

## Brighter Horizons Training and Development

### Policy document – Safeguarding

#### Safeguarding learners, children and young people. Vulnerable adult's protection policy.

##### 1. Introduction

Brighter Horizons Training (BHT) is fully committed to promoting the rights of children, young people, and adults (including vulnerable adults), particularly their right to be **protected from harm, abuse, radicalisation, and exploitation**, and to be **actively involved in decisions** that directly affect them.

BHT aims to ensure that all children, young people, and adults are safeguarded and kept safe while engaged with staff or participating in our programmes. This duty applies to all staff, delegates, apprentices, and those who come into contact with BHT through courses, placements, or other programmes.

We comply with key legislation and statutory guidance, including:

- **Children Act 1989** – establishing that the welfare of the child is paramount.
- **Children Act 2004** – emphasizing multi-agency working and safeguarding duties.
- **Education and Training (Welfare of Children) Act 2021** – placing statutory duties on education and training providers, including apprenticeship providers, to safeguard children in their care.
- **Care Act 2014** – safeguarding adults at risk of abuse or neglect.
- **Keeping Children Safe in Education (KCSIE 2025)** – statutory guidance for safeguarding in education and training.

BHT also adheres to government guidance on safeguarding vulnerable adults, supporting individuals to maintain control over their lives and make informed decisions without coercion.

##### **BHT will:**

- Establish and maintain an environment where children, young people, and vulnerable adults feel **secure, heard, and respected**.
- Ensure all learners are **supported and supervised**, whether on-site or in online learning environments.
- Create safe spaces in which learners can **develop, learn, and thrive**.
- Promote the safeguarding policy through **mandatory induction, ongoing training, briefings, and presentations**.
- Support learners in accordance with their **agreed protection plans**, when applicable.

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- Promote welfare through **policies, procedures, staff training, a safe culture, and clear reporting arrangements.**

## **2. Recruitment of Staff**

BHT follows rigorous recruitment procedures to safeguard learners and uphold our statutory duties.

### **We will:**

- Ensure all staff involved in recruitment, training, or supervision are **aware of this policy**, receive relevant **safeguarding training**, and stay up-to-date with changes in legislation and guidance.
- Provide **mandatory safeguarding training** as part of induction.
- Practice **safer recruitment**, carefully selecting, screening, training, and supervising staff to ensure suitability for working with children, young people, and vulnerable adults.
- Require **enhanced DBS checks** for all staff working with children, young people, or adults at risk. Any concerns about suitability will trigger consultation with the **Local Authority Designated Officer (LADO)** if required by legislation.
- Enroll all staff in the **annual DBS update service**, reviewed by HR at appraisals.
- Ensure employers engaged for apprenticeships sign a **safeguarding commitment statement**, confirming their safeguarding arrangements.
- Adhere to safer recruitment processes including **DBS checks, identity verification, qualification checks, references, barred-list checks, and structured interviews with safeguarding focus.**
- Keep recruitment procedures **up to date** by incorporating new resources, statutory updates, and staff training.

## **3. Training**

All new staff and volunteers receive **comprehensive induction training**, covering:

- BHT's purpose, values, services, and organisational structure.
- Health and safety, confidentiality, and professional expectations.
- Recognising and reporting safeguarding issues for both children and vulnerable adults.

Ongoing professional development ensures staff remain competent and confident in safeguarding practices:

- **Regular CPD sessions** update staff on legislation and best practice.

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- Safeguarding is a **standing agenda item** in team meetings.
- Refresher training is **mandatory at least every two years**.
- Training includes e-safety, online risks, and emerging concerns such as **misinformation, radicalisation, and risks from generative AI**.

### **4. Staff Supervision**

All staff have a designated supervisor or manager providing **regular feedback and support**.

- Each member of staff attends **at least two formal reviews per year** to discuss performance, skills, motivation, and expectations.
- Reviews are **documented**, with copies provided to the staff member.
- Supervision ensures adherence to safeguarding responsibilities and provides opportunities to **address concerns, CPD needs, and wellbeing**.

### **5. Designated Safeguarding Lead (DSL)**

- Brighter Horizons Training (BHT) will:
- Appoint a **Designated Safeguarding Lead (DSL)** with overall responsibility for safeguarding children, young people (including apprentices under 18), and vulnerable adults.
  - The DSL is **Sam Page, Head of Education and Quality**.
  - **Antonia Ogden-Meade (Director)** holds overall strategic responsibility for safeguarding across the organisation.
- Ensure the DSL is **appropriately trained**, with training updated at least every two years, and receives **regular updates** in line with statutory guidance (e.g. KCSIE 2025).
- Ensure the DSL has **sufficient authority, time, resources, and support** to carry out their role effectively.
- Ensure the DSL is responsible for:
  - Managing safeguarding concerns and referrals.
  - Liaising with statutory agencies (e.g. local authority, police, safeguarding partnerships).
  - Maintaining accurate, secure, and confidential safeguarding records.
  - Promoting a strong safeguarding culture across the organisation.
- Ensure that any safeguarding concern relating to a child, young person, or vulnerable adult is **referred promptly to appropriate statutory agencies** where required.
- Ensure all staff, including temporary and contracted staff:
  - Know who the DSL and Deputy/alternative contacts are.
  - Understand how to report concerns.
  - Understand the role and responsibilities of the DSL.
- Ensure learners are made aware of:

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- Who they can speak to if they have concerns.
- How to report safeguarding issues in a safe and supportive way.
- Ensure the DSL is **accessible** to staff and learners during working hours, with clear escalation routes if unavailable.
- Ensure safeguarding remains a priority through:
  - **Quarterly safeguarding reviews/meetings.**
  - Regular updates within team meetings.
  - Ongoing review of safeguarding practice, policies, and emerging risks (including online safety and contextual safeguarding concerns).
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## **6. Obligations**

- Brighter Horizons Training (BHT) will:
- Raise awareness among staff and learners of safeguarding issues, including **abuse, neglect, exploitation, radicalisation, online risks, and contextual safeguarding concerns.**
- Equip learners (including apprentices) with the **knowledge and skills to keep themselves safe**, including online safety and wellbeing.
- Ensure all staff understand:
  - Their responsibility to **identify and respond to safeguarding concerns.**
  - That safeguarding is **everyone's responsibility.**
  - How to report concerns promptly to the DSL.
- Maintain safeguarding as a **standing agenda item** in team meetings and organisational communications.
- Ensure staff can link this policy to associated policies, including:
  - Prevent/Counter-radicalisation
  - Behaviour and Conduct
  - Safer Recruitment
  - E-safety and Social Media
  - Equality, Diversity and Inclusion (EDI)
- Ensure all staff understand procedures for:
  - Allegations against staff or those associated with the organisation (including referral to the **Local Authority Designated Officer – LADO** where appropriate).
  - Concerns relating to individuals outside the organisation (e.g. family, workplace, peers).
- Ensure staff understand their **legal and moral duties** to safeguard children, young people, and vulnerable adults in line with current legislation.
- Ensure all concerns regarding staff, subcontractors, or partners are **reported, recorded, and managed appropriately and consistently.**
- Ensure all safeguarding procedures are applied **fairly, consistently, and in line with statutory guidance.**
- Provide ongoing opportunities for staff to develop safeguarding knowledge through **CPD, training, and updates on national developments.**

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- Require all staff to complete **refresher safeguarding training at least every two years**, with interim updates as required.
- Ensure language and practice align with current guidance, including the **SEND Code of Practice**, using appropriate and respectful terminology (e.g. “autism” rather than outdated terminology).

## **7. Procedures for Responding to Safeguarding Concerns**

- The following information is communicated during inductions and displayed across BHT:
- *If you are concerned about a safeguarding issue involving a child, young person (including apprentices under 18), or vulnerable adult—or if you have a concern about your own safety—while working with, attending training, or completing an apprenticeship with Brighter Horizons Training, you must report this immediately to the Designated Safeguarding Lead (DSL), Sam Page.*
- **Sam Page (DSL, Head of Education and Quality)**  
☎ 07471 100985
- If **Antonia Ogden-Meade** (unavailable, contact: **(Director)**)  
☎ 07980 586622

### **BHT will ensure that:**

- All safeguarding concerns are **taken seriously, responded to promptly, and handled sensitively.**
- Concerns are **recorded accurately**, with clear, factual information.
- Records are stored **securely and confidentially**, in line with **UK GDPR and data protection legislation.**
- Appropriate referrals are made to **external agencies** (e.g. local authority children’s or adult safeguarding teams, police) where required.
- Staff understand they must **not investigate concerns themselves**, but must report them immediately.
- Whistleblowing procedures are available where staff feel unable to report concerns through usual channels.

## **8. Disclosure / Confidentiality**

If a child, young person, or vulnerable adult discloses a safeguarding concern, staff must respond **promptly, calmly, and appropriately**, without delaying action.

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Staff must:

- Listen carefully and **allow the individual to speak at their own pace.**
- Ask questions **only to clarify facts**, not to investigate.
- Take all disclosures **seriously.**

In line with safeguarding training and statutory guidance, staff must **not**:

- Ask leading questions or suggest answers.
- Promise to keep the information a secret.
- Interrupt or pressure the individual.

**Staff must ensure that:**

- The disclosure is **recorded fully and accurately.**
- The record reflects the **exact words of the individual**, wherever possible.
- The **Designated Safeguarding Lead (DSL), Sam Page**, is informed **immediately.**
- **Antonia Ogden-Meade (Director)** is involved in all safeguarding decision-making and action planning.

Following a disclosure, staff should:

- Reassure the individual that they have **done the right thing** by speaking up.
- Explain clearly what will happen next, including that the information will need to be **shared with appropriate professionals** to ensure their safety.

At the earliest opportunity, staff must report the concern to the DSL, who will liaise with the Director and, where appropriate, **external agencies** (e.g. local authority safeguarding teams, the **Local Authority Designated Officer (LADO)**, or the police).

All information must be treated as **confidential** and shared strictly on a **“need-to-know” basis**, in line with safeguarding responsibilities.

## **9. Managing Sensitive Information**

As soon as possible following a disclosure or concern, staff must create a **clear, factual, and contemporaneous record**, including:

- Date and time of the disclosure or incident.
- Names of individuals involved or mentioned.
- What was said, using the individual’s **own words where possible.**
- Actions taken and who the information was shared with.

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- The name, signature, and date of the person recording the information.

### **Record Keeping and Storage:**

- All safeguarding records must be **accurate, secure, and confidential**.
- Records will be stored in line with **UK GDPR and the Data Protection Act 2018**.
- Information will only be shared with those who **need to know** in order to safeguard the individual.

### **Allegations Against Staff:**

- Any allegation against a member of staff will be **taken seriously and acted upon immediately**.
- The organisation will follow **safer recruitment and allegations management procedures**, including referral to the **LADO** where appropriate.
- Suspension may be considered in line with disciplinary procedures, but **is not an automatic response** and will be assessed on a case-by-case basis.
- Investigations will be conducted in line with statutory guidance and in collaboration with external agencies where required.

### **General Principles:**

- All concerns, disclosures, or incidents will be **recorded and retained**, regardless of whether they are referred to external agencies.
- Records will provide a **clear audit trail** of decisions and actions taken.

## **10. Rights and Confidentiality**

Brighter Horizons Training recognises the importance of balancing **confidentiality with safeguarding responsibilities**.

- If a complaint or allegation is made against a member of staff, they will be informed of their rights in line with the organisation's **disciplinary procedures**.
- All individuals involved in safeguarding concerns (including the reporting party, alleged individual, and any witnesses) have the right to:
  - Be treated **fairly and respectfully**.
  - Have their information handled in accordance with **UK GDPR and the Data Protection Act 2018**.
- Information will be shared only where necessary to:
  - **Protect children, young people, or vulnerable adults, or**
  - **Support a lawful investigation.**

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- Staff must be aware that **confidentiality cannot be guaranteed** in safeguarding situations, as information may need to be shared with relevant professionals to ensure safety.
- Care will always be taken to ensure that sharing information does not:
  - Compromise an ongoing investigation, or
  - Place individuals at further risk.

### **11. IT Usage and Acceptable Use**

All staff and learners working with **Brighter Horizons Training (BHT)** are required to adhere to the company's policy on IT usage, access, and the storage of information.

#### **Induction and Training:**

- All staff receive **e-safety training** as part of their induction.
- All learners receive **online safety training** as part of the learner onboarding process.
- Training covers safe use of devices, systems, and online platforms, and guidance on recognising risks.

#### **Access and Use:**

- IT access is provided for **professional and educational purposes only**.
- The **Staff Handbook** clearly defines acceptable use, restrictions, and monitoring procedures.
- BHT uses robust, regularly reviewed **online-safety measures**, including filtering and monitoring systems, to protect users and data.

#### **Prohibited Use and Consequences:**

- Inappropriate or unsafe use of IT systems (hardware or software) will result in:
  - **Staff:** disciplinary action.
  - **Learners:** breach of contract, which may result in termination of their programme.
- Issues that constitute a **safeguarding concern** must be reported immediately to the **Designated Safeguarding Lead (Sam Page)**.

#### **Expanded**

#### **Risk**

#### **Scope:**

Staff and learners must be aware of additional online risks that can impact safeguarding, safety, and wellbeing, including:

- **Disinformation and misinformation** – false or misleading information that may influence beliefs or behaviours.
- **Conspiracy theories** – content that promotes extreme or harmful ideologies.

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- **Risks from generative AI** – including AI-generated content, deepfakes, and interactions that could compromise personal data, security, or wellbeing.

### **Monitoring and Safeguarding Integration:**

- Online activity is **monitored** to identify and mitigate potential risks.
- Any content, communications, or behaviour that raises concern will be treated in line with **BHT safeguarding procedures**.

All users are responsible for using IT safely, ethically, and in line with professional expectations. Staff and learners must remain vigilant to emerging risks online and report any safeguarding concerns immediately.

## **12. Inappropriate Material**

If a member of staff becomes aware of **inappropriate, unsafe, or potentially harmful material** while visiting employer sites, delivery locations, or online environments, they must report this **immediately** to the **Designated Safeguarding Lead (DSL) (Sam Page)** or the **Director (Antonia Ogden-Meade)**.

### **BHT will ensure that:**

- All concerns are **reviewed promptly and recorded appropriately**.
- The nature and severity of the material is assessed, including whether it presents a **safeguarding risk** (e.g. extremist, discriminatory, sexual, or harmful content).
- Where appropriate, the concern is:
  - Raised with the **employer or relevant organisation**, and
  - Escalated to external agencies if required.

External agencies may include:

- Local Authority Safeguarding Teams
- **Local Authority Designated Officer (LADO)**
- Police
- **Ofsted**
- **Department for Education (DfE)**

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Where material presents an ongoing or significant safeguarding risk, the DSL will take **appropriate action in line with safeguarding procedures**, including referral to relevant authorities.

### **13. Disclosing Criminal Convictions**

#### **Staff:**

If a member of staff discloses a criminal conviction (or if new information comes to light), this must be discussed with the **DSL**. A risk assessment will be undertaken in line with **safer recruitment and safeguarding requirements** to determine suitability to work with children, young people, or vulnerable adults.

Where appropriate, BHT will liaise with **external agencies** to ensure decisions are compliant with legislation and safeguarding expectations.

#### **Learners:**

If a learner discloses a criminal conviction that may impact the safety of others:

- The information must be reported to the **DSL immediately**.
- A **risk assessment** will be conducted to determine suitability for programme participation.
- In some cases, participation may be delayed or subject to **additional safeguarding controls**.

#### **BHT will:**

- Work in partnership with the **employer** (where applicable), who may be the final decision-maker regarding employment.
- Ensure all decisions are **fair, proportionate, and in line with safeguarding and legal requirements**.

Where required, advice may be sought from relevant bodies (e.g. safeguarding partners or regulatory guidance).

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### **14. Lone Working / Home Working**

Where staff are required to work alone, both the individual and BHT have a duty to **identify, assess, and mitigate risks.**

“Lone working” includes:

- Working in the community or at employer premises.
- Working in learners’ homes.
- Working from home.
- Being the sole staff member on-site.

#### **Risk Management:**

A **risk assessment must be completed** prior to lone working, considering:

- The environment
- The nature of the task
- The individuals involved
- Any known risks or previous incidents
- Any other relevant circumstances

Where risks cannot be adequately controlled, alternative arrangements must be considered (e.g. **two staff members attending**).

#### **Safety Measures:**

- Staff must be fully briefed on risks and control measures.
- **Check-in procedures** and escalation arrangements must be in place.
- Staff must have access to a **mobile phone or communication device.**
- Managers are responsible for ensuring arrangements are **appropriate and effective.**

#### **Home Working:**

- Staff must maintain **confidentiality of personal contact details.**
- Regular contact must be maintained with line managers.
- Safe systems for conducting visits from home must be in place.

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### **Incident Reporting:**

Any incidents or concerns must be reported immediately and managed in line with **incident reporting and safeguarding procedures**.

### **15. The Prevent Duty**

Brighter Horizons Training (BHT) recognises its duty under the **Counter-Terrorism and Security Act 2015** to have **due regard to the need to prevent people from being drawn into terrorism**.

The Prevent duty is part of the UK Government's wider counter-terrorism strategy and applies to education and training providers, including apprenticeship providers.

#### **BHT will:**

- Safeguard learners and staff from **radicalisation and extremist influences**.
- Promote **fundamental British values**, including democracy, the rule of law, individual liberty, and mutual respect and tolerance.
- Provide training to staff to help them **identify and respond to signs of radicalisation**.
- Embed Prevent awareness within **induction, curriculum delivery, and ongoing learner support**.

#### **Objectives of Prevent:**

- Challenge extremist ideologies.
- Protect individuals at risk of radicalisation.
- Support sectors where risks of radicalisation exist.

#### **Recognising Risk:**

Staff should be aware of potential indicators of vulnerability, including:

#### **Vulnerabilities may include:**

- Isolation or loneliness
- Changes in family circumstances
- Experience of disadvantage or inequality
- Exposure to harmful online content

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- Personal or political grievances

#### **Possible warning signs may include:**

- Significant changes in behaviour, appearance, or peer groups
- Increased intolerance or unwillingness to engage with others
- Accessing or sharing extremist material
- Expressing extremist views or sympathy for extremist causes

#### **Reporting Concerns:**

- All concerns must be reported **immediately to the DSL**.
- The DSL will determine whether a **Prevent referral** is required.

#### **Support and Referral (Channel):**

Individuals identified as at risk may be referred to **Channel**, a voluntary, confidential, multi-agency programme that provides early intervention support.

- Channel panels are led by the **local authority** and involve partners such as police, health, and education.
- If Channel is not appropriate, individuals may be referred to **other safeguarding support services**.

#### **External Support:**

- ACT Early Support Line: **0800 011 3764** (9:00am–5:00pm)
- Emergency: **999**

### **16. Reporting Concerns**

If you are worried or concerned about a child, young person, vulnerable adult, colleague, or apprentice, you must **report this immediately** to the safeguarding team:

- **Designated Safeguarding Lead (DSL): Sam Page** – 07471 100985
- **Director: Antonia Ogden-Meade** – 07980 586622

#### **Internal Reporting:**

- All concerns are **taken seriously and acted upon without delay**.

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- Concerns are recorded within the organisation's **safeguarding log**, including:
  - Nature of concern
  - Actions taken
  - Referrals made
  - Outcomes and follow-up
- The DSL and Director oversee all safeguarding cases to ensure appropriate action is taken.

### **External Safeguarding Contacts**

Where necessary, concerns may be escalated to external safeguarding agencies.

#### **West Sussex Safeguarding**

- **Adults Safeguarding Hub:** 0330 222 8400
- **Children (Integrated Front Door):** 01403 229900 (9am–5pm)
- **Out of hours / Emergency Duty Team:** 0330 222 6664
- Alternative (if required): 07711 769657 (calls only)

If a child is in **immediate danger**, call **999**.

#### **East Sussex Safeguarding**

- **Single Point of Advice (SPoA):** 01323 464222  
✉ [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)
- **MASH (Multi-Agency Safeguarding Hub):**
  - West: 01323 747373
  - East: 01424 724144
- **Emergency Duty Service (EDS):**
  - 01273 335905 / 01273 335906
  - Out of hours (evenings, weekends, bank holidays)
- **Adult Social Care (out of hours):** 0345 6080191 (option 2)

✉ Email: [EDS.OfficersChildren@eastsussex.gov.uk](mailto:EDS.OfficersChildren@eastsussex.gov.uk)

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### **Additional Support**

- **Childline:** 0800 1111  
Ofsted - Main number to report a concern: **0300 123 4666**
- Use this for complaints about **nurseries, childminders, and childcare providers**

### **Key Principles:**

- Staff must **not delay reporting concerns**.
- Staff must **not investigate concerns themselves**.
- Concerns must always be reported to the DSL, who will decide on **appropriate referral pathways**.
- Where required, referrals will be made to:
  - Local Authority Safeguarding Teams
  - Police
  - **Local Authority Designated Officer (LADO)**
  - Prevent/Channel Panel

## **17. Role of the Designated Safeguarding Lead (DSL)**

The DSL plays a **critical leadership role** in safeguarding across Brighter Horizons Training and ensures compliance with statutory guidance, including KCSIE 2025.

### **Managing Referrals:**

- Refer cases of suspected abuse or neglect to **local authority children's social care**.
- Refer cases to the **Channel programme** where there are concerns about radicalisation.
- Refer cases involving adults at risk to **adult safeguarding services**.
- Support staff in making referrals and ensure they are handled appropriately.

### **Working with Others:**

- Act as the **main point of contact** for safeguarding partners.
- Liaise with senior leaders to ensure safeguarding concerns are managed effectively.

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- Work with the **Local Authority Designated Officer (LADO)** in cases involving allegations against staff.
- Contribute to **multi-agency working** in line with statutory guidance.

#### **Information Sharing and Record Keeping:**

- Ensure safeguarding records are:
  - **Accurate, secure, and up to date**
  - Stored in line with **UK GDPR and Data Protection Act 2018**
- Maintain a clear record of:
  - Concerns
  - Decisions
  - Actions taken
- Share information appropriately with safeguarding partners on a **need-to-know basis**.

#### **Raising Awareness:**

- Ensure safeguarding policies are **implemented, understood, and accessible**.
- Provide **regular safeguarding updates** to staff (at least annually, or more frequently if required).
- Promote a **strong safeguarding culture** across the organisation.
- Ensure policies are **reviewed regularly and kept up to date**.

#### **Training and Support:**

- Undertake **DSL training every two years**, with regular updates in line with national developments.
- Ensure all staff receive **appropriate safeguarding training at induction and refresher intervals**.
- Support staff to recognise signs of abuse, neglect, exploitation, and radicalisation.

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### **Child Protection Files and Transitions:**

- Ensure safeguarding records are **transferred securely and promptly** when learners move between providers or employers.
- Maintain continuity of safeguarding information to ensure **ongoing protection and support**.

### **Online Safety Oversight:**

- Lead on safeguarding concerns relating to **online safety and digital risks**.
- Oversee implementation of **filtering and monitoring systems**.
- Ensure emerging risks (e.g. **misinformation, online exploitation, generative AI risks**) are addressed.

### **Availability:**

- Be **accessible during working hours** to staff and learners.
- Ensure there is **clear cover arrangements** when unavailable.
- Provide support via **in-person, phone, or digital communication channels**.

## **Appendix: Safeguarding Legislation & Statutory Guidance – Apprenticeship Provider**

### **1. Education and Training (Welfare of Children) Act 2021**

**Purpose:** Ensures that apprenticeship and technical education providers have a statutory duty to safeguard and promote the welfare of children (under 18) receiving education or training with them. Apprenticeship providers are specifically included under the Act.

#### **How we meet it:**

- Our funding agreements and internal policies require safeguarding arrangements that protect children and young apprentices.
- We ensure safeguarding training and processes are embedded across all delivery.
- We highlight safeguarding processes and share procedures as part of the apprentice and employee induction

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 **Legislation (full text):** <https://www.legislation.gov.uk/ukpga/2021/16/enacted>

### **2. Keeping Children Safe in Education (KCSIE) – Statutory Guidance**

**Applicable for:** Safeguarding children and young people under 18 in education and training environments in England.

**How we meet it:**

- We adopt the principles of KCSIE, including safer recruitment, reporting concerns promptly, mandatory safeguarding training, and clear reporting routes.
- Staff and freelance employees receive training on recognising signs of harm and know how to report concerns.

 **Statutory guidance:** <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **3. Working Together to Safeguard Children – Statutory Guidance**

**Purpose:** Explains duties for organisations and agencies to work together to safeguard and promote the welfare of children.

**How we meet it:**

- We collaborate with employers, local authorities, and safeguarding partners where concerns arise for children apprentices.
- Our policy reinforces multi-agency cooperation and timely information sharing.

 **Guidance:** <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### **4. Care Act 2014 – Safeguarding Adults at Risk**

**Purpose:** Provides the statutory framework for safeguarding adults at risk of abuse or neglect. It places duties on relevant agencies to prevent and respond to abuse.

**How we meet it:**


- Our safeguarding processes include adults at risk (including apprentices over 18).
- We ensure staff understand signs of abuse/neglect and procedures for referrals to local

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authority adult safeguarding teams.

- We promote wellbeing and safety within programme delivery and welfare support.

 **Act (full text):** <https://www.legislation.gov.uk/ukpga/2014/23/contents>

 **Statutory guidance (Care & Support):**  
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

### **5. Safeguarding Vulnerable Groups Act 2006**

**Purpose:** Establishes a legal basis for barring individuals from working with children and vulnerable adults and underpins DBS/DBS update requirements.

**How we meet it:**

- We ensure compliance with DBS checks and safer recruitment practices for staff and volunteers.
- Appropriate pre-employment and ongoing checks are completed before anyone works with apprentices.

 **Legislation:** <https://www.legislation.gov.uk/ukpga/2006/47/contents>

### **6. Mental Capacity Act 2005 (Adults)**

**Purpose:** Provides a statutory framework for supporting adults who may lack capacity to make decisions.

**How we meet it:**

- Staff understand principles of consent and mental capacity when supporting adults with learning needs, ensuring appropriate support and referrals.

 **Act:** <https://www.legislation.gov.uk/ukpga/2005/9/contents>


### **7. Statutory Guidance on Safeguarding Vulnerable Adults (GOV.UK)**

**Purpose:** Provides guidance on protecting adults at risk of abuse or neglect, including reporting responsibilities.

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### **How we meet it:**

- Our safeguarding training includes recognising and responding to risks for adults at risk.
- Our procedures align to statutory expectations for safeguarding concern reporting.

 **Guidance:** <https://www.gov.uk/government/publications/pressure-ulcers-how-to-safeguard-adults/safeguarding-adults-protocol-pressure-ulcers-and-raising-a-safeguarding-concern>

## **8. Children Act 1989**

### **Purpose:**

- Establishes the legal framework for child welfare in England and Wales.
- Introduces the principle that the **child's welfare is paramount** in all decisions.
- Sets out local authority duties to protect children from harm and outlines parental responsibilities.
- Provides the legal basis for **care and supervision orders** if a child is at risk.

### **How it fits into your safeguarding policy:**

- All apprentices under 18 are legally considered children, so this Act underpins your responsibility to safeguard them.
- Ensures your policies prioritise the child's welfare in all situations.
- Supports the creation of reporting and escalation procedures when abuse or neglect is suspected.

 **Full text:** <https://www.legislation.gov.uk/ukpga/1989/41/contents>

## **9. Children Act 2004**

### **Purpose:**

- Builds on the 1989 Act and the **Every Child Matters** framework.
- Establishes statutory requirements for **local safeguarding children boards** and inter-agency cooperation.
- Places a duty on organisations, including educational and training providers, to **safeguard and promote the welfare of children**.
- Introduces the concept of '**duty to cooperate**' for agencies working with children.

## **Brighter Horizons Training and Development**

### **How it fits into your safeguarding policy:**

- Supports multi-agency working for safeguarding apprentices under 18.
- Guides your requirement to have clear safeguarding procedures, including reporting routes to local authorities.
- Underlines the importance of **training staff to identify and respond to risk.**

 **Full text:** <https://www.legislation.gov.uk/ukpga/2004/31/contents>

### **How We Comply Across the Board**

We demonstrate compliance with these duties through the following arrangements:

- **Safer Recruitment:** DBS checks, eligibility checks, identity verification, and interview due diligence.
- **Training & Competence:** Regular mandatory safeguarding training for all staff and freelancers (children and adults).
- **Designated Safeguarding Leads:** Named leads with responsibility for safeguarding oversight and referrals.
- **Policies & Procedures:** Clear reporting, recording, risk assessment, and referral procedures.
- **Multi-agency Cooperation:** We work with employers, local authorities, health and social care services and the police where appropriate.

This policy was devised by

Mobius Partners Limited T/A Brighter Horizons Training

<b>Date</b>	<b>By Whom</b>	<b>Summary of Update</b>	<b>Date to be reviewed</b>
Sept 21	Jenny Rollinson	<ul style="list-style-type: none"> <li>• Devised &amp; implemented</li> </ul>	Sept 2022
February 2022	CJ Silverlock	<ul style="list-style-type: none"> <li>• Personnel updates</li> </ul>	February 2023
Jul 2022	CJ Silverlock	<ul style="list-style-type: none"> <li>• Section 9 reworded for staff allegation</li> </ul>	Jul 23

**Brighter Horizons Training and Development**

Jul 23, 2023	CJ Silverlock	<ul style="list-style-type: none"> <li>Added in Refresher training</li> </ul>	JUL 2024
Jul, 2024	Sam Page	<ul style="list-style-type: none"> <li>Checked numbers</li> </ul>	JUL 2025
Jul 2025	Sam Page	<ul style="list-style-type: none"> <li>Addition of DSL role / Updated KCSIE amendments 2025 - online safety / SEND terminology / Safer recruitment identity checks</li> </ul>	July 2026
Sept 2025	Sam Page	<ul style="list-style-type: none"> <li>DBS for staff to be added to the annual refresher service- inform all staff that they are required to register for this service with the DBS team. This will be monitored by HR and refresher numbers recorded on the Directory matrix</li> </ul>	Sept 2026
March 2026	Sam Page	<ul style="list-style-type: none"> <li>Appendix added linking key Safeguarding legislation and how we meet these as part of our policy. Enhanced section 11 with acceptable use. Added links to 2025 KCSIE throughout</li> <li>KCSIE will be updated in Sept 2026 and this policy will need reviewing</li> </ul>	Sept 2026