

# **Intec Business Colleges Ltd**

## **Safeguarding and Prevent Policy**

Intec Business Colleges Ltd is one of the UK's leading employment-focused training companies. It delivers a comprehensive range of training programmes funded by organisations and government agencies. This policy reflects our legal obligations under the Safeguarding Vulnerable Groups Act 2006, Counter Terrorism and Security Act 2015 and Keeping Children Safe in Education 2021 statutory guidance.

### **Policy Statement**

Intec is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. Staff recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding and behaviour or actions that may be considered extreme. The Company also recognises that it has a responsibility to protect staff from unfounded allegations of abuse. The Company is committed to working with existing local safeguarding or adult safeguarding Boards and other health and social care partnerships to ensure the safeguarding of its learners.

### **Policy Review**

This policy is reviewed annually by the Intec Safety, Health, Equality, Diversity and Safeguarding (SHEDS) Group.

Policy last reviewed:        March 2022  
Next review date:            March 2023

Additionally this policy will be reviewed as a result of legislative changes between dates.

### **Definitions**

For the purposes of this policy and procedure children and young people are defined in the Children Act of 1989 as a person under the age of 18 years. The Safeguarding Vulnerable Groups Act 2006 defines a 'vulnerable adult' as a person aged 18 and over and:

- receiving a social care service
- receiving a health service
- living in sheltered accommodation
- detained in custody or under a probation order
- requiring assistance in the conduct of his/her affairs
- receiving a service or participating in an activity targeted at older people, people with disabilities or with physical or mental health conditions

The judgement of trained employees will also be considered when they assess an individual to be vulnerable for other reasons than those defined.

## **Accountability and Responsibility**

Intec Business Colleges Ltd has a trained Safeguarding Manager from the Senior Management Team (SMT) who is accountable to the Managing Director. Incidents or concerns are reported at local level to Managers and escalated to the Safeguarding manager.

## **Application of Policy**

Intec's Safeguarding team are responsible for monitoring and managing incidents or concerns and liaising with safeguarding agencies. The team is responsible for responding to an annual report on safeguarding including Prevent related concerns within the Company.

The application of this policy is the responsibility of all Intec employees. Managers must ensure all employees in their direct line management undertake their annual training and apply the principles throughout the delivery process. As a minimum Safeguarding and Prevent principles, in line with Intec's scheme or work, are to be visited with learners at the outset of their programme and at the agreed review points. Learners must understand how to raise a concern and how a concern will be treated in line with our policy. Awareness of what may constitute a safeguarding concern must be covered using Intec's learner training resources.

## **Training**

The Company has a duty to promote safeguarding and Prevent duty measures to staff and ensure they can:

- Analyse their own practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice, possible abuse, extremist activity (Code of Conduct)
- Follow the guidelines for staff (Quick Guide)
- Ensure all new employees undertake Intec's Safeguarding and Prevent training as part of their induction and this is recorded in their induction record.
- Undertake annual training on safeguarding and Prevent to raise awareness of current issues and legislation. This includes procedures to follow, who to contact within Intec when they have a cause for concern, understanding behaviour of learners and employees that may indicate radicalisation.
- Awareness and examples of what a safeguarding and prevent investigation may look like.
- Monitor ICT use where learners attend learning at centre.
- Train learners in awareness of safeguarding and prevent and how to understand what may indicate a safeguarding concern, indicators of

radicalisation, how to identify and handle radical and extreme views and how to raise a concern.

- Provide guidance and support to learners where appropriate and are aware of their Intec point of contact to deal with a concern.
- Undertake Prevent duty training to raise awareness of current issues and legislation.

The development of Safeguarding and Prevent training is the responsibility of Intec's Designated Safeguarding lead and overseen by the organisation's Safety, Health, Equality, Diversity and Safeguarding Group (SHEDS). Primary source of training resources are through the Education and Training Foundation supported by other identified materials. It will include but is not limited to training employees and learners in:

- Identifying and monitoring behavioural changes
- Identifying, dealing with and reporting a cause for concern.
- How to protect against radicalisation influences
- Resilience against extreme narratives

All training activity must be recorded on the individual employees CPD record and sign off by their line manager to confirm attendance, understanding and commitment to the initiative. Learning undertaken by learners must be recorded as part of their ongoing learning records.

### **Raising a cause for concern**

A cause for concern should be raised for either safeguarding or prevent related concern.

Where an employee raises a cause for concern then Intec's Cause for Concern procedure and paperwork must be followed. See Appendix 1.

### **Safeguarding Team**

**Safeguarding Lead:** Rachel Hales 07921971036

[Rachel.hales@intecbusinesscolleges.co.uk](mailto:Rachel.hales@intecbusinesscolleges.co.uk)

**Deputy Safeguarding Lead:**

Sam Whelan-Cooper 07843460807

[samwhelan-cooper@intecbusinesscolleges.co.uk](mailto:samwhelan-cooper@intecbusinesscolleges.co.uk)

### **Disclosure & Barring Service (DBS) Checking**

The Company has a responsibility to ensure safe recruitment and employment practices. New and existing staff who frequently or intensively work with children, young people and vulnerable adults in training, supervision, care, advice, treatment and transport have to be checked through the Home Office for criminal record information.

## **Statutory Framework**

Intec aims to meet legislative requirements and good practice in Safeguarding and Prevent duty. The statutory framework under which we operate includes the Children Act 1989. This provides the legal framework for the protection of children and young people in the UK. The Protection of Children Act 1999 requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children and young people. The Safeguarding Vulnerable Groups Act 2006 sets out the type of activity in relation to children, young people and vulnerable adults for which employers and individuals will be subject. Should Intec undertake delivery within the Care Sector then the Care Act 2014 section 4.2 onwards becomes applicable in both our actions and the teaching to learners and must be reviewed. The Counter Terrorism and Security Act 2015 sets out Prevent duty.

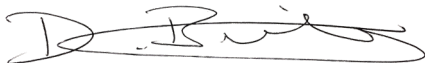
## **Review and Monitoring**

Intec's Safeguarding Policy is reviewed annually and its provisions monitored by the SMT, Personnel and Quality. The review process includes analysis of monitoring data, consultation with and feedback from learners, clients, staff and other stakeholders to determine the impact of the policy and any action required.

## **Relevant Documents**

This policy and procedure should be read in conjunction with the following Intec policies, documents and guidance; Code of Conduct for Staff, the procedure for raising, recording and investigating concerns (Cause for Concern Policy), Selection & Recruitment, Whistleblowing, Equality & Diversity, Health & Safety, Use of ICT , Prevent Guidance, Allegation against a staff member.

Signed

A handwritten signature in black ink, appearing to read 'D. Bunting', written over a horizontal line.

Darren Bunting  
Managing Director

**Appendix 1 - Cause for Concern Reporting Form**

This form is to be completed on all occasions when there is cause for concern in relation to the welfare of any learner and sent to the Intec Designated Safeguarding Lead who is Rachel Hales.

Site Name .....

Tutor Name .....

Learner Name .....

Please provide a brief report relating to the concern

Date .....

Has this been reported to a site manager (at place of employment) ? Yes / No

If yes who was this reported to .....

Please provide details of their actions in relation to this concern

Please give details of any other relevant information

Signed ..... Date .....

Form passed to Designated Safeguarding Lead

Date .....

**Designated Safeguarding Lead Report**

Please give details of any action taken by you in relation to this Concern Report

Signed ..... Date .....

**Safeguarding Team:**

**Designated Lead:** Rachel Hales 07921971036

[Rachel.hales@intecbusinesscolleges.co.uk](mailto:Rachel.hales@intecbusinesscolleges.co.uk)

**Deputy Safeguarding:** Sam Whelan-Cooper 07843460807

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**Cause for Concern Process**

Cause for concern identified



**Reporting:** Verbally reported to designated safeguarding lead or deputy. Written cause for concern completed.



**Action:** Designated safeguarding lead undertakes immediate investigation identifying any immediate danger. Supportive action and guidance coordinated by safeguarding team.



**Reporting:** Cause for concern report finalised. Cause for concern recorded on spreadsheet in safeguarding file. Annual report produced Dec. each year. Reverse audit of safeguarding situations undertaken quarterly by safeguarding team.