



SAFEGUARDING POLICY & PROCEDURE

1. Introduction

This policy sets out Port Training Services (PTS) approach to safeguarding and promoting the welfare of children and adults at risk. It applies to all aspects of our work and to everyone working for PTS. This includes permanent, temporary employees and contractors.

The policy provides guidance to all PTS employees on the implementation of this policy.

This policy is written in accordance with both Governmental guidelines and the locally agreed inter-agency procedures. This policy should be read in conjunction with the Department for Education statutory guidance ["Keeping Children Safe in Education" \(2024\)](#), [Working Together to Safeguard Children](#) 2023 (as amended). It is a legal requirement for all staff to read part one of this guidance. With regards to adults at risk this procedure is in accordance with government guidance on the protection of adults considered vulnerable in the DfES/NIACE publication ["Safer Practice, Safer Learning" \(2007\)](#). With regards to radicalisation this procedure is in accordance with [the "Prevent Duty Guidance for England and Wales" \(2023\)](#) and ["The Counter Terrorism and Security Act" \(2015\)](#).

This procedure is to be read in conjunction with the Port Training Services Prevent and Anti-Radicalisation Policy.

PTS recognise that young people and adults need to be protected from potential abuse and radicalisation and as such that **all** members of staff and learners have a role to play in safeguarding the welfare of young people and adults and preventing their abuse, with specific attention paid to the safeguarding risks of Looked After Children, adults defined as "at risk", and all learners who have additional support needs. As part of the Induction Process PTS are committed to identifying learners who may be at risk or have additional needs to ensure they are offered additional support.

This policy is made available throughout the centre, on the website and upon request to all learners, and interested parties. Staff and learners are made aware of safeguarding policies, procedures and referral processes, including aspects of Prevent during recruitment, and induction. Staff and learners trained in implementing such via consultation and participation activities embedded into training programmes and staff meetings, to raise awareness and promote commitment to the policy / procedure. The impact of these are monitored through Progress Reviews, staff appraisal and training evaluation processes.

All allegations or suspicions of a safeguarding nature must be taken seriously and discussed with the Designated Safeguarding Lead (DSL) before any steps are taken.

2. Key Definitions

- **Young Person** – anyone classed as a child under the age of 18 years old, as defined by "[The Children Act](#)" (1989, 2004).
- **Private Fostering** – where a young person under the age of 16 years (under 18 years if disabled) is cared for by someone who is not their parent or a 'close relative' for 28 days or more, this is identified as a Private Fostering arrangement. Where a member of staff becomes aware of this arrangement, they must raise this with the Safeguarding Officers at PTS, so they can check with the relevant local authority to ensure the arrangements are suitable and safe for the young person.
- **Children Missing in Education** – where young people under the age of 18 withdraw from study programmes at PTS, staff will speak to parents/carers/guardians to ensure they are continuing in education, employment or training. Where it is not possible to contact parents/carers/guardians the relevant local authority will be informed, via the Safeguarding Officer.
- **Adult at Risk** – (NB replaces the previous terminology of vulnerable adults) a person {aged 18 years of age and over} who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect, as defined by "[The Care Act](#)" (2014).

This definition includes the elderly and the very frail, adults suffering from mental illness, including dementia, adults with physical or sensory disabilities, adults with learning disabilities, adults with acquired brain injuries and adults suffering from a severe incapacitating physical illness.

Young People

The Department for Education statutory guidance "Keeping Children Safe in Education" (2024) defines abuse in connection to young people and children as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (e.g. via internet). They may be abused by an adult or adults or another child or children. It is important that staff recognise abuse, neglect and safeguarding issues are rarely standalone incidents that are covered by one single definition or category, in most cases multiple incidents will overlap one another. This guidance refers to the following specific types of abuse and defines neglect.

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or

not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate online abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The sexual abuse of children by other children is a specific safeguarding issue in education, recognised within *"Keeping Children Safe in Education"* (2024).

- Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Child criminal exploitation (CCE) and child sexual exploitation (CSE)

Child Criminal Exploitation (CCE)

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.. Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally

exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside See information on CCE definition on page 48 of Home Office's Serious Violence Strategy. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children do not realise they are being exploited and may believe they are in a genuine romantic relationship.

- **Female Genital Mutilation (FGM)** comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. It is essential all staff have awareness of FGM and are aware that "[The Serious Crime Act](#)" (2015) places a statutory duty on all staff within education to report to the police suspicions of FGM having been carried out on a girl under the age of 18.

Adults at Risk

"[The Care Act](#)" (2014) refers to the following specific types of abuse in relation to adults:

- **Physical Abuse:** this is usually the use of force to cause pain and injury and signs might include burns, bruising, scratches, or accidents that cannot be explained. Also included is misuse of medication or forcing someone, for example, to stay in a care home against their wishes.

- **Psychological / Emotional Abuse:** this might be emotional abuse such as threats of harm or abandonment, humiliation, blaming or controlling behaviour, verbal or racial insults, enforced isolation, intimidation and coercion.
- **Financial Abuse:** this is when an adult at risk is exploited for financial gain. It includes theft, fraud, exploitation, misuse or misappropriation of property/finance etc. Often valuables will go missing in the home or there may be a change in financial circumstances that cannot be explained.
- **Neglect and Self-Neglect:** this is when an adult at risk does not have their basic needs met, such as adequate food or warmth or help with personal hygiene. Signs might include deteriorating health, appearance or mood. It also includes ignoring indicators of abuse and withholding information in relation to allegations or suspicion of abuse.
- **Discriminatory Abuse:** this includes any sort of abuse based on an adult at risk's race, gender or impairment such as their mental or physical health.
- **Sexual Abuse and Exploitation:** this includes rape and sexual assaults and sexual acts to which the adult at risk has not consented, or could not consent, or was pressurised into. Signs can include changes in behaviour or physical discomfort.
- **Organisational Abuse:** this is poor professional practice, including neglect, and can take the form of isolated incidents right through to ill treatment or gross misconduct.
- **Modern Slavery:** this is when an adult has limited access to freedom of movement and / or is forced to work for little or no financial reward and denied their basic human rights. Aspects of forced marriage and sexual exploitation can fall into this category.
- **Domestic Abuse:** this is of the former categories of abuse being enforced by a spouse, partner or relative.

Radicalisation (All Staff and Learners)

PTS recognises our duty to comply with the "Revised Prevent Duty Guidance for England and Wales" (2021). PREVENT'S [aim](#) is to stop people becoming terrorists or supporting terrorism as part of the counter terrorism programme CONTEST.

PTS Safeguarding Policy Version 9 Review Date: Jan 2025 Next Review: Jan 2027

Any specific concerns related to radicalisation and the Prevent Duty must be taken seriously and reported in line with instructions within this procedure and that of the P14 PTS Prevent and Anti-radicalisation Policy.

3. People responsible for Safeguarding Young People, Adults at Risk and PREVENT

PTS recognises that all members of staff, external partners, contractors working on behalf of PTS and learners contribute to the overall safeguarding and welfare of young people and adults accessing the service and in preventing the potential for abuse.

The Head of Training is Designated Safeguarding Lead (DSL) who will uphold the requirements of the policy and lead on all matters of a safeguarding nature. The Education Coordinator is the Deputy DSL. The DSL will ensure all staff receive the required safeguarding training, carrying out any internal investigations and ensure PTS are aware of and keep up to date with all safeguarding legislation and standards.

As required other staff members may be called upon to support the role of the DSL: a list of names, titles and contact details for these staff is attached at Appendix 1.

4. Dealing with Safeguarding Concerns and Disclosures of Abuse

Dealing with disclosure of abuse - procedures for staff working with all learners, i.e. young people and adults.

Concern – where staff, learners and/or external partners have any concerns about a young person's/adults welfare they should raise this with the DSL. These concerns will be discussed and a record of the discussion retained detailing if further actions are required, such as offering additional support to the individual or supporting them to access early intervention services. Copies of all records will be stored in line with P20 PTS Confidentiality and P08 Data Protection policy.

Risk of Harm – where staff, learners and/or external partners believe a young person/adult is suffering or likely to suffer from harm they should raise this with the DSL immediately who will decide the correct course of actions such as a referral to the local authority's children or adults services and /or the Police. If at any time the staff member or DSL believes a young person/adult is in immediate danger it may also be appropriate for any referrer to contact the emergency services directly (999).

Abuse Disclosed by Learner

- Assess whether anyone is at immediate risk or in danger. All **immediate** risk and/or danger situations **must** be reported to the DSL and the above process followed. General lower level concerns **should** be reported to the DSL immediately, but as a minimum **must** be reported within two hours,
- Take all reasonable steps **within your role** to protect any person from immediate harm, for example:
 - Call a first aider or ambulance if someone needs medical attention
 - Call the emergency services / police if a crime is taking place or has taken place
 - Separate the alleged perpetrator and victim **but only if safe to do so**
 - Ensure the DSL and your own line managers are informed in the event of these actions immediately.
- Promises of confidentiality should not be given and the learner informed that there is a legal duty to inform an authorised agency. Reassurance should be given to the learner that the allegation is being taken seriously and the appropriate actions will be taken.
- The person to whom an allegation or concern is reported **must gather and document relevant information but must not investigate the matter**, they must:
 - Treat the matter seriously;
 - Avoid asking leading questions (use phrases such as "Tell me, Explain to me, Describe to me")
 - If the complainant is the learner him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Care must be taken in asking or interpreting responses to questions about indications of abuse as this could influence the evidence which is put forward if there are subsequent legal proceedings.
 - Make a written record of the information as soon as possible (with notes taken in the learner's own words), which should include:
 - The name of the complainant and, where different, the name of the learner who has allegedly been abused
 - When & where the alleged incident took place, including date & time
 - Who was present

- The account of what is alleged to have happened
- A description of any injuries observed
- Your name, signature and date
- The learner's signature, if appropriate

The form in Appendix 3 can be used to record the information or an email can be sent using the PTS email system to paul.parry@porttrainingservices.co.uk

If you have received an allegation of abuse or need further advice or guidance about an issue related to Safeguarding, you should:

- Discuss your concern with the PTS DSL immediately to report that an allegation has been made, but in any event, within two hours.
- If the above-named manager cannot be contacted within two hours of the initial concern arising, the member of staff making the referral should contact the local Children's Social Care/Adult Social Care Service's duty social worker and notify the Designated Safeguarding Lead as soon as possible about the action taken.
- If any learner is identified as at physical risk on PTS premises, the HR Manager should be notified immediately, but in any event, within two hours.
- A flowchart describing this referral process is attached at Appendix 2.

Abuse Suspected but not disclosed by Learner

- Where abuse is suspected but not disclosed by the learner, concerns should be discussed with PTS DSL who will decide the correct course of actions such as a referral to the local authority's children or adults services and /or the Police where appropriate.

Action to be taken by the Designated Safeguarding Lead

- PTS DSL will be responsible for ensuring a referral is made to the local authority Children's or Adults Services. A written record of the date and time of the referral shall be made, must include the name and position of the person to whom the matter was referred. Any telephone referrals must be confirmed in writing to the local Children's Social Care/Adult Social Care Services within 48 hours, following the procedures set by the relevant local authority.

- PTS DSL will discuss with the local Children's / Adult Services what action will be taken to inform the parents/guardians/carers of the learner and a note of that conversation should be made, together with confirmation of any steps agreed with the local Children's /Adult Services and/or the Police to safeguard the learner and/or other learners in the interim or with regard to retaining control until the appropriate person arrives. **At no point should Port Training Services staff undertake any investigatory interviews.**

A copy of the referral document must be kept securely, along with any internal safeguarding forms, notes, memoranda or correspondence dealing with the matter in line with P20 PTS Confidentiality and P08 Data Protection Procedures.

- Copies of reports, notes etc. should always be kept securely locked, and kept for a period of 7 years

Confidentiality

- The issue of confidentiality in the context of Safeguarding is very complex. How a member of staff handles the situation if a learner does not initially want to be identified as being in need of safeguarding is crucial in making them feel safe enough to disclose their identity. There are several things to consider including the possible risk posed to other, young people, children and adults and PTS' legal responsibility to notify Children's/Adult Services of confidential information, when justified in the interests of a young person's and/or adult's safety.
- If a learner has capacity to make informed choices and decisions, information must not be passed on to external authorities unless the learner agrees or unless the DSL is satisfied that there is a serious risk of harm to self, others, the public at large or where a criminal offence has taken place.
- If a learner with capacity does not wish to be named and staff are in any doubt about how to proceed, advice can be sought from the local authority Children's/ Adult Services Duty Social Worker. This should preferably be done via the DSL.
- GDPR is not a barrier to sharing Safeguarding information with designated authorities.

Commented [KM1]: Is this not the LADO (Local Authority Designated Officer)?

5. Safeguarding and Allegations about a Member of Staff

Introduction

To protect and prevent abuse towards learners as part of PTS safeguarding procedures all staff and contractor appointments are made subject to Safer Recruitment and Retention practices including:

- Satisfactory references
- Satisfactory DBS Disclosure
- Prohibition from teaching checks (where appropriate)
- Employment history checks
- Full structured interview process
- Full staff induction process, including mentoring and shadowing of new staff members
- Ongoing IT usage monitoring in line with the Port of Blyth IT policy

Until the DBS clearance has been received new staff working in 'regulated' activity are not permitted to work alone and without supervision with learners, and a formal risk assessment is completed by the Head of Training.

All staff complete mandatory e-learning training for Safeguarding and PREVENT on appointment, which is refreshed every three years.

The DSL undertakes external local authority Level 4 training for Safeguarding Children and Adults.

Unannounced Observation of teaching and learning sessions are carried out for all delivery staff.

Recognising and responding to an allegation

The following procedures must be applied where allegations relating to a member of staff are received.

There are several sources from which a complaint or an allegation might arise, including from:

- A young person or an adult (learner)
- A parent/guardian/carer
- A member of the public
- A disciplinary investigation
- Another member of staff

The person to whom an allegation or concern is **reported must not question the learner or investigate the matter further**; they must:

- Treat the matter seriously
- Avoid asking leading questions (use phrases such as "Tell me, Explain to me, Describe to me")
- If the complainant is the learner him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Care must be taken in asking or interpreting responses to questions about indications of abuse as this could influence the evidence which is put forward if there are subsequent legal proceedings.
- Make a written record of the information as soon as possible (where possible in the individual's own words), which should include:
 - The name of the complainant and, where different, the name of the learner who has allegedly been abused
 - When and where the alleged incident took place, including date and time
 - Who was present
 - The account of what is alleged to have happened
 - A description of any injuries observed
 - Your name, signature and date
 - Learner's signature if appropriate

The form in Appendix 3 can be used to record the information or an email can be sent using the email address paul.parry@porttrainingservices.co.uk

If an allegation or suspicion of abuse by a member of staff is received:

- Contact the PTS DSL immediately to report that an allegation has been made, but in any event, within two hours.

Action to be taken by the Designated Safeguarding Lead

The DSL must gather information by:

- Obtaining written details of the allegation, signed and dated by the person receiving the allegation
- Recording any other information in relation to time, dates and location of incident(s) and names of any potential witnesses
- Recording discussions about the learner and / or member of staff, any decisions made, and the reasons for those decisions

- Countersigning and dating the written record

The DSL must report an allegation to the Local Authority Designated Officer (LADO) within 1 working day if the allegation suggests a staff member who works with young people has:

- Behaved in a way that has harmed a young person, or may have harmed a young person
- Possibly committed a criminal offence against or involving a young person
- Behaved towards a young person in a way that indicates they are unsuitable to work with young people in connection with their employment or voluntary activity

There is no process in place to refer an allegation against a member of staff to an identified person in Adult Services as there is with Safeguarding Young People. Where there is an allegation of abuse of an adult by a member of staff this should be dealt with in the same way as concerns about any other alleged perpetrator. The Designated Safeguarding Lead will follow the process outlined above.

The DSL will also contact the HR Manager to agree how to inform the member of staff against whom the allegation has been made and to agree appropriate action pending any investigation (initiated by the LADO in connection with young people).

If a concern or an allegation requiring immediate action is received outside normal office hours the DSL will consult immediately with the LADO/Adult Services Emergency Duty Team and/or the local Police.

In line with DfE funding arrangements the DSL will notify the DfE by email if PTS, or one of its subcontractors, is the subject of an investigation by the local authority/police in response to a serious safeguarding incident.

Supporting those involved

All learners and staff have a right to be safeguarded and protected from harm. Any allegation of abuse made will be taken seriously and the person making the allegation listened to and dealt with sensitively. In cases where the individual may have suffered significant harm, or there may be a criminal prosecution, PTS will support children's or adult services, and / or the police, as appropriate throughout the investigation to support the individual(s) involved. Every effort will be made to ensure minimal disruption to the training delivery. PTS do not offer advocacy or counselling services but can signpost learners to such services where required.

PTS has a duty of care to our employees and will act to manage and minimise any stress inherent in the allegations process following any allegations to a staff member. Support for the individual is key to fulfilling this duty. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the children's or adults services or the police. The individual should be advised to contact their trade union representative, if they have one, or a colleague for support. They should also be given access to welfare counselling or medical advice as provided within the BUPA scheme.

The Head of Training should appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual. Social contact with colleagues and friends will not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the ongoing investigation by children's services and / or the police.

Malicious Allegations

Where it is apparent that an allegation was made with malice, the Head of Training and / or HR Manager will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

Proportionate responses to perpetrators of false or unsubstantiated allegations will include:

- Despite the distress caused, learners who make false allegations may still be entitled to continue to receive full access to the curriculum
- Where remaining in the same organisation as the falsely accused member of staff would be prejudicial either to that member of staff or the learner, consideration should be given to supporting the learner to identify suitable education or training opportunities elsewhere
- Permanent exclusion should be considered only as a last resort

6. Working with External Partners

Where PTS subcontracts/has agreements in place with other organisations to work with learners, the Head of Training will ensure the following:

- Safe recruitment and staff monitoring policies are in place in line with PTS policies and procedures. For example, all staff appointments are made subject to:
 - Satisfactory references
 - Satisfactory DBS Disclosure
 - Prohibition from teaching checks (where appropriate)
 - Provision of Safeguarding and Prevent training
 - Employment history checks
 - Full structured interview process
 - Full staff induction process, including mentoring and shadowing of new staff members

As a training provider that works across the UK PTS will work across different local authority areas. To ensure we are up to date with the relevant local safeguarding board the Education Coordinator will keep records of the safeguarding procedure for each local authority area in which we are delivering training.

Appendix 1

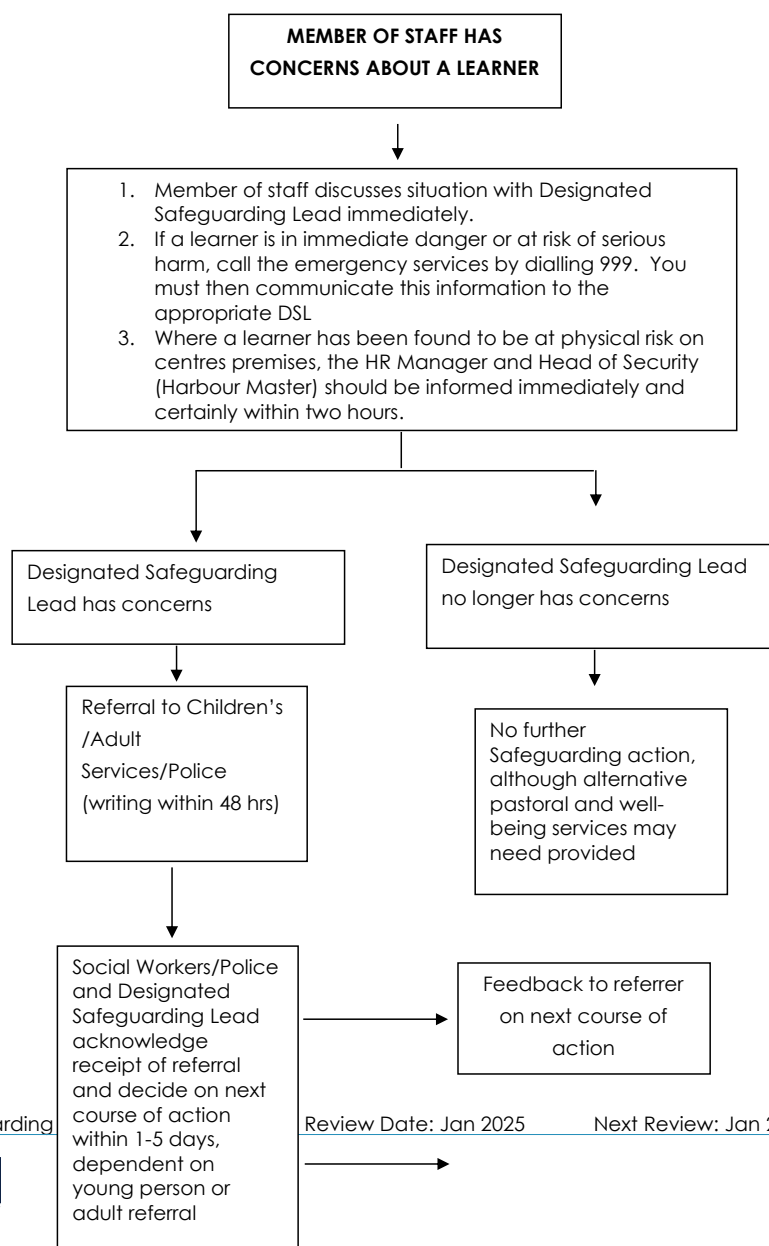
Young People and Adults at Risk Procedure - List of Useful Names and Contact Details

Port Training Services – Internal Contacts

Name	Title	Organisation	Tel. Number
PTS SAFEGUARDING LEAD			
Paul Parry	Head of Training (Designated Safeguarding Lead)	PTS	01670 357019
Kate Mojaat	Education Coordinator (Deputy Designated Safeguarding Lead)	PTS	01670 357031
CONTACTS OF OTHER SENIOR STAFF	Title	Organisation	Tel. Number
POB MANAGER OF HUMAN RESOURCES			
Stuart Balmer-Howieson	HR Manager	Port of Blyth	01670 357005
POB MANAGER OF COMPLIANCE			
Kirsty McNicoll	Compliance Manager	Port of Blyth	01670 357012
PTOB HEALTH AND SAFETY MANAGER			
Stuart Balmer-Howieson	HR Manager	Port of Blyth	01670 357005
POB HEAD OF SECURITY			
Edwin Dick	Head of Security – Harbour Master	Port of Blyth	01670 357021
POB CHIEF EXECUTIVE			
Martin Lawlor	Chief Executive	Port of Blyth	01670 357000

Appendix 2

Referral Flow Chart



No further social services/police involvement at this stage, although other action may be necessary, e.g. onward referral to alternative services

Appendix 3

PTS Prevent and Safeguarding Notification Form - Strictly Confidential

This form is to be used by employees or volunteers to record any Prevent issues and safeguarding incidents, disclosures or suspicions of abuse or potential risk of harm relating to a child (under 18 years), young person or adult at risk.

Once completed and checked, the Form should be sent to the DSL at paul.parry@porttrainingservices.co.uk . The DSL will inform the HR Manager, Compliance Manager and Chief Executive within two working days of receiving the form for all matters regarding staff issues. Copies of completed forms are to be stored in line with P2- PTS Confidentiality and P08 Data Protection Policies.

Part A – Control and Follow-up

Incident	Date	Key Note
Referral to Division	Click or tap to enter a date.	
Referral to Group	Click or tap to enter a date.	
Follow-up #1 @ 4 weeks	Click or tap to enter a date.	
Follow-up #2 @ 3 months	Click or tap to enter a date.	
Follow-up #3 @ 6 months	Click or tap to enter a date.	
Follow-up #bespoke	Click or tap to enter a date.	

Part B – Headline Details

Department :		Name of person making this referral: (please print name)	
Job title of referrer:		Contact phone number	
Place of work of referrer:		Email of referrer:	
Is this a Safeguarding incident?	<input type="checkbox"/>	Is this a Prevent incident?	<input type="checkbox"/>
The Learner's Details			
Is the learner a: Child or young person (under 18 years of age) Yes/No Adult Yes/No		Name of learner:	
Learner student number:			
Date of birth: Click or tap to enter a date.		Age at point of referral:	
Address :	Telephone Number :	Was an interpreter required? Arranged?	Yes/No Yes/No
First preferred language:		Any specific needs do they have any HCP?	
Have you attached Local Authority Referral Paperwork? <input type="checkbox"/> If Yes, go to Part D.			
Name and Address of Employer [for apprentices and work-based learners]:			

Part C – Details of Safeguarding Concern

Detail the safeguarding concern:				
Other relevant details about the person involved: <i>Include family circumstances (e.g. substance misuse, domestic abuse, parental mental health issues, or any other factor which may impact on parenting), physical and mental health of the person concerned, any communication or learning difficulties they may have.</i>				
Is the person in danger of further abuse?		Yes/No		
Is the person any risk to others?		Yes/No		
Parent/guardian/carer's contact details:				
Relationship to person concerned:				
Any siblings/children/dependents if known:		Yes/No/Not known (siblings/children/dependents) delete as appropriate		
Name		D.o.B.	Gender	
Are you recording: (tick as appropriate)		A disclosure made directly to you by the learner? <input type="checkbox"/> A disclosure or suspicions from a third party? <input type="checkbox"/> Your suspicions or concerns? <input type="checkbox"/>		
Date and time of disclosure:		Click or tap to enter a date.		
Date and time of incident:		Click or tap to enter a date.		
Are there any previous reports?		Yes/No		

Date(s) of any previous reports (if applicable)		Click or tap to enter a date.
Is there a Risk Assessment in place for any learners involved in the disclosure: Yes/No		
Name of learner (if different to report name):		
Date of risk assessment:		Click or tap to enter a date.
Additional Risk Factors	Radicalisation	<input type="checkbox"/>
	Pregnant	<input type="checkbox"/>
	Has responsibility for children	<input type="checkbox"/>
	Current or recent suicide attempts	<input type="checkbox"/>
	History of self-harming	<input type="checkbox"/>
	Self-neglect	<input type="checkbox"/>
	Threats or violence to others	<input type="checkbox"/>
	Misusing substances	<input type="checkbox"/>
	Currently receiving medication	<input type="checkbox"/>
	Mental health problems	<input type="checkbox"/>
	Other [please state]	



Part D – Action – Response

External Agencies	Referral to Local Authority Children's / Adult Services	<input type="checkbox"/>	Notes:
External Agencies	Police or other Emergency Services involved?	<input type="checkbox"/>	Notes:
External Agencies	Discussion with HR Manager or Chief Executive	<input type="checkbox"/>	Notes:
External Agencies	Were any other external agencies contacted	<input type="checkbox"/>	Notes:
		<input type="checkbox"/>	Notes:
		<input type="checkbox"/>	Notes:
		<input type="checkbox"/>	Notes:
			Notes:
Has the person concerned been informed and consent to the sharing of this information with other professional/organisation	Yes/No		
Information shared with (if applicable)			

SAFEGUARDING REFERRAL LOG



REFERRAL REFERENCE	DATE REFERRAL MADE	WHO MADE THE REFERRAL	SUMMARY OF REFERRAL	OUTCOMES	CLOSED OUT DATE