

## Safeguarding Policy

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## 1. Purpose

This policy outlines Diverse Futures' approach to Safeguarding. The aim of the policy is to ensure full awareness and understanding of individual responsibilities and those of others. It is also to ensure all understand the reporting procedures for all safeguarding issues.

## 2. Scope

This policy is mandatory and applies to all Diverse Futures staff, learners, apprentices, visitors, and anyone working for or on behalf of Diverse Futures.

Diverse Futures considers its safeguarding responsibilities within the wider strategic management and quality framework. The principle of a safer learning environment is embedded in its core values.

## 3. Statement

Diverse Futures is committed to placing our learners at the centre of its focus, thus ensuring policies, practices and processes are in place to support their success. A fundamental precondition for effective and successful learning can only be felt in a safe learning environment that promotes wellbeing and security for all learners, especially those who are disadvantaged or vulnerable.

This policy has been written in conjunction with the following legislation to ensure Diverse Futures is able to meet its legal obligations:

- Keeping Children Safe in Education Statutory Guidance 2025
- Working Together to Safeguard Children Statutory Guidance 2023
- Online Safety Act 2023
- Education Act 2002
- Prevent Statutory Duty guidance 2021
- Domestic Abuse Act 2021
- GDPR as enacted by the Data Protection Act 2018
- Counter Terrorism and Security Act 2015
- Modern Slavery Act 2015
- Care Act 2014
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Children Act 1989 and 2004
- Sexual Offences Act 2003
- Health and Safety at Work Act 1974

#### 4. Policy Review

This policy will be reviewed through a quarterly review of the safeguarding provision, which encompasses Prevent and Safer Recruitment.

#### 5. Safeguarding Definitions

Safeguarding is the protection of children and adults at risk, and to minimise and manage risk to those who may be exposed to harm or abuse.

- i. A **child** is defined as anyone under the age of 18
- ii. An **adult at risk** is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

While the definitions of a child and adult at risk give the rationale for legislative intervention, it is important to note that a person may be deemed at higher risk of a safeguarding issue affecting them due to other factors, such as:

- Looked after Children
- Care-leavers
- Asylum Seekers
- Long-term carers
- Learners who require mental health support
- Learners who have additional learning needs
- Learners who are young ex-offenders
- Learners with previous welfare concerns

#### 6. Types of Risk

Some of the potential risks and definitions are listed below, but are not limited to:

<b>Abuse &amp; Neglect</b>	Physical abuse Neglect Emotional/ Physiological abuse Sexual abuse Domestic violence Child-on-child abuse Homelessness Financial Abuse Child-on-child Substance Abuse	<b>Online</b>	Grooming Cyberbullying Cyberstalking Online sharing of illegal or inappropriate imagery including sexting
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<b>Gangs &amp; Youth Violence</b>	County Lines Knife crime Gang involvement	<b>Harmful Practices</b>	FGM Forced marriage Honour-based violence Under-aged marriage  Breast Ironing
<b>Radicalisation</b>	Supporting terrorism or extremism Extremist views  Involved in acts of terrorism	<b>Exploitation</b>	Child sexual exploitation Child criminal exploitation Trafficking and modern slavery  Financial exploitation

## 7. Reporting Disclosures

Any and all concerns regarding a learner must be disclosed in a timely manner. If all the information is not available, follow-up information can be supplied later.

**Internal staff disclosures** – Using Recognise, Respond, Record, and Record, all staff must follow the correct Safeguarding Process use the current [Safeguarding and Wellbeing Disclosure Form](#).

**Learner disclosures** – learners who wish to disclose information about either themselves or another learner should speak with their skills coach. Alternatively, they can complete a self-declaration form, or email [safeguarding@diversefutures.com](mailto:safeguarding@diversefutures.com).

**External disclosures** – employers, parents, or other stakeholders can make a disclosure by either emailing [safeguarding@diversefutures.com](mailto:safeguarding@diversefutures.com) or completing the disclosure form on the Diverse Futures website.

**Emergencies** – If a learner is at imminent risk, the appropriate emergency services must be called on 999. This must then be followed up by disclosing the incident to the Safeguarding Team.

**Safeguarding Actions** – the safeguarding team will:

- i. Confirm receipt of the disclosure and
- ii. Triage the disclosure appropriately
- iii. Assess the risk of the disclosure
- iv. Gather further information if required
- v. Decide what action must be taken
- vi. Liaise with appropriate stakeholders or external authorities
- vii. Ensure all actions are clearly documented
- viii. Monitor the case until it is fully resolved

## 8. GDPR and Confidentiality

Diverse Futures is committed to protecting personal data, being transparent about how it is used, and complying with all applicable legislation, including GDPR, and in line with its [privacy policy](#), will not share sensitive or personal information without prior consent.

However, should a learner be deemed to be at risk of harm from either themselves, someone else, or pose a risk to someone else, a disclosure must be made using the following guidance in section 7. This also applies if the Safeguarding Team deem it appropriate to report the concern to external stakeholders or authorities.

## 9. Training

All Diverse Futures staff must complete the appropriate Safeguarding training, whether it be:

- Safeguarding in FE
- Prevent in FE
- Safer Recruitment in FE
- Designated Safeguarding Lead Level 3

At induction, learners are informed of their specific responsibility for safeguarding and who/where to report concerns. Learners are encouraged to access the safeguarding information held on the Diverse Futures website and this is reinforced in teaching sessions. Further optional training is provided to learners through:

Group sessions covering introduction to safeguarding, domestic violence, online identity management, digital wellbeing, bullying and discrimination, county lines, suicide awareness and prevent.

A monthly newsletter, detailing current articles relevant to safeguarding within the workplace and wider community sphere and encouraging reflection to develop learners' understanding of current issues.

## 10. Key Contacts

The Safeguarding team can be contacted via [safeguarding@diversefutures.com](mailto:safeguarding@diversefutures.com)

Designated Safeguarding Lead	Claire Hearsey
Deputy Designated Safeguarding Lead	Robyn Brighton
Deputy Designated Safeguarding Lead	Ann-Marie Harrop

## 11. Roles and Responsibilities

Safeguarding is everyone's responsibility, and Diverse Futures has a duty of care for all staff and learners.

**Chief Executive Officer (CEO)** - The CEO of Diverse Futures holds overall accountability for ensuring that safeguarding policies and procedures are effectively implemented across the organisation. They work in collaboration with the advisory board to ensure that safeguarding remains a priority, providing strategic oversight and ensuring compliance with statutory requirements and best practices. The CEO receives safeguarding reports from the Designated Safeguarding Lead and ensures that appropriate action is taken in response to concerns.

**Advisory Board** - The Advisory Board may on occasion provide strategic guidance and oversight on safeguarding matters, ensuring that the organisation meets its legal and regulatory obligations. The board supports the CEO in fostering a culture of safeguarding, reviewing safeguarding reports and recommending improvements where necessary.

**Designated Safeguarding Lead (DSL)** - The Designated Safeguarding Lead (DSL) holds ultimate accountability for ensuring safeguarding arrangements for both learners including apprentices, staff and associates are effective. They ensure that safeguarding matters are central to the strategic management of Diverse Futures. The DSL has the responsibility to maintain links and liaise with Local Safeguarding Children's Boards and carry out investigations where appropriate into welfare concerns reported. Overall recording and management of safeguarding issues and reporting on any issues that arise will be completed by the DSL. They will also review procedures and policies as well as maintain their own CPD to ensure their role can be fulfilled competently. They will deliver training to staff on safeguarding as well as regular updates identifying key legislative changes, concerns or trends.

**Deputy Designated Safeguarding Leads (DDSL)** - Our Deputy Designated Safeguarding Leads (DDSL) have the responsibility to deal with employee concerns over learners' welfare, signpost and offer guidance to lower-level concerns and liaise with the DSL for concerns requiring referral to external agencies. They will carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as the Safeguarding Board where appropriate. DDSL's will maintain their own CPD to ensure their role can be fulfilled competently.

**Skills Coaches** - Skills Coaches have the responsibility to check safety and welfare with all learners at each face-to-face or remote visit, ensuring learners complete all safety related learning activities within their programme. They must be mindful of indicators that there may be safeguarding issues and identify changes in behaviour and to follow the 4 R's procedure (Recognition, Response, Reporting, Recording) if required. Assessors/ Development Advisors must carry out training as directed in a timely manner.

**Support Staff/Volunteers** - Any other staff who provide services on behalf of Diverse Futures have the responsibility to be mindful of indicators that there may be a safeguarding issue or changes in behaviour, should they encounter a learner or potential learner and to follow the 4 R's procedure (Recognition, Response, Reporting, Recording) if required. Support staff / Volunteers must carry out training as directed in a timely manner.

## **12. Staff Suspected of Involvement in Abuse or Harm**

Staff that are suspected of being involved in any form of abuse of an adult; will be dealt with by following the relevant County Safeguarding Policy, which will include Social Services involvement and Police investigation, and may be combined with suspension from employment during the investigation.

This policy also applies in situations in which allegations or concerns have arisen as result of issues occurring in the staff member's private life, such as in reported domestic violence, or when the staff member has exhibited behaviour that suggests to colleagues or members of the public that they are unsuitable to work with adults at risk of harm or abuse.

The Designated Safeguarding Lead is responsible for coordinating the investigation and response to any allegations made against a member of staff regarding potential or actual abuse or harm to a vulnerable adult.

**13. Online Safety**

Diverse Futures is committed to safeguarding our learners and staff – and it is our policy to apply the same rigorous level of safeguarding protection online as we do in person, however we are constrained by the limits of third-party social media providers in our approach. We promote safe use, but we recognise that some issues are outside of our control and access. These will be handled by the service provider and the user themselves.

Sufficient resources are allocated to safeguarding and a zero-tolerance approach is taken to any form of abuse or harm.

**14. Associated Documents**

This policy should be read alongside the following policies and protocols: -

- The Equal Opportunities Policy.
- The Health and Safety Policy.
- Anti-Modern Slavery Policy.
- The Data Protection Policy.
- The Learner Code of Conduct.
- The Staff Standards of Business Conduct Policy.
- Safer Recruitment Policy