

**SIGTA Limited**

**Children and Vulnerable  
Adults Safeguarding and  
Prevent Policy and  
Procedures**

Version: 1.9

Updated: Nov 21  
Reviewed: Nov 21  
Next Review Due: Nov 22

Policy Approved:



Alison Foxwell  
Chief Executive  
November 2021



## Important Rules

Remember it is not up to you to decide if abuse or radicalisation has taken place that is the role of the statutory authorities. BUT it is up to you to report ANY concerns.

We have a duty of care to respond to any issues that cause concern even if they don't involve our staff or provision.

## GUIDE FOR DEALING WITH CONCERNS RELATING TO A CHILD OR VULNERABLE ADULT SAFEGUARDING ISSUE OR THE SUSPECTED RADICALISATION OF ANY INDIVIDUAL.

- **Stay Calm**
- **If a child or vulnerable adult is present reassure them**
- **Don't make promises of confidentiality or outcome**
- **Keep questions to a minimum**

Is the individual in immediate danger or in need of urgent medical treatment?

YES

NO

- Contact emergency services.
- Inform operator/ crew that the concern relates to safeguarding of a Child or Vulnerable Adult or suspected radicalisation of an individual.
- Complete Incident Reporting Form recording all details given.
- Contact the designated Safeguarding Officer (E Shelley, Company Secretary)
- Pass on completed Incident Report Form

- Contact the designated Safeguarding Officer (E Shelley, Company Secretary) Complete Incident Reporting Form recording all details given.
- Pass on completed Incident Report Form.

**Designated Safeguarding Officer to decide:**

- Is the concern relating to safeguarding or radicalisation and requires escalation?

YES

NO

- Concern referred to relevant external authority (e.g. Police, Social Services or Prevent team ([prevent@sussex.pnn.police.uk](mailto:prevent@sussex.pnn.police.uk)))
- SIGTA procedures implemented as appropriate

- Maintain secure records of the incident.
- Provide appropriate support, using external referral as appropriate and agreed with individual.



## Contents

Important Rules.....	2
GUIDE FOR DEALING WITH CONCERNS RELATING TO A CHILD OR VULNERABLE ADULT SAFEGUARDING ISSUE OR THE SUSPECTED RADICALISATION OF ANY INDIVIDUAL. ....	2
Introduction .....	4
Safeguarding Children and Vulnerable Adults .....	4
1.1 Policy Statement .....	5
1.2 Principles and Definitions.....	5
2.0 Addressing allegations made against a third party.....	6
2.1 Responding to Disclosure.....	7
Actions to be taken by the person being disclosed to:-.....	7
Actions to Avoid .....	7
2.2 Responding to Suspicions.....	8
2.3 Confidentiality .....	8
Confidentiality with children, vulnerable adult and Prevent safeguarding matters .....	9
2.4 Safeguarding Incident Reporting Form .....	9
2.5 Sharing Concerns with Parents and Carers .....	9
2.6 When it is Inappropriate to Share Concerns with Parents .....	9
3.0 Allegations against a SIGTA member of staff or placement employee .....	10
3.1 Support for the Reporter of the safeguarding incident .....	10
Appendix 1 – Incident Reporting Form .....	11
Appendix 2 .....	14
Promoting Good Practice with Children and Vulnerable Adults.....	14
Practice that is not acceptable.....	14
Use of Contractors .....	15
Use of the Internet and Other Technology including photography and mobile phones.....	15
Taking and using Photographic images.....	15
Appendix 3 – Photography Consent Form .....	17
Contact Numbers for Making a Referral .....	19
Further information and guidance.....	19
Appendix 4 Vulnerabilities & Indicators of Radicalisation .....	20
Appendix 5: Factors of Vulnerabilities .....	21

## Introduction

**This policy will inform you what abuse is, what signs to look out for, what actions to take and what will happen next. The policy also covers the risks associated with the radicalisation of individuals by extremists and identifies the actions to be taken if this is suspected. Read it now and then keep it somewhere safe.**

Every child and vulnerable adult has the right to feel safe and protected and to not to be abused. As responsible adults working with children and vulnerable adults we all have a responsibility for their safety.

This policy is designed to ensure that you are equipped with the knowledge and information to enable you to positively contribute to SIGTA's Children and Vulnerable Adults Safeguarding and Prevent responsibilities.

This policy uses the term abuse in the widest sense and this should be taken to include abuse, harm and neglect.

It is not our job to establish whether or not abuse or radicalisation is taking place. It is our responsibility to **report** any concerns we have over the welfare of children, vulnerable adults or any individual involved in or subject to radicalisation. This duty extends to incidents of suspected abuse, radicalisation, poor practice by members of staff, as well as allegations brought to the attention of SIGTA by third parties, including member companies and their employees.

It is important to be aware that SIGTA has both a moral and legal obligation to ensure the duty of care for children and vulnerable adults across all of its provision. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in activities organised and/ or managed by SIGTA. SIGTA has a legal duty under the provisions of the Counter-Terrorism and Security Act 2015 to 'have due regard to the need to prevent people from being drawn into terrorism. This duty extends to all individuals SIGTA interacts with and is **not** restricted to the definition of children and vulnerable adults.

SIGTA promotes this policy with staff by including it in the induction process of employment, job description duties, and appraisals and at team meetings. Learners must be given the opportunity during meetings and reviews to raise or discuss, safeguarding, prevent or equality and diversity issues/concerns. Staff will use learner meetings as an opportunity to promote these topics and further the learners understanding.

The Apprentice Information folder contains a section called "Help is at Hand", this provides information should learners wish to raise a safeguarding and or Prevent concern to SIGTA.

Staff are required to undertake regular CPD, through self-study, and as directed by management, to remain updated in the areas covered by this policy, including requirements/guidance from the Department for Education, Ofsted and other authoritative bodies. Updated information will be cascaded to learners as deemed appropriate by management.

## Safeguarding Children and Vulnerable Adults

The legal obligation concerning children and young people are underpinned by Section 11 of the Children Act 2004. Further guidance is available from Working Together to Safeguard Children, 2018 and Keeping Children Safe in education (2021) statutory guidance for schools and colleges.

The Safeguarding Vulnerable Groups Act 2006 recognises the needs for a single agency to vet all individuals who want to work or volunteer with vulnerable people, (This encompasses all groups of

vulnerable people including those who are young or elderly.) The Disclosure and Barring Service (DBS) provide this service.

SIGTA will require all staff and Board members to undergo Disclosure and Baring Service (DBS) checks on commencement of employment or post. These will be reviewed every year as part of the DBS update service along with a full enhanced DBS check within a four year period.

## 1.1 Policy Statement

SIGTA accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children and vulnerable adults, safeguard their wellbeing when they are engaged in services organised and provided by SIGTA. SIGTA accepts its responsibilities under the Counter-Terrorism and Security Act 2015 and will at all times have due regard to the need to prevent individuals from being drawn into terrorism.

We aim to do this by:

- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
- Raising the awareness of the duty of care responsibilities relating to children and vulnerable adults to SIGTA staff.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults.
- Creating a safe and healthy environment within all areas of our provision, avoiding situations where abuse or allegations of abuse may occur.
- Recruiting, training, supporting and supervising staff, to ensure appropriate practices are undertaken to safeguard and protect children and vulnerable adults from abuse, and to minimise risks to SIGTA staff.
- Responding to any allegations of misconduct or abuse of children or vulnerable adults in line with this policy and procedures and where necessary implementing the relevant disciplinary and escalation procedures.
- Requiring staff, to adopt and abide by SIGTA's Children and Vulnerable Adults Safeguarding policy and procedures.
- Promoting the importance and relevance of British values to SIGTA staff and learners.
- Increase learners awareness of Prevent, the risks associated with radicalisation and the actions to take if they are concerned about radicalisation or believe someone else is being radicalised.
- Ensuring SIGTA staff are well trained in Prevent and understand the requirements of this policy to report instances of suspected radicalisation.
- Reviewing and evaluating this policy and procedures document on a regular basis (As a minimum annually).
- Seeking the support of external organisations to provide additional guidance, updating and training to ensure SIGTA's approach to Safeguarding and Prevent and the individual skill and knowledge of employees is further improved and reflects current best practice.

## 1.2 Principles and Definitions

This policy and these procedures are based on the following principles:

### Principles

- The welfare and health and safety of children and vulnerable adults is the primary concern.
- All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse and radicalisation.
- It is everyone's responsibility to report any concerns about abuse or radicalisation
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 2018 and GDPR.

### Definitions

- The term child, or young person is used to refer to anyone under the age of 18yrs
- The term vulnerable adult can include people with learning disabilities, older people (irrespective of age), people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems.
- The term parent is used as a generic term to represent parent, carers and guardians.
- The term staff is used to refer to employees, freelance workers, subcontractors and volunteers delivering a service on behalf of SIGTA.
- The term 'Prevent' refers to the government strategy about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.
- Radicalisation - is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo.
- Terrorism - an act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, etc.
- Extremism - an ideology that is far outside the mainstream attitudes of society, including 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. This also includes calls for the death of members of the British armed forces.

## 2.0 Addressing allegations made against a third party (i.e. parent, employee of a member company or a member of the public, etc.)

This Policy and its procedures inform all staff, what actions they should take if they have concerns or encounter a case of alleged or suspected child or vulnerable adult abuse or if they encounter a case of radicalisation.

If a learner has concerns about themselves, or you have concerns about a learner being at risk of radicalisation, you should refer to page 2; "Guide to dealing with a concern" and appendix 1; "Incident reporting form" for the process for escalating any safeguarding concerns. Appendix 4 will support with identifying vulnerabilities and indicators of someone being at risk of radicalisation whilst appendix 5 deals with factors that may contribute to vulnerability.

Staff could come across cases of suspected abuse or radicalisation through direct contact with learners, for example during learner reviews/ training sessions, or through information obtained during external visits to learner work placements.

It is not the responsibility of SIGTA staff to decide whether or not a child or vulnerable adult has been abused or an individual is being radicalised. It is however your moral and legal responsibility to report your concerns.

Your primary concern is to ensure that any relevant information is passed to the Designated Child/Adult Safeguarding Officer(s) who will then determine the appropriate action and, if required, make a referral to the relevant authority (e.g. police, social care services or the local Prevent team) without delay.

## 2.1 Responding to Disclosure

Abused children and vulnerable adults and those affected by radicalisation are more likely to disclose details to someone they trust and with whom they feel safe. By listening and taking seriously what the individual is saying means you are already helping the situation.

The following points are a guide to help you respond appropriately.

### Actions to be taken by the person being disclosed to:-

- React calmly so as not to frighten the individual making the disclosure.
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has a speech impairment or differences in language.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the police or social care services and they should not have to repeat their account on several occasions.
- Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation.
- Reassure the individual **but do not make promises of confidentiality** which may not be feasible in the light of subsequent developments.
- Explain to them that you will have to share your concerns with the Designated Child/Adult Safeguarding Officer who has the authority to act.
- Tell them they were right to inform you of their concerns.
- Record in writing on the Safeguarding Incident Reporting Form (See Appendix 1) all the details that you are aware of and what was said using the individuals own words, immediately.
- Safeguarding concerns should immediately be reported to the designated Child/Adult Safeguarding Officer (Elizabeth Shelley, Company Secretary or in her absence Alison Foxwell, CEO). If neither are available and the concern relates to an immediate risk, the person being disclosed to should to make a safeguarding referral to the appropriate agency.
- The process on how to respond to a disclosure is detailed in the Guide for Dealing with concerns relating to child and vulnerable adult abuse or instances of radicalisation (Page 2).
- See Page 18 for appropriate contact numbers for making a safeguarding referral.

### Actions to Avoid

The person receiving the disclosure should not:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response.
- Speculate or make assumptions
- Make negative comments about the alleged abuser or situation

- Make promises or agree to keep secrets
- Should not suggest any action/s or consequences that may be undertaken in response to the disclosure

## 2.2 Responding to Suspicions

All suspicions, concerns and disclosures have to be reported immediately to a Designated Child/Adult Safeguarding Officer (Elizabeth Shelley, Company Secretary)

The Safeguarding Officer has the responsibility to:

- Receive information from staff, children, vulnerable adults and others who interact with SIGTA who have concerns.
- Ensure concerns are recorded using the appropriate forms and procedures identified.
- Take appropriate action to deal with concerns raised.
- If SIGTA learners, funded through subcontract arrangements are involved, the designated Safeguarding Officer of the Lead Provider must be informed. Currently this relates to SIGTA's partnership working with Lookfantastic training. Lookfantastic's designated Safeguarding Officer is Andrew Ayres. [andrew.ayres@rewardstraining.co.uk](mailto:andrew.ayres@rewardstraining.co.uk), 01293 562 651.
- Ensure that completed report forms are securely stored and are readily available.
- Undertake training as required.

In the absence of the Designated Child/Adult Safeguarding Officer all safeguarding issues should be referred to Alison Foxwell, CEO.

## 2.3 Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This can include the following people:

- The SIGTA designated Child/Adult Safeguarding Officer.
- The designated Safeguarding Officer of lead providers in the case of subcontracted learners.
- Statutory Services (Social Care Services, Police, Prevent Team, etc.)
- The parent of the individual who is alleged to have been the subject of a safeguarding issue
- The person making the allegation.
- Employer - HR/ Senior Manager where appropriate.
- The alleged abuser (and parents if the abuser is a child)\*

*\*Where there is any possibility that a criminal act may have been committed, care should be taken not to take any action that may jeopardise any subsequent criminal investigation. This includes contacting the alleged perpetrator. Any contact made by SIGTA will be made by the designated Child/Adult safeguarding Officer who will liaise with external authorities as appropriate.*

The **Designated Child/Adult Safeguarding Officer** will ensure:

- The appropriate agencies are informed
- Information is recorded and stored appropriately
- Staff involved are supported as required.

## **Confidentiality with children, vulnerable adult and Prevent safeguarding matters**

It is extremely important that allegations or concerns are not discussed, other than as defined in this policy, as any breach of confidentiality could be damaging to the child or vulnerable adult, their family, other individuals involved and any investigations that may follow.

Where a vulnerable adult (or in the case of Prevent a non-vulnerable adult) expresses a wish for concerns not to be pursued then this should be respected wherever possible. However decisions about whether to respect the persons' wishes must have regard to the level of risk to the individual and/or others and their capacity to understand the decision in question and to make decisions relating to it. In some circumstances the persons' wishes may be overridden in favour of consideration of safety for the person and others. Where possible, this decision will be the product of discussions between the reporting member of staff and the Designated Child/Adult Safeguarding Officer. All concerns identified by SIGTA staff members should be raised with the Designated Child/Adult Safeguarding Officer in the first instance, before any decision not to pursue the discloser is taken. In some situations legal obligation will make disclosure a mandatory requirement.

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion, and the person informed that the member of staff will at the very least, have to disclose the conversation to the Designated Child/Adult Safeguarding Officer and depending on the severity of the information it may be disclosed to external authorities.

### **2.4 Safeguarding Incident Reporting Form**

In the first instance SIGTA Staff should contact the designated Safeguarding Officer using the most efficient means to report their concerns about any safeguarding issue. This must take place as soon as the concern has been raised and the basic facts obtained.

SIGTA staff must fill in an Incident Report Form for all concerns, allegations and suspicions relating to the safeguarding of children, vulnerable adults and to the potential radicalisation of individuals. (See Appendix 1 for Incident Reporting Form) This needs to be completed as soon as practicable to ensure all the facts are accurately recorded and appropriate action can be taken.

Use the same form for all disclosures, allegations and suspicions. Do not worry if all the boxes do not apply to your situation, it is purely to help you to remember as much relevant information as possible. It is the responsibility of the Designated Child/Adult Safeguarding Officer to act on the information provided and make a disclosure to relevant authorities, if appropriate.

### **2.5 Sharing Concerns with Parents and Carers**

Whilst delivering services to children and vulnerable adults SIGTA will work in partnership with parents/ carers and share concerns about their child or vulnerable adult. In most circumstances it is important to talk to parents or carers to clarify any concerns (but not the alleged abuser).

### **2.6 When it is Inappropriate to Share Concerns with Parents**

There are circumstances when children or vulnerable adults can be placed at greater risk by sharing concerns with their parents/carers e.g. where the parent/carer is the one who may be responsible for alleged abuse, concern or radicalisation. In these circumstances, or where concerns still exist despite an explanation from parents/carers, any suspicion, allegation, or incident must be reported to the Designated Safeguarding Officer immediately and recorded.

### **3.0 Allegations against a SIGTA member of staff or placement employee**

It is important that any concerns for the welfare of an individual relating to alleged mistreatment, harassment or radicalisation by an employee of SIGTA or a work placement employee must be reported immediately to a Designated Safeguarding Officer and an incident report form completed.

(In the case of an allegation being made about a Designated Child /Adult Safeguarding Officer this should be reported to the second named officer for investigation, Mrs Alison Foxwell, CEO)

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the Designated Safeguarding Officer for guidance and appropriate action.

### **3.1 Support for the Reporter of the safeguarding incident**

Strong feelings may be generated by the discovery that a child or vulnerable adult is being mistreated, abused or radicalised. This can create difficulties in reporting such matters. SIGTA will fully support all staff members who, in good faith (without malicious intent), report their concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused, mistreated or an individual radicalised.

## Appendix 1 – Incident Reporting Form



## Safeguarding Incident Reporting Form

Name (Child, Vulnerable Adult or Prevent Concern):			D.O.B:	_ / _ / _
Undertaking (✓ if applicable)		Apprenticeship <input type="checkbox"/> Workplace Learning <input type="checkbox"/> Short course <input type="checkbox"/> Other (Please State) <input type="checkbox"/> _____		
Employer (If applicable)				
Gender:	Male / Female	Ethnic Group (ILR Code)		Religion
Known disability or special factors:				
Child/vulnerable adults address:				
Telephone number:	Landline:		Mobile:	
Next of Kin: (Full Name, Address and phone if different from above)				
What are you reporting: (✓)		Your own concerns <input type="checkbox"/> Concerns passed on by Someone else* <input type="checkbox"/>		
*Concern raised by (Name, Address and phone if different from above)				
Description of what has prompted the concern (Include dates, times etc. of any specific incidents):				
Have you or anyone else spoken to the child or vulnerable adult about this concern? If yes, give details of what was said (Give full details. Names, dates, etc.)				
Have you spoken to anyone else about this concern? If yes, give details (What was said, names, dates, etc.)				
Form Completed by (Name):				
Position:				
Signed:				



Date:	
<b>To be completed by Safeguarding Officer</b>	
Action Taken:	
Referred to:	
Name:	
Position:	
Signed:	
Date:	

**Note: This form should be used to report Safeguarding and prevent concerns**



## Appendix 2

### Promoting Good Practice with Children and Vulnerable Adults

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and vulnerable adults if you always engage in the following good practice:

- Always put the welfare of the children or vulnerable adults before any other agenda
- Provide a good role model of behaviour
- Treat all children or vulnerable adults equally with respect and dignity using positive constructive encouragement
- Stay vigilant for the safety of all children and vulnerable adults around you, not just the ones immediately within your area of responsibility
- If you have to physically touch a child or vulnerable adult i.e. for instructional purposes, then do so with consideration, never touch intimate areas and always tell them what you are going to do
- Always wear appropriate clothing when working with children and vulnerable adults. E.g. dress according to the duties to be undertaken in a manner befitting the responsible care of children and vulnerable adults. Name badges and identification showing that you are representing SIGTA must be worn in roles where provided.
- Always have a register of children or vulnerable adult in your charge and make sure they are signed out when leaving. If appropriate, be aware of who is and is not authorised to collect the child or vulnerable adult and do not let them leave with anyone else without checking with a parent first.
- Ensure a code of behaviour is established at the start of each session so that everyone knows what is expected of them and what is acceptable. If you have to discipline a child or vulnerable adult, then do so in a positive constructive manner, making sure that the child or vulnerable adult knows it is the behaviour and not the child or vulnerable adult that is not welcome.
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance)
- Disclosure and Baring Service (DBS) checks must be undertaken for all employees who will be working with children and vulnerable adults.

### Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Transporting children and vulnerable adults should never be undertaken by just one member of staff, no matter what the urgency is.
- Making sexually suggestive comments to or around a child or vulnerable adult
- Allowing or engaging in inappropriate touching

- Inviting or allowing a child or vulnerable adult to visit you at home
- Forming inappropriate relationships with children or vulnerable adults that you have professional contact with, N.B remember this legally means a child up to 18 years of age.
- Allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded or unacted upon.

### Use of Contractors

SIGTA will take reasonable care to ensure contractors working on behalf of the company are monitored appropriately. Any contractor or sub-contractor engaged by SIGTA in areas where workers are likely to come into contact with children or vulnerable adults, should have an equivalent Children and Vulnerable Adult Safeguarding Policy and/ or fully comply with the terms of this policy.

Where there is potential for contact with children or vulnerable adults the correct DBS check must have been satisfactorily completed prior to work commencing.

### Use of the Internet and Other Technology including photography and mobile phones

There is increasing concern, not just nationally but worldwide, about the use of the internet to abuse, exploit and radicalise children and vulnerable adults. These risks also apply to individuals falling outside the definition of 'Children' and 'Vulnerable Adults'. All SIGTA staff working with learners need to be aware of these risks in relation to their safeguarding and Prevent responsibilities. Any suspected instance of misuse in respect of safeguarding or potential radicalisation, including the receipt or distribution of inappropriate material, must be reported to the designated Safeguarding Officer.

SIGTA staff should be aware that a range of technology might be used by individuals in the production and distribution of inappropriate images that abuse children and vulnerable adults. This may include Computer technology, web cams and mobile phones. When IT is used in SIGTA classrooms, staff must monitor usage and establish clear class rules around appropriate use of IT hardware and software.

See also SIGTA's E-Safety Policy

### Taking and using Photographic images

#### **SIGTA staff wishing to take photographs or video images, must:**

- Obtain permission prior to using any media equipment or other device to take pictures whilst on employer's premises.
- Obtain permission in written form, given by an authorised and designated person who is aware of the reasons for taking the images and understands how they are to be used. (See Appendix 3 for sample Photography Permission form)
- Take images of crowds that show general images and do not focus in upon any one person or child or vulnerable adults without permission. Try to keep children's faces obscure and away from direct identification where at all possible. Even if permission is given by the premises/facility operator, the Childs or vulnerable adult's parent or guardian may not be happy to give consent for their child to be photographed.
- Abide by parental wishes. If a parent or guardian does not wish their child or vulnerable adult to be shown in an image, then this wish must be respected.

- Report any suspected misuse of images to a Designated Safeguarding Officer immediately.
- Ensure that all photographic images of children and vulnerable adults have the written consent of parent or guardian for the reason they are being used.
- When working with non-vulnerable adults, ensure their permission is obtained, and recorded on the Photographic Permission Form, before taking and using images. The intended use of such images needs to be clearly agreed with the individual giving consent.

## Appendix 3 – Photography Consent Form



## Consent Form - Taking and Using Photographic Images

Learner Name:		Employer:	
Employer Contact:		Activity/Event Date:	
Event/ Activity Description:			
Purpose for which Images will be used:			

I confirm that I am over 18 years of age and give consent for photographic images taken of me during this event/ activity to be used by SIGTA Limited for the purposes stated above. **Photographic images may also be displayed on the SIGTA website.** (Delete if consent for website use is not given)

By signing this form you are consenting to SIGTA Limited using photographic images, in the manner stated above.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**To be completed by parent or Guardian if learner is under 18 years of age.**

I give consent for photographic images taken of my Son/ Daughter during this event/ activity to be used by SIGTA Limited for the purposes stated above. **Photographic images may also be displayed on the SIGTA website.** (Delete if consent for website use is not given)

By signing this form you are consenting to SIGTA Limited using photographic images, in the manner stated above.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_



## Contact Numbers for Making a Referral

### **SIGTA**

Designated Safeguarding Officer: Elizabeth Shelley: [eshelley@sigta.co.uk](mailto:eshelley@sigta.co.uk) or 07740 606129

In the absence of Elizabeth Shelley please contact Deputy Safeguarding Officer - Alison Foxwell :  
[afoxwell@sigta.co.uk](mailto:afoxwell@sigta.co.uk) or 01273 427602

### **Safeguarding**

#### **Brighton and Hove**

Front Door for Families – 01273 290400 (Children)

Access Point – 01273 295555 (Adults)

#### **West Sussex**

Multi Agency Safeguarding Hub (MASH) – 01403 229900 (Children)

Adults Care Point – 01243 642121 (Adults)

#### **East Sussex**

Single Point of Advice (SPoA) - 01323 464222 (Children)

Adult Social Care – 0345 6080191 (Adults)

Local Channel Arrangements

Sussex Police Prevent Team:

Telephone 101 | Ask for police prevent team

Email: [Channel@sussex.pnn.police.uk](mailto:Channel@sussex.pnn.police.uk)

For Brighton referrals: [PreventReferralsbrightonandhove@sussex.pnn.police.uk](mailto:PreventReferralsbrightonandhove@sussex.pnn.police.uk)

For East Sussex referrals: [PreventReferralseastsussex@sussex.pnn.police.uk](mailto:PreventReferralseastsussex@sussex.pnn.police.uk)

For West Sussex referrals: [PreventReferralswestsussex@sussex.pnn.police.uk](mailto:PreventReferralswestsussex@sussex.pnn.police.uk)

## Further information and guidance can be sought from the following websites:

### **The Education and Training Foundation**

[www.et-foundation.co.uk/](http://www.et-foundation.co.uk/)

### **Sussex Police Prevent Strategy**

<https://sussex.police.uk/advice/protect-yourself-and-others/counter-terrorism/prevent/>

### **The National Society of Prevention of Cruelty for Children**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Disclosure and Barring Service**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **Ofsted**

[www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

## Appendix 4 Vulnerabilities & Indicators of Radicalisation

<b>Vulnerabilities</b>	<b>Indicators</b>
Peer Pressure	Withdrawn
Unsettled family life	Change in engagement levels
Need to belong/fit in	Using extremist language, passionate about extremist views
Accessing extremist material	Preaching
Isolation and social exclusion	Change in appearance – dress, body art
Bullied	Change in behaviour within work and learning environment
Media influence	Change in social circles
Seeking purpose of focus for life	
Seeking revenge	
Seeking acceptance/social standing	

## Appendix 5: Factors of Vulnerabilities

### Factors that may contribute to vulnerability:

- Rejected by peer, faith or social group/family
- Pressure from person linked to extremism
- Victim or witness to race or religious hate crime
- Conflict with family over religious beliefs, lifestyle or politics
- Identity confusion
- Recent religious conversion
- Change in behaviour or appearance due to new influences
- Under achievement
- May possess literature related extreme views
- Experience of poverty, disadvantage or social exclusion
- Extremist influences
- A series of traumatic events, global, national or person