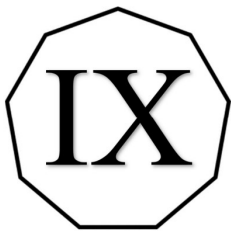


NiNe Training Limited

## Safeguarding Policy and Procedure 2022- 2023

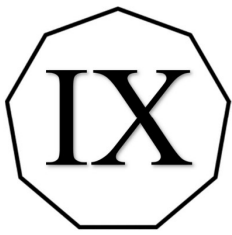
### Document version control

<b>Document title:</b>	NINE Safeguarding Policy and Procedure
<b>Document status:</b>	Final
<b>Version number:</b>	1
<b>Date:</b>	01/12/2023
<b>Author:</b>	Directors
<b>Approved by:</b>	ND/ENH
<b>Review date:</b>	July 2024



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## 1. Purpose

The purpose of this policy is to provide direction and instruction to NiNe Training Limited ('NINE') and its sub-contractors on the promotion, integration, management, review and evaluation of safeguarding within all aspects of the organisation.

All vulnerable groups, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. Working in partnership with vulnerable groups, along with external agencies and partners is essential in safeguarding the welfare of learners.

This Policy defines the manner in which the organisation will meet its duty of care in safeguarding and prevent harm to learners. The welfare of children, young people and adults at risk is paramount in all the work we do and in all the decisions we take.

NINE believes that everyone deserves the opportunity to achieve their full potential. They should be enabled to:

- Enjoy the best possible health free from abuse, victimisation, and exploitation.
- Fully benefit from a comprehensive range of quality education and learning opportunities.
- Learn in a safe environment and be protected from harm.
- Feel valued and supported by a network of reliable relationships.
- Become competent in looking after themselves and coping with everyday living.
- Have a positive image of themselves and a secure sense of identity, including cultural and racial identity.
- Develop good interpersonal skills and confidence in social situations.
- Not be disadvantaged by poverty.

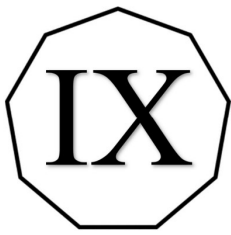
This policy must be read in conjunction with NINE's:

- Prevent Policy
- Equality, Diversity & Inclusion Policy, and Procedure
- Health and Safety Policy and Procedure
- Safer Recruitment Policy
- Complaints Policy and Procedure
- Whistleblowing Policy and Procedure
- Teaching, Learning & Assessment Strategy
- Anti-bullying and Harassment Policy
- Freedom of Speech & Expression Policy
- Acceptable use of ILT and e-safety Policy
- NINE GDPR and Data Protection Policy

## 2. Scope

This policy covers all organisational activities of NINE and its sub-contractors. This policy applies to all managers, staff, learners, employers, associates and sub-contractors of NINE whilst indirectly providing direction and awareness to the wider community and partner organisations. Through the development and implementation of this policy, the Board can be assured that the organisation is adhering to the organisation's commitment to safeguarding children, young people, and adults at risk.

Definitions



Safeguarding is defined as:

Safeguarding means preventing and protecting children, young people, and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers.

**Safeguarding** is the action that is taken to promote the welfare of **children, young people and adults at risk** and protect them from harm. Safeguarding means: protecting **children, young people, and adults at risk** from abuse and maltreatment. preventing harm to **children, young people, or adults at risk**; Ensuring **children, young people and adults at risk** grow up and thrive with the provision of safe and effective care.

NINE and it's sub-contractors recognise that safeguarding is not just about protecting children, young people and adults at risk from deliberate harm. It includes issues such as:

- Health and safety
- Bullying
- Racial abuse
- Physical/Emotional/Sexual/Financial/Abuse
- Neglect
- Harassment and discrimination
- Use of physical intervention meeting the needs of learners with medical conditions
- Drug and substance misuse
- Internet safety
- Issues which may be specific to a local area or population
- Security of the learning environment
- Developing appropriate attitudes towards personal safety and well-being
- Cyber-bullying and harassment
- Fulfilment of the Prevent Duties and promotion of British Values

#### **Definition of a child (including young people)**

An individual under the age of 18 years.

#### **Definition of a child at risk**

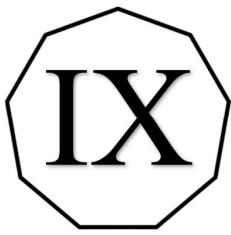
S. 130 (4) of the Social Services and Well-being (Wales) Act 2014 defines a child at risk as a child who: Is experiencing or is at risk of abuse, neglect or other kinds of harm; Has needs for care and support (whether or not the authority is meeting any of those needs).

#### **Definition of Harm**

Harm is defined as:

- Ill treatment this includes sexual abuse, neglect, emotional abuse, and psychological abuse.
- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical intellectual, emotional, social, or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

Wales Safeguarding Procedures: vol 5 Working Together to Safeguard People: Volume 5 - Handling Individual Cases to Protect Children at Risk



### **Definition of an Adult at Risk - over the age of 18**

The Social Services and Well-being (Wales) Act 2014 creates a new legal system for social services and came into effect in April 2016.

The Act defines an 'adult at risk' as someone who is experiencing or is at risk of abuse or neglect

- needs care and support (whether or not the authority is meeting any of those needs), and
- as a result of these needs is unable to protect themselves against abuse, neglect or the risk of either

### **3. Legal and Regulatory Framework**

NINE will comply fully with all related legislation which will include, but not be limited to:

- The Wales Safeguarding Procedures 2019
- Keeping Learners Safe - March 2022
- The Well-being of Future Generations (Wales) Act 2015
- The Social Services and Well-being (Wales) Act 2014
- The Equality Act 2010
- ALN Transformation Programme
- The Children Act 1989
- The Children Act 2004
- Domestic Abuse (Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015.
- Mental Capacity Act 2005
- The Protection of Children Act 1999
- The Police Act 1997
- Rights of children and Young Persons (Wales) measure 2011
- United Nations Convention on the Right of the Child
- Data Protection Act 2018
- General Data Protection Regulations 2018
- Sexual Offences Act 2003
- Rehabilitation of Offenders Act 1974

### **4. Implementation**

NINE recognises that safeguarding risks such as people trafficking, female genital mutilation (FGM), county lines, drug trafficking and modern-day slavery etc, may vary according to variables such as locations, seasons, etc.

NINE recognises its responsibility to keep abreast of local priorities through sources such as statutory agencies, local authorities and broadcast media as well as through more informal channels such as social media, learners, employers, community forums.

To **fulfil** its commitment to safeguarding, and to ensure appropriate action is taken, NINE has adopted the '5 Rs Model'.

To meet the requirements of this model, NINE will:

- Valuing, listening to and respecting the individual.



- Be proactive in the promotion and education of safeguarding issues to staff and learners to prevent safeguarding issues arising as far as reasonably practicable.
- Ensure all staff receive information on safeguarding issues, the safeguarding strategy and procedures.
- Ensure that all staff receive appropriate training and refresher training.
- Ensure that all designated safeguarding personnel receive appropriate training and refresher training.
- Treat all concerns and allegations of abuse seriously and respond appropriately with learners being fully supported and informed.
- Ensure that principles of safer recruitment are adhered to.
- Ensure that all procedures and reporting systems are maintained.
- Ensure that where appropriate, external referrals are undertaken in a timely manner.
- Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.
- Using our procedure to manage any allegations against staff, volunteers and it's sub- contractors appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Building a safeguarding culture where staff, volunteers, children, young people, their families, and adults, treat each other with respect and are comfortable about sharing concerns.

NINE sub-contractors will ensure that safeguarding information and training is communicated at all appropriate opportunities and the relevant records maintained for reference and audit. Staff will ensure that effective communication is achieved with learners, stakeholders, and the wider community.

The 5 R's model.

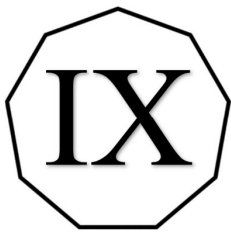
**Recognise**  
**Respond**  
**Report**  
**Record**  
**Refer**

**Recognise**

It is of utmost importance that you are able to recognise behaviour which may indicate abuse or neglect. Some learners may disclose an issue to you, whereas others may find this difficult and not say anything specific. Signs and indicators will vary from learner to learner, and this can make it difficult to identify where a learner may be at risk. Many of the indicators outlined may have other explanations so it is important not to over-react. If you have any concerns or a learner is displaying any signs/behaviours which may indicate abuse or neglect then you should either speak to the learner, if this is difficult or not feasible then you should notify your Safeguarding Officer, this will initiate guidance to support your learner.

**Respond**

Never ignore a disclosure. It is important to remain calm and objective. You will need to determine the nature of the allegation and at whom the allegation is directed, whether someone at home, another learner, or a member of staff. Don't react in an emotional way. Use effective listening skills and ask plenty of open questions to gather sufficient information. It is not your responsibility to carry out any investigations. Be mindful not to promise



confidentiality. Advise the learner that you have a duty of care to ensure that the learner does not come to any harm and that you will need to document and pass on the information to your Safeguarding Officer.

#### **Report**

You must ensure that you know the correct NINE reporting procedure, who your Safeguarding Officer (Nigel Davies) is and how to contact them. If they are not available, you will need to contact their deputy. Once you have made a report, the Safeguarding Officer then takes on responsibility to ensuring appropriate actions are taken. You have the right to check that the actions taken have been appropriate, but due to the need for confidentiality, it may not be possible to provide details. If you are not satisfied and you feel that a learner is still at risk, it is your responsibility to take this further and contact the appropriate body to protect an individual. A debrief will be held with everyone who has raised a cause for concern by the Safeguarding Officer to offer support following any disclosures which may affect their own mental health and wellbeing.

#### **Record**

Using the Cause for Concern Form you will need to document exact details of a disclosure or indicators which have given you a reason to be concerned about the safety and welfare of a learner. There is no need to do this whilst speaking with the learner but do so immediately afterwards so that the details are fresh in your memory.

#### **Refer**

This is the responsibility of the Safeguarding Officer as it ensures that numerous referrals about the same concern are avoided and ensures that external agencies have one consistent contact. But remember if you are not satisfied with the actions taken, you are able to make a direct referral to the appropriate external body.

The safeguarding status of all learners is assessed at programme enrolment. At each visit, the safeguarding status of the learner is reviewed against the safeguarding system.

## **5. Responsibilities**

### **5.1 The Board of Directors:**

Providing strategic direction to the senior management team on the implementation of this policy and its aims

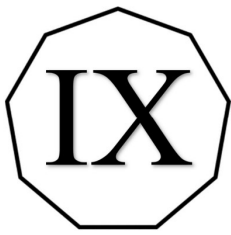
### **5.2 The Senior Management Team:**

- Ensuring that the safeguarding policy and procedures are fully embedded within the activities of the organisation
- Ensuring that the implementation of the safeguarding policy and its associated procedures is reviewed to ensure that it remains effective
- Ensuring that the safeguarding policy and procedures are effectively communicated to staff and learners
- Providing both strategic and operational support to all managers and staff
- Ensuring that a Safeguarding Officer are appointed and that these appointments are clearly communicated to staff and learners

### **5.3 Managers**

- Monitoring and evaluating the implementation of all safeguarding related procedures and





practices

- Ensuring consistent behaviours and standards across all staff
- Ensuring compliance with legislation relating to vulnerable groups and maintaining the required levels of governance

#### **5.4 Safeguarding Officers:**

- Ensuring learners understand and have access to the safeguarding policy which alerts them to the fact that referrals may be made and the role of the provider in this to avoid conflict later
- Providing support and guidance to staff on safeguarding issues
- Ensuring all staff know where to access the Keeping Learners safe Summary
- Ensuring all staff know what actions to take should a potential issue be identified
- Referring safeguarding issues to the appropriate authorities in a timely manner
- To act as a source of support, advice and expertise within the organisation when deciding whether to make a referral by liaising with relevant agencies.
- Keeping the company informed of any issues and ensuring that there is always cover for the safeguarding officer role.
- Ensuring that all safeguarding issues are correctly documented and stored securely.

#### **5.5 NINE Safeguarding Officer:**

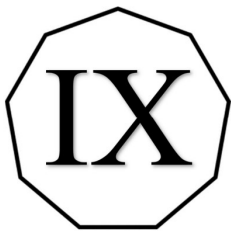
- Ensuring that all designated Safeguarding Officers have received appropriate training.
- Keeping the Safeguarding Group and company informed of any issues and ensuring that there is always cover for the safeguarding officer role.
- Ensuring that delivery and other staff have received appropriate training.
- Providing support and guidance to sub-contractor safeguarding personnel.
- Liaising with external agencies on safeguarding matters
- Ensuring that the safeguarding policy and procedures are evaluated and reviewed at least annually.
- Ensuring that the organisation completes and retains all appropriate records securely and in compliance with appropriate legislation.

#### **5.6 Staff:**

- Ensuring that they are aware of this policy and know how to follow the correct monitoring and reporting procedures.
- Ensuring that any safeguarding concerns are raised promptly and in line with safeguarding procedures.
- Where concerns are felt to have not been appropriately addressed, staff have the responsibility to raise concerns directly with the NINE Director(s).

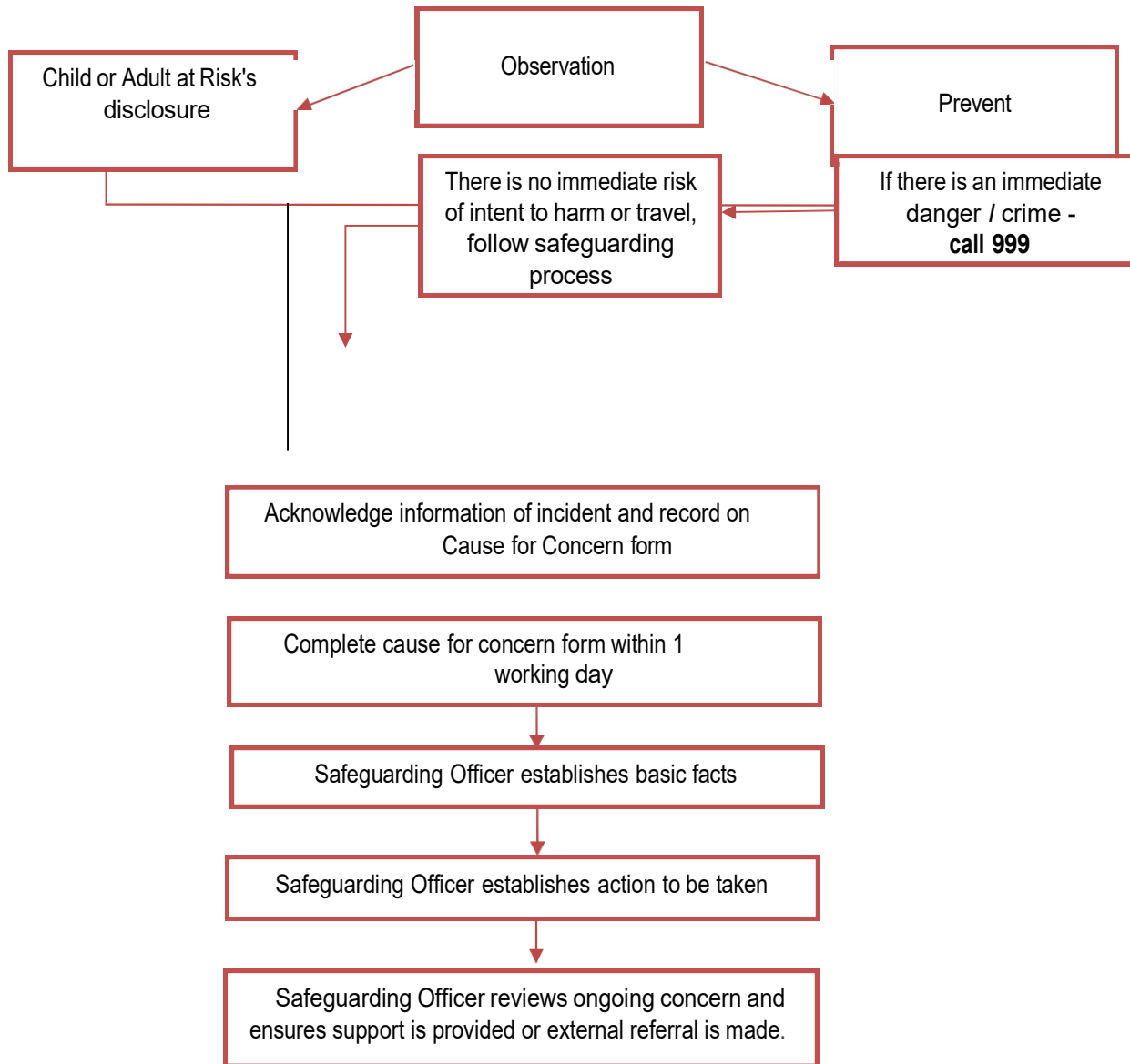
#### **5.7 Learners:**

Raising any safeguarding concerns with their Assessor or Safeguarding Officer

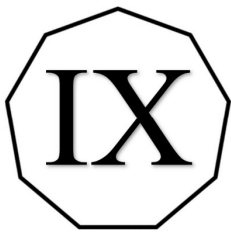


### 6. Reporting Safeguarding Concerns and NINE Safeguarding Contact Details

All staff have a responsibility to ensure any safeguarding concerns are appropriately reported. NINE aim to ensure that this process is as simple as possible to ensure prompt actions are taken where needed.



NNTS	Safeguarding Officer	Nigel Davies	<a href="mailto:nigeld@nine-training.com">nigeld@nine-training.com</a>	07514915188
	Safeguarding concerns: 07514915188		<a href="mailto:info@nine-training.com">info@nine-training.com</a>	



## 7. Recording and Tracking

In order to ensure that all safeguarding concerns are effectively monitored, reported and referred as appropriate, NINE have a confidential monitoring and reporting system in place.

Where a Cause for Concern form is submitted the organisation's Safeguarding Officer will:

- Review the Cause for Concern Form
- Update the NINE Safeguarding Tracker spread sheet on the NINE SharePoint

The NINE Safeguarding Officer will advise, monitor and review all reported safeguarding issues to ensure that such concerns are addressed appropriately to ensure a positive learner outcome.

## 8. Confidentiality

*'Keeping learners safe' refers to listening to the child and duty of confidentiality.*

### 3.51

*The duty of confidentiality is not absolute and may be breached where this is in the best interests of the child and in the wider public interest. If professionals judge that disclosure is necessary to protect the child or other children from a risk of serious harm, confidentiality may be breached.*

NINE takes the issues of safeguarding and confidentiality very seriously. Data protection and confidentiality of information about or disclosed by learners has been considered in all of NINE safeguarding procedures.

The MIS system used to record learner safeguarding status is password protected and only authorised staff have access to this system.

All cause for concern forms are securely held with access restricted to Safeguarding Officer and the person who initially raised the concern.

The central NINE Safeguarding Tracker includes only the Learner Reference Number. These trackers are also password protected with only those with direct responsibility for safeguarding having access.

All learners will be advised that where a learner is deemed to be at substantial risk, the member of staff has a duty of care to act on disclosures or observations made. Consent from the learner will be sought where possible, but the safety of the learner takes priority and information may be provided to external agencies if needed. This will only be done, under the guidance of the NINE Safeguarding Officer.

## 9. Principles of Information Sharing

There are key principles to sharing information which allow those working with children, young people and adults at risk to make sound decisions regarding sharing information.

The Social Services and Well-being (Wales) Act 2014 states;

Golden rules to sharing information.

1. Remember that the General Data Protection Regulation (GDPR), 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.

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

3. The GDPR gives people the right to be informed, which means they need to be made aware of how their data is being used. However, under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

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

5. 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.

6. 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).

7. 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.

## Principles

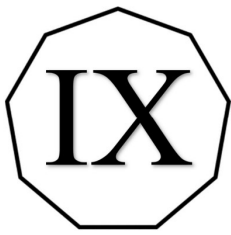
Practitioners should use their judgement when making decisions about what information to share and should follow organisation procedures. The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

There are several principles that can assist practitioners in making decisions about sharing information:

**Necessary and proportionate** - When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

**Relevant** - Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.

**Adequate** - Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.



**Accurate** - Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

**Timely** - Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations, and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young people at increased risk of harm. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.

**Secure** - Wherever possible, information should be shared in an appropriate, secure way.

Practitioners must always follow their organisation's policy on security for handling personal information.

**Record** - Information sharing decisions should be recorded, whether the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information should not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

## 10. **GDPR & Data Protection**

Working Together to Safeguard People information sharing to safeguard children state:

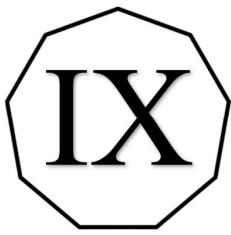
The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

To effectively share information:

- all practitioners should be confident of the processing conditions, which allow them to store, and share, the information that they need to carry out their safeguarding role. Information which is relevant to safeguarding will often be data which is considered 'special category personal data' meaning it is sensitive and personal.
- where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 includes 'safeguarding of children and individuals at risk' as a condition that allows practitioners to share information without consent.
- information can be shared legally without consent, if a practitioner is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.
- relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional, or mental harm, or if it is protecting their physical, mental, or emotional well-being.

It is also important that:

- Fears about sharing information should not be a barrier to safeguarding and promoting the well-being of children at risk of abuse or neglect.
- Every practitioner must take responsibility for sharing the information they hold and cannot assume that someone else will pass on information, which may be critical to keeping a child safe.
- Practitioners must understand how to work in collaboration with other agencies to share information in a proportionate and timely way to prevent harm.



**Remember, you can always speak to your Safeguarding Officer.**

**11. Difficult Issues**

Those working with children, young people or adults at risk understand that they have a duty to share information when they or others have evidence that someone is being or is at risk of being abused or neglected. The more difficult situations are where: -

There is little or no clear evidence, but you may have a worry that the child or adult at risk may be at risk of abuse or neglect.

Or

The concern is not about abuse or neglect, but about other aspects of the child or adult's at-risk welfare or well-being, such as a health issue, their attendance and performance at work or in their placement, or that they may become involved in criminal behaviour.

There have been many cases in the media where failure to report even seemingly minor concerns have led to serious consequences for the welfare of a child, adult at risk, or for others. In the relatively short amount of time, you may spend with a learner, it is unlikely that you will see the full picture. Sometimes it is not until information is shared and understood, that a clearer picture emerges, which may confirm or allay concerns about a child or adult's at-risk safety and welfare. Cases such as Peter Connelly and David Pelka or the widespread issues which emerged from Winterbourne View care home are extreme examples of cases where serious issues have not been identified at an early opportunity.

**12. Impact on the Learner**

The implementation of this policy will ensure that the safety and welfare of learners is put at the forefront of all NINE undertakings. It will ensure that NINE effectively able to support learners where safeguarding concerns arise.

**13. Communication**

NINE and its sub-contractors will ensure that safeguarding information and training is communicated at all appropriate opportunities and the relevant records maintained for reference and audit. Staff will ensure that effective communication is achieved with learners, stakeholders and the wider community.

This policy will be made available in hard copy and in an electronic format on the "NINE SharePoint". This policy will also be made available bilingually and in large print upon request.

**14. Monitoring and Review Processes**

The process of integrating the safeguarding of vulnerable groups into the provision is led by a senior level safeguarding officer with the board being informed on a number of issues raised, to ensure that the highest levels of commitment are achieved. Areas for development will be incorporated within the Quality Development Plan.

Curriculum audits and other quality assurance activities within the delivery of learning will monitor, regulate, and report on the standard of safeguarding of vulnerable groups related



learning and manage the continuous improvement of this through existing systems.

The policy and procedures will be reviewed on an annual basis and/or in line with changes to legislation.

**15. Complaints**

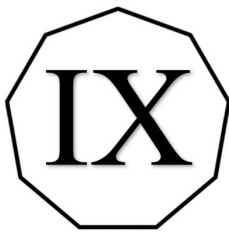
All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with company procedures and the NINE Complaints Policy and Procedure.

**USEFUL CONTACTS**

**Wales Local Authority Contact Information**

**Blaenau Gwent**

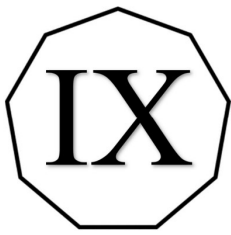
<b>Social Services -</b>	01495 315700 <a href="mailto:info@blaenau-gwent.gov.uk">info@blaenau-gwent.gov.uk</a> <a href="mailto:Dutyteam@blaenau-gwent.gcsx.gov.uk">Dutyteam@blaenau-gwent.gcsx.gov.uk</a>
<b>Social Services Out of Hours Emergencies -</b>	0800 3284432
<b>LSCB -</b>	01495 355584/354630 <a href="mailto:Bill.diamond@blaneaugwent.gov.uk">Bill.diamond@blaneaugwent.gov.uk</a> Safeguarding Children Board Heart of Wales Children's Centre Old Blaina Infant School High Street Blaina Blaenau Gwent NP133BN
<b>Blaenau Gwent Police -</b>	01633 838111
<b>Bridgend</b>	
<b>Social Services -</b>	01656 642279 <a href="mailto:firstcontactteam@bridgend.gov.uk">firstcontactteam@bridgend.gov.uk</a>
<b>Caerphilly</b>	
<b>Child Social Services -</b>	0808 1001727
<b>Out of Hours Emergencies -</b>	South East Wales 0800 3284432
<b>LSCB -</b>	0808 1001727 Zarah Newman SCB Co-ordinator 01443 864798 <a href="mailto:newmanz@caerphilly.gov.uk">newmanz@caerphilly.gov.uk</a> Unit 3 Foxes Lane Oakdale Business Park Oakdale Blackwood NP12 4AB



## NiNe Training Limited

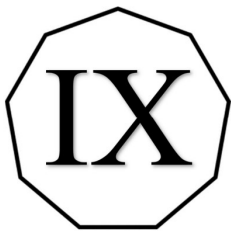
<b>Cardiff</b>	
<b>Social Services</b>	
<b>Adults -</b>	029 20536444 <a href="mailto:ascontactteam@cardiff.gov.uk">ascontactteam@cardiff.gov.uk</a> Social Care PO Box 97 Cardiff CF1 1 IBP
<b>Emergencies -</b>	02920 788570
<b>Children's Access Point -</b>	029 20536490
<b>Emergencies -</b>	029 20788570
<b>LSCB -</b>	02920 632816/029 20642800 <a href="mailto:lscb@cardiff.gov.uk">lscb@cardiff.gov.uk</a>
<b>Carmarthenshire</b>	
<b>Social Services</b>	
<b>Adults -</b>	Careline+ 01267 224466 Careline+ Emergency Out of Hours 01558 824283
<b>Children -</b>	Social Services Assessment Team Llanelli 01554 742322 Carmarthen 01558 824283
<b>Out of Hours Emergencies -</b>	01558 824283
<b>LSCB -</b>	01267 246544
<b>Dyfed Powys Police -</b>	0845 330 2000
<b>Ceredigion</b>	
<b>Social Services -</b>	01545 574000 <a href="mailto:Contact-socservs@ceredigion.gov.uk">Contact-socservs@ceredigion.gov.uk</a>
<b>LSCB</b>	
<b>Out of Hours Emergencies -</b>	0845 6015392
<b>Dyfed Powys Police -</b>	0845 3302000
<b>Merthyr</b>	
<b>Social Services</b>	
<b>Adults -</b>	Duty Officer 01685 725000 <a href="mailto:adultintakeservices@merthyr.gov.uk">adultintakeservices@merthyr.gov.uk</a> Community Services Directorate 24 Keir Hardie Health Park Aberdare Road Merthyr Tydfil CF48 1BZ
<b>Children -</b>	Duty Officer 01685 742506 Merthyr Tydfil CBC Social Services Taf Feehan Building Castle Street Merthyr Tydfil CF47 5BG



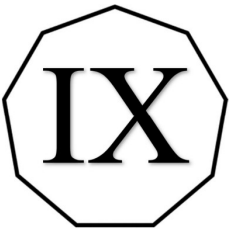


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<b>Monmouthshire</b>	
<b>Social Services -</b>	<a href="mailto:Monmouthss@monmouthshire.gov.uk">Monmouthss@monmouthshire.gov.uk</a> 01600 775100 Monmouth One Stop Shop Priory Street Monmouth NP25 3XA
<b>South East Wales Emergency Duty Team -</b>	0800 3284432
<b>LSCB-</b>	Duty Social Worker - 01291 635669
<b>Neath Port Talbot</b>	
<b>Social Services</b>	
<b>Adults -</b>	01639 686802
<b>Children -</b>	01639 686803
<b>Emergency Duty Team -</b>	01639 895 455
<b>LSCB -</b>	Delyth Berni Child Protection Co-ordinator 01639 763319 <a href="mailto:d.berni@npt.gov.uk">d.berni@npt.gov.uk</a>
<b>Newport</b>	
<b>Social Services -</b>	<a href="mailto:info@newport.gov.uk">info@newport.gov.uk</a>

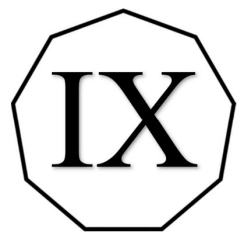


	01633 656656 - Call centre
<b>Pembrokeshire</b>	
<b>Social Services</b>	
<b>Adults -</b>	Community Care Services Contact Centre - 01437 764551
<b>Children -</b>	Child Care Assessment Team 01437 776322 or 01437 776325 <a href="mailto:CCAT@pembrokeshire.gov.uk">CCAT@pembrokeshire.gov.uk</a>
<b>Social Care Out of Hours Emergencies -</b>	08708 509508
<b>Police -</b>	0845 3302000
<b>Powys</b>	
<b>Social Services</b>	
<b>Adults -</b>	Powys has a number of local offices, the details of which can be found on the council website for the correct adult services office to contact.
<b>Children -</b>	There are contact details for the various local offices on the council's website
<b>Out of Hours Emergencies -</b>	0845 7573818
<b>Rhondda Cynon Taff</b>	
<b>Social Services -</b>	01443 425003 <a href="mailto:socialservices@rctcbc.gov.uk">socialservices@rctcbc.gov.uk</a>
<b>Swansea</b>	
<b>Social Services</b>	
<b>Adults -</b>	01 792 636854 <a href="mailto:pova@swansea.gov.uk">pova@swansea.gov.uk</a>
<b>Children -</b>	01 792 635700 <a href="mailto:Access.information@swansea.gov.uk">Access.information@swansea.gov.uk</a>
<b>Emergency Out of Hours -</b>	01792 775501 <a href="mailto:edt@swansea.gov.uk">edt@swansea.gov.uk</a>
<b>LSCB -</b>	01792 637543 The Chair of the Swansea Safeguarding Children Board Child and Family Services City and County of Swansea 3 <sup>rd</sup> Floor Oldway Centre 36 Orchard Street Swansea SA1 5LD
<b>Vale of Glamorgan</b>	
<b>Social Services -</b>	01446 700111 <a href="mailto:CI_v@valeofglamorgan.gov.uk">CI_v@valeofglamorgan.gov.uk</a>
<b>Children and Family Support</b>	01 446 725202



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<b>Out of Hours Emergency Duty Team</b>	029 20788570
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**WECTrJ**

## WECTU Prevent Referral Contacts

**WECTU**

### *Gwent*

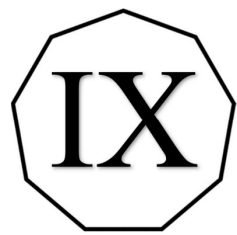
Prevent officer: DC David Castree  
Phone: DD. 01633 247941  
Mobile: 07746 453020  
E-mail: [David.Castree@gwent.pnn.police.uk](mailto:David.Castree@gwent.pnn.police.uk)

### *Dyfed Powys*

Prevent officer: DC Helen Kay  
Mobile: 01267 226340  
E-mail: [helen.kay@dyfed-powys.pnn.police.uk](mailto:helen.kay@dyfed-powys.pnn.police.uk)

### *North Wales*

Prevent officer: Sgt. Neal J Parkes (1739)  
Phone: DD. 01745 588814  
Mobile: 07768 035316  
E-mail: [Neal.Parkes@nthwales.pnn.police.uk](mailto:Neal.Parkes@nthwales.pnn.police.uk)



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South Wales

Prevent officer: DC Darren Summerfield  
Phone: DD. 02920 527356  
Mobile: 07974 796230  
**E-Mail:** [Darren.summerfield@south-wales.pnn.police.uk](mailto:Darren.summerfield@south-wales.pnn.police.uk)

Prevent officer: DC Akbar Ali  
Phone: DD. 02920 527356  
Mobile: 07805 301282  
**E-mail:** [akbar.ali@gwent.pnn.police.uk](mailto:akbar.ali@gwent.pnn.police.uk)

Prevent officer: DC Jon Clemens  
Phone: DD. 02920 527356  
Mobile: 07584 771011  
**E-Mail:** [jonathan.clemens@south-wales.pnn.police.uk](mailto:jonathan.clemens@south-wales.pnn.police.uk)

Prevent officer: DC Norton Bottorfield  
Phone: DD. 02920527356  
Mobile: 07584 771095  
**E-Mail:** [norton.botterfield@south-wales.pnn.police.uk](mailto:norton.botterfield@south-wales.pnn.police.uk)

**Intervention Co-ordinator: DC Nick Walters**  
**Phone: DD. 01792 562783**  
**Mobile: 07971 950944**  
**E-Mail:** [nick.walters@south-wales.pnn.police.uk](mailto:nick.walters@south-wales.pnn.police.uk)

Prevent officer: DC Julie Driscoll  
Mobile: 07785 708617  
**E-mail:** [julie.driscoll@south-wales.pnn.police.uk](mailto:julie.driscoll@south-wales.pnn.police.uk)

**Martyn Thomas (Partnerships)**  
**E-Mail:** [martyn.thomas@south-wales.pnn.police.uk](mailto:martyn.thomas@south-wales.pnn.police.uk)

**DS Rhian John (Case Supervisor)**  
**E-Mail:** [rhian.john@south-wales.pnn.police.uk](mailto:rhian.john@south-wales.pnn.police.uk)

**Detective Inspector Phil Rowe**  
**E-Mail:** [phil.rowe@dyfed-powys.pnn.police.uk](mailto:phil.rowe@dyfed-powys.pnn.police.uk)

**Mark Davies (Analyst)**  
**E-Mail:** [mark.davies@south-wales.pnn.police.uk](mailto:mark.davies@south-wales.pnn.police.uk)

**Julie Protheroe (Researcher)**  
**E-Mail:** [Julie.protheroe@south-wales.pnn.police.uk](mailto:Julie.protheroe@south-wales.pnn.police.uk)

**Jane Morris (Casework Co-ordinator)**  
**E-Mail:** [Jane.morris@south-wales.pnn.police.uk](mailto:Jane.morris@south-wales.pnn.police.uk)

Prevent advice line 0800 011 3764  
Prevent Referral Inbox: [Prevent@south-wales.pnn.police.uk](mailto:Prevent@south-wales.pnn.police.uk)



## Safeguarding Referral Process NINE Employees

Working Instruction	Cause for Concern Reporting
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### Table of Contents

#### 1. Purpose

To ensure that any cause for concern raised about a learner is recorded and monitored appropriately, and that these learners are provided with the appropriate support and referral information. To ensure that the Safeguarding and Prevent policies and procedures are adhered to.

#### 2. Application

This instruction applies to all NINE and sub-contractor staff.

#### 3. Procedure

- i. A Cause for Concern form should be completed if you or a learner identifies any of the issues below, however this is not an exhaustive list. This form can be found in your forms section on Teams. Once completed the form will need to be sent to the Safeguarding Officer.

#### **Safeguarding:**

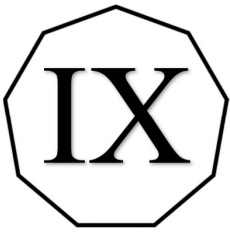
Abuse  
Bullying  
Cyber-bullying  
Impairment of health  
Inappropriate behaviour  
Neglect  
Radicalisation  
Risk of self-harm  
Unsafe working practices  
\*this is not an exhaustive list

- ii. The identified category should be ticked in Smart Assessor:

S = Safeguarding

Diagram 1 is a copy of the cause for concern form

Diagram 2 is a copy of the notification which is received by the Safeguarding officer



## Cause for Concern for NINE Employees

You can find the cause for concern for in your forms section on Teams.

### Diagram 1

#### Safeguarding Cause for Concern Form - Tracey O'Neill

A Cause for Concern form should be completed if a worker identifies any of the issues related to the categories below. This form should be completed with the relevant information via the forms section on Teams. Once completed the form will be checked to the safeguarding team for review.

Safeguarding can be categorised as:

- Bullying
- Sexual Harassment
- Harassment (Physical/Violence)
- Inappropriate Behaviour
- Race or Religion
- Disability Discrimination

Date concern raised

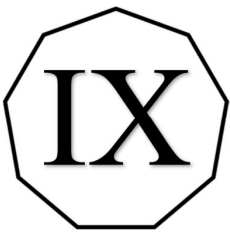
Learner's Employer

Learner Reference Number (LRN)

Reason for concern (Please record the identified concerns as factually as possible - detailing who/what/why/when)

Save Save & Submit Cancel

### Diagram 2



## Safeguarding Referral Process - Sub Contractors

<b>Working Instruction</b>	Cause for Concern Reporting
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### Table of Contents

#### 1. Purpose

To ensure that any cause for concern raised about a learner is recorded and monitored appropriately, and that these learners are provided with the appropriate support and referral information. To ensure that the Safeguarding and Prevent policies and procedures are adhered to.

#### 2. Application

This instruction applies to all members within NINE.

#### 3. Procedure

- i. A Cause for Concern form should be completed if a learner identifies any of the issues related to the categories below. This form should be sent to administration within one working day to be recorded.
- ii. The Cause for Concern should be categorised as either a Safeguarding, Barrier to Learning or Wellbeing issue as identified below. If you are unsure how to categorise, please consult your Designated Safeguarding Officer (DSO).

#### **Safeguarding:**

Abuse  
 Bullying  
 Cyber-bullying  
 Impairment of health  
 Inappropriate behaviour  
 Neglect  
 Radicalisation  
 Risk of self-harm

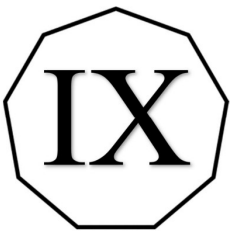
#### **Barrier to Learning:**

Carer Responsibilities  
 Communication difficulties  
 Confidence  
 Finding time to study  
 Health-related absenteeism  
 Self-esteem

#### **Wellbeing:**

Bereavement  
 Chronic health problems  
 External agency support  
 Family Estrangement  
 History of abuse  
 Mental health issues  
 Pregnancy/ maternity  
 Relationship breakdown





Unsafe working practices

Temporary accommodation

iii. The identified category should be ticked in Smart Assessor:

S = Safeguarding

**BTL** = Barrier to Learning

W = Wellbeing

### Cause for Concern - Sub Contractors

<b>Learner Name:</b>		<b>Learner's Employer:</b>	
<b>Learner Reference Number:</b>			
<b>Staff Name:</b>		<b>Staff Position:</b>	
<b>Date concern raised:</b>		<b>Time concern raised:</b>	

**Reason for concern** (please record the identified concerns as factually as possible - detailing who /what/ why when):

**For completion by Safeguarding Officer only:**

**Safeguarding Officer Name:**

**Please indicate which of the following categories this referral has been assigned to** (delete as necessary):

Safeguarding/ Prevent	Barrier to Learning	Wellbeing	No Further Action
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**If Safeguarding, please identify the main category of concern:**

Abuse	Bullying	Cyber-Bullying	Impairment of Health
Inappropriate Behaviour	Neglect	Radicalisation	Risk of Self-Harm
Unsafe Working Practices			
<b>Date Concern Closed:</b>			

**Additional Information - For Designated Safeguarding Officer (DSO) use only:**