



Safeguarding and Prevent Policy

1. POLICY STATEMENT

At Lighthouse (Training and Development) Ltd ("Lighthouse") we are committed to creating a safe learning environment for all learners including apprentices and staff. This policy sets out our approach to safeguarding adults and young people (including those aged 16-18), protecting them from abuse, neglect, radicalisation, and other forms of harm.

We recognise that safeguarding is everyone's responsibility and that we have a legal duty to protect learners under the Care Act 2014, Counter-Terrorism and Security Act 2015 (Prevent duty), and other relevant legislation. This policy goes beyond our legal duty and explains our moral duty and our genuine desire to provide a safe environment for everyone we interact with as a Training Provider. Doing what we can within our influence to provide a safe environment means that our staff, learners, employers, suppliers and partners can all do their best work.

2. SCOPE AND DEFINITIONS

This policy applies to:

- All apprentices and non-apprentice learners
- All staff (including associates)
- All learning environments (including workplace settings)

Safeguarding includes protection from:

- Physical, emotional, sexual, and financial abuse
- Neglect and acts of omission
- Discriminatory abuse
- Domestic violence
- Online safety risks and cyberbullying
- Radicalisation and extremism
- Self-harm and mental health crises

3. KEY ROLES AND RESPONSIBILITIES

Senior Leadership Team:

- Ensure adequate resources for safeguarding
- Monitor effectiveness of safeguarding arrangements
- Ensure all staff receive appropriate training

Designated Safeguarding Lead (DSL): Charlie Hill, Director

- Overall responsibility for safeguarding
- Point of contact for safeguarding concerns
- Liaise with external agencies
- Maintain safeguarding records
- Provide safeguarding training and guidance
- Lead on Prevent duty compliance
- Deliver Prevent awareness training
- Coordinate Channel referrals

All Staff and Associates:

- Be alert to signs of abuse or neglect
- Report concerns promptly to DSL
- Maintain confidentiality
- Complete mandatory safeguarding training
- Follow safer working practices

4. RECOGNISING SIGNS OF ABUSE AND NEGLECT

Physical abuse: Unexplained injuries, frequent accidents, fear of physical contact

Emotional abuse: Low self-esteem, withdrawal, attention-seeking behaviour, regression

Sexual abuse: Inappropriate sexual knowledge/behaviour, withdrawal, self-harm, eating disorders

Financial abuse: Unexplained lack of money, unusual bank activity, loss of possessions

Neglect: Poor personal hygiene, inadequate clothing, hunger, lack of medical care

Online abuse: Withdrawal from online activities, secretiveness about online activity, receiving gifts from unknown sources

5. PREVENT DUTY AND RADICALISATION

We will actively promote British values of democracy, rule of law, individual liberty, and mutual respect and tolerance. Staff will be trained to recognise signs of radicalisation including:

- Changes in behaviour, friendship groups, or appearance
- Isolation from family and friends
- Possession of extremist literature or symbols
- Expressing extremist views or supporting terrorist ideologies
- Accessing extremist material online

6. REPORTING PROCEDURES

If you have concerns about a learner:

1. **Immediate danger:** Call 999
2. **Urgent safeguarding concern:** Contact DSL immediately
3. **Non-urgent concerns:** Report to DSL within 24 hours using the Safeguarding Concern Form

All concerns must be:

- Reported promptly and accurately
- Recorded factually (not opinions)
- Treated confidentially on a need-to-know basis
- Followed up appropriately

External reporting:

- Adult Social Care Services (adults at risk)
- Children's Social Care (under 18s)
- Police (criminal matters)
- Channel panel (Prevent concerns)
- Disclosure and Barring Service (staff conduct issues)

7. SUPPORTING LEARNERS

We will:

- Create an open culture where learners feel safe to raise concerns
- Provide clear information about how to report concerns
- Offer appropriate support and adjustments
- Work with employers to ensure workplace safety
- Maintain appropriate boundaries in staff-learner relationships
- Respect learner confidentiality while ensuring safety

8. SAFER RECRUITMENT AND STAFF CONDUCT

Recruitment:

- All staff undergo enhanced DBS checks
- References are thoroughly checked
- Interview questions include safeguarding scenarios
- Safeguarding responsibilities are clearly outlined in job descriptions

Staff conduct:

- Clear boundaries maintained with learners
- Allegations against staff are handled according to LADO procedures

9. TRAINING AND AWARENESS**All staff receive:**

- Safeguarding induction training
- Annual safeguarding updates
- Prevent awareness training
- Mental health awareness training

DSL receives:

- Designated safeguarding lead training (updated every 2 years)
- Multi-agency training
- Prevent training for designated leads

10. INFORMATION SHARING AND RECORD KEEPING**We will:**

- Share information appropriately to protect learners
- Keep detailed, factual records of all concerns
- Store records securely with restricted access
- Retain records in accordance with data protection laws
- Follow Data Protection requirements while prioritising learner safety

11. QUALITY ASSURANCE AND MONITORING**We will:**

- Regularly review and update this policy
- Monitor the effectiveness of safeguarding arrangements
- Conduct annual safeguarding self-assessments
- Report safeguarding data to senior leadership
- Learn from serious case reviews and incidents

12. COMPLAINTS AND WHISTLEBLOWING

Learners and staff can raise safeguarding concerns through:

- Direct contact with DSL
- Anonymous reporting systems
- External agencies (NSPCC helpline: 0808 800 5000)
- Ofsted: 0300 123 1231

No one will face discrimination for raising genuine safeguarding concerns.

Key Contacts:

- **Designated Safeguarding Lead:** Charlie Hill, charlie@lighthouse-group.co.uk, 07931 997 204
- **Lighthouse (Training & Development) Ltd Office** – 0333 323 9690
- **Emergency Services:** 999
- **Suffolk County Council Adult Social Care:** 0800 917 1109
- **Suffolk County Council Children's Services:** 0808 800 4005
- **Police non-emergency:** 101
- **NSPCC Helpline:** 0808 800 5000

Policy approved by: Charlie Hill, Designated Safeguarding Lead, August 2025

Next review date: August 2026

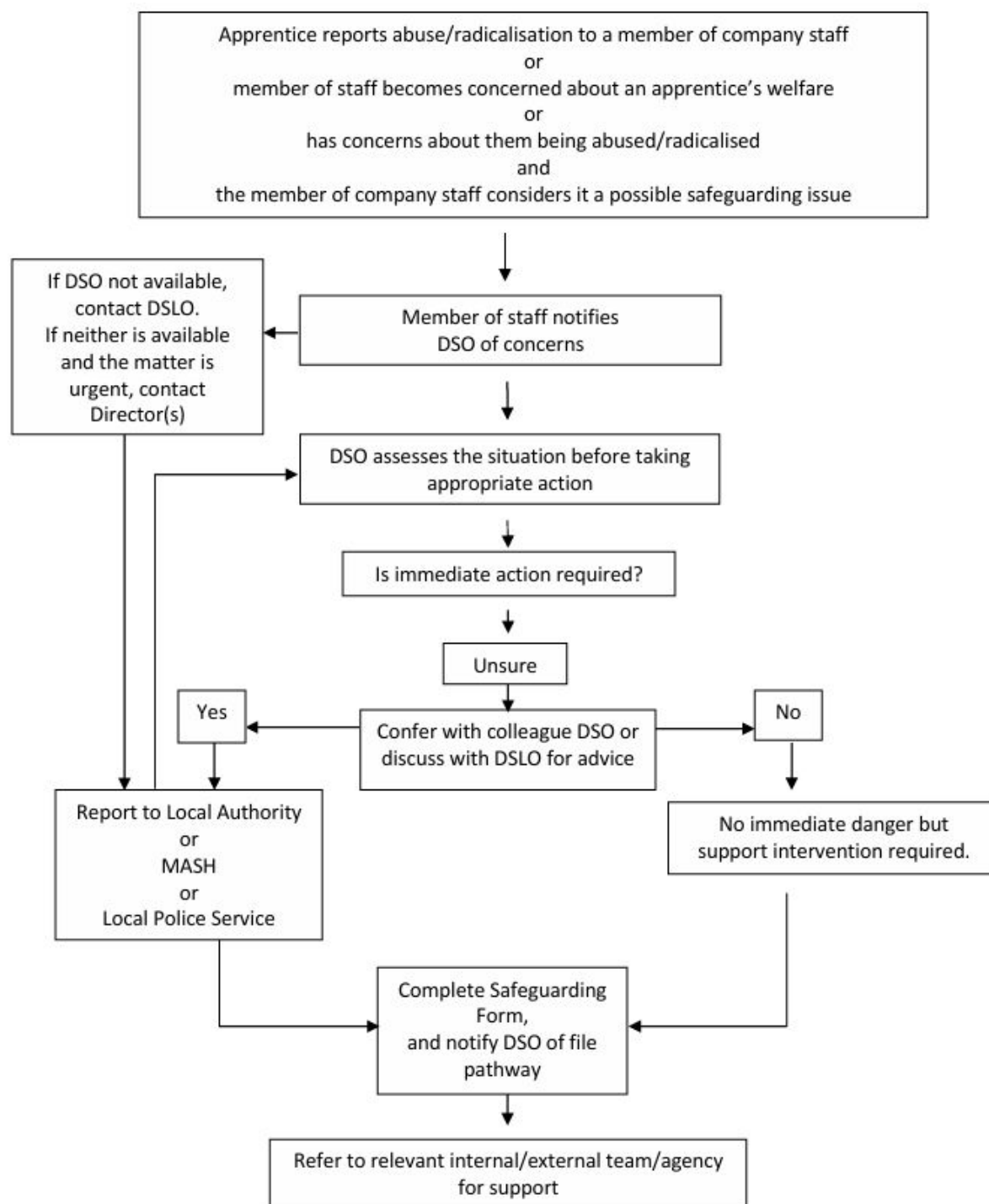
APPENDICES

Appendix A

- The Department for Education's (DfE) 'Keeping children safe in education' (September 2024) Keeping children safe in education 2024 (Draft for 2025) (publishing.service.gov.uk) (NSPCC -Keeping children safe in education – updates from 2022, 2023 and 2024 (nspcc.org.uk))
- The statutory guidance 'Working together to safeguard children', (HM Government July 2018 updated Feb 2024) Working Together to Safeguard Children 2018 (publishing.service.gov.uk)
- Information sharing guidance (April 2024) Information sharing - advice for practitioners providing safeguarding services (publishing.service.gov.uk)
- 'Prevent duty guidance: for Further education institutions in England and Wales: (HM Government 2015 – Updated September 2023 to support the revised CONTEST strategy) Prevent duty guidance - GOV.UK (www.gov.uk)
- 'Further Education and Skills Inspection handbook (Published 14th May 2019, last updated 09 September 2024 Further education and skills handbook - GOV.UK (www.gov.uk)

Appendix B: Safeguarding Referral Flowchart

Child Protection/Vulnerable Adult Reporting Procedure



Children / Vulnerable Adults Referral Form

Referral Reference No			
Section 1 – Person at Risk			
Name		Home Address	
Phone No		Email Address (Work or Personal)	
Gender		DOB / Age	
Employer Name & Address		Line Manager or Commissioner	
1 st Referral	Yes / No	Reference of Previous Referrals	
Section 2 – Lighthouse Employee			
Employee Name		Job Title	
Phone No		Email Address	
Section 3 – Details of Referral			
Date of Disclosure		Time of Disclosure	
Method of Disclosure		Is Individual Aware of Referral?	Yes / No
Section 4 – Disclosure			
Information Provided by Individual (Include any direct statements, where possible)			
Location of Risk (ie: home, work, other location)			
Is individual at immediate risk?	Yes / No	Medical Intervention Required	Yes / No
If 'Yes' to either statement above, provide full details			
Section 5 – Type of Abuse (Tick all that apply)			
Physical		Psychological / Emotional	
Financial		Discriminatory	
Forced Marriage		Honour-Based	
Other (Please state)			

Summary of Risk Identified			
Are any other persons at risk?	Yes / No	Details of Other Persons	
Section 5 – Actions			
Concerns Discussed with DLSO / DSO at the Time of Referral?	Yes / No	DLSO / DSO Name	
Contact Method (ie; meeting, phone, email, etc)		Date / Time of Contact	
Section 6 – DLSO / DSO Actions			
Decision: Further Investigation Required?	Yes / No	Rationale for Decision	
Matter Referred To (Provide full details of authority / agency)			