

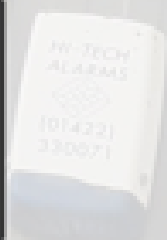


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SAFEGUARDING AND PREVENT PROCEDURE



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PRO: 01 – Safeguarding and Prevent Procedure

Safeguarding/Prevent Procedure

neglect, online abuse, sexual abuse, physical abuse, emotional abuse, child sexual exploitation, female genital mutilation, bullying and cyber-bullying, domestic abuse, child trafficking, grooming, harmful sexual behaviour, extremism, radicalisation - further details in *Prevent Policy* and *Safeguarding Policy*

Get advice from any of the Designated Safeguarding Persons: (Jo Dean - DSL, Mathew Woodhead - Deputy DSL, Oliver Green – Deputy DSL)

Complete the Safeguarding ticket on the Apprenticeship Hub and submit to Lead Designated Person

If incident does not require referral ensure the concern discussed immediately with the DSL or deputy DSL and a ticket is logged on the Safeguarding portal

If incident requires referral, ask for advice from the lead DSL or LADO and follow relevant local authority guidance (as per learner's residence)

CHILDREN SAFEGUARDING:

If a child is in danger - contact Police 999 (non-emergency dial 101)

For all other referrals please use relevant information:

Kirklees MBC:

If the child is in danger: 01484 414960 (24 hour service)

Free service: 01484 456848

For learners who live in any other location, contact their relevant local authority. Details can be found by inputting the learner's home postcode in the link below

<http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1>

NSPCC Helpline: 0808 800 5000 (free)

Childline: 08001111 (free)

PREVENT:

Daniel Dearnley (Kirklees)

Daniel.Dearnley@kirklees.gov.uk Prevent Coordinator

Chris Rowell – Head of FE & HE Regional Delivery Network (Prevent and Counter Extremism) – chris.rowell@education.gov.uk

Helen Morris-South
East-Prevent.SouthEast@service.education.gov.uk

Chris Sybenga – North East and Yorkshire –
Prevent.NorthEast@service.education.gov.uk

Claire Little – North West
Prevent.NorthWest@service.education.gov.uk

Jennie Fisher-London Prevent.London@service.education.gov.uk

Sam Slack – East Midlands
Prevent.EastMidlands@service.education.gov.uk

Dave Layton-Scott – Eastern England
Prevent.EastofEngland@service.education.gov.uk

Almagir Sheriyar – West Midlands & South East –
almagiralmagir.sheriyar@education.gov.uk

ADULT SAFEGUARDING:

In the event of an emergency contact Police 999
(Non-emergency dial 101)

For all other referrals please use relevant information:

Kirklees MBC:

If the adult is in danger: 03003045555

Out of hours urgent concerns: 01484 414933

For learners who live in any other location, contact their relevant local authority. Details can be found by inputting the learner's home postcode in the link below

<http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1>

NSPCC Helpline: 0808 800 5000



PRO: 01 – Safeguarding and Prevent Procedure



All disclosures will be followed up and all relevant people informed when any updates have been made



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This policy is subject to annual review

M.Woodhead

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INFORMATION, ADVICE AND GUIDANCE ON REPORTING SAFEGUARDING/PREVENT CONCERNS/DISCLOSURES

The chances are that disclosure will take place at the most inopportune of times. Whatever the inconvenience, a disclosure cannot wait and must be dealt with immediately. Perhaps this is common sense but needs reiterating at intervals.

A disclosure can often take staff completely by surprise and it is important that they have a clear understanding of the organisational procedures they should follow to deal with it. Each occasion will be unique but there are basic principles that staff should follow while also adapting to individual circumstances. This procedure outlines the guidance that staff might be given to help them deal with a disclosure.

RELEVANCE TO EVERYONE

When dealing with a disclosure, the process that staff should follow and guidance on Basegreen implementation can be found in the BASEGREEN [Safeguarding Policy](#) and [Prevent Policy](#).

GUIDANCE

- always act where there are concerns
- seek advice and refer to the designated person(s) – do not promise complete confidentiality
- do not investigate but do listen and reassure.

A member of staff or a volunteer who is approached by a learner should listen positively and try to reassure them. The member of staff cannot promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the learner safe. The degree of confidentiality should always be governed by the need to protect the learner.

Additional consideration needs to be given to learners with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

All staff should know who the BASEGREEN designated persons are and how to contact them. Ultimately, all staff can make a referral directly to the police or children/adults safeguarding boards of the relevant local authority (as per learner's area of residence) and should do this if, for whatever reason, there are difficulties following the agreed protocol.

THREE POSSIBLE STAGES OF ACTION

The actions that a member of staff should take can be divided into three stages:

STAGE 1:

Dealing with the disclosure as it happens; ensuring that the learners' immediate needs are met and that they feel supported. When a disclosure is made to a member of staff, it is most important that they understand that they do not have to investigate the disclosure themselves. The disclosure must always be taken seriously and dealt with according to BASEGREEN procedures even if the truth of the disclosure is uncertain.

Staff should:

- Listen to the learner, keeping calm and offer reassurance
- Observe visible bruises and marks but not ask a learner to remove or adjust their clothing to observe them
- Allow the learner to lead the discussion and to talk freely if a disclosure is made
- Listen to the learner without investigating
- Avoid using leading or closed questions
- Accept what the learner says without challenge
- Reassure them that they are doing the right thing by telling you and that you recognise how hard it is for them to tell.

Staff should not:

- Press for details by asking questions such as 'What did they do next?'
- Lay blame or criticise either the learner or the perpetrator
- Ask the learner to repeat what they said to a colleague
- Promise confidentiality – but they should explain that the learner has done the right thing and who will need to be told and why.

STAGE 2:

Ensure that a designated member of staff is immediately informed; once the immediate comfort and safety of the learner is secured, the staff member will follow up using BASEGREEN ticket system on the Safeguarding Portal Apprenticeship Hub. If the lead designated persons are not available, then another of the designated persons should be informed.



It can be particularly difficult to handle a disclosure which involves another member of staff. In this case, including instances where the allegation is against a designated person, that person's manager should be informed. Where the lead designated person is the person under investigation, then the BASEGREEN CEO should be contacted.

The member of staff can make a referral themselves directly if they are concerned about a learners' immediate safety and are having difficulty contacting a designated person. However, if you believe that a learner is at immediate risk of harm and cannot contact the designated staff you should treat this as an emergency and call 999 to report your concerns to the police.

STAGE 3:

Ensure that details are recorded as soon as possible; that they feel satisfied that the disclosure has been followed up and is acted upon appropriately.

The member of staff receiving the disclosure should note down details as soon as possible. What is clearly etched at the time can become blurred after a few hours. Staff should understand that it is vital that they make clear and concise notes soon after the disclosure to complete a more detailed record using the BASEGREEN ticket system on the Apprenticeship Hub.

Wherever possible, staff should record information as it was told to them using the language of the learner rather than their own interpretation of it.

In the case of visible bruises or observed injuries, a body map (a drawing of a body outline, upon which the location of bruises/injuries can be indicated) might be completed. Any records should be kept and used by them during the referral process, in accordance with the relevant local authority procedure.

It is important to report factual information rather than an assumption or interpretation. They might convey their intuitive thoughts, but these should be recognised as such and should not form part of the record.

WHAT HAPPENS NEXT?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the designated person what has happened following the report being made. If they do not receive this information, they should be proactive in seeking it out.

If they have concerns that the disclosure has not been acted upon appropriately, they might inform the safeguarding Trustee or may ultimately contact the local authority child protection team.

Receiving a disclosure can be upsetting for the member of staff and BASEGREEN will support them after the disclosure. This might include reassurance that they have followed procedure correctly and that their swift actions will enable the allegations to be handled appropriately. In some cases additional counselling might be needed.

No one wants to receive a disclosure. Knowing what to do will make the process just a little bit easier.

