

Safeguarding and Promoting the Welfare of Children and Vulnerable Adults Policy & Prevent Duty

Lead Responsibility	Quality Manager	Approved by	Director
Version	5	Reviewed	October 2022
Policy applicable to	All Stakeholders	Date of next review	October 2023

Contents

Policy Statement	3
Ethos	3
Definition of Abuse	4
Safeguarding Changes.....	5
Prevent Duty	6
The Prevent Strategy:.....	6
Purpose for generating the Prevent Strategy	7
1) Leadership and Values	7
2) Teaching and Learning	7
Learner Support	7
Managing Risks and Reacting to Incidents.....	8
Possible Signs of Radicalisation:.....	8
Promoting British Values	8
E-Safety	9
Responsibilities.....	10
Actions to Implement and Develop Policy.....	10
Roles and Responsibilities.....	12
1. The Designated Safeguarding Officers.....	13
2. The Director will:.....	13
Safeguarding Procedures	14
Handling a concern.....	14
Recruitment.....	15
Safe Working Practices.....	15
Record Keeping	15
Allegations against Members of Staff	15
Working with other Agencies.....	16
Other Legislation.....	17
Monitoring and Review.....	17
Appendix A.....	17
Appendix B	18
Appendix C	20
Appendix D.....	21
Review of Policy	26

Policy Statement

The Assessment and Training Centre (TATC) is committed to safeguarding and promoting the wellbeing of its learners. We fully recognise that it is the responsibility of all staff to ensure that all learners are safe and feel safe in the centre environment.

This policy is most significant for teaching staff who are particularly well placed to observe learners in relation to signs of abuse, harm, and changes in behaviour.

This policy brings together all of the relevant procedures for safeguarding and has particular reference to: safe recruitment; reporting safeguarding issues; establishing a safe environment; promoting safeguarding in the curriculum.

All employees are required to show high standards in their management of risk and in the active protection of children and vulnerable adults from discrimination and avoidable harm by fulfilling their duties for learners under 18 in accordance with:

- [‘Keeping Children Safe in Education - September 2022](#)
- [Working Together to Safeguard Children 2018](#)
- [Children & Social Work Act 2017 – safeguarding reforms](#)
- [“Safeguarding Children and Safer Recruitment in Education’ \(Dept. for Children, Schools and Families 2011\).](#)
- [Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children’ \(Dept. for Children, Schools and Families 2010\).](#)
- [Care Act 2014](#)
- [Sexual violence and sexual harassment between children in schools and colleges \(publishing.service.gov.uk\)](#)
- [Prevent Duty Guidance for England issued under section 29 of the Counter terrorism and security Act 2015.](#)

Ethos

TATC recognises the importance of learners feeling safe, and feel they are in an environment to disclose abuse. TATC will endeavour to support learners by:

1. Ensuring the content of the curriculum includes relevant information and content.
2. Providing a positive secure environment where learners feel valued and supported.
3. Implementing a code of conduct to which learners sign up.
4. All complaints, allegations or suspicions of abuse will be dealt with due regard to our Safeguarding and Promoting the Welfare of Children and Vulnerable Adults Policy & Prevent Duty.
5. In order to be able to safeguard children and vulnerable adults, awareness of signs of possible abuse must be known.

Definition of Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning or otherwise causing physical harm. Physical injury may occur as a result of injury inflicted by a family member, including a brother or sister, or by another person, or an injury sustained accidentally but as a result of neglect. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated or induced illness by proxy, or Munchausen syndrome by proxy.

Bullying can also be a form of physical and emotional abuse. However, it is more often between peers and needs to be dealt with locally by personal tutors with the assistance of Student Services, with cases reported as per the College Anti Bullying & Harassment Policy.

Psychological/Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on him or her emotional development. It may involve conveying to that child or person that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on the child or person concerned. It may involve causing that child or person to feel frightened or in danger, or exploitation or corruption. Emotional and other forms of abuse may occur as a result of domestic violence. Some level of emotional abuse is involved in all types of ill-treatment or abuse, though it may occur alone.

Discriminatory abuse is defined as any form of abuse based on discrimination because of a person's race, culture, belief, gender, age, disability, sexual orientation, etc.

Sexual abuse includes rape and sexual assaults to which the vulnerable adult or child/young person has not consented, or could not consent, or was pressurised into. Signs can include changes in behaviour, using sexual language or physical discomfort. It may also include encouraging children and vulnerable adults to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of his or her health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, or the failure to ensure access to appropriate medical care or treatment. It may also involve the neglect of basic emotional needs.

Institutional abuse this is poor professional practice in an institution designed to safeguard both children and adults, including neglect, and can take the form of isolated incidents right through to ill treatment or gross misconduct.

Financial or Material abuse: this is when a child/vulnerable adult is exploited for financial gain. It includes theft, fraud, exploitation, misuse, or misappropriation of property/finance etc.

Safeguarding issues may also be recognised in the specific circumstances identified below:

- Child pornography and the Internet.
- Forced marriage of a child.
- Looked after children and children living away from home.
- Pregnancy of a child.
- Self-harming and suicidal behaviour.
- Radicalisation and extremism.
- Upskirting is now a form of abuse and a criminal offence.

Safeguarding Changes

1. Keeping Children Safe in Education 2022 – This law requires that all staff be aware of critical aspects of keeping children safe to guide their actions. This can be found in [Appendix A](#).
2. **Cyberflashing will become a new criminal offence** ([stated in UK Government Press release ‘Cyberflashing’ to become a criminal offence](#))
 - a. Definition: cyberflashing typically involves an offender sending an unsolicited sexual image to people via social media, dating apps and or by bluetooth for the purpose of their own sexual gratification or to cause the victim humiliation, alarm or distress. It also involves sharing intimate images of a person without their consent to cause them humiliation, harm and or distress.
3. **Upskirting is now a form of abuse and a criminal offence** (listed in paragraph 157 specifically on page 40 of [Keeping Children Safe in Education 2022](#))
 - a. **Definition:** upskirting is typically when a photograph is taken under a person’s clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.
4. **New information on serious violent crime**
 - a. All staff need to know the indicators that may signal those children are at risk from, or are involved with, serious violent crime. Including:
 - (a) Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
 - (b) Increased absence from school
 - (c) Change in friendship/relationships with others/groups
 - (d) Significant decline in performance
 - (e) Signs of self-harm/significant change in wellbeing

- (f) Signs of assault/unexplained injuries
- b. Staff should also be aware of the associated risks and understand the measures in place to manage them.

Prevent Duty

Prevent is 1 of the 4 elements of **CONTEST**, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The Assessment and Training Centre will educate our learners about extremism and work together to prevent or stop extremism in our Centre. See [Appendix B](#), Prevent Referral Form which is to be used to report concerns about learners, staff or any other persons employed at TATC.

The Prevent Strategy:

Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.

- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism

To enable TATC to carry out its duties under the Counterterrorism and Security Act 2015. The threat levels associated with a terrorist activity can be identified with the following 5 categories:

- a. Critical- an attack is expected imminently
- b. Severe – an attack is highly likely
- c. Substantial – an attack is a strong possibility
- d. Moderate – an attack is possible but not likely
- e. Low – an attack is unlikely

The Home Office works with local authorities, a wide range of government departments, and community organisations to deliver the Prevent strategy. The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes.

We use a range of measures to challenge extremism in the UK, including:

- where necessary, we will prevent apologists for terrorism and extremism from travelling to this country

- giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers
- supporting community-based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context we work with a range of civil society organisations
- supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities

Purpose for generating the Prevent Strategy

TATC is a training provider for the 19+ age group who are diverse ethnically, socially and economically and live-in disadvantaged areas. It has become a statutory requirement for us to come up with a Prevent strategy which focuses on the following 4 core areas:

1) Leadership and Values

To provide an essence of shared responsibility and wellbeing for all learners, staff and visitors and to promote respect, equality and diversity and understanding. This will be achieved through:

- Promoting respect, equality and diversity, democratic society, learner voice and participation
- Understanding and resolving learner and staff issues
- Engaging with local communities
- Actively working with local schools, local authorities, police, and other agencies

2) Teaching and Learning

To make the learners resilient through development of a curriculum which promotes knowledge, skills and understanding that would undermine extremist ideology. This will be achieved through:

- Embedding equality, diversity and inclusion, wellbeing, and community cohesion
- Promoting wider skill development such as social and emotional aspects of learning
- A curriculum adapted to address local needs,
- Encouraging active citizenship/participation and learner voice.

Learner Support

To ensure that staff are confident to take a proactive approach to the promotion of British Values. This will be achieved through:

- Understanding the needs of the local community, our learners, and their families
- Developing a robust and effective learner support system.
- Executing anti-bullying strategies and challenging discriminatory behaviour
- Supporting learners at risk through our safeguarding procedures
- Continuous attention to reduce the attainment rates of the learners at risk

Managing Risks and Reacting to Incidents

To monitor risks and be ready to deal appropriately with issues which arise we will:

- Understand the kind of threat arising from violent extremism to gauge its impact directly or indirectly on our organisation and its activities.
- Respond to local events, national or international news that may impact our students and communities
- Ensuring plans are in place to respond aptly to a threat or incident

Possible Signs of Radicalisation:

- The individual's views become increasingly extreme regarding another section of society or government policy
- They are observed downloading, viewing, or sharing extremist propaganda from the web
- They become withdrawn and focused on one ideology
- The individual becomes increasingly intolerant of more moderate views
- The individual may change their appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups
- The individual expresses a desire/intent to take part in or support extremist activity

Promoting British Values

TATC recognise the important role it can play in helping to prevent people being drawn into terrorism and in providing appropriate advice and support.

TATC has a vital role in ensuring that groups or individuals within the centre are not subjected to intimidation or radicalisation by those wishing to unduly, or illegally, influence them.

It follows equal opportunity guidance which guarantees that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status or any protected characteristic.

TATC uphold the acceptance of fundamental British values which it is its responsibility to promote. In doing so its learners will be able to grow as individuals and citizens in the community in which they live.

The British values are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs

TATC seek to create an environment that enables learners to become rounded members of society who treat others with respect and tolerance.

E-Safety

The internet is an important education tool, but also carries risks associated with unwanted contact and bullying, inappropriate content, commercial exploitation and radicalisation toward extremism and terrorism.

The safeguarding responsibilities extend to the online world so that we can maximise the opportunities of digital technology and help young people and vulnerable adults to use the internet safely and responsibly.

At TATC there is a focus on raising awareness and understanding of e-Safety issues amongst learners via the Designated Safeguarding Officer and the Trainer/administrative team. This will include the availability of e-safety resources for learners.

The policy applies to all learners and particularly young people and adults who may need support and all staff, volunteers, partners, and families living and working at TATC, other external facilities, in the workplace or distance or online learning.

An e-Safety incident is considered to have occurred when a learner or staff member instigates, or is the victim of, an activity which utilizes Information and Communications Technologies (ICT) to endanger the personal safety, mental wellbeing, or financial wellbeing of another individual.

Activities which will be considered e-Safety incidents include, but are not limited to, the use of ICT to:

- Access, view, copy or download illegal content, or materials, including, but not limited to:
 - Child pornography
 - Materials inciting racial hatred or violence
 - Materials that are deemed to be in connection with radicalisation or will place learners at risk of radicalisation.
- Access, view, copy or download inappropriate content, or materials, as defined by the Acceptable Use of ICT policy.

- Bully or harass an individual or group (Cyber Bullying).
- Commit fraud or identify theft.
- Undertake any activities which would be in violation of the Child Protection, Protection of Vulnerable Adult or Anti-Bullying policies
- Any other incident where it can be reasonably considered that the personal safety, mental wellbeing or financial health of an individual has been endangered by the use of ICT.

In this context ICT includes, but is not limited to:

- a) TATC owned equipment, including:
 - Desktop PC's
 - Servers
 - Laptop/Tablet devices
 - Telephones, both fixed and mobile
 - Digital video camera or camcorders
 - Digital audio recording devices
 - Reproduction devices (scanners, printers, etc.)
 - Any and all software and IT services provided by TATC
- b) Privately owned ICT equipment (including personal mobile phones), when:
 - Connected to any TATC owned network
 - Utilised to access TATC software and services
 - Made use of on campus, or in the pursuit of TATC business.

Responsibilities

It is the responsibility of every staff member to give full and active support for the policy by ensuring:

- The policy is accessible, known, understood, and implemented.
- All actual and suspected serious e-Safety incidents are reported to the safeguarding team.
- Parents/Guardians, providers, sponsors, employers, and other stakeholders have a responsibility to report any e-Safety concerns they may have to TATC.
- All learners have a responsibility to:
 - Report any e-Safety concerns they may have to a member of staff, this could be an assessor.
 - Not engage at any time in any form of behaviour which would result in the occurrence of an e-Safety incident

Actions to Implement and Develop Policy

1. **Reporting** All e-Safety incidents should be reported to the Designated Safeguarding Officer who will log the incident in the safeguarding database, and where necessary will engage with external agencies.

2. **Securing and Preserving Evidence** The Administrator should be contacted immediately following the reporting of any serious e-Safety incidents and asked to make copies of relevant access logs, files etc. If it is believed that an immediate risk of exposure to illegal or inappropriate materials, or mental distress exists to staff or learners, the computer or devices should be turned off immediately. ***You should not “shutdown” or log off as this may corrupt, delete, or overwrite evidence, the power supply should be turned off at the wall or the battery should be physically removed. The equipment should then be moved to a secure location.***

3. **Illegal Material or Activities** Where an e-safety incident is reported to TATC, this matter will be dealt with very seriously. TATC will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a learner wishes to report an incident, they can do so to their Trainer or to the Designated Safeguarding Officers. Where a member of staff wishes to report an incident, they must contact the Director. Following any incident, TATC will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place; external agencies may be involved, or the matter may be resolved internally. Depending on the seriousness of the incident. Serious incidents will be dealt with by Senior Management, in consultation with appropriate external agencies. The Administrator is responsible for involving senior managers and law enforcement agencies as required. The Administrator will assume responsibility for obtaining, securing, and preserving appropriate additional evidence. For example, remote screen shots, web filter logs etc. If it is believed that there is a child protection issue the procedures outlined in the Safeguarding policy should be implemented.

4. **Indecent Imagery** It is a criminal offence to take, show, and share indecent images of children and young people, those under the age of 18 can face prosecution for taking indecent images of themselves and sharing them with others. (Section 1 Protection of Children Act 1978).

Under no circumstances should any person make copies, including screen shots or print outs, of suspected child/ young person indecent imagery. Taking copies of such materials, even when intended for evidentiary purposes, is a crime.

5. **Inappropriate Material or Activities** Inappropriate material or activities are considered to be any materials or activities which are considered as unacceptable by the Acceptable Use of IT policy.

6. **Staff Access to Inappropriate Material** Where it is suspected that a staff member has been accessing inappropriate material, or attempting to access, the time and date of the incident should be noted, and the concerns raised with the head of Human resources.

7. **Learner Access to Inappropriate Material** Where it is suspected that a learner has been accessing inappropriate material, or attempting to access, the time and date of the incident should be noted and brought to the attention of the Director. The safeguarding team should be contacted who may then liaise with the Administrator to take copies of relevant access logs etc.
8. **Cyber-Bullying** It can be defined as making use of IT to undertake to bully. Examples of cyber-bullying include, but are not limited to:
 - Sending offensive or abusive e-mails, instant messages, or “text” messages.
 - Inviting selected individuals to a chat room or website to discuss another individual who has not been invited.
 - Posting offensive, defamatory or abusive messages about an individual or group to a public or members only internet forum.
 - Using a digital camera to take humiliating images Incidents of actual or suspected cyber-bullying should be dealt with in accordance with the Anti-Bullying policy.
9. **Virus & Malware Protection** TATC will do all that it can to make sure the TATC’s network is safe and secure. Every effort will be made to keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of Firewalls, servers, routers, workstations etc. to prevent accidental or malicious Access of systems and information. Digital communications, including email and Internet postings, over the TATC network, will be monitored in line with the Acceptable Use of IT Policy.

The Director will make all reasonable efforts to ensure current, up to date, anti-virus and malware protection is installed on all TATC’s systems. However, users of the systems have a responsibility to:

- Alert the Administrator if they discover a fault with their anti-virus and anti-malware software
- Ensure personally assigned devices (i.e. laptops) are connected to the network at least once per month.

Roles and Responsibilities

TATC will ensure that all relevant procedures and recommendations set out by TATC Management will be followed to:

- 1) Ensure there is a designated senior member of staff for safeguarding who has received appropriate training and support for this role. This training will be updated at required intervals. The Designated Safeguarding Officers will ensure there is a clearly identifiable, easily accessed, referral process.
- 2) Ensure all members of staff know the names of the Designated Safeguarding Officers.
- 3) Ensure all members of staff understand their responsibilities in referring any concerns to the Designated Safeguarding Officers.

- 4) Ensure all staff receive training to the required level which is updated as required. Records of safeguarding training to be kept centrally by the learner Coordinator.
- 5) Ensure all relevant Safeguarding procedures are kept up-to-date in line with legislation.

1. The Designated Safeguarding Officers

A. The Designated Safeguarding Officers are:

Folu Oyegbesan – Designated Safeguarding Lead

Telephone: **0791 6309 643** or **0775 4159 839**

Email: safe@tatcl.co.uk

Chris Joseph – Deputy Designated Safeguarding Lead

Telephone: **07494120551**

Email: safe@tatcl.co.uk

B. The Designated Safeguarding Officers will be responsible for:

- 1) Gathering statements and information regarding child and vulnerable adult safeguarding issues and ensure that records are kept safely and securely.
- 2) Making decisions, in consultation with the Director, regarding appropriate action.
- 3) Sharing information and making referrals with Children’s Social Care or the Safeguarding Vulnerable Adult Coordinator at Social Services, where appropriate, to support child protection enquiries and children in need assessments as well as safeguarding vulnerable adult learner enquiries.
- 4) Monitoring learners after a referral is made and ensuring that the Centre is adhering to any work agreed with Social Services or other agencies.
- 5) Liaising with the Local Safeguarding Children Boards.
- 6) Undertaking annual training on Safeguarding.
- 7) Develop effective links with relevant agencies and cooperate as required with requests.
- 8) Attending Safeguarding meetings and Case Conferences.
- 9) Keeping written records of reported Safeguarding issues.
- 10) Ensuring all records are kept securely.

2. The Director will:

- 1) On receipt of a completed form alleging abuse of a child, or vulnerable adult by persons known or unknown, the Director as the Designated Safeguarding Lead will ensure that they receive a copy of the completed form within 24 hours.
- 2) On receipt of a completed **Appendix C** form accusing a member of staff of abusing a child or vulnerable adult, the Director will take action in accordance with the staff Disciplinary codes and procedures of the Centre.

- 3) Ensure that everyone with substantial access to children and vulnerable adults will have training on indicators of abuse, good practice, practices never to be sanctioned and any changes in legislation.
- 4) Provide professional advice, support, and guidance to staff regarding any suspicion of abuse, if a young person or vulnerable adult makes a disclosure or in relation to the possible abuse of trust.
- 5) Make decisions, in consultation with Deputy Designated Safeguarding Lead regarding appropriate action.
- 6) Share information and making referrals with Children's Social Care or the Safeguarding Vulnerable Adult Coordinator at Social Services, where appropriate, to support child protection enquiries and children in need assessments as well as safeguarding vulnerable adult learner enquiries.
- 7) Monitor learners after a referral is made and ensuring that the Centre is adhering to any work agreed with Social Services or other agencies.
- 8) Produce an annual report, that reviews how the duties have been discharged.
- 9) Liaise with the Local Safeguarding Children Boards.
- 10) Undertake annual training on Safeguarding.
- 11) Attend Safeguarding meetings and Case Conferences as necessary.

Safeguarding Procedures

Handling a concern

- If staff/employer are concerned about the well-being of a learner and are concerned that there may be a safeguarding issue, they should inform one of the Designated Safeguarding Officers immediately.
- Staff/employer must discuss concerns directly with a Designated Safeguarding Officer who will email via their dedicated email address or contact a Designated Safeguarding Officer giving all relevant details. This is needed for record keeping purposes. A referral can only be made to a Designated Safeguarding Officer.
- Safeguarding referrals are addressed within 24 hours, or 48 hours if a referral is made on a Saturday.
- It is not the staff's or employer's responsibility to investigate anything themselves. It is their responsibility to make the referral immediately to a Designated Safeguarding Officer.
- Managing a disclosure staff/employers must:
 - Listen carefully
 - Record the conversation in the person's words (handwritten notes)
 - Take note of the time, sign, and date the record
 - Take all allegations or disclosures seriously (never judge). Reassure the individual that they are right to disclose
 - Explain what will happen next. (a safeguarding referral is being made)
 - The Designated Safeguarding Officer will attach/upload the notes taken and log them onto the Safeguarding tracker.
- In managing a disclosure staff/employer must not:

- Ignore any safeguarding allegation or disclosure
- Ask leading or prompting questions
- Make promises they are not able to keep in confidence
- Jump to any immediate conclusions
- Speculate or accuse anyone
- Discuss concerns with a parent, carer, guardian or family member in the first instance.
- Keep any allegations confidential (every safeguarding concern must be passed over to the safeguarding team)
- Following the disclosure and the referral, staff/employer may be involved in a number of ways:
 - They may have further concerns about the learner and refer additional concerns to the safeguarding team.
 - Asked to provide additional information or be involved in an assessment or multi agency meeting; they may be asked to provide specific support as part of an agreed action plan.

Recruitment

Safeguarding Children and Safer Recruitment in Education came into force on 1 January 2007. All staff employed in the Personnel department undertake training. To ensure current best practice is implemented this training is regularly updated. TATC has adopted all of the recommendations for safer recruitment, selection, induction and ongoing professional updating and development.

Safe Working Practices

TATC has developed procedures for Codes of Practice for staff to understand and agree in relation to professional conduct with students.

All staff have access, to "Safe Working Practice for Adults who work with Children and Young People", a copy is included in the staff handbook.

Health and Safety and risk assessments are carried out in lessons and indicated on lesson plans, along with all aspects of Every Child Matters.

TATC has fully operational Health and Safety Policy and Procedures.

Record Keeping

All safeguarding records are kept centrally and securely by the Designated Safeguarding Lead.

Allegations against Members of Staff

TATC recognises that when allegations are made regarding behaviour by staff which may harm a learner, clear procedure must be followed.

Working with other Agencies

TATC recognises the importance of multi-agency working. Whilst TATC is not, legally, an investigating agency it is essential that safeguarding issues are adhered through agreed procedures.

a. Local Authority Safeguarding contact details:

Bexley Council – Multi-Agency Safeguarding Hub (MASH)

Tel: 02030455440 (Monday to Friday 9am to 5pm)

Out of hours (including weekends): 020 8303 7777 or 020 8303 7171

b. London Safeguarding Children Partnership (London Councils), 59½ Southwark Street, London SE1 0AL,

Alison Renouf – London Partnership Manager

alison.renouf@londoncouncils.gov.uk Tel: 020 7934 9714

Nilam Taheem – Policy Support Officer nilam.taheem@londoncouncils.gov.uk Tel: 020 7934 9683

c. Other local authority safeguarding contacts across London are in [Appendix D](#).

d. National and Government Bodies:

- [Association of Directors of Children Services \(ADCS\)](#) is the national leadership association in England for statutory directors of children’s services and other children’s services professionals in leadership roles.
- [Department for Education \(DfE\)](#) is responsible for education and children’s services in England.
- [Department of Health \(DH\)](#) leads, shapes and funds health and care in England, making sure people have the support, care and treatment they need, with the compassion, respect and dignity they deserve.
- [Home Office](#) leads on immigration and passports, drugs policy, crime policy and counter-terrorism and works to ensure visible, responsive and accountable policing in the UK.
- [Ofsted is the Office for Standards in Education](#), Children’s Services and Skills who inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Ofsted is a non-ministerial department.

- [Social Care Institute of Excellence \(SCIE\)](#) improves the lives of people of children and adults of all ages by co-producing, sharing, supporting and training in the use of the best available knowledge and evidence about what works in health and social care, social work, and safeguarding.

Other Legislation

Some of the other legislation that safeguards children, young people and adults in the UK:

- [Adoption and Children Act 2002](#)
- [Adoption and Children Act 2006](#)
- [Children Act 1989](#)
- [Children Act 2004](#)
- [Data Protection Act](#)
- [Education Act 2002](#)
- [Freedom of Information Act](#)
- [Human Rights Act](#)
- [Protection of Children Act](#)
- [Sexual Offences Act 2003](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Sexual violence and sexual harassment between children in schools and colleges \(publishing.service.gov.uk\)](#)

Monitoring and Review

The policy will be monitored through monthly monitoring reports, the self-assessment process and reviewed every year. If any major changes are made before the next review date, this policy will be updated accordingly.

Appendix A

Part One: Information For All School And College Staff



KCSIE_2022_Part_One.
pdf

Appendix B

Prevent Referral Form

This form should be used to record concerns about a learner, staff member or another person. It should be completed as accurately as possible and passed directly to the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead who should take action and then file securely. TATC's policies and procedures should always be followed. Ensure you act in a timely manner when reporting concerns. Any information received will be kept secure and confidential and will only be disclosed to those parties who have a legal and legitimate need to know. Please complete the below details and email this form to:

safe@tatcl.co.uk or speak to the Designated Safeguarding Team at TATC:

Designated Safeguarding Lead (DSL) – **Folu Oyegbesan**

Telephone: **0791 6309 643** or **0775 4159 839**

DSL Deputy – **Chris Joseph**

Telephone: **07494120551**

Please complete all details to the best of your knowledge. Leave blank if unknown.

Referral details (individual you are referring)

Name:			
Alternative names:			
Date of birth:		Gender:	
Address:			
Nationality:		Ethnicity:	
Language:		Religion:	
Family or carer details:			

Referring person/agency details (Your details)

Referral author contact details (incl. email address)	
---	--

Role:	
Date of referral:	
Referral factors	
Faith / ideology issues	<i>e.g. concerning comments relating to faith or ideology, association with extremists</i>
Social mobility issues	<i>e.g. Poverty, lack of social activity, isolation, lack of education, employment, immigration issues</i>
Physical or mental issues	<i>e.g. disability, learning difficulties, mental health concerns</i>
Risk or harm factors	<i>e.g. threat posed by family member (i.e. DV issues), victim of crime or personal attack</i>
Criminal activity or association	<i>e.g. involved in criminal activity, associating with known criminals</i>
Summary reason for referral	
Outline main reasons for referral	
Existing agency involvement	
If know, outline any agency involvement already in place (that you are aware of) e.g. Early Help/Preventative Services, MAPPA, Safeguarding	
Any other relevant information	

Name and Signature of person completing the form:

Date:

Appendix C
Safeguarding Vulnerable Adults

Initial cause for concern form

Date

Time

Name of individual cause for concern is about

D.O.B/ age (if known)

Address (if known)

.....

.....

Describe your concern and action taken

Observations to support cause for concern

Description and location of any visible marks, bruising etc

Name of alleged abuser and relationship with vulnerable adult (if known)

Signature of person completing the form:

Witness:

Date:

Appendix D

Children's Safeguarding Contacts London

If you have concerns about the safety or the well-being of a child, please contact the local authority children's social care team. Contact details are available below:

Barking & Dagenham

Telephone: 020 8227 3811

Out of hours: 020 8594 8356

Secure Email: childrensservices2@lbbd.gov.uk

Barnet

Telephone: 020 8359 4066

Fax: 08715948766

Email: MASH@Barnet.gov.uk

Secure Email: mash@barnet.gcsx.gov.uk

Bexley

Telephone: (Mon-Fri, 9am – 5pm) 020 3045 5440

Out of hours (including weekends): 020 8303 7777 or 020 8303 7171

Secure Email: Childrensocialcare.admin@bexley.gov.uk

Brent

Telephone: 020 8937 4300

Out of hours: 020 8863 5250

Fax: 020 8397 1986

Secure Email: Family.FrontDoor@brent.gov.uk

Web link: <https://www.brent.gov.uk/services-for-residents/children-and-family-support/child-protection-and-care/child-protection/contact-our-protection-team/>

Bromley

Telephone Children's Services (Mon-Fri 8.30 5.00pm): 020 8461 7373 / 7379 / 7026

Out of hours/weekends/public holidays: 0300 303 8671

Email (MASH): mash@bromley.gov.uk

City of London

Telephone Children's Services : 020 7332 3621 (9.00am- 5.00pm, Mon – Fri)

Email: children.duty@cityoflondon.gov.uk

Secure email: Children.Duty@cityoflondon.cjism.net

Out of hours: 020 8356 2710

Email: emergency.duty@hackney.gov.uk

Camden

Telephone: 020 7974 3317 (9.00am- 5.00pm)

Out of hours: 020 7974 4444

Email: LBCMASHadmin@camden.gov.uk

Secure email: LBCMASHadmin@camden.gov.uk.cjism.net

Croydon**Croydon MASH Team****Tel:** 020 8726 6400**Email:** childreferrals@croydon.gov.uk**Ealing****Telephone:** 020 8825 8000**Out of hours:** 020 8825 8000**Fax:** 020 8825 5454**Email:** ECIRS@ealing.gov.uk**Secure Email:** Via Egress – please telephone if unable to access Egress directly.**Enfield****Telephone:** 020 8379 5555**Out of hours:** 020 8379 1000**Email:** spoe@enfield.gov.uk**Secure Email:** spoe@enfield.gcsx.gov.uk**Greenwich****Telephone referrals:** 020 8921 3172 (Mon-Thur, 9.00-5.30pm, Fri 9.00-4.30pm)**Out of hours:** 020 8854 8888**Fax:** 020 8921 3180**Secure Email:** MASH-referrals@royalgreenwich.gov.uk**Hackney****Hackney First Access Screening Team (FAST)****Email:** fast@hackney.gov.uk**Secure Email:** fast@hackney.gov.uk or fast.account@hackney.cjism.net**Tel:** 020 8356 5500**Tel:** 020 8 356 2710 (Out of Hours)**Fax:** 020 8356 5516 / 17**Hammersmith and Fulham****Telephone:** 020 8753 6600**Out of hours:** 020 8748 8588**Fax:** 020 8753 4209**Email:** familyservices@lbhf.gov.uk**Haringey****MASH Telephone:** 020 8489 4470**MASH email:** MASHReferral@haringey.gov.uk**Out of hours:** 020 8489 0000**LSCB Telephone:** 020 8489 3145 / 5837**LSCB Email:** lscb@haringey.gov.uk**Harrow**

Telephone: 020 8901 2690
Out of hours: 020 8424 0999
Fax: 020 8861 1816
Secure Email: duty&assess@harrow.gov.uk.cjism.net

Havering

Telephone: 01708 433 222
Out of hours: 01708 433 999
Fax: 01708 433 375
Email: tmash@havering.gov.uk
Secure email: tmash@havering.gcsx.gov.uk

Hillingdon

Telephone: 01895 556633
Out of hours: 01895 556633
Email: lbhmash@hillingdon.gov.uk

Hounslow

Team number: 0208 583 6600 (option 2 and then 3)
Out of hours: 0208 583 2222
Team email: childrensocialcare@hounslow.gov.uk

Islington

Telephone: 020 7527 7400
Out of hours: 020 7226 0992
Email: CSCreferrals@ilsington.gov.uk
Secure Email: CSCTreferrals@islington.gov.uk

Kensington and Chelsea

Telephone: 020 7361 3013
Out of hours: 020 7373 3227
Fax: 020 7368 0228
Email: socialservices@rbkc.gov.uk

Kingston Upon-Thames

Contact our children's Single Point of Access (SPA) Team (Open 8.00-6.00 pm, Mon-Fri)

Telephone: 020 8547 5008
Secure Email: spa.referrals@achievingforchildren.org.uk

Out of Hours Duty Social Worker:

If you need to speak to someone urgently outside of hours, please ring the Duty Social Worker on:-

Telephone: 020 8770 5000

Lambeth

Telephone: 020 7926 5555 (24 hours)

Email: helpandprotection@lambeth.gov.uk

Secure Email: helpprotection@lambeth.cjsm.net

Lewisham

Telephone: 020 8314 6660

Out of hours: 020 8314 6000

Secure Email: mashagency@lewisham.gov.uk

Merton

Telephone: 020 8545 4866/3736

Out of hours: 020 8770 5000

Fax: 020 8545 4198

Email: mertonLSCB@merton.gov.uk

Merton MASH: 020 85454227 (Out of Hours: 020 8770 5000)

Secure Email: MertonLSCB@merton.gov.uk.cjsm.net

Newham

Telephone: 020 8430 2000

MASH Golden Number: 020 3 373 4600 – Option 3

EDT: 020 8430 2000

Secure Email: MASH@newham.gov.uk

Redbridge

Telephone: 020 8708 3885

Out of hours: 020 8708 5897 (after 5.00pm and weekends)

Email: cpat.referrals@redbridge.gov.uk

Richmond

Contact our children's Single Point of Access (SPA) Team (8.00-6.00pm, Mon-Fri)

Telephone: 020 8547 5008

Out of hours: 020 8770 5000

Secure Email: spa.referrals@achievingforchildren.org.uk

Southwark

Telephone: 020 7525 1921

Out of hours: 020 7525 5000

Fax: 020 7525 7992

Secure Email: MASH@southwark.gov.uk

Sutton

Telephone: 020 8770 6001

Out of hours: 020 8770 5000

Email: mash@sutton.gov.uk

Secure Email: mash@sutton.gov.uk.cjsm.net

Tower Hamlets

Telephone: 020 7364 5606 / 5601

Out of hours: 020 7364 4079

Fax: 020 7364 2656 / 2655

Secure Email: MASH @towerhamlets,gcsx.gov.uk

Waltham Forest

Telephone: 020 8496 2310

Out of hours: 020 8496 3000

Fax: 020 8496 2313

Secure Email: [MASH requests@walthamforest.gov.uk](mailto:MASHrequests@walthamforest.gov.uk)

Wandsworth

Telephone: 020 8871 6622

Out of ours (after 5pm): 020 8871 6000

Email: IPOC@wandsworth.gov.uk

Secure Email: ipoc@wandsworth.cjsm.net

Westminster

Telephone: 020 7641 4000

Out of hours: 020 7641 6000

Fax: 020 7641 7526

Email: acesstochildreancesservices@westminster.gov.uk

Or Contact the London Safeguarding Children Partnership

London Safeguarding Children Partnership

59½ Southwark Street,
London SE1 0AL, [Map](#)

Alison Renouf – London Partnership Manager

alison.renouf@londoncouncils.gov.uk

Tel: 020 7934 9714

Nilam Taheem – Policy Support Officer

nilam.taheem@londoncouncils.gov.uk

Tel: 020 7934 9683

For the London Safeguarding Children Partnership website please click [here](#)

Review of Policy

This policy was last reviewed in October 2022. The next review date is October 2023, and this will be completed by the Quality Manager. The policy will then be approved and signed off by the Director.

Policy Approval

Director's Name: Foluso Olubukola Oyegbesan

A handwritten signature in black ink, appearing to read 'Foluso Oyegbesan', written in a cursive style.

Director's Signature

Date: 12th October, 2022