



Safeguarding and Prevent Policy

February 2025

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1. Purpose

This policy aims to protect people from harm that could impact an individual's growth and development, particularly young and vulnerable adults. This policy is informed by, and adheres to, the requirements of the *Department for Education's Keeping Children Safe in Education* statutory guidance (September 2023) and *Working Together to Safeguard Children* (2023).

Remit appoints a member of the Senior Management Team (SMT) to lead on Safeguarding and Prevent. This person is the Designated Safeguarding Lead. Remit also appoints 2 Deputy Designated Safeguarding Leads (DDSL) to ensure cover is in place in the event of holiday, sickness, or absence.

2. Scope

This Policy applies to all colleagues employed by Remit including temporary, freelance, agency, partners, and sub-contractors. All listed, have a legal responsibility to take seriously any concerns about neglect or abuse that come to their attention and to follow the procedures set out in this policy.

This policy supports all young people and vulnerable adults regardless of their programme type, length of stay and mode of delivery.

All employers are aware that Remit takes cases of bullying, emotional, verbal, and physical abuse very seriously and will inform the police and any other relevant authorities in any cases of abuse. This is communicated to employers in the Employer Agreement.

Employers with concerns about their apprentices' behaviour or the behaviour of adults towards an apprentice can use this policy to ensure learners are taken seriously and supported effectively.

It is not Remit's responsibility to investigate Safeguarding or Prevent concerns, however, Remit must notify the appropriate agencies so that they can investigate and take any necessary action.

3. Remit's Commitment

Remit places the highest importance on Safeguarding and Prevent, and the safety and wellbeing of learners is paramount. This policy sets out Remit's commitment to action in relation to its duty to safeguard and promote the well-being of young people and vulnerable adults and prevent young people and vulnerable adults from becoming the victims of abuse, neglect, or radicalisation. It does this in several ways:

- Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds.
- By identifying a member of the Senior Management Team (SMT) who assumes overall responsibility for safeguarding learners, young people, and vulnerable adults.
- By informing all learners of their rights to be free from harm and encouraging them to talk to a DSL or DDSL's or their Remit Coach if they have any concerns and by issuing them with the 'Safeguarding Hotline' number. This number is provided by the Remit Coach and can be located on the top of Remits Electronic Portfolio (EP).

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- By education and training to develop all learners' resilience to abuse and radicalisation, to know how to stay safe on and offline and to develop the skills needed to keep themselves safe.
- To support employers in keeping apprentices safe in the workplace.
- To maintain a Safeguarding and Prevent Risk Assessment and Action Plan that identifies risks and highlight actions taken to protect learners.
- To adhere to robust IT security policies and practices and to monitor and review activity regularly to encourage safe working practices for all. Please refer to the [E-Safety Policy](#) for further information.
- By establishing an integral induction training programme that includes detailed Safeguarding and Prevent learner modules that are certified for colleagues. Both training programmes are outlined within the colleague induction programme.
- To keep colleagues well-informed with updates about Safeguarding and Prevent, regular sessions are delivered within Remit live to outline policy changes and standardise changes throughout the sector.
- To regularly attend internal company team meetings to further develop knowledge and skills with learner facing colleagues.

4. Definitions

4.1. What is Safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect.

Remit recognises that colleagues and employers have a role to play in safeguarding the welfare of young people and vulnerable adults and preventing their abuse. This policy focuses on protecting learners from abuse and neglect and is designed to provide a basic procedure which should be followed in the event of a safeguarding concern.

4.2. What is Prevent?

Prevent is one part of the UK's Contest Counter Terrorism Strategy. It includes four sections:

- **Pursue:** to stop terrorist attacks
- **Prevent:** to stop people becoming terrorists or supporting terrorism.
- **Protect:** to strengthen the UK's protection against extremism, radicalisation, and terrorism.
- **Prepare:** to mitigate the risk and impact of a terrorist attack on the UK.

Remit recognises that colleagues and employers have a role to play in safeguarding young people and vulnerable adults from radicalisation. This policy focuses on protecting learners from extremism and provides a procedure that should be followed in the event of a concern linked to Prevent.

A full list of definitions linked to terminology used in this Policy can be found in Appendix 1.

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5. Roles and Responsibilities

The Board is accountable for:

- Ensuring the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead's (DDSLs) undertake regular training in Safeguarding and Prevent.
- Ensuring Remit has an up-to-date Safeguarding and Prevent Policy in place.
- Liaising with the Chief Executive Officer and Designated Safeguarding Lead over matters regarding Safeguarding and Prevent.

The Designated Safeguarding Lead is accountable for:

- Ensuring the Safeguarding and Prevent Policy and associated procedures are regularly reviewed and updated, and that related information, advice and guidance is effectively communicated to colleagues in a timely manner.
- Raising awareness within Remit of issues relating to the welfare of young people and vulnerable adults and the promotion of a safe learning environment.
- Ensuring there is a sufficient level of trained and competent colleagues with designated responsibility for safeguarding.
- Ensuring colleagues receive appropriate training in Safeguarding and Prevent and are aware of this policy so that they can identify potential safeguarding issues and respond appropriately to disclosures.
- Ensuring cyber security measures are in place with suitable monitoring and filters that are used to protect learners on Remit technical equipment.
- Oversight of the referral of cases of suspected abuse or allegations to Social Care Services.
- Oversight of the referral of cases to the Channel programme where there is a radicalisation concern.
- Providing advice and support to other colleagues in relation to Safeguarding Prevent.
- Maintaining a record of any referral, complaint, or concern (even where the concern does not lead to a referral).
- Ensuring that employers, parents/carers, young people, and vulnerable adults associated with Remit are aware of the Safeguarding and Prevent Policy.
- Liaising with the Local Authorities, Safeguarding Partnerships, and other appropriate agencies.
- Ensuring safeguarding record keeping is accurate and secure and providing regular reports to the Board setting out how Remit has discharged its duties.
- Ensuring a safer recruitment procedure is followed, and appropriate checks are carried out on all new colleagues.

Some activities relating to the Designated Safeguarding Lead will be delegated to the Deputy Designated Safeguarding Lead, though the Designated Safeguarding Lead will retain ultimate responsibility for all Safeguarding and Prevent matters. The Deputy Designated Safeguarding Lead is accountable for:

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- Monitoring and recording tickets on SafeDesk - CPOMS or other communications linked to safeguarding disclosures/concerns.
- Referring cases of suspected abuse to the relevant agencies, as required.
- Referring cases of suspected radicalisation to the Channel Programme.
- Maintaining an accurate record of any referral, complaint, or concern (even where the concern does not lead to a referral).
- Acting as the contact for young people who are looked after or leaving care.
- Supporting managers in ensuring employers have appropriate safeguards in place for apprentices.
- Ensuring that there is sufficient support available to colleagues for Safeguarding and Prevent concerns.
- Promoting Safeguarding and Prevent updates through several communication platforms to further support all learner facing colleagues.

The Head of Human Resources is accountable for:

- Carrying out appropriate checks on applicants, including DBS checks at the correct level.
- Ensuring that Safeguarding and Prevent policies and practices are a core part of the colleague induction.
- Ensuring that colleagues are regularly trained to an acceptable standard, by establishing and maintaining a training plan/schedule and monitoring compliance with this, taking action to address non-compliance.
- Developing, monitoring, and advising on the implementation of procedures for dealing with allegations against colleagues.
- Managing the progress of allegations against colleagues and governors, liaising with the Designated Safeguarding Lead, and other agencies as required.
- Managing the progress of allegations made against temporary members of colleagues with the Designated Safeguarding Lead, and other agencies as required.

All Remit colleagues are expected to:

- Undertake training and development to understand Safeguarding and Prevent.
- Implement the Remit Safeguarding and Prevent Policy.
- Establish and maintain an ethos and environment where young people and vulnerable adults feel secure and are encouraged to talk and are listened to.
- Include in Learning Journeys opportunities for young people and vulnerable adults to acquire knowledge, skills and behaviours which enable them to both resist abuse in their own home and to prepare themselves for responsibilities including parenthood in their adult lives.

6. Procedures

6.1. Responding to an Allegation

Any suspicion, allegation or incident of abuse must be reported to a Deputy Designated Safeguarding Lead as soon as possible. If, after careful assessment, the Deputy Designated Safeguarding Lead considers that there is reasonable cause to suspect abuse, as a matter of urgency, they will refer the matter to the appropriate outside agency. An appropriate outside agency may include the Police, local Social Services, the NSPCC, Prevent / Channel panel, or the Local Safeguarding Partnership. Where appropriate, referral to other external agents may take place where access to specialist advice and support is needed.

If the allegation relates to a Remit colleague or governor, Remit's Head of HR/People will be involved. In this case, the Deputy Designated Safeguarding Lead will report this incident to the Designate Safeguarding Lead, and they will work in conjunction with the Head of HR/People to review the allegation and identify any next steps, including, where appropriate a referral to an external agency. Consideration will be given on whether the alleged offender should be suspended on full pay pending an investigation. The Designated Safeguarding Lead in conjunction with the Head of HR/People will be responsible for any decisions on suspension. Any suspension will follow Remit HR policies and procedures and will be as short as is possible while ensuring the safety of the alleged victim. Remit will inform the DBS if concerns are raised about a colleague, and they leave the organisation.

Remit co-operates fully with any investigation carried out by a local authority and/or the police.

When an allegation against a learner is reported, allegations are managed on a case-by-case basis. Where a crime is suspected, Remit will support and encourage the learner to report this to the police. In the event of an allegation, the allegation must be reported to the Deputy Designated Safeguarding Lead (or Designated Safeguarding Lead) as soon as possible. An immediate Risk Assessment will be carried out for both the alleged perpetrator, alleged victim, and other associated learners. Remit will ensure the safety of the alleged victim and any other associated learners who may be at risk. If necessary, Remit will visit the workplace and remove the learner(s) from the workplace while allegations are investigated and resolved.

In exceptional circumstances, where a colleague deems there to be an immediate risk to a learner and it is not possible to contact a Designated Safeguarding Lead or Deputy within the same day, they must report the matter - normally by telephone - directly to the local Social Services Department, Duty Social Worker, or Police Service Child Protection Unit. The colleague must notify a Designated Safeguarding Lead or Deputy as soon as possible and normally within one working day of the action taken and submit a written report of what action was taken and the circumstances leading to it via Remit's Safeguarding Mailbox (Safeguarding@remit.co.uk).

If an allegation or suspicion of abuse is discovered or disclosed by an employer or learner, the Designated Safeguarding Leads need to be informed immediately. This should be done by contacting a member of the Safeguarding team on the direct safeguarding telephone number.

For further information on how to do this, please refer to [Qu- G08 - Safeguarding Apprentices - Manual for Colleagues - Issue 01](#).

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6.2. Record Keeping

The colleague who has a cause for concern must make a full written record of the concern as soon as possible. The record should include the nature of the allegation and any other relevant information including:

- The name, age, and location of the person(s) of concern
- Date, time, and place where the alleged abuse occurred
- Names of others present
- Names and ages of anyone at risk or any children that the incident could have an impact on
- Description of the incident in the person's own words and their account of the allegation
- Any action taken at this stage

The Deputy Designated Safeguarding Lead retains a copy of any incident relating to this policy; including notes, documents or correspondence dealing with the matter; and any other relevant material. Copies of reports and supporting documentation / information are kept secure within Remit CPOMS SafeDesk System.

6.3. Residential Learners Regarded as Adults at Risk

Residential learners receive information, advice, and training on staying safe whilst away from home during their first day at the Academy and take part in a 'welcome meeting' upon arrival, where safety and protection issues are covered.

Residential hotels have been vetted prior to establishing a working relationship with Remit. An accommodation audit is completed with each hotel to obtain updated information and to check compliance, this includes checking compliance with all internal policies and processes within the hotel.

For parents or guardians that require further information about learners' training blocks, learners can request contact to be made to answer any queries relating to the apprentice's stay.

7. Premises Access

7.1 Visitors Arriving

'Visitors' refers to any person who is not employed by Remit to 'regularly' work within their premises.

All visitors will be supported by a Remit colleague when initially entering the premises, and on arrival, the Remit colleague must complete the following.

- Establish the identity of the visitor. This could be using their ID card, or if they are a professional, seeing their lanyard.
- The visitor must be asked to sign in using the Remit sign-in sheet.
- The Remit colleague must ask who the visitor has come to see, if not already known.
- When the sign-in has been completed, the visitor will need to be taken to the colleague that they have attended the premises to see.

7.2 Visitors – During their visit

All interactions with colleagues, apprentices and stakeholders, must be conducted with respect. Remit takes a zero-tolerance attitude to abuse, harassment, or bullying behaviour towards colleagues and apprentices, if it occurs, visitors will be asked to leave the premises. Continued or repeated behaviour, as outlined above, towards colleagues, clients, and/or apprentices may lead to restricting or removing access to the premises.

7.3 Visitors – Upon Leaving

Visitors must report to reception and sign out using the Remit sign-out sheet.

7.4 Regular Visitors and Associates

Regular visitors or associates working within Remit premises are required to have a Visitor Induction Meeting with a Remit Colleague before being added to the regular Remit Colleague Sign-In Sheet.

This meeting will include a full walk around the building with a Remit colleague and the review of several policies, including.

- Health and Safety Policy
- GDPR Policy
- Safeguarding and Prevent Policy

When this meeting has been conducted and all policies have been reviewed an email is sent to the Health and Safety Manager and the regular visitor or associate will be added to the Remit Colleague Sign In Sheet for future use.

8. Safer Recruitment

Remit has clear Safer Recruitment aims and comprehensive Safer Recruitment procedures in place, this can be found in the Recruitment and Selection Policy & Procedure.

Where DBS reports are not received in advance of a proposed start date an exceptional start risk assessment will be completed. In the instance of an exceptional start risk assessment being approved, all access to learner details is withheld and 100% supervision of learner-facing activities is in place until the necessary measures have been met.

Any freelance arrangements, whether in regulated activity or not, will require the DBS check.

For further information, please refer to [HR-P01 – Recruitment and Selection Policy & Procedure](#).

9. Confidentiality

Colleagues must not under any circumstances discuss or disclose information to any person other than those immediately involved in a safeguarding case or as necessary according to the policy. Colleagues should never promise confidentiality and learners should understand that information will be shared to protect them or access support when it is deemed appropriate. When reports have been made all

documentation should be deleted from personal and / or business computers in line with the [Data Protection Policy](#) and to safeguard all sensitive information.

10. Support for Colleagues

Where a colleague finds a disclosure particularly distressing, they may wish to access external services such as counselling or contact the People Team for support. Remit operates an open-door policy for any colleague who wishes to discuss their concerns. As with learners, Remit cannot give absolute confidentiality for any disclosures. Remit has an Employer Assistance Programme (EAP) to provide counselling support for all colleagues. For further information, please contact the People Team (people@remit.co.uk) for more information.

11. Communication

The content of this policy is communicated to all colleagues and learners during their induction phase and at other times through SUMMIT Meetings, Remit Live and team meetings. A copy of the Policy is always available on fuse.

12. Monitoring and Reporting

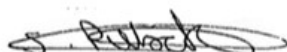
Implementation of the policy, including all necessary audits and process checks, is monitored by the Deputy Designate Safeguarding Lead, and reported to the Designate Safeguarding Lead.

A monthly report is provided to the Board, which includes an overview of on-going cases and explains how Remit is discharging its duties in relation to Safeguarding and Prevent.

13. Policy Review

This policy will be reviewed annually, or sooner if deemed necessary.

Signed



Position Chief Executive Officer

14. Other Related Policies/Documents

The documents which should be referred to in conjunction with this Policy include:

- The Safeguarding Manual
- Recruitment and Selection Policy & Procedure
- E-Safety Policy
- Equipment Acceptable Use Policy
- GDPR Policy
- Health and Safety Policy

15. Appendix 1

Definitions

For the purposes of this policy, the following words and phrases have the meanings as indicated:

- **Abuse** is a form of maltreatment. Somebody may abuse or neglect a person by inflicting harm or by failing to act to prevent harm. Abuse can take different forms, such as: physical abuse, sexting, sexual violence, and sexual harassment. Expectations around learner behaviour form part of the Code of Conduct, and Learner Disciplinary Policy, which is promoted throughout the learning experience. Full details of what constitutes abuse can be found in the [Safeguarding Manual](#).
- **Channel** forms a key part of the Government Prevent Strategy (see below for Prevent definition). The process is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism and extremism.
- **Child on Child Abuse** is inappropriate behaviours between children that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control, hazing/initiation rituals between children and young people, both on and offline (including that which is within intimate personal relationships).
- **Extremism** is defined in the 2011 Prevent Strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. Also included in the definition is extremism are calls for the death of members of the UK armed forces, whether in this country or abroad.
- **Operation Encompass** is a national operation that directly connects the Police with schools and learning settings to secure better outcomes for children and young people who are subject or witness to police-attended incidents of domestic abuse. Provision of support within the learning environment means children and young people are better safeguarded against the short-, medium- and long-term effects of domestic abuse.
- **Prevent** refers to the Prevent Strategy, published by the Government in 2011, which is part of the Government's overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK by stopping people becoming terrorists or supporting terrorism.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Safeguarding** is the process of protecting vulnerable people, whether from crime or other forms of abuse.
- **Terrorism** is defined in the Terrorism Act 2000 (TACT 2000). In summary, this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.
- **Vulnerable adult** means any person aged 18 or over who is or may need community care services by reason of mental or other disability, age or illness and is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation. It should be noted that the definition of a vulnerable adult means that this can be a transient category for some individuals.