

Community and Family Learning Service

Safeguarding & Prevent Policy

Policy Update: January 2024



1. Purpose

Nottingham City Council's (NCC) Community and Family Learning Service (CFL), including Multiply, is committed to providing a safe learning environment for all its learners and those accessing its services. CFL aims to minimise the risk of all types of harm to vulnerable adults and children and will work closely with its partners to respond to any safeguarding concerns that are identified.

2. Definitions

For the purpose of this policy:

Vulnerable Adults

A person aged 18 years and over who is or maybe in need of community care services by reason of mental or other disability, age or illness **AND** who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Those in need of community care may include:

- People with a learning disability
- People with a physical disability
- People with mental ill health
- People who are profoundly deaf
- People who are visually impaired
- People who are deafblind
- People over 65
- People with HIV/AIDS

Child or Young Person

A person who has not yet reached their 18th birthday.

3. Strategic Context

CFL's Safeguarding Policy & Procedures is underpinned by 5 core policies:

- Nottingham and Nottinghamshire Multi-Agency Adult Safeguarding Procedures
- Interagency Safeguarding Children Procedures
- Prevent Duty Guidance: England & Wales (2023)
- Keeping Children Safe in Education 2023
- Nottingham City Council Privacy Notice

Links to these policies can be found in Appendix 1.

To ensure CFL's Safeguarding Policy and Procedures are current, accurate and reflect best practice this document will be reviewed annually and published, with any amendments, ahead of the new academic year.

4. CFL Safeguarding Officers

The Designated Safeguarding Officers for Community & Family Learning are:

Designated Safeguarding Lead

Matthew Alvey

m: 07974 857 698

e: matthew.alvey@nottinghamcity.gov.uk

Deputy Safeguarding Officer

Sharon Mullen

m: 07932 641 114

e: sharon.mullen@nottinghamcity.gov.uk

5. Prevent Officers

Prevent officers for Nottingham City Council and the East Midlands Region are:

Prevent Coordinator

Mark Pollock

m: 07977 752444

e: mark.pollock@nottinghamcity.gov.uk

Prevent Education Officer

Louise Cox

m: 07890 897344

e: louise.cox@nottinghamcity.gov.uk

East Midlands Regional Prevent Coordinator

Sam Slack

m: 07834 452156

e: sam.slack@education.gov.uk

For a complete list of regional FE Prevent Coordinators for England & Wales see Appendix 1.

6. Roles and Responsibilities

Community & Family Learning will:

- Assign a member of the management team as a Designated Safeguarding Lead and share their contact details with the partnership.
- Work within guidance and procedures established by the Nottinghamshire Safeguarding Adults Board (NSAB) and Nottinghamshire Safeguarding Children Board (NSCB).
- Publish a Safeguarding Policy for the service in relation to its work with partners. The policy will be reviewed annually and published ahead of the new academic year.
- Adhere to NCC's safer recruitment policy to ensure all required checks are completed prior to appointing new members of staff.
- Ensure Disclosure and Barring Service (DBS) checks are undertaken for all CFL funded staff.
- Ensure all new staff undertake and record safeguarding, Prevent, GDPR, Information Security and EDI training at induction.
- Issue guidance to providers on the service's expectations relating to safeguarding.
- Annually review the service's Prayer Room Policy and share updates with the partnership.
- Attend Safeguarding and Regional Prevent network meetings and provide updates to CFL staff and the wider partnership in a timely manner.
- Respond appropriately to any safeguarding issues raised or reported to the service.

Partners will:

- Annually review their Safeguarding Policy and share updated policies with CFL.
- Inform CFL of the Designated Safeguarding Lead who will be responsible for acting as “referrer” as detailed in policies, procedures and guidance.
- Implement safer recruitment procedures to ensure all required checks are completed prior to the appointing new members of staff, including volunteers, who will be involved in the delivery of CFL funded activities.
- Ensure that Disclosure and Barring Service (DBS) checks have been completed on all CFL funded managers, tutors, support staff and guest speakers that will come into contact with learners and/or learner details.
- Ensure all new staff undertake safeguarding training at induction, to include as a minimum; awareness raising, provider’s policy and procedures, identification of the organisation’s Designated Safeguarding Lead.
- Ensure all staff involved in the direct delivery of CFL courses undertake and record training of Safeguarding, Prevent, GDPR, Information Security and EDI.
- Ensure resources and links provided by guest speakers has been vetted prior to sharing with learners
- Provide evidence to CFL management upon request that all CFL funded staff and guest speakers have a valid DBS certificate and undertaken safeguarding training.
- Evidence that all staff delivering CFL provision have read and understood the service’s most current Safeguarding Policy.
- Tutors, volunteers and guest speakers should wear identification badge at all times
- Ensure prayer facilities comply with the CFL Prayer Room Policy; or if signposting to other Places of Worship, ensure due diligence checks have been put in place.
- Establish clear lines of communication and reporting procedures for courses delivered in centres that have their own Designated Safeguarding Lead e.g. schools, day care centres.
- Inform CFL’s Designated Safeguarding Lead or Deputy, within 24hrs, of any safeguarding incidents involving CFL learners. Provide details of the incident and actions taken.
- Obtain consent before capturing photos/multi-media of learners and/or their children.

7. Promoting Safeguarding & Prevent

As well as identifying and reporting safeguarding we have a responsibility to empower learners to report safeguarding concerns, be that their own welfare or someone else’s.

CFL will:

- Publish safeguarding guidelines for learners in the learner handbook.
- Print and distribute safeguarding and prevent pocket cards and leaflets to partners to share with learners.
- Ensure CFL’s current Safeguarding Policy is available to download from NCC website.

Partners will:

- Undertake a venue Assessment to assess and mitigate any risk to learners.
- Promote Safeguarding and Prevent to all learners at induction.
- Provide all learners with a CFL Learner Handbook at induction.
- Ensure all learners receive a pocket card and leaflet promoting Safeguarding and Prevent.
- Embed Safeguarding and Prevent in teaching and learning, enabling each learner to take responsibility for their own and each other’s safety.

8. Online Safety

When digital technology and the internet is used as part of the curriculum, learners should be made aware of online safety and risks of harm. This includes how to use technology safely, responsibly, respectfully and securely, and where to go for help and support when learners have concerns about content or contact on the internet or other online technologies.

Providers will:

- Ensure the venue or delivery partner's ICT equipment has an effective filtering and monitoring system in place to protect learners from accessing inappropriate content
- Ensure internet history is deleted at the end and prior to the start of each session
- Embed online safety and potential risks of harm into the curriculum
- Check all web links, including any to be used by guest speakers, prior to sharing with learners
- Remind learners who to contact for help/support should they have a concern or incident

It is important that any incidents are dealt with as soon as possible in a proportionate manner. Where there is a potential threat to the learner, another learner, vulnerable person or member of staff then the concern must be raised with the appropriate safeguarding officer in accordance with CFL's Safeguarding & Prevent Policy.

9. Safeguarding Training

CFL is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All managers, staff and tutors must evidence that they have:

- Undertake and complete an annual refresher of NCC's Safeguarding awareness training that is available on NCC's Learning Zone.
- Undertake and complete the government's Prevent Awareness Training.
- Read and understood the most current version of CFL's Safeguarding Policy and the Department for Education's 'Keeping Children Safe in Education: Part 1.

10. Reporting a Safeguarding Concern

We all have a responsibility to make sure concerns about children and vulnerable adults are referred to the appropriate services without delay. If you are concerned that a child or vulnerable adult is at risk of being abused or neglected, do not ignore your suspicions or assume that someone else will be taking action to protect that person.

Follow the 'Flowchart for reporting a safeguarding concern' (Appendix 2) and complete the CFL Safeguarding Incident Reporting Form (Appendix 3).

CFL Partners

Concerns should immediately be reported to the most appropriate Designated Safeguarding Lead i.e. your organisation or the delivery venue's lead. If they are not available or not appropriate then CFL's Designated Safeguarding Lead or Deputy should be contacted. If the child or vulnerable adult is in immediate danger call 999.

CFL Staff

Concerns should immediately be raised and reported to CFL's Designated Safeguarding Lead or Deputy. If the child or vulnerable adult is in immediate danger call 999.

If in doubt about what to do, don't do nothing! Speak to your manager.

11. Next Steps

If a concern has been raised with CFL's Designated Safeguarding Lead or Deputy they will follow guidance and procedures as set out in 'Nottingham and Nottinghamshire Multi-Agency Adult Safeguarding Procedures' or 'Interagency Safeguarding Children Procedures'.

Guidance for the Designated Safeguarding Officers is available by clicking on the relevant button below or by typing the appropriate link into the address bar of a web browser (see Appendix 1).

Children

Adults

CFL have a duty to report all Safeguarding concerns to the *Educations and Skills Funding Agency* (ESFA). As a Partner delivering ESFA funded activity you must inform CFL's Designated Safeguarding Lead or Deputy within 24 hours of officially submitting a safeguarding concern.

***Note:** We only need a summary of the incident and we will never ask for personal details.*

12. Making a Prevent Referral

Referrals to Prevent can only be made online using the following link:

[Refer someone to the Prevent Team | Nottinghamshire Police](#)

If the referral relates to activity outside of Nottingham or Nottinghamshire then the Regional Prevent Coordinator should be contacted for further details.

13. Learning from experience

We are determined to keep improving our knowledge and understanding of how best to protect children and vulnerable adults. We will review incidents of safeguarding to better understand that we are placing the right emphasis on safeguarding in our work. Findings will inform our policy and procedures so we can better protect children and vulnerable adults in the future.

14. Policy Review and update

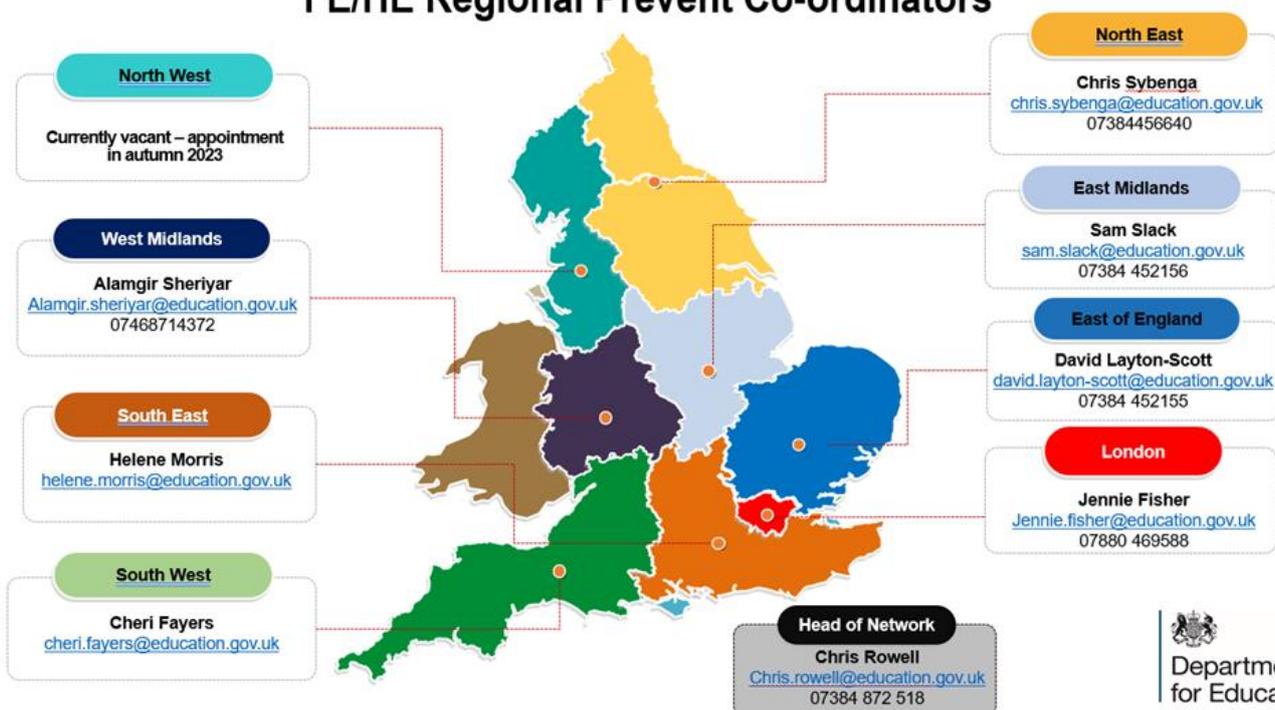
This Safeguarding Policy was published January 2024. It supersedes all previous CFL Safeguarding Policies.

The next policy and procedures review will be undertaken in August 2024 and published in September 2024, ahead of the new academic year, to reflect any changes to Keeping Children Safe in Education, FE Skills Handbook, Prevent guidance and local policy and procedures.

Appendix 1: Links to external polices, guidance and contacts

- 1. Interagency Safeguarding Children Procedures**
<https://www.nottinghamcity.gov.uk/ncscp>
- 2. Nottingham and Nottinghamshire Adult Safeguarding Procedures & Guidance**
<https://www.nottinghamcity.gov.uk/information-for-residents/health-and-social-care/adult-social-care/adult-safeguarding/adult-safeguarding-procedures-and-guidance>
- 3. Prevent Duty Guidance**
<https://www.gov.uk/government/publications/prevent-duty-guidance>
- 4. Refer someone to the Prevent Team – Nottinghamshire Police ONLY**
<https://www.nottinghamshire.police.uk/advice/advice-and-information/t/prevent/prevent/beta/prevent-team-referral/>
- 5. Keeping Children Safe in Education 2023**
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- 6. Further Education & Skills Inspection Handbook**
<https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif>
- 7. Nottingham City Council Privacy Notice**
<https://www.nottinghamcity.gov.uk/privacy-statement>

FE/HE Regional Prevent Co-ordinators



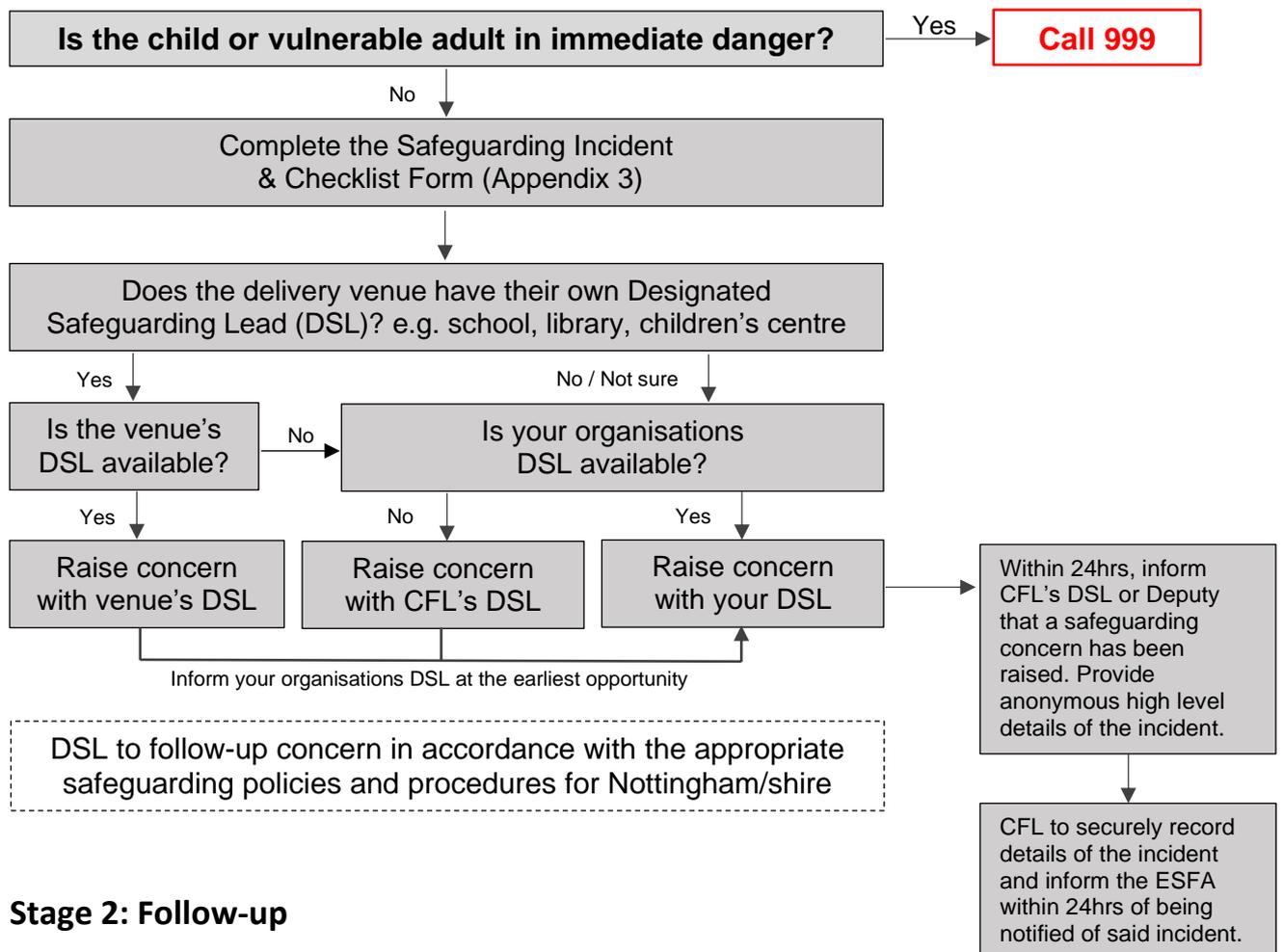
Appendix 2

Community and Family Learning

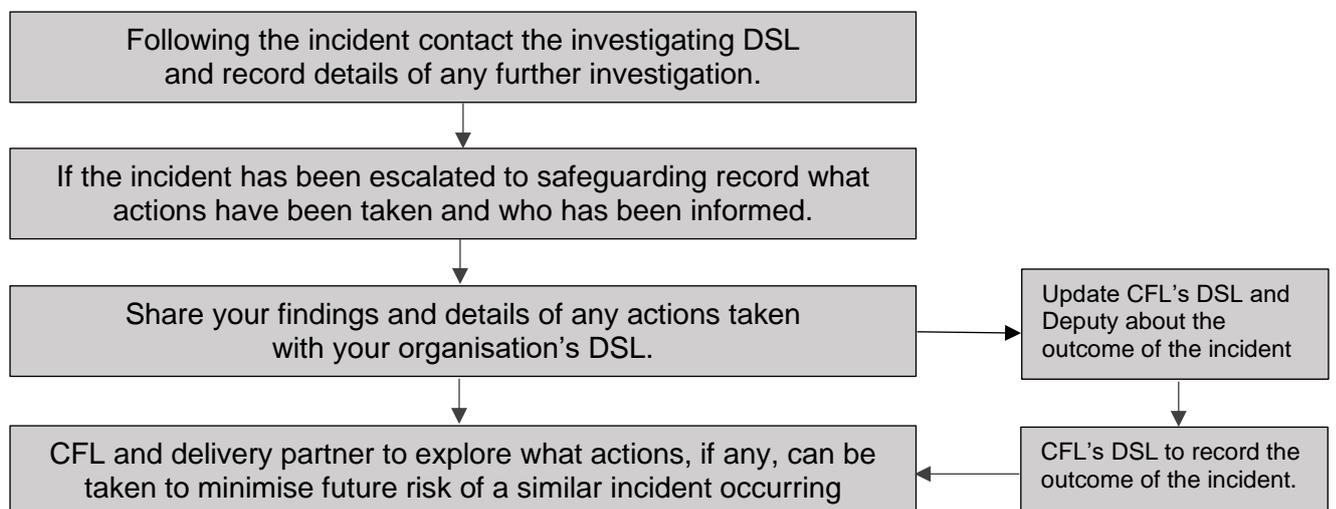
Flowchart for reporting a safeguarding concern



Stage 1: Reporting



Stage 2: Follow-up



Appendix 3

Community and Family Learning

Safeguarding Incident Checklist & Reporting Form



| | | | |
|-------------|----------------------|----------------|----------------------|
| Staff name: | <input type="text"/> | Organisation: | <input type="text"/> |
| Venue: | <input type="text"/> | Date reported: | <input type="text"/> |

If the child or vulnerable adult is in immediate danger call 999

| # | Notes to be written under all headings and dated | Date |
|----|---|------|
| 1. | Please describe the incident including any statements, actions and names of those people involved | |
| 2. | Notify the Designated Safeguarding Lead in school, library or other venue about the issue and ask for an immediate referral if the situation is urgent | |
| 3. | Notify your organisation's DSL that an issue has been raised, why and how. | |
| 4. | Provider DSL will notify CFL's DSL about the concern raised by a tutor | |
| 5. | Ask what further investigation has taken place. | |
| 6. | Let your DSL know whether it is an actual safeguarding matter (sometimes issues raised, although not serious in nature, are not a safeguarding concern) | |
| 7. | If it is a safeguarding matter what actions have been taken, including who has been notified? | |