Safeguarding Policy and Procedure
2023 - 2024

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Educ8 Safeguarding Policy & Procedure 2022-2023

Contents:

Educ8 Safeguarding Policy & Procedure 2022-2023

1.   **Purpose**

The purpose of this policy is to provide direction and instruction to Educ8 Training Group ('Educ8') and it's 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.

Educ8 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 Educ8'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
- Educ8 GDPR and Data Protection Policy

2.   **Scope**

This policy covers all organisational activities of Educ8 and it's sub-contractors. This policy applies to all managers, staff, learners, employers, associates and sub-contractors of Educ8 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.

3.   **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.

Educ8 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

4.   Legal and Regulatory Framework

Educ8 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

5.   Implementation

Educ8 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.

Educ8 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, Educ8 has adopted the '5 Rs Model'.

To meet the requirements of this model, Educ8 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-bulling environment and ensuring that we have a policy and procedure to help us deal effectively with any bulling 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

Educ8's 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 Educ8 reporting procedure, who your Safeguarding Officer 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 in order to protect an individual. A debrief will be held with each individual who has raised a cause for concern by the Safeguarding Officer or Deputy Safeguarding Officer to offer support following any

disclosures which may affect their own mental heath 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.

6. Responsibilities

6.1 The Board of Directors:

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

6.2 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 and Deputies are appointed and that these appointments are clearly communicated to staff and learners

6.3 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

6.4 Safeguarding Officers and Deputies:

- 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 by 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 Safeguarding Group and Board informed of any issues and ensuring that there is always cover for the safeguarding lead role.

- Ensuring that all safeguarding issues are correctly documented and stored securely.

6.5   Educ8 Safeguarding Officer:

- Ensuring that all designated Safeguarding Officers and their deputies have received appropriate training
- Keeping the Safeguarding Group and Board 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
- Ensure when received a completed DBS Consent Form, that process is followed with the individual, to apply for a DBS Certificate. Any convictions/concerns identified upon return of the certificate are discussed with their Line Manager to ensure protection and safety of the learner.

6.6   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 Educ8 Head of Quality and Compliance.
- There will be occasions when learners under the age of eighteen will live on-site with their employer or/and other staff members. If the employer and/or staff members are over the age of eighteen, Educ8 Group staff need to ensure that they have received a completed DBS Consent Form from the individual/s and pass the form onto the Designated Safeguarding Lead.

6.7   Learners:

Raising any safeguarding concerns with their Trainer Coach or Safeguarding Officer

7.   Reporting Safeguarding Concerns and Educ8 Safeguarding Contact Details

All staff have a responsibility to ensure any safeguarding concerns are appropriately reported. Educ8 aim to ensure that this process is as simple as possible to ensure prompt actions are taken where needed.

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                          ┌─────────────────┐
                          │   Observation   │
                          └─────────────────┘
     ┌──────────────────┐   ↙           ↘   ┌──────────────────┐
     │ Child or Adult   │                   │     Prevent      │
     │ at Risk's        │                   │                  │
     │ disclosure       │                   └──────────────────┘
     └──────────────────┘                          │
                                                    ↓
          ┌──────────────────────┐      ┌──────────────────────┐
          │ There is no immediate │ ←── │ If there is an        │
          │ risk of intent to     │      │ immediate             │
          │ harm or travel,       │      │ danger / crime –      │
          │ follow safeguarding   │      │ call 999              │
          │ process               │      └──────────────────────┘
          └──────────────────────┘
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Acknowledge information of incident and record on Cause for Concern form

Complete cause for concern form within 1 working day

Safeguarding Officer establishes basic facts

Safeguarding Officer establishes action to be taken

Safeguarding Officer reviews ongoing concern and ensures support is provided or external referral is made.

Educ8 Training Group	Designated Safeguarding Officer	Gemma Hartnoll-Smith	gemmah@educ8training.co.uk	07745 647524
	Deputy	Emma Mccutcheon	emmam@Educ8training.co.uk	07769 537474
	Deputy	Sam Azzopardi	samg@isatraining.co.uk	07766 004213
	Safeguarding concerns: 01443 749027		handsupforhelp@educ8training.co.uk	

8.   Recording and Tracking

In order to ensure that all safeguarding concerns are effectively monitored, reported and referred as appropriate, Educ8 have a confidential monitoring and reporting system in place.

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

- Review the Cause for Concern Form
- Update the Educ8 Group Safeguarding Tracker MyConcern.

The Educ8 Designated 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.

9.   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.

Educ8 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 Educ8 Training Group's safeguarding procedures.

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

All cause for concern forms are securely held with access restricted to Safeguarding Officers, their deputies and the person who initial raised the concern.

The central Educ8 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 been done, under the guidance of the Educ8 Designated Safeguarding Officer.

10.   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 regards 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 a number of 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 or not 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.

11.   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.

12.   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.

13. 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 Educ8 undertakings. It will ensure that Educ8 effectively able to support learners where safeguarding concerns arise.

14. Communication

Educ8 and it's and 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 "Educ8 SharePoint". This policy will also be made available bilingually and in large print upon request.

15. 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.

16. Complaints

All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with company procedures and the Educ8 Complaints Policy and Procedure.

Blaenau Gwent	
Social Services –	01495 315700 info@blaenau-gwent.gov.uk Dutyteam@blaenau-gwent.gcsx.gov.uk
Social Services Out of Hours Emergencies –	0800 3284432
LSCB -	01495 355584/354630 Bill.diamond@blaneaugwent.gov.uk Safeguarding Children Board Heart of Wales Children's Centre Old Blaina Infant School High Street Blaina Blaenau Gwent NP13 3BN
Blaenau Gwent Police -	01633 838111
Bridgend	
Social Services –	01656 642279 firstcontactteam@bridgend.gov.uk
Caerphilly	
Child Social Services -	0808 1001727
Out of Hours Emergencies –	South East Wales 0800 3284432
LSCB -	0808 1001727 Zarah Newman SCB Co-ordinator 01443 864798 newmanz@caerphilly.gov.uk Unit 3 Foxes Lane Oakdale Business Park Oakdale Blackwood NP12 4AB
Cardiff	
Social Services	
Adults -	029 20536444 ascontactteam@cardiff.gov.uk Social Care PO Box 97 Cardiff CF11 1BP
Emergencies –	02920 788570
Children's Access Point –	029 20536490
Emergencies –	029 20788570
LSCB -	02920 632816/029 20642800 lscb@cardiff.gov.uk
Carmarthenshire	
Social Services	
Adults -	Careline+ 01267 224466 Careline+ Emergency Out of Hours 01558 824283

Children –	Social Services Assessment Team Llanelli 01554 742322 Carmarthen 01267 224417
Out of Hours Emergencies –	01558 824283
LSCB -	01267 246544
Dyfed Powys Police -	0845 330 2000
Ceredigion	
Social Services -	01545 574000 Contact-socservs@ceredigion.gov.uk
LSCB	
Out of Hours Emergencies -	0845 6015392
Dyfed Powys Police -	0845 3302000
Merthyr	
Social Services	
Adults –	Duty Officer 01685 725000 adultintakeservices@merthyr.gov.uk Community Services Directorate 24 Keir Hardie Health Park Aberdare Road Merthyr Tydfil CF48 1BZ
Children –	Duty Officer 01685 742506 Merthyr Tydfil CBC Social Services Taf Fechan Building Castle Street Merthyr Tydfil CF47 5BG
Monmouthshire	
Social Services -	01291 635669
South East Wales Emergency Duty Team -	0800 3284432
LSCB –	Duty Social Worker - 01291 635669
Neath Port Talbot	
Social Services	
Adults –	01639 686802
Children –	01639 686803
Emergency Duty Team –	01639 895 455
LSCB -	Delyth Berni Child Protection Co-ordinator 01639 763319 d.berni@npt.gov.uk
Newport	
Social Services -	info@newport.gov.uk 01633 656656 – Call Centre

Pembrokeshire	
Social Services	
Adults –	Community Care Services Contact Centre – 01437 764551
Children -	Child Care Assessment Team 01437 776322 or 01437 776325 CCAT@pembrokeshire.gov.uk
Social Care Out of Hours Emergencies -	08708 509508
Police -	0845 3302000
Powys	
Social Services	
Adults -	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.
Children –	There are contact details for the various local offices on the council's website
Out of Hours Emergencies -	0845 7573818
Rhondda Cynon Taff	
Social Services -	01443 425003 socialservices@rctcbc.gov.uk
Swansea	
Social Services	
Adults –	01792 636854 pova@swansea.gov.uk
Children –	01792 635700 Access.information@swansea.gov.uk
Emergency Out of Hours –	01792 775501 edt@swansea.gov.uk
LSCB -	01792 637543 The Chair of the Swansea Safeguarding Children Board Child and Family Services City and County of Swansea 3rd Floor Oldway Centre 36 Orchard Street Swansea SA1 5LD
Vale of Glamorgan	
Social Services -	01446 700111 C1v@valeofglamorgan.gov.uk
Children and Family Support	01446 725202
Out of Hours Emergency Duty Team	029 20788570

Prevent Advice and Referral Inbox

Prevent advice line 0800 011 3764

Prevent Referral Inbox: Prevent@south-wales.pnn.police

Safeguarding Referral Process Educ8 Employees

Working Instruction	Cause for Concern Reporting

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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.

This instruction applies to all Educ8 and sub contractor staff.

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 from can be found in your forms section on Team8. Once completed the form will automatically 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 Educ8 Employees
You can find the cause for concern for in your forms section on Team8.
Diagram 1

Diagram 2

Staff Name	ONeill, Tracey (38)
Date concern raised:	18/03/2021
Time concern raised:	12:00:00
Learner Name:	Joe Bloggs
Learner's Employer:	Test
Learner Reference Number (LN02):	LN02 000000
Reason for concern (please record the identified concerns as factually as possible - detailing who/what/why/when):	Test

Safeguarding Referral Process – Sub Contractors

Working Instruction	Cause for Concern Reporting

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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 Educ8.

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 in *Maytas*. The

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:	Barrier to Learning:	Wellbeing:
Abuse	Carer Responsibilities	Bereavement
Bullying	Communication difficulties	Chronic health problems
Cyber-bullying	Confidence	External agency support
Impairment of health	Finding time to study	Family Estrangement
Inappropriate behaviour	Health-related absenteeism	History of abuse
Neglect	Self-esteem	Mental health issues
Radicalisation		Pregnancy / maternity
Risk of self-harm		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

Safeguarding and
Cause for Concern Fo

Additional Information – For Designated Safeguarding Officer (DSL) use only: