

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: safeguarding, Prevent duty awareness and 'Fundamental British Values' are embedded into both the learner journey and staff practice and experience.

DALS has a safeguarding phone number and a safeguarding team on hand to answer any calls and respond to all issues.

DALS expects all staff and volunteers to undertake Safeguarding and Prevent duty training, and to update this at least every three years (*see Appendix 1: DALS Mandatory Safeguarding Requirements*). In addition, there is annual live safeguarding training and updates, and regular discussion, message and information updates via staff meetings, and email briefings. If/where an emerging need is to be met, a bespoke training or briefing session will be held. Safeguarding/Prevent is a fixed agenda item on every team meeting, and resources can be found on the [Quality Portal](#).

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 must 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:

[Welcome to the Online Procedures for the Derby and... \(trixonline.co.uk\)](#)

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, curriculum visitors 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 partner's location) are either fully chaperoned or provide their DBS
- The following personnel have current DBS clearance (see also appendix 6 for nature and type)
 - *All Tutors and Assessors teaching on and off site*
 - *Support Workers, DALs Volunteers, and the Learning Support Organiser*
 - *All Curriculum Managers*
 - *The Employment and Skills Team*
 - *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, including:
 - *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 learners who are under 18 and/or 'work based'*
 - *Ensure the Safeguarding Lead and the staff delivering and managing a programme or initiative is aware of any provision (course, work experience or any other initiative) that includes young people under the age of 18*
 - *Ensure delivery staff of any learners under eighteen are aware of their duties 'in loco parentis', and aware of the extent of the risk of sexual abuse and peer on peer abuse in education settings and have support measures in place to educate and support those learners to recognise and report this, should it occur*
 - *Any DALs/Employment and Skills staff undertaking activity with or including children or vulnerable adults in schools/colleges or other venues will not do so unsupervised (ie parents/carers or school/other venue staff will be present)*

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, attitudes, 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 – and chaperoned - 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 2 & 3, and concern form: appendix 9). 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:

Designated Safeguarding Lead – Debbie Tansley	Call the Designated Safeguarding Phone line, which alerts the whole safeguarding team. The safeguarding officer on duty will answer: 01332 956380 NB Before 930 or after 5pm, call the out of hours service below
Deputy Designated Safeguarding Lead – Heather Pawley	
Safeguarding Officer – Surbjit Sall	
Safeguarding Officer – Debbie Owen	
Safeguarding Officer – Debbie Abbott	
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 Information:

Appendix 1) DALs Mandatory Safeguarding Training Requirements	Appendix 6) DBS Check by Role Type
Appendix 2) DALs Safeguarding Response Flowchart – Adults	Appendix 7) DALs Directory of Contacts for Safeguarding, Welfare and Support
Appendix 3) DALs Safeguarding Response Flowchart – Children/Under 18s	Appendix 8) Risk Assessment for no or Late Renewal of DBS
Appendix 4) Online Lessons Safeguarding Guidance	Appendix 9) Concern Form
Appendix 5) Online Safeguarding Response flowchart	

See also 'Distance Learning Policy

APPENDIX 1:

Mandatory Safeguarding Training Requirements

**Prevent updates will be issued electronically in addition to the Gov.UK Prevent training*

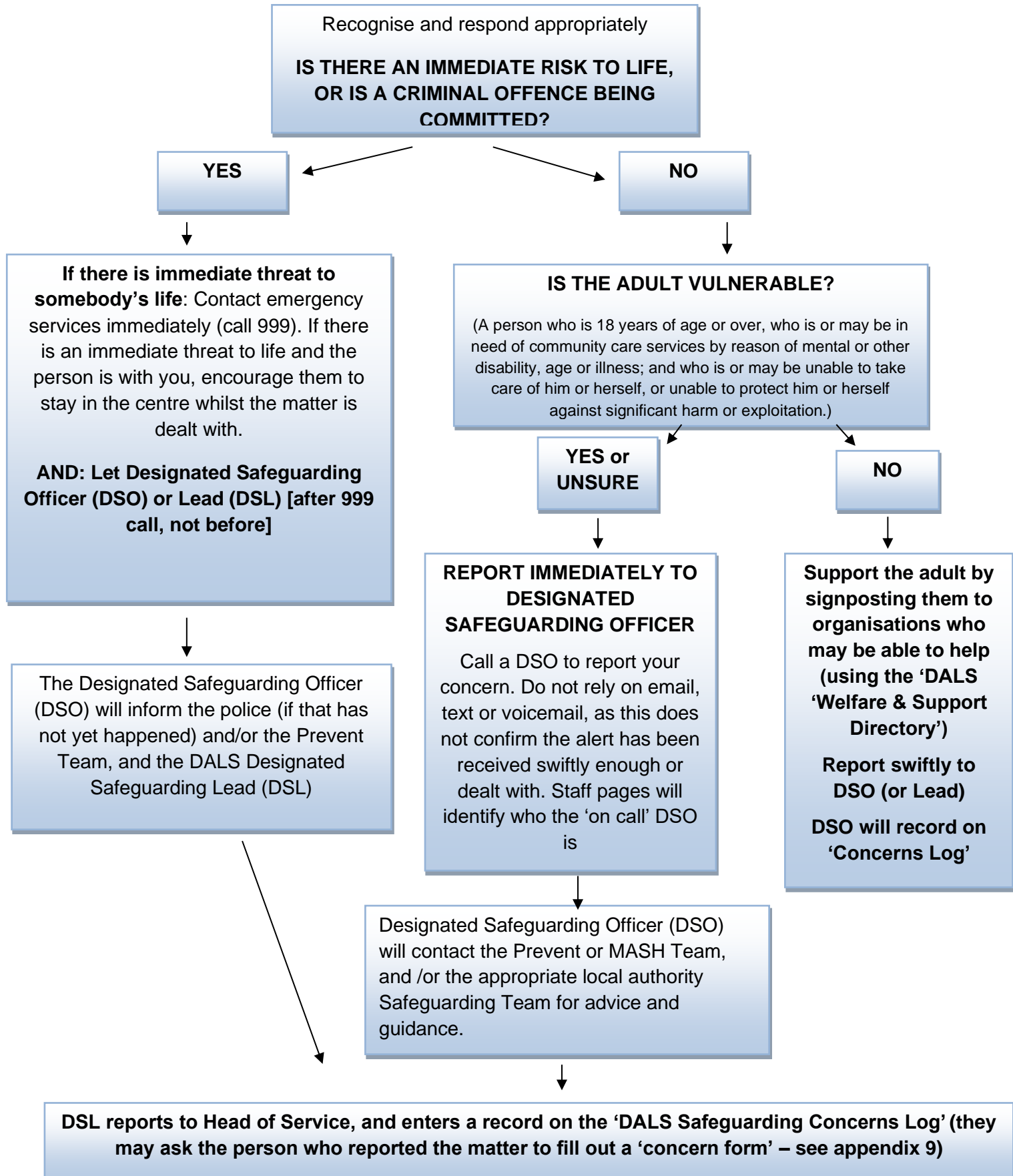
***DALSG session covers Child & Adult Safeguarding, FGM, Forced Marriage, Modern Slavery, Domestic Violence*

MIS/Exams/other 'back office' Staff, Invigilators Volunteers	<ul style="list-style-type: none">• Gov.UK Prevent Duty Training (every 2 years)* https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/• Attend DALSG Training session annually (sign attendance register)**
Tutors, Support staff and centre admin	<ul style="list-style-type: none">• Gov.UK Prevent Duty Training (every 2 years)* https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/• Safeguarding in Further Education and Skills 2024/25 ETF (every 2 years)• Attend DALSG training session annually (sign attendance register)**
Head of Service, Curriculum Managers, People Managers	<ul style="list-style-type: none">• Gov.UK Prevent Duty Training (every 2 years)* https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/• safeguarding and safer recruitment in the further education and skills sector (every 2 years)• Attend DALSG training session annually (sign attendance register)**

NB Safeguarding Lead also has 'Safeguarding lead' training, researches and updates the live Safeguarding training presentation annually, and attends regular DfE updates delivered by the East Midlands Regional Prevent Coordinator (at least termly)

APPENDIX 2

Safeguarding Adults Response Flowchart



APPENDIX 3

Safeguarding Children/Under 18's Response Flowchart

Sources of concern with a person under 18 may be:

- A Child who has attended a DALS Crèche
- An under 18 enrolled at DALS (E.g. Apprentice)
- An Adult in DALS who has disclosed something that indicates a child outside of DALS may be at risk

Recognise and respond appropriately

IS THERE AN IMMEDIATE RISK TO A CHILD'S LIFE?

YES

If there is immediate threat to a Child's life: Contact emergency services immediately (call 999).

If there is an immediate threat to life and the child is with you, keep them in the centre as much as is reasonably possible to do so, whilst the matter is dealt with.

AND: Report immediately to the Designated Safeguarding Officer (DSO) or Lead (DSL)

The Designated Safeguarding Officer will inform the police (if that has not yet happened) and/or the Prevent Team, and /or the appropriate local authority Safeguarding Team

NO

Has a child made a disclosure?

YES

- **Listen**, be supportive, avoid questioning the child
- **Don't stop a child** recalling events, but don't push them to tell you more than s/he wishes
- **Tell the child you will need to take notes and pass this on**
- **Write an account** of the conversation as soon as possible

NO

REPORT IMMEDIATELY TO DESIGNATED SAFEGUARDING OFFICER

Call a DSO to report your concern. Do not rely on email, text or voicemail, as this does not confirm the alert has been received swiftly enough or dealt with. Staff pages will identify who the 'on call' DSO is. Ensure also that you have completed a concerns report form (appendix 9).

The Designated Safeguarding Officer will contact the appropriate local authority Safeguarding Team for advice and guidance.

DSO reports to Head of Service, and enters a record on the 'Concerns Log' (they may ask the person who reported the matter to fill out a 'concern form' – see appendix 9)

Appendix 4

Safeguarding in Online Lessons

These guidelines are to help you prepare for and act upon the issues you will face when delivering online lessons

Acceptable Platforms Currently in Use:

- Microsoft Teams
- Derby Learn (MOODLE)

No other Platforms are to be used without the prior consent of DALs SMT

Access to Online Sessions

Must be by invite (from the tutor) only and must be via a waiting room, so the tutor can check and allow access only to the students invited.

Suspicious attempts by unrecognised/uninvited parties must be reported (same day) to the duty safeguarding officer or person's line manager.

Location/Environment

Staff and Students must dress appropriately for their online class, and choose an appropriate location where video is used, being mindful of room and background.

This information will be shared at course induction

Live Video/Streams and Filming/Recording

Staff are not permitted to record or photograph online lessons, unless prior permission has been given in the same way as permissions for photographs and videos in centres are sought (ie a completed consent form). In this scenario, whole group consent must be given in order for any recording to go ahead. This can happen at the start of the session with a message alert that the session is recorded and an opening statement to confirm recording and consent

The consent form must make clear the purpose of the filming and agree any forwarding (and forwarding limitations) of the material.

A log must be kept of any recorded sessions, along with the purpose for recording (with full line manager access).

Students are also not permitted to film or photograph any part of online lessons, and this will be shared with learners at course induction.

Live Chat Functions

Staff and students are not to use the private chat/private messaging function associated with the apps used for online delivery.

The group chat/message function can be used if the tutor deems this appropriate to the session(s).

Behaviour

A 'classroom standard' of behaviour is expected from all participants during all Online sessions.

The tutor will agree ground rules with the group; creating safe spaces and explaining these as the introduction to each session. Examples may include rules around muting of microphones, and etiquette for comments or questions, along with respect for the opinions of others (a Fundamental British Value).

Personal Data

It is preferable to not use full names in online lessons, participants should instead use first name and surname initial (eg 'Debbie T'), wherever possible. Avoid the use of Nicknames as there is a risk of an inappropriate name being used.

Safeguarding

Tutors must continue to have a 'professional curiosity' at all times during online classes, in the same way as they would in centres. If something looks or sounds unusual, or doesn't 'feel right', trust your 'gut'. Tutors should call the online safeguarding officer with any concerns (refer to safeguarding policy and appendices 3 & 4)

It may be harder for an online learner to speak to a tutor about safeguarding concerns (for example they may be in the presence of an abuser, or may not be able to get the time away from the rest of the group to speak to their tutor separately). Tutors need to establish a safe and trusting environment where students know they can ring or email their tutor if they need to talk (tutors must only give their work contact details).

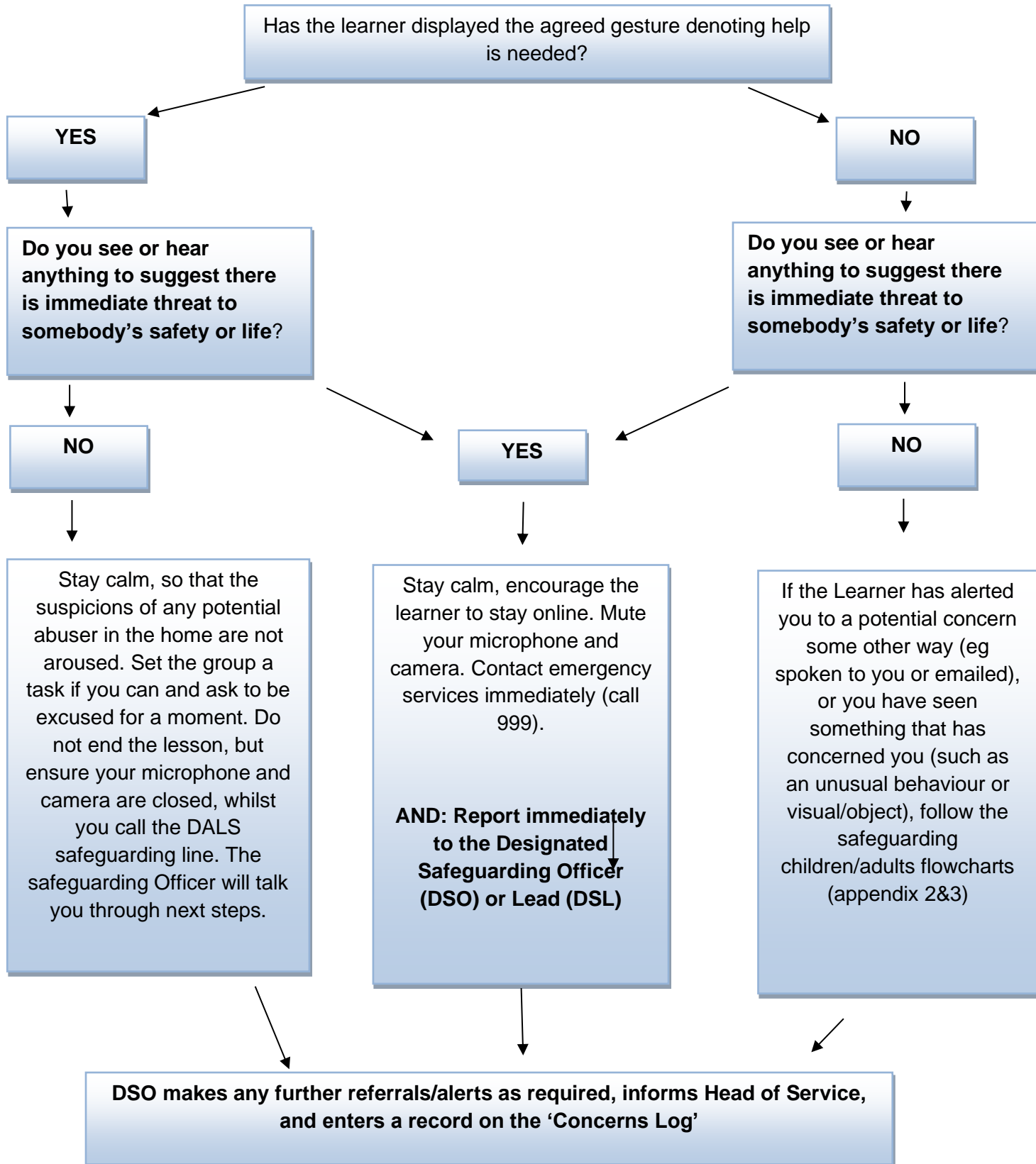
Tutors must also establish an 'alert' gesture with their students, so that if a student is at risk or in danger and unable to express this verbally/with text, they can use the gesture to alert the tutor and call for help. Use the 'secret hand signal' as shown here [secret hand signal to alert domestic abuse](#).

Tutor must follow Appendix 5 if there is a safeguarding concern during an online class or regarding an online learner.

Students should be reminded of safeguarding procedures in the same way as students who attend classes in person.

APPENDIX 5

Safeguarding in Online Lessons Response Flowchart



APPENDIX 6

DBS Type by Role

DBS Check Type:	Job Role:
Enhanced children and adult (with Barring)	<ul style="list-style-type: none"> • Tutors and Assessors who assess 'Teaching Assistants' and Early Years courses in the student's workplace
Enhanced children and adult (no barring)	<ul style="list-style-type: none"> • Tutors, • Curriculum Managers • Curriculum Organisers • Learning Support Organisers • Safeguarding Lead/officers • Support workers • Admin Officer/senior admin officer • Employment and skills team (public facing only, and non senior posts) • Invigilators
Standard DBS	<ul style="list-style-type: none"> • Head of Service, • Any Senior managers who aren't safeguarding officers • MIS, • Non invigilator exams staff • Any 'back office' staff (eg 'Health & Work Manager')
Basic DBS	None

APPENDIX 7

Directory of Contacts for Safeguarding, Welfare and Support

Safeguarding (Outside of DALs)

Police / Fire/Ambulance – call directly if there is immediate risk to life or if you believe a crime is being or about to be committed	
Emergency	999
Non-emergency	101

Worried about a vulnerable adult in Derby:	To make a referral to Derby City Council, Multi-Agency Safeguarding Hub (MASH):01629 533 190
Worried about a vulnerable adult in Derbyshire:	Concerned about someone in Derbyshire ring 01629 533190 (or 01629 532600 out of hours)
Worried about a child in Derby and Derbyshire	01332 642351 (Derby) 01629535716 (Derbyshire)
Out of hours service (Derby) – Adults	01332 640777 (call 999 if you believe there is an immediate threat to life)
Out of hours service (Derby) Children	01332 641172 (call 99 if you believe there is an immediate threat to life)
No Immediate risk?	Vulnerable Adults: complete a 'Derby Safeguarding Adults referral form' https://secure.derby.gov.uk/forms/?formid=345 Children: Derby & Derbyshire Safeguarding Children partnership email: ddscp@derby.gov.uk
NSPCC FGM Helpline	0800 028 3550 fgmhelpline@nspcc.org.uk
The Children's Services Professional Consultation Line	07812 300329 The Children's Services Professional Consultation Line offers advice, the opportunity to explore ways of engaging with children and their families in early help and the thresholds for referral to MAT and Children's Social Care. The professional consultation line is not a referral service.
East Midlands Regional Prevent Coordinator:	sam.slack@education.gov.uk 07384 452156

Person Welfare

Adults, Health and Housing (office hours)	The Healthy Housing Hub - Derby City Council healthyhousing@derby.gov.uk tel:01332 640163
Women's Work	Services are targeted at women who have complex and multifaceted needs, including those affected by drug and alcohol misuse, women offenders, women exploited through sex work and those fleeing domestic abuse https://www.womens-work.org.uk/ 01332 242 525 info@womens-work.org.uk Our contact at Women's Work is Rachel Sandford but you would be better calling if you wanted to discuss referring someone. rachel.sandford@womens-work.org.uk
Sunnyhill Community Centre	We have youth activities, half term and school holiday activities for children. We also have computers for people to use for job searches etc. Also, KS1 & KS2 tuition is offered at the centre for a small cost.
Opportunity, support & Change	We Welcome You to YMCA Derbyshire Carol Potts carol.potts@ymcaderbyshire.org.uk 07851 245746 Natasha Steel Natasha.steel@ymcaderbyshire.org.uk 07715 243469
Money Sorted (Derby)	Debt and money support for Adults under 65 in Derby Money Sorted Derby City Council
Derbyshire Directory	https://www.communitydirectoryderbyshire.org.uk/
Local Area Coordination	https://www.derby.gov.uk/health-and-social-care/your-life-your-choice/independent-at-home/local-area-coordination/
Community Action Derby	Community Action Derby
Prince's Trust	The Prince's Trust supports 13 to 30-year-olds who are unemployed and those struggling at school and at risk of exclusion. Their programmes give young people the practical and financial support needed to stabilise their lives. Helen Borrington: 07957 476175 Web address: www.princes-trust.org.uk Twitter: https://twitter.com/PrincesTrust Facebook: https://www.facebook.com/princestrust e-mail: helen.borrington@princes-trust.org.uk All programmes are free of charge.
Social Worker Assessment	01332 640777 (select option 6)

APPENDIX 8

No DBS or Late DBS Renewal Risk Assessment

DIRECTORATE AND SECTION	People's Services	New tutors delivering classes and tutorials prior to DBS being returned. New support workers and other new staff (eg admin) working directly with students/potential students. Classes/interactions would take place within adult learning centres across Derby and/or online via MS teams/Skype. Established tutors delivering classes and tutorials where the DBS renewal has encountered a delay in being returned and established support workers and other staff (eg admin) working directly with learners/potential learners
LOCATION	Derby Adult Learning Service	
DATE OF ASSESSMENT	30 09 2024	
ASSESSORS	Debbie Tansley	

LIST SIGNIFICANT HAZARDS – ANYTHING THAT COULD CAUSE HARM	WHAT HARM COULD OCCUR AND WHO COULD BE AFFECTED	WHAT MEASURES ARE ALREADY IN PLACE TO PROTECT PEOPLE	WHAT HARM COULD STILL OCCUR AND HOW LIKELY IS THIS	WHAT MORE NEEDS TO BE DONE LIST EXTRA MEASURES NEEDED, THE PERSON RESPONSIBLE FOR ACTION AND TIMESCALES
Potential exposure of learners to harm from teaching or other 'front facing' staff who may not be safe to be employed within that role	Risk to learners of physical or sexual abuse and harassment Risk of emotional abuse (eg bullying, intimidation) Risk of radicalisation to extremist views Risk of exploitation (eg giving money or favours, grooming)	All DALS staff are DBS checked and this is renewed every 3 years All staff undertake safeguarding and Prevent training, New staff declare no criminal convictions on application form Robust safeguarding policy is in place and circulated to all staff. All recruiting managers have Safe recruitment	For staff who are new to the service - there is low risk of learners being exposed to potentially unsafe staff/behaviours if DBS doesn't arrive back in time, as the risk is already significantly reduced by the other existing measures (left) . For established staff (over 3 years service), awaiting renewal, the risk is even lower as they will have already provided their initial DBS, and managers will have had multiple direct checks and	New starter: to share any current 'in date' DBS certificates completed with other employers, and will be chaperoned at all times until new DCC DBS certificate arrives Established staff where DBS renewal certificate return is delayed - can teach groups of students without chaperone (as per their normal, established practice), but no 1 to 1s with individual learners until DBS renewal is received. Admin or other staff where DBS is delayed - will be chaperoned or work from home if not front of house. NB All front

		<p>training, and safer recruitment processes are followed.</p> <p>ID, qualifications, references and right to work are checked for all staff.</p> <p>All staff - new and established - have unannounced management drop ins to their lessons</p> <p>New tutors have induction to further reinforce safeguarding awareness and practice and tutors attend any relevant updates from Safeguarding lead and Curriculum managers.</p> <p>Managers undertake one to ones and performance reviews of staff</p> <p>Managers undertake learner voice meetings at different points across the year to enable learner feedback of any concerns</p>	<p>experience of their conduct and behaviour - including learner feedback, performance reviews, and lesson visits</p>	<p>of house staff work in the presence of others by default of the work role</p>
Increased potential for	Increased Risk of radicalisation/extreme	DBS Reference, and	Low risk as these checks reducec	NA

non DBsd individuals to harm learners	message to learners, staff and other service users Increased Risk of emotional, social or spiritual harm/abuse Increased risk of physical or sexual harm	work history checks Qualification checks Right to work and identity checks Class visits by managers as part of induction Learner voice allows feedback of any concerns	risk, and tutors are visited as part of their induction support and checks	
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APPENDIX 9

DALS Safeguarding/Prevent Concern Form

Please complete this form if you have any concerns about a learner.

Is the person at immediate risk of harm?	No	
	Yes and I have called the emergency services before completing this form/contacting DALS safeguarding	

Learner Initials and learner number (or class enrolled to if number not accessible)				
Date			Is the learner an adult or child (Adult=over 18/Child=under 18)	
		Member(s) of staff noting concern & contact phone number		

Concern

(Please describe as fully as possible, if there are dates and times, provide these too, if something was heard or seen, detail what, but avoid including judgement or conclusions in your description of your concern)

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Actions Taken (if any)		
Date	Person taking action	Action

Please ring the DALs Safeguarding line 01332 956380 and email this form to the Safeguarding Officer who answered, when completed