

SAFEGUARDING AND PREVENT POLICY HANDBOOK

Version: 9

Approved by: Davies Learning Solutions Board – Matt Edwards

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Change History

Policy handbook to be reviewed annually or to align to updates with legislation

Version	Date	Author	Description of change
V1	04/02/2020	Janet Miles	Creation
V2	07/06/2021	Janet Miles	Review and update
V3	08/07/2021	Janet Miles	Review COVID guidance
V4	14/09/2021	Janet Miles	Update in line with 'Keeping Children Safe in Education' 21
V5	09/02/2022	Wayne Bell	Review/Update
V6	1/11/22	Wayne Bell	Update in line with sexual health content, cyber bullying and LGBTQ+ awareness KCSIE 22
V7	21/8/23	Wayne Bell	Update in line with KCSIE June 23 – filtering and monitoring, SR online checks, recording of allegation and retention of information.
V8	24/7/24	Wayne Bell	Update in line with new policies for U18 learners in response to Ofsted
V9	14/11/25	Matt Edwards	Annual update

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1. Purpose

This policy sets out the Davies approach to safeguarding and the Prevent duty within the Further Education (FE) and Skills sector. It reflects statutory guidance including Keeping Children Safe in Education (KCSiE) 2025, Working Together to Safeguard Children, and Prevent Duty Guidance.

The purpose of this policy is to safeguard all apprentices, learners and staff, prevent radicalisation, and promote British Values. It applies to all staff, contractors, volunteers, apprentices, and learners associated with Davies.

2. Scope

This policy supports all stakeholders, including young people and vulnerable adults across all types of our provision.

Our employers understand that Davies take cases of bullying, abuse, radicalisation and neglect extremely seriously, and will inform the police and other relevant authorities with any concerns relating to these aspects as and when required.

Any employers that have concerns either about or towards their apprentices can use this policy to ensure correct referral procedures are followed and effective processes are carried out to obtain a safe and suitable outcome. Any employers wishing to make a safeguarding referral can do so by emailing DLsafeguarding@davies-group.com and/or raising this with their Client Success Associate.

It is not Davies responsibility to investigate Safeguarding or Prevent concerns, however, we will ensure that referrals are dealt with in the appropriate manner and reported to the correct authorities to ensure relevant action is taken.

3. Davies Commitment

This policy sets out our commitment to Safeguarding and Prevent, as well as the safety and wellbeing of our apprentices and staff. We aim to do this in several ways, such as:

- Fostering a culture of openness, honesty and respect, that proactively discourages bullying and discrimination of any kind.
- Assigning a Designated Safeguarding Lead (DSL) to assume overall responsibility of our Safeguarding and Prevent processes and procedures, supported by a well-established Safeguarding Team.
- Provide effective internal and external governance oversight of Safeguarding and Prevent.
- Informing stakeholders of their roles and responsibilities regarding recognising and reporting any concerns to appropriate colleagues.
- Creating clear reporting procedures to ensure referrals can be easily made and managed, utilising the Safeguarding inbox – DLsafeguarding@davies-group.com

- Utilising our wider learning curriculum to ensure resources are readily available to support apprentices, learners and staff with topics such as Prevent, Safeguarding, radicalisation, abuse, and neglect. As well as understanding how to keep themselves safe online.
- Provide regular CPD opportunities for Davies employees on these topics to enhance the effectiveness of their support.
- Document and maintain the tracking of disclosures effectively to ensure the most effective and appropriate outcomes for all involved.
- Work closely with Davies HR and hiring managers to ensure 'safer recruitment' principles are followed effectively.
- Maintain up to date DBS checking and processes in line with policy guidance.
- Ensure all new Davies staff attend the company Safeguarding Induction session.
- Ensure all staff maintain their annual CPD for 'Safeguarding in FE' and 'Prevent in FE'
- Keep all Davies staff well informed and up to date on the latest Safeguarding and Prevent developments, including in year updates to policies, procedures and processes.
- Hold regular internal Safeguarding meetings to ensure the Safeguarding team are always well informed.

4. Definitions

4.1 Safeguarding

Safeguarding is the process of protecting children, young people, and vulnerable adults from harm, abuse, neglect, and exploitation. It involves ensuring their health, safety, and well-being by creating a safe environment, taking action to prevent harm, and responding promptly and effectively to concerns. Safeguarding includes:

- Protecting individuals from maltreatment.
- Preventing impairment of health or development.
- Ensuring that individuals grow up in circumstances consistent with safe and effective care.
- Taking action to enable all individuals to have the best outcomes.

4.2 Prevent

The Prevent Duty is a statutory requirement under the Counterterrorism and Security Act 2015 that places an obligation on education providers to take steps to prevent individuals from being drawn into terrorism or extremist activity. It involves:

- **Pursue** – to stop terrorist attacks.
- **Prevent** – to stop people from becoming terrorists or supporting terrorism.
- **Protect** – to strengthen the UKs protection against extremism, radicalisation, and terrorism.
- **Prepare** – to mitigate the risk and impact of a terrorist attack on the UK.

5. Roles and Responsibilities

5.1 Senior Leadership Team (SLT)

The SLT are responsible for:

- Ensuring there is a DSL appointed within the business.
- Ensuring there are appropriate Safeguarding and Prevent policies and procedures in place to support and protect all stakeholders.
- Providing challenge and support to the Safeguarding team.
- Liaise with the DSL and Professional Education Senior Partners where required.

5.2 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Ensuring Safeguarding and Prevent policies and procedures are regularly reviewed and maintained, including adding the latest additions and updates where required.
- Raising concerns, as appropriate with SLT for matters relating to safeguarding, prevent, and wellbeing.
- Ensuring the business adopts a safe environment in relation to apprentices, learners and Davies staff.
- Liaise with HR Business Partners to ensure stringent safer recruitment practices are in place.
- Conduct regular checks on DBS certificates and maintain the compliance of these.
- Ensure all staff undertake compulsory annual safeguarding and prevent CPD each year.
- Provide Safeguarding induction sessions for staff that are new to the business.
- Liaise with Regional Prevent Coordinators to provide the business with the latest information.
- Responsible for deploying members of the Safeguarding team effectively, in relation to referrals made.
- Maintain own CPD and qualifications relating to a DSL and ensure the same for DSOs, and MHFAs.
- Maintain oversight of referrals made to the Safeguarding inbox and own and maintain the concerns register to track and ensure referrals are dealt with swiftly and effectively.
- Provide support, advice and guidance for the rest of the business relating to matters on prevent, safeguarding and wellbeing.
- Ensure stakeholders are aware of the Safeguarding and Prevent policy, as well as each time an update is made.
- Hold regular meetings with the Safeguarding Team as well as distributing monthly reports.
- Oversight of the referral of cases to the Channel Panel where there is a concern around radicalisation.
- Work with relevant agencies where required to ensure concerns are dealt with in the appropriate manner.
- Ensure that CPD meets the required standard in relation to the sector and safeguarding and prevent best practices.

A Deputy DSL may be appointed, who will be expected to carry out the above duties in the absence of the DSL.

5.3 Group HR Business Partners

The Group HR Business Partner is responsible for:

- Ensuring safer recruitment practices are conducted by members of their team
- Monitor and maintain accurate record keeping of DBSs
- Request and process DBSs in a timely manner to ensure staff remain compliant, in line with the Safeguarding and Prevent policy.
- Raise concerns aligned to safer recruitment, safeguarding or prevent to the DSL.
- Ensure accurate record keeping of Davies staff, aligned to the requirements of safer recruitment practices.
- Enable the DSL to conduct audits on staff files to ensure effective compliance

5.4 All Davies Colleague

All Davies colleagues are responsible for:

- Undertaking CPD and relevant training, as required by the business.
- Effectively implement the Safeguarding and Prevent policy.
- Create learning environments where people feel safe and are encouraged to thrive.
- Understanding the needs of their young people and vulnerable adults and putting appropriate measure in place to support them.
- Creating a culture of open and honesty, where people feel comfortable and listened to.
- Identifying potential safeguarding and/or prevent concerns and following the correct escalation process to ensure the Safeguarding team are made aware.
- Monitoring the wellbeing of their apprentices and learners and seeking advice from the relevant colleagues to best support them.

6. Procedures

6.1 Responding to an Allegation

Step 1 - Any member of staff, apprentice, learner, or employer, must report a concern immediately to the Davies DSL or DSO.

Step 2 – The person making the referral must log all details securely, ensuring they are accurate and factual. Dates, times and locations are all important factors to include within a referral.

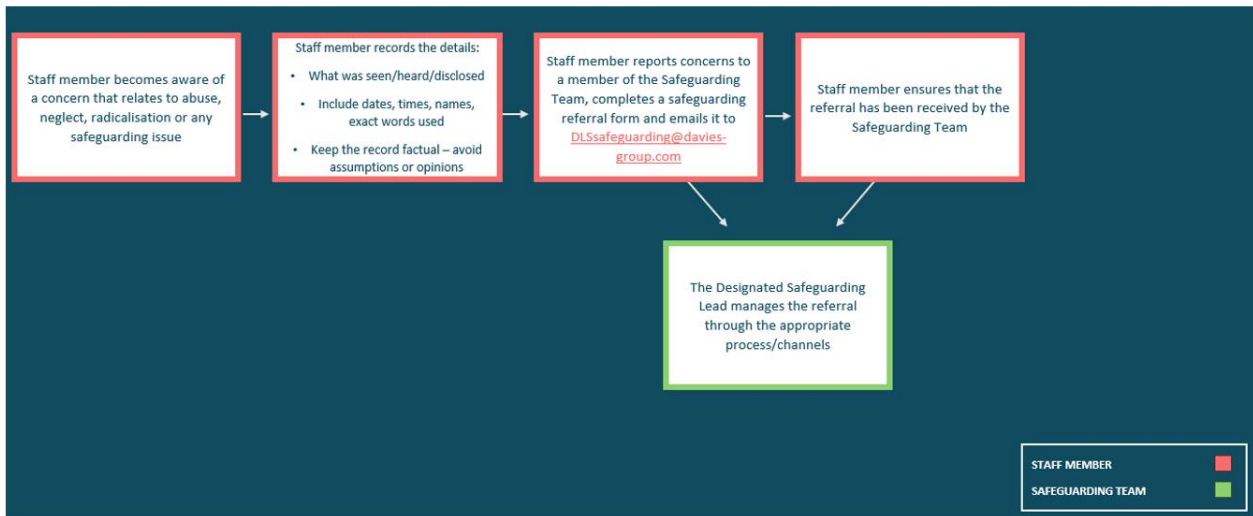
Step 3 – Once a member of the Safeguarding team has been informed of the issue or concern, the person making the referral can complete our Safeguarding Referral Form, or provide information within an email or word document and submit it to the Davies Safeguarding inbox – dlssafeguarding@davies-group.com

Step 4 – DSOs will make the DSL aware of the referral if it has been made directly to them. The DSL will pick up the referral and manage it through to completion, make sure the relevant people are supported and informed at every step of the process.

Step 5 – The DSL is responsible for assessing if the referral need to be escalated to outside supporting agencies.



Reporting Concerns



6.2 Record Keeping

The person whom the issue has initially been raised to is responsible for recording the details of the situation as accurately and factually as possible. Information captured should include:

6.2.1 Apprentice/Concerned Individuals Details

- Full name
- Age/DOB
- Any other names they use
- Contact details
- Any other relevant information (Vulnerable status, SEND, ALN Under 18)

6.2.2 Reporter Information

- Name
- Job role
- Contact details

6.2.3 Incident Details

- Date and time
- Location
- Who was present/involved

6.2.4 Nature of Concern

- A factual summary of what happened or was disclosed (use individuals own words)
- Type of safeguarding issue suspected (physical, sexual, emotional, neglect, radicalization, exploitation)
- Context of risk factors known (mental health, substance use, living status)

6.3 Monitoring

Once the referral has been made, the DSL will document this in our concerns register and manage the process through to completion. The DSL is responsible for ensuring the concerns register is updated to reflect actions taken to resolve/mitigate the situation.

Once the issue has been adequately resolved, the report is archived.

7. Access to Premises

7.1 Pre-Arrivals

The Davies staff member hosting an event, meeting, and/or class is responsible for providing the building reception with a list of attendees that are expected on the day.

7.2 Arrivals

Upon arrival at any Davies office, anyone who does not have a verified pass on them will be required to report to the front desk reception.

Visitors will need to provide proof of identity and should mention who they have come to see. The receptionist will check the expected attendees list and issue the visitor with a day pass. This pass will grant the visitor access to the into the building but will not allow them to gain access through security doors, situated throughout each floor.

7.3 During the Visit

A member of the Davies staff will meet and greet visitors at each floor's reception area. From here, visitors will be escorted to relevant meeting rooms, with access to tea and coffee and WC facilities. To gain access to restricted areas, visitors must be always accompanied by a Davies staff member.

7.4 Upon Leaving

Visitors are required to report to the main building reception to hand in their day passes, officially signing them out of the building.

8. Safer Recruitment

Working closely with our Group HR functions, we recruit employees in line with our [Group Recruitment Policies and Procedures](#).

Prior to a formal offer being made, candidates are required to provide:

- Certificates/Qualifications
- 2 references
- Complete a DBS check to the required level

Anyone in a learner/apprentice facing role will be required to have an enhanced DBS check. If an enhanced check has not cleared before an expected start date, the business will carry out a standard

DBS check, which must clear before the candidate starts with the business. Candidates will remain under supervision and will not be assigned a caseload until their enhanced check has cleared.

For further information, please refer to our [UK and Ireland Recruitment & Selection Policy](#).

9. Confidentiality

Davies staff must not, under any circumstances, discuss or disclose information to anyone other than those directly involved in the safeguarding case. Colleagues should never promise confidentiality, and learners and apprentices should understand that information will be shared where it is deemed necessary to ensure their protection. To comply with data protection, once a referral has been made to the safeguarding team, and receipt of this has been acknowledged. The referral document and any notes or reports used should be deleted from the staff member's laptop and destroyed. Safeguarding records will be retained for 6 years from the end of the financial year in which the apprentice completes their programme.

10. Support for Davies Staff

Where a staff member finds a particular safeguarding case distressing, Davies has several procedures in place to support this.

10.1 Employee Assistance Programme (EAP)

Accessed via the Davies Intranet, this service offers:

- Care concierge
- EAP Services
- Mental health and cancer support
- Online physiotherapy
- Second medical opinions
- Virtual GP

Access this [here](#).

10.2 Buddy Support System

Put in place by the Safeguarding team and managed by the DSL, this process involves assigning different members of the team to individuals that have had to deal with a referral. This is a check-in process only, to make sure we are comfortable that the people who have been involved in the case are ok.

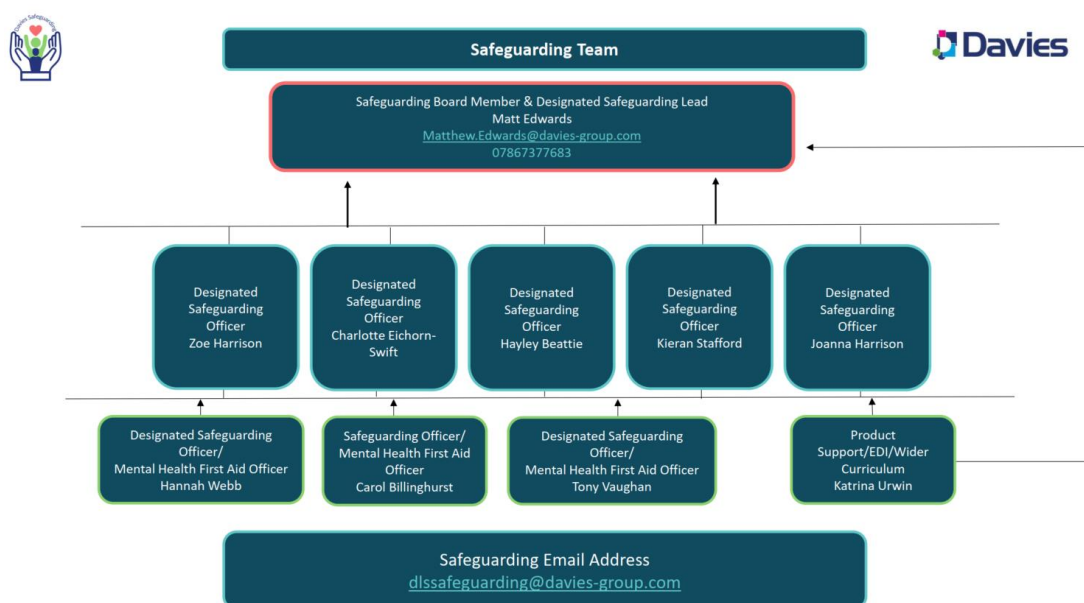
11. Communication

This policy is shared with all Davies staff, apprentices, learners and line managers during their induction stage. Any updates to the policy are communicated to stakeholders to ensure they are kept up to date with the latest information.

12. Related Policies, Documents & Useful Links

- [Apprentice Health and Safety Policy](#)
- [Apprentice Handbook](#)
- [Apprentice Confidentiality and Data Protection Policy](#)
- [Apprentice Guide for 16-17 Year Olds](#)
- [British Values Policy](#)
- [Remote Learning and Digital Skills Policy](#)
- [Equity, Diversity and Inclusion Policy](#)
- [Professional Education Acceptable AI Usage Policy](#)
- [Staying Safe Online Policy](#)
- [SEND Policy](#)
- [Staying Safe Booklet](#)
- [Making a Prevent Referral](#)
- [Whistleblowing Policy](#)

13. Safeguarding Structure



14. Appendix 1 – Definitions

Definitions For the purposes of this policy, the following words and phrases have the meanings as indicated:

- Abuse is a form of maltreatment. Somebody may abuse or neglect a person by inflicting harm or by failing to act to prevent harm. Abuse can take different forms, such as: physical abuse, sexting, sexual violence, and sexual harassment. Expectations around learner behaviour form part of the Code of Conduct, and Learner Disciplinary Policy, which is promoted throughout the learning experience.
- Channel forms a key part of the Government Prevent Strategy. The process is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism and extremism.
- Child on Child Abuse is inappropriate behaviours between children that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control, hazing/initiation rituals between children and young people, both on and offline (including that which is within intimate personal relationships).
- Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. Also included in the definition is extremism are calls for the death of members of the UK armed forces, whether in this country or abroad.
- Operation Encompass is a national operation that directly connects the Police with schools and learning settings to secure better outcomes for children and young people who are subject or witness to police-attended incidents of domestic abuse. Provision of support within the learning environment means children and young people are better safeguarded against the short-, medium- and long-term effects of domestic abuse.
- Prevent refers to the Prevent Strategy, published by the Government in 2011, which is part of the Government's overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK by stopping people becoming terrorists or supporting terrorism.
- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- Safeguarding is the process of protecting vulnerable people, whether from crime or other forms of abuse.
- Terrorism is defined in the Terrorism Act 2000 (TACT 2000). In summary, this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.
- Vulnerable adult means any person aged 18 or over who is or may need community care services by reason of mental or other disability, age or illness and is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.