



Derby City Council

# Derby City Council Learning Employment and Skills Service

## Safeguarding and Prevent Policy

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# The Employment Skills and Adult Learning Service Safeguarding and Prevent Policy

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## Introduction

Derby City Council Learning and Employment and Skills Service ('THE SERVICE ') is committed to ensuring a culture of vigilance, and a safe environment for all its service users and staff.

THE SERVICE has it's own safeguarding phone line and a safeguarding team on hand to answer any calls/concerns.

THE SERVICE 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, safeguarding training and/or information updates are delivered across each year via staff meetings and email.

'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 and vulnerable adults. For the purposes of safeguarding, a child is defined as anyone who has not yet reached their 18th birthday. A vulnerable adult is defined as a person aged 18 or over who has needs for care and support, is experiencing or at risk of abuse or neglect and, as a result of those care and support needs, is unable to protect themselves from the risk or experience of abuse or neglect.

Safeguarding legislation requires policy, procedure, and preventative measures to be in place to protect children and vulnerable adults from risk of harm. The service is committed to contextualizing safeguarding procedures and ensuring best practice, so that service users can work and learn in a safe and supportive environment.

The service 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 responsibility and accountability for safeguarding
- ✓ Everyone acts in the best interests of the service user
- ✓ Professional curiosity is encouraged, and challenging others is both acceptable and practised professionally
- ✓ Peer on peer abuse and bullying is not acceptable
- ✓ Service users and staff are empowered to safeguard themselves and develop their resilience
- ✓ Safeguarding is embedded across all aspects of the service
- ✓ Leadership of safeguarding is given at every level

THE SERVICE , as part of Derby City Council (DCC), 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

THE SERVICE will ensure:

- Safeguarding first, business second – no service can be effective without safety.
- Procedures, practices and behaviours promote the 'safe service user', and that service users feel safe.
- When using the internet and email, safety measures are used and understood.
- External speakers, visitors and events are appropriately risk assessed to safeguard service users.
- External people on work placement with us (e.g. service user teachers) have appropriate clearance from their university or parent provider.
- Service users on work placement only attend fully vetted and risk assessed businesses/sites, with pre-agreed and risk assessed parameters of activity, and an appropriate level of support and supervision.
- Communication Support Workers not employed by THE SERVICE /DCC and any volunteers provided by partner organisations supporting THE SERVICE, staff or service users (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.
- All personnel have the appropriate DBS clearance (see also appendix 3 for nature and type).
- The Safeguarding Lead is informed of any new service delivery activity and the safeguarding arrangements (by completing APPENDIX 6 Safeguarding Notification Checklist for New Provision / Activity and returning to Safeguarding Lead).
- Anyone working for or on behalf of THE SERVICE, adopts the Safeguarding guidelines in this document.
- A proactive approach and all reasonable measures to ensure risk of harm to children, young people and adults is minimised by appropriate practices, including:

- **Creating a Safe and Inclusive Environment**

Promote a culture of respect, dignity, and inclusion.

Challenge bullying, harassment, discrimination, or abuse.

Ensure service users have the opportunity and know how to raise concerns.

Deliver supervision and support levels that reflect the service user's developmental stage, independence, and vulnerability.

Take steps to keep the environment safe (*health & safety checks & risk assessments, safe online learning, Appropriate supervision in mixed-age groups*).

Ensure staff working with service users under 18, understand their in loco parentis responsibilities, are aware of risks such as sexual and peer-on-peer abuse, and have measures in place to adequately supervise and support.

Safe practices for staff selection, recruitment, supervision, and training.

Any THE SERVICE staff undertaking activity at an external event with or including children or vulnerable adults that are not THE SERVICE users, will not do so unsupervised (i.e. parents/carers or school/other venue staff will be present).

- **Criminal Records, previous convictions and other concerns**

Where an applicant, member of staff or service user presents with a criminal record, former prison sentence, probation/licence conditions, prohibitions/restrictions, or behavioural concerns, a member of the Safeguarding Team (usually the Safeguarding Lead) will complete a safeguarding risk assessment (see appendix 5) to identify, assess, and manage safeguarding risks relating to those historic or current circumstances that require consideration. It ensures that risks are understood and that proportionate measures are in place to allow safe participation in learning.

- **Professional Conduct and Boundaries**

Maintain clear professional boundaries at all times.

Avoid situations where you are alone with a service user (child or adult) without visibility.

Avoid situations that could be misinterpreted (e.g. offering lifts).

Do not exchange personal contact details or engage via personal social media.

Use respectful, age-appropriate, and inclusive language.

Be aware of power imbalances when working with vulnerable adults or children.

- **Confidentiality and Information Sharing**

Share safeguarding information only with those who need to know.

Respect dignity and privacy, but never keep secrets where safety is at risk.

Follow data protection rules, but remember safeguarding overrides confidentiality when necessary to protect someone.

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.

- **Training and Professional Development**

Complete safeguarding induction for staff before working with service users.

Refresh safeguarding training at the required frequency (see Appendix 1).

Attend briefings and updates as required, read safeguarding/Prevent emails and messages.

## **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 service users 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.

THE SERVICE, 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](mailto:sam.slack@education.gov.uk)
- Local Authority Prevent team: [Kyle.Hudson@derby.gov.uk](mailto:Kyle.Hudson@derby.gov.uk) - 07867 461846. [purjinder.gill@derby.gov.uk](mailto:purjinder.gill@derby.gov.uk) - 07812 301218.

### **Prevent Duty (All Ages)**

- Stay alert to signs of [radicalisation or extremist views](#)
- Report any concerns to the DSL. If in doubt – report your concern (better to over-report than miss a risk).
- Embed critical thinking and resilience in learning, guidance and support sessions.

### **Prevent Strategy**

THE SERVICE will:

- Promote and demonstrate Fundamental British Values by allowing democracy and individual liberty through service user 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 and volunteers 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 and volunteers know what to do if they have any concerns that a service user 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 service user induction and, in courses, class activity on safer internet use, along with effective filtering and monitoring systems ('Fortigate'), 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 service users (See Visiting Speaker policy).

- Ensure any fundraising undertaken by staff/service users as part of service 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 any service users engaged off site (such as work experience) have regular check ins from their service supervisor (e.g. tutor, assessor or support person) to ensure that health, safety and wellbeing is reviewed and service user voice enabled 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.

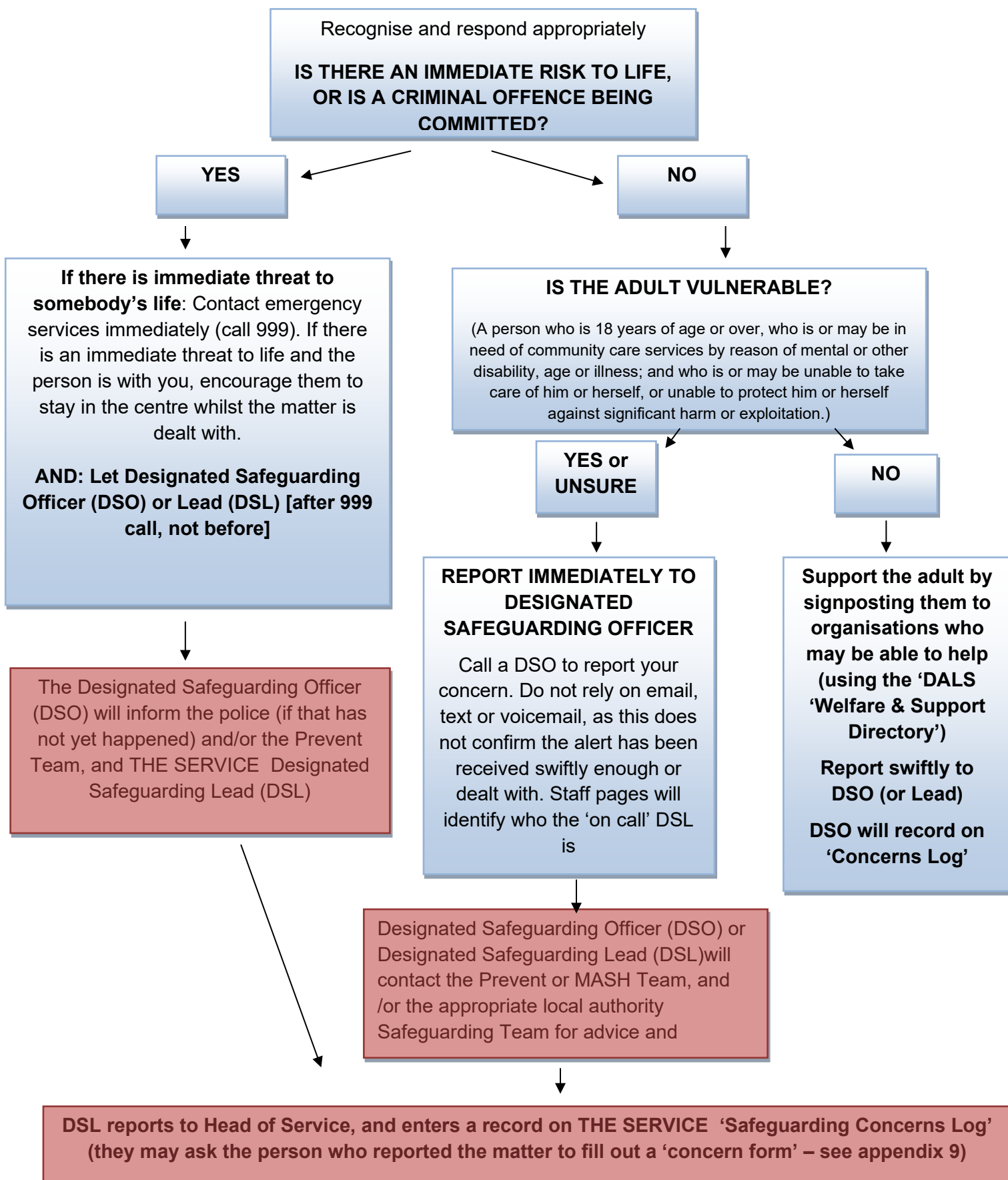
THE SERVICE also has a Prevent Risk assessment that is updated at least annually or as changes occur.

### **Identifying Concerns**

Be alert to signs of abuse - physical, emotional, sexual, neglect, exploitation, radicalisation, financial abuse organisational abuse, modern slavery, self-neglect, domestic abuse, discriminatory abuse, bullying, online grooming, mental health concerns, risk of harm to self or others.

**Golden Rule: If in doubt – report your concern (better to over-report than miss a risk).**

# Safeguarding Adults When a Concern Presents



# Safeguarding Children/U18s When a Concern Presents

Sources of concern with a person under 18 may be:

- An under 18 enrolled at THE SERVICE
- An Adult in THE SERVICE who has disclosed something that indicates a child outside of THE SERVICE may be at risk

Recognise and respond appropriately

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

**YES**

**NO**

**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

Has a child made a disclosure?

**YES**

**NO**

- **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

**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)**

# Dealing with a Disclosure

Not every safeguarding concern presents as a disclosure. A disclosure is when someone tells you that they are being abused, neglected, or are at risk of harm.

Remember: **Keep Calm → Listen → Believe → Reassure → Record → Report.**

Here's what to do:

## 1 Be honest about confidentiality

- Explain that you must share the concern with the safeguarding lead to keep them safe
- Don't promise to keep a secret

## 2 Listen carefully and stay calm

- Allow them to speak freely — do not interrupt
- Show empathy and belief: *"Thank you for telling me"*
- Avoid displaying shock, anger, or disbelief

## 3 Take what they say seriously

- Never downplay or question their experience

## 4 Don't ask leading questions - clarify, but avoid digging for detail

- Stick to open questions only if needed:
  - *"Can you tell me what happened?"*, *"When did this happen?"*
- Your role is not to investigate

## 5 Record what they tell you as soon as possible

- Keep a factual account:
  - Exact words used — quote where possible
  - Date, time, location
  - Your observations of behaviour/injuries
  - Get names and ages of others mentioned who may be at risk
- Sign and date your notes

## 6 Report immediately

- Contact the safeguarding line **01332 956380** to ensure someone from the safeguarding team picks it up immediately
- If someone is in immediate danger or you believe a crime is being committed call 999 before you call the safeguarding Line

## Consent to Share and Responsibility to Act

Adult safeguarding may require the adult's consent for external referrals unless there is immediate risk, coercion, or they lack capacity, so please do not make referrals outside of the THE SERVICE yourself – make sure you pass on to the service Safeguarding Team.

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Considerations for the Safeguarding team members only when considering action to refer:

Area of considerations	Children (U18)	Adults (18+)
Consent to share	Not required — safeguarding overrides confidentiality	Supported decision-making applies — unless unsafe or lacking capacity
Responsibility to act	Mandatory	Must consider Mental Capacity Act and adult autonomy

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# Safeguarding Strategy in Online Lessons/Online Meeting

These guidelines are to help you prepare for and act upon the issues you will face when delivering online lessons or meetings with service users.

## Acceptable Platforms Currently in Use:

- Microsoft Teams
- Derby Learn (MOODLE)

**No other Platforms are to be used without the prior consent of THE SERVICE SMT.**

## Access to Online Sessions

Must be by invite (from the staff member) only and, if multiple attendees, must be via a waiting room, so the staff member can check and allow access only to the service users invited.

Suspicious attempts by unrecognised/uninvited parties must be reported (same day) to the duty Safeguarding Officer (01332 956380) or person's line manager.


## Location/Environment

Staff and Service users 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 or meetings with service users, unless prior permission has been given. In either scenario, the staff member must seek approval from the provision manager or cover manager for the reason, and whole participant consent must be obtained for any photograph or recording to go ahead. Once the manager has approved the reason for the photograph or recording, the service users can be alerted of the photograph or recording at the start of the session/meeting, so they have the opportunity to arrange an opt out.

A log must be kept of any recorded sessions, along with the purpose for recording (with full line manager access). Team managers will decide and advise how their team will do this. 

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

## Live Chat Functions

Staff and service users 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 staff member 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**

Staff 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),

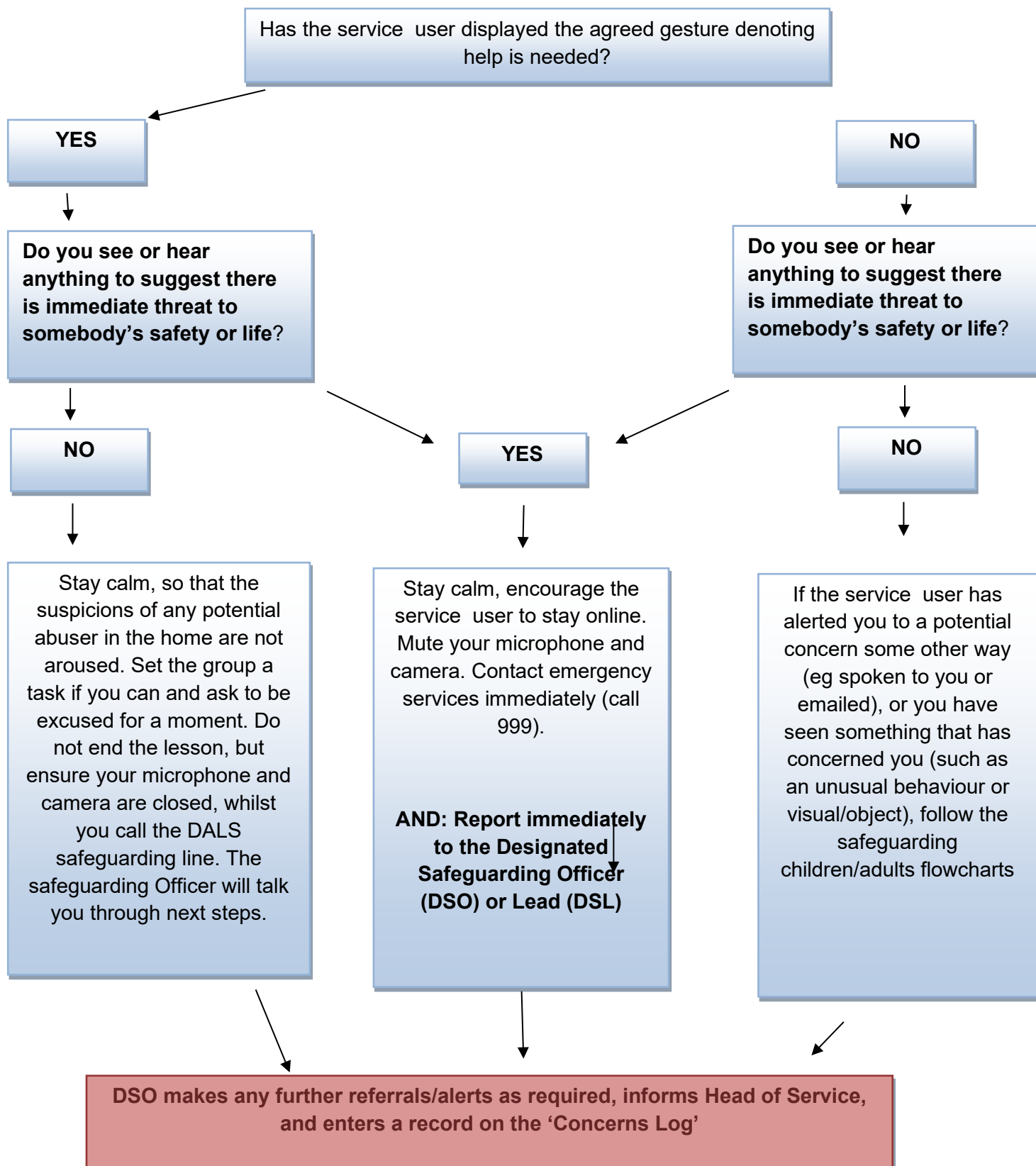
It may be harder for an online service user to speak to a tutor about safeguarding concerns (for example they may be in the presence of an abuser, or may not be able to get the time away from the rest of the group to speak to their tutor separately). Tutors need to establish a safe and trusting environment where service users 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 service users, so that if a service user 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](#).

Service users should be reminded of safeguarding procedures in the same way as service users who attend classes in person.

Tutor must follow the following flowchart if there is a safeguarding concern during an online class or regarding an online service user.

# Safeguarding in Online Lessons When a Concern Presents



## 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 THE SERVICE reporting procedures identified in this policy. The THE SERVICE Safeguarding Concerns Log is updated with any matter reported, and is audited termly to ensure matters are suitably detailed and closed off.

### THE SERVICE Safeguarding Contacts:

Designated Safeguarding Lead – Debbie Tansley	<p>Call the Designated Safeguarding Phone line, which alerts the whole safeguarding team. The safeguarding officer on duty will answer:</p> <p style="text-align: center;"><b>01332 956380</b></p> <p>NB Before 930 or after 5pm, call the out of hours service below</p>
Deputy Designated Safeguarding Lead – Heather Pawley	
Safeguarding Officer – Debbie Owen	
Safeguarding Officer – Bronagh Quigley	
Safeguarding Officer – Natalie Jameson Warren	
Safeguarding Officer - Lucy Townsend	
Out of Hours (Derby) – Adults	01332 956606
Out of Hours (Derby) Children (Includes Young People Under 18)	01332 641172 if urgent, and 01332 956606 if not urgent
Counter Terrorism Confidential Hotline	0800 789 321

## APPENDIX 1:

### Mandatory Safeguarding Training Requirements

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

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

*\*\*DALS SG session covers Child & Adult Safeguarding, FGM, Forced Marriage, Modern Slavery, Domestic Violence*

## APPENDIX 2

### DBS Type by Role

JOB	DBS Check Level	Rationale
Head of Service	Basic	No or limited and incidental contact with service users and doesn't directly line manage anyone in regulated activity with service users
Principle Employment and Skills manager	Basic	No or limited and incidental contact with service users and doesn't directly line manage anyone in regulated activity with service users
Principle Education and Skills manager	Basic	No or limited and incidental contact with service users and doesn't directly line manage anyone in regulated activity with service users  <ul style="list-style-type: none"> <li>NB this post is also safeguarding lead but as this role is advising staff and working with other professionals on safeguarding matters, not working directly with the service user except incidentally, it remains a basic check level</li> </ul>
Principle funding finance and operations manager	Basic	No or limited and incidental contact with service users and doesn't directly line manage anyone in regulated activity with service users  NB this post is also deputy safeguarding lead but as this role is advising staff and working with other professionals on safeguarding matters, not working directly with the service user except incidentally, it remains a basic check level
Quality manager	Basic	Only has incidental not regular repeat contact with service users  NB this post is also safeguarding officer, but as this role is advising staff and working with other professionals on safeguarding matters, not working directly with the service user except incidentally, it remains a basic check level
Curriculum managers	Enhanced	Only has incidental not regular, repeat contact with service users but manages tutors who have regular contact with under 18s and so are in regulated activity
Tutors	Enhanced child and adult (with child barring)	Has regular contact over several weeks or months with service users aged 16+ (and so are in regulated activity with those age 16-17 but not those aged 18+)
Learning Support Coordinator	Basic	Only has occasional or incidental contact with service users but directly line managers support workers who do
Learning Support Workers	Enhanced child and adult (no barring)	Has regular contact over several weeks or months with service user(s) aged 16+ - supporting not teaching or training so no child barring
Supported Employment Officer	Enhanced Child and Adult (child barring)	May have regular contact over several weeks (up to 6 months) with same service user(s) – all are one to one.
Employability Team Leader	Basic	Doesn't see the same service user(s) regularly but line manages the Supported Employment Officers

Business Engagement Managers	Basic	Interview and feedback on people's applications for journey to work and work placement but unlikely to see 'service user' much or regularly (any repeat contact is incidental not planned or intentional)
NCS advisers	Basic	Have one off appointments – are unlikely to see the service user again
Employment and Skills manager	Basic	Is 'back office' only
Youth Guarantee Manager	Basic	No or limited and incidental contact with service users
Senior administration officer	Basic	Contact with service users is only incidental – not regular/frequent planned contact
Adult learning assistant	Basic	Contact with service users is only incidental – not regular/frequent planned contact
Administration officer	Basic	Contact with service users is only incidental – not regular/frequent planned contact
MIS Manager/officer	Basic	Back office only
Invigilators	Basic	Contact with service users is not regular or frequent – incidental
Exams admin officer	Basic	Back office and only occasional incidental contact with service users

## APPENDIX 3

### No DBS or Late DBS Renewal Risk Assessment

<b>DIRECTORATE AND SECTION</b>	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 service users/potential service users. 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 service users/potential service users
<b>LOCATION</b>	Derby Adult Learning Service	
<b>DATE OF ASSESSMENT</b>	Reviewed 10 11 2025	
<b>ASSESSORS</b>	Debbie Tansley	

LIST SIGNIFICANT HAZARDS – ANYTHING THAT COULD CASUE 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 PRERSONRESPONSIBLE FOR ACTION AND TIMESCALES
Potential exposure of service users to harm from teaching or other 'front facing' staff who may not be safe to be employed within that role	<p>Risk to service users of physical or sexual abuse and harrassment</p> <p>Risk of emotional abuse (eg bullying, intimidation)</p> <p>Risk of radicalisation to extremist views</p> <p>Risk of exploitation (eg giving money or favours, grooming)</p>	<p>All DALs staff are DBS checked and this is renewed every 3 years</p> <p>All staff undertake safeguarding and Prevent training,</p> <p>New staff declare no criminal convictions on application form</p> <p>Robust safeguarding policy is in place and circulated to all staff.</p> <p>All recruiting managers have Safe recruitment 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>For staff who are new to the service - there is low risk of service users 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 measres (left) .</p> <p>For established staff (over 3 years service), awaiting renewal, the risk is even lower as they will have already provided their intial DBS, and managers will have had multiple direct checks and experience of their conduct and behaviour - including service user feedback, performance reviews, and lesson visits</p>	<p>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</p> <p>Established staff where DBS renewal certificate return is delayed - can teach groups of service users without chaperone (as per their normal, established practice), but no 1 to 1s with individual service users until DBS renewal is received.</p> <p>Admin or other staff where DBS is delayed - will be chaperoned or work from home if not front of house. NB All front of house staff work in the presence of others by default of the work role</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 service user voice meetings at different points across the year to enable service user feedback of any concerns</p>		
<p>Increased potential for non DBsd individuals to harm service users</p>	<p>Increased Risk of radicalisation/extreme message to service users, staff and other service users</p> <p>Increased Risk of emotional, social or spiritual harm/abuse</p> <p>Increased risk of physical or sexual harm</p>	<p>DBS Reference, and work history checks</p> <p>Qualification checks</p> <p>Right to work and identity checks</p> <p>Class visits by managers as part of induction</p> <p>Service user voice allows feedback of any concerns</p>	<p>Low risk as these checks reduce risk, and tutors are visited as part of their induction support and checks</p>	<p>NA</p>

## APPENDIX 4

### DALS Safeguarding/Prevent Concern Form

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

<b>Is the person at immediate risk of harm? (tick correct answer)</b>	No	
	<i>Yes and I have called the emergency services before completing this form/contacting service safeguarding team</i>	

<b>Service User name, Date of Birth, phone number and address</b>	
<b>What service activity is the service user engaged with</b> <i>(eg service user on a course, job seeker receiving advice and guidance etc)</i>	
<b>Is the service user an adult or child:</b> <i>(Adult=over 18/Child=under 18)</i>	
<b>Date of concern record</b>	
<b>Member(s) of staff noting concern &amp; contact phone number</b>	

<b>Is the concern about the service user, other person/people, or both ?</b> <i>If other person/people or both, give details of the other person/people, including where possible their name(s), whether they are over or under 18, specific age/DOB, address, relationship to</i>	

**Concern**

*(Please describe as fully as possible what the concern is and why. Please give dates and times of anything that was seen or heard, and of any conversations or disclosures.*

*Avoid including judgement or conclusions in your description of your concern.*

*If children are involved, ensure their names and ages and relationship to service user are included where possible)*

**Actions Taken up to Point of Concern being Noted on this form (if any)**

Date	Person taking action	Action

**Please ring the THE SERVICE Safeguarding line 01332 956380 and email this form to the Safeguarding Officer who answered, when completed.**

## APPENDIX 5

### Safeguarding Risk Assessment

**Purpose:**

This risk assessment is designed to identify, assess, and manage safeguarding risks relating to service users or staff who may have historic or current circumstances that require consideration (e.g., criminal records, restrictions, probation, prohibitions, mental health issue, behavioural issue). It ensures that risks are understood and that proportionate measures are in place to allow safe participation in learning.

**Service user Name:**

**Date of Birth:**

**Course Applied For:**

**Start Date:**

**Assessor Name & Role:**

**Date of Assessment:**

- Service user self-disclosure
- Key Worker (e.g., Housing Officer, Probation Officer, Social Worker)
- Other (please specify):

**Nature of the Risk** *(tick all that apply):*

- Criminal record
- Former prison sentence
- Probation / licence conditions
- Prohibitions / restrictions (e.g., contact restrictions, exclusion zones)
- Behavioural concerns
- Substance misuse history
- Other (please specify):

**Date(s) of Incident(s):**

**How historical is the event / behaviour?**

**Current restrictions, prohibitions or conditions in place (e.g., probation orders, MAPPA, licence conditions):**

**Is the service user currently engaged with a key worker or agency? If yes, provide details:**

**Service user's perspective on their current situation / risk:**

**What measures are already in place to reduce risk?**

- Probation supervision
- Agency support (please specify)
- Accommodation with restrictions (e.g., approved premises)
- Personal strategies (e.g., relapse prevention plan)
- Other (please specify):

### **Risk Assessment**

**Likelihood of risk if no controls are in place (Low / Medium / High):**

**Impact of risk if it occurred (Low / Medium / High):**

**Overall assessed level of risk (Low / Medium / High):**

### **Section 7: Additional Control Measures (if required)**

**Adjustments to course (e.g., timetable changes, supervision, restricted access to certain activities):**

**Additional support (e.g., mentoring, welfare check-ins):**

**Information sharing (with consent and in line with GDPR):**

**Other measures:**

**Decision & Review**

- Approved – no further controls needed
- Approved with additional controls (detailed above)
- Deferred (pending further information)
- Declined (provide reasons)

**Rationale/Notes**

**Next Review Date:**

**Confidentiality Notice:**

Information recorded in this assessment will be stored securely and shared only with relevant staff/agencies on a strictly need-to-know basis, in line with data protection and safeguarding policies.

## APPENDIX 6

### Safeguarding Notification Checklist for New Provision / Activity

**Purpose:**

To ensure the Designated Safeguarding Lead (DSL) is informed of any new course, project, or activity involving service users or service users (including adults and 16–18s) before delivery begins. This enables safeguarding compliance and appropriate risk management.

#### Section 1: Basic Information

<b>Manager completing form:</b>	
<b>Date submitted:</b>	
<b>Provision / course/ activity / project title:</b>	
<b>Type of activity</b> (e.g. adult learning class, youth project, community event, outreach session):	
<b>Funding stream</b> (e.g. ASF, Youth guarantee, UKSPF etc)	
<b>Proposed start date:</b>	
<b>Length of activity for participants (per session and overall)</b>	
<b>Is this a one off occurrence, time limited initiative or activity or a longer term offering with ongoing or repeat occurrences</b> (give details) :	
<b>Venue / delivery location:</b>	
<b>Delivery partner(s), if any, and scope/nature of partnership</b> (e.g work placement provider, external training provider):	
<b>Is this activity being subcontracted (if so who to and which bits):</b>	

#### Section 2: Service user / Participant Information

<b>Age range of participants</b> (tick all that apply):	16–18 <input type="checkbox"/> 19+ <input type="checkbox"/>
<b>Expected number of participants</b>	16–18 _____

	19+ ____
<b>Are any participants likely to be vulnerable adults* or young people with additional needs?</b> <i>* See definition of vulnerable adult at bottom of form</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> If yes or maybe, provide details:

### Section 3: Staffing & Safeguarding Arrangements

All staff and volunteers involved hold current DBS checks** (and recorded on the Single Central Record).	
Staff have completed all mandatory safeguarding and Prevent training as per safeguarding policy - plus refresher session if in post for more than 12 months.	
Safeguarding reporting routes have been communicated to staff and volunteers.	
Service users/service users informed about how to raise a safeguarding concern.	
<b>Safeguarding Staff &amp; Volunteers:</b> Describe the arrangements in place for staff supervision, debriefing, and wellbeing check-ins (particularly for staff working with vulnerable service users or in isolated settings).	
<b>Safeguarding Service Users:</b> Describe the arrangements in place for service user supervision and wellbeing check-ins (particularly for vulnerable service users, service users under 18, and those in work based settings).	

### Section 4: Risk Assessment & Environment

A venue and activity risk assessment has been completed and includes safeguarding considerations.	
Any off-site, evening, or remote activity has been risk assessed for lone working and participant safety	
Digital/online safeguarding (if applicable) follows the guidance on the safeguarding policy (e.g. sessions/activity delivered on 'MS Teams').	

### Section 5: External Partners / Funding

Partner organisations have confirmed their understanding and acceptance of our safeguarding arrangements they will need to follow, have confirmed relevant activity personnel and roles, and provided contact details for their DSL.	
Any subcontracted delivery has been approved and safeguarding assurance completed.	
External funding or project requirements (if relevant) have been reviewed for safeguarding expectations.	

## Section 6: Notification to Safeguarding Lead

DSL (or Deputy DSL) notified of new provision before start date.	
Date of notification:	
DSL confirmation received:	Yes <input type="checkbox"/> Pending <input type="checkbox"/>

## Section 7: Additional Notes / Comments

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## Submission

This checklist should be completed and submitted to the Designated Safeguarding Lead at least two weeks before the planned start of any new provision or activity.

Email to: [Deborah.tansley@derby.gov.uk](mailto:Deborah.tansley@derby.gov.uk)

*\* A vulnerable adult is a person aged 18 or over who:*

*Has needs for care and support (whether or not the local authority is meeting any of those needs);*

*Is experiencing, or is at risk of, abuse or neglect; and*

*As a result of those needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.*

*\*\* DBS must be renewed every three years unless otherwise stated in the employment and skills Safeguarding policy*