

SAFEGUARDING POLICY

1. PURPOSE

To safeguard children and vulnerable adults engaged with DSW Consulting (DSW), by ensuring protection from harm, abuse, and extremist influence. This policy supports compliance with the Counter-Terrorism and Security Act 2015, The Children Acts, the Care Act, and DSW's values of integrity, inclusion, and respect.

2. SCOPE

Applies to all DSW staff and associates (internal/external), including assessors and IQAs, as well as apprentices, learners, placement centres, employers, and contractors. It governs all interactions through the Apprenticeship Service and other training programmes.

3. DEFINITIONS

Child: Under 18 years.

Vulnerable Adult: An adult (18+) who may not be able to protect themselves due to disability, mental health, illness, substance misuse, homelessness, etc.

Safeguarding: Embedding protective practice to prevent and respond to harm.

Abuse: Physical, sexual, emotional/psychological, financial, neglect, bullying, modern slavery, discrimination.

Radicalisation: Process leading a person to support extremist ideologies or terrorism.

4. POLICY STATEMENT

DSW is committed to creating and maintaining a safe environment for children and vulnerable adults, including protecting them from extremist indoctrination. We ensure compliance with relevant legislation and maintain a vigilant, inclusive culture.

4.1 GENERAL PRINCIPLES

Promote a safeguarding culture underpinned by equality, dignity, respect, and British values. Provide mandatory safeguarding and Prevent training for all staff and associates.

4.2 SPECIFIC ACTIONS OR RESPONSIBILITIES

Staff/Associates: Undertake training, recognise and report concerns, act as positive role models.

Safeguarding Officer & Deputy: Manage day-to-day operations, receive/train referrals, liaise with external agencies, maintain records, escalate serious cases to senior leadership.

Reporting Requirements: Submit concerns via the Safeguarding Incident Report (Appendix 1).

5. PROCEDURES:

5.1 IDENTIFICATION AND REPORTING

Be alert to signs (disclosures, behavioural changes, third-party reports).

Complete the Safeguarding Incident Report and forward it to the Safeguarding Officer immediately.

5.2 INVESTIGATION AND DECISION-MAKING

The Safeguarding Officer reviews and investigates the concern in line with DSW policies and regulatory guidance.

Serious or unresolved issues are escalated to the Apprenticeship Director or CEO.

External authority referral (e.g., social services, police) when mandatory

5.3 OUTCOMES AND ACTIONS

- Interventions may include safeguarding plans, external referrals, disciplinary action, or policy updates.

6. ROLES AND RESPONSIBILITIES

Management Team: Promote safeguarding culture, allocate resources, review policy annually, monitor monthly safeguarding issues.

Apprenticeship Director & CEO: Oversee policy application, ensure training access for all staff and associates.

Safeguarding Officer & Deputy: Ensure policy implementation, receive/manage reports, train staff, maintain records, liaise with authorities.

Staff & Associates: Complete training, follow procedures, report concerns, support safe practices

7. MONITORING AND REVIEW

The Safeguarding Officer will provide monthly reviews of reported issues to Management Team. The Governance Team will undertake an annual policy review to ensure relevance and effectiveness.

8. RELATED POLICIES AND DOCUMENTS

- Prevent Duty Policy
- Staff Handbook
- Whistleblowing Policy
- Disciplinary & Grievance Procedures
- Health & Safety Policy
- Equal Opportunities & Diversity Policy
- Information Security & Data Protection Policy
- Recruitment & Due Diligence Policy
- Anti-Bribery & Corruption Policy
- Conflict of Interest Policy

9. REGULATORY REFERENCES

- Counter-Terrorism and Security Act 2015
- Care Act 2014
- Working Together to Safeguard Children 2018
- Children Acts 1989, 2004
- Safeguarding Vulnerable Groups Act 2006
- Public Interest Disclosure Act 1998
- Rehabilitation of Offenders Act 1974
- Mental Health Act 1983

10. CONTACT INFORMATION

- Safeguarding Officer: Alison Lyon
- Deputy Safeguarding Officer: Jemma Lister

11. USEFUL EXTERNAL CONTACTS

- Doncaster Safeguarding Adults Board: 01302 736 296 / 01302 796 000 (24h)
- Doncaster Safeguarding Children Board: 01302 737 777 / 01302 796 000 (24h)
- South Yorkshire Police (non-emergency): 101

11. APPENDICES (IF APPLICABLE)

Appendix 1 – Safeguarding Incident Report



Safeguarding
Incident Report.docx