

SAFEGUARDING POLICY

(incorporating Child Protection Policy and arrangements re Prevent and e-Safety)

Policy last updated: August 2023

Review date: August 2024

This policy is readily accessible via NLTG website (www.nltg.co.uk)

Index

1. Scope of Policy
2. Policy Statement
3. Legal Requirements
4. Definitions
5. Recruitment
6. Training
7. NLTG Employment
8. Responsibilities including commitment to the policy
9. Reporting Procedures
10. Partnerships
11. Allegations including SOFA
12. Prevention
13. Curriculum Delivery
14. Safeguarding Team
15. Record keeping
16. Auditing
17. Other relevant documentation

Appendices

Employment status of learner
Safeguarding Policy Overview
Management of Safeguarding
Safer Staff Recruitment
Safeguarding Overview
Prevent Overview
Learner resources for Safeguarding, Prevent and e-safety
E-safety overview

1. SCOPE OF POLICY

This policy sets out our arrangements for the safeguarding and welfare of all NLTG learners and staff and how this will be implemented by North Lancs Training Group Ltd. (This is over and above our statutory duty for safeguarding).

It is our policy to protect NLTG staff from potential false allegations of abuse.

NLTG's definition of Learner in the context of this policy: Apprentices, Study Programme students, Traineeship students and Adult unemployed learners

2. POLICY STATEMENT

This policy outlines our commitment, our arrangements and organisational responsibilities / procedures to safeguard and promote the welfare of young people, including those who may become vulnerable in certain circumstances. (See Appendices). It provides evidence of how this will be implemented within NLTG.

Safeguarding and promoting the welfare of children, young people and adults at risk is **everyone's** responsibility, and **everyone** who comes into contact with such vulnerable groups has a role to play in identifying concerns, sharing information and taking prompt action that is at all times in the **best interest** of the child / young person / adult.

This safeguarding policy:

- shows how NLTG intends to meet its safeguarding responsibilities
- promotes best practice within NLTG
- reflects the national context of safeguarding
- broadly describes the activities in which NLTG will be involved to meet its responsibilities
- sets a standard which NLTG will require all organisations/partnerships with which it does relevant business to meet
- operates a 'zero tolerance' to abuse and other harmful situations
- applies to all NLTG employees regardless of employment status, including volunteers, consultants and subcontractors
- complies to legislation

3. LEGAL REQUIREMENTS

NLTG recognises it has a statutory duty under the '*Safeguarding Vulnerable Groups Act 2006*' to secure the safety of children, young people and adults at risk who are their learners. It also has a statutory duty under the Children Acts of 1989 and 2004 and Section 175 of the Education Act 2002 to safeguard and promote the welfare of its learners.

In fulfilling this duty regard has been taken of the guidance in: -

Keeping Children Safe in Education
Working Together to Safeguard Children
Protection of Freedoms Act 2012
Prevent Duty guidance for England and Wales

NLTG in fulfilling this duty ensures that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in 'Part One of Keeping Children Safe in Education'. (NLE1502 a)

NLTG aims to ensure that children and young people must strive to achieve the five outcomes:

1. Being healthy – physical and mental health and emotional wellbeing
2. Stay safe – prevention and protection from harm and neglect
3. Enjoy and achieve – education, training and recreation
4. Make a positive contribution to society
5. Achieve economic and social wellbeing

4. DEFINITIONS

Position of Trust: using a position to convince or lead a young person to believe that he or she is under the adult's protection and is safe in the company of this adult.

A position of trust relates to a person's influence and persuasion over a young person. That person is in a position of reliability, truth and strength, while the young person is in a position of vulnerability and weakness.

4.1 Abuse

Abuse is behaviour towards a person that either deliberately or unknowingly causes a person harm, or endangers their life or their human and civil rights. It can be passive e.g. failing to take action to care for someone, or failing to raise the alert about abuse; or active e.g. hitting, stealing or doing something that causes harm. Abuse can be a one off or something that is repeated.

Abuse can be: -

- Physical
- Sexual
- Financial
- Psychological/emotional (including the use of texts, social networks and email)
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- Discriminatory in nature e.g. racial, sexual or religious harassment

The above list is not exhaustive

Any risks associated with children and learners offending, misusing drugs or alcohol, domestic violence*, self-harming, FGM, going missing, being vulnerable to radicalisation or being sexually exploited are known by the adults who care for them and shared with the local authority children's social care service or other relevant agency

*Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

For further information on the above specific safeguarding issues see NLE1502

5. RECRUITMENT

Disclosure and Barring Service (DBS) checks are carried out on:

- New employees working in regulated activities (they will not be working unsupervised with any young person / adult at risk until the DBS is received and checked)
- Existing employees transferring to a new job role defined on the Personal Specification as being a Regulated Activity.

All existing staff working in regulated activities are DBS checked. A repeat DBS will only be carried out in instances where there has been a break in their employment for 3 or more months or where there is a specific need, i.e. a request for an associated company NLTG is engaging with.

All NLTG Board members undertake an enhanced DBS check.

Where it becomes apparent at any stage of the learner's recruitment or participation on NLTG Study Programme, JCP or Traineeship programmes that the learner has been convicted / cautioned for a sexual offence their participation on the programme will be assessed, in conjunction with the learner and other relevant agencies, and may result in the withdrawal from the programme to safeguard the protection of other learners and staff.

Additional policies to support Safer Recruitment include, DBS Checks Policy and Safer Recruitment Work Instruction.

6. TRAINING

All NLTG employees will: -

- Be issued with part 1 on their first day at induction (information for all school and college staff) of Keeping Children Safe in Education, which describes their responsibility for Safeguarding
- Receive introductory safeguarding training by the DSO on their first day of employment
- Complete NSPCC Safeguarding online training or Highfield online training within 2 weeks at start
- Undertake online Safeguarding training every 2 years. A central register of staff training competences and qualifications is held via NLTG's ESS system.
- Undertake Prevent / Channel Training every 2 years
- Undertake Mental Health Awareness and Mental Health at work training every 3 years
- All of the Safeguarding team have attended Designated Responsible Persons training (Level 2), this training will be repeated every 2 years
- Lead / Officer will undertake specific safeguarding training as identified in their job description
- Be informed that it is a criminal offence (under the Sexual Offences Act 2003) for a person over the age of 18, in a position of trust, to enter into a sexual relationship with any learner under 18 years old, even if the relationship is consensual.
- Undertake LGBT training to understand how to support learners as a trusted adult as and when required recognizing that the LGBT community can be more susceptible to forms of abuse.

Certain NLTG employees i.e. those deemed to be employed in environments where conflict is most likely to occur are trained in Conflict Management (see NLTG procedure for staff safer handling). The provision of first aid is risk assessed with sufficient number of trained first aid persons and first aid equipment.

Staff and learners are made aware of acceptable behaviour policies including NLTG's code of Conduct.

The Managing Director (DSL) will be responsible for ensuring:

- NLTG Board of Directors are kept up-to-date with Safeguarding responsibilities and relevant data.
- NLTG board of Directors receive appropriate safeguarding training and child protection (including online) training on joining the board. This training should equip them with the knowledge to provide and put in place strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding with their training regularly updated.
- The Board will receive E-Safety training to ensure that they are fully aware of the responsibilities of NLTG to safeguarding learners ensuring the necessary resources are in place include filtering and monitoring applications.
- That, based on risk assessment, there is a sufficient number of trained and competent staff with designated responsibility for safeguarding (the 'safeguarding team')
- That the Board of Directors are aware of their obligations under the Human Rights Act 1998, the Equality Act 2010 and where applicable their local multi-agency safeguarding arrangements
- Employees are made aware of this safeguarding policy and sign off as part of their induction programme.
- New employees that have contact with children / vulnerable adults will complete initial online Safeguarding, Equality & Diversity, Prevent / Channel training within one month of start.

The rationale behind the training is to develop a competent, vigilant management framework. In doing so, the protection of children/adults at risk will not rely solely on the screening of employees through DBS disclosure process but through a systematic approach to safeguarding.

See Safeguarding FAQ's (including Prevent) (NL1508) for further support and advice, and the schedule for staff training is as per (NL1504.)

7. NLTG EMPLOYMENT

Any member of staff who becomes barred from a 'regulated' activity whilst in the employment of NLTG, will be immediately suspended from their duties, pending investigation, due to the company being at risk of a criminal offence for contravening a Statutory Enactment.

Following investigation NLTG will decide on the reasonableness of the employee's future employment within NLTG.

If an NLTG employee in a regulated activity has been dismissed or removed due to safeguarding concerns or would have had they not resigned the NLTG Managing Director (or in his absence the NLTG Chairman) must inform the Disclosure and Barring Service as via their referral system (NLE1500).

8. RESPONSIBILITIES

Role	Name	Contact details
NLTG Designated Safeguarding Lead*	Gareth Lindsay	01254 397119
NLTG Safeguarding Officer*	Carl Morris	01254 392385
NLTG Safeguarding Officer (Deputy Lead)	Mark Taylor	07525 850796
Prevent Lead	Gareth Lindsay	01254 397119
Managing Director / SOFA	Gareth Lindsay	01254 397119
NLTG Chairman	Matt Deighton	01457 368413
Operations Director	Collette Humphreys	01254 397119

*Designated Responsible persons

NLTG takes seriously its duty of care and will be proactive in seeking to prevent children and vulnerable adults becoming victims of abuse and neglect. It will do so in a number of ways:

- through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds
- by identifying, through the Managing Director, that he will lead and have overall responsibility for safeguarding young people and vulnerable adults through designated team members (the safeguarding team). The team will have received training in this field and will act as a source of advice and support to all staff, learners etc. and in addition ensure all staff receive Safeguarding updates (for example, via email, e-bulletins, team briefings and staff meetings) on a frequent basis
- by informing all children and adults at risk of their rights to be free from harm and encouraging them to talk to NLTG staff if they have any concerns
- promote the safe use of the internet to prevent cyber-bullying and protect from harmful and inappropriate online material i.e. sexting in addition to ensuring sufficient firewall and monitoring systems are in place
- expectations through NLTG code of conduct
- ensuring staff understand that all staff should be prepared to identify individuals who would benefit from early help. This means providing support as soon as a problem emerges, staff should discuss early help requirements with the designated responsible person.

All staff have a responsibility to immediately report any suspicion, allegation or incident re Safeguarding, E-safety or Prevent to NLTG Designated Responsible Person who will invoke the necessary action/procedure i.e. Process Flowchart PF0096.

All cases are referred to the Designated Responsible Person (DRP) who has been trained within the scope of this policy and they will investigate suspected cases. NLTG is clear that it is not the responsibility of other NLTG employees to investigate.

In the event a person discloses alleged abuse to a third party e.g. their brother, friend etc., the disclosing person should be referred to the list of useful support agencies e.g. as listed on NLTG website.

The NLTG Designated Responsible Person will monitor the policy and procedures and will give feedback to the Managing Director/ DSL on issues of staff training and implementation.

NLTG Board of Directors will have regard to the current edition of guidance Keeping Children Safe in Education and ensure the effective governance and overall compliance of this policy and compliance with the law at all times.

The Managing Director / DSL will keep the NLTG Board of Directors informed of NLTG safeguarding arrangements, performance and any pertinent changes / requirements on an ongoing basis, taking leadership responsibility for NLTG's safeguarding arrangements.

NLTG will ensure that a process for the local early help assessment and the type and level of early help services is available to all NLTG Staff.

See W1500 for definitions of Children and Adults at Risk.

See NLE1501 Contact details of The Safeguarding Children Partnership and Prevent Team

See NL1511 – Reporting a Prevent Concern

See W0007 for Counselling and Support of Learners.

See Clause 9 below for reporting procedures.

8.1 Commitment to the policy

NLTG is committed to protecting the safety of all its learners by encouraging self-awareness, providing support and promoting clear lines of communication with its staff members.

NLTG will:

- bring to the attention of all NLTG employees that there are recognised formal procedures to be followed when they become aware of an issue of concern
- provide clear operational guidelines for NLTG employees which state what action should be taken when there is concern
- provide and/or support training for all NLTG employees
- maintain a rigorous policy on confidentiality, keeping relevant records in a secure location.
- have a clear policy about the handling of allegations of abuse by NLTG employees.
- ensure that Safeguarding concerns and referrals are handled sensitively and in line with NLTG recognised procedures
- maintain pastoral arrangements where learners feel secure and are given opportunities to talk and be listened to
- be aware children and young people with special educational needs and disabilities can have additional barriers when recognising abuse and neglect. NLTG will not make negative assumptions based on the learner's behaviour, mood and injuries and recognise that these may in fact relate to Safeguarding concerns
- ensure learners are aware that there are adults they can approach if they are worried or in difficulty
- ensure learners are made aware of the various types of abuse – emotional, physical, verbal and sexual and they are aware of the strategies available to them to ensure their own protection (not to criminalize them) and importance of protecting others which includes awareness of peer on peer abuse
- ensure the importance of understanding intra familial harms and any necessary support for siblings following incidents
- ensure every effort is made to establish effective working relationships with parent / carers and staff from other agencies

- be vigilant in cases of suspected abuse and provide guidelines for NLTG employees in recognising the signs and symptoms of abuse
- contribute to an inter-agency approach to learner protection
- ensure all learners are made aware of their responsibilities for safeguarding and Prevent including their need to communicate any concerns to appropriate persons via issue of Learner Handbook and induction. Additionally learners complete online learning courses as part of their training programme (including e-safety).
- ensure all employers engaging with Funded programmes are made aware of their responsibilities for safeguarding and via issue of Employer Handbook and the Employer Apprenticeship Agreement. All employers are signposted to links to free online training.

9. REPORTING PROCEDURES

For reporting of **safeguarding concerns** disclosures by an learner / member of staff, refer to PF0093

For reporting of concerns re **e-safety** refer to Process Flowchart PF0096

For reporting of concerns re **Prevent** refer to Process Flowchart PF0094. The NLTG Designated Person will invoke arrangements as per NLE1504b including assessment as per Annex C of NLE1504d

For reporting of concerns re **Female Genital Mutilation (FGM)/ Virginity Testing**, the police must be informed in the first instance with the DSL updated immediately afterwards.

For the reporting of an allegation in regard to an employee, volunteer or contractor within NLTG, refer to Section 11a – **Staff Allegations** within this policy (not defined as low risk)

For the reporting of a concern in regards to an employee, volunteer or contractor within NLTG, refer to Section 11b – **Staff Allegations** within this policy – (Defined as Low Level)

Any individual who has a concern about any **malpractice** regarding safeguarding, please refer to NLTG's Whistle Blowing Policy (NL0500 e (xii)).

In the unlikely event that the person making the allegation is unsatisfied with the outcome and/or the procedures that may or may not have been followed the person has the right to contact the Local Authority Designated Officer / Panel / NSPCC directly.

In the case of serious safeguarding incidents concerning funded students and where NLTG (or one of its subcontractors) is the subject of an investigation by the Local Authority or the Police, the Designated Safeguarding Lead (or in certain circumstances the Chair of the Board of Directors) is required to inform, via email, the Education and Skills Funding Agency (ESFA). Details of the incident should be sent following the guidance issued by the ESFA in September 2017 (NLE1507).

10. PARTNERSHIPS

NLTG work with local organisations to support this policy. These organisations include the Safeguarding Children Partnership, Young Peoples Services, Social Services, Prevent Team. Where appropriate the NLTG Designated Responsible person will contact / report to the appropriate services in the locality in which the person lives.

The Safeguarding Children Partnership details can be accessed at: [Children's Safeguarding Assurance Partnership - Safeguarding information, advice & guidance \(safeguardingpartnership.org.uk\)](https://safeguardingpartnership.org.uk)

Where applicable NLTG will verify, that colleges carry out DBS checks on tutors (including self-employed tutors) that deliver training under regulated activity to NLTG learners.

Where it is identified learner(s) have or are:

- offending,
- misusing drugs or alcohol
- self-harming,
- gone missing,
- at risk of radicalisation,
- being sexually exploited,
- exposed to domestic violence

NLTG may, except if it is identified that it is a potential child protection issue, inform the learner's parents / carers and where relevant, other external agencies.

Periodically NLTG use external speakers for supporting curriculum delivery. All such activities will be assessed per risk via NL1513a and be carried out in the presence of an NLTG employee to monitor / intervene if content delivery or activity becomes inappropriate to the audience e.g. related to safeguarding or radicalisation concerns etc.

Process Flowchart PF0095 details the procedures for the sharing of information (both NLTG invoked sharing and sharing requested by external organisations). As detailed in chapter one of Working Together to Safeguard Children, data sharing or not data sharing should not come before the Safeguarding of a child.

Process Flowchart PF0097 refers to the disclosure of communications data to external agencies / organisations in line with RIPA requirements (Regulation of Investigatory Powers Act 2000)

NLTG will raise employer awareness of Safeguarding, e-safety and the Prevent agenda via distribution of information, health and safety appraisals, learner induction, social media.

NLTG analyse Safeguarding concerns via the SIRS Annual SIRS Summary report to identify trends across our provision to verify staff understanding of reporting arrangements and to identify emerging issues that can be incorporated into delivery of provision to endeavour to reduce recurrence amongst existing and future learners.

NLTG Safeguarding team will meet at least every 3 months to review safeguarding arrangements, analyse trends (invoking preventive measures where practicable), update safeguarding business plan etc. Safeguarding meetings actions are discussion points are recorded in the form on an excel spreadsheet which containing sheets linking to previous meetings / actions.

11a. STAFF ALLEGATIONS (including Senior Officer for Allegations (SOFA))

Any allegation or concern that an employee, volunteer or contractor has behaved or may have behaved in a way that has hurt/harmed, or potentially harmed, a child, young person or vulnerable adult must be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

Any allegation against a member of staff employee, volunteer or contractor must be reported within 24 hours to the County LADO Service, by the MD/DSL/SOFA. This referral will determine whether the allegation reaches the harm threshold to justify involvement from a LADO in the management of the allegation.

An allegation implies that a member of staff employee, volunteer or contractor may have:

- Behaved in a way which has harmed or may have harmed a young person or vulnerable adult.
- Possibly committed a criminal offence against or related to a young person or vulnerable adult.
- Behaved in a way towards a young person or vulnerable adult in a way that indicates that they may pose a risk of harm to the persons they work with.

Depending on the outcome of the LADO referral, appropriate next steps may involve:

- The police investigating a possible criminal offence.
- Your local child protection services making enquiries and/or assessing whether a young person or vulnerable adult is in need of support.
- NLTG following the relevant disciplinary procedures with individuals concerned.

In the following circumstances the recipient of the allegation has the responsibility for immediately reporting the matter to persons as detailed in Table 1.

Table 1

Allegation made against:	Person to whom the allegation must be made and who is then responsible for reporting to the Local Authority Designated Officer (LADO)/Panel, the Police, the DBS and the ESFA:
NLTG Staff employee / Volunteer or Contractor	Designated Safeguarding Lead (Managing Director) or in their absence NLTG Operations Director
Designated Safeguarding Officer	NLTG Managing Director (DSL) or in their absence NLTG Chairman
NLTG Managing Director (DSL & SOFA)	NLTG Chairman or in their absence The Safeguarding Children Partnership

See NLE1500 for DBS referral form and guidance
 See NLE1502 Keeping Children Safe in Education

Reception staff / staff who receive incoming calls will be informed of the SOFA instructions made available in all appropriate areas. (Appendix 9). This is to support those who may receive the call to direct the call to the correct person as quickly as possible to avoid any further distress to the caller.

11b. STAFF ALLEGATIONS (including a volunteer or contractor) (Low level)

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of NLTG may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and;
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with learners and having favourites;
- taking photographs of learners on their mobile phone, contrary to NLTG policy; and or
- engaging with a learner on a one-to-one basis in a secluded area or behind a closed door, or humiliating learners.

Any low-level concerns should be raised with either the DSL / DSO / SMT or a member of Management. On acknowledgement the concern should be raised with the DSL who will decide on the appropriate action to take and by whom.

Where an investigation is recorded, the contents of such including the actions must be formally documented with the outcome clearly stated which should be agreed with the DSL being finalizing. Once finalized the document should be provided to a DSO who will upload it onto the SIRS system where it will be held until such point as the employee remains in service with NLTG. It is noted that the name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible. Where a file note is required, this will be also be recorded within the employees personal records (ESS / People inc System)

Any concerns regarding a contractor should be relayed to the relevant employer for them to record / investigate / identify any patterns of behaviour

If the DSL / SMT / DSO are in any doubt as to whether the information which has been shared about a member of staff / volunteer contractor as a low-level concern in fact meets the harm threshold, they should consult with their LADO

Refer to NLE1502, Part 4 Section 2 for further details regarding low level concerns.

11. PREVENTION

NLTG analyse trends across our provision to verify staff understanding of reporting arrangements and to identify emerging issues that can be incorporated into delivery of provision to endeavour to reduce recurrence amongst existing and future learners.

Learner absence (including Child missing from Education and Children absent from Education) will be monitored for patterns that might indicate safeguarding concerns e.g. grooming, neglect. Appropriate persons e.g. support agencies, parents will be informed of any concerns identified.

NLTG Safeguarding team meet frequently to review safeguarding and related arrangements, analyse trends (invoking preventive measures wherever practicable), update the Safeguarding business plan etc. These meetings are minuted. Summary of SIRS is also reported at Business Review team meetings including Board Meetings.

NLTG's E-Safety Commitment Statement (NL1501) details arrangements to keep the learning community safe online.

Where relevant appropriate staff are made aware of individuals' medical conditions (where disclosed) so appropriate arrangements can be made to secure their wellbeing e.g. emergency access to prescribed medication.

NLTG provide safe environments for learning e.g. via control access systems, CCTV, staff training, signing in and accompaniment of visitors, firewalls, filters and monitoring on IT systems etc.

NLTG update staff with learners via regular electronic bulletins/briefings /themes/ team briefings and relevant training sessions/online modules of learning as and when required.

12. CURRICULUM DELIVERY

Safeguarding arrangements are embedded into areas of curriculum delivery as detailed in the Quality Assurance of Teaching Learning and Assessment Policy. This ensures that learners are made aware of Safeguarding issues such as online risks, and other specific Safeguarding issues as detailed in Keeping Children Safe in Education.

All learners (regardless of age) undertake online Safeguarding, Prevent and British Values and, Equality and Diversity training as part of their induction to the course programme.

Delivery staff are kept topical with emerging/ priority issues via Safeguarding and wellbeing themes. Staff can use such resources to provide relevant information, advice and guidance as part of our pastoral support to learners and to their employers. A wide variety of resources are available to staff via the NLTG Safeguarding SharePoint site, National Online Safety and CPD / Learning Platforms.

Study Programme students attend Personal and social development sessions to support their personal development.

14. SAFEGUARDING TEAM

See NL1507 for Safeguarding team who attend regular Safeguarding team meetings

15. RECORD KEEPING

It is understood that information held in regard to learner / individuals can be defined within the scope of special category of personal data and is processed in line with the company's data protection policy. Data collected in relation to safeguarding of an individual is held securely and accessed by, and disclosed to, individuals only for the purposes of ensuring the safeguarding / wellbeing of the individual. Inappropriate access or disclosure of such data constitutes a data breach and should be reported in accordance with the NLTG's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

All records relating to this policy will be maintained in a safe and secure location (SIRS) upholding confidentiality for a period of no less than 7 years from the date of closing the case (as per NL0614).

See PF0093 for the completion, update and filing of disclosures and incident records.

16. AUDITING

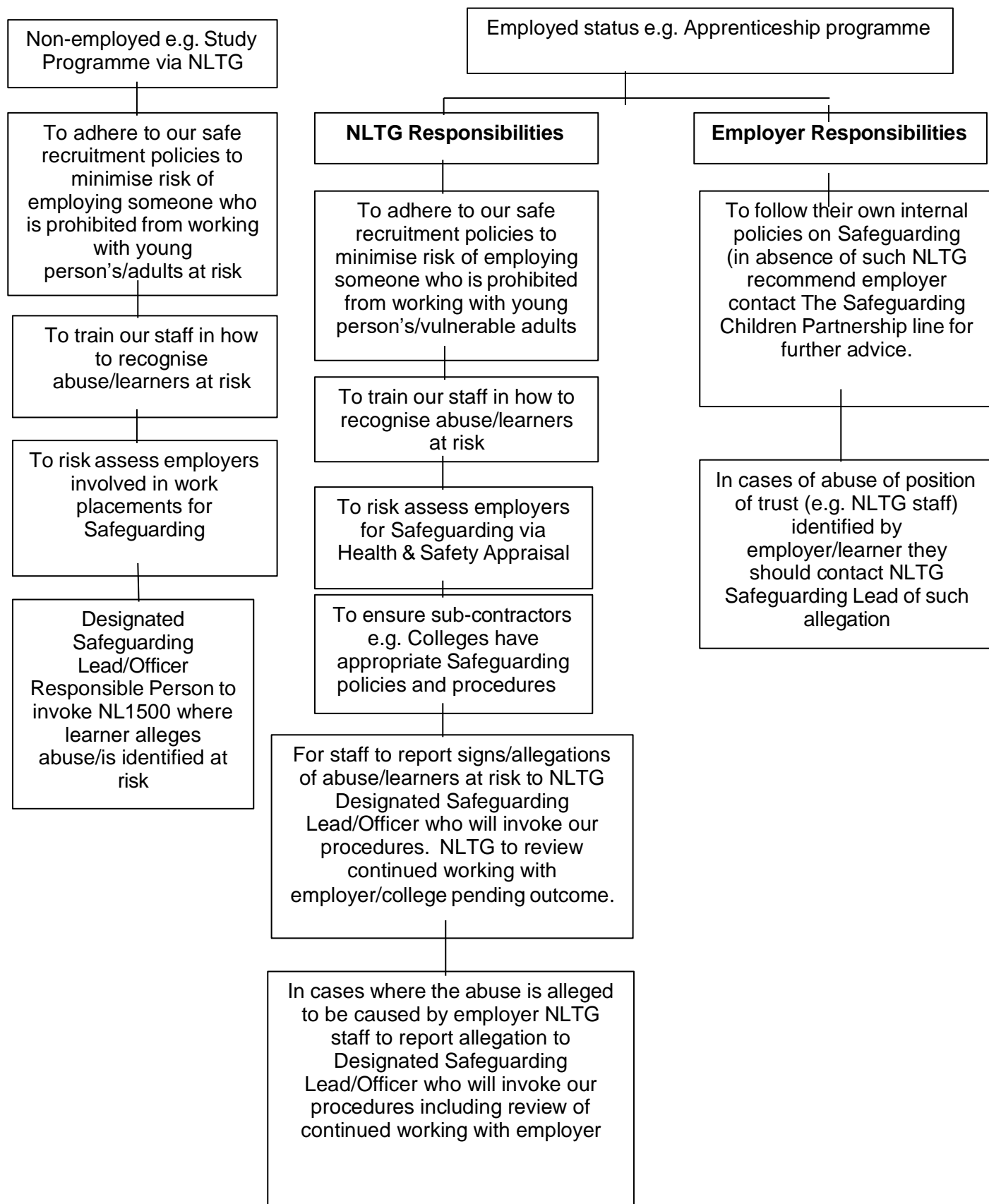
Quality assurance of this policy and supporting procedures will be reviewed on a regular basis by the DSO / SG Team.

17. OTHER RELEVANT DOCUMENTATION

- Staff Duties in relation to Prevent - NL0500 s (ii)
- NLTG Code of Conduct (NL0500 e (xvii))
- Staff Selection, Training and Development NL0500 s (ii)
- Safeguarding FAQ's (including Prevent) (NL1508)
- The Prevent Strategy and the Channel Programme in FE Colleges (NLE1505b)
- Channel Duty GuidanceF – Protecting Vulnerable people from being drawn into terrorism (NLE1504d)
- External Speakers Policy (NL1513a)
- NLTG Code of Conduct (NL0500 e (xvii))
- NLTG Data Protection Policy (NL0500a)
- Matrix of NLTG Safeguarding related documentation (W1501)
- Process flowchart for home visits to learners / student (PF1508)
- [Keeping Children Safe In Education 2023 \(Full\)](#)
- [Sexting in schools and colleges: responding to incidents and safeguarding young people](#)

Appendix 1

Employment Status of Learner



APPENDIX 2 SAFEGUARDING POLICY OVERVIEW



MANAGEMENT

OF

SAFEGUARDING





SAFEGUARDING OVERVIEW



APPENDIX 6

PREVENT OVERVIEW





APPENDIX 8

E-SAFETY OVERVIEW



APPENDIX 9

Staff receiving incoming phone calls

Please be aware that if any caller enquires about who they can speak to concerning an allegation of abuse involving a member of our staff in relation to Safeguarding or Child Protection, the correct response is:-

GARETH LINDSAY – Managing Director

1. Put the caller through to Gareth, should Gareth be unavailable please contact the persons below.

Gareth Lindsay
01254 397119 Ext 231
DD 733

Collette Humphreys
01254 397119 Ext 208 DD 722

Any other member of the Senior Leadership Team

August 2023