

Safeguarding & Prevent

Policy, processes and responsibilities

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1. Purpose

West Sussex County Council (WSCC) Adult Learning Service (ALS) is committed to safeguarding and promoting the welfare, both physical and emotional, of any individual at risk, who participates in our activities. This document sets out a framework for delivering this commitment.

It outlines what WSCC ALS requires from staff to ensure that all our staff, learners and visitors are safe.

We expect all staff to act upon any allegation or concern regardless of how small or trivial it may seem.

WSCC ALS is committed to raising staff awareness of all aspects of safeguarding, preventing abuse where possible and ensuring that robust procedures are in place for dealing with safeguarding incidents.

WSCC ALS will not tolerate abuse in any form, and is committed to promoting wellbeing, preventing harm and responding effectively if concerns are raised.

Safeguarding is everyone's responsibility. All WSCC ALS staff have collective responsibility to ensure and develop a culture of safeguarding which includes the responsibility to:

- Protect individuals from maltreatment, abuse, neglect and bullying
- Protect individuals from extremism and radicalisation
- Protect individuals from violence, and sexual and criminal exploitation
- Respect confidentiality
- Report any abuse discovered or suspected
- Ensure that individuals can learn effectively in an environment consistent with both physical and emotional safety.

2. Scope

This policy and related processes apply to anyone working on behalf of WSCC Adult Learning Service, including staff, volunteers, agency staff, contractors, delivery partners / subcontractors and learners.

WSCC ALS will ensure robust procedures are in place to identify, deal with or report any form of abuse and provide a safe environment for all. This includes preventative measures such as regular training for all staff on Safeguarding and Prevent.

We will act on all reports of alleged abuse or harm whether they are recent or reported to have taken place in the past.

All staff have a duty to report concerns, and they must act upon this information immediately. Doing nothing is not an option as the priority is always to make sure all learners and staff are safe and protected.

WSSCC ALS managers are responsible for making sure that all staff understand the Safeguarding policy and procedures and know how to act if they are worried or concerned about a learner.

3. Who are we safeguarding?

We have a legal duty to safeguard all children and adults at risk.

Safeguarding practices apply to both children, defined in the Education Act 2002 as a person under the age of 18, and adults “at risk”. An adult at risk, as defined in the Care Act 2014, means any person aged eighteen or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

While it is important to recognise that certain groups of people are legally defined as vulnerable, we seek to ensure that our policies and procedures are fully inclusive, and our processes apply to all staff and learners. We have a moral duty to safeguard the wellbeing of all our staff and learners and WSSCC ALS aims to create a safe environment for all and to ensure that no one is left out.

Learners are encouraged to inform WSSCC ALS if they are vulnerable or at risk, but they are not obliged to. Vulnerability is difficult to judge. Staff should always assume that any adult learner they deal with might be vulnerable or disadvantaged and treat them accordingly.

We recognise that the ALS plays a significant part in the prevention of harm to our learners by providing them with good lines of communication with trusted adults and an ethos of protection. ALS will therefore:

- Establish and maintain an environment where those at risk feel secure and are encouraged to talk and are always listened to.
- Ensure that any individual at risk knows there is an adult within the ALS whom they can approach if they are worried or in difficulty.
- Include opportunities across the curriculum that equip anyone at risk with the skills they need to stay safe from harm and to know to whom they should turn for help
- Liaise and work together with all other support services and those agencies involved in the safeguarding of adults at risk.
- Take immediate action as soon as there is a significant concern.

4. Links to other policies

This policy is written in the context of the West Sussex Safeguarding Adults Board policies, procedures and protocols.

The WSSCC ALS Safeguarding and Prevent Policy and Procedure should also be read alongside the WSSCC ALS E-Safety Policy and our Prevent Risk Assessment & Action Plan.

This policy is also linked to national legislation:

- [Keeping Children Safe in Education \(KCSIE\)](#) (updated September 2025)
- [Prevent Duty Guidance England and Wales](#) (updated 2023)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [The Children's Act 2004](#)
- [No Secrets: guidance on protecting vulnerable adults in care](#) (updated January 2015)
- [Data Protection Act 2018](#).
- [Ofsted: Further Education and Skills Handbook](#) (September 2024)

5. What is abuse?

The Department of Health (No Secrets, 2000), defines abuse as 'A violation of an individual's human and civil rights by another person or persons' and recognises the following forms of abuse:

- Physical abuse
- Sexual harassment, abuse, and exploitation
- Emotional/psychological abuse
- Neglect
- Discriminatory abuse including harassment
- Financial or material abuse
- Organisational/institutional abuse.

Staff should also be aware of wider safeguarding issues and forms of abuse including:

- Bullying including online bullying and prejudice-based bullying
- Self-harm
- Racist, disability and homophobic or transphobic abuse
- Honour based violence (HBV) encompassing crimes which have been committed to protect or defend the honour of the family and/or community, including Female Genital Mutilation (FGM), forced marriage and practices such as breast ironing and modern slavery.
- Fabricated or induced illness
- Homelessness
- Criminal and Sexual Exploitation.

6. The Prevent Duty

The Prevent Duty was introduced into law by the Government in 2015. Section 26 of the Counter Terrorism and Security Act 2015 places a duty on educational establishments to have "due regard to the needs to prevent people from being drawn into terrorism".

WSCC ALS has a statutory duty to safeguard learners to keep them both safe and within the law and to ensure that learners are well informed of the risks posed to them from extremism and radicalisation. The service commits to:

- promoting values including mutual respect for those with different faiths and beliefs, the rule of law, democracy, and individual liberties to enhance social cohesion
- encouraging open debate
- embedding this aspect of safeguarding within all policies and curriculum plans
- challenging extremism
- providing training and informing staff of new developments.

WSCC ALS is fully engaged with the Prevent duty programme and the use of the Channel referral process for assessing and managing risk. Fundamental British Values are promoted to learners and staff through ALS promotional materials, programmes and training.

"Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm." (The Prevent Strategy, Home Office 2011).

7. Safer Recruitment of Staff

West Sussex County Council is responsible for ensuring that ALS follows safer recruitment procedures and has policies in place. This includes carrying out Disclosure Barring Service (DBS) checks on certain staff working with learners upon recruitment and then every three years.

Roles requiring DBS are agreed with the WSCC HR team (see appendix 4) These staff must be checked even if they have already been checked by a previous employer.

8. Roles, responsibilities, and expectations

The Designated Safeguarding Lead (DSL) has overall accountability and strategic responsibility for safeguarding vulnerable groups within West Sussex Adult Learning.

Operational responsibility for safeguarding vulnerable groups, as well as supporting and advising teaching staff, is devolved to the Curriculum Leads / Programme Officers within their specific area of delivery. They carry out a leadership and co-ordination role to ensure that the service operates within Safeguarding in Education procedures.

ALS will:

- Ensure all staff working with learners are DBS checked, where necessary.
- Provide regular and up-to-date training and briefings for staff in relation to safeguarding and Prevent.
- Ensure safeguarding policies and procedures are up to date and accessible to learners, staff and delivery partners.
- Promote a culture of value and respect for all within a supportive learning environment.
- As part of the Prevent Duty 2015, work with the council's Prevent Team to help protect individuals from radicalisation.
- Ensure suitable policies and practice are in place for safe online learning.
- Ensure venues used are safe, suitable and provide a conducive learning environment.

- Provide a designated person to whom staff and learners can take any complaints or concerns.

All ALS staff will:

- Where requested, agree to a DBS check before employment is confirmed.
- Always show respect for learners and colleagues.
- Promote the welfare of all learners.
- Understand the power and influence of their positions, particularly with more vulnerable learners, and not abuse it.
- Undertake relevant training in safeguarding, Prevent and e-safety.
- Be vigilant and able to spot signs of harm, abuse, and exploitation.
- Provide a thorough induction to learners and ensure that all learners are aware of relevant policies and procedures on safeguarding, e-safety, Prevent, bullying and equality and provide a safe learning environment.
- Ensure a diverse curriculum that is sensitive to difference.
- Deal with complaints of abuse, harassment and bullying promptly, sensitively, confidentially and in accordance with ALS procedures.

ALS learners are expected to:

- Promote a supportive and positive learning environment by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, safe, and constructive learning environment in which diversity is valued.
- Respect other people's rights to safety.
- Not hurt or abuse or threaten to hurt or abuse others.
- Use ICT appropriately and in line with the online learning / e-safety policy.

ALS Subcontractors will:

- Act in the best interests of the learner / individual.
- Have a Designated Safeguarding Lead (DSL) who is trained to at least level 3.
- Have documented policies and processes which are understood by all staff and volunteers.
- Maintain a secure record of all safeguarding incidents and the resolutions.
- Follow Safer Recruitment processes which ensure all staff and volunteers, particularly those working with vulnerable adults and children, are vetted to ensure that are not unsuitable.
- Maintain a Single Central Staff Record and DBS log.
- Ensure all staff complete safeguarding induction and refresher training and that this is recorded on the Single Central Staff Record.
- Integrate, promote and deliver safeguarding, Prevent Duty and British Values to all learners on WSCC funded provision at a level / in a manner which makes it understandable and relevant.
- Risk assess all venues and ensure learning takes place in safe and secure environments.

The requirement for subcontracting organisations to meet the safeguarding procedures forms part of the contractual relationship, having been defined in the specification and the contract award. Processes and requirements are coherent with the Adult Learning Service's Quality Assurance Framework.

Subcontractors are encouraged to participate in networks to maintain currency of knowledge and share good practice. They should also make use of resources such as the leaflets on safeguarding adults available through the West Sussex Safeguarding Adults Board.

9. Processes and Procedures

a) Recognising & Reporting Abuse

If a child or at-risk adult is in immediate danger, then you must call the Police on 999.

Except in situations of immediate danger, instances of suspected or alleged abuse should be reported using the process set out in this document.

The ALS safeguarding process does not mean an automatic conversation with social services or the police; it could mean signposting to other relevant agencies who can offer support. It is important that our learners do not believe they are 'in trouble' or are 'causing trouble'.

The process for dealing with concerns related to the Prevent duty are the same as for any safeguarding issue and should be raised via the relevant Curriculum Lead / Programme Officer who will contact the Safeguarding in Education team and / or Prevent team, and if urgent the DSL will refer to the MASH / Police / Channel.

All staff should make themselves aware of the Channel process, which is a confidential, voluntary multi-agency safeguarding programme that supports people who are vulnerable to radicalisation.

The ALS Designated Safeguarding Lead (DSL) and Deputy DSLs maintain a single, confidential safeguarding log and all accompanying relevant evidence in relation to reported safeguarding concerns as well as wider concerns that need to be monitored.

Information from this log will have a specific and restricted circulation and retained in line with GDPR.

b) When abuse, neglect, exploitation, or radicalisation is suspected.

All learners and staff have the right to be protected from abuse or harm and to learn and work in a safe and healthy environment.

All staff must act promptly if they have any concern or suspicion about a learner who is at risk of being abused, neglected or exploited. If a member of staff suspects anything, they should immediately inform their line manager. Even if they have only heard rumours of abuse or have a suspicion but do not have firm evidence, they should still contact their line manager to discuss and raise their concern.

Managers will advise on next steps. If there is a safeguarding issue which needs to be investigated appropriately, it must be reported to the DSL. Full reports should be emailed to Adultlearning.Management@westsussex.gov.uk (a report template can be found on page 14, appendix 2)

Staff must not try to investigate any potential abuse on their own, they are not equipped or qualified to do so.

c) When a learner makes a disclosure

If a learner reports abuse to any member of staff, they must:

- Take it seriously and listen calmly.
- Make sure the person is safe (this may mean withdrawal from class).
- Ensure their own safety.
- Protect any evidence as necessary.
- Explain that the disclosure must be reported.
- Report it to their line manager and the DSL immediately and provide a written account of the conversation, using the ALS Safeguarding Reporting Form (appendix 2, page 14)
- Call an ambulance if urgent medical help is needed.
- Call the police if there is an immediate danger, anyone is at further risk or if the alleged offender may escape arrest.

Staff must not:

- Ignore a concern or a disclosure.
- Put themselves or others at risk.
- Make judgements or apportion blame.
- Ask for more than the basic details.
- Promise to keep a secret.
- Discuss the situation with anyone other than their line manager, the DSL and/or appropriate authorities.
- Confront or question the alleged perpetrator of the abuse.

All staff should be aware that they must not begin any enquiry or pose questions that could be construed as 'leading' as they may jeopardise any future investigation.

d) The procedure for reporting suspected abuse: recognise, respond, record, report.

Concerns about allegations or suspicions of the abuse or potential abuse of a vulnerable person should be reported to line managers in the first instance (unless there is an immediate danger). All staff must undertake the following action:

1) Recognise & respond

Inform the learner that you must report your concerns to your line manager.

If for any reason you cannot tell your line manager, you should report it straight to the DSL or Adult Learning Manager.

2) Record & report

Where a learner makes a disclosure, record the conversation in a written format using the ALS Safeguarding Reporting Form (appendix 2, page 14)

This should provide an accurate account of what was said, including any questions you asked.

3) Inform

Inform the learner that you have passed this on to your manager and /or the DSL, who will keep them informed of any action required or taken.

If there is an immediate danger and speaking to a manager or the Designated Safeguarding Lead would cause a delay and put a person at risk, staff must call 999 immediately to report it to the police.

Where staff members are unsure and need guidance about potential concerns, they are encouraged to seek support from their line manager in the first instance who can provide further guidance and support them through the process.

10. What happens next?

Please refer to the escalation flowchart (Appendix 2). The Designated Safeguarding Lead will consider all the information available and decide on the next steps, which may include taking no further action. Where it is decided that further action is necessary, this may be to:

- Investigate and gather further information.
- Seek further advice from relevant teams as appropriate, e.g. Adult Services, Children Services, Prevent West Sussex Safeguarding Adults Board (Safeguarding Thresholds guidance available at: [Core safeguarding policies and protocols | Policy and protocols | Safeguarding Adults Board \(westsussexsab.org.uk\)](https://www.westsussexsab.org.uk)).
- Report the matter to the police if a crime is suspected.
- Make appropriate judgements on next steps.

Where there is a Safeguarding concern, the DSL will escalate reported incidents as appropriate to the Safeguarding Education Team and /or Community Safety and Wellbeing team and / or Sussex Police Prevent Team and the Countering Extremism Team, taking full account of the seriousness of any given incident, whilst being mindful of the need for confidentiality and data protection. GDPR is not an excuse for not sharing a safeguarding concern.

Where it is deemed that there are no safeguarding concerns and / or no further action is required, managers may advise staff on potential signposting to further advice, guidance, and support that the learner can access. In such cases, learners may be placed on a confidential log (held by the DSL) for monitoring.

Where a member of staffs' concerns appears not to have been taken seriously or a staff member is allegedly involved in the abuse, it is appropriate to take them to a more senior manager. All those making a complaint or allegation or expressing concern, whether they be staff, learners, carers or members of the public, should be reassured that:

- They will be taken seriously.
- Their comments will usually be treated confidentially but their concerns may be shared if they or others are at significant risk.
- If learners, they will be given immediate protection from the risk of reprisals or intimidation.

- If staff, they will be given support and afforded protection, if necessary, e.g. under the Public Interest Disclosure Act 1998; they will be dealt with in a fair and equitable manner; and they will be kept informed of action that has been taken and its outcome.

11. Confidentiality

All conversations regarding an individual must be held in private. Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the individual is the main concern. The degree of confidentiality will be governed by the need to protect the individual.

The individual should be informed at the earliest possible stage of the disclosure that the information will be passed on to a manager and / or the Designated Safeguarding Lead (DSL).

WSSC ALS complies with the requirements of the Data Protection Act 2018, which allows for disclosure (or withholding) of personal data without consent where there is a good reason to do so, and this is necessary to protect the vital interests of an at-risk individual.

Information will be dealt with in a confidential manner. Staff must not discuss the case with anyone other than those involved in the case. The Designated Safeguarding Lead will only disclose information on a 'need to know' basis.

12. Allegations against staff

The primary concern of ALS is to ensure the safety of the individual. Where an allegation of abuse or inappropriate behaviour is made against a member of staff, this will be dealt with in line with the guidance provided in [Section 2.5 Managing Allegations Against People in a Position of Trust of the Adult Safeguarding Board process](#).

Anyone who suspects a member of staff of abusing a learner must bring their concerns to the Designated Safeguarding Lead.

When a complaint or allegation has been made against a member of staff, including people employed by the adult, they should be made aware of their rights under employment legislation and any internal disciplinary procedures by their employer.

13. Training

All ALS staff will undertake training as directed by the Designated Safeguarding Lead. More information about the current minimum, mandatory training requirements can be found in appendix 3 on page 16.

Safeguarding training will be refreshed annually and in line with any changes to policy and processes, alongside any curriculum specific/localised training as appropriate.

Prevent training will be refreshed every 2 years unless there is a significant change in current policy. Posters, flyers, and other information will be created and shared at regular intervals.

Designated Safeguarding Leads will be trained to at least Level 3 with ongoing training and development as appropriate.

A log of all Safeguarding and Prevent training is kept centrally. This is reviewed and updated annually and when new staff are recruited to the service.

14. Access to this Policy

All WSCC ALS staff can access this, and all related policies, within the [Policy Hub](#) on the WSCC Adult Learning Service SharePoint.

Learners can request a copy of this policy from their tutor or by emailing Adult.Learning@westsussex.gov.uk

Appendix 1: Key Safeguarding Contacts

Designated Safeguarding Lead

Leanne Chandler, Adult Learning Programmes and Quality Manager

Phone: 0330 222 8008 | Mobile: 07731 344399

Email: leanne.chandler@westsussex.gov.uk

Deputy Designated Safeguarding Lead

Gaynor Crayden, Curriculum Lead: Adults with Learning Disabilities

Phone: 07543 301946

Email: gaynor.crayden@westsussex.gov.uk

Deputy Designated Safeguarding Lead

Callum Reeve, Curriculum and Learner Support Co-ordinator

Phone: 07512 44796

Email: callum.reeve@westsussex.gov.uk

Adult Learning Manager

Andrew Bishop, Adult Learning Manager

Phone: 0330 222 5399 | Mobile: 07523 501152

Email: andrew.bishop@westsussex.gov.uk

Safeguarding in Education Team (WSCC)

Sally Arbuckle, Manager or a team member

Phone: 0330 222 4030

Email: safeguarding.education@westsussex.gov.uk

WSCC Countering Extremism Team

The Prevent team

Email: prevent@westsussex.gov.uk

Sussex Police Prevent Team

Phone: dial 101 and ask for the Prevent Team.

Email: Prevent@Sussex.Police.UK

Appendix 2: ALS Safeguarding Reporting Form

Once you have discussed your concerns with your line manager, you must use this form to report a safeguarding concern to the Designated Safeguarding Lead. Once complete, email the form to adultlearning.management@westsussex.gov.uk. You must also copy in your manager.

Staff Name			
Email address			
Mobile number			
Location of incident		Time & date	
Your relationship to the learner			
Details of the concern/ incident(s). If this was a disclosure, please make sure that you report verbatim what was said . Records should be completed within 24 hours. Please give as much information as possible. Be clear and concise, do not make any assumptions. You should indicate sources of information.			
Course title		Course code	
Course location		Tutor	
Learner full name			
Learner mobile no.			
Description of the incident/concern			
Are there any other agencies involved/aware?		Yes/No	
If yes, which agencies?			
Actions you have taken			

Signature:	Print Name:	Date:

Designated Safeguarding Lead – Follow up actions		
Signature:	Print Name:	Date:

Appendix 3: Safeguarding and Prevent Training Requirements 2025-26

The mandatory, minimum training requirements for all WSCC ALS staff are:

	Safeguarding	Keeping Children Safe in Education (KCSIE) 2025	Prevent
Senior Managers, Curriculum Leads, Programme Officers, Tutors, Curriculum Support Team	<u>Safeguarding in the FE and Skills Sector</u> ETF e-learning modules	All staff to read <u>KCSIE Part 1</u> (up to page 20 as a minimum)	<u>Prevent for the FE and Skills Sector</u> ETF e-learning modules
Deadline for completion	31 st January 2025 (or within first 6 weeks for new starters after this date)	31 st October 2025 (or within first 6 weeks for new starters after this date)	31 st January 2025 (or within first 6 weeks for new starters after this date)
Evidence of completion	Certificate to be forwarded to DSL and logged*	Email to DSL confirming guidance has been read*	Certificate to be forwarded to DSL and logged*
Payment - teaching staff	4 hours additional payment can be claimed once certificate is received.	Mandatory requirement for all staff. Covered within PPA hours.	3 hours additional payment can be claimed once certificate is received.

*Emails and certificates are to be forwarded to the Designated Safeguarding Lead (DSL) at AdultLearning.Management@westsussex.gov.uk

Refresher Training

Unless there is a significant change to current policy, all staff will complete:

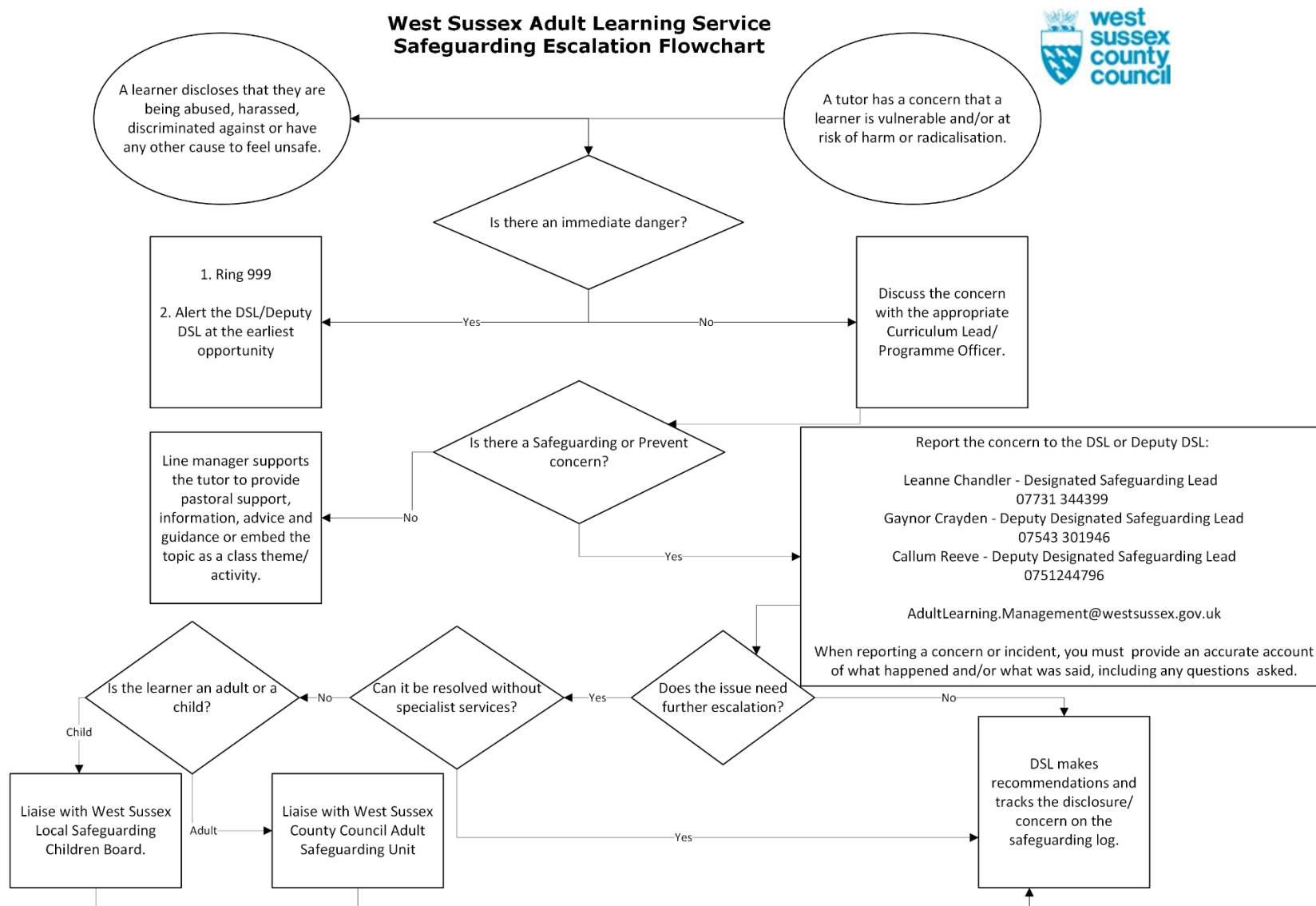
- Safeguarding refresher training annually
- Prevent refresher training every 2 years

Appendix 4: Adult Learning Roles and DBS Requirements

Role	Interaction with learners / potential learners:		Interactions / role	DBS required
	Adults	Children / young people (16-19)		
Adult Learning Manager	Yes	Yes	Management oversight. Observations of teaching, learning and assessment which includes direct engagement with learners, some of who will be vulnerable. Attendance at classes and activities / events. Safeguarding escalation & oversight. Member of WS Safeguarding Adults Board subgroup.	Yes - adults and children
Programme & Quality Manager	Yes	Yes	Management oversight, Observations of Teaching, Learning & Assessment Observations of teaching, learning and assessment which includes direct engagement with learners, some of who will be vulnerable. Attendance at classes and activities / events. Designated Safeguarding Lead for Adult Learning (incl. 16-19).	Yes - adults and children
MIS & Funding Compliance	Negligible / low	Negligible / low	Limited - predominantly administrative / oversight. Role does not meet regulated activity definition.	Basic Check
Programme Officer: DfE Subcontractors	Yes	Negligible / low	Oversight of delivery partners and escalation of any concerns. Observations of teaching, learning and assessment which includes direct engagement with learners, some of who will be vulnerable. Role does not meet regulated activity definition.	Basic Check
Curriculum Lead: English for Speakers of Other Languages (ESOL)	Yes	Negligible / low	Management oversight. Safeguarding escalation route.	Basic Check
Curriculum Lead: Adults with Learning Disabilities (ALD)	Yes	Negligible / low	Management oversight. Safeguarding escalation route. Deputy Designated Safeguarding Lead for Adult Learning Service	Yes - adults and children
Curriculum Lead: Family Learning (FL)	Yes	Yes	Management oversight and some direct engagement / teaching, learning and support. Safeguarding escalation route.	Basic Check
Curriculum Lead: 16-19 Study Programmes	Negligible / low	Yes	Management oversight and some direct engagement / teaching, learning and support, 1:1 interviews and assessments. Safeguarding escalation route.	Yes - adults and children

Curriculum & Learner Support Coordinator	Yes	Yes	Responsible for ensuring support for vulnerable learners. Provision of IAG. Supervisory oversight. Deputy Designated Safeguarding Lead for Adult Learning Service.	Yes - adults and children
Curriculum Support Officers (CSOs)	Yes	Yes	Level of exposure / engagement varies, but all CSOs work across curriculum and will have direct contact with vulnerable adults, young people and children in person, over the phone etc.	Basic Check
Tutors - English for Speakers of Other Languages (ESOL)	Yes	Negligible / low, but possible, especially with FL links and overlap	Teaching vulnerable adults, e.g. refugees, asylum seekers. Role does not meet regulated activity definition.	Basic Check
Tutors - Adults with Learning Disabilities (ALD)	Yes	Negligible / low, but possible, especially with FL links and overlap	Teaching vulnerable adults. Role does not meet regulated activity definition.	Basic Check
Tutors - Family Learning (FL)	Yes	Yes	Teaching adults and children, however children accompanied by parent / carer for the vast majority of delivery.	Basic Check
Tutors - 16-19	Negligible / low	Yes	Teaching young people (16-19) and into adulthood.	Yes - adults and children
Senior Account Manager: Skills Bootcamps	Negligible / low	Negligible / low	Administrative. Attendance at events and activities. Role does not meet regulated activity definition.	Basic Check
Contracts and Commissioning Officer: Skills Bootcamps	Negligible / low	Negligible / low	Administrative. Attendance at events and activities. Role does not meet regulated activity definition.	Basic Check
Management Information and Compliance Officer: Skills Bootcamps	Negligible / low	Negligible / low	Administrative. Attendance at events and activities. Role does not meet regulated activity definition.	Basic Check
Quality Assurance and Improvement Officer: Skills Bootcamps	Negligible / low	Negligible / low	Administrative. Attendance at events and activities. Role does not meet regulated activity definition.	Basic Check
Programme Support Officer: Skills Bootcamps	Negligible / low	Negligible / low	Administrative. Attendance at events and activities. Role does not meet regulated activity definition.	Basic Check

Appendix 5: Safeguarding Escalation Flowchart



July 2025