

Safeguarding Policy

Statement

The Development Manager Ltd (TDM) is fully committed to safeguarding. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect everyone we work with, especially vulnerable people, from harm, abuse and exploitation. Our policy applies to all staff, consultants and volunteers working in our own premises, customer premises and other establishments where we may be representing TDM. TDM's policies and procedures must be read and understood by all staff via the induction programme and training and standardisation meetings. All staff are trained with the aim to revise, input and improve policies and procedures. Policies and procedures are revised on an annual basis and as required by changes in legislation and government requirements. Staff must comply with directives and keep up to date with all relevant changes.

TDM ensure all staff are DBS checked and have gone through a thorough interview process where a number of checks are carried out to ensure safe recruiting of staff.

TDM have a range of documents that, when joined together, form an important frame of reference for managing, in a consistent and fair manner, all care and protection concerns involving all individuals we work with.

1. **Code of Conduct** - The standard of behaviour expected of all TDM staff towards every individual we work with. **(See Appendix 1)**
2. **Grounds for Referral** - Guidance on grounds for referral. **(See Appendix 2)**
3. **Safeguarding Policy** - TDM's commitment to safeguarding (See below)
4. **Safeguarding Procedures** - The steps taken by TDM where there are concerns that a vulnerable person is experiencing harm, abuse and/or neglect (See below)
5. **Prevent and British Values Strategy** - TDM's strategy response to Prevent and British Values Duty.
6. **Complaints Procedures** - The procedure for managing complaints made by service users such as vulnerable people and their parents/carers, stakeholders, customers. (See Complaints Policy and Procedure)
7. **Grievances Policy and Procedure** - The procedure for managing grievances raised by staff members (See Grievances Policy and Procedure)
8. **Disciplinary Policy and Procedure** - The steps taken to manage serious breaches of behaviour on the part of staff. (See Disciplinary Policy and Procedure)
9. **Public Interest Disclosure (Whistleblowing) Policy** - The policy which protects staff members who report concerns about the behaviour of other staff members or stakeholders. (See Public Interest Disclosure (Whistleblowing) Policy)
10. **Information, Advice and Guidance Policy (IAG)** - Our policy stating the help and support we offer to our Customers and Stakeholders. (See IAG Policy)
11. **Safer Recruitment Policy and Procedure** - Our policy and procedures followed to ensure safer recruitment of new staff.
12. **Safer Recruitment** - Risk Assessment (Appendix 5)

Safeguarding Policy and Procedures

Aims

The aims of the company safeguarding policy are:

- To provide an environment where all can work safely; the Company will take every reasonable precaution to minimise risk while providing demanding, challenging and enjoyable training and development activities at our own premises and the premises of our employers and clients.
- To contribute to the personal safety of all children and adults using our facilities and resources, through actively promoting awareness, good practice and sound procedures.

The Company is committed to ensure that all, and specifically those that are vulnerable, are kept safe from harm while they are involved with the Company.

Principles

1. Safeguarding has a meaning wider than child protection. The policy aims to ensure that all learners, staff, customers, linked employers, stakeholders and visitors are safe from harm and abuse, harassment and bullying.
2. Safeguarding also includes all staff acting in a responsible way to avoid any false allegations of inappropriate behaviour being made about their conduct that would give cause for concern.
3. This policy is based on the law and statutory guidance applicable in England only. The Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 deal with aspects of regulated activity.
4. The Equality Act 2010 and the Health & Safety at Work Act are also relevant to safeguarding. The Safeguarding Officer maintains a Safeguarding report and is supported by the Management team and designated staff.
5. This policy is directly linked to the company disciplinary procedures. All staff have a legal duty to report instances of harm and abuse in regulated activity to the Disclosure & Barring Service (DBS) following action in accordance with staff disciplinary procedures where appropriate.
6. In addition to the legal aspects it is our policy to ensure that all persons learning and working with The Company respect each other and strive to help each other in a professional and caring manner.

Definitions

TDM's safeguarding policy is to be followed by all staff in relation to everyone we work with.

The policy states that TDM have a primary responsibility for the welfare of children, young people and vulnerable adults, therefore:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18 (Keeping children Safe in Education (KCSIE) 2020 pg.5)

Safeguarding Officer (SO) Role

The SO's primary role is to ensure that TDM's procedures are followed, and particularly make a referral to the relevant Social Services/local council (<https://www.gov.uk/report-child-abuse-to-local-council>) about the concerns raised by any learner or member of staff about an individual vulnerable people, if required.

The role of the SO within TDM is:

- To produce, maintain and develop relevant safeguarding Policies and Procedures for staff and learners within TDM.
- To ensure that all coaching staff and staff who interact with young people, vulnerable adults and customers whether full-time, part-time or temporary, have read and understood TDM's safeguarding Policy and Procedures and all related policies.
- To co-ordinate action by staff when a report is made about suspected abuse in a work environment, educational or other setting, and to report to the local council/Social Service or safeguarding partners, where necessary.
- To facilitate staff development in terms of safeguarding issues for learners.
- To be available to provide advice, guidance and information relating to safeguarding issues to all learners and staff.

The designation of a member of staff for this purpose should not, however, be seen as diminishing the role of all members of staff in being alert to the signs of abuse of a learner, in recognising their responsibilities in reporting a concern that a learner has made during placement at TDM or an apprentice at work managed by the Company and understanding the procedures to be followed.

All TDM staff

All staff have a personal responsibility for safeguarding the welfare and well-being of all children and adults at risk of harm by protecting them from abuse which may include but not exclusive:

- Physical, verbal, Psychological or emotional abuse
- Neglect, mental health
- Domestic or Sexual abuse
- Financial or material abuse
- Information or Institutional abuse
- Honour based abuse
- Extremism and radicalisation
- Internet abuse (Online safety)
- 'County Lines'
- Slavery, trafficking or exploitation
- Peer to peer abuse (e.g. upskirting, sexting...)

In addition to the above, all staff have a responsibility to undertake the safeguarding training provided by the company or third parties. All Staff have read & understood part one of Department of Education '*keeping children safe in education*' which is updated on a yearly basis. Staff should also ensure they review the appropriate safeguarding documentation in our content management systems and our learning management system and maintain currency of knowledge.

Line managers are accountable for managing safeguarding training for their line reports and ensuring relevant information in respect of Safeguarding is provided to individuals for whom they have line management accountabilities.

Managers undertaking recruitment are responsible for applying for appropriate DBS checks and advising selected applicants of this fact. The applicants need to supply appropriate information so that TDM HR service to access the DBS portal to satisfactorily complete a submission.

Safer Recruitment

The Management Team

The Management team are responsible for ensuring that recruitment processes and employment offers are compatible with the safeguarding principles and meet legislative requirements in terms of relevant pre-employment checks via the DBS.

The Management team are responsible for the provision of information and guidance in terms of appropriate practice in the recruitment selection process.

It should be noted at all times the onus is on the applicant or where consultants are engaged to reveal any conviction, caution, bind-over, probation order, or pending prosecution, whether imposed prior to or within the period the applicant works on work activities.

The applicant shall produce proof of identity, preferably passport or driving license, and additionally provide proof of residence, which should be checked by the recruiting manager and the appropriate documents

The Safeguarding Officer

The Safeguarding Officer is accountable for the following checks being carried out on all prospective employees:

- DBS criminal records check at enhanced level including barring and police disclosure where legal and appropriate (without breaching the Rehabilitation of Offenders Act) but complying with regulated activity safeguarding requirements.
- References are sought and checked as, nominated by the applicant. Such references must come from a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, any previous experience of working with/looking after children and young people.

The Safeguarding Officer will, in liaison with the Senior Managers, define if the post is in regulated activity, with guidance to be sought from the Line Manager. To decide on the level of DBC check required.

No applicant may start work unsupervised without the above enquiries being completed. However, the Safeguarding Officer may, in consultation with the managing director and Line Manager authorise an applicant to commence supervised (one-to-one basis) work while awaiting the outcome of the DBS. This supervision must meet the Secretary of State for Education's definition and will be risk assessed (appendix 5)

The Safeguarding Officer and Management team will not accept any previous reference, police check, social services endorsements provided by an applicant in substitution for the above enquiry process. At all times the initiative must lie with our company to make its own, completely independent enquiries. Record keeping shall be in accordance with our staff policies and will comply with the Data Protection Act 2018 and the GDPR.

Management of policy

The senior management team and Directors are accountable for the execution of this policy throughout the Company. The Safeguarding Officer is responsible for providing Senior Managers with information pertaining to Safeguarding and such notifications will be addressed where required, under the health and safety agenda item of all Senior Managers meetings.

The Safeguarding Officer shall ensure active compliance with this policy by all staff, learners, stakeholders, consultants, linked employers. All staff will actively endeavour to implement this policy.

DBS reports

All staff who apply and are recruited to work at TDM are required to undertake a DBS check at the appropriate level. All new staff are risk assessed and supervised prior to their DBS clearance at TDM. Therefore, if staff fail to disclose any previous convictions or cautions that subsequently appear on their DBS, their contract will be terminated immediately.

In the event of a DBS notification indicating barriers to an employee continuing in their current role, the Management team should hold discussions with the Line Manager and Safeguarding Officer before any decision is made in respect of on-going employment with the company which breaches staff disciplinary procedures.

DBS Update Service

Individuals can join the DBS Update Service at the point an application for a new DBS check is made – using the application reference number, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue.

This allows for portability of a certificate across employers. Before TDM uses the Update Service, we will:

- obtain consent from the applicant to do so.
- confirm the certificate matches the individual's identity; and
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

Records

The safeguarding Officer is to keep records of all incidents of harm, abuse, harassment and bullying and not to destroy those records where relevant to harm or abuse. All records will be kept password protected on a secure online cloud platform electronically. These records can and should contain any information proven at the time or unproven in order to develop a track record of events which may be relevant to a subsequent inquiry.

Disciplinary Procedures in Relation to Regulated Activity

If a person is accused of an act of harm or thought to have committed one as defined by law, they can be suspended and requested to remain away from work while an investigation takes place into the incident. This is called 'neutral ground'. Staff may not visit the person in neutral ground to give information about the progress of the disciplinary inquiry without the formal permission of the Line Manager and Safeguarding Officer. It is not a disciplinary matter at that point because no offence has been proven.

If no offence can be proven then following advice from Management and the Safeguarding Officer and relevant services where appropriate, the person may be reinstated. If a police officer notifies the company that the disciplinary procedure or any subsequent reporting to DBS should be halted pending a police investigation that instruction will be complied with by all staff members involved.

False accusations against staff or learners will be reported to the police as potential criminal offences as

well as disciplinary offences.

If the person is found to have committed harm, they may be moved to another post or dismissed in accordance with disciplinary procedures. At this point the managing director or the disciplinary manager will instruct the safeguarding Officer to complete the DBS reporting form and send full details of the case including previous notes of other relevant incidents or concerns to the DBS for investigation by a senior case officer.

If the staff member resigns, retires or flees at any point during 'neutral ground' or disciplinary procedures thus making it impossible for the procedures to be completed, then the law requires that the managing director shall instruct the safeguarding Officer to report that staff member to the DBS for further investigation regardless of their location and status.

Reporting & Confidentiality

Staff are to carefully note the following.

Any queries or request for additional information should be addressed to the Safeguarding Officer.

It is the duty of all staff to report incidents of concern whether they affect regulated activity or not. It is also the duty of staff to protect and assist learners when they wish to report. The company has an open style of management and wish to support anyone who feels concerned about their treatment. Although any reported incident will be kept confidentially in line with policy and data protection, staff cannot – and must not - promise confidentiality when harm is reported. The law requires that police and social services and the DBS are informed. The person reporting and the person harmed will be protected. It is their legal right to remain anonymous to other staff and the public. However, the Safeguarding Officer has a duty to pass on the names and details of any child or adult who has been harmed to relevant authorities.

Harassment

No learner or staff member shall be harassed. No learner or staff member shall harass any visitor, client customer or employer. Harassment can be of two kinds – civil harassment linked to discrimination under the Equality Act 2010 and criminal harassment linked to the Protection from Harassment Act 1997 or racial harassment under a range of Police laws. Learners have the right to complain about harassment. Staff also have this right. Staff have the same rights to protection as learners.

Bullying

Although bullying is not precisely defined in law, any physical or mental duress which makes a person feel as though they are being forced against their will to act in an inappropriate way or to feel unduly stressed, or to be alarmed at the thought of coming to work, will be deemed to being victims of bullying and/or harassment. However, the reasonable requests of Line Managers for staff to do their work to the required quality and for learners to actively take part in learning cannot be misconstrued as bullying. In respect of all learners/clients, all staff will act in an understanding way taking into account any disability, learning difficulty or personal circumstances that could impact on an individual's sense of vulnerability.

Harm

Although adults will understand the general meaning of harm and abuse in normal parlance, it is not possible to say that a person has 'harmed' a child or adult in a legal sense unless we understand what legal harm is.

The government has conducted research into harm, and this is found here:

<https://www.gov.uk/government/publications/systematic-review-of-models-of-analysing-significant-harm>

Our Safeguarding Officer is to liaise with the local authority on these matters.

Disclosure and Barring Service definition of harm

Has a person:

- Harmed a child or vulnerable adult through their actions or inaction Harm should be considered in a wider context than just physical and can take numerous forms.
- Represented a risk of harm to a child or vulnerable adult (satisfied the harm test).

To satisfy the harm test there needs to be credible evidence of a risk of harm to vulnerable groups including children such as statements made by an individual regarding conduct/behaviour, etc.

For a case to be considered as a risk of harm, relevant conduct would not have occurred but there must be tangible evidence rather than a “feeling” that a person represents a risk to children and / or vulnerable adults.

- Have received a caution or conviction for a relevant offence

A relevant offence for the purposes of referrals to DBS is an automatic inclusion offence as set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009.

A list of relevant offences is detailed here:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The list includes a range of offences and should be reviewed before making any decision as to the relevance in respect of safeguarding.

Legal requirements

TDM is required by law to refer a person (to the DBS using the correct form) where they have been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

The Safeguarding Officer is required to provide information relating to the person’s conduct, (including copies of relevant documents), namely:

- A summary of the conduct including details of the setting and location in which such conduct occurred.
- Details of any harm suffered by any child or vulnerable adult resulting from or arising from the conduct or any risk of harm that a child or vulnerable adult was, or may have been, exposed to as a result of such conduct.
- Whether the person you are referring has accepted responsibility for or admitted the conduct or any part of it.
- Any explanation offered by the person you are referring for the conduct or any remorse or insight demonstrated by them in relation to the conduct.
- Any information other than that relating to the person’s conduct which is likely to, or may, be relevant in considering whether they should be included in or removed from a barred list including information relating to any previous offences, allegations, incidents, behaviour or other acts or omissions.

It is a legal requirement to supply information relating to the reason why you consider that the harm test is satisfied in relation to the person you are referring. You are also required to provide details of any investigation undertaken by any person in relation to the person’s conduct including:

- The evidence and information obtained and considered in any such investigation.
- The outcome of the investigation, if known.
- The contact details (including a name, address, telephone number and e-mail address) of any

person responsible for the investigation.

Procedures for Staff

- TDM have a responsibility to assist Social Services in safeguarding issues.
- Staff should therefore be familiar with the TDM's procedures for dealing with any suspicions, allegations or instances of abuse which arise, in order that they may make the first 'judgement call' and provide access to counselling where necessary and appropriate.
- Appendix 1,2,3 and 4 aim to aid any member of staff to follow the procedures necessary to deal with safeguarding matters arising.
- For this to happen, staff will work closely with the Safeguarding Officer (SO), who will provide a copy of the regulations and will be available for advice and guidance.
- The relationship that coaching staff have with learners is based on trust, and often on confidentiality: such relationships are an integral feature of a secure, caring environment which fosters learning and personal development. Staff have, however, a professional responsibility to share relevant information about the protection of learners with other professionals where appropriate, and where physical, sexual or emotional abuse is suspected, a moral duty to report it.
- Staff must be aware of learner's mental capacity for disclosure of safeguarding issues and decide on reporting suspected safeguarding issues to the Safeguarding Officer.
- Staff must be aware of the disclosure of data must be under the regulation and guidance of the Data Protection Act.

When a learner discloses abuse to a member of staff, the following procedures should be followed:

1. Advise the learner of TDM's Policy and Procedure and the Safeguarding Officer (SO).
2. Inform the learner that details may have to be reported to the SO.
3. SO keeps a record of report according to details given by learner.
4. A referral to external agencies may have to be made (Prior to seeking consent from learner - if applicable).
5. Monitor the learners' progress in terms of academic achievement and welfare.
6. If the concern raised is about the SO, staff member should report the information directly to another senior manager.

Procedures for Learners on Apprenticeships, Traineeships or other Work Based Placements

Learners placement companies will be furnished at the outset with a 'Sign-up Safeguarding' agreement which outlines the TDM's responsibility to report any incidents of inappropriate practice or safeguarding issues.

1. Learner will report the concern to their coach or any other member of TDM staff that overlooks their qualification.
2. Staff member will notify the SO in TDM.
3. The designated person must notify the employer or an authorised person from the placement company, and together they will decide, taking advice where necessary, if the information is such that the matter should be referred immediately to Social Services.

SO or Coach will provide the learner with advice and support services where appropriate/necessary.

When a learner is concerned that the above procedures for placement-based setting staff have not been carried out appropriately or adequately, the following should apply:

1. Learner reports concern to TDM's coach or staff member who informs SO.
2. SO will initially discuss the concern with the Learner where necessary and maintain a written record of the details.
3. SO will discuss concern with the Coach and together they will decide, taking advice where

necessary and maintaining a written record where appropriate if the information is such that the matter should be referred immediately to the Social Services.

4. If agreement cannot be reached, the decision should be made by the SO; but where there is doubt, a referral may be made by the coach to the Managing Director of TDM.
5. Communication between TDM and employer should be maintained.
6. Whatever the decision, the learner should be informed of actions taken.

Any member of coaching staff who follows the procedures in this guidance in making a report of suspected abuse by any person (whether or not connected with the educational or other setting), is acting within the course of his/her employment, and in such circumstances, where he/she has acted in good faith, will receive the full support of TDM and will not be legally or financially liable should any consequential action be brought against him/her.

The Data Protection Act 2018 deals with the right of individuals to obtain copies of personal data, held on computer and manually held data of which they themselves are the subject. With Part 1 of the Act, however, sets out some exemptions to the general subject access right. It specifies that subject access need not be given in any case where to do so would be to prejudice the prevention and detection of crime, or the prosecution or apprehension of offenders.

Contact;

Designated Safeguarding Lead

Stuart O'Rourke

Email: Stuart@tdm.co.uk

Tabitha Jones – Safeguarding Officer

Senior Technical and Development Coach

Email: tabi@tdm.co.uk

Jennifer Johnson - Safeguarding Officer

Quality and Compliance Manager

Email: jenny@tdm.co.uk

Appendix 1

Code of appropriate behaviour

1. Do treat everyone with respect
2. Do provide a good example that others will follow
3. Do plan activities which always involve more than one person being present, or at least within sight or hearing of others.
4. Do respect a person's right to personal privacy.
5. Do encourage everyone to feel comfortable and caring enough to point out attitudes and behaviours, they do not like.
6. Do remember that someone else might misinterpret your action. No matter how well intentioned.
7. Do recognise that caution is required when dealing with bullying, bereavement or abuse.
8. Do not leave vulnerable people in unsupervised charge of activities involving other vulnerable people.
9. Do not permit abusive peer activities such as ridiculing or bullying.
10. Do not have any inappropriate physical or verbal contact with others.
11. Do not jump to conclusions about others without checking the facts.
12. Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.
13. Do not exaggerate or trivialise abuse issues.
14. Do not show favouritism to any individual.
15. Do not make suggestive remarks or gestures in the presence of anyone, especially vulnerable people.
16. Do not smoke or swear in the presence of vulnerable people.
17. Do not invite vulnerable people to your home alone or give them your personal contact details.
18. Do not rely on just your good name to protect you.
19. Do not conduct or plan activities outside TDM's agreed terms of reference.

Appendix 2 - Grounds for Referral

TDM has provided its managers with the following definitions for different types of abuse. This is not intended to be an exhaustive list, but it does help staff understand which warning signs to look for.

Abuse Type	Definition
Physical abuse	Any physical contact that results in discomfort, pain or injury
Verbal abuse	Any remark or comment by others that causes distress
Neglect	This includes ignoring or preventing medical or physical care needs or withholding the necessities of life such as food, drink and heating. Also, where a child is not being looked after properly, for example, not getting enough to eat or being left alone in dangerous situations.
Psychological or emotional abuse	Action or inaction by others that causes mental anguish
Child Sexual Exploitation (CSE)	CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex
County lines	County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".
Information abuse	Failure to adhere to relevant data protection guidance and lack of appropriate information about care
Institutional abuse	Failure to recognise individuality and rights as a citizen
Honour based abuse	So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators.
Extremism - Radicalisation	Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse. Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
Internet Abuse (Online Safety)	Abuse may happen through online websites. Including: sexting, webcam footage, using social networks, inappropriate content, trolling and chatting with strangers online.
Discriminatory Abuse	A situation where other people are improperly treated due to their racial, disability, mental health, gender, age or sexual orientation. It may take the form of verbal or physical harassment or being shunned or unfairly excluded.
Upskirting	The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a persons clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim

Assessing the impact of harm can be difficult, particularly where learners are unable to tell staff what has happened. In such cases, employers and managers will need to take account of:

- changes in behaviour or unusual distress
- Unusual behaviour or reactions - for example, becoming fearful of a staff member
- observations of staff who know the learner well
- assessments (before and after)
- statements from others - staff, visitors, learners etc
- learner's history - any previous allegations?

TDM is subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of our functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. The Prevent duty is part of TDMs wider safeguarding obligations.

Appendix 3

Template Notification of Suspected/Admitted/Known Abuse of vulnerable people to Safeguarding Officer

Private and Confidential

This form should be completed on the basis of information that a person gives about a concern of a vulnerable person in TDM or their placement-based setting.

Notification of Suspected/Admitted/Known Abuse of vulnerable people to Safeguarding Officer

Affected person's surname

Affected person's forename

Contact details

Current programme of study

Link coach

Reason for report including details where known:

Action to be taken:

Referred by SO in writing/by telephone to:

Date of referral:

Family member advised of referral? Yes/No

Affected person advised of referral? Yes/No

Name and signature of person referring:

Position:

Date:

Contact details:

Appendix 4

As TDM works across many Local Authority Partnership Boards - the learners address is essential to identify the correct local authority, for example;

<http://www.lscpbirmingham.org.uk/index.php/safeguarding-concerns>

<https://www.safeguardingworcestershire.org.uk/report-it/>

<http://www.safeguardingshropshireschildren.org.uk/>

Template Notification of Suspected/Admitted/Known Abuse of vulnerable people to Social Services

Private and Confidential

This form should be completed on the basis of information readily available and should not be delayed on the basis of incomplete information.

Notification of Suspected/Admitted/Known Abuse of vulnerable people to Social Services

Affected person's surname:

Affected person's forename:

Date of Birth:

Present location:

Reason for report:

Action already taken:

Referred in writing/by telephone to:

On Date:

Family member advised of referral? Yes/No

Affected person advised of referral? Yes/No

Name and Signature of person referring:

Position:

Date:

Contact details:

.....
Acknowledgment

I acknowledge receipt of your notification in respect of the person(people) named below:

Affected person's name(s):

D.O.B.:

Present location:

Signature:

Name in print:

Designation:

Date:

Address of Social Services Office:

Telephone:

Appendix 5

Safeguarding Risk Assessment for Safer Recruitment

When staff are recruited to TDM they will undertake a DBS check to ensure that they are safe to work with Apprentice learners.

If you do not have an up to date DBS prior to starting your employment, one will be undertaken when you start employment.

Staff are held in probation for a period of 6 months on recruitment.

If Staff do not achieve a clear DBS they will not remain in employment with TDM.

Name.....

Job Role.....

Role:	Level of Supervision	Person To Supervise
Carry out one to one interview with learners	In the same room	
Carry out classroom training delivery	In the same room	
Carry out invigilation	Not permitted without DBS at TDM	
Carry out online coaching/training	In the same room	
Workplace coaching	In the same room	
Standardisation training	In the same room	Pete Lewis

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Signed.....

Date.....

Date of DBS when available..... and the above risk assessment is no longer required.

To add to Staff file on HR toolkit.

Keeping Children Safe in Education Link

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf