

SAFEGUARDING OF CHILDREN & ADULTS AT RISK OF HARM POLICY

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1 - Introduction

1.1 – Policy Statement

Projecting Success is fully committed to Safeguarding the welfare of all young people and adults at risk by taking all reasonable steps to protect them from harm and accepts its corporate responsibility for their well-being and safety.

The company recognises and acknowledges that it has a duty to uphold British Values and to safeguard the welfare of all young people and adults at risk by creating an environment that protects them from harm and reduces any potential risks of being exposed to violence, extremism, exploitation, or victimisation. Therefore, all Projecting Success employees, volunteers, delivery partners and contractors will always show respect and understanding for the rights, safety and welfare of all parties and conduct themselves in a way that reflects the principles, values and culture of our organisation and be aware and follow current legislation regarding the safeguarding of all young people and adults at risk.

As a remote working company, safe working practice will be promoted in both our on-line training sessions and any in-person company events. IT usage will be monitored in line with Projecting Success's IT Security and Online safety policies.

A culture is instilled to ensure that at any time staff with any safeguarding questions or concerns are aware of their responsibility to inform and report where appropriate. Learners are also informed that they can contact Designated Safety Officers at any time with any concerns.

The main aims of this policy are to ensure that staff are working together and fully engaged in being vigilant about raising awareness, embedding, and monitoring safeguarding; that they overcome professional disbelief that such issues will not happen at Projecting Success and ensure that we work alongside other professional bodies and agencies to ensure that our learners and staff are safe from harm.

All staff, employers and learners must understand that anyone is capable of abuse, and that abuse can be experienced in a variety of forms, often from someone known to the victim.

1.2 - Scope & Purpose

This policy is consistent with:

- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 and the statutory guidance 'Keeping children safe in Education' (2022)
- Working Together to Safeguard children (2018)
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings
- Protecting the UK against terrorism (2015)
- Prevent Duty Guidance (2015)
- Care Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Human Rights Act (1998)

Following the findings of Ofsted's review of Sexual Abuse in Schools and colleges, Projecting Success have taken steps to highlight the importance of building positive relationships and establishing trust and confidence in staff to ensure open lines of communication. This will be promoted in a variety of ways, including:

- Maintaining a culture of zero-tolerance for sexism, misogyny/misandry, homophobia, biphobia and sexual violence/harassment, underpinned by Projecting Success's company values; harmful behaviours will not be passed off as 'banter', 'just growing up' etc.
- Develop staff knowledge and application in spotting signs and indicators of abuse.
- Ensure our reporting procedure is well promoted, easily understood and accessible.
- Show empathy and understanding that not every victim will feel ready or able to disclose, but be there to support and signpost them, nonetheless.
- Build relationships and understanding with all employers to model the understanding that abuse can happen anywhere, to anyone, and we must remain vigilant.
- To promote fundamental British Values and embed in our curriculum for all Apprentices to help prepare and support them in being successful in modern Britain.
- Embed RSHE (Relationship and Sexual Health Education) into our curriculum to protect and support young people and vulnerable adults so that all Apprentices experience the safest and happiest journey during their time in education.

1.3 - What is Safeguarding?

This legislation provides definitions of individuals and sets out the legislative framework of measures to protect them from harm. There are 4 main parts to the Safeguarding Policy:

- **Prevention** (To provide a welcoming and positive learning environment, teaching and support for children, young people and adults at risk, safer recruitment procedures)
- **Protection** (By following agreed procedures, ensuring all staff are trained and supported to respond to Safeguarding concerns)
- **Support** (To provide support to children, young people and adults at risk and Projecting Success staff who may have been abused)
- **Working with partners** (Including staff, governors, employers, to ensure that all appropriate communications and actions are undertaken)

The term 'safeguarding' embraces individual protection and preventative approaches to keep Apprentices, staff, and employers safe. Safeguarding encompasses Apprentices health and safety, welfare, and well-being. Projecting Success is committed to safeguarding and promoting the welfare of all individuals and expects all staff and employers to share this commitment. We have developed this Safeguarding Policy that aims to meet this commitment.

1.4 – Definitions

1.4.1 – Key Terms

Safeguard	Protect from harm or damage with an appropriate measure.
Individual	Within this policy, “Individual” represents children (under the age of 18), adults with a safeguarding need and adults with vulnerabilities.
Safeguarding	This is the process of protecting vulnerable people, whether from crime or other forms of abuse. Radicalisation and Extremism is addressed within our Prevent Policy.
Vulnerability	Describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack.

1.4.2 – Types of Abuse

Physical Abuse	This is defined as the use of physical force that may result in bodily injury, physical pain or impairment. Physical abuse may include but is not limited to such acts of violence striking, hitting, beating, pushing, shoving, shaking, kicking, pinching and burning.
Emotional/psychological abuse	A person subjecting another to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder.
Financial Abuse	Tactic used by abusers to limit and restrict their victims’ access to their finances. For example, a young adult having their benefits taken away from them.
Neglect by others	Where a parent, carer or guardian will actively and knowingly fail to care for or address the basic needs of a child, young person or adult at risk e.g. leaving them in the same clothes or not helping them wash for days on end.
Self-Neglect	This is any failure of an adult to take care of themselves. It could be a result of poor health, depression, cognitive problems or being physically unable to care for themselves.
Discriminatory Abuse	This is when you are picked out deliberately for unfair treatment because of a protected characteristic e.g. being disabled.
Organisational Abuse	This is where an institution fails to provide basic care. It is also related to gang culture where an

	individual is forced into committing crime for the financial gain of gang Officers.
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1.4.3 – Unfamiliar Terms

Online Safety	Refers to the act of staying safe online. It is also commonly known as internet safety, e-safety and cyber safety. It encompasses all technological devices which have access to the internet from PC's and laptops to smartphones and tablets
Mental Health	Mental health refers to cognitive, behavioural and emotional well-being. It is all about how people think, feel and behave.
Child-on- Child Abuse	Includes but is not limited to: <ul style="list-style-type: none"> • Physical and sexual abuse • Sexual harassment and violence • Emotional harm • On and offline bullying • Teenage relationship abuse
Sexual Exploitation	Child sexual exploitation is a type of sexual abuse. When a child or young person is exploited, they are given things like gifts, money, drugs, status and affection in exchange for performing sexual activities.

2 – Types of Abuse

2.1 - Up Skirting

Up Skirting is a criminal offence. It typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification.

2.2 - Sexual Harassment

This involves, but not limited to, sexual comments, remarks, jokes or online sexual harassment. This may be standalone or part of a broader pattern of abuse.

2.3 – Honour-Based Violence, Forced Marriage and Female Genital Mutilation

Honour-based violence is a form of violence committed against individuals, primarily women, who are perceived to have brought shame or dishonour to their family or community. This can include physical abuse, emotional abuse, and even murder.

Forced marriage involves marrying someone without their consent, often due to family or cultural pressure. Victims may be threatened or coerced into the marriage and may suffer from physical, emotional, and psychological harm.

Female Genital Mutilation (FGM) involves the partial or total removal of the female genitalia for non-medical reasons. It is often performed on girls before puberty and can cause severe physical and psychological harm, including chronic pain, infections, and difficulty giving birth. FGM is a violation of human rights and is internationally recognized as a form of violence against women and girls.

2.4 - Grooming

Grooming is a process in which an individual builds a relationship with a child or vulnerable adult, often online, with the intention of sexually exploiting them. Grooming is a form of child sexual abuse and is a criminal offence in many jurisdictions. It is important for parents and caregivers to be aware of the signs of grooming and to educate children and vulnerable adults about online safety.

2.5 - County Lines

County Lines is a term used to describe a form of criminal activity in which drug dealers in urban areas exploit vulnerable people, including children and adults, to transport and sell drugs in more rural areas. The term "County Lines" refers to the phone lines used by the drug dealers to communicate with their customers. It is important for authorities and communities to work together to identify and disrupt County Lines operations and to support those who are at risk of becoming victims.

2.6 - Mental health and Well-Being

Mental health is an important consideration in the context of Safeguarding, as individuals who are experiencing mental health issues may be more vulnerable to abuse, neglect, and exploitation. It is also important to ensure that mental health services are accessible to those who need them and that mental health professionals are trained in Safeguarding and able to identify and respond to cases of abuse or neglect.

2.7 - Bullying and Harassment

Bullying and harassment are both forms of unwanted and harmful behaviour, but they differ in certain ways. Bullying is usually defined as repetitive, intentional behaviour that is designed to harm or intimidate an individual who is perceived to be less powerful than the bully. Bullying can take many forms, including physical, verbal, and online. Harassment, on the other hand, is behaviour that is unwanted and unwelcome and that creates a hostile or intimidating environment for the victim. It is important to take action to prevent

and address bullying and harassment, including providing support for victims, educating individuals about appropriate behaviour, and holding perpetrators accountable for their actions.

2.8 - Cyber Bullying

Cyberbullying is a form of bullying that takes place online, often through social media platforms, text messages, or emails. Cyberbullying can take many forms, including sending threatening messages, sharing embarrassing or false information, or posting hurtful comments or images. Because cyberbullying can take place anonymously and can reach a wide audience, it can be particularly harmful to the victim's mental health and well-being. Cyberbullying can lead to anxiety, depression, and even suicide. It is important to take steps to prevent and address cyberbullying, including educating individuals about appropriate online behaviour, providing support for victims, and holding perpetrators accountable for their actions.

2.9 - Serious Violent Crime

Serious violent crime refers to criminal offences that involve the use of violence or threats of violence and that have serious consequences for the victim, including physical harm, emotional trauma, and loss of life. It is important to prevent and address serious violent crime through a range of strategies, including law enforcement, community-based interventions, and prevention efforts that address the underlying causes of violence, such as poverty, inequality, and social exclusion.

3 - Procedures

3.1 - Procedures for Safeguarding Children, Young People and Adults at Risk of Harm

- Establish and maintain an ethos where children, young people and adults at risk feel safe and encouraged to talk and are listened too.
- Ensure that children, young people, and adults at risk are aware that there are members of staff within Projecting Success whom they can approach if they are worried or are in difficulty.
- All Apprentices are expected to complete on induction British Values, and Side-by-Side modular training (<https://www.etflearners.org>) and sign off as part of a learning aim within their e-portfolio.
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff who will work with children, young people and adults at risk including references and DBS checks.

- Projecting Success has a risk assessment to assess the level of risk of apprentices being drawn into terrorism. The risk assessment is completed on a quarterly basis by Jackie Collins, the Deputy Designated safeguarding Officer (DSO) and is accessible via SharePoint.
- Using the current threat level will highlight and enable us to pivot embedded subjects such as raising awareness of Prevent, working in partnership, employee development and training for staff, apprentice knowledge, Safeguarding, communication, and incident management.
- Promoting an inclusive environment that meets the needs of all learners, irrespective of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, relationship status or pregnancy.

3.1.1 Safeguarding in the Curriculum:

- During the induction i.e. First Episode of Learning (FEoL) key information is delivered relating to this Policy, Designated Safeguarding Officer (DSO) & Deputy DSO roles & responsibilities to apprentices.
- At the beginning of every teaching and learning session, the DSO and Deputy DSOs' contact details are reinforced to those Apprentices who are attending the session.
- Apprentice session feedback also embeds and serves as a reminder of whom and how Apprentices can report safeguarding concerns.
- Opportunities are sought throughout the Apprentices journey to promote, highlight and embed safeguarding, British Values and Prevent through OneFile Announcement Channel and during lessons.

3.2 - Roles and Responsibilities

All adults working with or on the behalf of children, young people and adults at risk have a responsibility to be alert to possible abuse and to record and report concerns to the Safeguarding Team.

Projecting Success has a Designated Safeguarding Officer who is a member of the senior leadership team. Projecting success also has two Deputy Designated Safeguarding Officers who can offer advice, guidance, and support with Safeguarding concerns.

Within the Apprentice handbook the contact details are available for Safeguarding Officers. All staff receive mandatory Safeguarding training and receive further information during the staff induction to ensure that all staff understand their roles and responsibilities within Safeguarding and how to make Safeguarding referrals.

Regular updates have been introduced to give employees all the latest news on Safeguarding both internally and externally.

All referrals must be reported through the Safeguarding team, where these will be investigated, and appropriate referrals and support will be put in place and monitored.

All Safeguarding referrals are recorded internally with limited access to safeguarding team to ensure the data remains safe.

Staff training is reviewed regularly and staff are required to update their CPD regularly as per the [Personal Development Policy](#).

3.3 - Governance Board

In accordance with the Statutory Guidance 'Keeping Children Safe in Education' 2022, the Governance Board will ensure that:

- Projecting Success has a Safeguarding policy, procedures and training in place which are effective and comply with legislation.
- Projecting Success has Mandatory Training:
 - i. New members of staff who begin employment at Projecting Success are given Training in Safeguarding Children, Young People and Adults at risk as part of their induction.
 - ii. All delivery team undertake appropriate Training in Safeguarding Children, Young people and Adults at risk.
 - iii. Regular updates and training are provided to staff members throughout each academic year.
- Projecting Success has annual refresher training in safeguarding and prevent.
- Projecting Success operates safer recruitment practices, including appropriate use of background and references checks for new staff.
- Staff involved in recruitment will undertake safer recruitment training.
- There are procedures for dealing with the protection of vulnerable young people from being drawn into terrorism and radicalisation, this is part of the Safeguarding induction process.
- Policies and procedures are reviewed and updated regularly with an annual review. The Apprentice Handbook and Employee Handbook are updated accordingly, including adaptations to staff and apprentice inductions.

- There is a senior member of Projecting Success leadership team who is part of the Safeguarding Team. Deputy DSO's are available when the Designated Safeguarding Officer is unavailable.
- The Designated Safeguarding Officer keeps their current knowledge and understanding of Safeguarding up to date by attending the required sector qualification, Level 3 Designated Safeguarding Officer as a minimum.

3.4 - Director of Human Resources, Learning and Development

The Director of Human Resources, Learning and Development will ensure that:

- The policies and procedures adopted by the Governing Body are effectively implemented and followed by all the staff.
- Projecting Success team feel able to raise a concern about poor or unsafe practice regarding children, young people and adults at risk and such concerns are addressed sensitively and effectively in a timely manner.
- During the staff induction and refresher Training of Children, Young People and Adults at risk staff are informed on how to submit a Safeguarding concern and to follow the correct process.
- Regular monthly team meetings and teams channels will enforce the above.

3.5 - Designated Safeguarding Officer

The responsibilities of the Designated Safeguarding Officer within Projecting Success include:

- Acting as a source of support, advice and expertise within Projecting Success.
- Collaborate with external partners and agencies to seek advice and Support.
- Where there is a Radicalisation concern to contact the DFE (Department for Education) Prevent coordinator for that region to advise the possible course of action and act as the Prevent site point of contact.
- Ensuring all staff have induction training that covers Safeguarding Children, Young People and Adults at risk and can recognise and report concerns immediately as they arise and are confident in following the correct procedures and is ongoing during the time staff are employed at Projecting Success.
- Obtaining access to resources for all staff and communicate any changes both internally and externally via our Microsoft Teams channels.
- To keep well informed of any changes within the sector such as monthly DFE Prevent Coordinator communications.

- Keep detailed, accurate and secure written records of concerns and referrals.
- Maintaining and monitoring safeguarding records, including monitoring and acting upon individual concerns.
- Completion of monthly Safeguarding reports to the Senior Leadership Team keeping them informed of Safeguarding across the business.

3.6 - The Role of the Staff at Projecting Success

Projecting Success staff are particularly important, as they are in a position to identify concerns early, provide help and provide help for children, young people and vulnerable adults. They are also expected to promote the welfare of children, young people and vulnerable adults and prevent concerns from escalating.

- **All** staff have the responsibility to provide a safe environment in which children, young people and vulnerable adults can learn.
- Any staff member who has any concerns about a person's welfare should follow the processes set out by Projecting Success to refer safeguarding and welfare concerns.

4 – Monitoring & Partnerships

4.1 - Records and Monitoring

Well-kept records are essential to good protection and safeguarding. All staff are clear about the need to record, and report concerns about a child, young person or vulnerable adult. The Designated Safeguarding Officer is responsible for such records and for deciding at what point these records should be passed over to other agencies.

All Safeguarding records are stored securely, with access confined to the Designated Safeguarding Officer and Deputy Safeguarding Officers.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe or vulnerable adults safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children, young people and adults at risk.

Staff have due regard to the data protection principles, which allow them to share personal information for safeguarding processes, including information that is sensitive and personal and is treated as special category personal data, allowing staff to share information. This allows staff to share information without consent, if a child or adult are at significant risk.

4.2 - Working in Partnerships

Projecting Success recognises that children, young people and adults at risk who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way.

For such children, young people and vulnerable adult's Projecting Success may be one of the few stable, secure and predictable components of their lives. Other children, young people and adults at risk may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect.

Projecting Success will seek to provide such children, young people and adults at risk with the necessary support and to build their self-esteem and confidence.

Projecting Success recognises that children, young people and adults at risk sometimes display abusive behaviour and that such incidents must be referred for appropriate support and intervention. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children, young people and adults at risk and in worst case scenarios, a culture that normalises abuse leading to children, young people and adults at risk accepting it as normal and not coming forward to report it.

Complaints or concerns raised by children, young people and adults at risk will be taken seriously and followed up in accordance with the Projecting Success safeguarding policy, and where appropriate, the Projecting Success complaints process will be applied.

4.3 - Support for Staff

As part of their duty to safeguard and promote the welfare of children, young people and adults at risk, staff may hear information, either from the child/young person, vulnerable adult or as part of a disclosure or from another member of staff that will be upsetting.

Where a member of staff is distressed as a result of dealing with a child or adult protection/safeguarding concern, they should in the first instance speak to the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer about the support they requires. The Designated Safeguarding Officer or Deputy Designated Safeguarding Officer will seek to arrange the necessary support. This would include external agencies such as Mind or the Samaritans.

4.4 - Working with Key Partners

Projecting Success will:

- Projecting Success will engage with external agencies in the interests of ensuring the safeguarding of Apprentices. This may include the relevant Local Authority Designated Officer (LADO), Local

Adults Safeguarding boards. Leicestershire and Rutland Safeguarding Partnerships Business Office
- L.A.D.O. (Local Authority Designated Officer) (lrsb.org.uk)

- Receive regular communications from DFE Prevent Coordinators on updates, information and news on Prevent for example the Prevent Risk assessment currently has the latest threat level which currently sits at Substantial.

5 – Reporting a Concern

5.1 - Recruitment and selection

Projecting Success safer recruitment processes are based on the Statutory Guidance: Keeping Children Safe in Education 2022 and Safeguarding Children and Safer Recruitment in Education and are reviewed in line with any changes to the act.

Projecting Success will ensure that:

- A comprehensive safer recruitment procedure is in place and followed to help deter, identify, and reject applicants who might be unsuitable to collaborate with learners.
- On every interview panel for Projecting Success will be an HR representative and a member of the Senior Leadership Team.
- Interviewers will have undertaken safer recruitment training either online via the Education Training Foundation website or by attending a relevant training course assigned by Projecting Success.
- All L&D staff (full-time, part-time, and associate) will have undergone Enhanced Disclosure, if collaborating directly with Apprentices, check prior to starting work. All other staff will have basic DBS checks.
- A single central record (SCR) of staff checks will be kept up to date.
- All staff and volunteers having access to/collaborating with individuals, are required to supply a minimum of two references.

Projecting Success will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, false or malicious will not be included in employer references.

Projecting Success has an open Safeguarding ethos regularly addressing Safeguarding responsibilities during meetings and fostering an ongoing culture of vigilance.

All new staff receive an induction which includes Safeguarding Children Young People and Adults at risk and attend refresher training where required.

5.2 - Linked Policies, Procedures and Guidance

The policy will be implemented by procedures which will:

- Promote the prevention of abuse of children and adults at risk
- Protect children and adults at risk
- Support children and adults at risk who may have been subjected to or affected by abuse
- Work with staff, governors and employers to ensure that all appropriate communications and actions are undertaken

Related policies, procedures and guidance include:

- Safer Recruitment and Selection Policy
- Anti-Bullying and Harassment (including Cyberbullying)
- Prevent Policy
- Health and Safety Policy
- Equality and Diversity Policy
- ICT (Information and Communication Technology) Policy

5.3 - Location and Access for the Policy

Information, guidance, and documents for staff will be accessible via Projecting Success Share point and Company website [Apprenticeship Policies - Projecting Success](#).

5.4 - Reporting an Incident

For a full explanation and breakdown of the reporting process, please view Appendix A (Process Flowchart).

All staff will adhere to the following guidelines:

- Following a disclosure, re-assure the learner that they have done the right thing.
- Record what the learner said on the [Safeguarding Reporting Form](#) using their words where possible. Sign and date the record.
- Inform our Designated Safeguarding Officer (DSO) as soon as possible and pass on the written record via email.

- Listen without making judgements.
- Stay calm.
- Try not to ask questions, unless necessary to safeguard the Learner, and make sure you ask open questions.
- Do not give an opinion or offer advice.
- Do not promise confidentiality - explain you may need to talk to a DSO.
- Do not add details of disclosure onto any other document.
- Employees collaborating closely with individuals should be alert to the possibilities of harm and they should follow the policy/process only and not investigate or offer advice.

If any member of staff has a safeguarding issue brought to their attention, they must treat it as a matter of urgency and contact our Designated Safeguarding Team. Any concern must be documented using the form on SharePoint within 2 hours of the disclosure. Unless the individual is in immediate harm, where the relevant authorities will be contacted immediately. In this situation ensure that the individual is accompanied and kept safe, pending advice from the relevant authorities.

Ring 999 in an immediate emergency if life is under immediate threat

5.4.1- Low Level Concerns

Low level concerns follow the same procedure for confidentially sharing disclosures with the Designated Safeguarding Team, or they can be discussed with a line manager or HR representative first. The DSO should ultimately be informed of all low-level concerns and make the final decision.

5.4.2 - If an Apprentice has a concern/allegation about a member of the Projecting Success Team:

All Apprentices are to be informed that if they have a concern over their own or someone else's personal welfare and wellbeing that they do not feel comfortable talking to their tutor about, they are to contact the Designated Safeguarding Team.

5.4.3 - Deputy Safeguarding Officer & Deputy Designated Safeguarding Officer Contact Details

Designated Safeguarding Officer: Vicky Emerson

Email: vickye@projectingsuccess.co.uk

Phone Number: 07904 762 103

Deputy Safeguarding Officer: Jackie Collins

Email: jackiec@projectingsuccess.co.uk

Deputy Safeguarding Officer: Adam Kadow

Email: adamk@projectingsuccess.co.uk

The Designated Safeguarding Team can be contacted over Microsoft Teams call, message or email.

5.5 - Keeping yourself safe (Staff Members)

It is important to be mindful of the following regarding your personal conduct:

- You will naturally build a rapport with learners through contact during the learner journey, and the learners may see you as a confidante and support but be sure to maintain professional boundaries whenever conducting work on Projecting Success's behalf.
- Be respectful of all individuals, and appreciate you are in a position of trust. We can listen to their concerns and support them.
- Uphold confidentiality within certain remits when required by the situation but be careful not to promise to keep secrets or ask others to do so.
- Be careful when giving learner advice – as this is based on your opinion, focus support on information (facts) and guidance (signposting). However, it is good practice to challenge learner's views, not for the purpose of changing it but for consideration.

5.6 - Whistle Blowing

It is acknowledged that there may be times where staff witness an incident, action or event that may give them some concern.

- If any member of staff witnesses a potential safeguarding issue, they must treat it as a matter of urgency and contact one of our Designated Safeguarding Team. Any concern must be documented via the relevant form via the website within 2 hours of the disclosure, unless the learner is in immediate harm, where the relevant authorities will be contacted immediately.
- We are committed to the safety and security of all Apprentices – **ALWAYS**. Equally, we are committed to the safety and security of all our staff.
- All staff are required to share any concerns regarding any staff practices that compromise the safety of the learners to the Designated Safeguarding Team.
- Failure to notify the Designated Safeguarding Team of any concerns regarding any incidents, events or practice by individual staff will result in referral to the safeguarding team, Ofsted and reviewed by senior management.

- Any staff member who discloses a concern will be given assurance of confidentiality as far as possible, without jeopardy to any investigations by external authorities or our own investigation.
- Any staff member expressing a concern about their safety following a disclosure will be given all necessary support to enable them to continue in their role with security.

Projecting Success Internal Whistleblowing Process

1. Employee has a concern about another member of the team.
2. Concern raised with Designated Safeguarding Team (email or Teams call – referral form to be complete)
3. Disclosure reviewed by Safeguarding Team and assigned to a Designated Safeguarding Officer.
4. If the incident puts anyone at immediate risk i.e. Apprentice or other staff member(s) please contact 999.





Urgency Levels:

1. No Action Required: Where the disclosure is considered not to be a concern, referral is logged, and then closed off.
2. Action Required: Where concern is present, concern discussed with the Line Manager of the reported member of staff.
3. Urgent Action Required: Where particularly serious and urgent concern is present, relevant authorities to be contacted immediately. Referrals to be managed by Vicky Emerson, or, in the event of a Senior Leadership Team disclosure, Jackie Collins.
4. Referral Tracker Log to be updated in line with actions.

5.7 - List of Relevant Agencies

- Police/Ambulance/Fire & Rescue - 999
- FE (Further Education) Prevent coordinators Regional further education (FE) and higher education (HE) Prevent co-ordinators
- The Police non-emergency number: 101
- Crimestoppers: 0800 555 111
- Anti-Terrorism Hotline: 0800 789 321
- www.nspcc.org.uk/inform/ - 0808 800 5000
- Samaritans – 08457 90 90 90
- Shelter line – 0808 800 4444

- Victim Support-0845 3030 900
- National Debt Line-0800 808 4000
- Health – NHS Direct - nhsdirect.nhs.uk – 0845 4647
- Drug & Alcohol Advice (Talk to Frank) – 0800 77 6600 Text: 82111
- Abuse - thisisabuse.direct.gov.uk - • Childline – 0800 1111
- Rape & Sexual Abuse Support Centre – 0808 802 999
- Refuge (women) – 0808 2000
- The Men’s Advice Line - 0808 801 0327
- Broken Rainbow (Gay, lesbian, bi-sexual and transgender (LGBT)) – 0300 9999 5428
- The Princes Trust – 0800 842844
- CEOP - 0870000 3344
- Internet Safety www.gov.uk/report-terrorism

Version History				
Date	Version	Details of Change	Revision By	QA
23/03/2023	9	<ul style="list-style-type: none"> - Improved layout and section titles - 5.4: Added Adam Kadow as DDSO - Added Version Control 		
1/11/22	8	<ul style="list-style-type: none"> - 5.4: Removed Darren Ward as DDSO, replaced by Jackie Collins 		

Appendix A - Safeguarding Referral Process Chart

