



Safeguarding and Prevent Policy

Safeguarding and Prevent Policy Statement

Educate 2Gether (E2G) has a statutory and moral duty to ensure that we function with a view to safeguarding and promoting the welfare of all our learners' especially our young learners and vulnerable adults in learning with us. We fully recognise our responsibilities for protecting all vulnerable groups including identifying those that may be at risk of radicalisation and extremism.

This policy applies to staff, all learners, visitors, and volunteers working on behalf of or in conjunction with E2G.

The main elements to our policy are:

- Ensuring we operate safer recruitment practices for our staff in accordance with the legislative document Safer Recruitment, Safeguarding Children in Education (2007), Keeping Children Safe in Education (2024) and under the new Prevent Duty Guidance 2015.
- Raising awareness of Safeguarding / Prevent throughout the organisation and ensuring staff are equipped with the appropriate skills and knowledge to support learners effectively and help keep them safe.
- Raising awareness of safeguarding / Prevent to all our learners and ensuring that the learners who are most vulnerable are equipped with the skills and knowledge needed to keep them safe.
- To ensure learner safety and that the centre is free from bullying, harassment, and discrimination and to provide support for students who may be at risk of radicalisation, and appropriate sources of advice and guidance.
- Developing and implementing procedures for identifying and reporting cases or suspected cases of abuse and radicalisation including referring to concerns over a person being radicalised or a potential safeguarding incident to the relevant authorities when required.
- To promote and reinforce shared values, including Fundamental British Values¹; to create space for free and open debate; and to listen and support the learner voice.
- Promotion of Equality and Diversity and positive relationships between staff and learner

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- To breakdown segregation among different learner communities including by supporting inter-faith and inter-cultural dialogue and understanding; and to engage all students in playing a full and active role in wider engagement in society.

“Young People” and Adults at Risk of Harm”

Throughout this policy and procedures, reference is made to **‘young people’**, this term is used to mean any learner ‘those under the age of 18’ who have not yet reached their 18th Birthday. (Children’s Act 1889, 2004).

It is also recognised that some adults are vulnerable to abuse. Accordingly, the procedures are also applied to allegations of abuse and the protection of **‘Adults at Risk of Harm’** (Formerly vulnerable adults.)

Explanation Note: *Guidance on who is a ‘vulnerable adult’ was originally taken from ‘No Secrets’ (Department of Health 2000), which defines vulnerable adults as: ‘those adults who are or may be in need of community care services by reason of mental or other disability, age, or illness’. However, it is recommended that the new terminology “Adults at Risk of Harm” is used. **The Care Act 2014** makes it clear that abuse of adults links to circumstances rather than the characteristics of the people experiencing the harm. Labelling groups of people as inherently ‘vulnerable’ was seen to be disempowering.*

Safeguarding duties apply to an Adult at Risk of Harm

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or is at risk of, abuse or neglect
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adults at risk of harm who are unable to protect themselves may include, (but is not exclusive to) individuals with any of the following:

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- Learning Difficulties
- Physical Impairments
- Sensory Impairments
- Mental Health Needs
- Age Related frailty
- Dementia
- Brain Injuries
- Drug or Alcohol Problems
- Temporarily incapacitated through an accident or illness.

Keeping Children Safe in Education (2024) KCSIE

[Keeping children safe in education 2024](#)

KCSIE is the statutory guidance from the Department for Education ('the Department') issued under Section 175 of the Education Act 2002 (as amended), the Education (Independent School Standards) Regulations 2014, the Non-Maintained Special Schools (England) Regulations 2015 and the Apprenticeships, Skills, Children and Learning Act 2009 (as amended). Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone **under** the age of 18.

Although E2G does not deliver training to young people under the age of 18 we ensure all tutors and key staff are fully aware of this guidance and we ask staff to confirm they read the annual update of this document and understand how E2G Safeguarding and Prevent Policy align to this, and other key legislation listed below.

E2G aims to adhere to the statutory requirements of the following pieces of safeguarding legislation and guidance:

- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2015 updated 2024)
- Children's Act (2004)
- Safeguarding Children and Safer Recruitment in Education (updated 2012)
- Safeguarding Vulnerable groups Act SVGA (2006 amended 2012)
- Protection of Freedoms Act (2012)

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- Discloser and Barring Service Code of practice (2012)
- Sexual Offence Act (2003)
- Every Child Matters (2004)
- Equality Act (2010)
- Section 26 of the Counter Terrorism and Security Act 2 revised 2023
- Prevent Duty Guidance 2023
- Channel Duty Guidance 2015

Responsibilities

To support our commitment to the Safeguarding / Prevent and the well-being of all our learners and with regard to the above legislation we will:

Ensure that we have a DSL for Safeguarding / Prevent who has received appropriate training and support for this role.

The Designated Person for Safeguarding and Prevent for E2G is:

Emma Kiernan, Managing Director.emma@educate2gether.co.uk

The Deputy Designated Person for E2G is:

Hazel Ballantyne-Clark, Quality Manager

hazel@educate2gether.co.uk

Telephone: 01753 362197

Ensure that all staff and learners are aware of our Designated Person for Safeguarding / Prevent. This will be communicated via staff and learner induction process, internal training, and update sessions.

Staff Training - Provide mandatory staff training at induction and updated annually on aspects of safeguarding, Prevent, Fundamental British Values, and how to make a safeguarding referral to our DSL. E2G provide regular updates to staff through our staff and standardisation meetings.

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Learner training – Provide training at induction and throughout their course of learning on safeguarding, Prevent, Fundamental British Values, local risks, staying safe online and how to make a safeguarding referral to our DSL. E2G tutors provide regular updates to learners by including current events in the delivery and follow up their understanding through discussions in taught sessions.

Ensure all staff are aware and understand their responsibilities in relation to Safeguarding / Prevent and in being alert to the vulnerability signs and indicators of abuse or radicalisation and understand how the actions they can apply in response before referring any concerns to the DSL.

Ensure that effective Safeguarding / Prevent procedures are developed, implemented, and monitored to ensure effectiveness. The Safeguarding procedures are based on the 5R's approach of **Recognition, Response, Record, Report, Refer**. And the Prevent procedure will adopt the ethos of "Notice, Check, Share" where there are concerns that an individual may be vulnerable.

Ensure we develop effective links with relevant external agencies, local Safeguarding and Prevent Channel boards and co-operate with any requirements with any safeguarding referral matters.

Ensure that we keep written records of Safeguarding / Prevent concerns, even when there is no need to refer the matter to the relevant parties.

Ensure all records are stored securely and in accordance with Data protection Act.

Individual Responsibilities

The MD for E2G is Emma Kiernan who is also the DSL, Emma is responsible for ensuring that the organisation complies proactively with its responsibilities for implementing a Safeguarding and PREVENT Policy and working with other agencies to protect vulnerable people.

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The DSL is responsible for:

- Supporting the Quality Manager in managing the Prevent strategy, Prevent Risk assessment and policy documents on behalf of E2G
- Acting as lead advisor on Prevent strategy and implementation
- Acting as advisor to the Prevent trainers (either internal or external)
- Providing support and advice on Prevent concerns raised by staff
- Assisting managers to take concerns to the appropriate authority
- Liaising with the SLT to plan and implement a Prevent training and awareness programme.

All Staff are responsible for:

- Attending the required Prevent Training.
- Reporting all Prevent related concerns to the Designated Safeguarding Lead.
- Assisting their DSL in appropriate escalation of the referral or concern.
- Embedding Safeguarding / Prevent and British Values within the curriculum using current news events and curriculum related examples

E2G recognises its responsibilities with regard to the Safeguarding of young and adults at risk learners from abuse and from inappropriate and inadequate care and is committed to responding in all cases where there is concern. We also recognise our responsibilities for identifying signs of young people being drawn into terrorism or extremist activity and are committed to responding in all cases including referrals to the Channel Programme when additional support is needed.

Due to the nature of our work at E2G staff may be in the frontline of work with young learners and adults at risk.

This may mean that they are the first to know that a young or adult at risk learner is being or has been abused or that we are concerned about a person's well-being. They may also be the first to recognise changes in behaviours that are the signs that a vulnerable learner is being drawn into activities that could be considered as extremist and likely to be in opposition to Fundamental British Values. Everyone within our team has an equal responsibility to ensure that the individual's needs, and welfare of the person are put first and to safeguard any person with whom they come

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into contact. This responsibility is the responsibility of the DSL/MD but also with every individual member of staff employed or volunteering within our organisation whilst at work, at an employer's premises or at home.

We will ensure that our Safeguarding / Prevent Policy and associated Procedures are reviewed at least annually to ensure that they are still relevant and effective.

What to do if you believe someone to be at risk of being abused

E2G will adopt Safeguarding procedures that are based on the 5R's approach of Recognition, Response, Record, Report, Refer when it is concerned a learner is becoming vulnerable to abuse.

Recognise - any behaviour that may indicate abuse

Respond - appropriately to any recognised indicators making sure you are sensitive to the situation and person

Report - your findings to the DSL: **Emma Kiernan**

Email: emma@educate2gether.co.uk

Telephone: 01753 362197

Record - precisely and promptly what have been alleged ensuring details are accurate and factual. Do not ask questions. Do not record yours or other's opinions as your report may be used as legal evidence. Forward completed reporting form to the DSL

Refer - The DSL will decide if referral is appropriate and to which agency a referral is made. **All referrals must be made via a phone call and immediately followed up in writing**

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E2G will refer concerns that a child, young person, or adult who might be at risk of significant harm to:]

Slough Adult Social Care Services:

- Monday to Friday, 9am to 5pm, call 01753 475111 (option 1)
- email safeguarding.adults@slough.gov.uk
- use Slough's [report a safeguarding concern form](#). Please note this is a Word form so you will need to save the document, complete it and return as an email attachment
- [Report online on the Adult social care portal](#) .

Out of hours

Out of normal office hours call the Emergency Duty Service 01344 351999.

Emergency

- In an emergency out of normal office hours call the Emergency Duty Team on 01344 351999 or
- call the police on 999

Police (non-emergency)

- In a non-emergency, or to speak to someone about a non urgent matter, call Thames Valley Police on 101 or 08458 505 505.

What to do if you believe someone to be at risk of radicalisation

E2G will adopt the ethos of “Notice, Check, Share” where there are concerns that an individual may be vulnerable.

Notice – Recognition of any changes in behaviour or appearance similar to those outlined above

Check – Speak with someone you trust like a tutor and see what they recommend but trust your instinct if you are still concerned

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Share – Speak to one of the named contacts to report your concerns. Remember trust your instinct

If you are a learner and concerned about another learner, please **“Check”** with your tutor in the first instance and **“Share”** with the DSL

If you are a learner and are concerned about a member of staff, or a person who is not a member of the E2G staff e.g. other building users, please **“Check”** with the Designated Safeguarding Lead and **“Share”** with the DSL.

If you are a member of staff and are concerned about a learner, please **“Check”** and **“Share”** with the DSL.

If you are a member of staff and are concerned about another member of staff, please **“Check”** with your line manager and **“Share”** with the DSL

Responsibility For Contacting Channel (Prevent)

If serious concerns are raised about a learner, member or member of staff, the DSL is, in the first instance, responsible for making the decision to contact the Counter Terrorism Team at:

Counter Terrorism Team Contacts

If an imminent threat of harm to others the **Police on 999** or the **Anti-Terrorist Hotline 0800 789 321**

It only takes a moment to make a report online.

<https://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/report-possible-terrorist-activity2/report-possible-terrorist-activity>

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In an emergency, or if you need urgent police assistance, you should always dial 999.

You can also report suspicious activity by contacting the police in confidence on 0800 789 321.

Procedure to undertake following a young or vulnerable learner confiding about or suspecting a case of abuse, neglect, or radicalisation

Where a young or vulnerable learner seeks out a member of staff to confide in and share information about abuse, neglect and radicalisation or talks spontaneously individually or in groups, our staff will:

- Listen carefully to them, and not directly question him/her
- Give them time and attention
- Allow the person to give a spontaneous account: do not stop person who is freely recalling significant events
- Make an accurate record of the information given taking care to record timing, setting and people present, the persons presentation as well as what was said. Do not discard that as it may be later needed as evidence.
- Use the persons own words where possible
- Explain they cannot promise not to speak to others about the information they have shared

Reassure the person that:

- You are glad that they have told you
- That he/she has not done anything wrong
- What you are going to do next
- Explain that help will need to be sought to keep them safe

The person should NOT be asked to repeat his/her accounts to anyone.

The DSL must be informed immediately, who will investigate the concern and take appropriate action, all records of the investigation, will be kept strictly confidential and stored in a secure place.

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Outside agencies and resources in Slough Adult Care Services can and will be used to assist the company

Procedure for dealing with allegations against staff

This applies should anyone have concerns regarding inappropriate behaviour by a member of staff where they have:

- Behaved inappropriately in a way that has harmed or may have harmed a learner
- Possibly committed a criminal offence against or related to a learner
- Behaved towards a learner in a way that indicates he/she is unsuitable to work them.

The DSL should be informed of the matter immediately, (where the Designated Person nominated for safeguarding is involved in the allegation, the Deputy DSL should be informed).

An investigation will take place which:

- Will determine if the police need to be involved immediately to protect the person further.
- Will record all details received and secure them safely
- Will ensure the alleged member of staff is fully conversant of the allegation, is supported where relevant and free from victimisation
- Will determine whether suspension is appropriate whilst undertaking the investigation.

All allegations will be treated individually and the appropriate actions assigned on a case-by-case basis

Anonymous Allegations

Concerns raised anonymously tend to be far less effective, and depending on the levels of information, the matter may not be investigated at all.

The decision taken to investigate the matter further will depend upon:

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- The seriousness of the matter
- Whether an investigation can be carried out on the information provided

Regional Prevent Coordinators

The refocused Prevent strategy recommended the appointment of regional coordinators to facilitate engagement between different organisations at a local level. Contact details for each regional coordinator can be found below. The coordinators provide information on the Prevent strategy, details of training courses related to Prevent (such as Workshop to Raise Awareness of Prevent - WRAP) and links to relevant stakeholders in each region including the local authority.

Please note this list changes regularly and was up to date as of October 2024

Home Area	Under 18's	Adults at Risk
October 2024	Regional Leads Regional Prevent education coordinators - GOV.UK	
PREVENT Southeast	Helene Morris Helene.morris@education.gov.uk	Helene Morris Helene.morris@education.gov.uk
Counter Terrorism Hotline Only use if imminent threat	0800 789321 or 999	0800 789321 or 999
London Borough Merton		Reporting abuse or safeguarding adults Emergencies If the adult is in immediate danger call 999 Non-Emergences Reporting to adult social care department Referral form

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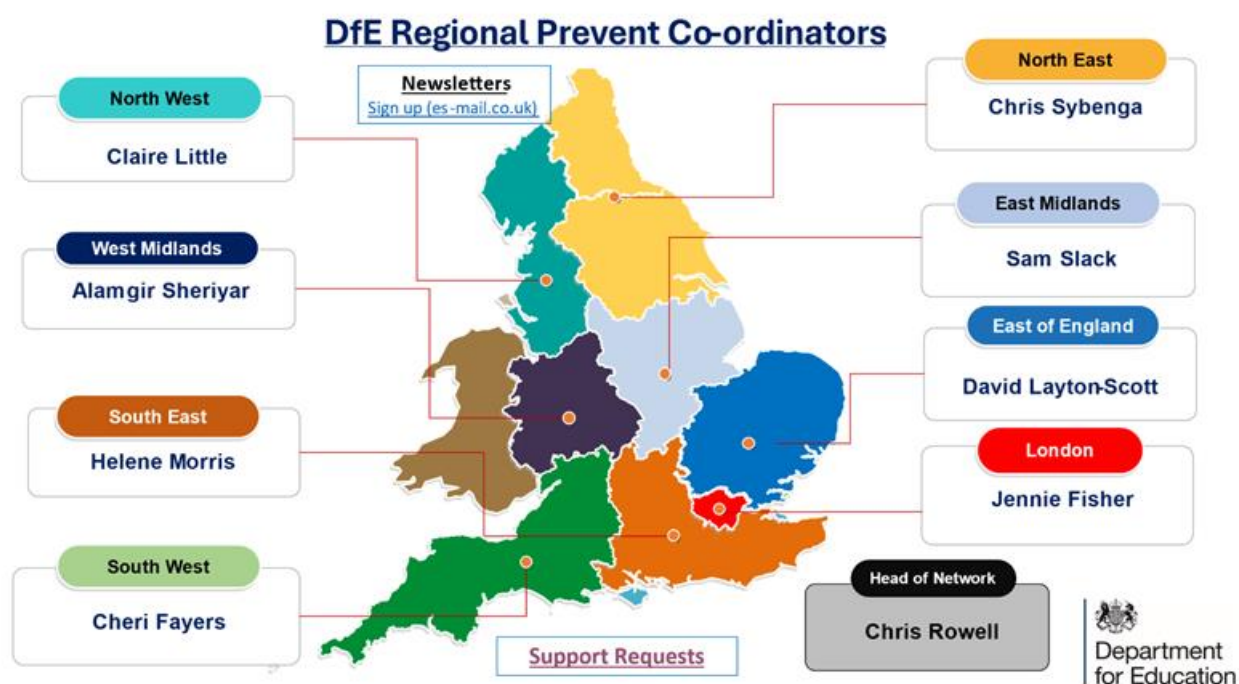
<https://www.merton.gov.uk/system/files/safeguarding>

First response team call 020 8545 4388 (9.00am to 5.00pm)

Crisis line call 07903 235 382 (1.30 to 5.00 - not including weekends)

Emergency Duty Team (out of hours after 5.00pm)

[020 8770 5000](tel:02087705000) or [0345 6189762](tel:03456189762)



Support Agencies

E2G will identify External support agencies on a case-by-case basis as and when required. This will be carried out by our DSL: **Emma Kiernan**

Or

The Deputy DSL: **Hazel Ballantyne-Clark**

Telephone: 01753 362197

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Sources of information for work-based learning providers (links checked 03/02/25)

- Work Based Learner Guidance, [click here.](#)
- Education and Training Foundation Website, [click here](#)
- Governments link to Prevent E learning, [click here.](#)

Berkshire Safeguarding Adults Slough

contact us:

Telephone: **01753 475111**

Email: [safeguarding.adults@slough.gov.uk.](mailto:safeguarding.adults@slough.gov.uk)

Our main site is at:

Slough Borough Council
Observatory House,
25 Windsor Road,
Slough,
Berkshire,
SL1 2EL

Harvinder Rajansani Local Authority Designated Officer (LADO)

Slough Children First: 01753 474053/07927 681858

LADO@scstrust.co.uk

CAMHS Getting Help and Mental Health Support Team - Slough

Telephone number: 0300 247 3002. Monday - Friday 09:00 - 17:00.

E-mail: CAMHSGettingHelpEast@berkshire.nhs.uk

Website: CAMHSGettingHelpEast@berkshire.nhs.uk

Child Line: 0800 11 11

Sign up for regular updates from NSPCC:

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<http://email.nspcc.org.uk/q/11mlm5YOzvpD2N4Pt2hbu4v/wv>

NSPCC CASPER updates:

<http://email.nspcc.org.uk/q/11mlm5YOzvpD2N4Pt2hbu4v/wv>

Whistleblowing Advice Line

The Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.

Call us on [0808 800 5000](tel:08088005000), email help@nspcc.org.uk or fill in our [online form](#)

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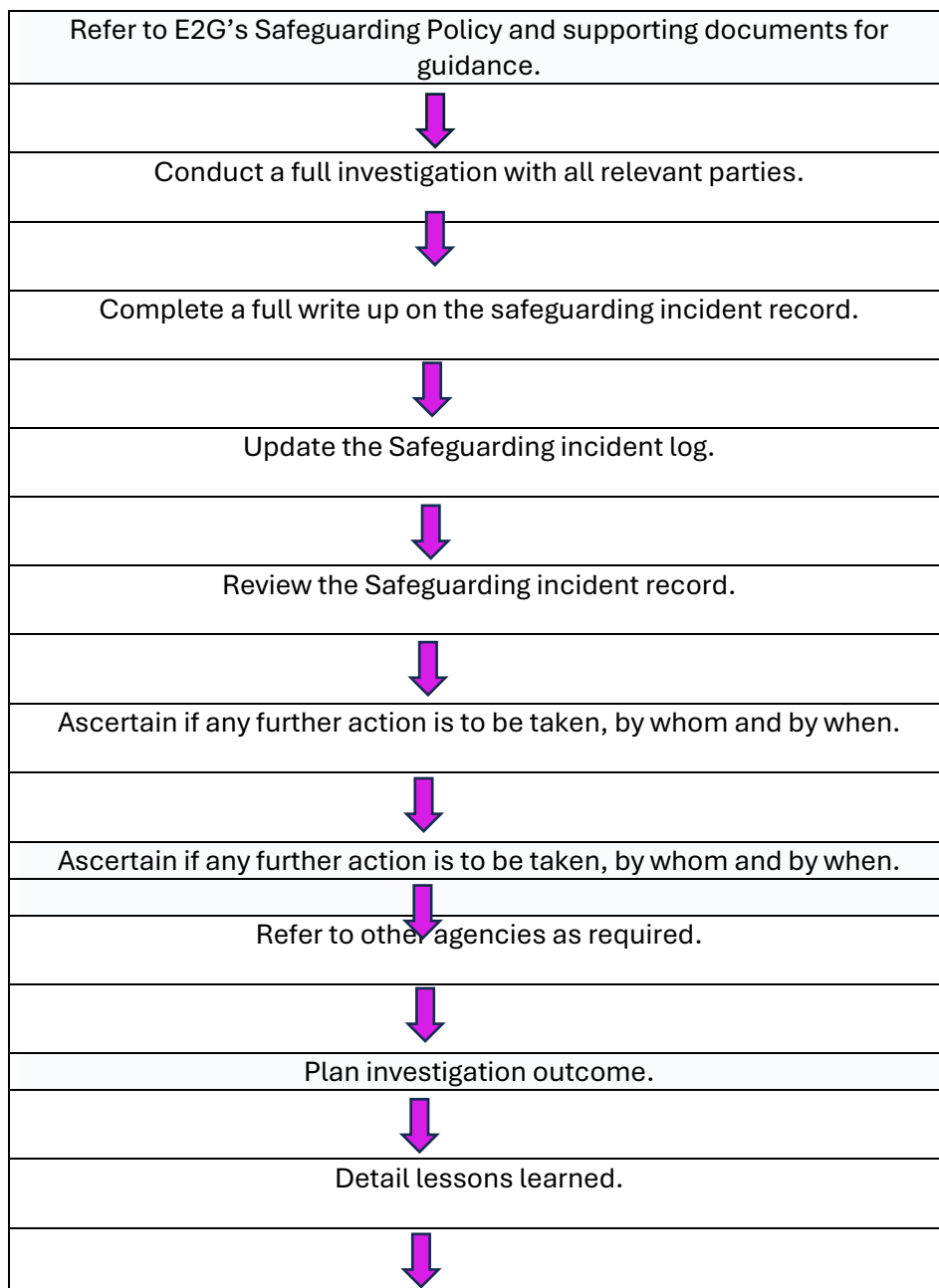
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Procedure

What do you do if you have a Safeguarding concern?

An investigation will be conducted by the DSL and written up within 24 hours; the DSL's responsibility will include:



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Ensure all areas are addressed and actions complete prior to the safeguarding incident log being closed.

In the absence of the DSL, the Safeguarding incident record will be reviewed by the Deputy DSL.

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Concerns form

Safeguarding/Prevent Referral From

To be completed by a member of staff as soon as an issue has been raised.

Please complete all sections in detail. Please email this document to the DSL ensuring it is password protected and sent in a separate email.

Concern category:	
Name:	
D.O.B:	
Is the individual aware you are raising this concern? If not, why?	
Name of person raising concern:	
Date:	
Time:	
Please include a full and factual description of concern or incident/ reason for referral: This should be factual and in chronological order and include any actions taken to date.	
Action taken to date: This section is to be completed by the DSL:	
(Further info. requested/reported to authorities etc)	

It is the reporting individual's responsibility to update the DSL with any progress relating to this concern.

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