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Future Connect Training and Recruitment

Safeguarding Policy for Young People and Vulnerable Adults

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1. Policy Statement

Future Connect Training and Recruitment Ltd recognise their moral and statutory responsibility to safeguard and promote the welfare of all young people and vulnerable adults. Throughout the policy and procedures, reference is made to 'young people'. This term is used to mean those under the age of 18. The Corporation recognises that some adults may also be vulnerable to abuse, and, accordingly, the procedures may be applied to allegations of abuse and protection of vulnerable adults. All young people and vulnerable adults regardless of age, gender, race, ability, sexuality, religion, culture or language have a right to be protected from harm.

The Management team will ensure that FC will safeguard and promote the welfare of students and work together with other agencies to ensure that the FC has adequate arrangements to identify, assess and support those young people and vulnerable adults who have been harmed or are at significant risk of being harmed.

- This policy sets out how the governing body of the Corporation is carrying out its statutory responsibility to safeguard and promote the welfare of young people and vulnerable adults in accordance with Section 175 of the Education Act 2002.
- This policy applies to all staff (teaching and non-teaching), governors, volunteers, contractors, temporary and supply staff working at the College.
- This policy will be reviewed annually by the governing body and is in line with the requirements of Working Together to Safeguard Children (DfE, August 2018), Keeping Children Safe in Education (DfE, September 2023)
- This policy is made available to parents/guardians on request and published on the FC's website

Safeguarding and promoting the welfare of young people and vulnerable adults is everyone's responsibility. Everyone who comes into contact with young people or vulnerable adults and their families has a role to play in safeguarding young people and vulnerable adults.

We make every effort to provide a safe and welcoming environment, underpinned by a culture of openness where both young people, vulnerable adults and adults feel secure, able to talk, believe they are being listened to and know their concerns will be treated seriously.

Where there is a safeguarding concern the college will ensure that the young person's wishes and feelings are taken into account and that the response will be young person centred when determining what action to take and what services should be provided.

Relevant Laws and regulations :

The Children Act 1989 and 2004 introduced the concept of significant harm as the threshold which justifies compulsory intervention in family life in the best interests of children Under Section 17 (10) of the Children Act 1989, a child is in "need" if:

- He/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority;
- His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services; or
- He/she is disabled.

The following legislation and guidance is relevant to this policy and set of procedures:

- The Sexual Offences Act 2003

- The Counter-Terrorism and Security Act (2015), section 26 The Prevent Duty
- Serious Crime Act (2015), Mandatory reporting duty for known cases of female genital mutilation.
- Statutory Guidance: Keeping Children Safe In Education (September 2024)
- Statutory Guidance: Working Together to Safeguard Children (August 2023)
- Statutory Guidance: Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (DfE July 2018).
- What to do if you're worried a child is being abused (March 2015)

Supporting Young people and vulnerable adults

We recognise that a young person or vulnerable adult who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. We recognise that we may provide the only stability in the lives of young people and vulnerable adults who have been abused or who are at risk of harm. We accept that research shows that the behaviour of a young person or vulnerable adult in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We support all young people and vulnerable adults by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Ensuring repeated hate incidents, e.g. racist, homophobic or gender or disability-based bullying, are considered under safeguarding procedures.
- Promoting a caring, safe and positive environment within the college, with access to appropriate adults to approach if they are in difficulties.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children, including notifying social care as soon as there is a significant concern.
- Notify the allocated social worker of any new concerns about a young person or vulnerable adult who is subject to a child protection plan or a child in need plan
- Monitoring young people and vulnerable adults who have been identified as having welfare of protection concerns and providing appropriate support. An individual support plan is devised, implemented and reviewed regularly for pupils requiring early help of safeguarding. This is kept with the safeguarding record.
- Where young people and vulnerable adults have exhibited sexually inappropriate/harmful behaviour and/or exhibited sexually inappropriate/harmful behaviour towards others. Where necessary a co-ordinated multi-agency response is undertaken to ensure the appropriate safeguards and support are in place. We ensure that the needs of young people and vulnerable adults who abuse others will be considered separately from the needs of their victims.
- Providing continuing support to a young person or vulnerable adult about whom there have been concerns who leaves the college by ensuring that appropriate information is copied under confidential cover to the young person's new setting.

Safeguarding in Tutorial and in the Curriculum

As an independent training provider we will educate and encourage students to keep safe through the provision of curriculum opportunities which include safeguarding. Tutorial for full-time 16 -18-year-old students, referred to FC as personal & professional development (PPD) and aspects of the curriculum (for example, personal, social and health and economic education, PSHE) include an emphasis on relationships (healthy relationships and sex

education), building confidence critical thinking skills and resilience in students, developing preventative strategies to ensure their own protection and that of others whilst promoting fundamental British Values.

Opportunities are provided for students to develop the knowledge, skills and strategies they need to stay safe from abuse. For example: assessing risk, positive self-esteem, emotional literacy, assertiveness, and understanding of healthy relationships, sex and relationships education (including consent, CSE and sexual harassment), online safety, preventing radicalisation, female genital mutilation, and anti-bullying. Clear advice and guidance is built into the curriculum to ensure that students understand who they can turn to for advice and support and that they know where and how to report abuse.

Children/ Young People who are Looked After

The most common reason for children/young people becoming looked after by the local authority is as a result of abuse and/or neglect. We ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe. We ensure that:

- Appropriate staff have the information they need in relation to a young person's looked after legal status (this includes whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility.
- Appropriate staff have information about the young person's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The DSL, designated safeguarding lead, and the Caring Services Manager have the details of the child's social worker and the name of the virtual school head in the authority that looks after the young person.

The Caring Services Manager, who is the designated member of staff for looked after children, is responsible for ensuring a Personal Education Plan (PEP) is in place for each looked after young person in the College and is responsible for liaising with the home local authority virtual school for looked after children to ensure the highest expectations around educational attainment. The Caring Service Manager will work in partnership with the designated safeguarding lead and the social work team of the home local authority around any safeguarding concerns and placement stability issues. The Caring Services Manager receives appropriate training to undertake the role effectively.

Safeguarding and Internet Safety

This section must be read in conjunction with the FC's Computer Acceptable Use Policy and the E Communication policy. The Computer Acceptable Use Policy, issued to students during induction and accessible online, advises on safe use of the internet including the protection of personal information and guidance on personal safety. It defines, in detail, the etiquette for computer use. The E Communication Policies provides guidelines for staff and students advising on the appropriate use of social media and acceptable contact. The College blocks access to websites considered inappropriate for students to access, including some social networking sites. FC recognises that these sites are accessed by students outside of College and at times are used inappropriately. FC monitors use of these sites regularly and when specific concerns are raised, regardless of known incident, and requests removal of any unacceptable material that references FC. Induction tutorials brief students in being safe online. Staff inductions brief staff on the colleges internet filter systems and procedures.

2. Aims

Future Connect aims to:

1. Provide a safe and supportive learning environment for all learners and staff.
2. Identify and support individuals at risk of harm or abuse.
3. Develop robust safeguarding procedures and train staff to act appropriately.
4. Foster a culture where safeguarding concerns are reported and addressed.
5. Ensure safeguarding policies and procedures demonstrate the organisation's commitment to keeping all vulnerable adults safe while actively promoting equality and diversity.
6. Demonstrate a commitment to anti-bullying and establish a system for responding to and managing incidents of bullying.
7. Ensure clear procedures and support systems are in place for all staff and volunteers to report in confidence any suspicions concerning the conduct of others or the organisation itself.
8. Set out clear procedures for recording, monitoring, and reviewing concerns, suspicions, and allegations of abuse or harm and reporting these to designated safeguarding leads and external agencies.
9. Implement a policy and procedure to ensure that all potential staff and volunteers undergo a safe recruitment and selection process.
10. Ensure that all paid staff receive regular supervision by their line manager.
11. Provide staff and volunteers with regular support sessions, including one-to-one or group support, mentoring, or shadowing opportunities.

3. Definitions

Safeguarding and promoting the welfare of children/young people: Providing help and support to meet the needs of children/young people as soon as problems emerge. Protecting children/young people from maltreatment, whether that is within or outside the home, including online. Preventing the impairment of children's/young person's mental and physical health or development. Ensuring that children/young people grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

- **Safeguarding:** Protecting individuals from abuse, neglect, exploitation, and harm.
- **Young People:** Individuals under the age of 18.
- **Vulnerable Adults:** Those aged 18 and above who require additional support due to disability, illness, or risk factors.
- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. In the Children's Acts 1989 and 2004, a **child** is anyone who has not yet reached their eighteenth birthday. Abuse Categories: Physical,

emotional, sexual, neglect, domestic abuse, financial abuse, online abuse, and radicalisation.

- **Parent:** refers to birth parents and other adults in a parenting role, for example adoptive parents, step parents and foster parents.
- **Child Protection:** is an aspect of safeguarding, but is focused on how we respond to children or young people who have been significantly harmed or are at risk of significant harm.
- **Bullying:** Repeated aggressive behavior that intentionally harms another individual, whether physically, emotionally, or psychologically. This includes cyberbullying.

4. Roles and Responsibilities

4.1 Core Committee Responsibilities

The Core Committee of Future Connect Training and Recruitment holds overall accountability for ensuring that safeguarding policies and procedures are in place, effectively implemented, and regularly reviewed. The Core Committee consists of:

- Jagruti Patel – Compliance Manager
- Umar Tariq – DSL
- Abhishek Sharma – Safeguarding Lead
- Sagar Allag – Safeguarding Lead
- Palwi Sood – Managing Director (Chair)
- Vishal Sharma – Compliance Manager
- Bhargav Gurjar – Curriculum Manager

Key Responsibilities:

- Strategic Oversight: The Core Committee liaises with senior leadership and designated staff on all safeguarding matters. This is a strategic role, meaning that Core Committee members do not become involved in concerns regarding individual learners. Instead, they ensure that appropriate action is taken to address weaknesses and improve safeguarding provisions.
- Designated Safeguarding Lead (DSL) Appointment: The Core Committee ensures that a member of the senior leadership team is appointed as the DSL, responsible for leading and overseeing safeguarding. The DSL, Umar Tariq, must be appropriately trained, and the Core Committee must ensure that adequate funding and resources are available to support safeguarding activities.
- Annual Safeguarding Report: The Core Committee requires the DSL to submit an annual safeguarding report, detailing the number of cases managed, key trends, and areas for improvement. This report does not include identifiable personal data but helps track safeguarding effectiveness.
- Engagement with Local Authorities: Future Connect actively collaborates with local safeguarding authorities for annual reviews of safeguarding procedures. The Chair of the Core Committee signs off on safeguarding compliance, ensuring all necessary actions are taken without delay.
- Safeguarding Training for Core Committee Members: All Core Committee members must complete mandatory safeguarding and child protection training upon induction and receive regular updates to stay informed about new safeguarding policies, particularly those related to online safety.
- Safeguarding Policy and Behaviour Policies: The Core Committee ensures that Future Connect has an effective safeguarding policy, as well as staff behaviour and student behaviour policies that align with national safeguarding standards.
- Safeguarding Training for Staff and Volunteers: The Core Committee ensures that all staff and volunteers receive safeguarding training at the required frequency to maintain high awareness levels.
- Embedding Safeguarding in the Curriculum: The Core Committee ensures that Future Connect offers a broad and balanced curriculum that educates young people and vulnerable adults on how to stay safe, both offline and online.
- Online Safety Focus: Online safety is a core component of safeguarding at Future Connect. The Core Committee ensures that policies, training, and technological safeguards are in place to protect learners from online risks.

- Compliance with National and Local Safeguarding Policies: Future Connect ensures adherence to Keeping Children Safe in Education (DfE, September 2023) and Working Together to Safeguard Children (DfE, August 2018), along with local safeguarding policies from around Birmingham and all Local Partnerships.

4.2 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) is responsible for overseeing all safeguarding matters within the organisation. The DSL's key responsibilities include:

- Acting as the main point of contact for safeguarding concerns.
- Ensuring safeguarding policies and procedures are consistently followed.
- Providing guidance and support to staff, volunteers, and learners regarding safeguarding issues.
- Liaising with external safeguarding agencies, including social services, law enforcement, and local authority safeguarding boards.
- Maintaining accurate and confidential records of safeguarding concerns and incidents.
- Delivering safeguarding training and ensuring all staff understand their responsibilities.
- Reviewing safeguarding incidents to improve policies and procedures.

Designated Safeguarding Lead: Umar Tariq and is a member of the Senior Leadership Team. His job description clearly reflects this role. He has undertaken relevant training to the role and receives at least bi-annual updates.

The Deputy Designated Safeguarding Leads (DSL) are Jagruti Patel, Zeeshan Ahmed, Adeel Ali. Their job descriptions clearly reflect this role. They have undertaken relevant training to undertake the role and receive(s) at least bi-annual updates

4.3 Staff and Volunteer Responsibilities

All staff and volunteers at Future Connect have a duty of care to uphold safeguarding principles. Their responsibilities include:

- Understanding and adhering to the safeguarding policy and procedures.
- Attending mandatory safeguarding training sessions.
- Reporting any safeguarding concerns immediately to the DSL.
- Promoting a culture of safeguarding and learner safety.
- Ensuring professional boundaries are maintained at all times.
- Engaging in regular supervision and performance evaluations to reinforce safeguarding awareness.

4.2 Designated Safeguarding Lead (DSL) and Safeguarding Officers

The Core Committee has designated **Umar Tariq** as the **Designated Safeguarding Lead (DSL)** for Future Connect Training and Recruitment. The **Deputy Designated Safeguarding Leads (DDSLs)** are:

- **Jagruti Patel** – Compliance Manager
- **Zeeshan Ahmed** – Deputy DSL
- **Adeel Ali** – Deputy DSL

Their job descriptions clearly reflect their safeguarding responsibilities, and they receive relevant training to undertake their roles, along with **bi-annual safeguarding updates**.

Safeguarding Team Structure

The **Future Connect Safeguarding Team** comprises:

- **The Designated Safeguarding Lead (DSL)** – Responsible for leading on safeguarding matters.
- **Deputy DSLs** – Assist in safeguarding duties and act in the absence of the DSL.
- **Core Committee Members** – Provide strategic oversight and ensure compliance.

Escalation Process in the Absence of the DSL

In the **absence of the DSL and Deputy DSLs**, the most senior member of staff in **education provision** will assume responsibility for any safeguarding matters that arise.

Decision-Making and Referral Process

The **DSL** assesses the safeguarding concern using relevant **multi-agency threshold criteria** to determine if there is a significant risk of harm. If necessary, the DSL will contact **Children's Social Care (MASH)** or external safeguarding agencies for further support. The DSL will consider:

- The nature of the concern and how it has arisen.
- The child's or vulnerable adult's needs and any previous concerns.
- Whether the concern indicates a likelihood of significant harm.
- The need for immediate protective action, including police intervention if required.
- Whether the child or vulnerable adult has siblings or household members who may also be at risk.
- If the concern relates to an abuse of position of trust.
- Whether targeted support services have been refused or unsuccessful, resulting in continued risk.

If the DSL determines that a referral is required, they will include:

- Factual details of the concern.
- Any suspicions or allegations.
- Whether there has been contact with the family.
- Information on the child's developmental needs and parental capacity to meet them.

Urgent Safeguarding Actions

- If a child or vulnerable adult is in immediate danger, the police must be called.
- If a child or vulnerable adult requires urgent medical attention, an ambulance must be called, and the hospital's duty paediatrician must be informed of the safeguarding concerns.
- The DSL must formally notify Children's Social Care about the incident and the actions taken.
- The DSL should document all decisions, referrals, and actions taken, including advice from safeguarding agencies.

Parental Consent for Referrals

In line with Local Safeguarding Partnership procedures, parental consent for referrals should normally be sought. However, if obtaining consent would increase the risk to the child or vulnerable adult, the matter should be discussed with Children's Social Care (MASH) without delay.

By ensuring a clear safeguarding structure and robust escalation procedures, Future Connect Training and Recruitment reinforces its commitment to safeguarding young people and vulnerable adults across all its operations

4.4 Accountability Framework and Flowchart

Future Connect Training and Recruitment has a structured accountability framework that ensures clear roles and responsibilities for safeguarding matters.

Safeguarding Accountability Structure

1. Governing Body/ Core Committee – Provides oversight and governance.
2. Senior Leadership Team – Implements policies and monitors compliance.
3. Designated Safeguarding Lead (DSL) – Oversees safeguarding concerns and ensures reporting.
4. Line Managers – Support staff in safeguarding matters and escalate concerns.
5. All Staff and Volunteers – Have a duty to report and promote safeguarding practices.
6. External Agencies – Collaborate on serious safeguarding concerns.

Safeguarding Reporting Flowchart

1. Concern Identified → Staff/volunteer reports to DSL.
2. DSL Assessment → Determines risk level and necessary action.
3. Immediate Safeguarding Action → Referral to external agencies (if required).
4. Internal Investigation → Gather evidence, interview parties involved.
5. Resolution & Follow-up → Implement corrective actions and provide ongoing support.
6. Review & Learning → Improve safeguarding measures based on findings.
- 7.

4.5 Ground Rules and Code of Conduct

Future Connect has established clear behavioural expectations for all learners, staff, and volunteers to ensure a safe and professional environment.

Expected Behaviour

- Treat all individuals with respect and dignity.
- Maintain professional boundaries at all times.
- Follow confidentiality protocols and share sensitive information only when required.
- Actively prevent bullying, harassment, and discrimination.
- Use technology responsibly and in accordance with safeguarding policies.

Consequences of Rule Violations

- Verbal Warning – For minor infractions.
- Written Warning – For repeated or more serious violations.
- Suspension/Dismissal – If the behaviour poses a risk to safeguarding.
- Referral to Authorities – In cases involving criminal activity or safeguarding breaches.

4.6 Inter-Agency Collaboration and Information Sharing

Future Connect works closely with external safeguarding organisations to enhance protection for learners and staff. This includes:

- Regular engagement with Local Authority Safeguarding Boards, police, and social services.
- Following GDPR-compliant information-sharing agreements.
- Ensuring timely referrals and multi-agency safeguarding meetings for high-risk cases.

4.7 Staff and Volunteer Job Descriptions

Every staff and volunteer role at Future Connect includes explicit safeguarding responsibilities, such as:

- Compliance with safeguarding policies.
- Regular participation in safeguarding training.
- Adhering to professional conduct expectations.
- Maintaining duty of care for learners.

4.8 Induction, Role Review, and Probationary Period

New staff and volunteers undergo a structured induction programme covering:

- Safeguarding training within their first month.
- Introduction to policies and procedures.
- Role-specific mentoring.

At the end of the three-month probationary period, a role review assessment is conducted to confirm suitability.

4.9 Disciplinary and Grievance Procedures

Future Connect follows ACAS Code of Practice in disciplinary and grievance matters.

Disciplinary Process:

1. Informal Warning – Minor infractions addressed through coaching.
2. Formal Investigation – For serious breaches.
3. Disciplinary Hearing – Chaired by a senior manager.
4. Sanctions Applied – Written warning, final warning, dismissal.
5. Appeals Process – Employees can appeal disciplinary decisions.

Grievance Handling:

1. Informal Discussion – Staff encouraged to resolve issues with managers.
2. Formal Grievance Submission – Reviewed by senior leadership.
3. Investigation & Resolution – Complaint reviewed and response provided.
4. Appeal Mechanism – Ensuring fairness and transparency.

By following this structured accountability framework, Future Connect ensures all safeguarding responsibilities are clearly defined, effectively managed, and legally compliant.

5. Safeguarding Procedures

5.1 Recording, Monitoring, and Reviewing Concerns

Future Connect Training and Recruitment ensures that all safeguarding concerns, allegations, and incidents are accurately recorded, monitored, and reviewed to protect young people and vulnerable adults effectively.

Recording Safeguarding Concerns

- Any safeguarding concern must be recorded immediately and submitted to the Designated Safeguarding Lead (DSL).
- **Records must include:**
 - Date, time, and location of the incident or disclosure.
 - Name of the individual involved and any witnesses.
 - A factual description of what was reported or observed (without interpretation).
 - Actions taken, including referrals to external agencies.
 - All records must be kept securely and confidentially, accessible only to authorised personnel.

Monitoring and Reviewing Concerns

- The DSL will maintain a central safeguarding log for trend analysis and early intervention.
- Regular case reviews will be conducted to ensure concerns are addressed effectively.
- All safeguarding reports will be reviewed quarterly by the safeguarding committee to ensure compliance and continuous improvement.

5.2 Safe Recruitment and Selection Procedures

Introduction

Safer recruitment is central to **protecting young people and vulnerable adults** while fostering a safeguarding culture. The objective of this policy and procedure is to ensure that **only suitable individuals are employed** or permitted to volunteer, while **preventing individuals who are unsuitable from securing positions** within Future Connect Training and Recruitment.

5.2.1 Recruitment and Selection Procedures

Advert and Application Process

Future Connect advertises vacancies online, and all job advertisements include:

- A brief role description and key requirements.
- A detailed job description and person specification.
- An online application form.
- Guidance notes for applicants.
- The skills, abilities, experience, attitude, and behaviours required for the post.
- The safeguarding expectations, including contact with young people and vulnerable adults.

Job advertisements include:

- A statement confirming Future Connect's commitment to safeguarding and that safeguarding checks will be carried out.
- A clear description of the safeguarding responsibilities related to the post.

- A statement on whether the role is exempt from the Rehabilitation of Offenders Act 1974 and relevant exceptions.

Application Forms

Where a role involves regulated activity with young people or vulnerable adults, the application form includes a statement that it is an offence for a barred individual to apply.

Applicants must provide:

- Personal details, including full name(s), current address, and National Insurance number.
- Employment history, including gaps with explanations.
- Qualifications, which will be verified as a condition of employment.
- References, preferably from the most recent employer.
- A statement of personal qualities and experience relevant to the post.

Curriculum Vitae (CVs) are not accepted in place of an application form.

5.2.2 Shortlisting and Pre-Interview Checks

Shortlisting

- A self-declaration form is required from shortlisted candidates, including:
 - Criminal history and whether they are on a barred list.
 - Any prohibition from teaching.
 - Information about relevant criminal convictions in any country.
 - If they are known to police or social care.
 - Any relevant overseas safeguarding information.
- At least two individuals conduct the shortlisting process.
- Inconsistencies, employment gaps, or concerns are explored further during the interview.
- Candidates are informed that an online search may be conducted as part of the recruitment process.

Where possible, references are obtained before the interview. The organisation:

- Does not accept open references (e.g., "To whom it may concern").
- Requires references to be from a current employer and signed by a senior person.
- Ensures electronic references originate from a legitimate source.

5.2.3 Interview and Selection

Future Connect uses a **structured interview process** to assess candidates fairly.

Interview Process

- Candidates are asked about **their motivation for working with children**.
- Questions assess **skills, safeguarding knowledge, and professional conduct**.
- Gaps in employment or **frequent job changes** are explored.
- Any **past disciplinary action** is considered **in the context of the role**.

Decision-Making

All information, including **interview performance and reference feedback**, is clearly documented.

5.2.4 Pre-Employment Vetting Checks

All employment offers are **conditional** until pre-employment vetting checks are completed.

This includes:

1. Identity Verification – Using official documentation (passport, driving license, etc.).
2. Enhanced DBS Check – Including barred list check for regulated activity roles.

3. Medical Fitness Declaration – To confirm the individual is physically and mentally fit to work.
4. Right to Work in the UK – Including checks for EU nationals.
5. Qualification Verification – Cross-checked against awarding body records.
6. Prohibition Order Checks – Before employing individuals in teaching roles, the organisation ensures they are not subject to a prohibition order issued by the Secretary of State.

Future Connect ensures that all staff and volunteers who change roles within the organisation undergo a **DBS recheck where necessary**, based on risk assessment criteria. The table below outlines DBS recheck requirements based on role transitions:

Current Role	New Role	DBS Recheck Required (Y/N)
Lecturer	Assessor	Y
PT Lecturer	Lecturer	Y
Lecturer	Assessor	Y
Assessor	Lecturer	Y
Technician	Lecturer	Y
LSA	Invigilator	N
Support Worker	Lecturer	Y
Admin – Frontline	Lecturer	Y
LSA	Clerical	N
Lecturer	Manager	Y
Lecturer	Support Worker	Y
Admin – Exams	Admin - Other	Risk-Based Judgment
Admin - Student Services	Any Role LSA	Y

This **DBS recheck framework** ensures that **staff in roles with increased safeguarding responsibility undergo additional background verification** to maintain the highest level of safety for learners and vulnerable individuals.

5.3 Risk Assessment and Safety in Activities

Future Connect is committed to ensuring that all services and activities provided are properly planned, organised, and risk assessed to prevent harm to vulnerable learners and participants. We take all reasonable steps to ensure the safety of learners by implementing a structured risk management approach.

Planning and Organisation of Activities

- All activities, whether on-site or off-site, must undergo a comprehensive risk assessment before approval.
- Activities must be age-appropriate, inclusive, and designed with safety as a priority.
- Supervising staff and volunteers must be adequately trained and briefed before any activity commences.
- A designated Activity Coordinator will be responsible for overseeing safety compliance.

Risk Assessments

- Risk assessments must be completed, documented, and reviewed regularly.

- Key considerations include physical safety, environmental risks, safeguarding concerns, and emergency procedures.
- The Designated Safeguarding Lead (DSL) will review all risk assessments before activities proceed.
- Any identified hazards must be mitigated, and contingency plans must be in place.

Supervision and Safeguarding Measures

- Adequate staffing ratios will be maintained based on the nature of the activity and the vulnerability of participants.
- A clear code of conduct will be in place for all participants, staff, and volunteers.
- All individuals involved in activities must adhere to safe recruitment policies, ensuring that those supervising learners have undergone enhanced DBS checks.
- Emergency contact procedures must be clearly communicated to all relevant parties.

Promoting Learner Safety and Well-Being

Future Connect actively promotes the safety and well-being of learners by:

- Embedding safeguarding awareness into all activities and programs.
- Providing clear guidelines and behavioral expectations for learners.
- Encouraging learners to voice any safety concerns through confidential reporting mechanisms.
- Conducting regular safety briefings to ensure all participants understand the rules and protective measures in place.
- Implementing anti-bullying policies within all learning and extracurricular activities.

Incident Response and Emergency Procedures

- In case of an accident or incident, staff must follow the Emergency Response Protocol, which includes immediate intervention, reporting, and follow-up actions.
- Incident reports must be documented and reviewed to improve safety measures continuously.
- Parents, guardians, or responsible authorities will be informed promptly in case of any safety-related incident involving a learner.

By adhering to these structured planning and risk management measures, Future Connect ensures that all reasonable steps are taken to create a safe, inclusive, and secure environment for all learners, staff, and volunteers.

6. Reporting Concerns and Whistleblowing

6.1 Confidential Reporting Procedures

Future Connect has established a confidential reporting system to ensure that all concerns regarding the conduct of others or the organisation can be reported safely and without fear of reprisal.

6.2 Steps for Reporting a Concern

- Identify the Concern – Ensure that the issue relates to safeguarding, misconduct, or ethical concerns.
- Report to the DSL – Directly inform the Designated Safeguarding Lead (DSL), providing relevant details.
- Use the Whistleblowing System – If internal reporting is not possible, staff and volunteers can report through the external mechanisms outlined below.
- Investigation and Action – The DSL or an independent investigator will assess the concern, take necessary actions, and keep the reporter updated.

6.3 System for Staff and Volunteers to Raise Concerns

Future Connect ensures that all staff and volunteers can raise concerns regarding the organisation in a structured and confidential manner. The system is designed to:

- Encourage open communication: Staff and volunteers should feel confident to report any concerns without fear of retaliation.
- Provide multiple reporting options: Concerns can be reported through line managers, the DSL, or an anonymous reporting mechanism.
- Ensure confidentiality: All concerns will be handled with the utmost confidentiality and will only be shared on a need-to-know basis.
- Support individuals who raise concerns: Staff and volunteers who report issues will receive support, including access to counseling services if required.
- Allow for two-way communication: Reporters will receive updates on the investigation's progress while maintaining confidentiality.

Procedure for Raising Concerns

1. Internal Reporting

- Staff and volunteers should first report concerns to their line manager.
- If the concern relates to the line manager, it should be escalated to the DSL or Senior Leadership Team.
- The concern will be logged and investigated in line with Future Connect's safeguarding policy.

2. Anonymous Reporting

- Staff and volunteers can submit concerns anonymously via a secure reporting form available internally.
- These reports will be reviewed and investigated without compromising confidentiality.

3. External Reporting

- If internal reporting does not resolve the concern, staff and volunteers can report to external agencies such as:
 1. Local Authority Safeguarding Board
 2. NSPCC Whistleblowing Helpline (0808 800 5000)
 3. Ofsted or relevant regulatory bodies

4. Addressing Concerns About Staff and Volunteers

- If concerns are raised about a staff member or volunteer, the DSL will initiate an internal review.
- If necessary, the case will be referred to external safeguarding agencies.
- Any staff member under investigation may be suspended pending the outcome to protect the integrity of the process.
- Following investigation, appropriate actions will be taken, including training, disciplinary measures, or external referral.

This system ensures transparency, accountability, and protection for all parties involved in safeguarding matters within Future Connect.

7. Training and Development

7.1 Regular and Ongoing Safeguarding Training

Future Connect ensures that all staff and volunteers attend regular and ongoing safeguarding training appropriate to their role. Training is designed to:

- Provide staff and volunteers with up-to-date knowledge of safeguarding laws, policies, and procedures.
- Equip them with the skills needed to identify and report safeguarding concerns.
- Offer refresher courses at least annually to reinforce best practices.
- Include specialist training for Designated Safeguarding Leads (DSLs) and senior leadership.
- Ensure that all new hires receive safeguarding induction training before commencing their role.

Training Methods

- Face-to-face workshops delivered by safeguarding experts.
- Online safeguarding modules for flexible learning.
- Scenario-based training to help staff and volunteers apply safeguarding principles in real situations.
- External guest speakers and seminars to provide insights into emerging safeguarding risks.

A central training record will be maintained to ensure compliance, and staff participation in safeguarding training will be monitored as part of performance evaluations.

7.2 Support for Staff and Volunteers

To reinforce safeguarding awareness, Future Connect provides ongoing support through:

- Regular supervision and mentoring by line managers to discuss safeguarding concerns.
- One-to-one support sessions for staff dealing with complex safeguarding cases.
- Peer support groups for sharing best practices and learning from colleagues.
- Shadowing opportunities to help staff understand safeguarding responsibilities in different contexts.

All staff and volunteers are encouraged to seek support whenever they need assistance with safeguarding-related matters.

8. Complaints Policy and Procedure

Future Connect is committed to ensuring that learners, staff, and volunteers can raise complaints confidently and receive a fair and transparent resolution.

8.1 Scope of the Complaints Policy

The complaints policy applies to:

- Learners who wish to report issues related to their education, welfare, or experience.
- Staff and volunteers who have concerns about workplace conditions, policies, or treatment.
- Any individual who believes a safeguarding concern has not been handled appropriately.

8.2 How to Make a Complaint

Informal Resolution

Where possible, concerns should be addressed informally by speaking directly to the relevant person (e.g., a line manager or tutor). If the issue cannot be resolved informally, a formal complaint should be submitted.

Formal Complaints Process

1. Submission: Complaints should be submitted in writing using the official Complaints Form, available from the administration office or the internal staff portal.
 2. Acknowledgment: The complaint will be acknowledged within five working days.
 3. Investigation:
 - A designated senior manager or safeguarding officer will review the complaint.
 - Witness statements or additional evidence may be gathered.
-
- A response will be provided within ten working days.
 - If necessary, remedial action will be taken.
-
- If the complainant is dissatisfied with the outcome, they may request a review by a senior director.
 - The appeal must be submitted within five working days of the response.
 - A final decision will be communicated within ten working days.

8.3 Confidentiality and Non-Retaliation

- All complaints will be handled confidentially, and details will only be shared on a need-to-know basis.
- No staff member, learner, or volunteer will face retaliation for raising a genuine concern.
- Complaints related to safeguarding will be escalated to the Designated Safeguarding Lead (DSL) immediately and, where necessary, referred to external authorities.

This policy ensures that all concerns and complaints are handled fairly, effectively, and in a manner that promotes a safe and supportive environment for all members of Future Connect

8. Contact Information

Designated Safeguarding Lead (DSL):

Umar Tariq

umar.tariq@fctraining.org

0203 790 8674/ 07588454536

Deputy Safeguarding Lead:

Palwi Sood

Palwi.sood@fctraining.org

0203 790 8674

10. Contact Information**Important Safeguarding Contacts**

For referrals regarding young people and vulnerable adults, please use the relevant local authority contact details below:

Solihull MBC Contacts

- Multi-Agency Safeguarding Hub (MASH): 0121 788 4300
- Out of Hours Emergency Contact: 0121 605 6060
- Children's Social Work Child Protection and Review Unit: 0121 788 4310
- Local Authority Designated Officer (LADO): 0121 788 4310
- SMBC Adult Social Work One Stop Referral: 0121 704 8007
- Early Help Team: 0121 709 7000

Birmingham Contacts

- Birmingham Multi-Agency Safeguarding Hub (MASH): 0121 303 1888
Birmingham Safeguarding Children

Partnership Coventry Contacts

- Coventry Multi-Agency Safeguarding Hub (MASH): 024 7678
8555 Coventry Multi-Agency Safeguarding Hub

Warwickshire Contacts

- Children's Social Care (Office Hours): 01926 410410
- Emergency Duty Service (Out of Hours): 01926 886922

Warwickshire Safeguarding Board**Worcestershire Contacts**

- Access Centre (Monday - Thursday, 8:30 AM - 5:00 PM, Friday until 4:30 PM):
01905 822666
- Emergency Duty Team (Out of Hours): 01905 768020

Worcestershire Safeguarding Boards

For urgent safeguarding concerns, always contact the emergency services at 999 if someone is at immediate risk of harm.