

Safeguarding and PREVENT Policy

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1. POLICY STATEMENT

- 1.1 Exalt Training is committed to safeguarding all children, young people and vulnerable adults that undertake learning with us. Exalt Training believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child, young person or vulnerable adult paramount.
- 1.2 Exalt Training incorporates protecting vulnerable individuals from being radicalised or exposed to extremist views and a process for escalation where radicalisation is suspected, has been identified. Exalt Training’s application of the Prevent Duty recognises that this applies to all individuals, including staff members, not just children, young people or vulnerable adults.

2. REASON FOR THE POLICY

- 2.1 Exalt Training will take every reasonable step to ensure that children, young people and vulnerable adults are kept safe and secure so that they can learn and thrive. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, as per our policy and internal procedures.
- 2.2 Exalt Training recognises that safeguarding against radicalisation and extremism is no different to safeguarding against other vulnerability issues that individuals may face.

3. POLICY OBJECTIVES

- 3.1 This Policy is intended to establish and maintain an ethos where all learners feel secure and are encouraged to talk, are listened to and know that there are adults within Exalt Training whom they can approach if they are worried or are in difficulty.
- 3.2 Exalt Training will include in the curriculum and beyond, activities and opportunities which equip learners with the skills they need to stay safe from abuse (including online) and to know to who they can turn to for help.
- 3.3 Exalt Training will ensure every effort is made to establish effective working relationships with parents/carers, social workers and colleagues from other agencies.
- 3.4 Exalt Training will operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, young people and vulnerable adults, including; identity, right to work, DBS criminal record and enhanced checks (where required), barred list (and overseas where needed), references, and prohibition from teaching.

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4. POLICY

4.1 Safeguarding all staff and learners

Exalt Training will maintain thorough knowledge of safeguarding matters and ensure this policy and accompanying procedures and guidance are regularly reviewed for compliance with relevant legislation.

All points of contact for anyone needing to report a safeguarding concern will be made available and Exalt Training will act on reported concerns as appropriate. This may include making a referral to an external agency and we will monitor the effectiveness and implementation of this policy. Records relating to actual or alleged abuse or neglect are stored away from 'normal' student or staff records.

Our culture will promote safeguarding, reducing the potential for harm to be caused or threatened. Exalt Training will collate summaries of safeguarding concerns raised and outcomes, where known.

Within the induction procedures learners will be introduced to their rights and responsibilities with regards to Safeguarding and Prevent. All new employees will be introduced to their rights and responsibilities with regards to Safeguarding and Prevent via online induction modules. All staff, including those who are subcontractors, will undertake suitable training commensurate with their role in the organisation. Staff will receive Safeguarding and Prevent updates annually.

The Safeguarding Policy will be reviewed on an annual basis to ensure it covers any changes in legislation and remains suitable for the needs of the organisation. The Designated Safeguarding Team will meet quarterly to discuss Safeguarding and Prevent issues and processes, identify and address themes and standardise practice. Support will be provided by the Board of Governors to ensure the effectiveness of the Safeguarding and Prevent Policy in terms of learner awareness and understanding. This will also be monitored via sampling of learner journey records (induction, reviews, etc.), observation of teaching, learning and support and analysis of Safeguarding records.

4.2 Categories of Potential Safeguarding Concerns

Child Sexual Exploitation - this occurs in situations and relationships in which young people receive something as a result of engaging in sexual activities.

Child criminal exploitation – County Lines - Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs, groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. The key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs.

Bullying (including cyberbullying) - Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

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Domestic Violence - any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse may involve, but is not limited to psychological, physical, sexual, financial and emotional impacts.

“Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include acts of assault, threats, humiliation and intimidation, harming, punishing, or frightening the person, isolating the person from sources of support, exploitation of resources or money, preventing the person from escaping abuse and regulating everyday behaviour.”

Drugs - the misuse of drugs such as alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (legal highs) and volatile substances.

Fabricated or Induced Illness - the fabrication of signs and symptoms in others including that of past medical history, falsification of hospital charts and records and specimens of bodily fluids. May also include falsification of letters and documents, and induction of illness by a variety of means.

Faith Abuse - forms of child abuse linked to faith or belief. Examples of this include spirit possession, demons/the devil acting through children, the evil eye or djinns (known in some Islamic faith contexts) and dakini (in Hindu context) and ritual or multiple murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce ‘magical’ remedies.

Female Genital Mutilation - FGM comprises all procedures involving the partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM is illegal in the UK and it is also illegal to remove a child to another country for the purposes of performing FGM.

Forced Marriage - a forced marriage is a marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved.

Gangs (and Youth Violence) - crime and violence are a core part of the identity of gangs, although delinquent peer groups can also lead to increased antisocial behaviour and youth offending. Although some group gatherings can lead to increased antisocial behaviour and youth offending, these activities should not be confused with serious violence in a gang.

Mental Health - mental health issues such as depression and anxiety may leave the individual vulnerable to self-harm and suicidal thoughts as well as being exposed to other factors, highlighted above, that may cause a concern for their safety. Exalt Training recognises safeguarding issues can manifest themselves via peer-on-peer abuse and that learners sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

Modern Day Slavery - the Modern-Day Slavery Act 2015 was specifically introduced to address Slavery and Human Trafficking in the 21st century.

The Act ensures that:-

- Victims receive the protection and support they deserve.
- A statutory defence for victims of modern slavery so that they are not inappropriately criminalised.

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- Gives courts new powers to order perpetrators of slavery and trafficking to pay Reparation Orders to their victims.
- Provides child advocates to support child victims of trafficking.
- Extends special measures so that all victims of modern slavery can be supported through the criminal justice process.
- Provides statutory guidance on victim identification and victim services, including an enabling power to put the relevant processes on a statutory basis.

Introducing protections for victims of abuse on an overseas domestic workers visa

What is a Modern-day Slave? - modern forms of slavery can include debt bondage, where a person is forced to work for free to pay off a debt, child slavery, forced marriage, domestic servitude and forced labour, where victims are made to work through violence and intimidation.

Physical abuse - such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.

Sexting - the exchange of self-generated sexually explicit images, through mobile picture messages or webcams over the internet.

Sexual Harassment - such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.

Teenage Relationship Abuse - may include emotional abuse (e.g., name calling, insults, isolation from friends, controlling what you wear and where you go, constant checking up), physical abuse (hitting, punching, pushing, biting, kicking, using weapons), sexual abuse (forcing sex, unwanted kissing or touching, being made to watch pornography against will, pressure to not use contraception) or financial abuse (taking/controlling money, coercion to buy the abuser things, forcing the abused to work or not work).

Trafficking - the recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of position of vulnerability or of the giving or receiving of payments or benefits to achieve consent of a person having control over another person, for the purpose of exploitation.

Upskirting - which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm (this is now a criminal offence)

4.3 Identifying Indicators of Harm

Exalt Training will ensure staff will receive appropriate training to be able to recognise the signs of harm and to respond effectively where an individual makes a disclosure to them.

Staff should also be aware of the measures to take if there is a suspicion that another member of staff is involved negatively, in anyway in harming another individual.

Whilst it is recognised that no list of signs can be exhaustive, some potential indicators are listed below. There may be a combination of these, or they may be identified in isolation.

- Bruises and injuries with which the explanation given seems inconsistent.

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- Possible indicators of neglect, such as inadequate clothing, poor growth, hunger, poor hygiene
- Possible indicators of emotional harm, such as excessive dependence, attention seeking, self-harm.
- Possible indicators of sexual harm, such as signs of bruises, scratches, bite mark, or behavioural signs such as precocity, withdrawal or inappropriate sexual behaviour
- Agitated or anxious behaviour
- Excessive nervousness
- Inappropriate or improper clothing
- Unhygienic or unkempt appearance
- Signs of discomfort or pain
- Frequent and increased absences
- Uncharacteristic changes in appearance or behaviour
- Reluctant to go home or leave delivery locations.

4.4 The Prevent Duty

The threat to the UK from international terrorism is substantial. The terrorist threats that we now face is more diverse than ever before, dispersed across a wider geographical area and often in countries without effective governance. We therefore face an unpredictable situation. Whilst it remains rare for learners to become involved in extremist activity, any learner can be exposed to extremist influences or prejudice views, via the internet, from an early age. Early intervention is a preferable way of tackling extremism. Exalt Training is committed to safeguarding and the promotion of British values, we will ensure that all staff have the confidence to recognise the signs that a learner or colleague is at risk of radicalisation. Exalt Training recognises that its responsibility to the Prevent Duty is not limited to children, young people and vulnerable adults, or to those learning through Government funded programmes but that all learners and staff fall within the remit of this aspect of the Safeguarding & Prevent policy.

4.5 Preventing Extremism

The Office for Security and Counter Terrorism defines the key measures for reducing the risks of terrorism in its 'CONTEST' strategy, which is based on 4 pillars:

- Pursue – to stop the terrorist attacks.
- Prevent – to stop the people becoming terrorists or supporting terrorism.
- Protect – to strengthen our protection against terrorist attacks.
- Prepare –to mitigate the impact of a terrorist attack.

Exalt Training will:

- Raise awareness to all learners of the threat from violent extremist groups and the risks and Exalt Training's responsibility to minimise this in their organisation.
- Provide information about what can cause violent extremism, about preventative actions taking place locally and nationally and where we can get additional information and advice.

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- Help learners to understand the positive contribution they can make to empower themselves to create communities that are more resilient to extremism and protect the wellbeing of learners or groups who may be vulnerable to being drawn into violent extremist activity.
- Provide advice on managing risks and responding to incidents.
- Promote fundamental British Values at every opportunity throughout programmes and other activities.
- Challenge segregation, promoting cohesion and building learner resilience with the aim of our learners and staff contributing actively to wider society.
- Operate a clear and consistent anti-bullying approach which challenges harassment and discriminating and enables learners and staff to feel safe and supported.
- Provide support, advice and guidance for learners and staff who may be at risk. This may include referral to Channel, the process by which multi agency support is provided to individuals who are at risk of being drawn into terrorism.
- Ensure that staff, learners and employers are aware of their roles and responsibilities in preventing radicalisation and extremism.
- Carry out an annual risk assessment in relation to the Prevent Duty with the aim of evaluating where and how learners or staff may be at risk of being drawn into terrorism. This will include reviewing policies regarding the delivery of learning, student welfare, equality and diversity, and the safety and welfare of customers and staff.
- Ensure that there is a shared understanding amongst staff and learners as to the risks posed within the training environment by extremist’s behaviour by raising awareness through training and information sharing.
- Take steps to mitigate the risk posed to individuals vulnerable to extremism where it is identified.
- Referrals to the Channel programme will be made on a case-by-case basis and with consideration being made to the need for a multi-agency approach in advance of any referrals. All such referrals will ultimately be made by the DSO or DSL.

4.6 Identifying Indicators of Radicalisation

Potential signs of radicalisation include:

- An individual’s views become increasingly extreme regarding another section of society or government policy.
- An individual is observed downloading, viewing or sharing extremist propaganda from the web.
- An individual becoming withdrawn and focused on one ideology.
- An individual becoming increasingly intolerant of more moderate views.
- An individual may change their appearance, their health may suffer (including mental health), and they may become isolated from family, friends, peers or social groups.
- An individual expresses a desire/intent to take part in or support extremist activity.

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4.7 External Speakers and Events

Exalt Training will ensure that any external speaker's views being expressed, or likely to be expressed, do not constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups. It is the responsibility of the host to ensure that any external speaker's content, planned to be delivered either verbally, by presentation or other materials are reviewed prior to the event to check that it is suitable and that it will not promote extremist views in any way. Where a potential risk of this is identified the host should make the DSO aware and this will then be reviewed further by a panel of senior managers to ensure a balance of legal duties in terms of both ensuring freedom of speech and protecting student and staff welfare. Where the panel is in any doubt that the risk cannot be fully mitigated, Exalt Training will exercise caution and the event will not be allowed to proceed. **(Please see Appendix 3 for Prevent Risk Assessment and Action Plan)**

All staff are responsible for ensuring that the guest speaker has complied with the requirements as set in Appendix 3 and that a Risk Assessment has been completed and a copy of their current DBS submitted **5 working days** prior to the visit taking place. This is required to ensure the risk is reduced and actions can be applied to ensure that the visit is carried out in a safe and sound manner to the benefit of all apprentices/learners and staff.

4.8 Guidelines to follow when receiving a disclosure.

To ensure any disclosure is dealt with effectively, the 5 Rs should be considered. **Recognise** The ability to recognise behaviour that may indicate abuse is of fundamental importance. Signs and symptoms of abuse of young people or vulnerable adults may include direct disclosure. All relevant staff will be trained to understand signs of possible abuse and know how, where and to whom to report concerns.

Respond An appropriate response is vital. No report or concern about possible abuse should ever be ignored and they should ensure:

- They do not lead or probe with questions.
- Remain calm and demonstrate interest and concern while investigating.
- Tell the learner that they you may need to disclose information to others to ensure any risk to them or others is minimal and do not agree to any off the record disclosures.

Reassure them that they have done the correct thing in reporting their concerns and that it will be dealt with in a sensitive and appropriate way, ensuring any information is suitably restricted.

Record any disclosures on the Safeguarding and Prevent Form. Safeguarding and Prevent concerns should be reported within 2 hours to the DSO or the DSL. Once concerns have been reported, responsibility for taking any further action resides with the DSO or DSL dealing with the report.

DSO and DSLs will be trained to ensure disclosures, incidents or concerns and the subsequent investigation and assessment are accurately recorded, updated and monitored.

The Information will be stored securely, confidentially and only accessible to those who need access to support with the concern.

Refer the decision to refer a complaint or allegation lies with the DSO or DSL dealing with the disclosure, having gathered and examined all relevant information. Investigations may

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involve questioning colleagues, learners, carers, parents, assessors and the complainant, as relevant and necessary. DSO and DSL will have access to organisations and websites to seek guidance and help for learners and a directory of relevant support agencies is contained within this document. The DSO or DSL dealing with the disclosure will decide what action to take.

5. DEFINITIONS

5.1 Safeguarding - The term ‘Safeguarding’ describes the broader preventative and precautionary approach to planning and procedures that are necessary to be in place to protect children and young people from any potential harm or damage. Safeguarding is more than having background check policies and procedures in place, it means having a culture of vigilance where all staff know their responsibilities and act accordingly and all learners are aware of what they can expect and know what to do if they have concerns. It is about providing a deep commitment to place the learner at the centre of our concerns and to build policies, practices and procedures around the learner for them to succeed.

5.2 Child - Anyone under the age of 18 is defined as a child.

5.3 Vulnerable Adult - A person who is aged 18 years of age or over is defined as vulnerable if they are at risk of harm, abuse or manipulation (including radicalisation) because of either their social or personal situation.

5.4 Harm - Harm can be caused in several ways and take different forms, including:

- Physical –for example, hitting another person or deliberately cutting yourself.
- Psychological – for example, saying things which could hurt someone else, or which could make them feel vulnerable, alone or isolated. Making threats, trying to control another person, or humiliating someone can be psychological harm. Psychological harm can include bullying in person or online, including ‘revenge porn’.
- Financial - for example, unreasonable or excessive borrowing or stealing money or other items. Also, trying to pressure someone else into giving you money or other items because they feel sorry for you.
- Sexual – for example, trying to get someone to take part in sexual activity by using force, threats or bullying. Sexual activity requires both consents to be given and an understanding of what is being consented to. ‘Grooming’ occurs when a person uses an emotional bond to gain the trust of a child or vulnerable adult to sexually abuse or exploit them, or to trade them (trafficking).
- Neglect – for example, not caring for yourself or someone you are responsible for. This could include not washing regularly, not eating, or having unsafe living conditions.

5.5 Radicalisation - The process of causing someone to adopt extreme religious, social or political views or beliefs, which undermine British Values.

5.6 Extremism - this is vocal or active opposition to fundamental British values, including:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

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Also included in the definition of extremism are calls for the death of members of our armed forces, whether in this country or overseas.

6. RELATED POLICIES

- Equality & Diversity Policy PP002
- General Data Protection/Privacy Policy PP003
- Safer Recruitment Policy PP023
- Anti-slavery and Human Trafficking Policy PP025
- Disciplinary Policy PP026
- Whistleblowing Policy PP029
- Recruitment and Selection Policy PP039

Central Register is Brighthr for DBS records

Safeguarding Children and Vulnerable Adults handbook/guidance

Apprentice Handbook

7. WHO WILL NEED TO KNOW ABOUT THIS POLICY

7.1 All staff

7.2 All Managers

7.3 All Learners

7.4 All Employers/Clients

7.5 All Visitors/Contractors

8. RESPONSIBILITY

8.1 **All staff** that come into contact with children and vulnerable adults in their everyday work has a duty to safeguard and promote the welfare of children and vulnerable adults. Staff will be trained to understand their responsibilities and be aware of the signs of abuse and neglect and extremism and radicalisation so that they are able to identify cases of children/vulnerable adults who may be in need of help or protection. Failure to comply with these responsibilities will be seen as a serious matter which may lead to disciplinary action.

Staff are expected to:

- Attend safeguarding training as required (every 3 years)
- Familiarise themselves with the Safeguarding policy and associated procedures.
- Safeguard and promote the welfare of children and vulnerable adults.
- Alert the Designated Safeguarding Officers if they have concerns about a child or vulnerable adult.

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8.2 Designated Safeguarding Officers: The Designated Safeguarding Officers have a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people and vulnerable adults. The Designated Person will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide support and training for staff and volunteers.
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of children and vulnerable adults.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children and young people.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children and vulnerable adults receive the appropriate training to undertake this role.
- Manage and keep secure the Exalt Training’s safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the Exalt Training’s reporting and recording procedures and are clear about what to do if they have a concern about a child or vulnerable adult.
- Liaise with the CEO and DSL about any safeguarding issues.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.

8.3 Designated Safeguarding Lead: The CEO (DSL) has overall responsibility and acts as the main source of support, advice and expertise for safeguarding.

- Advise and support the senior team in developing and establishing your organisation’s approach to safeguarding.
- Play a lead role in maintaining and reviewing Exalt Training’s plan for safeguarding.
- Coordinate the distribution of policies, procedures and safeguarding resources throughout Exalt Training.
- Advise on training needs and development, providing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers.
- Manage reported safeguarding concerns, allegations or incidents.
- Manage referrals to key safeguarding agencies (e.g., social services or police) of any incidents or allegations of abuse and harm.
- Ensure that the Safeguarding Policy is regularly reviewed and updated.

Signed

Date: 1st April 2021.

Lisa Pearman - Approved

Chief Executive Officer

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9. Appendix 1 Safeguarding and PREVENT Procedure

- 1.0 If you believe that a member of staff or learner is at high risk of immediate harm you should call the emergency services on 999. The receiving, reporting and responding to Safeguarding and Prevent incidents by staff will follow the same procedure. Any suspicion, allegation or actual abuse of a young person or vulnerable adult by a member of Exalt Training’s staff or its subcontractors must be reported immediately and directly to either the DSO or DSL. In their absence it should be reported to another member of the Senior Leadership Team, who will then lead with the investigation and subsequent actions supported by a DSO.
- 2.0 Where Exalt Training or one of its subcontractors refer a safeguarding concern related to sexual violence to Local Authority/children’s social care/adult social care and/or the police, or an allegation of abuse is made against any member of staff to the DSO or DSL, Exalt Training will also inform the Education and Skills Funding Agency as soon as practicable, providing a high-level summary of the nature of the incident.
- 3.0 **Responding to a disclosure, concern or incident.**

The learner is under 18 years of age.

- Follow the 5 Rs, Recognise, Respond, Report, Record and Refer procedure
- Keep questions to a minimum and explain what you need to do next.
- Explain that you will need to pass the information on to reduce any risk to them or others.
- Report the concerns to the DSO/DSL using the form and dedicated inbox at the very first opportunity and within 2 hours so that the required review and assessment can take place, including the referral to an external agency if deemed necessary.
- All details and actions taken will be updated and recorded by the relevant DSO and DSL on the report from and monitored through the Safeguarding Log.

The person is an adult.

- Unlike young people, adults have a right to insist upon confidentiality unless the circumstances mean the disclosure or concern needs to be reported.
- This will be the case if this they are vulnerable or if there is reason to believe that the adult has been or is being harmed or abused.
- Once the DSO or DSL has been made aware of a situation, they need to ascertain whether the young person or vulnerable adult is at risk of actual or potential harm or abuse or whether there are sufficient grounds to suspect abuse or potential radicalisation.
- Following this, the DSO or DSL may decide that further action is necessary and will refer it on to an external agency or that the situation can be monitored within Exalt Training.
- In the event of a decision being made to escalate a Prevent incident to Channel, this should only be carried out by the DSO or DSL.

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- In their absence, a member of the Senior Leadership Team should be made aware of the concern and complete any agreed referral.

Exalt Safeguarding Team

Name	Position	Mobile	Email
Tricia Allison	Designated Safeguarding Lead	07925 531 356	tricia.allison@exalt-training.com
Ben Wakefield	Designated Safeguarding Officer (Adult)	07936 565 857	Ben Wakefield@exalt-training.com
Jo Elliott	Designated Safeguarding Officer (Under 18's)	07999 957 227	jo.elliott@exalt-training.com
Claire Oliver	Designated Safeguarding Officer (Pastoral Leader)	07842968095	Claire.oliver@exalt-training.com

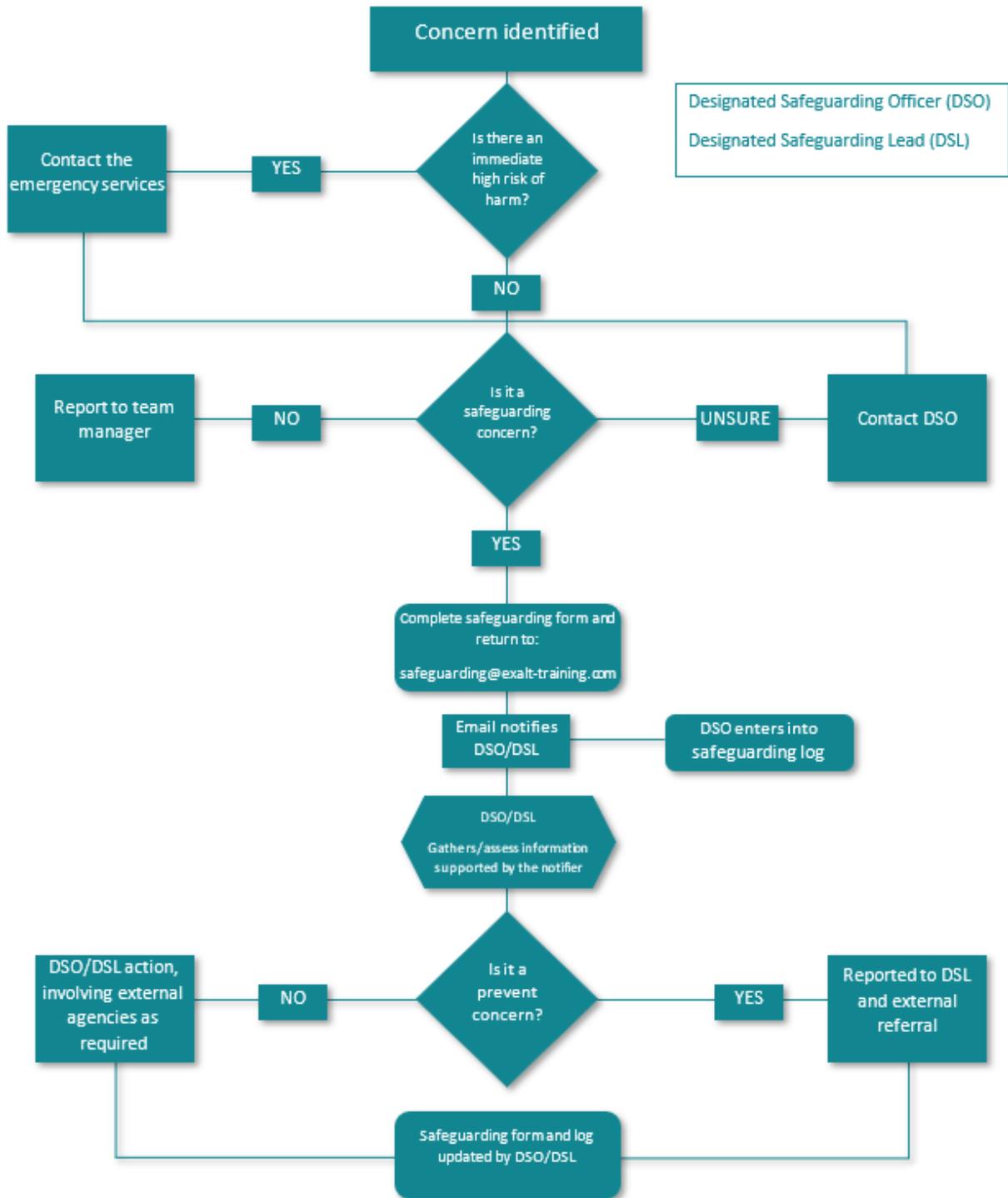


General Safeguarding email address: safeguarding@exalt-training.com

[Phone: 07925 531 356](tel:07925531356)

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10. Appendix 2 Safeguarding and PREVENT reporting process.



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11. Appendix 3 – Visitors and Contractors

Exalt-Training is committed to apprentices, learners and staffs’ right to learn and teach in an environment that is safe. Our responsibility to our apprentices/learners is to ensure that they can access information and that the information is aligned to the ethos and values of Exalt-Training and fundamental British Values.

The PREVENT guidance requires that clear procedures for ensuring that any visitor or contractor, whether invited by staff or learners, are suitable and appropriately supervised. This process is to ensure that risk of exposure to radicalisation is reduced and protection to such exposure is maintained.

The procedure is:

- All visitors and contractors are to have a nominated point of contact during any face to face or online delivery (the Organiser).
- All requests for outside speakers require the prior approval of the Head of curriculum area or Designated Safeguarding Officer/Designated Safeguarding Lead. This will include checking of current DBS at least 5 days prior to the visit. Copies of DBS will be held on our Central Register (Brighthr) for a minimum period of 12 months by our HR Officer.
- Visitors/contractors are always accompanied at offices or online and are not left unsupervised with learners at any point. The exception will be for regular guests who have undertaken an induction and DBS check.
- Obtaining an outline of what is being delivered (presentation, resources) in advance of any visit.
- Conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions. Refusal can be made based on links to extreme groups or involvements and the decision for any refusal will be made in person/organisation in writing.
- Visiting speakers must sign the ‘Agreement and Guidelines for Visiting Speakers’ form as acceptance of Exalt-training’s terms and conditions.
- A risk assessment completed in relation to the Prevent Duty.
- Maintain a formal register of all visitors and contractors.
- Conduct a post-event evaluation of how the visit/online delivery met the needs of our learners.

This Appendix links to the following:

- Equality and Diversity Policy
- Central DBS register on Brighthr

All completed Visitor and Contractor Agreement and Guidelines (Appendix 3a) and presentation material must be approved and submitted to Safeguarding@exalt-training.com at least 5 working days prior to visit.

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12. Appendix 3a

Visitor and Contractor agreement and Guidelines

To maintain a clear focus on our main priority of teaching and learning within a safe environment, whether delivery is face to face or online, care must be exercised to respect the diverse values and views of all learners. On completion of this agreement, please email it to Safeguarding@exalt-training.com.

Name of visitor/contractor:

Organisation (if applicable):

The Visitor/contractor agrees to the following terms and conditions:

- Evidence of current DBS must be submitted to the Designated Safeguarding Officer and will be held by our HR Officer on our Central Register (Brighthr) **at least 5 working days prior to visit**. Should you not hold a current DBS, please let us know so we may allocate a chaperone for your visit.
- Any presentation must be appropriate to the age and maturity level of the learner audience.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visitor/contractor must not spread hatred and intolerance of any minority group(s) in the community which may aid disrupting social and community harmony.
- The visitor/contractor is not permitted to encourage, glorify or promote acts of terrorism including individuals, groups and organisations that support such acts.
- The visitor/contractor must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visitors are not permitted to raise or gather funds for any external organisation.
- Exalt-training staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Guest/Visitor's signature:

Date:

(To be completed by the Manager/Safeguarding Lead) – copy to be held in Central Register.

Presentation provided: **Yes/No**

Content Approved: **Yes/No**

Additional comments:

Approved by:

Date Approved:

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Risk Banding – (for assistance in completing this form, please contact your Designated Safeguarding Officer/Lead)

	Risk Rating Likeliness X Severity = RR			Additional control measures	Revised rating Likeliness x Severity = RR		
	L	S	RR		L	S	RR
1	2	2	4	<i>What additional control measures could you put in? Will these measures decrease likelihood and/or severity?</i>			
2	1	1	1				

Risk Matrix – High- Medium – Low (Risk)						
Severity x Likelihood = Risk Rating		Likelihood				
		Certain (4)	Very Likely (4)	Likely (3)	May Happen (2)	Unlikely (1)
Severity	Death (5)	25	20	15	10	5
	Major Injury (4)	20	16	12	8	4
	Over 7-day Injury (3)	15	12	9	6	3
	Minor Injury – treatment off site (2)	10	8	6	4	2
	Minor Injury – First aid on site (1)	5	4	3	2	1

Intentionally left blank.

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