and adults at risk of harm:

Type	Definition
<b>Abuse</b>	A form of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or child or children.
<b>Physical abuse</b>	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

<b>Sexual abuse</b>	Sexual abuse involves forcing or enticing a child, young person, or adult at risk of harm to take part in sexual activities. It may not necessarily involve a high level of violence, whether or not the child or adult may not be aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other
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	children.
<b>Emotional abuse</b>	Emotional abuse is the persistent emotional maltreatment of a child or adult at risk of harm such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.
<b>Neglect</b>	The persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing, and shelter; protect from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers) or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to basic emotional needs. This also applies to adults at risk of harm for whom neglect is an often under reported or challenged concern.
<b>Forced marriage</b>	This involves a young person, or adult at risk of harm being forced into a marriage against their will.
<b>Child sexual exploitation (CSE)</b>	Child sexual exploitation is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection, or status. The manipulation or 'grooming' process involves befriending children, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period of time before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited. (Barnardo's 2012).
<b>Domestic Violence</b>	The Home Office defines domestic violence as, "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years old or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, Physical, Sexual, Financial or Emotional.
<b>Female Genital Mutilation</b>	This comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.

<b>Radicalisation</b>	Some young people and adults at risk of harm may be vulnerable to radicalisation for the purpose of violent extremism. Concerns regarding radicalisation will be referred to Channel which is a multi-agency panel who will offer guidance and support with the aim of preventing activity which could be deemed as criminal.
<b>Financial or material abuse</b>	This applies to largely adults at risk of harm and relates to circumstances where trust in relation to financial matters is abused. Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
<b>Bullying</b>	Bullying someone because of their age, race, gender, sexual orientation, disability and/or transgender will not be tolerated as the College operates a zero tolerance approach. This links to the Learner Behaviour Policy. Bullying of this nature is also against the law. Bullying can take many forms and includes: emotional, physical, racial, sexual, verbal, or cyber.
<b>Online</b>	Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people and adults may experience cyberbullying, grooming, sexual abuse, sexual exploitation, emotional abuse, financial abuse, or identity fraud.

2.7 Below are lists of links that will provide further, expert and up to date information from professional organisations:

- [Child Sexual Exploitation \(CSE\)](#)
- [Bullying including cyberbullying](#)
- [Domestic violence](#)
- [Drugs](#)
- [Fabricated or induced illness](#)
- [Faith abuse](#)
- [Female genital mutilation \(FGM\)](#)
- [Forced marriage](#)
- [Gangs and youth violence](#)
- [Gender-based violence/violence against women and girls \(VAWG\)](#)
- [Mental health](#)
- [Private fostering](#)
- [Radicalisation](#)
- [Sexting](#)
- [Teenage relationship abuse](#)
- [Trafficking](#)
- [PREVENT](#)

### **3. Roles and responsibilities**

3.1 It is the responsibility of every member of staff, volunteer, and Board member at Derwent Training to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all learners. This includes the responsibility to provide a safe environment in which our learners can learn and achieve their potential. There are, however, key people within Derwent Training and the County Council who have specific responsibilities in relation to safeguarding and this policy.

#### **The Board of Directors**

3.2 The Board of Directors abides by its responsibilities as outlined in Keeping Children Safe in Education (2025). Board members also have specific responsibility for ensuring that Derwent Training monitors the impact of its work and learns lessons from Serious Case Reviews.

3.3 The Board members instructs Derwent Training to:

- Provide a safe environment for children, young people, and adults at risk of harm to learn in.
- Identify those who are suffering or are likely to suffer significant harm or who are at risk of radicalisation.
- Have a system for identifying concerns in relation to abuse of adults at risk of harm and effective methods of responding to disclosures.
- Refer concerns that a child, young person, or adult at risk of significant harm or might be at risk of significant harm to the appropriate referral agents.
- Work effectively with others as required by Working Together to Safeguard Children 2018.
- Consider the interagency safeguarding procedure of North Yorkshire Safeguarding Children's Board.
- Listen to the voice of the learner and always act in the interest of the learner
- Ensure that a designated person is responsible for looked after children
- Ensure appropriate safeguarding responses for young people who go missing from DTA.

3.4 The Board of Directors will approve and annually review policies and procedures and receive regular information relating to safeguarding with the aim of:

- a) Maintaining awareness of progress across Derwent Training and/or issues relating to the welfare of children, young people, and adults at risk of harm.
- b) Confirmation from the CEO and Safeguarding Officer that systems are in place and effective in relation to the identification of children, young people, and adults at risk of harm, and procedures for reporting concerns are widely known.

- c) Ensuring effective procedures for reporting and dealing with allegations of abuse by members of staff or others who come into contact with learners through Derwent Training activity are in place.
  - d) Ensuring safe recruitment of staff and volunteers.
  - e) Ensuring staff, volunteers and Board members are appropriately trained to discharge their duties in relation to safeguarding.
- 3.5 In developing policies and procedures, the Board of Directors will take account of guidance issued by the Department for Education, Ofsted and other relevant bodies and groups including North Yorkshire Safeguarding Children Board and Safeguarding Adult Board
- 3.6 The CEO, Board of Directors and all staff working with children, young people, and adults at risk of harm will receive adequate training to familiarise them with their safeguarding roles and responsibilities including PREVENT. They will be familiar with Derwent Training procedures and policies and receive refresher training every 3 years or sooner. A member of the Board of Directors will be designated as the link Director for Safeguarding and meet with the Safeguarding Officer and Prevent Coordinator on a termly basis.
- 3.7 The Board of Directors will receive an annual report which reviews how the duties have been discharged. In addition, the CEO will include information relating to safeguarding in the termly report to the Board of Directors.

**Staff/Board members with safeguarding responsibility**

- 3.8 The Safeguarding Officer has a key duty to take lead responsibility for ensuring that all staff and volunteers are aware of issues relating to the welfare of children, young people, and adults at risk of harm. This Officer will also devise appropriate training for staff on safeguarding and PREVENT topics which trainers deliver to learners to build resilience to extreme narratives. This includes the promotion of a safe environment for children, young people, and adults at risk of harm who are learning within Derwent Training or in the workplace. They will have undertaken up to date training in child protection issues and inter-agency working and will receive refresher training at least every two years. They will remain up to date with developments in child protection and adult safeguarding.
- 3.9 The CEO will ensure an annual report is provided to the Board of Directors setting out how the organisation has discharged its duties. The CEO is responsible for ensuring deficiencies in procedure or policy are reported to the Board of Directors at the earliest opportunity.
- 3.10 Designated members of staff with responsibility for child and adult protection issues are:

Vicki Parker	Safeguarding Officer
Claire Gavaghan	Prevent Coordinator

- 3.11 The Safeguarding Committee will comprise of the Safeguarding Officer, Link Board member and PREVENT Coordinator. The Safeguarding Administrator will also attend to record actions. The Safeguarding Committee will meet at least once a term with the following remit: review tracking sheets, review actions, information sharing, share updates from training, action plan for whole college approach to training and CPD
- 3.12 In all cases where allegations are made against people who may constitute part of the children's workforce, Derwent Training will consult with the Local Authority Designated Officer (LADO), [www.safeguardingchildren.co.uk/lado-referral-form](http://www.safeguardingchildren.co.uk/lado-referral-form). They will offer advice regarding appropriate next steps in relation to referral and investigation and ensure that all cases are handled in accordance with safeguarding procedures. Designated staff will have on-going communications with the LADO as part of their safeguarding responsibilities to ensure that Derwent Training policies and procedures are effective and meet the requirements of current legislation. Allegations relating to adults at risk of harm will be referred to the Adult Safeguarding Unit
- 3.13 PREVENT concerns will be passed to Police Counter Terrorism Division in line with current guidance at [North Yorkshire Police](#)
- 3.14 16-19 Learners (CAF and EHA<sup>1</sup>)  
The Safeguarding Officer will ensure that for all 16-19 learners joining Derwent Training that they have a current CFA/EHA/social worker, the relevant information is received by Derwent Training. This will ensure integrated working with other professional to protect and support the well-being of the young person.

#### 4. Recruitment and Training

- 4.1 All staff who participate in the recruitment process are required to undergo recruitment and selection process training. In addition, every interview panel must have at least one member who has received Safer Recruitment training. Refresher training is available, and all staff will be expected to keep themselves up to date with current practice.
- 4.2 Whilst it is a criminal offence to knowingly employ someone who is barred from working with children or adults at risk of harm in regulated activity, it is possible to allow such a person to work in controlled activity, subject to specific safeguards being in place. The decision whether to employ someone in these circumstances who is barred from working with children or adults at risk of harm in regulated activity will be made after the completion of the appropriate risk assessment and consultation with relevant Safeguarding Officer and the CEO.
- 4.3 If the applicant has already declared on their application form or during interview that they are barred from working in regulated activity, or the subsequent pre-employment checks reveal this to be the case, the individual must not be allowed to start employment until the decision has been made by the above panel. To do so, is a criminal offence.

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<sup>1</sup> Common Assessment Framework and Early Help Assessment

#### 4.4 Recruitment and Selection Process

Recruitment and selection procedures apply to all staff and volunteers who may work with children, young people, and adults at risk of harm. Vacancies are advertised widely in order to ensure a diversity of applicants and make clear the requirements for Disclosure and Barring Service (DBS) checks. Such checks assist with protecting apprentices and prevention of abuse.

#### 4.5 The post or role will be clearly defined, and the job offers will be made subject to satisfactory completion of pre-employment checks which include:

- A variety of selection techniques (e.g., qualifications, previous experience, and interview).
- Receipt of two satisfactory written references provided by past employers, one of which must be from a present or most recent employer.
- Verification of identity and the provision of original documents as required by the DBS.
- A clear check against the DBS Barred Children's List if applicants are working in regulated activity.
- DBS checks are sought on appointment and updated every 3 years as appropriate, unless the staff members or volunteer is on the DBS Updating Service.

- 4.6 If previously non-disclosed criminal/police information is identified by the DBS Disclosure, the recruiting manager (with support from Human Resources) will discuss this with the person seeking the position, before discussing with the other members of the interview panel, to determine whether withdrawing the conditional offer of employment is necessary.
- 4.7 For overseas appointees, an additional check may be required following the initial DBS check. This will be made against criminal records information from countries where the individual has lived or worked. Where this is required, it is the responsibility of the individual to seek this information from their Consulate or Embassy. Employment cannot commence until this is received.
- 4.8 If a candidate is to be employed in regulated activity, but is not currently working, checks will be made, including a full reference, with the school, FE College, or local authority at which they were most recently employed, to confirm details of their employment and reason for leaving. All required checks will be held centrally in a Single Central Record.

## **5 Staff training, identification, and security**

- 5.1 All staff, volunteers and Board members will receive adequate training to familiarise themselves with Safeguarding and PREVENT issues and responsibilities. This, again, ensures protection of apprentices and prevention of abuse.
- 5.2 New staff, volunteers and Board members will receive safeguarding training as part of their induction. This will cover:
- This Policy
  - What is safeguarding?
  - What legislation is relevant to me?
  - What should I be looking out for in terms of changes in behaviour or vulnerabilities?
  - How do I help people to keep themselves safe online?
  - What does Prevent mean in terms of keeping learners free from radicalisation?
  - What are my responsibilities to keep people safe?
  - How do I report a concern?
- 5.3 All staff will receive refresher training within three years. The outcome of training will be that all staff will:
- Be vigilant and sensitive to situations where a person may be at risk.
  - Develop their understanding of the signs and indicators of abuse
  - Understand the PREVENT agenda and how to provide learners with information to keep themselves safe
  - Know how to respond to a person who discloses abuse
  - Treat all information received with sensitivity and with regard to confidentiality

- Behave, dress, talk to children, young people, vulnerable adults, and adults in an appropriate way i.e., non-sexual, non-aggressive, not abuse trust etc.
  - Avoid situations where they may be at risk of false allegations e.g., safe practice with interviewing, travelling in cars etc.
  - Seek the advice of the Safeguarding Officer if they have concerns about a situation where they feel they may be vulnerable, such as a young person may have a crush on them.
  - Respect and promote the rights, wishes and feelings of learners, and be sensitive to their developmental needs and capabilities.
  - Regard all learners as having an equal right to protection irrespective of age, culture, disability, gender, language, religious belief, or sexual identity
  - Work in partnership with learners and their parents/carers as applicable
  
  - Do not use social networking sites to contact learners
  
  - Be effective role models
- 5.4 ID Badges are issued to aid identification of staff, volunteers, and Board members and to ensure that visitors to Derwent Training are recorded appropriately. These badges are issued as part of safeguarding procedures to facilitate the challenge of any individual to ensure that they are in the centre for a legitimate reason. Staff who visit settings with children, young people, or adults at risk of harm are issued with ID badges. Derwent Training badges are issued to the following: staff, volunteers, Board members, Visitors, Contractors
- 5.5 Contractors working within the centre will be issued with a contractor badge following signing-in. The key points of the safeguarding guidance will be shared with all contractors prior to the commencement of any work.
- 5.6 Any guest speakers engaged by Derwent Training or requesting to use the Derwent Training facilities will be referred to the Safeguarding Officer for agreement. Basic details of the guest speaker will be recorded and verified e.g.; organisation being represented. A brief outline of the content of any presentation/talk must be shared with Derwent Training prior to the event. Where Derwent Training identifies any concerns or risk that cannot be fully mitigated e.g., promotion of extremist views, the event will not be permitted to proceed. This protects learners and employers from radicalising influences.
- 5.7 The Company has an Acceptable IT User Policy. Learners receive a copy. A Firewall ensures that all users of IT within the training centre cannot access extremist or inappropriate websites. This is monitored by the Company's external IT contractors who inform Derwent Training if there is an attempted breach.

## Safeguarding Procedures

### 6. How to deal with suspicions/concerns of abuse or neglect

- 6.1 Key things to remember if a child, young person, or adult at risk of harm tells you about possible abuse (Appendix 1):
- Never promise confidentiality – you will have to break it, and with it the persons trust in you.
  - Listen carefully and stay calm – you need to listen without making assumptions or judgements.
  - Do not interview a child, young person, or adult at risk of harm. Question normally and without pressure and only to be sure that you understand what you have heard. Never ask leading questions or act as an investigator. Do not put words into their mouth.
  - Reassure them that by telling you, they have done the right thing.
  - Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
  - Find out what the child or adult at risk of harm would like to happen but make them aware that you may have to act against their wishes (e.g., they may ask you not to disclose to anyone else).
  - Note the main points carefully.
  - Use the Safeguarding Form, if possible, to gather key information and as a record of your discussion.
  - Do not investigate concerns or allegations yourself but report them immediately to the Safeguarding Officer.
  - Adult learners have the right to make their own choices where they are capable of doing so.
- 6.2 Apprentices
- Workplace providers will have access to a copy of the Safeguarding and Well-being Policy and information relating to their responsibility for safeguarding.
  - The Health & Safety Assessor will carry out all risk assessments and trainers will include a safeguarding discussion as part of workplace reviews with learners.
  - Apprentices will receive information relating to safe practice in the workplace and safeguarding contact details.
  - When dealing with a disclosure, follow referral procedure in 6.3 for learners aged 16 – 18 years old, and 6.4 for an adult at risk of harm
  - If the allegation refers to Derwent Training staff refer to Appendix 3
  - If the allegation refers to non-employees refer to Appendix 4
- 6.3 Learners 16-18 years old

Where a learner aged 18 years old or younger divulges information or staff become concerned that the young person is at risk of abuse, the following action will be taken:

- Staff will advise the learner that action may have to be taken as a result of the disclosure. It is **not** the responsibility of members of staff to investigate suspected abuse.
- A written record of the interview will be made where possible using the reporting Safeguarding & Prevent Referral Form.
- Referral to the Safeguarding Officer will be made immediately and in person where possible.
- Learner's wishes regarding action to be taken will be noted where possible. However, the learner will be made aware that this will not affect the final decision to make a referral.
- There is no need to involve other members of staff (including line managers) as this reduces confidentiality.
- Make learner aware of services outside Derwent Training which may be able to help them address the situation and offer support.
- Where possible the Safeguarding Officer will consult the learner regarding the report and their wishes and inform them of action which has or will be taken. However, depending upon the circumstance, this may not always be possible.
- Where action is decided upon which necessitates contacting Children's Services, College procedures for referral will be followed within 24 hours of Safeguarding Officer receiving the referral.
- Confidential records will be kept of all discussions relating to protection from abuse matters and will be stored electronically in a confidential manner.
- The CEO will be informed immediately of any referrals received/made.

#### 6.4 Adults at risk of harm

- Members of staff hearing allegations follow the same procedure as for 16 - 18 year olds. Do not promise confidentiality and explain what might happen as a result of disclosure.
- The adult has a right to make their own decisions if they are competent to do so in line with the Mental Capacity Act (2005). If their competency is in doubt, contact the Safeguarding Officer for advice.

- If appropriate, further advice will be sought or a referral will be made to the ASU.
- A report of the disclosure and any action taken must be recorded and the Safeguarding Officer informed.

## **7 Reporting and dealing with allegations of abuse against members of staff**

- 7.1 The procedures apply to all staff, whether teaching, administrative, leadership or support. Allegations of abuse against a member of staff can be defined as when a person has:
- Behaved in a way that has harmed or may have harmed a child, young person, or adult at risk of harm.
  - Possibly committed a criminal offence against or related to a child, young person, or adult at risk of harm.
  - Behaved towards a child, young person, or adult at risk of harm in a way that indicates she/he is unsuitable to work with children, young people, or adults at risk of harm.
- 7.2 Derwent Training recognises that the Children Act 2014 states that the welfare of the child is the paramount concern. Under the Mental Capacity Act 2005 Section 44, it is an offence to harm or neglect an adult at risk of harm.
- Staff of education institutions have been found responsible for child abuse. Due to their frequent contact with children and young people, staff may have allegations of child abuse made against them. Derwent Training recognises that an allegation of child abuse or abuse of adults at risk of harm made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and those investigations are thorough and not subject to delay.
  - Hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence, and career; therefore, those dealing with such allegations within Derwent Training will do so with sensitivity and will act in a careful, measured way, and with appropriate external support.
  - All staff are advised that they must report worries or concerns about other members of staff without fear of retribution unless the report is found to be vexatious in nature.
- 7.3 Receiving an allegation from a child or adult at risk of harm about a member of staff
- A member of staff who receives an allegation about another member of staff from a child or adult at risk of harm will follow the guidelines in Section 1 for

dealing with disclosure. This will ensure the child/adult needs are met. On some occasions the concern may not arise from a direct disclosure. If observations of staff behaviour give rise for concern of inappropriateness these must be shared directly with the line manager or Safeguarding Officer.

- The allegation about the staff member will be reported immediately to either the Safeguarding Officer or the CEO.

- They will contact the Local Authority Designated Officer (LADO) for children under 18 or the Adult Safeguarding Unit for adults at risk of harm to discuss referral and action. The LADO will be contacted within 1 working day of receiving the allegation. Appropriate internal action will be taken to safeguard the child/vulnerable adult.

The Safeguarding Officer will inform the CEO (or Chair of Board if the allegation is against the CEO or the CEO is off site) and they will provide details including information about times, dates, locations, and names of potential witnesses where appropriate or necessary.

#### 7.4 Initial Assessment by the CEO (or designated person)

- The CEO (or designated person) will make an initial assessment of the allegation, consulting with the LADO, Safeguarding Officer, and the Link Board member as appropriate. Where the allegation is considered to be either a potential criminal act or indicates that the learner has suffered, is suffering or is likely to suffer significant harm, the matter will be dealt with under Safeguarding Children procedures, or in the case of adult abuse the Adult Safeguarding Unit.
- It is important that the CEO (or designated person) does not investigate the allegation. The initial assessment will be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

Other potential outcomes are:

- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child or adult at risk of harm. The matter will be addressed through professional development and mentoring, or in some cases where appropriate, the Disciplinary Policy and Procedure.
- The allegation can be shown to be false because the facts alleged could not possibly be true, in which case the person concerned will be reassured and supported as appropriate.

#### 7.5 Enquiries and Investigations

- Child/adult protection enquiries by Children's Social Care, Adult Services or the Police are not to be confused with internal, disciplinary enquiries by Derwent Training. Derwent Training may be able to use the outcome of external agency enquiries as part of its own procedures. Neither the Child Protection Agencies nor the Police have power to direct Derwent Training to act in a particular way; however, Derwent Training will always assist the agencies with their enquiries.
- Derwent Training will hold in abeyance its internal enquiries while the formal Police or Children's Social Care or ASU investigations proceed; to do otherwise

- may prejudice the investigation. Any internal enquiries will conform to the existing disciplinary procedures.  
If there is an investigation by an external agency, for example the Police, the CEO (or designated person) will normally be involved in, and contribute to, the interagency strategy discussions.
- The CEO (or designated person) is responsible for ensuring that Derwent Training gives assistance with the agency's enquiries. They will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The CEO (or designated person) shall advise the member of staff that he/she may consult with a recognised Trade Union representative or work companion.

7.6 Following discussion with the LADO, the ASU Manager, the Police or other investigating agency, the CEO (or designated person) shall:

- Ensure that the parents/carers of the child or vulnerable adult making the allegation have been informed that the allegation has been made and what the likely process will involve.
- Inform the member of staff against whom the allegation was made of the fact that the allegation was made. Where investigation is taking place they will be informed of what the likely process will involve and what support may be available.
- Inform the Link Board member of the allegation if action is required, and of the investigation.
- Written records of the action taken in connection with the allegation will be kept.

7.7 Suspension of Staff

- Suspension will not be automatic; a member of staff may be suspended on full pay whilst an investigation is undertaken. In respect of staff other than the CEO, suspension can only be carried out by the CEO or a designated member of the Board of Directors. In respect of the CEO, suspension can only be carried out by the Chair of Board of Directors (or in his/her absence, the Vice Chair).
- Where a suspension is being considered Human Resources must be consulted. It is a neutral act, not a disciplinary sanction, and does not involve any prejudgment. Consideration will be given to alternatives - e.g., paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- Suspension will only occur for a good reason, for example:
  - Where there is a cause to suspect a child or adult is at risk of significant harm.
  - Where the allegations warrant investigation by the Police or potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.

- 
- Where necessary for the good and efficient conduct of the investigation.
- If suspension is being considered, the member of staff will be encouraged to seek advice and support, for example from a Trade Union.

Prior to making the decision to suspend, the CEO (or a designated member of the Board of Directors) will interview the member of staff. This will occur with the approval of the LADO where possible. In particular, if the Police are engaged in an investigation the officer in charge of the case will be consulted.

- The member of staff will be advised to seek the advice and/or assistance of his/her Trade Union and will be informed that they have the right to be accompanied by a representative of a recognised Trade Union or a workplace colleague. The member of staff will be informed that an allegation has been made. It will be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to further investigation. It may be considered at this time to suspend the member of staff. During the interview, the member of staff will be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The member of staff will be given the opportunity to consider any information given to him/her at the meeting and prepare a response.
- If the CEO (or Designated Board member) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be dispatched as soon as possible and ideally within five working days.
- Where a member of staff is suspended, the CEO (or Designated Board member) will address the following issues:
  - The Chair of Board of Directors will be informed of the suspension.
  - The Board of Directors will receive a report if a member of the Senior Leadership Team has been suspended pending investigation. The detail given to the Board of Directors will be minimal.
  - Where the CEO has been suspended, the Chair of the Board of Directors will need to take action to address the leadership of the organisation.
  - The parents/carers of the child or adult making the allegation will be informed of the suspension. They will be asked to treat the information as confidential. Consideration will be given to informing the child or adult making the allegation of the suspension.
  - Consider whether the Marketing Officer needs to liaise with the Children's or Adult Services Press Officer.
- Senior staff that will need to know of the reason for the suspension will be informed. Depending on the nature of the allegation, the CEO will consider with the Chair of the Board whether a statement to the learners of Derwent

- Training and/or parents/carers will be made, taking due regard of the need to avoid unwelcome publicity.
- The CEO shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LADO and external investigating authorities will be consulted.

The suspended member of staff will be given appropriate support during the period of suspension. They will also be provided with information on progress and developments in the case at regular intervals with approval of LADO and the Police.

- The suspension will remain under review in accordance with the Derwent Training disciplinary procedures.
- Where suspension is instigated for something that could result in dismissal for misconduct which harmed a child or placed a child at risk, Derwent Training will refer them to the DBS. Referral to DBS also applies to action taken in relation to adults at risk of harm. Advice may be taken from other agencies prior to any action being taken.
- Where an individual is dismissed for misconduct which harmed a child or placed a child at risk of harm; or resigns, retires, is made redundant or is transferred to a position which is not a child care position in such circumstances, Derwent Training has a statutory duty to refer to the DBS.
- If the person is subject to registration or regulation by a professional body or regulator, for example by the General Social Care Council, General Medical Council, Ofsted etc., the LADO will advise on whether a referral to that body is appropriate.
- If it is decided that a member of staff who has been suspended from work can return, Derwent Training will facilitate their return to work and consider how the member of staff's contact with the child or children who made the allegation can be best managed.

## 7.8 The Disciplinary Investigation

- The disciplinary investigation will be conducted in accordance with the existing Disciplinary Policy and Procedure
- The member of staff will be informed of:
  - The disciplinary allegation against him/her.
  - His/her entitlement to be represented by a Trade Union representative or work companion.

- - Derwent Training’s awareness of the personal impact the allegation may have and the support Derwent Training is able to offer e.g., counselling.
  - Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension will be lifted immediately, and arrangements made for the member of staff to return to work.
  - The child, children, or adult at risk of harm making the allegation and/or their parents/carers will be informed of the outcome of the investigation and proceedings. This will occur prior to the return to work of the member of staff (if suspended).

- The CEO (or designated person) will consider what information will be made available to the general population of Derwent Training.

#### 7.9 Allegations without foundation

- False allegations may be indicative of problems of abuse elsewhere. A record will be kept, and consideration given to a referral to Children's Services, Social Care in order that other agencies may act upon the information.
- In consultation with the designated senior member of staff or designate /or the designated Governor, the CEO shall:
- Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Reassure them of Derwent Training's understanding of the personal impact that false allegations may have, and the support Derwent Training will continue to offer.
- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
- Where the allegation was made by a child/adult at risk of harm other than the alleged victim, consideration to be given to informing the parents/carers of that child/adult at risk of harm.
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.
- Remove allegations from member of staff's personal file.

#### 7.10 Records

- Documents relating to an investigation will be retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details will be retained on the member of staff's personal and confidential file.
- If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she will be informed about Derwent Training's statutory duty to inform the DBS.

#### 7.11 Monitoring effectiveness

Where an allegation has been made against a member of staff, human resources, together with the CEO and Chair of the Board will, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of Derwent Training procedures and/or policies and/or which will be drawn to the attention of the Safeguarding Committee. Consideration will also be given to the training needs of staff. Any recommendations following a review will be reported to the Link Board member.

## 8. Reporting and dealing with allegations against non-members of staff

- 8.1 There are a number of instances where learners come into contact with people as part of Derwent Training activity, who are not formally employed by Derwent Training e.g., Board members, volunteers, placement providers, taxi/community transport personnel, landlords/landladies, staff of partner organisations or other service providers.
- 8.2 In the event of allegations regarding non Derwent Training employed persons as defined above, who come into contact with children, young people and adults on the Derwent Training's behalf, the following procedure will be followed.
- 8.3 Board members
- The person hearing the allegation will follow the Safeguarding Procedure under section 6
  - They will immediately contact the Safeguarding Officer who will take a written record of the allegation which is signed and dated.
  - The Chair of the Board, (or the Vice Chair if the allegation is against him/her) and the CEO, will be contacted and informed of the allegation.
- 8.4 The Safeguarding Officer will contact the LADO and discuss the allegation if it relates to a person under 18. If the allegation relates to an adult at risk of harm, Adult Safeguarding Unit will be contacted for advice.
- If no action is required, the Chair of Board will inform the person against whom the allegation has been made of the allegation and offer reassurance.
  - If it is decided that action is required, the Safeguarding Officer will contact the appropriate agency (prior to making any contact with the Board member against whom the allegation has been made) e.g., Children's Social Services, Adult Safeguarding Unit, or the Police, who will then begin their own processes.
  - If action has been required, the Chair of the Board will inform the person against whom the allegation has been made of the allegation and their suspension from duty pending external investigation. They will offer information about Derwent Training processes and support.
  - Suspension and subsequent action will follow the Board's disciplinary procedure.
  - The Safeguarding Officer will keep the Chair of the Board and the CEO informed of the progress and outcome of any investigation.
- 8.5 Persons not employed by Derwent Training
- The responsibility to deal with any allegations against people who come into contact with our learners on our behalf, but are employed by other organisations, rests with the host organisation.

- Should an allegation be made, the person hearing the disclosure will follow the procedure for supporting learners. They will report immediately to the Safeguarding Officer. The Safeguarding officer will contact the relevant referral agent and discuss action in relation to the learner.
- The Safeguarding officer will contact the employing company to advise them of the allegation and action taken. They will be advised that until the case is resolved the person against whom the allegation has been made must not continue with Derwent Training activity and that it should activate its own procedures for such circumstances.
- The company should contact Derwent Training at the conclusion of any investigation.
- Where no legal action is taken discussion will take place regarding the individual's potential resumption of Derwent Training activity.
- Where allegations are made against landlords/landladies who have no employer for this service, Derwent Training will follow this procedure other than contacting employers. Decisions relating to resumption of activity at Derwent Training would rest on advice from Social Services/Police.

#### 8.6 Volunteers

- Should an allegation be made about a volunteer, the person hearing the disclosure will follow the Safeguarding Procedure for supporting learners.
- The Safeguarding Officer will be contacted immediately.
- The Safeguarding Officer will contact the LADO/ASU and discuss action.
- If action is deemed to be required the Safeguarding Officer will make the referral to external agents and inform the relevant member of the senior leadership team.
- The Safeguarding Officer will inform the volunteer of the allegation and suspend volunteering activity pending investigation by the authorities.
- If no action is required, the volunteer will be informed of the allegation, reminded of the policy in relation to safeguarding, and allowed to return with supportive supervision in place.

#### 8.7 Other Learners

- Should an allegation be made against another learner the person hearing the disclosure will follow the Safeguarding Procedure for supporting learners.
- The Safeguarding Officer will assess immediate risk and following discussion with Senior Leadership Team take any necessary decision to suspend. The

Safeguarding Officer will seek advice from the appropriate external agents and make the referral if required. If no action is required Derwent Training will follow its normal procedures following suspension of a learner, including the activation of the Behaviour Management and Disciplinary Policy & Procedure.

- If following a risk assessment and appropriate external advice a suspension is not instigated, a detailed plan will be put in place to support the learners involved while further investigations are carried out.

8.8 Where new activity is proposed which may affect the dynamics of the learner cohort, safeguarding risk assessment is built into the risk assessment process.

## Safeguarding & Prevent Referral Form

<b>Ref. number:</b> (Office only)	<b>Name of person for whom there is a concern:</b>	<b>Staff / Learner / Visitor?</b>
<b>Age of learner (16-18 or 19+)</b>	<b>Name of person making referral:</b>	<b>Date of referral:</b>

**Details of incident including dates. Give as much detail as possible (continue on separate sheet)**

**Was the learner able to describe what happened in their own words?      Y/N**

**Names of witnesses:**

**Witness statement - give as much detail as possible (continue on separate sheet)**

**Are there any obvious signs of bruising, bleeding, or a change in behaviour?**

**Signature of person making referral: \_\_\_\_\_**

**Safeguarding Officer / Prevent Co-ordinator only**

**Does the person / do the people involved feel safe? Y/N**

<b>If applicable, do the parents/carers know?</b>	<b>Y/N</b>
<b>Do the parents/carers need to be informed?</b>	<b>Y/N</b>
<b>If applicable, does their employer know?</b>	<b>Y/N</b>
<b>Does the employer need to know?</b>	<b>Y/N</b>

**Has the person or people involved been informed that external agencies may be contacted? Y/N**

**plan**  
**Action**

**Initial RAG rating?**

**Signature of SO/PC** \_\_\_\_\_  
**Date:**

**Details to be entered onto Safeguarding / Prevent tracker. Form to be stored securely**

## **Appendix 1 Safeguarding procedure**

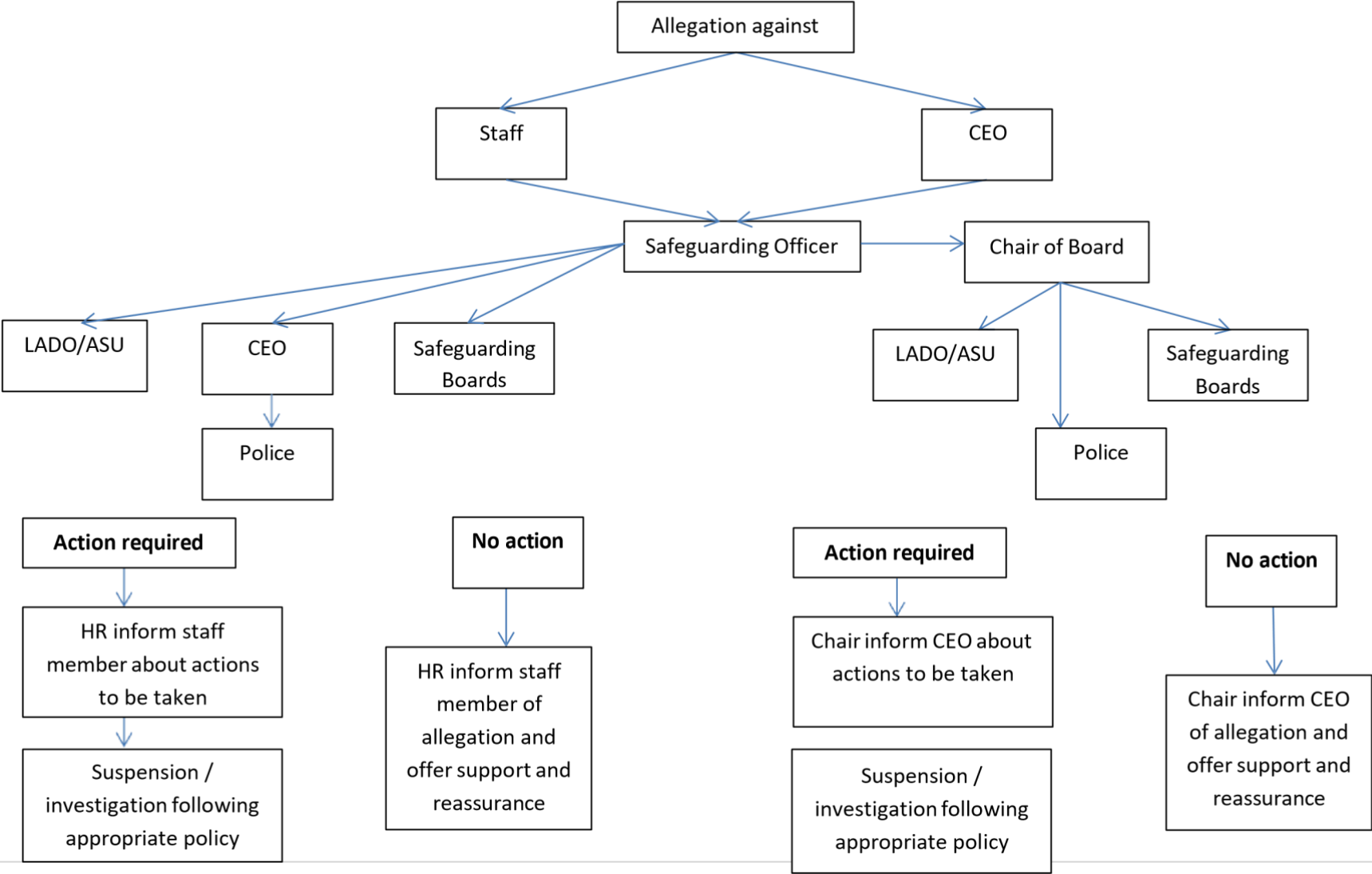
- 1 Do not promise confidentiality
- 2 Listen – find out what they want to happen – tell them what you will do next – offer reassurance and support
- 3 Contact the Safeguarding Officer and complete the safeguarding referral form
- 4 Safeguarding Officer records the procedures that are followed and stores information electronically and confidentially
- 5 A) referral is not made and the situation is monitored internally with regular reviews B) referral is not made and no further action is taken  
c) Referral is made to an appropriate authority

## **Appendix 2 Prevent Duty Procedures**

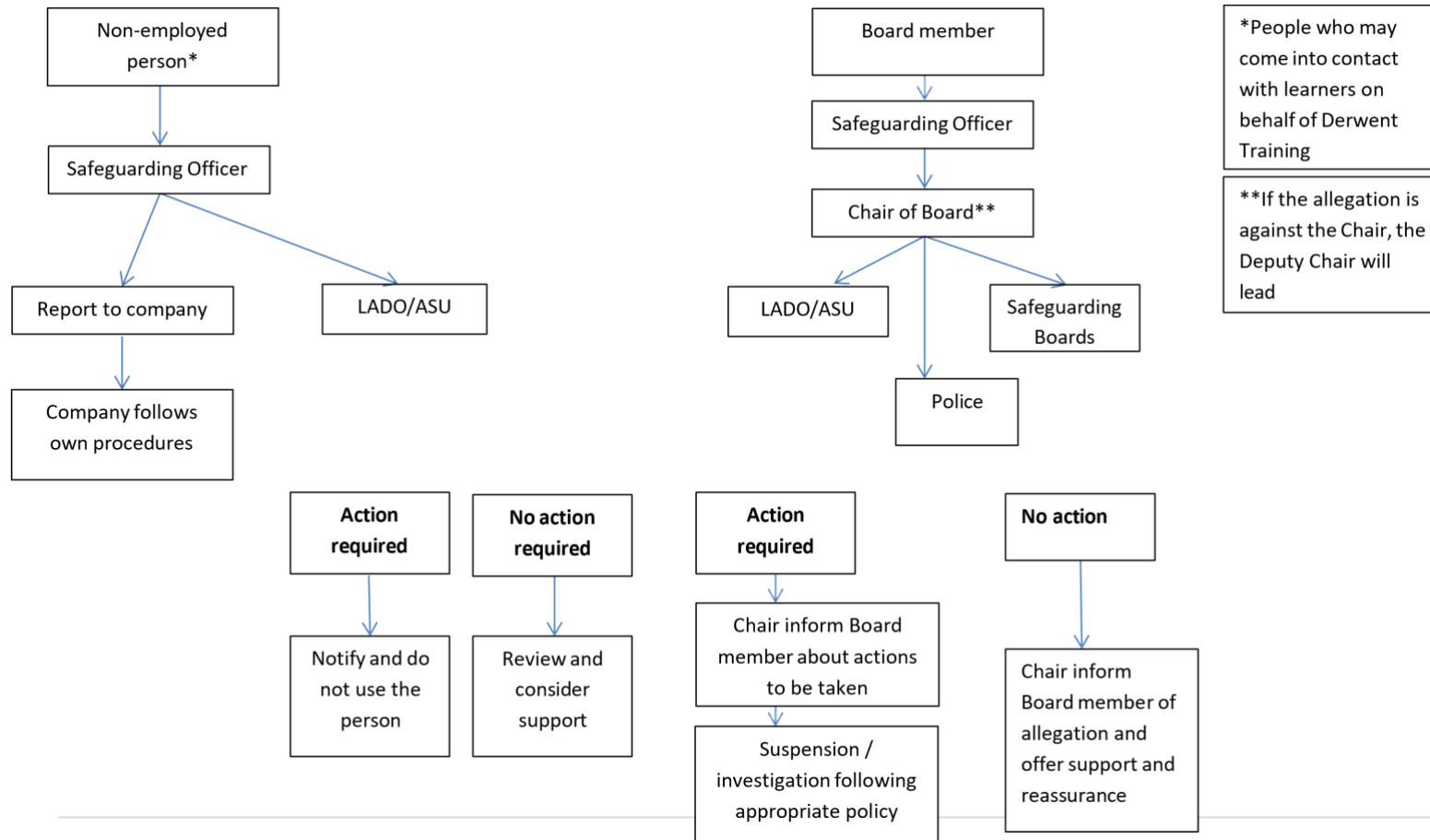
- 1 Do not promise confidentiality
- 2 Check concern with individual if appropriate
- 3 Share the concern with the Safeguarding Officer and complete a safeguarding form indicating that it is a Prevent concern
- 4 Safeguarding Officer records the procedures that are followed and stores information electronically and confidentially
- 5
  - A) referral is not made and the situation is monitored internally with regular reviews
  - B) referral is not made and no further action is taken
  - c) Referral is made to an appropriate authority such as North Yorkshire Police



**Allegations against a member of staff**



## Appendix 4 Allegations against non-staff members



## Appendix 5 IT Acceptable User Policy

This document is intended to make clear your responsibilities when using the Derwent Training internet and computer resources. Derwent Training resources must not be taken offsite.

Derwent Training provides computer resources and mobile computing technologies to support you with your studies. Typical activities may include word processing, Internet research, e-learning via the Virtual Learning Environment, and using software related to your course of study. Web-based communication tools, including email are permitted provided you do not breach the prohibited activities shown in this document. Some use of computers for recreational purposes is permissible when not in class time. In such circumstances, you must be prepared to give up the computer for anyone requiring it for study or academic use. Private e-commerce, i.e. buying legal goods or services for personal use on the Internet is permitted, but this is at your own risk. Your use of our computer facilities must comply with current legislation. This includes the Data Protection Acts 1984 and 1998, the Copyright, Designs & Patents Act 1988, and the Computer Misuse Act 1990.

**Desktops and laptop usage is tracked in terms of who is logged onto that piece of equipment at any given time. IT usage is monitored, and inappropriate use and particular words and phrases trigger an alert on the system. Such triggers are reported to senior staff. Follow up actions could include such things as disciplinary procedures, starting a safeguarding concern or raising a Prevent referral to support the country's counter-terrorism actions.**

### Copyright

Copyright law applies to the web as it does to any materials. Everything you browse on the web belongs to someone. You can usually make single copies of web materials for private study or research. Plagiarism (passing off another person's work as your own) is a breach of copyright and is unethical. Quoting from an author is likely to be acceptable provided the source is acknowledged. For further details of plagiarism, see the Learner Plagiarism Policy. You should ask the copyright owner for permission if you intend to do any more than simply browsing it, unless the web site contains a clear statement that you may freely copy it. For example, if you intend to download music, it must be free from copyright restrictions.

- alter the appearance of the equipment in any way, add or remove equipment to the network
- create, store, exchange, display, print or share offensive material (or material likely to cause annoyance, inconvenience or anxiety) in any form (including abusive email; pornographic material; as well as anything that depicts violence and/or incites or promotes terrorism; racism; homophobia; sexism or any other potential hate crime)
- violate the privacy of other users or harass others with unwanted email or electronic communication of any description
- deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility, or take deliberate action to get around any precautions taken or prescribed by Derwent

Training to prevent this

- copy, examine, amend or delete the data or data structures of other users.
- change the default settings on software unless told to do so by a senior member of staff
- download and install new software unless told to do so by a senior member of staff
- use the Derwent Training resources to make money
- deliberately attempt to access facilities or services on the Derwent Training computer network to which you are not allowed
- deliberately tell other people your password

As well as the above, you must not do anything that may bring Derwent Training into disrepute.

### Sanctions

Signature:

Date:

Any breach of this Policy will be subject to the Behaviour Management Policy. Any illegal activity will be reported to the relevant authority.

**Whilst using Derwent Training's IT resources you must not**

**I have read this policy and understand the conditions under which I can use Derwent Training's IT facilities.**

**Learner Name:**