

SIGTA Limited

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

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Alison Foxwell
Chief Executive
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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 Lead (Alison Foxwell - CEO)
- Pass on completed Incident Report Form

- Contact the Designated Safeguarding Lead (DSL) (Alison Foxwell, CEO) Complete Incident Reporting Form as required, recording all details given.
- Pass on completed Incident Report Form.

Designated Safeguarding Lead (DSL) 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))
- SIGTA procedures implemented as appropriate

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

Table of 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	5
1.1 Policy Statement.....	5
1.2 Principles and Definitions.....	6
2.0 Addressing allegations made against a third party.....	7
2.1 Child-on-child (peer-to-peer) Sexual Violence and Sexual Harassment	7
2.2 Responding to Disclosure	8
Actions to be taken by the person being disclosed to: -.....	8
Actions to Avoid	9
2.3 Responding to Suspicions	9
2.4 Confidentiality.....	10
Confidentiality with children, vulnerable adult and Prevent safeguarding matters	10
2.5 Safeguarding Incident Reporting Form	11
2.6 Sharing Concerns with Parents and Carers	11
2.7 When it is Inappropriate to Share Concerns with Parents.....	11
2.8 Low Level Concerns (concerns that do not meet the harm threshold)	11
3.0 Allegations against a SIGTA member of staff or placement employee.....	12
3.1 Support for the Reporter of the safeguarding incident.....	12
Appendix 1 – Incident Reporting Form	13
Appendix 2	15
Promoting Good Practice with Children and Vulnerable Adults	15
Practice that is not acceptable.....	15
Use of Contractors	16
Use of the Internet and Other Technology including photography and mobile phones	16
Taking and using Photographic images	16
Appendix 3 – Photography Consent Form	18
Contact Numbers for Making a Referral	19
Further information and guidance.....	19
Appendix 4 Vulnerabilities & Indicators of Radicalisation	21
Appendix 5: Factors of Vulnerabilities	22



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 have the right to feel safe and protected and 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 at team meetings. Learners must be given the opportunity during meetings to raise or discuss, safeguarding, prevent or equality and diversity issues/concerns. Staff will use learner review 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.

SIGTA will ensure that staff receive regular safeguarding training, with an emphasis on new and emerging risks, including online safety, radicalisation via digital platforms, and the links between safeguarding and mental health. Staff will be required to complete refresher courses annually and stay updated on statutory safeguarding requirements.

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 (2024) 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 two year period, should members of staff not be on the update service.

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.
- Identifying and supporting learners who may need early help or who are at risk of neglect, abuse, grooming or exploitation. Those learners are placed on SIGTA's risk register and are given support to reduce their risk of harm. Such support could be provided through referral to an appropriate external agency, as required.
- SIGTA recognises that mental health issues can be an indicator of safeguarding concerns, such as abuse, neglect, or radicalisation. Staff will receive training on identifying mental health issues and must report any concerns to the DSL, who will work with external mental health services to support learners in need.
- 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, people with drug or alcohol problems or people with financial difficulties.
- 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.

- **Online abuse** includes grooming, cyberbullying, and coercive control, often carried out via social media, messaging apps, or other digital platforms. Staff must recognise these behaviours as forms of abuse and report any concerns to the DSL. Examples of online abuse include sending inappropriate messages, pressuring individuals into sharing explicit images, or engaging in radicalising conversations online.

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.

SIGTA is also aware of the safeguarding risks associated with remote or online learning environments. Staff must maintain professional boundaries during remote learning sessions and ensure that learners are using technology safely. Any concerns regarding online behaviour, including inappropriate use of technology or communication platforms, must be reported to the DSL

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 Safeguarding Lead 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 Child-on-child (peer-to-peer) Sexual Violence and Sexual Harassment

Sexual violence and sexual harassment can occur between two or more children of any age. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable. Online sexual harassment may include sending abusive, explicit, or harassing messages, sharing indecent images, or pressuring others into sexual activities via digital platforms

SIGTA Ltd has a **zero-tolerance** approach to sexual violence and sexual harassment. It is never acceptable, and it will not be tolerated. It should never be passed off as “banter”, “just having a laugh”, “a part of growing up” or “boys being boys”. SIGTA has a zero-tolerance approach to any form of sexual harassment or violence and will ensure that both online and offline incidents are treated seriously and referred to appropriate authorities.

SIGTA will challenge physical behaviour (potentially criminal in nature) such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Staff will respond appropriately but robustly to ensure such behaviour is never normalised. Staff will deal with the situation in a timely manner and will report and document witnessed behaviour and action taken, to the Designated Safeguarding Lead.

All staff are required to be vigilant to the risks posed by online abuse and harassment and must report any concerns immediately to the Designated Safeguarding Lead (DSL). This includes the use of social media, mobile phones, and other online communication platforms.

2.2 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 Safeguarding Lead who has the authority to act.
- Tell them they were right to inform you of their concerns.

Record in writing via email, or utilise the Safeguarding Incident Reporting Form (See Appendix 1) as needed, based on level of concerns, allegations and suspicions relating to the safeguarding of children, vulnerable adults and to the potential radicalisation of individuals. as soon as practicable, all the details that you are aware of and what was said using the individuals own words, to ensure all the facts are accurately recorded and appropriate action can be taken.

- **Safeguarding concerns** should immediately be reported to the **Designated Safeguarding Lead (DSL) Alison Foxwell - CEO**, or in her absence, **Deputy Designated Safeguarding Lead (DDSL) John Norton - Business Support Officer**. If neither are available and the concern relates to an immediate risk, the person being disclosed to, should contact **Hannah Lloyd – Quality Lead (Safeguarding Officer)**, or 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

2.3 Responding to Suspicions

All suspicions, concerns and disclosures must be reported immediately to the Designated Safeguarding Lead (DSL) - Alison Foxwell, CEO.

The Designated Safeguarding Lead 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 Lead of the Lead Provider must be informed.
- Ensure that completed report forms are securely stored and are readily available.
- Undertake training as required.
- The DSL is also responsible for identifying and addressing safeguarding concerns related to mental health and liaising with external mental health services when necessary. The DSL will oversee the reporting of low-level concerns to prevent the escalation of any inappropriate behaviour and ensure that safeguarding responsibilities are understood by all staff

In the absence of the Designated Safeguarding Lead, all safeguarding issues should be referred to Deputy Designated Safeguarding Lead - John Norton – Business Support Officer, or Safeguarding Officer - Hannah Lloyd – Quality Lead .

2.4 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/Deputy Safeguarding Lead/ Safeguarding Officer.
- The Designated Safeguarding Lead, 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/ Deputy Safeguarding Lead, who will liaise with external authorities as appropriate.*

The **Designated Safeguarding Lead** will ensure:

- The appropriate agencies are informed
- Information is recorded and stored appropriately
- Staff involved are supported as required.
- SIGTA's response is appropriate, co-ordinated, effective and complete

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 Safeguarding Lead. All concerns identified by SIGTA staff members should be raised with the Designated Safeguarding Lead 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 Safeguarding Lead and depending on the severity of the information it may be disclosed to external authorities.

2.5 Safeguarding Incident Reporting Form

In the first instance, SIGTA Staff should contact the Designated Safeguarding Lead 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 will notify the DSL/DDSL immediately either verbally or via email, utilising the Incident Report Form as needed (or requested by the DSL) based on level of 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. 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 Safeguarding Lead to act on the information provided and make a disclosure to relevant authorities, if appropriate.

2.6 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).

2.7 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, the concern must be raised with the DSL and action agreed before any contact is made with the parents/carers. Actions must be documented.

2.8 Low Level Concerns (concerns that do not meet the harm threshold)

SIGTA aims to create and promote a transparent and open culture that minimises any form of abuse and is clear about boundaries for all parties, as set out in the code of conduct for staff and learners.

Low level concerns are (list not exclusive) consists of:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone, contrary to SIGTA's policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating pupils.

Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, vulnerable adult, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

SIGTA will also document patterns of low-level concerns. These records will be regularly reviewed by the DSL to identify potential patterns of behaviour. Staff must ensure that no inappropriate behaviour, regardless of how minor it may appear, is ignored. The DSL will take appropriate action to address emerging patterns to prevent escalation

Staff code of conduct contains information about acceptable behaviour with regards to safe practices and staff are given regular updates and annual trainings to ensure good working practices.

Student code of conduct is promoted to all students through taught sessions to ensure that acceptable behaviour is promoted and awareness of what behaviour is not.

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 Lead and an incident report form completed.

(In the case of an allegation being made about a Designated Safeguarding Lead, this should be reported to the Deputy DSL for investigation and the SIGTA non-executive Director with safeguarding responsibility should be informed).

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the Designated Safeguarding Lead 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: <small>(Full Name, Address and phone if different from above)</small>			
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:	
To be completed by Safeguarding Officer					
Action Taken:					
Referred to:					
Name:					
Position:					
Signed:					
Date:					

Note: This form should be used to report relevant Safeguarding and prevent concerns aligning with guidance from the DSL/DDSL.



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 Barring 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 Lead.

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.

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 the Designated Safeguarding Lead 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:			
<p><input type="checkbox"/> 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)</p> <p>By signing this form you are consenting to SIGTA Limited using photographic images, in the manner stated above.</p> <p>Signed: _____ Print Name: _____</p> <p>Date: ___/___/___</p>			



Contact Numbers for Making a Referral

SIGTA

Designated Safeguarding Lead: Alison Foxwell – afoxwell@sigta.co.uk Tel – 01273 427602/ 416989 or 07793 269615.

In the absence of Alison Foxwell, please contact **Deputy Designated Safeguarding Lead** – John Norton – jnorton@sigta.co.uk – Tel – 07740 403244.

In the absence of either of the above – please contact Hannah Lloyd – Quality Lead (**Safeguarding Officer**) – 07789 861660 – hlloyd@sigta.co.uk

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)

[Reporting Concerns – Sussex Safeguarding and Child Protection Policy and Procedures Resource](#)

Local Channel Arrangements

Sussex Police Prevent Team:

Telephone 101 | Ask for police prevent team

Email: Channel@sussex.pnn.police.uk

For Brighton referrals: PreventReferralsbrightonandhove@sussex.pnn.police.uk

For East Sussex referrals: PreventReferralsseastsussex@sussex.pnn.police.uk

For West Sussex referrals: 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/

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

Disclosure and Barring Service

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

Ofsted

www.gov.uk/government/organisations/ofsted



Appendix 4 Vulnerabilities & Indicators of Radicalisation

Vulnerabilities	Indicators
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