

Safeguarding Policy

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Policy Statement

Azilo Training recognises its responsibility to safeguard the welfare of all apprentices, by commitment to practice that protects them and looks to minimise potential harm. Azilo Training is committed to ensuring that its apprenticeship programmes offer a safe and friendly environment, where young people feel comfortable, valued and respected. Azilo Training believes that:

- All apprentices have the right to learn in a safe and caring environment and their welfare is paramount
- All apprentices have the right to expect an adult in a position of responsibility to listen to them when they need to express themselves
- All apprentices 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 and should be valued and respected as individuals
- Bullying in any form is strictly unacceptable
- Racist, homophobic and sexist language or behaviour is strictly unacceptable
- Any form of discrimination is strictly unacceptable
- Working in partnership with apprentices and with other agencies is essential in promoting a safe learning environment
- Adopting robust safeguarding guidelines through procedures and a code of conduct for apprentices, staff and volunteers
- Sharing information about concerns with agencies that need it, and involving apprentices, and their parents/carers appropriately
- Safer recruitment practices
- Ensuring all apprentices have a ready point of contact, referral or support, such as the designated lead and their main assessor.

The purpose of this policy and its supporting documents will be to:

- Provide protection for the apprentices on Azilo Training's apprenticeship programmes
- Provide staff and volunteers with guidance on procedures they should adopt if they suspect an apprentice may be experiencing, or be at risk of harm or abuse
- Provide staff with training, guidelines and a code of conduct.

At Azilo Training, we take our responsibility to ensure the safety of our employee's very seriously. This also extends to our apprentices who have chosen to study with Azilo Training as part of an apprenticeship programme. We are committed to working together to create a fantastic learning experience, and to ensure the highest levels of apprentice safety and wellbeing.

Scope

This policy applies to apprentices and staff of Azilo Training. The policy will be provided at learner enrolment and staff inductions and will be available to view on our E-Portfolio system and SharePoint.

Our Approach

Azilo Training has a clear commitment to safeguarding, which is overseen by a Designated Safeguarding Lead (DSL). They promote and implement the Safeguarding Policy, ensuring that it is reviewed annually and acted upon. Additionally, all members of Azilo staff working with apprentices are trained in safeguarding and can access additional information, advice and training when appropriate.

Safeguarding

Safeguarding is the overarching term used to describe the protection of the health, wellbeing and human rights of individuals. Under legislation, all parties involved in an apprenticeship must take reasonable action to minimise risks to apprentices. This includes aspects of the apprentice's experience, both inside and outside of the workplace, as well as during any attendance at Azilo training. Many areas are considered to fall under the definition of safeguarding, including:

Safeguarding Areas

The information listed below identifies specific areas of safeguarding. This information will inform staff and apprentices on how to keep themselves safe and to enable us to identify and protect apprentices and staff from harm.

Physical Abuse

The causing of physical harm to a child or young person. For example: hitting, shaking, throwing, burning/scalding, poisoning, suffocation, fabricating symptoms of or deliberately inducing illness.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child/young person is aware of what is happening, or whether any level of violence is involved. Sexual abuse isn't solely perpetrated by males and women can also commit acts of sexual abuse.

Sexual abuse may involve - assault by penetration (rape, oral sex), masturbation, kissing, rubbing, touching clothing, watching sexual activities, involving children in sexual activities, encouraging sexual behaviour, grooming.

In adults, abuse may take the form of direct or indirect involvement of the adult at risk in sexual activity or relationships, which they:

- Do not want or have not consented to
- Cannot understand and lack the mental capacity to be able to give consent to
- Have been coerced into because the other person is in a position of trust, power or authority (for example a care worker)

Neglect

The persistent failure to meet a child's physical/psychological needs, likely to result in the serious impairment of the child's health or development. This may involve the parent carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child or young person from physical or emotional harm
- Ensure access to appropriate medical care or treatment
- Meet or responds to a child's basic emotional needs

In an adult this may take the form of ignoring medical or physical care needs' failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional (Mental) Abuse

The persistent emotional maltreatment of a child or young person such as to cause severe and adverse effects on emotional development. This may involve:

- Conveying that they are worthless or unloved
- Silencing or making fun of the child or young person
- Limiting opportunities for exploration, learning or social interaction
- Imposing inappropriate expectations
- Exposing the child to ill-treatment or another
- Serious bullying
- Exploitation or corruption

In adults, this may take the form of psychological abuse, threats of harm or abandonment, deprivation of conduct, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Child Sexual Exploitation (CSE)

This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something.

The victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology.

Signs and symptoms of CSE include:

- Changes in behaviour – becoming withdrawn or sexually inappropriate
- Changes in appearance, over-sexualised or poor personal hygiene
- Pregnancy
- Sexual transmitted disease/infection
- Soreness/discomfort
- Self-harm and/or substance misuse

Female Genital Mutilation (FGM)

FGM comprises all procedure involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. If an employee, in the course of their work, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 this must be reported to the police and to the National Safeguarding Advisor immediately.

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

- Having difficulty walking, standing or sitting
- Spending longer in the bathroom or toilet
- Appearing withdrawn, anxious or depressed
- Having unusual behaviour after an absence
- Being particularly reluctant to undergo normal medical examinations
- Asking for help, but not being explicit about the problem due to embarrassment or fear

Victims of FGM are likely to come from a community that is known to practise FGM.

Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Radicalisation & Extremism

The Counter Terrorism and Security Act, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the prevent duty").

Extremism is the holding of extreme political or religious views e.g. animal welfare rights, environmentalists, EDL/white supremacy groups, anti-gay groups, Islam/ Christian ideology.

All employees will follow the Prevent Procedures which is available as a separate document.

NOTE: at no point should staff carry out investigatory interviews relating to a Prevent concern. The matter should be referred directly to the National Safeguarding Advisor and the police.

Peer on Peer

Peer on peer abuse is behaviour by an individual or group of individuals which can be a one-off incident or repeated over time. Peer on peer abuse is behaviour that intentionally hurts another individual or groups either physically or emotionally. It is more likely that girls will be victims and boys' perpetrators, but all peer on peer abuse is unacceptable and will be taken seriously.

Peer on peer abuse can take many forms including serious bullying (including cyberbullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, financial abuse, harmful sexual behaviour and/or gender-based violence and is often motivated by prejudice against particular groups steered by a dislike for a person's,

race; religion; gender; sexual orientation; special educational needs or disabilities; or where a child: is adopted or in care; has caring responsibilities; is suffering from a health problem; is frequently on the move (e.g. those from military families or the travelling community) is experiencing a personal or family crisis has actual or perceived differences, (e.g. physical or cultural differences).

Breast Ironing/Flattening

Breast ironing or flattening is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. In the vast majority of cases breast ironing is carried out by mothers or grandmothers and the men in the family are unaware. Estimates range between 25% and 50% of girls in Cameroon are affected by breast ironing, affecting up to 3.8 million women across Africa.

The practice of breast ironing is seen as a protection to girls by making them seem 'child-like' for longer and reduce the likelihood of pregnancy. Once girls' breasts have developed, they are at risk of sexual harassment, rape, forced marriage and kidnapping; consequently, breast ironing is more prevalent in cities. Cameroon has one of the highest rates of literacy in Africa and ensuring that girls remain in education is seen as an important outcome of breast ironing. Breast ironing is a form of physical abuse that has been condemned by the United Nations and identified as Gender-based Violence. Although, countries where breast ironing is prevalent have ratified the African Charter on Human Rights to prevent harmful traditional practices, it is not against the law.

Breast ironing does not stop the breasts from growing, but development can be slowed down. Damage caused by the 'ironing' can leave women with malformed breasts, difficulty breastfeeding or producing milk, severe chest pains, infections and abscesses. In some cases, it may be related to the onset of breast cancer.

Upskirting

Upskirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear). The new law will capture instances where the purpose of the behaviour is to obtain sexual gratification, or to cause humiliation, distress or alarm. Anyone and any gender, can be a victim and this behaviour is completely unacceptable.

Honour Based Violence

Honour based violence is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is illegal in Great Britain.

It is recognised as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

A marriage must be entered into with the free and full consent of both parties; you should feel you have a choice. An arranged marriage is not the same as a forced marriage. In an arranged marriage, the families take a leading role in choosing the marriage partner, but both parties are free to choose whether to enter into the marriage or not.

The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family).

Financial abuse (taking your wages or not giving you any money) can also be a factor. In some case people may be taken abroad without knowing that they are to be married. When they arrive in that country, their passport(s)/travel documents

Modern Slavery

Slavery is an umbrella term for activities involved when one person obtains or holds another person in compelled service.

Someone is in slavery if they are:

- forced to work through mental or physical threat
- owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse
- dehumanised, treated as a commodity or bought and sold as 'property'
- physically constrained or have restrictions placed on his/her freedom

Forced Labour

All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.

Cyber bullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behaviour.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter

- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

Sexting

Sexting is sending and receiving sexual messages through technology such as a phone, app, email or webcam. For some people, sexting is a way to explore sexuality, trust, boundaries and intimacy. However, in some cases, sexting is used to bully, blackmail and exploit.

Sexts can involve words, photos or videos such as:

- a message or post written with sexual language
- nude or semi-nude photos/videos
- photos/videos of sexual acts
- live chats with someone on webcam involving sexual acts
- screen-captured photos/videos recorded from webcam

Private Fostering

A private fostering arrangement occurs when someone other than a parent or a close relative, cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or aged under 18 if the child is disabled. Children looked after by the local authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered.

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age.

Most privately fostered children remain safe and well, but safeguarding concerns have been raised in some cases, so it is important that colleagues are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care as soon as possible. If the Organisation becomes aware of a private fostering arrangement for a learner that has not been notified to Children's Social Care, we will encourage parents and private foster carers to notify Children's Social Care and will share information with Children's Social Care as appropriate.

VULNERABLE GROUPS

Children missing from education

All staff should be aware that children and young person going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities.

This may include abuse and neglect, which may include sexual abuse or exploitation and child or young person criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risk of a child going missing in future.

All staff should communicate all unauthorised absences with the Centre Manager and the Designated Safeguarding Lead. See Employer's Duty

Children or Young People with Special Educational Needs and Disabilities

Children and young people with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Azilo Training acknowledges additional barriers can exist when recognising abuse and neglect in this group of children and young people.

These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child/young person's disability without further exploration
- The potential for children/young people with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers when making a disclosure

Employers' Duty

Employers have a duty to comply with all current and future UK legislation and statutory responsibilities. There is a particular expectation that an employer should take responsibility for an apprentice's welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives. We appreciate that for many organisations this can be a confusing and complex area. Please refer to the following pages, which explain the different support provided and some of the ways you may wish to incorporate information into your current internal procedures.

Employers are asked to cooperate with the Azilo Training in putting in place and subscribing to appropriate safeguards. This includes:

- Employers making a commitment to safeguard apprentices by endorsing an agreed statement of principles at enrolment
- Follow safer recruitment practices for their staff
- Carrying out the required DBS checks (prior to apprentice commencing employment)
- Relevant staff receiving safeguarding training and share this information with Azilo Training at enrolment

- Health and Safety checks of employer premises and health and safety management arrangements are completed including insurance details prior to enrolment
- Employers are made aware of relevant policies and procedures at enrolment
- Employers need to ensure apprentices are aware and adhere to their own safeguarding procedures to safeguard children in their setting
- Employers have a responsibility to inform Azilo Training by email or telephone if an apprentice is not at work for any reason other than a holiday

It is important to note that ultimate responsibility for the care of the children in their setting remains with the employer.

Azilo Training's Role and Responsibilities

These procedures for safeguarding children/young people and adults at risk, are consistent with Local Safeguarding Partnerships (formally Local Safeguarding Children Boards - LSCB and Local Safeguarding Adults Boards - LSAB).

ALL STAFF have a personal responsibility to have read and abide by the following documents:

- Keeping Children Safe in Education 2019
- What to do if you are worried a child is being abused (2015)
- Working Together to Safeguard Children (2018)
- Azilo Training - Staff Code of Conduct
- Azilo Training - Safeguarding Policy

Other relevant policies

- Prevent Duty Policy
- Social Media Guidelines
- Acceptable Use Policy
- Health and Safety Policy
- Safer Recruitment Policy
- Confidentiality Policy
- Complaints Policy
- Behaviour Policy
- Lone Working Policy
- Whistleblowing Policy

The roles and responsibilities of individuals within the organisation are provided below:

- Nominated Designated Safeguarding Leads (DSL):
 - Will receive appropriate advanced DSL training which will be refreshed every two years
 - General safeguarding training will be refreshed annually
- Employees and Apprentices are required to:
 - Undertake mandatory safeguarding e-learning training modules during induction
 - Attend further safeguarding training as requested
 - Attend refresher safeguarding training every two years

- Read and consider all communication relating to safeguarding matters and legislation, carrying out actions of additional training as requested
- Report all safeguarding concerns/disclosure/incidents using the relevant methods as described in this procedure
- Ensure that employers are aware of their safeguarding obligations, through guidance and training
- Ensure apprentices have an awareness of safeguarding and understand how to access support services
- Provide safeguarding training for all Azilo employees working with apprentices
- All Azilo staff working with young and vulnerable people are subject to an enhanced Disclosure and Barring Service check and data will be held on the Single Central Record
- Maintain open channels of communication with each employer. Apprentices may act very differently depending on their environment and may feel more comfortable discussing sensitive issues with different people
- Assess how apprentices may be at risk of harm using the internet or technology.
- Provide relevant training for apprentices so that they can work safely and effectively online
- Help apprentices to develop an objective attitude to online information and evaluate its authenticity.
- Make sure Azilo Training staff are trained to identify and deal with concerns about online safety
- Provide clear guidance on what is and is not an acceptable use of the internet at Azilo Training. See 'Acceptable Use' policy

Safer Recruitment Practices

Azilo Trainings selection and recruitment procedure adheres to the principles of safe recruitment outlined in Keeping Children Safe in Education 2018 and includes all appropriate checks on employee's suitability through the DBS/Disclosure Scotland process as appropriate.

Azilo Training will prevent people who pose a risk of harm working with children, young people and adults at risk by:

- Adhering to statutory responsibilities to check employees who work with children
- Taking proportionate decisions on whether to ask for any checks beyond what is required
- Ensuring volunteers are appropriately supervised
- For agency staff, rigorous checks are undertaken to ensure that the identity of the person is the same person that the agency has provided the vetting checks for

Azilo Training has created a culture of safer recruitment and as part of that have adapted recruitment procedures that help deter, reject or identify people who might abuse children, young people and adults at risk. We will act reasonably in making decisions about the suitability of the prospective employee/volunteer based on checks and evidence including:

- Criminal checks (DBS/Disclosure Scotland checks)
- Barred list checks
- Prohibition checks

- References
- Interview information

The level of DBS/Disclosure Scotland certificate required and whether a prohibition check is required, will depend on the role and duties of an applicant to work for Azilo Training. For most appointments an enhanced DBS/Disclosure Scotland certificate, which includes barred list information will be required as the majority of employees will be engaging in regulated activity.

A person will be considered to be to be engaging in regulated activity if as a result of their work they:

- Will be responsible, on a regular basis, for teaching, training instructing or supervising children, young people and or adults at risk
- Will carry out paid or unsupervised unpaid work, where that work provides an opportunity for contact with children, young people and adults at risk

Azilo Training will prevent people who pose a risk of harm from working with children, young people and adults at risk, by adhering to statutory responsibilities to check employees who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.

Social Media

Azilo Training acknowledges that colleagues may use a number of social media platforms as individuals outside of work.

It is important that colleagues do not contact any learners/ex-learners via personal media accounts. If learner/ ex-learners attempt to contact colleagues on social media, this should be declined and reported to their line manager.

If a colleague is found to have entered into communication with learners/ex-learners via a personal media account this will be considered a breach of safeguarding policy and the individual will face disciplinary action.

Where centres are using media to engage with learners this should be via a generic centre-based account with the log in details shared with key staff members only.

Staff are encouraged to ensure they apply the highest-level security features to all social media accounts they use for their personal safety.

All communication should be sent via e-portfolio systems, so evidence of communication is stored in the learners journey. This ensures that if a staff member leaves all communication can still be accessed.

Please refer to [Social Media Guidelines Policy](#)

Confidentiality

It is the centre's responsibly to ensure that any written records relating to safeguarding issues and disclosures are stored appropriately and securely. This could be locked in a filing cabinet with limited access to key-holders or on a secure server managed by the organisation. Safeguarding records should be stored in isolation from other apprentices' records.

When sharing information there are seven golden rules:

1. The data Protection Act is not a barrier to sharing information
2. Be open and honest
3. Seek advice
4. Share with informed consent where appropriate
5. Consider safety and well-being
6. Ensure that information sharing is appropriate and secure
7. Keep a record

(Source: information sharing – Advice for Practitioners provides safeguarding services to children, young people, parents and carers - 2015)

The safety and well-being of the child, young person or adult at risk is paramount. Employees may have access to confidential information about learners in order to undertake their everyday responsibilities. They should never use confidential or personal information about a learner or his/her family for their own or others advantage.

The Designated Safeguarding Lead will disclose personal information about a learner to other employees on a need to know basis only.

All employees must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children/young people and adults at risk

All safeguarding records are subject to Freedom of Information Act and Data Protection. If there are any doubts to the rights of any party to access information, we may seek legal advice prior to releasing any information.

Azilo Training complies with the requirements of the Data Protection Act (DPA) the DPA does not prevent employees from sharing information where this is necessary to protect the safety and well-being of a child or adult at risk.

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

Allegations Against Employees

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

We may occasionally receive complaints or allegations against an employee; but it is important that a fair and balanced approach should be taken to ensure that both the complainant and the employee are safeguarded.

If such an allegation is made, the employee receiving the information must take the issue seriously and should immediately inform their line manager, who will then immediately discuss the content of the allegation with the Designated Safeguarding Lead.

If the allegation made to an employee concerns their line manager, the person receiving the allegation will immediately inform the Designated Safeguarding Lead, without notifying their manager.

Safeguarding in Practice

The Azilo Training centre is available to you as a resource and if you find that you need support managing a particular scenario please don't hesitate to get in touch. Some apprentices may feel comfortable talking to some people about an issue and not others. So

Azilo training will endeavour to be as transparent as possible with employers, while respecting the apprentices trust and adhering to Azilo Training confidentiality policies.

Although a lot of safeguarding activity is proactive, we would also encourage you to have regular meetings and supervisory sessions with your apprentice so that you can act on any concerns that arise. In many cases an apprentice will not seek help over an issue of safeguarding, but there are common signs which can help you to recognise when things may be wrong. However, in an emergency or when suspecting a serious issue, we recommend contacting the appropriate authorities in the first instance.

Warning Signs

- Absence - Missing work or not turning up at appointments with assessors
- Changes in appearance
- Changes in behaviour and character - becoming quiet or loud, aggressive or withdrawn.
- Changes in emotional health - crying, anxiety or low mood
- Excessive alcohol consumption
- Physical injuries - cuts or bruises
- Poor living conditions
- Self-harm
- Use of drugs
- Withdrawing from certain activities - reluctance to go online, sudden changes in use of technology.

It is important to stress that the existence of some of these characteristics is not a definitive sign that anything is wrong.

DEALING WITH A DISCLOSURE

Azilo Training understands that to fulfil its responsibility to safeguard children/young people and adults at risk, all employees and volunteers are required appropriately share any concerns that are identified or disclosed.

RECOGNISE

The main types of abuse, signs and symptoms are provided in this document.

All staff should be vigilant in observing the young people they work with to identify whether an individual is at risk and is showing signs of abuse.

All staff will have received adequate training in the identification of potential abuse or safeguarding issues.

RESPOND

Approach the individual you suspect as being at risk and seek to obtain a disclosure. People are often reluctant to talk about abuse. Many perpetrators may tell people to keep the abuse a secret and frighten them with unpleasant consequences. Listed below are some ways as to respond to issues or concern:

- Stay calm and listen carefully to what is being said
- Reassure the person that they have done the right by telling you, but not that everything will be okay. Sometimes things get worse before they get better
- Find an appropriate early opportunity to explain that it is likely the information will need to be shared with others, but this will be on a need to know basis
- Allow the person to continue at his/her own pace -asking questions for clarification only; try to ask "Tell me, explain to me, describe to me" so as to avoid leading for a particular answer
- Tell them what you will do next and with the information will be shared with the Designated Safeguarding Lead (DSL)
- Do not delay in discussing your concerns with the DSL

If you are suspicious but no disclosure has taken place:

- Discuss your concerns with the Designated Safeguarding Lead
- If a person approaches you to make allegations of inappropriate behaviour or misconduct against a member of staff, contact your Centre Manager/Designated Safeguarding Lead

If you feel that anyone is at immediate risk, take any reasonable steps within your role to protect any person from immediate harm, for example:

- Report the situation to the Designated Safeguarding Lead. If this is done via email communication, then a password protected document (notification form) needs to be sent with the password in a separate email or text
- Call an ambulance or a GP if someone needs medical attention
- Call the emergency services / police if a crime is taking place or has taken place
- Separate the alleged perpetrator and victim – but only if it safe to do so.

The Prevent and Safeguarding Notification Form is available on SharePoint and should be completed within 48 hours of the allegation.

Note: Any violence by a learner or member of staff MUST be reported through Azilo Training's internal notification process – see flow chart

Do not question the person making the allegation or investigate the matter yourself.

A 'Safeguarding Incident Report Form' MUST be completed.

RECORD

Where a Prevent and Safeguarding Notification Form is not available, please ensure that the following information is noted:

- Your details
 - Name of those involved
- Azilo Training Ltd

- Date of incident(s) / disclosure / suspicion
- Details of incident(s) / disclosure / suspicion
- Background information
- Actions taken.

The Prevent and Safeguarding Notification Form should be kept securely and forwarded to your Designated Safeguarding Lead.

REPORT

Any issues or concerns, allegation or suspicions relating to Safeguarding must be taken seriously and reported to a Designated Safeguarding Lead immediately and complete a report within 48 hours.

NOTE: If an individual is at immediate risk of harm contact the emergency services.

REFER

Where required, the Designated Safeguarding Lead will refer or support you with guidance on next steps and/or signposting the relevant external agency.

Should there be a disagreement between the member of staff and the Designated Safeguarding Lead or Manager about the need to make a referral, advice should be sought from the Operations Director - 07506900181

Designated Safeguarding Lead will inform the Directors, about all referrals made.

Key Contacts

Operations Director

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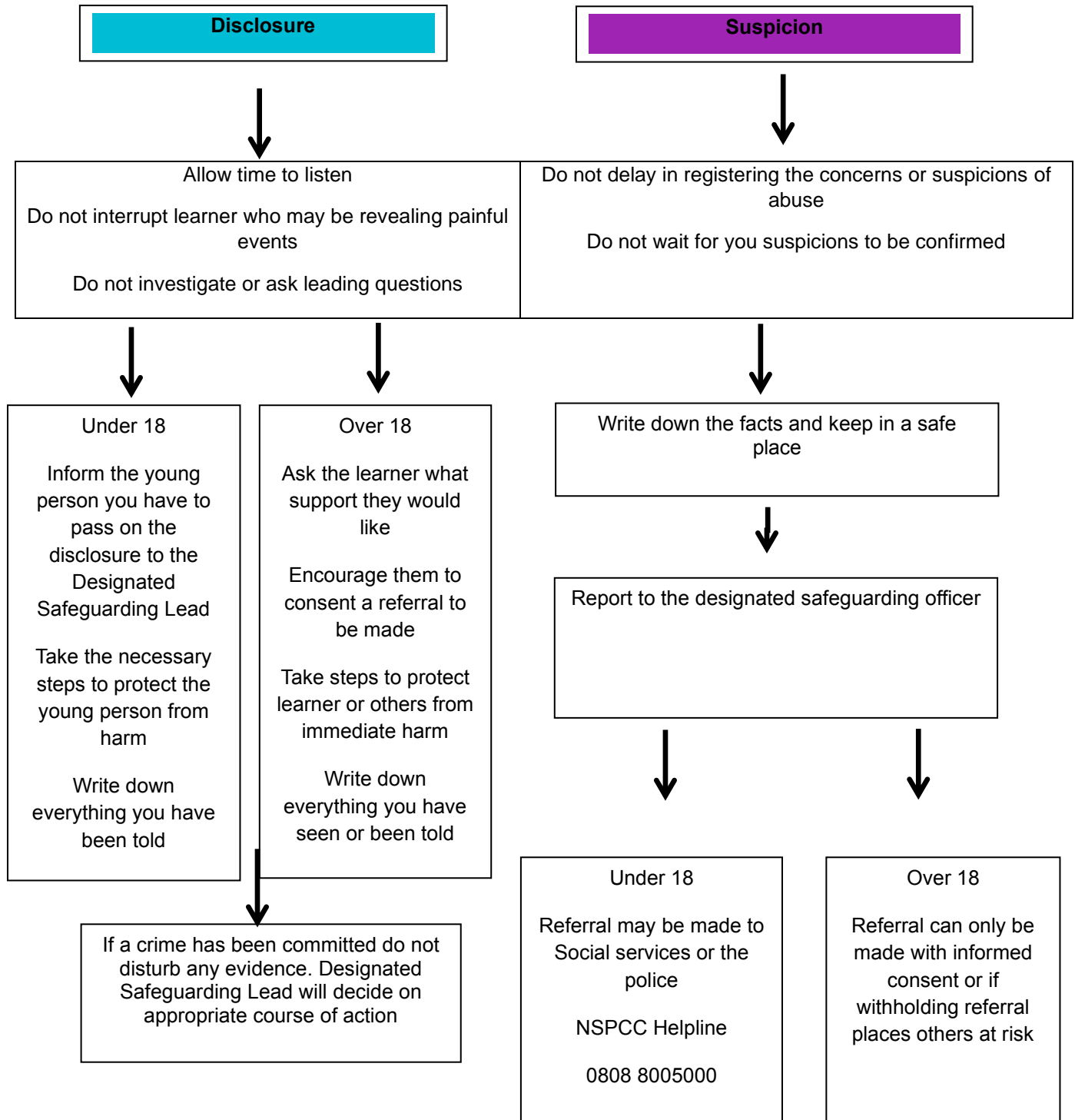
Deputy Designated Safeguarding Lead and Prevent Officer:

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AZILO Referral Process for Disclosure/Suspicion



Authorisation & Document Control

Document Title	Safeguarding Policy
Location	SharePoint

Authorisation	Responsible Person or Body
Document Owner	Madeleine Robinson

Version History

Version	Due Review	Reviewed	Summary of Changes	Signatures
V.6	04/07/2018	04/07/2018	Review	Jo Fisher
V.7	04/07/2019	29/03/2019	Review	Madeleine Robinson
V.7a	N/A	29/04/2019	Re-brand policy	Madeleine Robinson
V.7b	N/A	03/07/2019	Added - draft to Keeping Children Safe in Education 2019	Madeleine Robinson
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