

Derby Adult Learning Service

Learning Opportunities for Adults

DALS Safeguarding and Prevent Policy

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DALS Safeguarding and Prevent Policy

Derby Adult Learning Service (DALS) is committed to ensuring a culture of vigilance, and a safe environment for all its service users and staff. DALS works to ensure that safeguarding is an integral part of a whole service approach, with safeguarding, Prevent duty awareness and the integration of 'Fundamental British Values' embedded into both the learner journey and staff practice and experience. The DALS safeguarding team meet termly to review and discuss all relevant matters linked to issues both specific to DALS practice, as well as wider County and national issues.

DALS expects all staff and volunteers to undertake Safeguarding and Prevent duty training, and to update this at least every two years (*see Appendix 1: DALS Mandatory Safeguarding Requirements*). In addition, DALS provides staff and students with regular updates relating to Safeguarding, Prevent, and Fundamental British Values. Resources can be found on the [Quality Portal](#).

This policy will be subject to annual review by the management team.

Safeguarding

'Safeguarding' relates to the protection of children, young people, and vulnerable adults. A vulnerable adult is defined as a person over the age of 18 'who is or 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 him or herself, or unable to protect him or herself against significant harm or exploitation'.

Safeguarding legislation requires policy, procedure and preventative measures to be in place to protect young people and vulnerable adults from risk of harm. Derby Adult Learning Service (DALS) is committed to contextualizing safeguarding procedures and ensuring best practice, so that service users can work and learn in a safe and supportive environment.

Derby Adult Learning Service (DALS) is committed to a culture of vigilance in which:

- ✓ We all look out for each other
- ✓ Everyone understands that 'it could happen here'
- ✓ Everyone knows how to implement the safeguarding policy and why they have to do it
- ✓ Everyone accepts their responsibility and accountability for safeguarding
- ✓ Professional curiosity is encouraged, and challenging others is both acceptable, and practised professionally
- ✓ Peer on peer abuse is not acceptable
- ✓ Learners and staff are empowered to safeguard themselves and develop their resilience
- ✓ Safeguarding is embedded across all aspects of the organisation
- ✓ Leadership of safeguarding is given at every level

Derby Adult Learning Service (DALs), as part of Derby City Council, follows the Derbyshire and Derby Safeguarding Adult Policy and Procedure:

<https://www.derby.gov.uk/health-and-social-care/safeguarding-adults-at-risk/safeguarding-vulnerable-adults/>

And the Derbyshire and Derby Safeguarding Children Policy and procedure:

<https://derbyshirescbs.proceduresonline.com/index.htm>

Safeguarding will be included as a standing agenda item on all management team and curriculum meetings. Safeguarding awareness will be incorporated into the DALs training policy at all levels.

Safeguarding Strategy

Derby Adult Learning Service will ensure:

- Induction procedures and classroom practice promote the 'safe learner', and that learners feel safe.
- When using the internet and email, safety measures are used and understood
- External speakers and events are appropriately risk assessed to safeguard learners
- Students on work placement with us (e.g. student teachers) have appropriate clearance from their university or parent provider
- Communication Support Workers not employed by DALs and any volunteers provided by partner organisations supporting DALs staff/students (e.g. as part of Access to Work, or a community project at a partners location) are either fully chaperoned or provide their DBS
- Ensure that the following personnel have current DBS clearance (see also appendices 7)
 - *All Tutors and Assessors teaching on and off site*
 - *The Crèche team*
 - *Support Workers, DALs Volunteers, and the Learning Support Organiser*
 - *The Information, Advice and Guidance (Careers) team and team leader*
 - *All Curriculum Managers*
 - *The Senior Management Team*
 - *The MIS and Exams team*
 - *The Administration teams*
- Ensure anyone working for or on behalf of DALs adopt the Safeguarding guidelines in this document

- Take a proactive approach and all reasonable measures to ensure risk of harm to children, young people, adults, students and staff is minimised by appropriate:
 - *Risk assessment*
 - *Health & Safety Procedures*
 - *Staff selection, recruitment, supervision, and training*
 - *Response to and reporting of concerns and incidents*
 - *Regular supervision of and 'one to one' with work based learners (apprentices)*
 - *Ensure delivery staff of any apprentices under 18 are aware of the extent of risk of sexual abuse in education settings and have support measures in place*

Prevent

Prevent is about safeguarding people and communities from the threat of terrorism, radicalisation, and extremism. The current threat from terrorism and other violent extremism requires us all to look out for activity or behaviour which appears out of place in normal day to day life, and to report it. The Prevent duty is not about preventing students from having political or religious views, but about supporting them to view them in non-extremist ways. Essentially, Prevent is safeguarding children and adults, and providing early intervention to protect and divert people away from being drawn into extremist, terrorist and radicalisation activity.

Derby Adult Learning Service (DALs), as part of Derby City Council, works closely with our Derby City Prevent team, and the East Midlands Regional Prevent Coordinator, to ensure the current threat levels and guidance are responded and adhered to:

- Sam Slack (East Midlands Regional Prevent Coordinator) sam.slack@education.gov.uk
- Local Authority Prevent team: Kyle.Hudson@derby.gov.uk - 07867 461846.
purjinder.gill@derby.gov.uk - 07812 301218.

Prevent Strategy

Derby Adult Learning Service will:

- Promote and exemplify Fundamental British Values by allowing democracy and individual liberty through student voice (*e.g. surveys and in-class discussions and choices*), and freedom of speech, tolerance and respect for the opinions of others (*for example through class discussion and debate within the parameters of responsibility and legislation around equality, human rights, safety, and community cohesion*).
- Provide an ethos and a curriculum delivery which upholds core values of shared responsibility, wellbeing, equality and diversity, and understanding, and which builds resilience.
- Ensure all staff, volunteers and apprentice managers/supervisors understand what is meant by radicalisation and extremism, recognise indicators of vulnerability, are vigilant, duly report concerns, and do not jump to conclusions.

- Ensure all staff, volunteers and apprentice managers/supervisors know what to do if they have any concerns that a learner may be at risk of radicalisation or involvement in terrorism, or they suspect somebody of influencing a vulnerable person.
- Ensure Internet Safety through staff and student induction and class activity on safer internet use, along with effective filtering and monitoring systems ('Cisco Umbrella'), to block inappropriate sites and material, limit exposure to risks around internet content, and report on attempts to access such material.
- Ensure that external speakers and events are appropriately risk assessed to safeguard learners
- Ensure any fundraising undertaken by staff/students as part of DALs activity is checked and approved by a manager to ensure the benefactors are both legitimate and approved, avoiding any inadvertent funding of terrorist groups or activity
- Ensure apprentices have regular check ins from their apprenticeship tutor(s) to ensure that both workplace visits and one to ones review the health, safety and wellbeing of each apprentice and strengthen learner voice in the event of a concern.
- Monitor risk, work in partnership with agencies, and access the range of support, information and intelligence available to identify and reduce the spread of extremist influences, and to identify and report concerns.

Responsibility for Reporting and Recording Safeguarding and Prevent Concerns

It is the responsibility of all staff and volunteers working with children, young people and adults to recognise and report concerns using DALs reporting procedures (See Appendix 3 and 4). The [DALs Safeguarding Concerns Log](#) is updated with any matter reported, and is audited termly to ensure matters are suitably detailed and closed off.

Derby Adult Learning Service Safeguarding Contacts:

Call the Designated Safeguarding Phone line, which alerts the whole safeguarding team. The safeguarding officer on duty will answer:

01332 956380

Designated Safeguarding Lead – Debbie Tansley
Deputy Designated Safeguarding Lead – Heather Pawley
Safeguarding Officer – Surbjit Sall
Safeguarding Officer – Debbie Owen

Safeguarding Officer – Debbie Abbott

NB After 5pm, call the out of hours service below

Out of Hours (Derby) – Adults	01332 640777
Out of Hours (Derby) Children and Young People Under 18	01332 641172
Counter Terrorism Confidential Hotline	0800 789 321

Additional Useful Information:

Appendix 1) DALs Mandatory Safeguarding Training Requirements

Appendix 2) DALs Directory of Contacts for Safeguarding, Welfare and Support

Appendix 3) DALs Safeguarding Response Flowchart – Adults

Appendix 4) DALs Safeguarding Response Flowchart – Children

Appendix 5) Online Lessons Safeguarding Guidance

Appendix 6) Safeguarding Online Response flowchart

Appendix 7) DBS Check by Role Type

See also 'Distance Learning Policy' and linked appendices of this policy