

Safeguarding Policy

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Overview

LD Training Service Ltd (LDT) is fully committed to safeguarding the welfare of all young people and vulnerable adults by taking all reasonable steps to protect them from neglect, physical, emotional and sexual harm.

LDT acknowledges that safeguarding and protecting the welfare of all children, young people and vulnerable adults we work with is the responsibility of everyone - paid staff (full and part-time), voluntary staff, sessional or contractual staff, Board members, and young people.

At all times LDT staff and volunteers must show respect and understanding for the rights of children, young people and vulnerable adults, their safety and welfare and conduct themselves in a way that reflects this.

LDT will support anyone who raises any concerns regarding the welfare or protection of children, young people and vulnerable adults. Any concerns raised will be taken seriously.

The best interests of the child, young person or vulnerable adult must be paramount when considering any action concerning matters of child protection and safeguarding the welfare of young people.

The primary function of LDT is the education of adults. However, LDT recognises that safeguarding could apply to its activities as follows:

- Students working with children off campus as part of work-based training or professional placements.
- Registered students considered to be vulnerable adults.
- Students who register before their eighteenth birthday. For the purposes of this policy, a child is defined as any person under the age of 18.
- Contractual relationships with other organisations, or individuals, who may use LDT facilities and
- Any organised events that involve children and vulnerable adults.

If any member of staff has concerns about a safeguarding matter (especially disclosed, reported, or suspected abuse) they should contact the Designated Safeguarding Officer as soon as possible. The aim of reporting evidence or testimony is to place information at the disposal of external expert agencies.

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:



- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Children's Act 1989
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- The Counter-Terrorism and Security Act 2015
- General Data Protection Regulation 2018

LDT will review this policy and the relevant procedures regularly, together with other policies and procedures in place.

Policies and procedures that the LDT has established for general use will also assist in the implementation of this policy.

Definitions:

Young people/person: all safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18. This policy is in place to safeguard all the young people that the University works with. Some aspects of this policy, such as code of conduct, will be in place to protect all young people, regardless of age.

Vulnerable adult: Under the Care Act 2014, an adult at risk (vulnerable) is a person aged 18 years or over, who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

LDT staff: this policy applies to all full and part-time paid staff, as well as volunteers at the University, any contract or sessional paid staff or volunteers, all governing body members, and young people. For this document, any reference to LDT staff will include all those mentioned above.

LDT will endeavour to safeguard vulnerable adults and children by:

- Ensuring that all staff and volunteers are carefully selected, trained, and supervised.
- Assessing all risk carefully and taking all necessary steps to minimise and manage the risk.
- Letting vulnerable adults, young people, children, parents, and key workers know how to voice concerns or complaints about anything that they may not be happy with.
- Giving vulnerable adults, young people, children, parents, and key workers information about what we do and what can be expected from us.

- Adopting vulnerable adults and child protection guidelines through procedures and a code of conduct for employees and volunteers.

Safeguarding Procedures

These procedures seek to ensure that all employees and volunteers have a clear understanding of their responsibilities when working with children and young people.

The aim of these procedures is to ensure that employees:

- Recognise the signs of abuse and what appropriate course of action should be taken in such circumstances.
- Understand the potential risks to themselves and ensure that good practice is adhered to at all times.
- Recognise signs of improper behaviour from other employees, adults and young people and take appropriate action should this occur.

What is Abuse?

There are four main forms of abuse:

Physical Abuse

Physical abuse may involve actions such as hitting, shaking and burning, as well as giving alcohol, inappropriate drugs or poison. Physical abuse, as well as being a deliberate act, can be caused by an omission or failure to act to protect.

Emotional Abuse

Emotional abuse is a persistent lack of love and affection. A child or vulnerable adult may be constantly shouted at, threatened, or taunted. This can make the person nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children or vulnerable adults, although it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing the child, young person or vulnerable adult to take part in sexual activities, whether or not the child is aware of, or consents to what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or involvement in producing such material or encouraging children, young people or vulnerable adults to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a person's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children, young people or vulnerable adults may be left alone unsupervised.

Recognising Abuse

Recognising abuse is not easy and it is not the responsibility of employees or volunteers to decide whether or not abuse has taken place or if a child, young person or vulnerable adult is at significant risk. However, employees and volunteers do have a responsibility to act if they have any concerns.

Indications that a child, young person or vulnerable adult is being abused:

- Unexplained or suspicious injuries, such as bruises, cuts and burns, particularly if situated on parts of the body not normally prone to such injuries
- Injuries for which an explanation seems inconsistent
- Fear of parents being approached about such injuries
- Reluctance to get changed, e.g. wearing long sleeves in hot weather
- Flinching when touched or approached
- A failure to thrive or grow
- Sudden speech disorders
- Difficulties in making friends
- The child, young person or vulnerable adult is prevented from socialising.
- Sudden or unexplained changes in behaviour
- Fear of being left with a specific person
- Sexually explicit behaviour
- Sexual knowledge beyond their age and developmental level
- A distrust of adults, particularly those with whom a close relationship would normally be expected
- Constant hunger, sometimes stealing food
- The child, young person or vulnerable adult being dirty/smelly and unkempt
- Loss of weight
- Inappropriate dress for the conditions

This list is by no means definitive and it is important to remember that many children, young people or vulnerable adults will exhibit some of these indicators at some time and the presence of one or more should **not** be taken as proof that abuse is occurring. There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby.

It is crucial that this is only a process of observation and that at no point in time should an LDT staff member feel that they should be actively seeking out abuse or an abuser.

The responsibility of staff is to ensure that if they have concerns about the welfare of a child, young person or vulnerable adult, they must report it and must never assume that others will do it.

Responding to allegations and suspicions of abuse

Responding to a child, young person or vulnerable adult making an allegation of abuse

- Stay calm, don't panic and don't show disapproval
- Listen carefully.
- Observe their presentation and behavior as they tell you their story



- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared.
- Do not promise to keep secrets/confidentiality.
- Allow the child, young person or vulnerable adult to continue at their own pace
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child, young person or vulnerable adult that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's, young person's or vulnerable adult's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated by the author of it
- Report this information as soon as possible to the Designated Safeguarding Officer at the LDT.
- Remember that it is important that everyone is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is the task of the professional child protection agencies following a referral to them of concern about a child.

Responding to signs of suspicions of abuse.

Anyone who is concerned about an individual child, young person or vulnerable adult should record these concerns and raise them at the earliest opportunity with a named Safeguarding Officer.

These are:

Designated Safeguarding Officer

Sara Green

safeguarding@ldtraining.ac.uk

Deputy Designated Safeguarding Officer (Edgware)

Le-Ann Kurland

lkurland@ldtraining.ac.uk

Safeguarding Officer (Nottingham)

Touseef Mohammad

tmohammad@ldtraining.ac.uk

Safeguarding Officer (Dudley)

Waqas Ahmed

wahmed@ldtraining.ac.uk

If the designated officer is not available, speak to a senior member of staff. In an emergency situation, please contact the numbers below:

Campus	Office Hours	Out of Hours
Edgware/Stanmore	Multi-Agency Safeguarding Hub (MASH) on 020 8359 4066. The MASH team are available Monday to Thursday 9 am to 5.15 pm and Friday 9 am to 5 pm.	Emergency duty team on 020 8359 2000.
Dudley	Dudley Safeguarding People Partnership Board For children-0300 555 0050 For adults-0300 555 0055	0300 555 8574
Nottingham	Multi-Agency Safeguarding Hub (MASH) on 0300 500 80 90	Emergency Duty Team on 0300 456 4546.

LDT SAFEGUARDING CONCERN FORM

If you have any concerns in relation to the welfare or safeguarding of any individuals, e.g. a young person who starts to behave in a different manner or becomes withdrawn, possibly alarm bells may be raised over a situation or a warning sign. You must complete a Concern Form including as much detail as possible.

All concerns/referral are to be stored centrally with the Lead Safeguarding Officer.

Any concerns must be reported to the relevant Safeguarding Officer within 24 hours. All managers need to ensure that information is added and updated centrally within 48 hours of the concern.

CONCERN FORM EXAMPLE

Name of child/young person/vulnerable adult: Bob Orange			
DOB of person named above: 20.04.1996			
Gender :	Ethnic Origin :	Disability Y/N :	Religion :
Male	White British	None	Not given
Date and Time of Concern: 14.01.16 15.45			
Your Account of the Concern: (what was said, observed, reported and by whom) A Tutor asked Bob "if he was ok" after the lesson. He disclosed that he'd had a fight with his Dad. He said he had bruises on his arms stating his Dad had grabbed him during their argument			



Please tick as appropriate

Physical	Emotional	Sexual	Neglect	Multiple Concerns
✓				

Additional Information:

(your opinion, context of concern/disclosure)

Bob disclosed to tutor that he was upset following an argument. He also disclosed physical bruising (did not show the bruises) stating that they were from his Dad.

He said that this had never happened before and his Dad had been very upset about it all.

Your Response:

(what did you do/say following the concern)

This is Bob's 2nd year and he has not expressed concern or mentioned such instances in the past. Dad has good contact with tutors and has been very supportive throughout Bob's course.

Tutor explained to Bob that the information would need to be passed on to the DSP owing to the nature of what he had disclosed. Tutor explained that we were there to support him as LD Training and would keep him informed of any actions we take.

Concern form completed and passed directly to DSP

Your Name:

A Tutor

Your Signature:

Your Position in LD Training :

Tap dancing lecturer

Date and Time of this Recording:

14.01.16 16.30

Date received by DSO:

Action and Response of DSP

Name: Date:.....

PLEASE PASS THIS FORM TO YOUR DESIGNATED SENIOR OFFICER FOR SAFEGUARDING (SARA GREEN) OR A DEPUTY DSP

Responding to suspicions that a colleague may be abusing a young person, vulnerable adult or not following the code of good practice

Any employee or volunteer who suspects that a colleague may be abusing children/young people/vulnerable adults should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct set out in this document. This action will serve not only to protect children, but also colleagues from false accusations.

- Write down the details of the incident following the guidelines in the section on recording set out in these procedures.
- Pass this report to your line manager or Safeguarding Officer at the earliest opportunity.
- The manager should then take appropriate action to ensure the safety of the child, young

person or vulnerable adult and of any other children who may be at risk.

- The matter should then be discussed with Human Resources and if necessary, the Designated Safeguarding Officer who will then consider whether the matter is an issue relating to poor practice or to abuse.
- If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to abuse, the matter should be referred to Social Services who may involve the Police and the employee suspended pending the outcome of an internal investigation into the allegations.

LTU acknowledges that this is an extremely sensitive issue for employees and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child, young person or vulnerable adult or behaving inappropriately.

Confidentiality

The legal principle that “the welfare of the child/young person or vulnerable adult is paramount” means that the considerations of confidentiality that might apply to other situations within the organisation should not be allowed to override the right of the child/young person/vulnerable adult to be protected from harm. Whilst LDT staff will ensure that a child/young person/vulnerable adult rights to privacy and confidence is respected, there may be times when this confidence is breached. If a child/young person/vulnerable adult discloses information about him/herself or another person which raises child protection concerns, then these concerns must be reported. LDT will ensure that the child/young person/vulnerable adult is involved, consulted and kept informed about what action, if any, is to be taken and during each step of the reporting procedure.

- Any personal information gathered about a child/young person/vulnerable adult will be stored in a safe and confidential place.
- All documentation should be stored centrally in order to eliminate duplicate concerns. .
- Only those who need to know will have access to this information, e.g. Designated Safeguarding Officer and Line Manager. It may be necessary to pass this information on to the relevant authorities such as social services, the Police, NSPCC, and either parents/guardians or carers (if appropriate). When doing so, LTU will ensure that the child/young person/vulnerable adult is involved and gives consent in making that decision. The only situation when a referral can and will be made without the consent of the child/young person/vulnerable adult will be if that child/young person/vulnerable adult is at serious risk of harm ,e.g. life threatening abuse.

Recording

In all situations, including those in which the cause for concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of **whether** or **not** the concerns are shared with a statutory agency.

An accurate record should be made of:

- The date and time of the incident and disclosure.
- The parties who were involved, including the child/young person/vulnerable adult name.
- What was said and done by whom.
- Any further action taken by LDT to investigate the matter.



- Any further action, e.g. the suspension of a worker.
- Where relevant, reasons why there was no referral to a statutory agency
- The full name of the person/s reporting and to who reported.

This record should be stored securely and shared only with those who need to know.

All recorded concerns are required to be stored for 7 years. In addition, all referral details are required to be kept for 35 years. These procedures not only serve to protect children, but also protect staff and the organisation itself.

Code of Conduct and Good Practice

These guidelines are designed not only to protect children, young people and vulnerable adults, but also to protect staff from positions where false allegations may occur.

Good practice

Contact with children/young people/vulnerable adults

- Do not spend excessive amounts of time alone with children, young people or vulnerable adults away from others.
- Children, young people or vulnerable adults should only be taken alone on a vehicle journey in an emergency or with parental consent.
- Do not take children/young people/vulnerable adults to your home.
- Never meet up with children/young people/vulnerable adults outside of your work for LDT unless it is with the full consent and knowledge of the child's/young person's/vulnerable adult's parents / carers and your manager.
- Never enter a house when a child/young person/vulnerable adult is on their own.
- Do not share personal or sensitive information with children, young people or vulnerable adults unless appropriate to the situation.

Relationships

All staff should be aware that they should never:

- Engage in rough physical games, including horseplay.
- Engage in sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children/young people/vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child/young person/vulnerable adult, even in fun.
- Let allegations a child/young person/vulnerable adult makes be ignored or go unrecorded.
- Assist with personal hygiene tasks for children/young people/vulnerable adult that they can do themselves.
- Tolerate oppressive or bullying behaviour.
- Answer inappropriate questions about their own personal life or situation, no matter how it is framed or how persistent the enquiry.

Intimate Care

It may sometimes be necessary for staff to do things of a personal nature for children, or vulnerable adults particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and written consent of the parent/caregiver and when adequate training has taken place. If an emergency situation arises that requires this type of help, then parents/caregiver must be fully informed as soon as is reasonably possible.

Code of Conduct

Staff must:

- Treat all children, young people and vulnerable adults and their possessions with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with children, young people and vulnerable adults, or at least that you are within the sight or hearing of others.
- Respect a child's/young person's/vulnerable adult's right to personal privacy and encourages children/young people/vulnerable adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that physical contact with a child, young person or vulnerable adult may be misinterpreted and be mindful of how and where you touch young people.
- Recognise that special caution is required when discussing sensitive issues.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Keep the child's/young person's/vulnerable adult's needs first and performing outcomes second.
- Be aware of the local fire evacuation procedures and routes, nearby first aiders and the nearest telephone in case of emergency when supervising or working with groups of children, young people or vulnerable adults.

Staff must not:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults.
- Make sexually suggestive comments, even in fun.
- Make derogatory remarks or gestures in front of children, young people and vulnerable adults.
- Jump to conclusions about others without checking the facts.
- Exaggerate or trivialise abuse issues.
- Show favouritism to individuals.
- Ask children, young people or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Allow bullying.
- Believe that "it could never happen to me".
- Take chances when common sense, policy or practice suggests a more prudent approach.

Planned activities

When you organise journeys or visits:

- You should undertake all relevant pre-site visits and complete appropriate risk

assessments and trip consent forms.

- You should plan and prepare a detailed programme of activities for the children/young people/vulnerable adults who are involved.

You are responsible for the childrens'/young persons'/vulnerable adults' welfare and safety for the whole time they are away from home.

- You should not leave children/young people/vulnerable adults to their own devices,
 - e.g. in a town for the evening or on shopping expeditions, unless clear approval has been sought from parents/carers and a full risk assessment has been undertaken relating to age and behaviour of group.
- You should ensure that all children, young people, vulnerable adults are adequately supervised and engaged in suitable activities at all times unless the conditions above are fulfilled.
- When your planned activities are disrupted, e.g. because of weather conditions, you should have alternative activities planned.
- You should get written parental consent for any children/young people/vulnerable adults to join an organised trip.
- Parents will be given full information about the trip, including details of the programme of events, the planned activities and the supervision ratios (i.e, how many children/young people/vulnerable adults to each supervising adult).

Supervising children/young people/vulnerable adults

- If you are a leader in charge, you must be satisfied that the workers and adults who accompany group parties are fully competent to do so. Appropriate checks must be conducted and recorded.
- Children/young people/vulnerable adults must be supervised at all times.
- Children/young people/vulnerable adults must not be left unsupervised at any venue, whether it is indoors or outdoors.
- You and the other workers should know at all times where children/young people/vulnerable adults are, and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children/young people/vulnerable adults will be safer if supervised by two or more adults.
- Dangerous behaviour by children/young people/vulnerable adults should not be allowed.

Complaints Procedure

It is important to maintain an open culture where all staff, children, young people, vulnerable adults or parents feel able to express concerns both about protection issues and issues of poor practice when dealing with children, young people and vulnerable adults.

LDT staff and users of its services can make complaints by following the Grievance Procedure or Complaints Procedure. Those entitled to complain are the child, young person, vulnerable adults, parents/carers, guardians, anyone else with parental responsibility and any other person that LDT considers has sufficient interest in the child's/young person's/vulnerable adult's welfare to warrant being heard. The process should include an independent element, i.e. someone who is not an employee or an officer of the organisation in question.

An easy to follow complaints procedure and statement for members of the public, including partners, volunteers and young people is displayed and made available from all LDT offices.

Recruitment and Training

Recruitment and selection guidelines for employing staff who have unavoidable substantial access to children or vulnerable adults:

Our recruitment and training process and policy ensures that where the post contains unavoidable substantial access to children, young people, vulnerable adults – whether permanent, temporary (for more than 10 days), full time or part time - applicants must complete a special application form which does the following:

- a) Draws attention to the Rehabilitation of Offenders Act 1974 stating that convictions that are 'spent,' under the terms of the exemptions, must be revealed by an individual if he or she will be working with children or young people. This allows employers to take spent convictions into account in deciding whether to employ the applicant.
- b) Asks applicants to list any convictions, cautions, etc., they may have.
- c) Asks for the applicant's written consent for the Police to check the existence and content of any criminal record they may have through an enhanced DBS check to ensure an individual's suitability to work with children, young people or vulnerable adults.
- d) Points out that if an applicant refuses to grant consent for such checks, this would be sufficient grounds for us not to consider their application any further.

Once we have completed the interviews, we will make the relevant checks after the applicants have been recommended for appointment, but before they are appointed to post.

References

We should ask for at least two referees who are not family members. Referees will be informed that the post entails access to children, young people or vulnerable adults and should be asked directly about the applicant's suitability for work with children, young people or vulnerable adults.

Identification

We should ask all those applicants who have to complete the DBS check to produce evidence of their identity; e.g. passport, photo ID or a full birth certificate and evidence of current address. This is important as DBS can only make thorough checks if the person's identity is confirmed.

Agency staff

Any employment agency supplying us with temporary staff to cover posts with unavoidable substantial access to children, must carry out the necessary DBS checks on our behalf to ensure their suitability for working with children, young people or vulnerable adults.

Volunteers

Where we employ individuals as volunteers to work unpaid in our premises, where there is access to children, young people and vulnerable adults we should adopt the following procedures:

- Consider the skills needed for the job - is the person suited to the task?

- Ask all volunteers to complete a short application form.
- Confirm their identity, e.g. with passport/photo ID or birth certificate.
- Ask all volunteers for written references.
- Interview the volunteer, go through the information on their application form, and make sure they are aware of our Safeguarding Policy and other induction materials.
- Complete the necessary DBS checks.
- Carry out training and reviews in the same way as we do for paid members of staff.

Work placements

All students being allocated a work placement within LDT must be 16 years of age or above. All placements that involve students from schools/colleges must be conducted in accordance with the school/college guidelines.

Providing effective management for staff and volunteers through supervision, support and training

- Working with children, young people and vulnerable adults is both worthwhile and fulfilling, but it is also challenging.
- Once we have recruited our staff and volunteers, we need to ensure that they are all well informed, trained, supervised and supported, so that they are less likely to become involved in actions that can cause harm or be misunderstood. This process should include the following:
 - **Induction:** Our staff and volunteers need clear instructions on the tasks and limits that apply to them as newcomers. They need to be familiar with our Safeguarding Policy and Code of Behaviour, as well as other policies such as on health and safety.
 - **Probationary or trial period:** We aim to review the development and suitability of new staff and volunteers within six months of their taking up the post. For seasonal posts and short-term contracts, this period is usually reduced.
 - **Supervision and support:** This focuses on the work that new staff and volunteers need to do and how they should do it. Leaders and managers can also comment on any good work that the new recruits have done. Supervision provides an opportunity for new staff and volunteers to share concerns about their working environment. This supervision and support may be on a one-to-one basis, or in a group setting. It may be a regular formal meeting, or an informal discussion, as the need arises. It should provide an opportunity for both parties to discuss issues of importance and identify training needs. We recommend that everyone involved keeps a note of any agreed action points.
 - **Training:** As an Investor in People, we recognise the importance of excellent training and development practice. It is our management's responsibility to identify both the individual and common training needs of our staff and volunteers. Training should be an ongoing process, and relevant to the roles that people play in our organisation. All staff and volunteers who work with children, young people and vulnerable adults will participate in safeguarding training, which should include:
 - Awareness of abuse
 - Organisational policy and procedures
 - Skills training
 - Health and safety.

LDT recognises that it has a commitment to ensure that all employees have a clear understanding of their roles and responsibilities when working with children, young people and vulnerable adults. LDT processes will help employees to:

- Be able to recognise the different signs of abuse and what appropriate course of action should be taken in such circumstances.
- Have an understanding of the potential risks to themselves and ensure that good practice is adhered to at all time.
- Recognise signs of improper behaviour from other employees and take appropriate action should this occur.

All employees and members who work directly or indirectly with children, young people and vulnerable adults will be required to attend training in the above areas, and to complete on-line courses as appropriate.

LDT Designated Safeguarding Officer

The Designated Safeguarding Officer has the following responsibilities:

- To ensure that this policy and procedures are disseminated, implemented, and adhered to at all times.
- To be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection.
- To receive all information from staff, young people, parents or carers about any safeguarding concern or issue, to assess this information promptly and take any appropriate actions and maintain records.
- To liaise with and be familiar with relevant staff in external safeguarding agencies and to make referrals as and when necessary. When making a referral to do so having spoken to the relevant member of LTU staff and the child, young person or vulnerable adult involved.
- To arrange appropriate training and support for all relevant staff.
- To provide support during and after incidents involving safeguarding matters.
- To monitor and maintain records to provide feedback to the Advisory Board on the number of safeguarding concerns and incidents, and the outcomes of these.
- Nominate the Deputy Safeguarding officer, or any other Safeguarding Officer, to fulfil the role if unavailable (ie Annual Leave, Sickness, or unexpected circumstances) and to ensure the Safeguarding Team are aware of the same.)

LDT Safeguarding Officers

The Safeguarding Officers have the following responsibilities:

- To ensure that this policy and procedures are disseminated, implemented, and always adhered to.
- To be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection.
- To receive all information from staff, young people, parents or carers about any safeguarding concern or issue, to assess this information promptly and pass all records immediately to the Designated Safeguarding Officer to decide on any appropriate action
- To support the Designated Safeguarding Officer with any actions or records requested and maintain strictest confidence.
- To liaise with and be familiar with relevant staff in external safeguarding agencies and to make referrals as and when necessary. When making a referral to the Designated Safeguarding Officer they must first advise the relevant member of LTU staff and the child, young person or vulnerable adult involved, where appropriate.
- To arrange (with Designated Safeguarding Officer) appropriate training and support for all relevant staff.

- To provide support during and after incidents involving safeguarding matters as agreed with Designated Safeguarding Officer, and to document the same.
- To maintain records to forward to the Designated Safeguarding Officer.

LDT Safeguarding Officers all have responsibilities for both Safeguarding and PREVENT. They are:

Safeguarding Officers	Contact Information
Designated Safeguarding Officer	Name: Sara Green Job Title: Head of Quality Email: safeguarding@ldtraining.ac.uk Contact Phone Number (Safeguarding emergency): 07378 105729 Contact Phone Number: 020 7998 3655 (then press option 1)
Deputy Designated Safeguarding Officer (Edgware)	Name: Le-Ann Kurland Job Title: IQA Email: lkurland@ldtraining.ac.uk Contact Phone Number: 020 7998 3655 (then press option 1)
Safeguarding Officer (Nottingham) PREVENT Lead	Name: Touseef Mohammad Job Title: Programme Leader Email: tmohammad@ldtraining.ac.uk Contact Phone Number: 020 7998 3655 (then press option 3)
Safeguarding Officer (Dudley)	Name: Waqas Ahmed Job Title: Programme Leader Email: wahmed@ldtraining.ac.uk Contact Phone Number: 020 7998 3655 (then press option 2)

PREVENT

Prevent and British Values

The Prevent strategy is the Government's response to help counter the extreme ideologies that recruit vulnerable people and to offer guidance and support to those who are drawn to them. These include ideologies of far-right extremism (neo-Nazi) and violent Islamists (Al Qaeda, ISIS), although the strategy addresses all forms of extremism.

Local delivery of Prevent is aligned with Community Safety and Safeguarding; LDT recognises that all communities are affected by violent extremism.

Vulnerability to radicalisation or extreme view points

LDT recognises its duty to protect our students from indoctrination into any form of extreme ideology which may lead to the harm of self or others. This is particularly important because of the open access to electronic information through the internet.

LDT aims to safeguard young people through educating them on the appropriate use of social media and the dangers of downloading and sharing inappropriate material which is illegal under the Counter-Terrorism Act.

Staff are trained to be vigilant for spotting signs of extremist view and behaviours and to always report anything which may suggest a student is expressing opinions which may cause concern.

The governments counter terrorism strategy CONTEST aims to:

- weaken the drivers of terrorism
- reduce terrorist capability
- illuminate and disrupt planned attacks
- protect against and mitigate the impact of attacks

Our core ethos of promoting diversity means that LDT places a strong emphasis on the common values that all communities share, including self-respect, and tolerance.

Information on factors which can leave a person more susceptible to exploitation by violent extremists can be found in Annex 1 of The Prevent Strategy: A Guide for Local Partners in England which can be found at: <http://security.homeoffice.gov.uk/news-publications/publicationsearch/prevent-strategy/>

The Channel project provides a mechanism for assessing and supporting people who may be targeted by violent extremists or drawn into violent extremism. It provides a multi-agency approach for identifying, assessing the nature and extent of risk and developing an appropriate support strategy for the individual concerned. When concerns are raised about an individual at risk who is believed to be vulnerable to radicalisation a safeguarding referral should be raised. The referral should be forwarded to the local PREVENT through the DSO (Designated Safeguarding Officer) and/or the PREVENT Lead. This can be done by emailing safeguarding@ldtraining.ac.uk All DSO enquiries are responded to within 24 hours. We also have a dedicated Safeguarding number that will receive and respond to safeguarding concerns 24/7.

On-line reporting for sites with extremist content can be reported to <https://www.gov.uk/report-terrorism>.

Concerns and advice can be obtained at <https://www.itai.info/>

LDT ensure staff are aware of the risks to children and young people of being radicalised and provide WRAP (Workshop to raise awareness of Prevent) training and/or complete the Channel Awareness Course found at http://course.ncalt.com/Channel_General_Awareness/01/index.html

Prevent Strategy

The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health

LDT aims to:

- Support all students/learners to become valuable and rounded members of society who treat others with respect and tolerance, regardless of background
- Promote the basic British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those of different beliefs and faiths to students

- Ensure all students/learners understand the importance of respect for life in modern Britain
- Celebrate difference and promote diversity
- Encourage an understanding of the difficulties other cultures face where such values are not respected
- Encourage students/learners to actively participate in their own learning and development
- Embed information regarding laws, employer and employee rights and responsibilities

Leadership and Values

To provide an ethos which upholds core values of shared responsibility and wellbeing for all students/learners, team members and visitors and promotes respect, equality and diversity and understanding. This will be achieved through:

- Promoting core values of respect, equality and diversity, democratic society, learner voice and participation
- Building staff and student/learner understanding of the issues and confidence to deal with them
- Deepening engagement with local communities
- Actively working with local schools, local authorities, police and other agencies



CONCERN FORM

Name of child/young person/vulnerable adult:

DOB of person named above: 20.04.1996

Gender:	Ethnic Origin:	Disability Y/N:	Religion:
Male	White British	None	Not given

Date and Time of Concern:

Your Account of the Concern:
(what was said, observed, reported and by whom)

Please tick as appropriate

Physical	Emotional	Sexual	Neglect	Multiple Concerns
✓				

Additional Information:

Your Response:



Your Name:
Your Signature:
Your Position in LD Training:
Date and Time of this Recording:
Date received by DSO:
Action and Response of DSP
Name:Date:.....

PLEASE PASS THIS FORM TO YOUR DESIGNATED SENIOR OFFICER FOR SAFEGUARDING (SARA GREEN) OR DEPUTY DSO