



FORUM **F**OR **S**USTAINABLE **N**EW **V**ENTURE

Safeguarding and Prevent Duty Policy

Lead Responsibility	Designated Safeguarding Lead	Approved by	Director
Version	1	Reviewed	February 2025
Policy applicable to	All Stakeholders	Date of next review	February 2026

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Scope

This Safeguarding and Prevent Duty policy applies to all staff, including senior managers, paid staff, volunteers, contractors, and learners (including apprentices) also referred to as students or delegates. Employers and anyone working on behalf of or with Forum for Sustainable New Venture (FFSNV) trading as Forum Apprenticeships.

Introduction

We strongly acknowledge the need for vigilant awareness of safeguarding issues. All staff have appropriate training so that they understand their roles and responsibilities and are confident about carrying them out.

Any individual should feel secure that they could raise any issues or concerns about the safety or welfare of children, young people and adults at risk and know that they will be listened to and taken seriously. This will be achieved by maintaining a culture of safeguarding by demonstrating zero tolerance of abuse and other harmful behaviours, promoting the welfare of children, young people, and adults at risk and protecting staff.

As part of its safeguarding culture, we encourage all individuals to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject and where political issues are presented, reasonably practicable steps will be taken to offer a balanced presentation of opposing views.

Under duties imposed as part of the Prevent Duty Guidance 2015, Forum Apprenticeships will ensure that situations are suitably risk assessed, staff will work in partnership with all parties, and all staff are suitably trained.

At Forum Apprenticeships we recognise and uphold the statutory duty to prevent people being brought into and affected by terrorism or violence under the Counterterrorism and Security Act 2015.

Objectives

The Counterterrorism and Security Act, which received Royal Assent on 12th February 2015, places a duty on specified authorities, including local authorities and childcare, education, and other children's services.

providers, in the exercise of their functions, to have due regard to the need to prevent individuals from being drawn into terrorism ("the Prevent Duty").

Objectives of the 'prevent duty' are but not limited to responding to the ideological challenge of terrorism and threats from those who promote it or preventing individuals

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from being drawn into terrorism and ensuring that they are given that give the help and advice required. Also, work with sectors and institutions where there are risks of radicalisation that we need to address.

If there are concerns that an individual is becoming radicalised and/or involved in an organisation that could harm the individual and the community this needs to be reported to the Designated Safeguarding Lead (DSL) immediately.

All staff are required to undertake mandatory training which provides staff with information on how to identify and refer a concern.

Extremism is defined as - Vocal or active opposition to fundamental British values, including democracy the rule of law; individual liberty and mutual respect and tolerance of different faiths and beliefs and/or calls for the death of members of the armed forces, whether in this country or overseas.

As part of wider safeguarding responsibilities, staff will be alert to disclosures made by individuals of their exposure to extremist actions, views, material, anti-British or Western world views or use of extremist or hate terms. Attempts to impose extremist views or voicing opinions from extremist ideologies or narratives.

Policy Guidance

Safeguarding is as all agencies working with children, young people, adults at risk and their families take all reasonable measures to ensure that the risk of harm to their welfare is minimised and where there are concerns about any of these group agencies take appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies.

Our approach to Safeguarding and Prevent Duty, Equality and Diversity along with the promotion of fundamental British Values aims to ensure that staff, learners, and employers are aware of their roles and responsibilities in preventing radicalisation and extremism and aim to achieve by working jointly with everyone.

A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection. They may include, for example, people with:

- A mental health problem or mental disorder
- A physical disability
- A sensory impairment

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- Learning disability
- The policy has been written with reference to the following legislation:
- The Care Act 2014
- The Equality Act 2010
- The Human Rights Act 1998
- The Mental Capacity Act 2005
- Education Act 2002
- SVGA 2006
- The Children Act 2004

Duties and Responsibilities

Designated Safeguarding Lead (DSL): **Given Chipungu**

Phone number: **01322912303**

Email: safe@forumapprenticeships.com

Deputy Designated Safeguarding Lead: **Olu Ajayi**

Phone number: **01322912301**

Email: safe@forumapprenticeships.com

The DSL will also ensure that:

- 1) Written records of concerns about a child, young person or adult at risk are retained securely.
- 2) All such records are stored confidentially. The safeguarding records are to be kept separate from individual student records.
- 3) Ensure that staff receive regular updates and mandatory training for safeguarding, particularly as part of staff induction, and receive refresher training as required.
- 4) Internal procedures for reporting safeguarding referrals to the Board are followed.

We understand that to fulfil its responsibility to safeguard children, young people and adults at risk, all employees and volunteers are required to undertake mandatory training and appropriately share any concerns that are identified or disclosed. This policy has been approved by the senior management.

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We will immediately refer an individual if there are concerns about their welfare, possible abuse, or neglect to the appropriate agency where they reside. A Safeguarding Report Form (Appendix A) will also be completed and sent to the DSL or via the Safeguarding Referral System immediately and a written record of the referral will be forwarded to the relevant party within 48 hours.

Sexual Abuse

Child - Forcing or enticing a child or young person, not necessarily involving a high level of violence to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside the clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Adult at risk - Sexual abuse is the direct or indirect involvement of the adult at risk in sexual activity or relationships, which they do not want or have not consented to or cannot understand and lack the mental capacity to be able to give consent to and have been pressured into because the other person is in a position of trust, power or authority.

Neglect

Child - The persistent failure to meet a child's basic physical or psychological needs, likely to result in serious impairment of the child's health and development. Neglect may occur during pregnancy because of parental substance abuse. Once a child is born, neglect may involve a parent or caretaker failing to provide food, clothing, and shelter. Children need protection from physical and emotional harm to ensure acceptable supervision is being provided.

Adult at risk - Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, sufficient nutrition, and heating.

Physical Abuse

Physical abuse involves, but is not limited to hitting, shaking, pushing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

Child - The constant emotional abuse of a child such as causing severe and persistent adverse effects on the child's emotional development. It may involve stating to children but not limited to that they are worthless or unloved or valued and It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of others. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or the mistreatment or exploitation of children.

Adult at risk - Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts, and relationships where young people receive 'something' because of them performing, or other people performing on them, sexual activities. It can occur using technology without the child's immediate recognition. In all cases, those exploiting young people have power over them by age, gender, intellect, physical strength and/or economic or other resources. Violence, bullying, and intimidation are common, involvement in exploitative relationships is characterised by the young person's limited availability of choice resulting from their vulnerability.

In an adult at risk sexual exploitation is either opportunistic or premeditated, unfairly manipulating someone for profit or personal gain.

The DSL will also ensure that:

Written records of concerns about all that is covered in this Prevent Policy and the Safeguarding Policy are secure.

All such records are stored confidentially. The safeguarding records are to be kept separate from individual student records.

Ensure that staff receive regular updates and mandatory training for Prevent, particularly as part of staff induction, and receive refresher training as required.

Learning

Learners will be encouraged to explore fundamental British values in a safe and supportive environment, without fear of discrimination, we will seek to actively safeguard all learners and provide welfare support at the point of need for learners identified to be at risk of harm as defined within Keeping Children Safe in Education (2015) as well as adults.

Identify anti-bullying through training and using experienced members of staff and challenge this type of behaviour.

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.
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 their 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 44 of [Keeping children safe in education 2024](#))
 - 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 from becoming terrorists or supporting terrorism.

Challenges and Risks (related doc – Prevent Risk Assessment)

The safety and wellbeing of all are at the forefront of what we do and as such, we will ensure that there are plans in place which respond to any direct threats within our infrastructure.

Measures will be taken to mitigate the risk posed to staff/learners by individuals vulnerable to radicalisation on a case-by-case basis.

Any terrorist-related incidents will be treated on a priority basis, this is in line with our Safeguarding Policy.

Protecting Staff and Apprentices from Radicalisation:

Radicalisation is perceived as the process through which an individual gets involved in supporting extremist and terrorist ideologies. The prevent duty as part of the safeguarding strategies prioritised by the UK government works in various ways to enhance protection and safety in the working environments for apprentices as well as employers. Radicalisation can impose severe effects on both employers and apprentices. In this context, employers with Forum Apprenticeships are obligated to perform various activities to ensure maximum safety for employees and apprentices.

Leaders and managers in Forum Apprenticeships will ensure effective engagement with support groups and local partners involved in coordinating the prevent objectives against radicalisation. The prevent duty will be designed in a way that reflects clear procedures and visible policies for managing whistleblowing on matters regarding radicalisation. In this perspective, Prevent Duty is believed to complement organisational equality and safeguarding acts, which emphasise the welfare of staff, as well as the safety of learners. Moreover, the prevent policy ensures adequate training for all staff on matters concerning radicalism.

In addition to the training, staff have been made aware to spot early signs of radicalisation including but not limited to:

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- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Building Resilience to Extreme Narratives:

Extremism is perceived as vocals or actions fashioned in a way that opposes fundamental values, such as democracy, individual liberty, rules of law, and tolerance or respect for cultural diversity. Extremism is a threat to peaceful coexistence and public relations across the globe.

The prevent duty's central objectives aim at discouraging all sorts of social evils, including extremism and radicalisation within Forum Apprenticeships. The prevent policy will encourage apprentices to be positive and happy individuals, who promote utilitarianism in society through various means.

The prevent duty will encourage apprentices and employees to recognise respect for cultural diversity by exploring different religions and cultural beliefs. Also, the prevent policy aims to challenge racist comments, prejudices, and corrupt behaviours among employees and apprentices in caregiving facilities across the world. Initiating favourable skills like critical thinking skills and self-realisation among trainees and employees.

Furthermore, the prevent duty is essential in building moral, social cultural, and spiritual development in apprentices. Nevertheless, the policy has been significant in the active establishment and promotion of British values. It implies that the prevent duty provides apprentices and employees with the necessary information, thereby equipping such individuals with sufficient insights on how to protect themselves against acts of extremism that they might encounter during training periods.

Vulnerability Signs and Indicators

Safeguarding both children and adults is at the heart of Prevent duty within Forum Apprenticeships. For example, the policy will protect infants from maltreatment and impaired health. Safeguarding involves ensuring early intervention, which protects and prevents apprentices and employees from getting involved in terrorist activities. As such,

advocates of prevent argue that there is no specific means of identifying vulnerable individuals. However, there are several factors which are thought to fuel terrorism such as;

- Isolation or loneliness
- Internet
- Drugs
- Family feuds and breakdown
- Poverty
- Lack of role models
- Religious or political conversion

Changes in behaviour which may indicate vulnerability may include:

- signs of physical abuse.
- use of inappropriate language.
- Social isolation
- Being secretive
- Excessive use of internet and online platforms
- Accessing extremist content
- Trying to join an extremist organisation.

Knowing What to Do

Detecting risk factors for terrorism or vulnerable individuals may not offer a complete solution for insecurity in private and public facilities. For effective implementation of the prevent duty, stakeholders must know the appropriate actions that can help mitigate insecurity among apprentices and employees. Apprentices and employees will with discretion regarding relationships and personal situations. In the same way, there are several ways of challenging extremism. Apprentices and employees will be encouraged to critically evaluate extremist actions before initiating any counter-action activity. Moreover, employees are encouraged to consider alternative views and interpretations of opinions generated by co-workers.

Forum Apprenticeships make it mandatory for all employees, learners, contractors, and subcontractors to report concerns, suspicions, allegations, and incidents which suggest this policy may have in any other way been breached. The DSL will initiate the procedure for dealing with suspected or actual incidents of abuse. Please see the Reporting Concerns section below for more information.

The safeguarding officer ensures that situations are handled appropriately and effectively by reporting must be made, and decisions and actions taken.

All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse) and be shared on a strictly 'need-to-know basis', that is, access must be necessary for the conduct of one's official duties.

Reporting Concerns

Forum Apprenticeships have a well-structured process for reporting concerns. Full details of our reporting, recording, and investigating concerns can be found in our Safeguarding Policy.

The Safeguarding Referral System (SRS)

The SRS is a cloud-based secured service system; it allows individuals to raise Safeguarding referrals 24 hours a day.

A Safeguarding form is filled in by the user by accessing <https://safeguarding.Forum.com/>

Process:

1. New – Referral is generated in the system
2. Open – The referral is assigned to the DSL, who will investigate the case and perform the required action. For example, the DSL will check, and accept/reject based on the criteria of Safeguarding
3. In progress – The DSL will work the case or escalate accordingly
4. Solved – the has been resolved
5. Closed – The case is closed after the DSL has been updated and all actions are complete.
6. The system offers total confidentiality and is only accessed by the DSL and deputy team as required, all are encouraged to use the system if they have any concerns or doubts over Safeguarding. Cases are kept secure and additional information is stored on secure Microsoft cloud servers.

7. A Safeguarding Report Form, Appendix A, must be completed if the SRS is not available, whereas either measure is not available, the following information needs to be recorded and sent via email in confidence to the DSL.
8. All the above measures are in available in detail in our Safeguarding Policy.
9. Anyone who is worried or concerned about any apprentice, please contact our Safeguarding Team immediately by email safe@forumapprenticeships.com.
10. The referral will then be case-managed as per the Safeguarding Policy.

Leadership Commitment

We expect that those in leadership positions: Support and take accountability:

- ensure staff understand the risk and understand the channels by which to deal with it
- communicate and promote the importance of the duty; and ensure staff implement the duty effectively.
- Top Level: Designated Safeguarding Lead: Peter Langley
- Senior Management Team: Curriculum and Quality Manager
- Implementation
- Coaches to listen and report matters of concern as per training during Progress reviews
- Learners and Employers can contact Coaches or DSL directly
- DSL stores cases safely and securely and reach outs to channels accordingly
- Local Prevent links support for a geographically distributed learner
- Not limited to list below:
- <https://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp/professionals/prevent>
- <https://selondonccg.nhs.uk/in-your-area/lewisham/safeguarding/safeguarding-adults/prevent/>

- <https://www.counterterrorism.police.uk/northeast/prevent/#:~:text=Prevent%20%20a%20vit%20al%20part,Government's%20Counter%20Terrorism%20Strategy%20CONTEST>.

Training:

Staff will undertake mandatory Safeguarding and Prevent Training during their induction and annual refresher training delivered by the DSL thereafter. Training covers a full breakdown of the Prevent Duty Policy, and the associated roles and responsibilities required of staff, along with updates on best practice and legislation.

All staff training is recorded within the Staff Matrix Tool, which keeps a record of training undertaken and the anniversary dates.

Senior Management also undergoes refresher training annually covering Safeguarding and Prevent Duty and additional training.

Quality Improvement

- 1) Conduct Prevent Risk Assessment – see Prevent risk assessment – next review April 2026.
- 2) Partnerships and Subscriptions
- 3) Online/LinkedIn: Subscribing to newsletters for example “So Safeguarding @sosafeguarding”
- 4) Safeguarding Events Organisation “@e-safety. Support”
- 5) Working with Multi-Agencies e.g Police, Social care.

Policy Promotion and Implementation

This Prevent Policy is shared with apprentices and a team is selected to reinforce it in all the apprenticeship programs. A copy of the Policy is provided to staff and apprentices during their induction, and it also remains accessible 24/7 via our internal shared drive.

All staff are required to work with the organisation to ensure that the guidelines of the policy are followed effectively. The DSL will oversee all the activities and reports on any concern would be provided to him immediately. A resolution committee will also be formed to hear cases involving risks of any kind and come up with ways of dealing with these.

The Prevent Policy is also discussed with each apprentice at the quarterly Progress Reviews.

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The Prevent Policy is also promoted as part of the monthly updates on our teams' channels where safeguarding and prevent issues are published. This is then shared with all staff. Coaches will share the updates and information with learners in their progress reviews.

The Prevent Policy is also promoted as part of the monthly Newsletter where safeguarding and prevent issues are published. This is then shared with all learners and staff.

We also have safeguarding themes as standard agenda items as part of regular management meetings.

Leaders within the Forum Apprenticeships have a deep understanding of and requirements of the Prevent Statutory Duty or the risks.

Forum Apprenticeships treats this as a priority action to engage with SLT and Governors to take accountability.

Staff are aware of the factors that make people vulnerable to radicalisation and terrorism and are able to recognise the signs of vulnerability and therefore refer concerns.

Leaders are able to challenge extremist narratives or exemplify British Values throughout Forum Apprenticeships.

Staff are clear on how to deal with or refer concerns resulting in individuals being supported and potentially learners are supported.

Commitment to the Policy

Forum Apprenticeships ensures that the apprentices and employees are made aware of the unwanted behaviours that may threaten operations within the premises. As such, they will be enlightened on the unacceptable activities that may compromise the achievement of success within the organisation.

Commitment to the policy is a top priority for the management team. All the apprentices and candidates will understand that Forum Apprenticeships has a responsibility to prevent radicalisation and extremism and safeguarding the rights of the vulnerable population. The rights would be listened to and steps to protect them outlined effectively in a manner that can be followed to achieve better results. As part of the induction process, staff and apprentices are required to sign a declaration that they understand and are committed to upholding their associated roles and responsibilities under this Policy.

Radicalisation & Extremism

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Objectives of the 'prevent duty' are but not limited to responding to the ideological challenge of terrorism and threats from those who promote it or preventing individuals from being drawn into terrorism and ensuring that they are given that give the help and advice required. Also, work with sectors and institutions where there are risks of radicalisation that we need to address.

If there are concerns that an individual is becoming radicalised and/or involved in an organisation which could ultimately harm the individual and the community this needs to be reported to the DSL immediately.

All staff are required to undertake mandatory training which provides staff with information on how to identify and refer a concern.

Extremism is defined as - Vocal or active opposition to fundamental British values, including democracy the rule of law; individual liberty and mutual respect and tolerance of different faiths and beliefs and/or calls for the death of members of the armed forces, whether in this country or overseas.

As part of wider safeguarding responsibilities, staff will be alert to disclosures made by individuals of their exposure to extremist actions, views, material, anti-British or Western world views or use of extremist or hate terms. Attempts to impose extremist views or voicing opinions from extremist ideologies or narratives.

Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person.

Staff have a responsibility to follow the safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and other relevant agencies. Care and sensitivity should be shown to adults at risk who have been subject to FGM and further support should be sought where required. As this differs from region to region if in doubt you should contact the DSL.

Forced Marriage

In forced marriage, one or both spouses do not consent to the marriage or consent is extracted under pressure.

Pressure includes both physical and emotional pressure.

A clear distinction must be made between a forced marriage and an arranged marriage. In an arranged marriage both families of both spouses take a leading role to help in choosing a partner, but it is of a choice whether or not the partner is accepted. It is human rights abuse and falls within the crown prosecution service of domestic violence.

Both young men and women are or can be at risk in affected ethnic groups, whistleblowing may come from younger siblings or other family members, or other indicators detected by changes in behaviours.

Additional Forms of Abuse

Discriminatory - Including but not limited to forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual, or transgender.

This also includes racism, sexism, homophobia or any other form of hate incident or crime which includes religious hate and domestic abuse or violence such as a pattern of incidents of controlling, or threatening behaviours, violence, or abuse, by someone who is or has been an intimate partner or family member regardless of gender or sexual positioning. This also includes psychological or emotional, physical, sexual, and financial abuse by so-called 'honour' based violence, forced marriage or Female Genital Mutilation (FGM).

Financial or material Including theft, fraud, internet scamming, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Modern slavery - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

Organisational (sometimes referred to as institutional): Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or about care provided in a person's own home. This may range from one off

incidents to on-going ill treatment. It can be through neglect or poor professional practice.

Reporting Safeguarding Concerns/Incidents

All staff should receive an appropriate level of training to provide a shared understanding of the tasks, processes, principles, and roles and responsibilities for safeguarding children and promoting their welfare. Where a safeguarding incident occurs, or an individual has a safeguarding concern, the following procedure must be enacted:

- 1) Recognise the signs of abuse.
- 2) Respond and react accordingly.
- 3) Record the facts of the disclosure.
- 4) Report the disclosure to DSL as soon as possible/within 48 hours. All reports must be forwarded to the DSL as soon as possible/within 48 hours.
- 5) Refer (to the emergency services, through the Channel process or Social Services) in situations where an individual may be at risk of immediate harm – and ensure that the information is reported to the Safeguarding Representative and National Safeguarding Advisor as soon as possible after the referral, always within 48 hours.
- 6) The Safeguarding Referral System (SRS)
- 7) The SRS is a cloud-based secured service system; it allows individuals to raise Safeguarding referrals 24 hours a day.
- 8) A Safeguarding form is filled in by the user by accessing: <https://forumapprenticeships.com/safeguarding-referral-enquiry>
- 9) The SRS is a central repository used for managing safeguarding concerns from learners. The system has a secure database where safeguarding cases can be queried, retrieved, and reported on when required.

Process:

- 1) New – Referral is generated in the system
- 2) Open – The referral is assigned to the DSL, who will investigate the case and perform the required action. For example, the DSL will check, and accept/reject based on the criteria of Safeguarding

- 3) In-progress – The DSL will work the case or escalate accordingly
- 4) Solved – the has been resolved
- 5) Closed – The case is closed after the DSL has been updated and all actions are complete.
- 6) The system offers total confidentiality and is only accessed by the DSL and deputy team as required, all are encouraged to use the system if they have any concerns or doubts over Safeguarding. Cases are kept secure and additional information is stored on secure Microsoft cloud servers.
- 7) An integral part of Forum Apprenticeships is its commitment to ensuring that everyone who works for us keeps their knowledge up to date and all staff and contractors complete the required training and on a 3-yearly interval thereafter, regular refresher training is also offered throughout the year.

Recognise

Signs of abuse can be recognised as a contrast to the individual's usual behaviour or observed from a change in their physical appearance as mentioned below:

- 1) **Physical** - this could include lack of personal hygiene, self-harm, substance or drug abuse, noticeable signs of bruising or flinching when being touched, developed speech disorder or learning difficulty that cannot be attributed to a physical or psychological cause.
 - 2) **Behavioural** - this could include sudden changes in a person's character, lack of confidence, low self-esteem, withdrawal or being aggressive or angry for no reason, becoming anxious or tearful.
- The information above is by no means exhaustive, and an individual may not wish to disclose something that they perceive as "normal".
 - Stay calm and listen carefully to what is being said.
 - Reassure the person that they have done the right thing by telling you, but not that everything will be okay (sometimes things get worse before they get better)
 - Find an appropriate early opportunity to explain that it is likely the information will need to be shared with others, but that this will be on a need-to-know basis.
 - Tell them what you will do next and with whom the information will be shared.
 - Do not delay in discussing your concerns and if necessary, passing this information on.

- If you feel that anyone is at immediate risk, please take any reasonable steps within your role to protect any person from immediate harm, for example:
- Call an ambulance or a GP if someone needs medical attention.
- Call the emergency services/police if a crime is taking place or has taken place.
- Separate the alleged perpetrator and victim, but only if it is safe to do so.
- When safe to do so, inform the DSL as soon as possible/within 48 hours, use SRS.
- If you are suspicious but no disclosure has taken place, discuss your concerns with the DSL.
- If a person approaches you to make allegations of inappropriate behaviour or misconduct against a member of staff:
- Contact your line manager and DSL.
- Follow the guidelines in Managing Allegations against Staff
- Do not question the person making the allegation or investigate the matter yourself.

Report

A Safeguarding Report Form, Appendix A, must be completed, if the SRS is not available, the following information needs to be recorded and sent via email in confidence to the DSL:

- Your details
- Name of those involved
- Date of incident(s)
- Details of the incident(s)
- Background information

Actions taken

Whilst you can record observations, do not interpret, or give an opinion as this may bias the information provided and jeopardise any future investigation into the allegation. The

SRS or the Safeguarding Report Form needs to be completed and emailed to the DSL safe@forumpprenticeships.com this will then be case-managed by the DSL.

Any issues or concerns, allegations or suspicions relating to safeguarding must be taken seriously and reported to the DSL. If the DSL is not available, please contact the Managing Director.

Record & Disclosers

Details should also be given about the circumstances of the disclosure and whether or not anyone else was present at the time that the disclosure was made.

Information will be automatically stored in a secure cloud location and dated so that none of it can be amended or removed later. (SRS system)

Refer

The referral is checked by the DSL and ensures that the individual being referred is not in any immediate danger or at risk of harm.

Where required, the DSL will refer or support you with guidance on the next steps and/or signpost the relevant external agency.

Any referrals to Social Services, through the Channel process, or other external agencies must also be notified to the DSL.

Any violent incidents must be notified to the Health and Safety Manager.

Should there be a disagreement between the staff member and the DSL or manager about the need to make a referral, a direct referral is made to the relevant social services department by the employee who has the concern.

Any concerns about an individual who is part of a programme that is externally linked (e.g. a school, college, University etc.) should be relayed to the external institutions designated safeguarding representative also.

Where required the DSL will share a risk assessment report with an external agency

Monitor

We regularly monitor the submissions and the use of our SRS (Safeguarding Reporting System)

The DSL is notified by email each time a referral is submitted allowing a timely response

The status is updated each time a change has been made on the SRS

A full dashboard with statistics is present on the SRS

Confidentiality

The safety and well-being of the individual at risk is paramount. Staff may have access to confidential information about individuals to undertake their everyday responsibilities. In some circumstances, staff may be given highly sensitive or private information. They should never use confidential or personal information about an individual or his/her family for their own or others' advantage. The information must never be used to intimidate, humiliate, or embarrass an individual.

The DSL will disclose personal information about an individual to other staff on a need-to-know basis only. The DSL will make a judgement in each case about who needs and has a right to access information.

All staff must be aware that they have a professional responsibility to share information with other parties to safeguard children, young people and adults at risk, in consultation with the DSL.

All safeguarding records are subject to the Freedom of Information Act 2012 and Data Protection Act 2018. If there is any doubt as to the rights of any party to access information, we may seek legal advice before releasing any information.

All staff must be aware that they cannot promise a child/young person or adult at risk confidentiality which might compromise the safety or well-being of the individual or that of another.

Information Sharing

There may be some circumstances where the welfare or safety of an individual may take precedence over confidentiality. Interagency working and sharing of information is an integral part of safeguarding.

The overriding objective must be to safeguard the child, young person, or adult at risk.

Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

Be open and honest with the individual (and/or their family where appropriate) from the outset about why what, how and with whom the information will or could be shared, and seek their agreement unless it is unsafe or inappropriate to do so.

Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case.

When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

Consider safety and well-being: Base your information-sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Managing Allegations against Staff

All staff should take care not to place themselves in a vulnerable position with a child, young person or adult at risk and be aware of appropriate professional conduct. It is always advisable for interviews or works with individual young persons, adults at risk, or parents to be conducted in a visible arena in view of other adults.

We may occasionally receive complaints or allegations against a member of staff, but a fair and balanced approach must be taken to ensure that both the complainant and the staff member are safeguarded.

If such an allegation is made, the staff member receiving the information must take the issue seriously and should immediately inform their line manager, who will then immediately discuss the content of the allegation with the DSL and Managing Director.

If the allegation made to a staff member concerns their line manager, the person receiving the allegation must immediately inform the DSL and/or Managing Director, without notifying their manager.

No further action must be taken in respect of gathering statements from others or interviewing until directed by the DSL and Managing Director.

Where it is subsequently found that an allegation was made with malice aforethought, the DSL will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to an agreement about future behaviour) or other such sanctions as are deemed appropriate.

Links to Further Information and Guidance

- [‘Keeping children safe in education 2024](#)
- [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.](#)
- [What to do if you are worried a child is being abused 2015](#)
- [Protection of Freedoms Act 2012](#)
- [Prevent Duty Guidance](#)
- [Modern Slavery Act 2015](#)
- Keeping Learners Safe 2015
- Safeguarding Children: Working Together Under the Children Act 2004

Additional Support

Safeguarding and Prevent Duty Policy
Email: safe@forumapprenticeships.com
Phone: **+44) 01322912301**
Website: <https://forumapprenticeships.com/>

Learners can access further support or guidance regarding Safeguarding by contacting our DSL. The DSL can signpost learners to further guidance and external support organisations as necessary covering Contractual/Employment, Financial, Learning & Development and Health & Wellbeing.

Policy Promotion and Implementation

This Safeguarding and Prevent Duty Policy is shared with learners and a team is selected to reinforce it in all the apprenticeship programs. The policy is shared with staff and learners at Induction as well as every 2 months during the Progress Reviews that each learner has with their coach and employer. In the promotion process, the organisation maintains that vulnerable persons have a risk of harm as stated in the Local Safeguarding Board and such individuals need safeguarding from such harm. The DSL and the policy are introduced at the induction phase. A copy of the Safeguarding and Prevent Duty Policy is also accessible 24/7 via our internal shared drive and E-portfolio system.

The policy is reviewed annually and is kept up to date in line with legislation, changes are introduced to reflect the experiences within the business and since the last review. Each review is shared with members of staff making them aware of any changes made.

These measures are in place to ensure the policy is effective and remains embedded in every aspect of the learning process.

All staff are required to work with the organisation to ensure that the guidelines of the policy are followed effectively. The DSL will oversee all the activities and reports on any concern would be provided to him immediately. A resolution committee will also be formed to hear cases involving abuse of any kind and produce ways of dealing with such instances.

The Safeguarding Policy is also discussed with each apprentice at the quarterly Progress Reviews.

The Safeguarding Policy is also promoted as part of the monthly safeguarding themes where safeguarding and prevent duty issues are published. This is then shared with all learners and staff.

We also have safeguarding themes as standard agenda items as part of regular management meetings.

Commitment to the Policy

Forum Apprenticeships ensures that the apprentices and employees are made aware of the unwanted behaviours that may threaten operations within the premises. As such, they will be enlightened on the unacceptable activities that may compromise the

achievement of success within the organisation. This is achieved during the induction period.

Commitment to the policy is one move that the top management will give an upper hand since it will make every stakeholder safe. All the apprentices and candidates will understand that Forum Apprenticeships has a responsibility to safeguard the rights of the vulnerable population. The rights would be listened to and steps to protect them outlined effectively, in a manner that can be followed to achieve better results. Through induction, we ensure that the apprentices are aware of the details of the policy.

All staff and learners are required to sign a declaration during their induction that they understand and are committed to upholding their responsibilities under this Policy.

Staff Training

Training is an integral part of ensuring this policy is adhered to, staff training ensures everyone is equipped with the correct knowledge and understanding of the signs and indicators of abuse and how to report a safeguarding concern. Staff training supports the protection and prevention of abuse by staff being able to successfully identify signs of abuse at an early stage. All staff will be expected to undertake online training for example safeguarding in FE (Education and Training Foundation) and safeguarding and safer recruitment in FE 2016 (to be undertaken by all managers).

All staff have safeguarding and prevent training as part of their induction when joining the company provided by the DSL, this training incorporates all aspects of this policy. At times throughout the year, there are regular updates and supporting material on safeguarding to ensure there is a continuous awareness of local and regional themes which enables targeted support to apprentices and employers. Staff training is one of the many strategies we adopt to ensure the protection of apprentices and prevention of abuse as well as safer recruitment, and promotion of health and wellbeing to apprentices and employers.

The DSL will have safeguarding and prevent duty training every 2 years in addition to the online refresher training. All staff are required to read and sign a declaration of responsibility in their duty of safeguarding, where the policy is updated, this must be acknowledged by all staff as evidence of their commitment.

Safer recruitment

To further prevent abuse towards apprentices, and as part of our staff recruitment process, we conduct an enhanced DBS check on all applicants to ensure they are suitable and experienced to work with different learner groups. Applicants are required to provide a copy of their DBS, which will be used for DBS checks yearly to ensure validity.

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Email: safe@forumapprenticeships.com
Phone: +44) 01322912301
Website: <https://forumapprenticeships.com/>

Further checks based on eligibility, qualifications, and references in line with Safer Recruitment procedures.

IT Usage/E-Safety

The IT Usage is covered by the IT, E-Mail, and Internet Usage Policy.

We follow the Ofsted guidance on managing e-safety at Forum Apprenticeships

content: being exposed to illegal, inappropriate, or harmful material

contact: being subjected to harmful online interaction with other users

conduct: personal online behaviour that increases the likelihood of, or causes, harm

We seek to keep our learners safe online by:

- Appointing an online safety coordinator who ensures learners are informed about online safety
- Providing clear and specific directions to staff on how to behave online through our behaviour code for adults
- Supporting and encouraging the learners to use our Learning management systems and our access to the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Developing an online safety agreement for use with Learners and Employers
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour,
- Reviewing and updating the security of our information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively
- Ensuring personal information about the Learners and Employers who are involved in our organisation is held securely and shared only as appropriate
- Providing supervision, support, and training for staff about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation

Appendix A Apprenticeship Quality and Delivery Document

Break in Learning

Learner Support

If "No" please state the reason:

Concern/Incident/Disclosure Details:

Stat what is said, who observes, where it happened, who saw, when it happened, time and date.

Reporter Signature:	Date:
Completed By Signature:	Date:

To be completed by the Designated Safeguarding Lead

State what action was taken and when:

Name:

Signature:

Date:

Appendix B Safeguarding Adults At Risk

Initial cause for concern form

Date

Time

Name of the 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 adult at risk (if known)

Signature of person completing the form:

Witness:

Date:

Safeguarding and Prevent Duty Policy

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Phone: +44) 01322912301

Website: <https://forumapprenticeships.com/>

Appendix C 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: 0208 215 3000

Secure Email: childrenss@lbbd.gov.uk

Barnet

Telephone: 020 8359 4066

Out of hours: 020 8359 2000

Website: <https://www.barnet.gov.uk/children-and-families/keeping-children-safe/worried-about-safety-child>

Bexley

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

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

Weblink: https://mybexley.firmstep.com/service/Early_help_family_wellbeing_and_childrens_social_care_referral

Brent

Telephone: 020 8937 4300

Out of hours: 020 8863 5250

Safeguarding Children Team: 020 8900 5379

Email: Brent.SCF@brent.gov.uk

Weblink: <https://brentsafeguardingpartnerships.uk/children/article.php?id=509&template=solo>

Bromley

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

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)

Out of hours: 020 8356 2710

Email: children.duty@cityoflondon.gov.uk

Camden

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

Out of hours: 020 7974 4444

Email: LBCMASHadmin@camden.gov.uk

Safeguarding and Prevent Duty Policy

Email: safe@forumapprenticeships.com

Phone: +44) 01322912301

Website: <https://forumapprenticeships.com/>

Croydon
Croydon MASH Team
Telephone: 0208 255 2888
Out of hours: 0208 726 6400

Ealing
Telephone: 020 8825 8000
Out of hours: 020 8825 8000
Secure Email: ECIRS@ealing.gov.uk
In writing: Ealing Children's Integrated Response Service, Perceval House, 2nd Floor blue area, 14-16 Uxbridge Road, Ealing W5 2HL

Enfield
Telephone: 020 8379 5555
Out of hours: 020 8379 1000
Secure Email: childrensmash@enfield.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
Secure Email: fis@royalgreenwich.gov.uk

Hackney
Hackney First Access Screening Team (FAST)
Telephone: 020 8356 5500
Out of hours: 020 8 356 2710
Secure Email: MASH@hackney.gov.uk

Hammersmith and Fulham
Telephone: 020 8753 6600
Out of hours: 020 8748 8588
Fax: 020 8753 4209
Secure Email: familyservices@lbhf.gov.uk

Haringey
MASH Telephone: 020 8489 4470
Out of hours: 020 8489 0000
MASH email: mashreferral@haringey.gov.uk

Harrow
Telephone: 020 8901 2690
Out of hours: 020 8424 0999
Secure Email: Duty.Assess@harrow.gov.uk

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Website: <https://forumapprenticeships.com/>

Havering**Telephone:** 01708 433 222**Out of hours:** 01708 433 999**Website:** https://www.havering.gov.uk/info/20083/safeguarding_children/412/report_a_concern_with_a_child**Hillingdon****Telephone:** 01895 556 006**Out of hours:** 01895 556633**Secure Email:** strongerfamilieshub@hillington.gov.uk**Website:** <https://portal-ehm.hillingdon.gov.uk/web/portal/pages/home>**Hounslow****Team number:** 0208 583 6600 (option 2)**Out of hours:** 0208 583 2222 (ask to speak to the duty social worker)**Secure email:** childrensocialcare@hounslow.gov.uk**Islington****Telephone:** 020 7527 7400**Out of hours:** 020 7527 7400**Secure Email:** csctreferrals@islington.gov.uk**Kensington and Chelsea****Telephone:** 020 7361 3013**Out of hours:** 020 7361 3013**Email:** socialservices@rbkc.gov.uk**Kingston Upon-Thames****Telephone:** 020 8547 5008**Out of Hours Duty Social Worker:** 020 8770 5000**Website:** <https://www.kingston.gov.uk/supporting-safeguarding-children/concerned-child/2>**Lewisham****Telephone:** 020 8314 6660**Out of hours:** 020 8314 6000**Secure Email:** mashagency@lewisham.gov.uk**Merton****Telephone:** 020 8545 4226 / 4227**Out of hours:** 020 8770 5000**Secure Email:** candfhub@merton.gov.uk

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Email: safe@forumapprenticeships.com

Phone: +44) 01322912301

Website: <https://forumapprenticeships.com/>

Newham**Telephone:** 020 8430 2000**MASH Golden Number:** 020 3373 4600 – Option 3**EDT:** 020 8430 2000**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**Southwark****Telephone:** 020 7525 1921**Out of hours:** 020 7525 5000**Secure Email:** mash@southwark.gov.uk**Sutton****Telephone:** 020 8770 6001**Out of hours:** 020 8770 5000**Secure Email:** CFCs@sutton.gov.uk**Tower Hamlets****MASH Telephone:** 020 7364 5006 (select option 3)**Out of hours:** 020 7364 4079**Secure Email:** mash@towerhamlets.gov.uk**Waltham Forest****Telephone:** 020 8496 2310**Out of hours:** 020 8496 3000**Fax:** 020 8496 2313**Secure Email:** wfdliaison@walthamforest.gov.uk**Wandsworth****Telephone:** 020 8871 7899**Out of ours (after 5pm):** 020 8871 6000**Secure Email:** mash@wandsworth.gov.uk**Westminster****Telephone:** 020 7641 4000**Out of hours:** 020 7641 2388**Email:** AccesstoChildrensServices@westminster.gov.uk

Safeguarding and Prevent Duty Policy

Email: safe@forumapprenticeships.comPhone: **+44) 01322912301**Website: <https://forumapprenticeships.com/>

Or Contact the London Safeguarding Children Partnership

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

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

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

Monitoring and Review

The policy will be monitored through monthly monitoring reports, and 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.

Review of Policy

This policy was last reviewed in February 2025. The next review date is February 2026, and this will be completed, approved, and signed off by the Designated Safeguarding Lead.

Policy Reviewed

Designated Safeguarding Lead Name: Given Chipungu

Designated Safeguarding Lead Signature : 
Date: 18/02/2025