



# **Safeguarding**

## **Young People & Vulnerable Adults**

### **[including Prevent Duty]**

## **Policy & Procedures**

Approved at a meeting of the Board of Directors  
20 February 2019

This policy will be reviewed at least annually

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### Related policies

Recruitment and Selection  
 Allegations against Staff Policy  
 Whistle-Blowing Policy  
 ICT Policy  
 Data Protection Policy  
 Policy on the Hire of Training Rooms: Prevent Duty  
 Equality and Diversity Policy  
 Code of Conduct  
 Management of events and speakers policy

### Scope & purpose of this policy

The purpose of this document is to outline cHRyos HR's commitment to the safeguarding and protection of vulnerable adults and young people. This policy provides guidance to all staff who may experience concerns regarding the safeguarding and protection of young people or vulnerable adults and details the procedures to be followed within the context of their work. For the purpose of this policy staff are defined as:

- All staff, including Directors and Board members, either at cHRyos HR premises or premises belonging to cHRyos HR clients
- Board members of cHRyos HR Solutions Ltd
- Associates of cHRyos HR Solutions Ltd

**This policy and procedures also apply where cHRyos HR is operating as sub-contractor to a main Training Provider, where that Provider has not indicated a requirement for cHRyos HR to use an alternative policy and procedures. Where the policy and procedures are instigated, the main Training Provider is to be notified.**

**This policy and procedures also apply where cHRyos HR is delivering services on-site at client premises, where the employer has not indicated a requirement for cHRyos HR to use an alternative policy and procedures. Where the policy and procedures are instigated, the employer is to be notified.**

This policy and associated procedures have been developed in response to government guidance and legislation:

- The Children's Act 1989
- The Children's Act 2004
- 'Working Together to Safeguard Children' Rev. 2013
- Safeguarding Vulnerable Groups Act 2006
- 'Safeguarding Children and Safer Recruitment in Education' DfES 2007
- Prevent Strategy 2011
- Prevent Duty Guidance: for Further Education institutions in England and Wales
- Channel Duty Guidance April 2015

The Children's Act 1989 defines a child as any person under the age of 18 years.

Section 11 of the Children's Act 2004 makes explicit the responsibility of learning providers for safeguarding and promoting the welfare of young people as part of fulfilling their common law duty of care towards the young people for whom their organisation is responsible.

Section 26(1) of the Counter-Terrorism and Security Act 2015 imposes a duty on "specified authorities", when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. There is an important role for independent training providers, in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

## Commitment Statement

chRysos HR is committed to safeguarding and promoting the welfare of all learners/apprentices and expects all staff, Board members, employers, visitors and learners/apprentices to share this commitment.

We aim to create and maintain a safe environment where all learners/apprentices feel safe, secure and valued and know they will be listened to and taken seriously.

We recognise that safeguarding and promoting the welfare of all learners/apprentices, particularly young people and vulnerable adults goes beyond implementing basic child protection procedures. In order to protect the learners/apprentices working with us, we recognise that we need to provide a safe learning environment, free from health and safety risks, free from bullying and harassment, free from extremism and radicalisation and promoting good practice in all our work. As part of this we are committed to informing and updating employers and partners, sharing good practice and consistently reviewing our provision.

We believe that all learners/apprentices have the right to be protected from harm, abuse or exploitation irrespective of age, disability, gender or gender re-assignment, marital or civil partnership status, race, religion or belief and sexual orientation and as such this policy supports our commitment to equality, diversity and inclusion.

Board members, managers and staff understand the importance of working in partnership with learners/apprentices, parents/carers, employers and other agencies in order to safeguard and promote the welfare of learners/apprentices.

chRysos HR's Board of Directors, managers and staff will endeavour to safeguard learners/apprentices by:

- Providing a safe environment for young people and adults to learn in
- Creating a supportive environment which enables all learners/apprentices to speak out
- Identifies young people and vulnerable adults who are suffering or likely to suffer significant harm or are at risk of extremism or radicalisation
- Taking appropriate action to ensure that such young people and adults are kept safe and referred to the appropriate service
- Valuing individuals, listening to and respecting them
- Involving learners/apprentices in decisions which affect them
- Ensuring all concerned are aware of and committed to our Safeguarding/Prevent policy and procedures
- Identifying a Designated Safeguarding/Prevent Officer and Deputies with responsibility for dealing with safeguarding and Prevent issues and providing advice and support to other staff within the organisation
- Operating safe recruitment procedures and ensuring that all appropriate checks are carried out on staff who work with young people/vulnerable adults
- Ensuring that all staff are equipped to carry out their responsibilities for safeguarding young people and vulnerable adults by undertaking appropriate training that is kept current.
- Adopting a code of conduct for all staff
- Ensuring staff understand about 'whistle blowing'
- Dealing appropriately with allegations/concerns about staff

## The Designated Safeguarding/Prevent Officer and Deputies

Contact details for the Designated Safeguarding/Prevent Officer and Deputies can be found in Appendix B (Page 15)

The duties of the cHRyos HR Designated Safeguarding/Prevent Officer and Deputies are to ensure that:

- Cases of suspected abuse or allegations are referred appropriately to relevant organisations and a proper record is kept of any referral and action taken and that this is kept safely and in confidence.
- Advice and support is provided to learners/apprentices and colleagues on issues relating to protection from abuse, radicalisation or extremism.
- They are available to listen to learners/apprentices and liaise with external multi-agency bodies to provide appropriate support where necessary
- They will receive appropriate safeguarding/Prevent training and will receive refresher training at least every 2 years
- They provide CHRyos HR with up to date information on the Prevent Strategy, details of training courses related to Prevent and links to relevant stakeholders in each region including the local authority

## The aims of this policy

The aims of this policy are to:

- Support young persons'/vulnerable adults' development in ways that foster security, confidence and resilience.
- Provide a positive environment in which young people/vulnerable adults feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulty.
- Raise awareness of all staff of the need to safeguard young people/vulnerable adults and of their responsibilities in identifying and reporting possible cases of abuse/extremism or radicalisation.
- Provide a systematic means of monitoring young people/vulnerable adults known or thought to be at risk of harm, and ensure we contribute to the assessments of need and support plans for those young people/vulnerable adults.
- Acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding young people/vulnerable adults.
- Develop a structured procedure which will be followed by all staff in cases of suspected abuse/extremism.
- Develop effective working relationships with other agencies involved in safeguarding young people/vulnerable adults including the Prevent Coordinator.
- Ensure that all adults within each location who have access to young people/vulnerable adults have been checked for their suitability.

# Safeguarding Young People/Vulnerable Adults Procedures

## Introduction

The following procedures provide guidance to managers and staff on the implementation of Safeguarding and Prevent Policy and Procedures

cHRyos HR recognises that all staff have a role to play in safeguarding the welfare of young people/vulnerable adults and preventing their abuse. All concerns, complaints, allegations or suspicions must be taken seriously and discussed with cHRyos HR's Designated Safeguarding/Prevent Officer before any action is taken.

## Staff Responsibilities

Everyone within cHRyos HR must be aware that any young person or vulnerable adult may be at risk or the victim of abuse, radicalisation or extremism. It is the responsibility of all members of staff to act immediately if they become aware of an actual case of abuse/neglect or become suspicious that there may be a risk of abuse/neglect or radicalisation/extremism. Therefore, all staff members must be familiar with this safeguarding/Prevent policy and procedure.

All Directors and staff will attend training in Safeguard and Prevent at least once every three years.

## Definitions of abuse

Abuse may involve any one or more of the following:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying and Cyberbullying
- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)
- Domestic Abuse
- Child Trafficking
- Grooming
- Harmful Sexual Behaviour

Additional forms of abuse specifically relevant to vulnerable adults are:

- Financial Abuse
- Discriminatory Abuse
- Institutional Abuse

Additional concerns relating to the Governments Prevent Strategy 2011 are:

- Extremism
- Radicalisation

Further information on the above definitions are detailed in **Appendix A** [Page 12]

## Recognising the signs of abuse/neglect/extremism/radicalisation

There are many possible indications such as:

- Bruises or marks on the body of the young person/vulnerable adult
- Remarks made by the young person/vulnerable adult, another learner/apprentice, friend, parent or adult
- Observations of the young person's/vulnerable adult's behaviour or reactions, including self-harm
- Unexplained changes in the young person's/vulnerable adult's behaviour or personality
- Evidence of disturbance through the behaviour or work of the young person/vulnerable adult
- Neglect, poor nutrition, continuing poor health, excessive fatigue or exposure to unnecessary risks

## Procedures for dealing with abuse/neglect/extremism/radicalisation disclosed by a young person or vulnerable adult

**At no point should any member of staff undertake any investigatory interviews.**

- If you have received a disclosure/allegation of abuse/extremism/radicalisation you should contact cHRyos HR's Designated Safeguarding/Prevent Officer or a Deputy as quickly as possible and within a maximum of 24 hours of the disclosure being made.

Contact details can be found in **Appendix B** (Page 15)

**If you believe however, that a young person/vulnerable adult is in immediate danger, call the Police immediately on 999.**

- Fully complete the Record of Concern/Disclosure documentation (Appendix C) as soon as possible and within a maximum of 24 hours of the disclosure being made. When completing this form remember to provide as much information as you can, so that we have a full understanding of the circumstances. The completed form should be submitted to the Designated Safeguarding/Prevent Officer or a Deputy.

**A Record of Concern/Disclosure form can be found in Appendix C (page 16) or from the Designated Safeguarding/Prevent Officer.**

If you are unable to obtain the relevant form, make notes regarding the concern and complete the required documentation as soon as possible.

The following guidelines should be followed in all cases:

- Don't promise confidentiality as the matter may develop in such a way that these promises cannot be honored
- Inform the young person/vulnerable adult that we have a legal duty to inform an authorised agency. [The arrangements for sharing information must be discussed and negotiated with the young person or vulnerable adult]
- Ask the young person/vulnerable adult what they want to happen/what support would be most helpful
- Tell them what you will do next
- Listen, don't investigate and ensure that you do the following:

- ✓ Treat the matter seriously
  - ✓ Avoid asking leading questions and making judgements or voicing opinions
  - ✓ Record the facts; do not interpret what you have observed
  - ✓ If the complainant is the young person/vulnerable adult him/herself, questions should be kept to the minimum necessary to understand what is being alleged. The utmost care must be taken in asking or interpreting responses to questions about indications of abuse as this may affect the evidence put forward in any subsequent legal proceedings.
- The Designated Safeguarding/Prevent Officer will contact the Local Authority Designated Officer (LADO) and/or Police, within 24 hours of being notified of the issue, to report the matter and agree the action to be taken.
  - The Designated Safeguarding/Prevent Officer will record the date and time that the report is made to the LADO/Police as well as the name and position of the person to whom the concern is reported. The Designated Safeguarding/Prevent Officer will follow up any telephone conversation with the LADO/Police with a written confirmation within 24 hours.
  - The Designated Safeguarding/Prevent Officer will notify the Managing Director of the disclosure and keep the Managing Director informed of the situation and action taken.

## **Procedures for dealing with a situation where you have concerns about a young person/vulnerable adult**

**At no point should any member of staff undertake any investigatory interviews.**

- Where a concern is suspected but not disclosed by the young person/vulnerable adult, you should discuss your concerns with the cHRyos HR Designated Safeguarding/Prevent Officer (or a Deputy) **within 24 hours** of the concern arising.
- Fully complete the Record of Concern/Disclosure documentation (Appendix C) as soon as possible and within a maximum of 24 hours of discussing your concerns with the Designated Safeguarding/Prevent Officer or Deputy. When completing this form remember to provide as much information as you can, so that we have a full understanding of the circumstances. The completed form should be submitted to the Designated Safeguarding/Prevent Officer or Deputy.
- If the Designated Safeguarding Officer considers that the information supplied indicates that the young person/vulnerable adult (or another minor) may be at risk of significant harm they will make an immediate referral to the relevant Local Authority Designated Officer (LADO) and if appropriate, contact the local Police Channel Co-ordinator, and seek their support or advice in determining the action to be taken.
- The Designated Safeguarding/Prevent Officer will discuss with the LADO/Police what action will be taken to inform the parents/carer/next of kin of the young person/vulnerable adult and a note of that conversation will be recorded including any steps agreed with the local authority or Police to safeguard the young person/vulnerable adult and other young people/vulnerable adults in the interim or with regard to retaining control until the appropriate person attends.

- The Designated Safeguarding/Prevent Officer will record the date and time that the report is made to the LADO/Police as well as the name and position of the person to whom the concern is reported. A telephone report will be confirmed in writing to the LADO/Police within 48 hours.
- The Designated Safeguarding/Prevent Officer will notify the Managing Director of the concern raised and keep the Managing Director informed of the situation and action taken.
- As the person reporting the concern, you should securely retain any notes or correspondence relating to the matter and pass these onto the Designated Safeguarding/Prevent Officer who will ensure that these are kept securely along with the report to the LADO/Police and any other relevant material.

## Managing information and Confidentiality

### Documentation

All documentation must be:

- Kept securely – in electronic/paper format
- always Kept confidential and only shared on a ‘need to know’ basis

### Confidentiality

The issue of confidentiality in the context of safeguarding can be complex. Often the learner/apprentice will not initially want to be identified as being in need of protection. The initial handling of any disclosure is crucial in making the learner/apprentice feel safe enough to disclose their identity. Consideration must be given to the possible risk posed to other young people/vulnerable adults and it is cHRyos HR’s responsibility to notify the LADO/Police of confidential information, when justified in the interests of a young person’s/vulnerable adult’s safety.

Confidentiality is a key issue in the lives of young people/vulnerable adults. They may trust a member of staff with issues of a personal nature and wherever possible their confidences should be respected. However, staff must not make promises of confidentiality they may be unable to keep.

Furthermore, staff should always make a learner/apprentice fully aware of any situation where confidentiality must not be maintained as is the case of young person and vulnerable adult protection. Learners/apprentices may disclose information that is difficult for the member of staff to deal with without further advice/support. In this case the learner/apprentice should be told that the situation will be discussed with another colleague with a specialty in that area, but confidentiality will be maintained if possible.

If a young person/vulnerable adult does not wish to be named and staff are in any doubt about how to proceed, advice should be sought from the LADO. This should preferably be done by the Designated Safeguarding/Prevent Officer. They will subsequently inform the Managing Director of any contact made.

## Information Sharing

cHRyos HR is committed to sharing information for the purposes of safeguarding and promoting the welfare of young people/vulnerable adults in line with Working Together (2013) & Section 26(1) of the Counter-Terrorism and Security Act 2015 and with respect for the General Data Protection Regulation.

Staff should, in the first instance, seek consent from the learner/apprentice if considering sharing information with other agencies, then there will be no breach of confidence if the person to whom a duty of confidence is owed consents to the disclosure.

**Any decision to break confidentiality should always be preceded by informing the learner/apprentice of what is about to happen and the reason for the decision.**

## Allegations against a member of staff

The full procedure for managing allegations against a member of staff is detailed in the Allegations Against Staff Policy.

All staff should take care not to place themselves in a vulnerable position with a young person/vulnerable adult. It is always advisable for interviews or work with individual young people/vulnerable adults or parents/carers to be conducted in view of other adults.

A young person/vulnerable adult may make an allegation against a member of staff, but it is important that a fair and balanced approach is taken to ensure that both the young person/vulnerable adult and member of staff are safeguarded.

If an allegation is made against a member of staff, the person receiving the allegation must immediately inform the Designated Safeguarding/Prevent Officer.

## Recruitment and Selection Procedures

The full procedure for managing staff Recruitment & Selection is detailed in the Recruitment and Selection Policy.

cHRyos HR has recruitment procedures in place which will ensure that every care is taken to ensure that young people and vulnerable adults are protected from unsuitable people. The recruitment procedures will apply to all staff within cHRyos HR who may work with young people or vulnerable adults. The recruitment procedures will include the following:

- Identity check
- Clearly defined job role and selection criteria with reference to responsibilities for safeguarding/Prevent
- Proof of documentary evidence of academic/vocational qualifications
- Obtaining professional and character references
- Verification of previous employment history
- Disclosure and Barring Service checks whilst maintaining sensitive and confidential use of the applicant's disclosure

The induction process for new employees will include training in Safeguarding and Prevent. Refresher training will be provided at least once every 3 years.

## **Disclosure & Barring Service [DBS]**

As a responsible employer, cHRysos HR's Managing Director will ensure that:

- An enhanced DBS check is carried out on successful job applicants whose role involves working with children and vulnerable adults.
- A job offer is withdrawn if the results show anything that would make the applicant unsuitable
- All relevant staff have a DBS Enhanced Disclosure
- The DBS status of relevant current staff is checked every 3 years using the DBS Update Service

## **Policy Review**

cHRysos HR will annually review and approve this policy and procedure

## APPENDIX A

### Definitions of abuse

**Abuse of a young person (or Child) may involve any one or more of the following:**

**Neglect** – the persistent or severe failure to meet a young person’s basic physical and/or psychological needs. It will result in serious impairment of the young person’s health or development. Possible indicators include: constant hunger, poor personal hygiene, dental decay, constant tiredness, poor state of clothing/inappropriate clothing, emaciation, frequent lateness/absence, untreated medical/speech/hearing problems, lack of appropriate boundaries, lack of supervision/acknowledgement of safety issues, no social relationships

**Physical Abuse** – causes harm to a young person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly or by the result of a deliberate failure to prevent injury occurring. Possible indicators that physical abuse may be taking place could be: unexplained injuries or burns particularly if they are recurrent, improbable excuses given to explain injuries, refusal to discuss injuries, untreated injuries, admission of punishment which appears excessive, fear of parents/carers being contacted, withdrawal from physical contact, fear of returning home, self-destructive tendencies, aggression toward others, running away

**Sexual Abuse** – involves a young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the young person to be aware that the activity is sexual, and the apparent consent of the young person is irrelevant

**Emotional Abuse** – occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the young person’s behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse

**Bullying/Cyberbullying** – a persistent, deliberate attempt to hurt or humiliate someone. There are various types of bullying, but most have three things in common

- It is deliberately hurtful behaviour
- It is repeated over time
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves

Cyberbullying happens online using social networks and mobile phones. The individual can feel like there is no escape because it can happen wherever they are, at any time of day or night

**Sexual Exploitation** – a type of sexual abuse in which young people are sexually exploited for money, power or status. Young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

**Female Genital Mutilation (FGM)** – the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision, cutting or Sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is abuse. It is dangerous and a criminal offence. There are no medical reasons to carry out FGM. It does not enhance fertility and does not make child birth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

**Domestic Abuse** – any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It is not just physical violence. It includes any emotional, physical, sexual, financial or psychological abuse. It can happen in any relationship and even after the relationship has ended. Both men and women can be abused or abusers. Witnessing domestic abuse is also abuse and teenagers can suffer from domestic abuse in their relationships. Domestic abuse can seriously harm young people.

**Child Trafficking** – children/young people are recruited, moved or transported and then exploited, forced to work or sold. Young people are trafficked for:

- Sexual abuse
- Benefit fraud
- Forced marriage
- Domestic servitude such as cleaning, childcare, cooking
- Forced labour in factories and agriculture
- Criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft

Many children/young people are trafficked into the UK from abroad, but they can also be trafficked from one part of the UK to another.

**Grooming** – when someone builds an emotional connection with a child/young person to gain their trust for the purposes of sexual abuse or exploitation. Young people can be groomed online or in the real world, by a stranger or someone they know – for example a family member, friend or professional. Groomers may be male or female and any age. Many young people do not understand that they have been groomed or that what has happened is abuse.

**Harmful Sexual Behaviour** – includes:

- Using sexually explicit words and phrases
- Inappropriate touching
- Using sexual violence or threats
- Full penetrative sex with other children or adults

Young people who develop harmful sexual behaviour harm themselves and others.

**The main categories of abuse relating to vulnerable adults include:**

**Physical Abuse** – examples include: slapping, pushing, kicking, rough handling, twisting of limbs/extremities, misuse of medication or inappropriate sanctions or restraint

**Sexual Abuse** – examples include: rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting. Non-contact abuse such as voyeurism, involvement in pornography

**Psychological/Emotional Abuse** – examples include: verbal assault or intimidation, emotional abuse, deprivation of contact, verbal abuse, threats of harm or abandonment, humiliation or blaming, overriding of consent, choices or wishes, feeling worthless, frightened or unloved. NB: Psychological/emotional abuse will usually occur in conjunction with other forms of abuse

**Financial Abuse** – examples include: theft, fraud, exploitation, and pressure in connection with wills, property, possessions or benefits

**Neglect and acts of omission** – examples include: ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

**Discriminatory Abuse** – this abuse is usually motivated by discriminatory and oppressive attitudes towards race, gender, culture background, religion, physical and or sensory impairment, sexual orientation and age

**Institutional Abuse, Neglect, Poor practice** – This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to persuasive ill treatment or gross misconduct.

### **Definitions relating to the Prevent Strategy 2011 are:**

**Prevent** is the Government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms. Prevent uses the Channel programme to work within the 'non-criminal space', using early engagement to encourage individuals and communities to challenge violent extremist ideologies and behaviour. When people talk about the 'Prevent duty' they are referring to Section 26 of the Counter-Terrorism and Security Act 2015 which contains a duty on specified authorities to have '*due regard to the need to prevent people from being drawn into terrorism*'

The Prevent Strategy seeks to

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which need to be addressed, including education, criminal justice, faith, charities, the internet and health

**Extremism** - in this context the government defines 'extremism' as 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

**Radicalisation** - is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject and/or undermine contemporary ideas and expressions of freedom of choice

**Channel** is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

## Appendix B

### Contact Information for cHRyos HR's Designated Safeguarding/Prevent Officers

Learners/apprentices and employees can contact cHRyos HR's Designated Safeguarding/Prevent Officer and Deputies in the following way:

**cHRyos HR Designated Safeguarding/Prevent Officer:**

**Peter Steadman**

**Telephone: 01302 802128**

**Email: [peter@chrysos.org.uk](mailto:peter@chrysos.org.uk)**

**cHRyos HR Designated Deputy Safeguarding/Prevent Officer:**

**Sheila Moore**

**Telephone: 01302 802128**

**Email: [sheila@chrysos.org.uk](mailto:sheila@chrysos.org.uk)**

**cHRyos HR Designated Deputy Safeguarding/Prevent Officer:**

**Julie Gordon**

**Telephone: 01302 802128**

**Mobile 07939 518451**

**Email: [julie@chrysos.org.uk](mailto:julie@chrysos.org.uk)**

## Safeguarding and Prevent Duty

### Record of Concern/Disclosure

#### WHEN TO USE THIS FORM

Please use this form to:

- Record information relating to a Safeguarding/Prevent disclosure made to you by a young person/vulnerable adult or any other person in the course of your work with cHRysos HR.
- Record details relating to any Safeguarding/Prevent concerns you may have relating to a young person/vulnerable adult in the course of your work with cHRysos HR.

If you believe that a young person/vulnerable adult is in immediate danger, call the Police immediately on 999.

#### IMPORTANT - WHEN DEALING WITH A SAFEGUARDING/PREVENT ISSUE PLEASE REMEMBER THE FOLLOWING THINGS:

- Listen, don't investigate
- Don't promise confidentiality
- Make sure you gain consent from the learner/apprentice to share this information
- Ask the learner/apprentice what they want to happen/ what support would be most helpful
- Tell the learner/apprentice what you will do next

#### WHEN COMPLETING THIS FORM REMEMBER

- Provide as much information as you can, so that we have a full understanding of the circumstances.
- Record the facts; do not interpret what you have observed.

SECTION A: Information about you						
Name						
Job role				Contact number		
Concern raised by		<input type="checkbox"/> Myself	<input type="checkbox"/> Individual at Risk		<input type="checkbox"/> 3rd Party	
3rd Party Name				Relationship to individual		
In your opinion, has any abuse taken place? [please circle]					YES	NO
If yes what category?		<input type="checkbox"/> Child Sexual Exploitation <input type="checkbox"/> Grooming <input type="checkbox"/> Harmful Sexual Behaviour <input type="checkbox"/> Financial Abuse <input type="checkbox"/> Discriminatory Abuse <input type="checkbox"/> Institutional Abuse <input type="checkbox"/> Child Trafficking			<input type="checkbox"/> Female Genital Mutilation (FGM) <input type="checkbox"/> Forced Marriage <input type="checkbox"/> Bullying/Cyberbullying <input type="checkbox"/> Radicalisation or Extremism <input type="checkbox"/> Abuse of position of power	
Reported to Authority		YES	NO	Reported to name		Date reported
Date disclosed/concern raised						
Date of follow up						

**SECTION B: Information on the individual making the disclosure/you are concerned about**

<b>Name</b>			
<b>Gender</b>		<b>Age</b>	
<b>Employer Name</b>		<b>Programme Name</b>	
<b>Learner/apprentice consent given to share information</b>		<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>

**Are there any special factors relating to the individual such as disability, ethnicity or language? If 'yes' please describe below**

--

**SECTION C: Information on the disclosure or cause for concern**

**Please give details of the disclosure or concern and include any relevant background or contextual information.** (If possible, record any discussion verbatim, including clarifying questions asked). Expand this box or use extra sheets if required.

--

**Is there any other information you feel is relevant to this incident?**

(For example, knowledge of previous Social Care involvement)

**SECTION D: Information about the actions taken or planned to safeguard this individual**

Action(s) taken	Date action taken	Planned Action ?	Outcome/Comments
Conversation with learner/apprentice			
Conversation with Designated Safeguarding /Prevent Officer or Deputy			
Conversation with Managing Director			
Conversation with employer			
Advice sought from Local Authority Designated Officer			
Referral made to external agency			
If a referral was made, have you informed the individual concerned?			
Internal Support Plan put in place by cHRyos HR [support reviews/additional contact]			
Additional Learner Support Funding to be claimed	YES	NO	Funding Start date
			Funding End date
Any additional actions taken			
<i>As the person reporting this safeguarding/Prevent concern, I confirm that the information I have provided is accurate, to the best of my knowledge.</i>			
Signature			Date

**THIS COMPLETED FORM SHOULD BE SUBMITTED TO THE DESIGNATED SAFEGUARDING/PREVENT OFFICER/DEPUTY AS SOON AS POSSIBLE - NO LATER THAN 24 HOURS AFTER THE DISCLOSURE/CONCERN WAS RAISED**