



TRAINING FOR
ELECTRICIANS LTD



SAFEGUARDING & PREVENT POLICY

Commitment to Safeguarding, Child
Protection and the Prevent Duty

2025



Contact

01925 241 245



Website

www.trainingforelectricians.co.uk



E-mail

Enquiries@tfeukltd.com

1. Policy Definition & Scope

1.1 This policy is managed by the Senior Leadership Team of *Training for Electricians Ltd*. It is formally reviewed on an annual basis, and where updates are required, these will be approved by the Designated Safeguarding Lead (DSL) and ratified by the Senior Leadership Team.

1.2 The policy applies to all education and training delivered by *Training for Electricians Ltd*, including on-site classroom teaching, practical workshop delivery, workplace learning, and any distance or blended learning provision.

1.3 The purpose of this policy is to set out the organizations principles and commitments in safeguarding children and vulnerable adults, while also protecting staff, volunteers, and partners in carrying out their professional duties. It applies across all *Training for Electricians Ltd* training centres, external venues, and work placements.

1.4 This policy provides an overview of the statutory requirements of the Prevent Duty, outlines *Training for Electricians Ltd's* approach to compliance, and details how the necessary arrangements are met. Further operational details are set out in linked safeguarding procedures and associated policies.

1.5 For the purpose of this policy:

- A child is defined as anyone under the age of 18.
- A vulnerable adult is defined as an individual over the age of 18 who may have a mental or physical disability, illness, or condition which makes them unable to care for themselves, or who may be unable to keep themselves safe from the risk of significant harm, abuse, neglect, exploitation, or radicalisation.
- Staff refers to anyone working for or on behalf of *Training for Electricians Ltd*, whether employed, contracted, sessional, full-time, part-time, or voluntary.

1.6 *Training for Electricians Ltd* is committed to taking all reasonable steps to promote and safeguard the welfare of every learner. The organisation works within all legislative safeguarding requirements and complies fully with the statutory Prevent Duty. The Prevent Duty defines extremism 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, as well as calls for the death of members of our armed forces, whether in this country or overseas.”

Training for Electricians Ltd actively promotes these British values through teaching, learning, and the wider curriculum.

1.7 All staff are expected to understand that safeguarding is everyone's responsibility. Staff must remain alert to the signs and indicators of abuse or neglect and take prompt action by following the reporting procedures outlined in this policy. Where appropriate, Training for Electricians Ltd will work in partnership with other professionals and agencies to ensure a coordinated response.

1.8 *Training for Electricians Ltd* ensures staff are able to identify learners who currently have, or previously had, a social worker. Staff are expected to:

- Know who these learners are.
- Understand their academic progress and maintain high aspirations for them.

- Recognise and respond to the challenges such learners may face.
- Make reasonable adjustments to provide additional support where required.

1.9 This policy ensures that *Training for Electricians Ltd* has the necessary arrangements, systems, and resources in place to protect children and vulnerable adults from harm. The organisation recognises that learners who experience abuse or witness violence may struggle to build self-worth, and that for some learners the training centre may represent the only stable and secure environment in their lives. *Training for Electricians Ltd* will therefore endeavour to support learners through:

- A positive ethos where learners feel safe, secure, and valued.
- Access to appropriate support services.
- Effective liaison with external agencies such as social services, safeguarding boards, and other relevant professionals.

2. Statutory Framework

In order to safeguard and promote the welfare of all learners, *Training for Electricians Ltd* will act in accordance with the following legislation and statutory guidance:

- Keeping Children Safe in Education (2024) – statutory guidance for all education providers on safeguarding responsibilities.
- The Children Act (1989 and 2004) – establishing duties to protect the welfare of children and promote their well-being.
- The Education Act (2002, Section 175) – placing a duty on education providers to safeguard and promote the welfare of children.
- Mandatory Reporting of Female Genital Mutilation – Procedural Information (2020) – setting out the legal responsibility of teachers and professionals to report known cases of FGM in under 18s to the police.
- Inspecting Safeguarding in Early Years, Education and Skills Settings (2019) – Ofsted guidance on how safeguarding is inspected and evaluated in education and training environments.
- Working Together to Safeguard Children (2023) – statutory guidance on inter-agency working to safeguard and promote the welfare of children.
- The Care Act (2014) – establishing safeguarding duties in relation to vulnerable adults.
- The Children (Performance and Activities) Regulations (2014) and A Guide to Child Performance Licensing (2020) – ensuring that where children are involved in public activities or work-based learning, their safety and welfare are prioritized.

Training for Electricians Ltd is committed to full compliance with these statutory frameworks and will implement policies, procedures, and staff training to ensure safeguarding responsibilities are met at all times.

3. Aims of the Policy

3.1 The aims of this Safeguarding & Prevent Policy are to:

- Clarify standards of behaviour for staff and learners, raising awareness of safeguarding and child protection issues.
- Provide clear procedures for identifying and reporting actual or suspected cases of abuse, neglect, or radicalisation.

- Alert staff to the signs and indicators of safeguarding issues and ensure prompt action is taken.
- Operate safe recruitment procedures to ensure all staff and volunteers are suitable to work with young people and vulnerable adults.
- Support learners who have experienced abuse or neglect, including through referral to specialist services.
- Establish a safe, supportive, and inclusive environment in which learners can develop personally and professionally.
- Ensure learners feel secure, encouraged to talk openly, and confident that staff will listen to and act on their concerns.
- Reduce risks of learners being exposed to violence, extremism, exploitation, or victimisation.

3.2 In order to meet these safeguarding aims, *Training for Electricians Ltd* will:

- Appoint a **Designated Safeguarding Lead (DSL)**, **Heidi Strickland**, responsible for safeguarding and Prevent across the organization.
- Appoint a **Deputy DSL**, **Stuart Gallagher**, to support the DSL and deputise when necessary.
- Ensure all staff are made aware of safeguarding systems and procedures through induction and ongoing training.
- Ensure all staff and relevant external partners know how to contact the DSL/DDSL and understand their responsibilities.
- Ensure staff are alert to the signs of abuse and neglect, and that they know how to refer concerns promptly.
- Notify Social Services or other relevant agencies where there are safeguarding concerns or unexplained absences of learners subject to a child protection plan.
- Develop effective links with external safeguarding agencies and cooperate with safeguarding investigations when required.
- Keep accurate written records of safeguarding concerns, even where no referral is required at the time.
- Ensure safeguarding records are stored securely and in accordance with Data Protection regulations.
- Follow strict procedures where allegations are made against staff, ensuring fairness and learner safety.
- Apply safer recruitment practices in line with Keeping Children Safe in Education (2024) and our Recruitment Policy.

4. Responsibilities

4.1 All Staff will:

- Familiarize themselves with this Safeguarding & Prevent Policy and its associated procedures.
- Read and comply with Part 1 of Keeping Children Safe in Education (2024).
- Be alert to the signs of abuse, neglect, or radicalisation, and act in line with this policy if concerns arise.
- Report safeguarding concerns immediately to the DSL or DDSL.
- Raise concerns about poor or unsafe safeguarding practice with the DSL.
- Undertake annual safeguarding and Prevent training.
- Understand procedures for dealing with child-on-child abuse.

- 4.2 The Managing Director will:
 - Support the DSL in fulfilling their safeguarding responsibilities.
 - Ensure safeguarding is prioritised at Board/Leadership level.
- 4.3 The Designated Safeguarding Lead (DSL) will:
 - Act as the central point of contact for all safeguarding and Prevent concerns.
 - Coordinate safeguarding actions within *Training for Electricians Ltd* and liaise with external agencies.
 - Monitor all safeguarding concerns and ensure they are followed up in a timely, professional manner.
 - Ensure secure, accurate record-keeping of all safeguarding information.
 - Act as a source of advice, support, and expertise for staff on safeguarding and Prevent issues.
 - Support staff in making referrals to external agencies, including the Channel programme.
 - Promote a culture of listening to learners and ensuring their views are considered.
 - Liaise with the Managing Director and external agencies (e.g. Social Services, Police, LADO) where required.
 - Ensure that Deputy DSLs are appropriately trained and able to deputize effectively.
 - Ensure safeguarding policies are public, accessible, and understood by staff, learners, and parents/carers.
 - Monitor safeguarding training compliance and ensure it is recorded on the Single Central Record (SCR).
 - Make referrals to the Local Authority, Social Care, or Channel Panel where thresholds are met.
 - Transfer child protection files securely when a learner moves to another provider.
 - Undertake biannual advanced training relevant to the role of DSL and the Prevent Duty.

4.4 The Deputy DSL will:

- Assume full safeguarding responsibilities when deputising for the DSL.
- Receive regular training and updates on current safeguarding and Prevent practice.
- Follow up safeguarding concerns reported to them in a timely and professional manner.

4.5 The HR Team will:

- Operate safer recruitment procedures in line with statutory guidance.
- Ensure new staff receive safeguarding induction, including KCSIE Part 1 and the Code of Conduct.
- Monitor DBS and other pre-employment checks, ensuring risk assessments are completed when required.
- Manage allegations against staff in consultation with the DSL and LADO.
- Maintain compliance records on the Single Central Record.

4.6 The Senior Leadership Team will:

- Ensure a DSL is in place for *Training for Electricians Ltd*.
- Maintain safeguarding policies and procedures which comply with statutory requirements and are updated annually.
- Ensure appropriate codes of conduct are in place for staff and learners.
- Ensure robust recruitment and selection policies are in place.

- Contribute to inter-agency working in line with Working Together to Safeguard Children (2023).
- Monitor safeguarding arrangements and ensure they align with Local Safeguarding Children Partnership procedures.
- Ensure appropriate safeguarding responses are in place for learners missing from education.
- Oversee safeguarding training for all staff.
- Ensure procedures exist to handle allegations against staff or volunteers.

5. Staff Training, Support & Supervision

5.1 All staff working with learners at *Training for Electricians Ltd* will receive appropriate safeguarding and child protection training during induction and refresher training annually. Updates on safeguarding and Prevent matters will also be provided throughout the year, in line with changes to statutory guidance.

5.2 The Designated Safeguarding Lead (DSL) and Deputy DSL (DDSL) will receive advanced safeguarding training at least every two years. This will ensure they remain up to date with statutory responsibilities, local safeguarding arrangements, and the Prevent Duty.

5.3 At induction, all staff will be provided with:

- A copy of this Safeguarding & Prevent Policy.
- Keeping Children Safe in Education (2024), Part 1 (and Annex A where appropriate).
- The Staff Code of Conduct.
- The Behavior & Attitudes Policy.
- 5.4 Volunteers, supply staff, and regular visitors will be given a safeguarding notice, introduced to the DSL and DDSL, and informed of procedures for raising concerns.
- 5.5 *Training for Electricians Ltd* recognises that staff involved in safeguarding cases may find situations stressful or upsetting. Support will be provided through supervision, line management, and, where necessary, access to counselling services.
- 6. Safer Recruitment & Selection of Staff
- 6.1 *Training for Electricians Ltd* is committed to safer recruitment practices, as outlined in Keeping Children Safe in Education (2024).
- 6.2 The organisation's commitment to safeguarding is made clear in all job adverts, recruitment packs, and promotional materials.
- 6.3 Recruitment processes are designed to:
 - Establish candidates' commitment to safeguarding.
 - Identify, deter, or reject individuals who may pose a risk to children, young people, or vulnerable adults.
- 6.4 All staff with substantial access to learners are subject to:
 - Identity verification.
 - Reference checks.
 - Qualification verification.
 - Enhanced DBS checks, including barred list checks where applicable.
 - Right-to-work checks in line with UK law.
- 6.5 A Single Central Record (SCR) of recruitment checks will be maintained and audited.
- 6.6 Where staff begin work before their DBS check has been returned, they will not be left unsupervised and a risk assessment will be carried out.
- 6.7 Volunteers not in regulated activity will always be supervised. Regular volunteers will undergo an enhanced DBS check.

7. Staff Expectations

7.1 All staff at *Training for Electricians Ltd*:

- Have a duty to safeguard all learners, regardless of age, background, or vulnerability.
- Must familiarise themselves with this policy and related safeguarding procedures.
- Are expected to identify concerns early and provide help to learners to prevent issues from escalating.
- Must know how to contact the DSL/DDSL, Centre Manager, and safeguarding leads.
- Will be trained in information sharing and reporting safeguarding concerns appropriately.
- Should recognise that safeguarding concerns may arise both inside and outside the training environment.
- Must remain vigilant to the risks of exploitation, abuse, and radicalisation affecting young people and vulnerable adults.
- 7.2 Staff are also expected to:
- Understand and follow procedures on child-on-child abuse, learners missing from education, persistent absence, and mental health support.
- Record safeguarding concerns promptly and accurately.
- Raise concerns about unsafe safeguarding practice with the Senior Leadership Team.
- Recognise additional barriers to identifying abuse in learners with SEND or health conditions.
- Be aware of their legal duty to report cases of Female Genital Mutilation (FGM) to the police where they suspect or are informed that a girl under 18 has been subjected to FGM.
- Report concerns about radicalisation or terrorism to the DSL/DDSL.
- Understand that upskirting is a criminal offence.
- Be aware of whistleblowing procedures.
- Engage with parents/carers to promote safeguarding and learner welfare.
- Maintain a professional attitude of “it could happen here” when it comes to safeguarding.

8. Managing Allegations Against Staff

8.1 *Training for Electricians Ltd* recognizes that a learner may make an allegation against a member of staff or volunteer. All allegations will be treated seriously, fairly, and in accordance with statutory guidance (Keeping Children Safe in Education 2024).

8.2 Allegations must be reported immediately to the DSL and the Managing Director. Where the allegation concerns the DSL, it must be reported to the Managing Director or another Senior Leader, who will liaise directly with the Local Authority Designated Officer (LADO).

8.3 A Case Manager will be appointed to oversee the allegation process and will act on the advice of the LADO. Decisions regarding suspension, investigation, or referral to external agencies will follow statutory procedures.

8.4 If a member of staff suspects that a learner is being abused by another staff member, they must report the concern confidentially to the DSL and the Managing Director.

8.5 *Training for Electricians Ltd* will follow local safeguarding procedures, statutory guidance, and the advice of the LADO for all allegations against staff.

9. Whistleblowing

9.1 *Training for Electricians Ltd* recognises that safeguarding can only be effective where staff feel safe to raise concerns. Staff are expected to raise concerns about unsafe practice, poor safeguarding arrangements, or the behaviour of colleagues.

9.2 Concerns should be raised with the DSL or the Managing Director. Where concerns involve the Managing Director, they should be raised with another member of the Senior Leadership Team.

9.3 If staff feel unable to raise concerns internally, they may contact the [NSPCC Whistleblowing Helpline \(0800 028 0285\)](https://www.nspcc.org.uk/08000280285).

9.4 No member of staff will suffer detriment for raising safeguarding concerns in good faith.

10. Procedure for Dealing with Disclosures & Reporting Concerns

10.1 Any suspicion, allegation, or disclosure of abuse must be reported immediately to the DSL or DDSL.

10.2 Staff must **not**:

- Promise confidentiality.
- Ask leading questions.
- Express personal opinions or criticise the alleged abuser.

10.3 When a learner discloses information, the staff member should:

- Listen calmly and carefully.
- Record the disclosure as soon as possible, using the learner's own words.
- Include the date, time, names of those present, and factual details of what was said or observed.
- Pass the record securely to the DSL/DDSL without delay.

10.4 The DSL/DDSL will decide on the appropriate course of action, which may include referral to Social Services, the Police, or Prevent.

10.5 All safeguarding records will be kept securely and separate from main learner files.

11. Types of Concerns

Staff must refer to the safeguarding team if they have concerns that a learner may be experiencing, or at risk of experiencing, any of the following:

- Sexual abuse (past or present).
- Self-harm, suicidal thoughts, or eating disorders.
- Physical abuse (past or present).
- Disclosure from another learner, parent, or carer that abuse is occurring.
- Unexplained injuries such as bruises, burns, or cuts.
- General concerns about welfare, neglect, or safety.

12. Neglect or Emotional Abuse

- Staff must remain alert to signs of neglect or emotional abuse, which may include:
- Lack of adequate food, clothing, or hygiene.
- Sudden weight loss or failure to thrive.
- Extreme passivity, aggression, or attention-seeking behaviour.
- Low self-esteem or constant self-depreciation.
- Untreated medical conditions.
- Persistent tiredness, withdrawal, or social isolation.

13. Peer-on-Peer Abuse (Child-on-Child)

13.1 *Training for Electricians Ltd* has zero tolerance for abuse between learners. Bullying, harassment, sexual violence, and sexual harassment will be taken seriously and managed in line with safeguarding procedures.

13.2 Staff must be particularly vigilant around issues of:

- Child-on-child sexual violence and harassment.
- Exploitation through relationships or peer groups.
- County Lines involvement.
- Online harassment or coercion.

14. Children Missing from Education

14.1 Repeated or unexplained absence can be an indicator of safeguarding risk. This may include abuse, exploitation, criminal activity, or radicalization.

14.2 *Training for Electricians Ltd* will notify the Local Authority where:

- A learner fails to attend regularly.
- A learner is absent for 5 consecutive days without explanation.
- A learner is withdrawn due to moving out of the local area, home education, or other significant reasons.

14.3 To reduce risks, the organization will:

- Hold at least two emergency contact numbers for each learner.
- Monitor attendance closely, with DSL oversight.
- Follow up all unexplained absences promptly.

15. Record Keeping

15.1 All safeguarding records will be kept securely, separate from academic records, and accessible only to the DSL and DDSL.

15.2 Records will include a chronology of concerns, actions taken, and outcomes.

15.3 When a learner moves to another provider, safeguarding files will be transferred securely and in a timely manner.

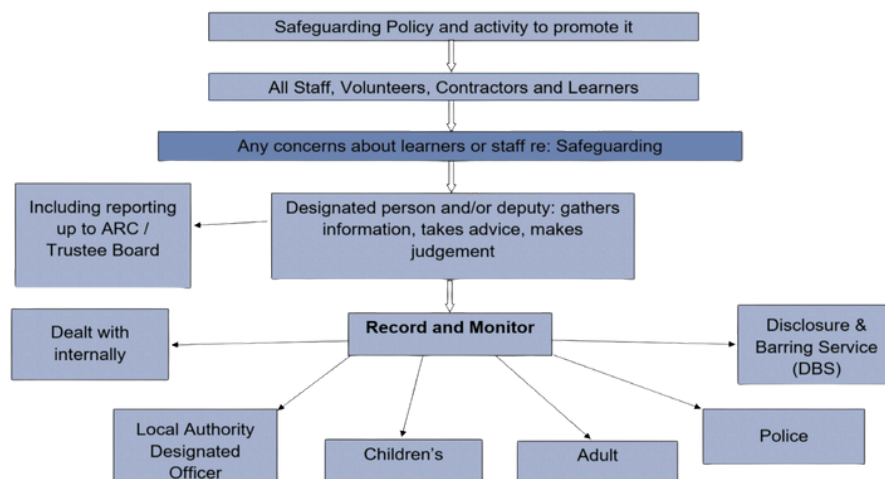
16. Information Sharing & Confidentiality

16.1 *Training for Electricians Ltd* acknowledges that safeguarding matters are confidential but not secret. Information will be shared on a need-to-know basis in line with the **Data Protection Act 2018** and UK GDPR.

16.2 Staff cannot promise learners that information will be kept confidential where there is a safeguarding concern.

16.3 The DSL/DDSL may share safeguarding information with external agencies without consent if doing so is necessary to protect a learner from harm.

16.4 All safeguarding information is considered “special category personal data” and will be stored and transmitted securely.



7. Monitoring & Evaluation

17.1 The Senior Leadership Team, led by the DSL, will review safeguarding policies and procedures annually.

17.2 Monitoring will include:

- Annual safeguarding audits.
- Staff and learner surveys.
- Review of attendance and safeguarding logs.
- Monitoring of the Single Central Record.
- Review of bullying, behaviour, and incident reports.

19. Prevent

19.1 The **Counter Terrorism & Security Act 2015** places a duty on all Relevant Further Education Bodies (RFEBS) to have due regard to the need to prevent people from being drawn into terrorism. This statutory responsibility is known as the Prevent Duty.

19.2 In implementing the Prevent Duty, *Training for Electricians Ltd* commits to:

- Protecting the safety and wellbeing of all staff, learners, and visitors, ensuring none are drawn into or become victims of radicalisation or extremist activity.
- Upholding the legislative requirements while championing freedom of speech and academic freedom within the law, with appropriate responsibilities.
- Ensuring the Prevent Duty is implemented proportionately and in a risk-based manner, reflecting the organization's training context.

19.3 The legal definition of terrorism under the **Terrorism Act 2000** is:

"The use or threat of action which involves serious damage to property; endangers a person's life; creates a serious risk to the health and safety of the public; or is designed to interfere seriously with an electronic system. The use or threat must be designed to influence the government or to intimidate the public, and must be made for the purpose of advancing a political, religious, racial or ideological cause."

19.4 Extremism may take the form of extremist behaviour or acts. The Prevent Duty defines extremism 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, as well as calls for the death of members of our armed forces, whether in this country or overseas."

19.5 Training for Electricians Ltd believes extremist ideologies undermine freedom of speech and the values of education. Freedom of speech and academic freedom are recognised and respected, but will always be balanced with safeguarding responsibilities.

19.6 Governance

- The Senior Leadership Team has overall responsibility for compliance with the Prevent Duty.
- Day-to-day leadership and implementation are delegated to the Designated Safeguarding Lead (DSL), Heidi Strickland, supported by the Deputy DSL, Stuart Gallagher.
- This policy and its procedures will be reviewed annually by the Senior Leadership Team.

9.7 Risk Assessment & Action Plan

Training for Electricians Ltd conducts regular Prevent risk assessments to identify how learners or staff might be at risk of radicalisation.

Risks are assessed in relation to learner welfare, equality and diversity, online learning, workshops, off-site training, and site security.

Prevent risk assessments are reviewed annually by the DSL and Senior Leadership Team, and an action plan is maintained to mitigate identified risks.

19.8 External and Visiting Speakers / Events

- All external speakers and events are subject to approval procedures.
- A risk-based approach will be used to assess proposed events, ensuring compliance with Prevent and safeguarding duties.
- In exceptional circumstances, the organisation reserves the right to prohibit events where speakers promote hatred, discrimination, or violence.

19.9 Staff Training

- All staff will receive Prevent training during induction and as part of annual safeguarding refreshers.
- The DSL and DDSL will receive advanced Prevent training every two years.
- Training ensures staff understand the risks of radicalisation, how to recognise vulnerabilities, and how to act on concerns.
- Prevent training compliance will be recorded on the Single Central Record (SCR).

19.10 Social Media

- *Training for Electricians Ltd* monitors its own social media channels to ensure they are not used to promote extremist views.
- Learners and staff will be educated on safe and responsible use of social media, with clear procedures for addressing concerns.

19.11 Learner Engagement

- Prevent awareness is embedded within the curriculum, including through the promotion of British values.
- Learners are encouraged to discuss safeguarding and wellbeing issues in a safe and open environment.
- Feedback from learners is considered as part of the Prevent risk assessment and action plan.

19.12 Safeguarding & Reporting

- Prevent concerns will be managed as safeguarding concerns and reported to the DSL/DDSL.

- Where a risk of radicalisation is identified, referrals may be made to the Local Authority Prevent team or the national Channel Programme.
- Prevent arrangements do not change the staff-learner relationship; they simply ensure staff know what to do if they have concerns about radicalisation.
-
- **20. Statutory Responsibilities**
- In implementing the Prevent Duty, *Training for Electricians Ltd* will:
- Maintain a strong commitment to the safety and wellbeing of learners, staff, and the wider community.
- Promote freedom of speech and academic freedom responsibly, within the boundaries of the law.
- Apply Prevent arrangements in a proportionate, balanced, and risk-based way.

21. Looked After Young People

21.1 *Training for Electricians Ltd* recognises that learners who are in care, or have previously been in care, may require additional support to succeed.

21.2 The organization is committed to:

- Ensuring all looked after young people and care leavers have equal access to high-quality training and learning opportunities.
- Working closely with local authorities, social workers, and virtual school teams to ensure learners' needs are met.
- Providing individualised pastoral and academic support, including 1-to-1 mentoring where appropriate.
- Making sure that only relevant staff are informed, on a need-to-know basis, that a learner is or has been looked after.

21.3 Staff, including tutors and progress coaches, will be supported to understand the needs of care-experienced learners and will make reasonable adjustments to ensure they feel safe, supported, and able to thrive.

21.4 *Training for Electricians Ltd* will maintain high aspirations for looked after children and care leavers, supporting them to achieve their qualifications and progress into employment or further education.

22. Policy Summary & Commitment

22.1 *Training for Electricians Ltd* is fully committed to safeguarding and promoting the welfare of all learners, staff, and visitors. This policy sets out our responsibilities under statutory safeguarding and Prevent guidance, and the procedures in place to ensure a safe and supportive learning environment.

22.2 We recognise that safeguarding is everyone's responsibility. All staff, regardless of role, are expected to remain vigilant, respond appropriately to concerns, and uphold the culture of safety, respect, and inclusivity promoted throughout the organisation.

22.3 This policy reflects our organisational values, which include:

- Protecting children, young people, and vulnerable adults from harm.
- Promoting British values of democracy, the rule of law, liberty, respect, and tolerance.
- Ensuring that freedom of speech and academic freedom are respected, within the boundaries of the law.
- Supporting learners to achieve their potential in a safe, positive, and nurturing environment.

22.4 Safeguarding arrangements will be continually reviewed and improved to meet the needs of our learners, reflect statutory changes, and respond to local and national safeguarding priorities.

22.5 By working in partnership with learners, parents, carers, staff, external agencies, and the wider community, *Training for Electricians Ltd* strives to provide a safe, inclusive, and resilient environment where every learner can succeed and thrive.

