

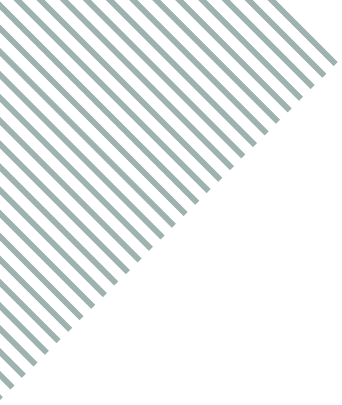
CVQO Safeguarding and Child Protection Policy and Procedures

Document Owner(s)	Designated Safeguarding Lead
Version History	This policy, reviewed November 2020 Version 13 supersedes CVQO Safeguarding and Child Protection Policy and Procedures Version (March 2020 and prior)
Next Review Due	November 2021 or in response to internal or legislative changes
Approved by CE	11 th November 2020
Approved by Safeguarding Committee Chair	11 th November 2020

Version Control – Change Record

Date	Author	Version	Page	Reason for Change
07/19	Sue Clark	10	1	Change to content page to include Prevent and renumber
			2	Clarification of DSL staff position
			2	Change of policy review period
			3	Addition of County Lines to listing
			5	Addition of safe@cvqo.org email address
			7	Addition of Prevent reporting for staff and safeguarding team
			16	Attachment Appendix 4 Prevent Reporting Form - Sample
03/20	Sue Clark	11	2	Policy Statement – addition of gender identity statement
			3	Organisational Framework updated to reflect content of Supporting Information Document
			12	DSL and DSO responsibilities updated
			App 3&4	Update DSL and DSO contact details
06/20	Sharon Black	12	1	Change of Date for version history and next review date
			3	Amendment of number of times Safeguarding Committee meets to 3 times per year
			9	Section 2.4 - Change of authorisation for

				Curriculum courses to Deputy Chief Executive
			9	Addition of Section 2.5 regarding Online Learning
			13	Addition of new DSO details
11/20	Sharon Black	13	4/5	Inclusion of brief description of mental health
			6	Update to guidance and legislation to incorporate latest versions
			9	Minor amendments to section 2.5 to meet current practice
			10	Section 2.4 – Change of authorisation for Curriculum courses to Head of Curriculum



Contents

Policy Statement	5
1. Legal and Organisational Framework	7
1.1. Legal Framework.....	7
1.2. Organisational Framework.....	7
2. Reporting Concerns.....	9
2.1 . What You Must Do	9
2.3 . What We Will Do at Head Office.....	10
2.4. CVQO Led Courses.....	11
2.5 On-Line Learning.....	12
3. Concerns about Radicalisation, Terrorism or Extremism (Prevent)	14
3.1. The Prevent Duty.....	14
3.2. The Channel Panel.....	14
3.3. Reporting Concerns.....	14
3.4. What We Will Do at Head Office.....	15
4. Safe Practice.....	16
4.1 . Safer Recruitment	16
4.2. Allegations against CVQO Staff	16
4.3. Staff Conduct.....	17
5. Roles and Responsibilities.....	18
5.1 Board of Trustees.....	18
5.2 Designated Safeguarding Lead (DSL) Responsibilities	18
5.3 Designated Safeguarding Officer (DSO) Responsibilities	18
5.4 Other Staff Responsibilities.....	18
Appendix 1 – Safeguarding Incident Reporting Form.....	19
NB: If using email please remember to preserve confidentiality by not using any identifiable personal information. This should be passed on verbally and in confidence to the relevant DSL/DSO.	20
Appendix 2 - FLOW CHART FOR RAISING SAFEGUARDING CONCERNS.....	21
Appendix 3 - FLOW CHART FOR RAISING SAFEGUARDING CONCERNS.....	23
Appendix 4 – Prevent Referral Form - Sample.....	24

Policy Statement

This policy provides all CVQO staff (full time, part time or contract) with a clear and secure framework for ensuring that all children and young persons engaged in CVQO activities and training are protected from harm, both mental* and physical.

This policy also incorporates guidance on preventing people from being drawn into terrorism and ensures that those at risk are given appropriate advice and support.

CVQO celebrates and values the diversity of its learners. It values the unique contribution of all learners and staff, whatever their gender identity or gender expression, and is committed to treating all employees and learners with dignity and respect. CVQO will at no time discriminate against people on the grounds of their gender identity or gender expression. CVQO seeks to provide a positive learning and working environment free from discrimination, harassment or victimisation.

Although the majority of CVQO's learners are young persons and for this reason this policy refers to them throughout, it must not be forgotten that we are also approached by adults to undertake learning with us. Staff must understand that adults can also be vulnerable to abuse or be drawn into radicalisation and that the guidance given within this document is readily transferrable to these groups. In this case, reference to 'child', 'children' or 'young person' can be read as 'person' or 'people'.

As a training provider, CVQO believes in supporting all aspects of children and young peoples' development and learning, and keeping children safe.

We understand that emotional and social aspects of learning create a foundation for all academic and vocational learning. If a child has not been supported to understand, express and resolve their feelings, they may not have the ability to share with other children, resolve the small conflicts that arise in day-to-day life, or concentrate on learning. Their frustrations may cause a range of antisocial, disruptive, overly compliant or withdrawn behaviours.

All staff will work to ensure that:

- Children and young people feel listened to, valued and respected.
- All staff are aware of indicators of abuse and know how to share their concerns appropriately.
- All staff are subject to rigorous recruitment procedures.
- All employees are given appropriate support and training.

All staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. CVQO is committed to referring those concerns via the Designated Safeguarding Officer to the appropriate organisation, normally local authority children's social care, contributing to the assessment of a child's needs and, where appropriate, to ongoing action to meet those needs.

In order to ensure children are adequately protected we will ensure that:

- a. At CVQO the HR Manager is the Designated Safeguarding Lead (DSL) and is supported by the Designated Safeguarding Officer (DSO).
- b. We are fully supported by the organisation's Board of Trustees and have a Trustee identified as the Board's safeguarding lead, who chairs a meeting on safeguarding matters which meets at least 3 times per year.
- c. All staff have read and understand the Safeguarding and Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse by children. Staff are asked to confirm their understanding of the policy by returning a signed form. Attendance at in-house training sessions is recorded by a sign in sheet, which is kept in the HR Department training records.

- d. All staff are required to complete the NSPCC on line training programme at least every three years. Evidence of this is produced by the NSPCC on line site, a copy of which is kept on the individual's HR file.
- e. The Safeguarding and Child Protection Policy is reviewed annually or when required by statutory changes or when new and valuable information comes to light by the DSL, the DSO and the Board of Trustees representative, with oversight from the Board of Trustees.

*Mental abuse, psychological abuse, or emotional abuse, to give it other names, includes name calling, threats and manipulation, blaming you for the abuse or "gas lighting" you. It can also be that you are belittled, or put down; stopped from doing things you want to do; having unreasonable demands made of you; are being accused of flirting or having affairs; are being controlled via money, being told what to wear etc.

1. Legal and Organisational Framework

1.1. Legal Framework

There is a great deal of legislation that is relevant to the safeguarding of children and young people and this policy has been developed in the light of the following:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2020)
- Statutory Guidance for Schools and Colleges – Part 1 (2016)
- Strategy for Dealing with Safeguarding Issues in Charities (2017)
- Children Act 2004
- Children and Families Act 2014
- Education Act 2011
- Government Prevent Strategy 2011
- The Care Act 2014 (safeguarding adults)
- National Guidance for Child Protection in Scotland 2014, plus supplement dated 2020
- The Data Protection Act 2018
- GDPR – Information Sharing Advice for practitioners providing safeguarding services to children, young people, parents & carers 2015, updated 2018
- Workbased Learner and Prevent Statutory Duty –(2018)
- Voluntary Safeguarding code of practice for OOSS providers –(2018)
- Revised Prevent Duty Guidance (2019)
- Covid-19 Safeguarding in Schools, Colleges and Other Providers (2020)

1.2. Organisational Framework

There are also a number of other CVQO policies and procedures that are relevant to safeguarding and should be borne in mind when applying this policy, including:

- CVQO Safeguarding and Child Protection Policy – Supporting Information document (Policies and Procedures, SharePoint), which contains useful information on the following subjects:
 1. Recognising Signs of Physical, Emotional and Sexual Abuse & Neglect
 2. Bullying and Harassment, including Cyberbullying and On-line Grooming
 3. Radicalisation
 4. Child Sexual Exploitation
 5. Teen Dating Abuse
 6. Human Trafficking
 7. Female Genital Mutilation (FGM) and Breast Flattening (Ironing)
 8. Honour Based Abuse (HBA) and Forced Marriages
 9. Use of Reasonable Force
 10. County Lines and Child Criminal Exploitation
 11. Domestic Violence
 12. Mental Health
 13. Useful Contact Details
- Code of Conduct for Staff Working with Young Learners (Policies and Procedures, SharePoint)
- Safer Recruitment Policy (Policies and Procedures, SharePoint)
- Crisis Communications Plan (Policies and Procedures, SharePoint)
- Organisational Statement on Safeguarding (Website)
- Prevent Duty: Risk Assessment and Action Plan (Policies and Procedures, SharePoint)
- Whistle Blowing Policy (Staff Handbook)

- Disciplinary Procedure (Staff Handbook)

2. Reporting Concerns

Unit or School Based Courses

If you have a concern about a child or young person's wellbeing, based on:

- something the child or young person has told you, implied or written;
- something you have noticed about the child's behaviour, health, or appearance; or,
- something another professional said or did

you must report this by following the steps set out below.

Even if you think your concern is minor, the CVQO DSL and School/Academy/Unit DSO may have more information that, together with what you know, represents a more serious worry about a child.

It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

2.1. What You Must Do

- a. Stop and listen immediately to someone who wants to tell you about an incident, or suspects abuse. Do not put it off until later. Make sure that you are out of the hearing of others, although you may wish to remain within sight of them. Give sympathetic consideration to the person talking to you. The young person may prefer to speak in detail to another adult, who perhaps may be older than you or be of the opposite sex. If so, make immediate arrangements for this to happen.
- b. When a child reports an abuse you must **listen carefully** and take what is said very seriously. Repeat back what you think you have heard, using the child's own terminology. Ask them to verify your understanding. Remember that you may not have been told everything. It is important that they feel that details are understood and are safe with you.
- c. You must BELIEVE the child's report. It is important for the child to know that you believe them. It is not your place to determine the validity of their disclosure.
- d. The child must be reassured that they were right to tell you; and that they are not to blame for what has happened; or more importantly, what will happen next.
- e. **DO NOT** – try to find out why things happened.
- f. **AVOID** – projecting your own feelings on them.
- g. **EXPLAIN** – the steps you are now going to take and ask if they appreciate what this means for you and them. Do not promise to keep what s/he tells you secret. Do not agree that the conversation will be "off the record".
- h. **Make a written record** as soon as possible after the event, noting:
 - i. Name, age, gender, ethnicity, any disability of child
 - ii. Date, time and place
 - iii. Who else was present
 - iv. What was said / what happened / what you noticed ... speech, behaviour, mood, drawings, games or appearance
 - v. Is this a change in the child's behaviour

- vi. What you said to the child re confidentiality
- vii. The name and address of the alleged abuser
- viii. If child or young person spoke, record their words rather than your interpretation. Do not use judgemental language such as appropriate, inappropriate, resilience, love, attachment, challenging behaviour, either in writing or verbally.
- ix. Analysis of what you observed and why it is a cause for concern.
- x. Who you have told, advice received or action taken.

Use the Safeguarding Incident Reporting Form (Appendix 1) to report all accidents, injuries and safeguarding concerns while engaged on CVQO activities. It is not advisable to use email to send copies of reports but these must be posted or taken into CVQO Head Office as soon as possible and passed to the relevant personnel. If using email to send information regarding safeguarding issues, please do not use any identifying data, this can be passed on verbally to the DSL/DSO. The email address to for safeguarding reports is safe@cvqo.org

Inform the CVQO DSO and the School/Academy/Unit Designated Child Protection Officer at the earliest possible opportunity

See Flow Chart for Raising Safeguarding Concerns – Courses Based at Units/Schools (CVQO Delivery) (Appendix 2)

2.2. What You Must Not Do

- a. Never give an undertaking to keep anything you are told a secret or that the conversation will be “off the record”. If an allegation of abuse is made to you, it must be reported to the person or organisation that can investigate. You may explain that if you are going to be told something that will need to be sorted out, you will need to tell the experts who can do so, but you must give assurance that you will tell only those people who absolutely have to know.
- b. Never pass on details to anybody except those who really need to know. Casual discussion and gossip could have serious consequences for the people involved in the allegation, and to any possible legal proceedings.
- c. Do **not** attempt to question the person or investigate the allegation yourself; that is a task for highly trained investigators from the Social Services and Police. You may ask open questions such as “Is there anything else you want to tell me?”
- d. Never ignore an allegation, however unlikely it may seem. Just because the person about whom the allegation made is known to you, and may be a trusted colleague, does not mean that the allegation is necessarily unfounded.
- e. Never, under any circumstances, talk to the media, at the time or later. CVQO will answer all queries. Refer all requests of this nature to the Corporate Communications Department immediately.
- f. Finally, it is vital that you remember two things. Investigations will be made by the relevant support organisation. Secondly, whatever you do must be in the best interests of the child.

2.3. What We Will Do at Head Office

- a. We will acknowledge receipt of your report and we will contact you to talk through the details with you and to clarify anything that may not be clear.

- b. If you are working at a school or a unit and have reported your concerns to their Designated Safeguarding Lead/Officer, we will ask you for contact details so that we can acknowledge with them that we are aware of the report that you have made, and we will follow this up at a later date to assure ourselves that the incident has been/is being dealt with.
- c. If the incident has been raised at a CVQO led event we will guide you through the process of contacting other agencies i.e. social services, police, hospital, etc.
- d. We will log all of the details of your incident report and will ensure that this information is available for audit or oversight by Ofsted or other legitimate third parties i.e. police, social services agencies, etc.

2.4. CVQO Led Courses

There are occasions when CVQO staff will lead courses independent of a school, unit or other organisation. In these cases the following action should be taken:

- a. All courses run by the Curriculum or Operations teams must be authorised in advance by the Head of Curriculum or the Head of Operations, respectively. All CVQO led courses must be risk assessed by the course lead prior to the course being held. This risk assessment will include the suitability of the venue, the accommodation arrangements for male and female learners, an assurance that the ratio of male and female support has been met and the suitability of any command tasks being carried out. On conclusion of the course the supporting documentation including the risk assessment(s) must be retained for future reference if required.
- b. At the start of every course, attendees will be taken through guidance on what is expected on their behaviour for the duration of the course, and a conduct agreement will be signed by each of them to confirm that they have received and understood this information.

Should a safeguarding incident be suspected or reported the following process must be followed:

- a. Contact the DSO at CVQO head office and report initial details. If the incident is reported during out of office hours advice may be sought by contacting your line manager who will decide on appropriate actions.
- b. Follow the guidance above “What To Do and What Not To Do”.
- c. The DSL/DSO will provide guidance on what actions need to be taken and may take advice from the safeguarding team at the local social services, the Local Authority Designated Officer for Safeguarding, the Police or the NSPCC.
- d. If an adult is named as the alleged perpetrator the local LADO (Local Authority Designated Officer) should be informed within 24 hours of the complaint being made.
- e. If it is not possible to contact the DSL/DSO advice can be obtained from the NSPCC on 0808 800 500, or from the local Safeguarding Team of the local Police unit: dial 101 and ask to be put through to a member of staff.
- f. Inform the learner’s parents / guardian that an allegation has been made, unless the child has disclosed that the alleged perpetrator is a parent or guardian. In this case the Police will take responsibility for this.
- g. If the Police are involved, please be aware that they will normally ask for a responsible adult to accompany the learner. If this adult is to be a member of CVQO staff, they must not have been part of the disclosure; they must be independent of this process. The learner’s parents, if they are available, will be considered as responsible adults by the Police, unless they are the alleged perpetrator.

See Flow Chart for Raising Safeguarding Concerns – CVQO Led Courses (Appendix 3).

2.5 On-Line Learning

As CVQO is moving towards online learning for groups of learners, this brings about a range of different safeguarding issues, for both the learner and the members of staff concerned. Staff are reminded of the following:

- a. All online learning sessions must have 2 responsible adults present. One will be the member of staff presenting, the other will be another member of staff or CFAV etc. who has DBS clearance (or equivalent).
- b. All sessions are to be recorded by the member of staff and will be kept in a secure area on SharePoint. The session may be viewed in the event of any allegations being made. Recordings will not be used for any other purpose.
- c. Some learners will have completed a model release form which has been amended to show that such sessions will be recorded. Learners will also be told that the session will be recorded in the registration form, and will be asked to confirm that this is acceptable. They will also be reminded on other occasions (i.e. in the waiting room) that the session is to be recorded. If a learner does not wish to be recorded they will be able to mute themselves and switch off their camera, thus the only detail visible will be their name. Should they decide during the session to switch their camera on, then this will imply that they are now happy to be recorded.
- d. Learners must not be able to chat via the session with other learners to safeguard all individuals.
- e. Learners must be appropriately dressed at all times although it is not necessary to wear cadet uniform.
- f. Ground rules will need to be established at the beginning of each session, including what will happen if there is any inappropriate behaviour.
- g. Staff should sit against a neutral background wherever possible – they should be encouraged not to record in their bedroom as that is unprofessional and can give the wrong impression.
- h. Learners should not use “green screen” pictures, videos etc. whilst in a CVQO online session, although plain backgrounds are acceptable. Should a learner use an inappropriate video/picture background, they will be removed from the session and asked to remove this before being allowed back into the session. Learners should be encouraged to sit against a neutral background that is not in their bedroom wherever possible, but whether this is acceptable will be at the discretion of the member of staff delivering the session.
- i. Staff will ensure they are dressed like they would be for a normal workday, in accordance with the Staff Handbook dress code.
- j. Staff will use professional conduct and language at all times.
- k. Staff will hold a debriefing session with the other responsible adult after the end of the learning session and after all learners have left, so that any potential safeguarding issues (amongst other things) can be raised.

Following the meeting, should any issues need to be raised these should be done so following the guidance outlined in the safeguarding policy.

3. Concerns about Radicalisation, Terrorism or Extremism (Prevent)

3.1. The Prevent Duty

The Counter Terrorism and Security Act 2015 introduced a new Prevent Duty for specified authorities which means they must have “due regard to the need to prevent people from being drawn into terrorism” in the exercise of their functions.

Home Office guidance on the Duty states that for all specified authorities those in leadership positions are expected to:

- Establish or use existing mechanisms for understanding the risk of radicalisation
- Ensure staff understand the risk and build the capabilities to deal with it
- Communicate and promote the importance of the duty
- Ensure staff implement the duty effectively

The Duty clearly states that Prevent work depends on effective partnership working and expects co-ordination of this activity through a multi-agency forum.

3.2. The Channel Panel

Supporting individuals identified as being vulnerable to radicalisation and extremism at an early stage and pre-crime stage is a key part of Prevent Strategy. Localised Channel Panels are aimed at supporting those individuals identified as being vulnerable:

- Identify individuals at risk of radicalisation or drawn into extremism
- Assess the nature and extent of the risk
- Develop the most appropriate support for the individuals concerned

3.3. Reporting Concerns

1. Staff who have concerns about an individual who it is felt may be at risk of radicalisation, extremism or terrorism should follow the reporting guidelines set out above for safeguarding.
2. If it is felt that local action can or should be taken by you, then this can be done either by dialling 101 or on line through the local police force. If on line you will be asked to complete a form. A sample copy is attached (Appendix 4) to give you an idea of what information they will be collecting from you. If you do this, please make the Safeguarding team at the unit/school and Head Office aware.
3. If concerns are felt to be serious, the following actions can be taken:
 - Call the Police on 101
 - Report your concerns anonymously to CrimeStoppers on 0800 555 111
 - Call the Anti-Terrorist Hotline on 0800 789 321

If it is believed that the person you have concerns about is in immediate danger,
contact the Police on 999

3.4. What We Will Do at Head Office

1. We will follow the guidelines laid down for reporting and recording safeguarding incidents.
2. If the head office safeguarding team are required to report a concern over radicalisation, extremism or terrorism, they will report this to the local police authority from where the report was made, and will gather contact information from their website. In all cases a call will be made to the local police authority and guidance will be taken from them as to how best to formalise reporting.
3. If informal guidance is required, the office safeguarding team can contact the local police authority (Surrey) on 01483 632982 and take advice from them.

4. Safe Practice

4.1. Safer Recruitment

It is vital that we create a culture of safe recruitment and as an employer, CVQO expects all staff to share this commitment.

Keeping Children Safe In Education (2020) outlines Safer Recruitment processes in education settings.

At least one member of staff on every recruitment panel will have undertaken training in Safer Recruitment.

All members of staff are subject to DBS screening relevant to their role.

The 'CVQO Safer Recruitment Policy', which can be found on SharePoint contains full details.

4.2. Allegations against CVQO Staff

Allegations of abuse can be made by children and young people and they can be made by other concerned adults.

All allegations against CVQO staff should be immediately brought to the attention of the Chief Executive and DSL.

If an allegation is made against the DSL or the DSO this should be brought to the attention of the Chief Executive.

If an allegation is made against the Chief Executive, this should be brought to the attention of the Chair of Trustees via the DSL.

In all cases, the LADO (Local Authority Designated Officer – England only), or the relevant agencies (i.e. children's services, or the police), should be notified by the school, unit or the organisation as applicable. If LADO is to be involved, notification must be made to them within 24 hours of the allegation being made.

In all cases the Chief Executive will inform the Chairman of the Board of Trustees and the nominated Trustee representative and consideration will be given to submitting a Serious Incident Report to the Charities Commission.

CVQO will attend strategy meetings convened by the LADO or other relevant agencies and act upon the decisions made at these meetings.

In order to allow time for a full investigation to take place suspension of the CVQO member of staff should be considered when:

- There is a cause to suspect a child is at risk of significant harm or
- The allegation warrants investigation by the police or
- The allegation is so serious that it might be grounds for dismissal.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

Any disciplinary investigation should be carried out once the child protection investigation has been completed.

All Records are kept at the CVQO Head Office and retained on a person's file for as long as deemed necessary and according to the legal obligations of the organisation at the time.

4.3. Staff Conduct

In order to protect children, young people and members of staff, we insist that staff follow CVQO's Code of Conduct for Staff Working with Young Learners.

5. Roles and Responsibilities

5.1 Board of Trustees

The Board of Trustees has ultimate responsibility for safeguarding at CVQO. The Board has nominated one Trustee to take the lead on Safeguarding matters. The Trustee Lead on Safeguarding will chair a sub-committee meeting to be held at least three times per year to review all safeguarding matters.

5.2 Designated Safeguarding Lead (DSL) Responsibilities

The Designated Safeguarding Lead (DSL) will:

- Refer suspected abuse and neglect to the relevant support organisation.
- Develop and update the Child Protection and other safeguarding policies, ensuring that staff are aware of them.
- Provide support and advice to all staff regarding child protection concerns.
- Keep the DSO informed about any issues that arise.
- Ensure that cover is provided for the role when absent.
- Ensure that all staff receive appropriate Child Protection, Safeguarding and Prevent Training.
- Co-operate with any School, Academy, Unit or other organisation DSL or responsible contact point with all matters concerning their children and young persons.

The DSL is supported at CVQO by a Designated Safeguarding Officer (DSO). At CVQO the DSL is also the named person who responds to allegations made against employees in the capacity of HR Manager.

5.3 Designated Safeguarding Officer (DSO) Responsibilities

The Designated Safeguarding Officer (DSO) will support the DSL as and when required, including cover at times of absence.

5.4 Other Staff Responsibilities

It is the responsibility of all other staff to ensure that all safeguarding concerns, both minor and serious, are reported and handled in accordance with this policy.

Key CVQO contact details are: 01276 459067 – Tanya Winter, DSL – Email: safe@cvqo.org

01276 601752 - Sharon Black, DSO – Email: safe@cvqo.org

If neither of the above is available, or your call is out of hours please contact your line manager

Appendix 1 – Safeguarding Incident Reporting Form

To be completed immediately following an incident/accident/injury involving a learner or in the case of any safeguarding concern regarding any CVQO learner.

Full name of child	Your name and position	Date

Nature of concern/disclosure	
<p>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said. Avoid the use of judgemental language, report the language used by the child, however uncomfortable this makes you feel.</p>	
<p>Time & date of incident:</p>	
<p>Was anyone else with you at the time of disclosure? Who?</p>	
<p>Was there an injury? Yes / No</p>	<p>Did you see it? Yes / No</p>
<p>Describe the injury, treatment carried out etc:</p>	
<p>Have you filled in a body plan (attached) to show where the injury is and its approximate size?</p>	
<p>Yes / No / NA</p>	
<p>Details of damage to property incurred:</p>	
<p>Has this or any similar happened before?</p>	<p>Did you report the previous incident?</p>

Who are you passing this information to?

Name:

Position:

Organisation:

Name:

Position:

Organisation:

Name:

Position:

Organisation:

Name:

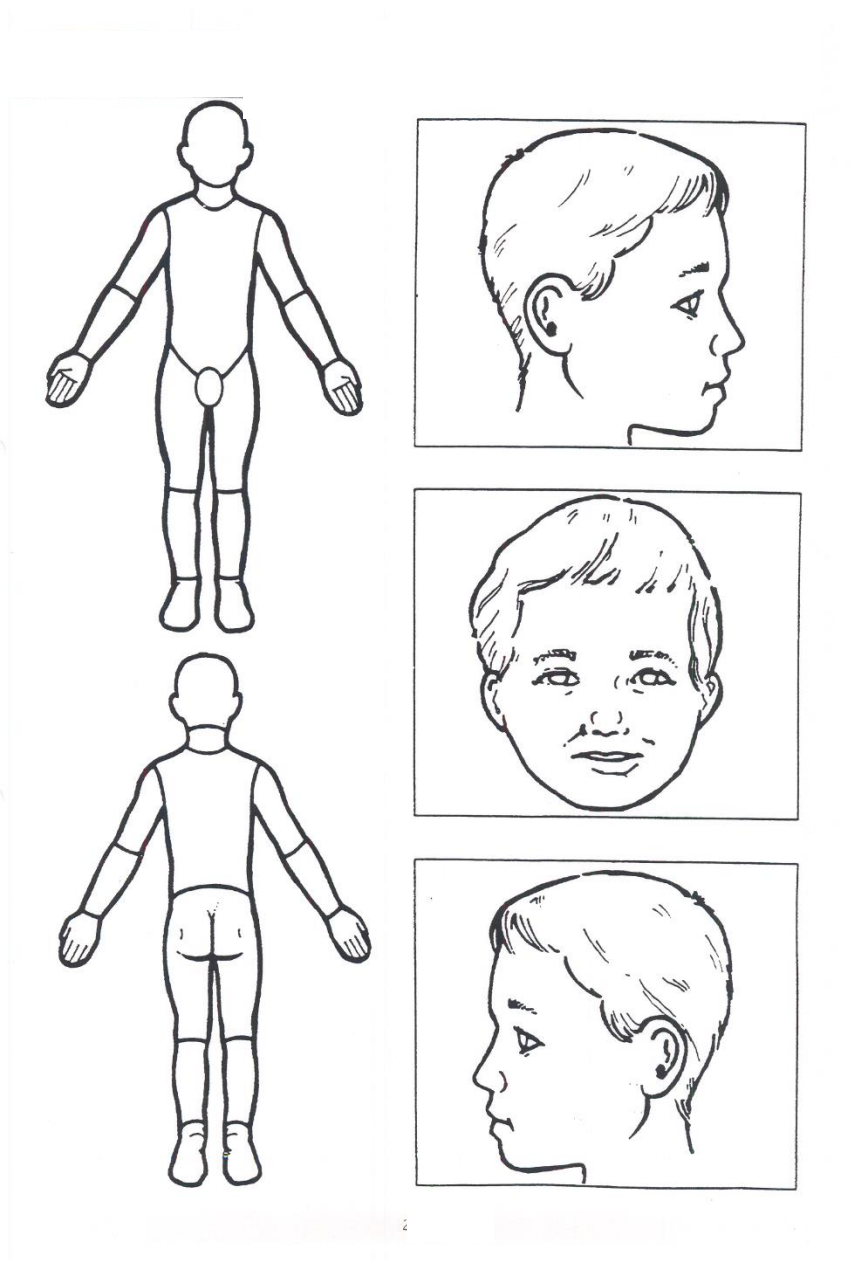
Position:

Organisation:

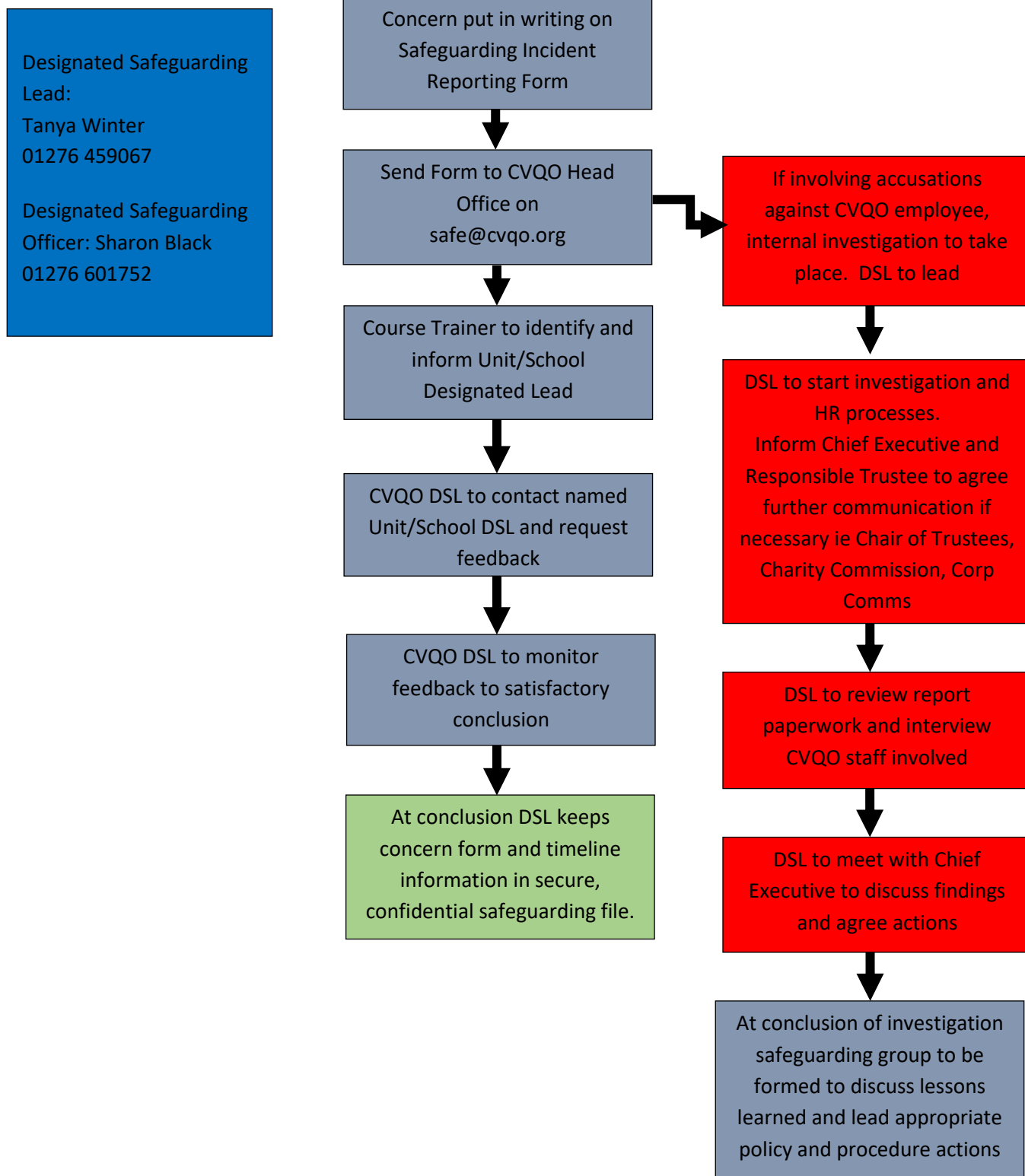
Subsequent Action to be Taken:

NB: If using email please remember to preserve confidentiality by not using any identifiable personal information. This should be passed on verbally and in confidence to the relevant DSL/DSO.

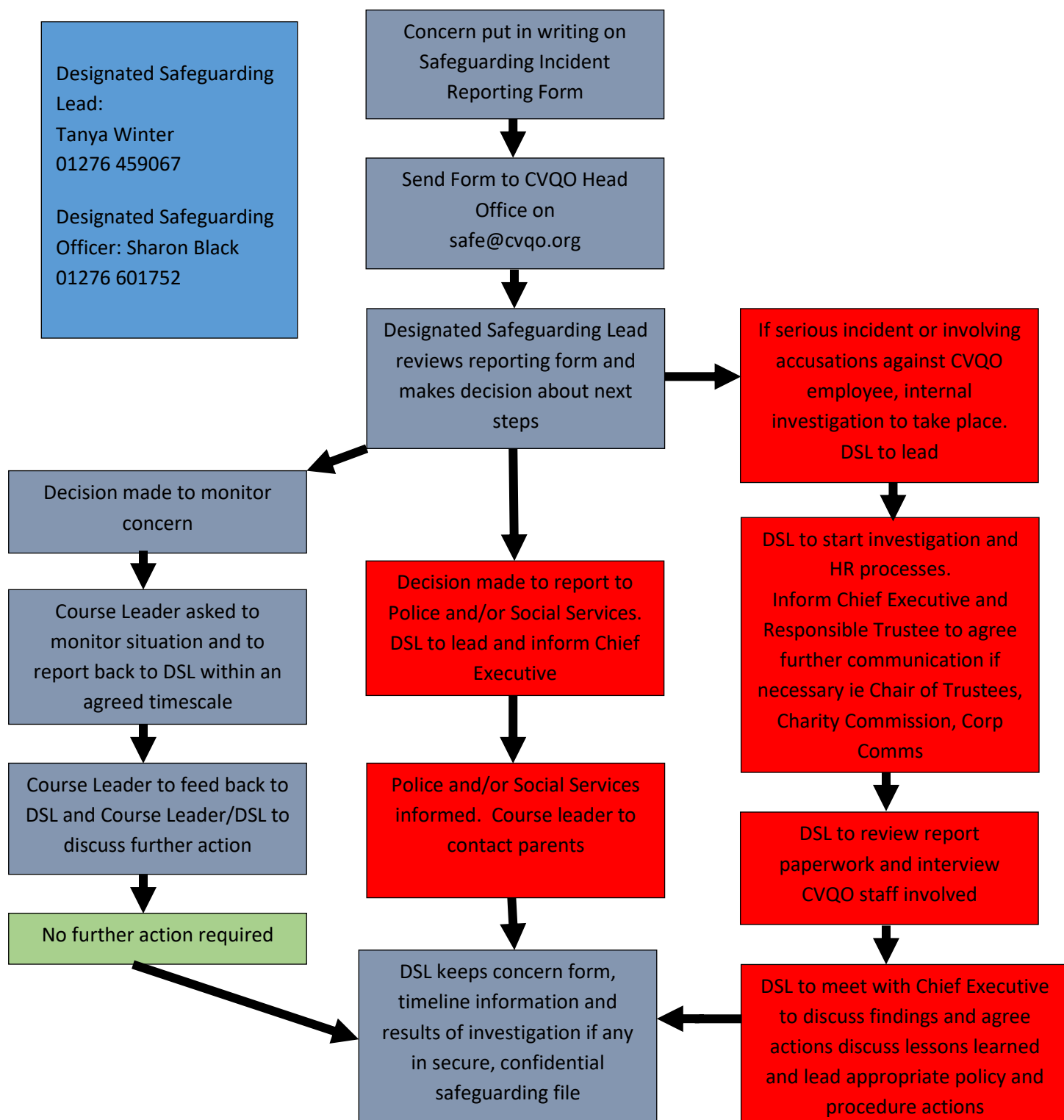
Body Map



Appendix 2 - FLOW CHART FOR RAISING SAFEGUARDING CONCERNS COURSES BASED AT UNITS/SCHOOLS (CVQO DELIVERY)



Appendix 3 - FLOW CHART FOR RAISING SAFEGUARDING CONCERNS CVQO LED COURSES



Appendix 4 – Prevent Referral Form - Sample

REFERRAL PROCESS
<p>Please complete the form to the best of your knowledge and with as much detail as possible. This information will be administered by the relevant police force and passed to a local Prevent team. Where possible we aim to give you feedback on your referral, however this is not always possible due to the sensitivities of the case.</p> <p>Once you have completed this form, please email it to preventreferrals@surrey.pnn.police.uk</p> <p>If you have any questions whilst filling in the form, or would like to discuss anything verbally, please call 01483 632982</p>

CONSIDERATIONS	
Have you discussed your concerns with your organisations safeguard lead?	Yes / No
What Was The Result Of The Discussion	
Have you discussed your concerns about this individual with anyone else?	Yes / No
What Was The Result Of The Discussion	
Have you told the individual that you are making this referral?	Yes / No
What Was The Response	
Have you taken any other action with the individual since receiving this information?	Yes / No
What Was The Action And The Result	
Does the individual have any disability?	Yes / No
Please Describe The Disability Or Other Considerations Required When Dealing With The Individual	

RELEVANT DATES	
Date Information First Came To Light	When Did The Referrer First become concerned
Date Referral Made To Prevent	Date Form Was Completed

DETAILS OF PERSON MAKING THE INITIAL REFERRAL / IDENTIFYING THE CONCERNS	
Do They Wish To Remain Anonymous	Does The Referrer Wish To Remain Anonymous
First Name	Referrers First Name
Last Name	Referrers Last Name
Professional Role And Organisation	Referrers Role / Organisation
Relationship To Individual	Referrers Relationship To The Individual
Contact Telephone Number(s)	Referrers Telephone Number
Email Addresses	Referrers Email Address

DETAILS OF ORGANISATIONAL SAFEGUARD LEAD / POINT OF CONTACT	
First Name	Contact First Name
Last Name	Contact Last Name
Professional Role And Organisation	Contact Role And Organisation
Relationship To Individual	Contact Relationship To The Individual
Contact Telephone Number(s)	Contact Telephone Number
Email Addresses	Contact Email Address

WHO ARE YOU CONCERNED ABOUT? BIO DETAILS AND CONTACT INFORMATION OF INDIVIDUAL BEING REFERRED	
First Name	First Name
Last Name	Last Name
Subject Date of Birth (DD/MM/YYYY)	Date Of Birth If Known
Gender	Gender
Address	Full Home Address
Nationality	Nationality
Languages Spoken	Languages Spoken (Including How Fluent In English)
Contact Details	Telephone Number(s)
	Email Address(es)
Any Other Family Details	Any Other Details Known About Family Members

INDIVIDUAL BEING REFERRED – SOCIAL MEDIA INFORMATION WHERE RELEVANT TO CONCERNS	
Twitter	@Twitter Handle
Facebook	Facebook Username Or ID
Instagram	Instagram Username
Snapchat	Snapchat Username
Other	Any Other Social Media Platform Known To Be Used

INDIVIDUAL BEING REFERRED – EMPLOYMENT / EDUCATION DETAILS	
Current School / College / University	Current Educational Establishment(s)
Previous School / College / University	Previous Educational Establishment(s)
Current Occupation & Employer	Current Occupation(s) And Employer(s)
Previous Occupation(s) & Employer(s)	Previous Occupation(s) And Employer(s)

SUMMARY OF CONCERNS	
REASON FOR REFERRAL	What was it that prompted or encouraged you to refer this Individual of Concern to Prevent?
Please Describe, In Your Own Words, What Prompted You To Consider A Prevent Referral	
VULNERABILITIES	Have you identified any vulnerabilities with the individual? If so, please provide as much detail as possible.
Please Describe Any Vulnerabilities	

ASSOCIATIONS	Does the individual associate with groups or people that cause you concern? If so, please provide as much detail as possible.
Please Describe Any Concerning Associations	
IDEOLOGY	Has the individual done or said things which cause you concern? If so, please provide as much detail as possible.
Please Describe Any indications of support for narratives used by terrorist/extremist groups	
INTERNET & SOCIAL MEDIA	Do you have any concerns about the individuals' social media and internet usage? If so, please provide as much detail as possible.
Please Describe Any Online Usage Which Is Concerning	
TRAVEL	Has the individual discussed previous or future travel to areas of conflict such as Syria? If so, please provide as much detail as possible.
Please Describe Any Previous Or Future Travel Which Is Potentially Concerning	
GRIEVANCE	Has the individual discussed feelings of injustice that is triggered by racism or discrimination or aspects of Government policy? If so, please provide as much detail as possible.
Please Describe Any Grievance The Individual Has With Any Group Or Policy	
ANY OTHER INFORMATION	Please provide any further information which has not been detailed in previous questions and use this space to fully explain your concerns about the individual. Please detail any other known agencies or professionals working with the individual.
Please Describe Any Other Aspects Of The Individual Which Appear Concerning Or Information Which Might Assist When Assessing Them	

THANK YOU

Thank you for taking the time to make this referral. Your information is valuable and will always be assessed. If there is no assessed vulnerability to being drawn into terrorism but other safeguarding concerns remain, this information will be sent to the relevant team or agency to provide the individual with the correct support.