

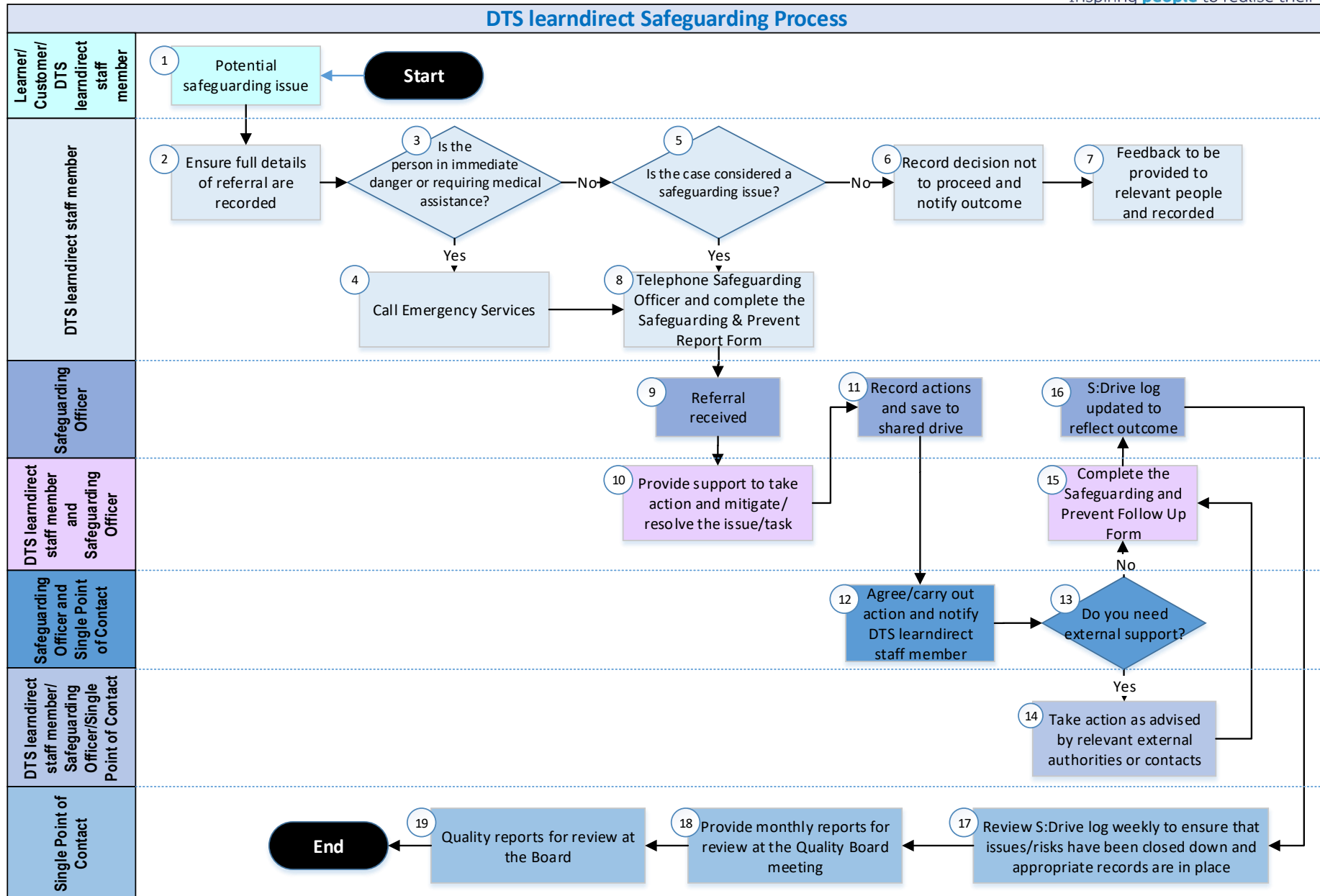
## Safeguarding / PREVENT Reporting Procedure

### Scope:

The aim of this procedure is to guide all stakeholders through the DTS learndirect Safeguarding / PREVENT reporting process and to ensure that all people involved are aware of their roles and responsibilities. Henceforth in the procedure we will use the term Safeguarding but it should be considered the process includes PREVENT reporting. The Single Point of Contact (SPoC)/Designated Safeguarding Lead (DSL) for DTS is the Director of Quality.

The key objectives in delivering this service are to ensure:

- A clear procedure for all individuals which identifies their roles and responsibilities when raising a safeguarding alert.
- Forms / records which require completing as part of the process are clearly identified.
- All staff and managers can refer to an assurance document once an alert has been raised.



## Safeguarding - Referral Process

ID	Tasks	Owner	Narrative
1	Potential Safeguarding issue identified	Learner/Customer / staff member	<p>An issue/risk is identified by a learner, customer or colleague and referred to a DTS staff member.</p> <p><i>Note: This can be reported by the individual concerned or on behalf of the individual. Reporting can by telephone to contact a Safeguarding Rep or by email <a href="mailto:wellbeing@dimensionstrainingsolutions.co.uk">wellbeing@dimensionstrainingsolutions.co.uk</a></i></p> <p><i>NB: if the issue/risk relates to Channel please refer to the Prevent Policy for further details</i></p>
2	Ensure full details of referral are recorded	Staff member	Staff member makes a written record of full details of individual's concerns.
3	Is the person in immediate danger or requiring medical assistance?	Staff member	<p>If <b>yes</b> – refer to step 4</p> <p>If <b>no</b> – continue to step 5</p>
4	Call Emergency Services	Staff member	<p>Immediately contact the Emergency Services.</p> <p>Continue to Step 8</p>
5	<p>Is the case considered a safeguarding issue?</p> <p>At this point a Safeguarding Officer can be contacted for guidance.</p>	Staff member	<p>If <b>yes</b> – proceed to step 8</p> <p>If <b>no</b> – refer to step 6 the issue / risk should be dealt with by other processes such as Health and Safety or Grievance and Disciplinary etc.</p>
6	Record decision not to proceed and notify outcome	Staff member	Log the outcome on the learners or employees file as non-safeguarding with the reasons why and suggested next steps.
7	Feedback to be provided to relevant people	Staff member	Feedback advises why this is not proceeding as a Safeguarding issue with suggested alternative routes to follow.

8	Telephone Safeguarding Officer and complete the Safeguarding and Prevent Report Form	Staff member	<p>Complete the Safeguarding and Prevent Report Form and send to <a href="mailto:wellbeing@dimensionstrainingsolutions.co.uk">wellbeing@dimensionstrainingsolutions.co.uk</a></p> <p>Contact the local Safeguarding Officer to discuss the issue/risk.</p>
9	Referral received	Safeguarding Officer	<p>Review the report received from the staff member /point of contact.</p> <p><i>NB: if the issue/risk relates to Channel please refer to the Prevent Policy for further details</i></p>
10	Provide support to take action and mitigate / resolve the issue /risk	Staff member / Safeguarding Officer	<p>Provide support - proceed to step 11 or</p> <p>Provide initial support and refer to Single Point of Contact/Designated Safeguarding Lead - proceed to step 12</p>
11	Record actions taken and save to shared drive	Safeguarding Officer	Record actions taken.
12	Agree / carry out action and notify staff member.	Safeguarding Officer and Single Point of Contact/Designated Safeguarding Lead	<p>Take appropriate action. Report to the appropriate external contact/agency. They will take the appropriate course of action.</p> <p><i>NB: if the issue/risk relates to Channel please refer to the Prevent Policy for further details</i></p>
13	Do you need external support?	Safeguarding Officer and Single Point of Contact/Designated Safeguarding Lead	<p>If Yes, continue to Step 14</p> <p>If No, go to Step 15</p>
14	Take action as advised by relevant external authorities or contacts.	Staff member / Safeguarding Officer / Single Point of Contact/Designated Safeguarding Lead	Where appropriate provide updated reports to the appropriate external contact/agency.
15	Complete the Safeguarding and Prevent Follow Up Form.	Staff member / Safeguarding Officer	<p>Complete the Safeguarding and Prevent Follow Up Form with details of action taken and send to Safeguarding Officer at</p> <p><a href="mailto:wellbeing@dimensionstrainingsolutions.co.uk">wellbeing@dimensionstrainingsolutions.co.uk</a></p>

16	S:Drive log updated to reflect outcome	Safeguarding Rep	Review the updated SPF02 and ensure all details are recorded in the log.
17	Review Shared Drive log weekly to ensure that issues / risks have been closed down and appropriate records are in place.	Single Point of Contact/Designated Safeguarding Lead	Pull together numbers, types of cases for monthly/quarterly reporting.
18	Provide monthly reports for review at the Quality Board	Single Point of Contact/Designated Safeguarding Lead	Monthly reports should identify risks/ trends and mitigating action taken.
19	Quarterly reports for review at the board.	Single Point of Contact/Designated Safeguarding Lead	Quarterly reports should identify risks/ trends and mitigating action taken.

## Monitoring and review

This policy will be monitored annually to review its effectiveness and will be updated in accordance with necessary changes.

All data held by DTS learndirect will be maintained in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018) and their relevant information security standards.

## Policy Version Control

Issue	Issue Date	Author	Revision Notes
1	September 2018	Saskia Jamieson	New group policy