Diamond People (NE) trading as Tyneside Training Services



Safeguarding & Prevent Policy (V9)

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TTS TYNESIDE TRAINING SERVICES

Safeguarding and Prevent Policy

1. Policy Statement

Tyneside Training Services (TTS) is committed to safeguarding and promoting the welfare of all learners, apprentices, staff, employers, contractors, governors, volunteers and visitors. We believe that every individual has the right to learn and work within an environment that is safe, supportive, inclusive and free from harm.
As an Independent Training Provider delivering Apprenticeships, Adult Skills Programmes and commercial training programmes, TTS recognises that learners may experience a range of vulnerabilities that affect their safety, wellbeing and ability to engage in learning. These may include abuse, neglect, exploitation, poor mental health, financial hardship, workplace concerns, domestic abuse, online harm and radicalisation.
Safeguarding is fundamental to everything we do and forms part of our wider commitment to learner welfare, wellbeing and personal development. TTS adopts the principle that "it could happen here" and maintains a culture of vigilance, professional curiosity and early intervention. TTS places emphasis on creating an open and positive safeguarding culture, effective information sharing, staff knowledge and early identification of concerns.
Safeguarding is everyone's responsibility. Every member of staff has a duty to recognise concerns, respond appropriately and take prompt action to ensure learners are protected and supported.

2. Scope

This policy applies to all learners, apprentices, employees, directors, governors, employers, contractors, volunteers, associates, agency staff and visitors engaged with TTS.
The policy applies across all aspects of TTS provision, including training centres, employer premises, workplace learning environments, online learning platforms, remote learning and off-site activities.

3. Legislative Framework

This policy is informed by current safeguarding legislation and guidance, including:

Keeping Children Safe in Education (Current Edition)
Working Together to Safeguard Children 2023
Children Act 1989 and 2004
Care Act 2014
Counter-Terrorism and Security Act 2015
Prevent Duty Guidance for Further Education Providers
Safeguarding Vulnerable Groups Act 2006
Equality Act 2010
Data Protection Act 2018 and UK GDPR
Online Safety Act 2023
Modern Slavery Act 2015

TTS regularly reviews its safeguarding arrangements to ensure continued compliance with legislation, funding requirements and regulatory expectations. TTS is committed to maintaining a culture of safeguarding through effective policies and procedures, partnership working, staff development, timely information sharing, online safety education and the promotion of learner welfare and wellbeing.

4. Safeguarding Principles

Our safeguarding approach is underpinned by the six safeguarding principles established within the Care Act 2014:

Empowerment
Prevention
Proportionality
Protection
Partnership
Accountability

These principles ensure that learners remain at the centre of safeguarding practice and that decisions promote safety, dignity, respect and wellbeing.
TTS recognises that safeguarding extends beyond child protection. It includes the protection of adults at risk, learner welfare, mental health, online safety, contextual safeguarding, protection from exploitation, protection from radicalisation and the promotion of personal development.

5. Roles and Responsibilities

The Board of Directors has overall responsibility for ensuring that effective safeguarding and Prevent arrangements are in place and that safeguarding remains a strategic priority.
The Designated Safeguarding Lead (DSL), Louise Murray, has strategic responsibility for safeguarding, Prevent, learner welfare and child protection arrangements. The DSL oversees safeguarding systems, referrals, safeguarding records, staff training, external agency liaison and organisational safeguarding culture. The DSL is also responsible for maintaining oversight of the Single Central Record (SCR) and ensuring safer recruitment arrangements are monitored in line with the organisation's separate Safer Recruitment Policy.
Designated Safeguarding Officers support the DSL by receiving concerns, supporting learners, assisting with referrals and promoting safeguarding awareness throughout the organisation.
All staff are responsible for maintaining awareness of safeguarding risks, completing safeguarding and Prevent training, promoting learner welfare and reporting concerns promptly. Staff are expected to maintain professional curiosity and act immediately on any concern.
TTS also encourages staff to report low-level concerns relating to the conduct of adults working with learners in accordance with safeguarding procedures. TTS encourages staff to report low-level concerns relating to the conduct of adults working with learners in accordance with safeguarding procedures.
Employers working with TTS learners are expected to provide safe working environments, support learner welfare and report concerns where they arise.

6. Reporting a Safeguarding or Prevent Concern

TTS is committed to ensuring that learners, staff and employers can raise concerns easily and confidently.
Any safeguarding or Prevent concern should be reported immediately to the safeguarding team.
Email: safeguarding@tynesidetrainingservices.co.uk
Telephone: 0191 286 2919
Concerns may also be reported directly to the DSL, a Designated Safeguarding Officer, tutor, assessor, or manager.
If an individual is believed to be at immediate risk of harm, emergency services should be contacted on 999 before notifying the safeguarding team.

All safeguarding concerns, decisions, actions taken and outcomes will be recorded accurately and retained securely in accordance with organisational record keeping procedures. Records will be factual, timely and sufficiently detailed to support effective safeguarding decision-making and ongoing learner support.

7. Learner Welfare, Wellbeing and Early Help

TTS recognises the significant relationship between safeguarding and learner wellbeing. Safeguarding concerns do not always present through direct disclosure and may instead be identified through changes in attendance, behaviour, engagement, progress or personal circumstances. TTS recognises the importance of identifying concerns at the earliest opportunity and ensuring learners receive appropriate support before risks escalate.

We encourage staff to remain professionally curious and to consider whether emerging concerns may indicate wider vulnerabilities or unmet support needs. Learners may be experiencing challenges relating to mental health, finances, housing, relationships, workplace issues or personal safety that impact their wellbeing and ability to engage fully in learning.
TTS recognises the importance of early intervention. Learners may benefit from support before concerns reach a statutory safeguarding threshold. Staff are encouraged to identify concerns at the earliest opportunity and seek advice from the safeguarding team whenever additional support may be required.

Early help may include pastoral support, welfare monitoring, employer engagement, wellbeing support, signposting to specialist services or referral to external agencies.
TTS provides a supportive learning environment in which learners are encouraged to discuss concerns openly and seek assistance when required.

8. Contextual Safeguarding

TTS recognises that many safeguarding concerns occur outside traditional educational settings. Learners can be exposed to risks within their homes, communities, workplaces and online environments.

Areas of concern may include:

Child Criminal Exploitation (CCE)
Child Sexual Exploitation (CSE)
County Lines activity
Domestic abuse
Serious violence
Modern slavery
Human trafficking
Financial exploitation
Workplace exploitation
Homelessness
Honour-based abuse
Forced marriage
Female Genital Mutilation (FGM)

TTS also recognises that abuse can occur between children and young people. Child-on-child abuse may include bullying, cyberbullying, sexual harassment, sexual violence, coercive behaviour, abuse within intimate relationships and the sharing of inappropriate imagery. Any concerns of this nature will be taken seriously and managed through safeguarding procedures.
As a provider operating primarily within the transport, logistics and warehousing sectors, TTS recognises that some learners may face additional risks associated with employment, financial pressures, shift working, social isolation or insecure housing.

9. Prevent Duty and British Values

TTS is committed to fulfilling its responsibilities under the Prevent Duty and recognises its important role in safeguarding learners from the risks of radicalisation, extremism and terrorism.
Prevent forms part of our wider safeguarding responsibilities and is embedded throughout organisational culture, curriculum delivery, learner reviews, inductions, tutorials, welfare activities and personal development programmes.

We recognise that vulnerability to radicalisation can affect any individual regardless of age, ethnicity, faith, gender, social background or personal circumstances. Factors such as isolation, online influences, significant life events, poor mental health and personal vulnerabilities may increase susceptibility to extremist narratives.

TTS promotes an environment where learners are encouraged to think critically, challenge misinformation, engage in respectful discussion and understand how extremist groups may seek to exploit vulnerable individuals. Learners are supported to develop resilience, critical thinking skills and awareness of democratic values.

TTS works collaboratively with employers to raise awareness of safeguarding, Prevent and British Values and to support learners within workplace settings.
As part of its statutory responsibilities, TTS actively promotes British Values:

Democracy
The Rule of Law
Individual Liberty
Mutual Respect
Tolerance of Different Faiths and Beliefs

British Values are promoted through learning activities, learner voice opportunities, workplace discussions, tutorials and personal development activities. Learners are encouraged to participate positively in society, understand democratic processes, respect differing viewpoints and challenge discriminatory or extremist attitudes appropriately.

Staff receive Prevent training and are expected to recognise potential indicators that an individual may be vulnerable to radicalisation. Prevent concerns must be treated as safeguarding concerns and reported immediately through established safeguarding procedures.

Where appropriate, the DSL may seek support from external agencies, including the Channel Programme, to provide intervention and support for individuals considered vulnerable to radicalisation. Prevent, safeguarding and British Values are embedded throughout curriculum delivery, learner reviews, tutorials, staff training and wider personal development activities to help learners remain safe, informed and resilient to harm.

TTS undertakes and regularly reviews a Prevent Risk Assessment to identify local, regional, sector-specific and online risks that may affect learners, apprentices, staff and employers. Findings are used to inform staff training, learner education, safeguarding priorities and organisational action planning.

Indicators of Potential Radicalisation

Indicators may include:

- Expressing support for extremist views or groups.
- Intolerance towards individuals or groups with different beliefs.
- Sudden changes in behaviour, language or associations* Increased secrecy regarding online activity.
- Fixation on conspiracy theories or extremist narratives.
- Justification of violence to achieve ideological objectives.
- Accessing or sharing extremist material online.

These indicators do not necessarily mean an individual is being radicalised; however, they may warrant further exploration, support or referral through safeguarding procedures.

10. Online Safety and Artificial Intelligence

Online safety is recognised as a core safeguarding responsibility and is embedded throughout the learner journey.

TTS recognises that technology creates valuable opportunities for learning, communication and employment; however, it can also expose learners to risks including cybercrime, fraud, scams, online exploitation, grooming, harassment, coercion, misinformation, disinformation and extremist content.

Online safety is viewed as a safeguarding issue rather than solely an IT issue and forms part of TTS's wider safeguarding culture.

The organisation also recognises the growing influence of Artificial Intelligence (AI). While AI can support learning and productivity, it can also create risks through manipulated images, deepfakes, impersonation, misinformation and online deception. Learners are encouraged to critically evaluate online content and understand the potential risks associated with emerging technologies.

Online safety messages are reinforced through inductions, progress reviews, tutorials, key themes, and learner welfare activities.

TTS maintains appropriate filtering, monitoring and digital safeguarding arrangements to support the safety and wellbeing of learners. These arrangements are reviewed regularly to ensure they remain effective, proportionate and responsive to changes in technology and emerging online risks.

11. Seeking Help and Support

TTS encourages learners to seek support whenever they feel worried, unsafe or concerned about themselves or others.
Learners can speak to any member of staff or contact the safeguarding team directly.

Support is available for concerns relating to:

Mental health and wellbeing
Domestic abuse
Financial hardship
Housing concerns
Workplace issues
Bullying or harassment
Online safety
Exploitation
Radicalisation

No learner will be criticised for raising a genuine concern. All concerns will be treated seriously, sensitively and in accordance with safeguarding procedures.

12. Staff Training and Development

TTS recognises that effective safeguarding depends upon knowledgeable, confident and well-informed staff who understand their responsibilities and feel empowered to act on concerns. All employees receive safeguarding, Prevent and online safety training as part of their induction and participate in regular training and updates to ensure their knowledge remains current and effective.
Training ensures that staff understand safeguarding responsibilities, emerging risks, reporting processes and the need for timely action where concerns arise.
The DSL and Designated Safeguarding Officers undertake additional role-specific training and maintain appropriate levels of safeguarding knowledge to fulfil their responsibilities effectively.

13. Information Sharing and Confidentiality

Protecting learners from harm requires effective information sharing. TTS will share information appropriately, proportionately and lawfully where doing so is necessary to protect an individual or reduce the risk of harm.
TTS recognises that data protection legislation is not a barrier to safeguarding and that information may need to be shared where there is a lawful safeguarding reason to do so. Decisions relating to information sharing will always prioritise the safety and welfare of the individual.
While confidentiality is respected, there may be circumstances where safeguarding concerns must be shared with relevant individuals, agencies or authorities to ensure appropriate protection and support.
All safeguarding records will be stored securely and managed in accordance with data protection legislation and organisational procedures.

14. Monitoring and Review

TTS is committed to continuously improving safeguarding and Prevent arrangements through quality assurance activities, learner feedback, staff development and governance oversight.
Safeguarding trends, referrals, concerns, incidents and emerging risks are reviewed regularly to evaluate the effectiveness of safeguarding arrangements, identify areas for improvement and inform future practice.
This policy will be reviewed annually, or sooner where legislative changes, organisational developments, safeguarding trends or serious incidents require an earlier review.

Key Contacts
Designated Safeguarding Lead (DSL)
Louise Murray – louise.murray@tynesidetrainingservices.co.uk

Designated Safeguarding Officer (DSO)
Kayleigh Johnson – kayleigh.johnson@tynesidetrainingservices.co.uk

Safeguarding Governor
Jeff Nutter – jeff.nutter@tynesidetrainingservices.co.uk

Safeguarding Email
safeguarding@tynesidetrainingservices.co.uk

Telephone
0191 286 2919

Related Policies
This policy should be read alongside:

Safer Recruitment Policy
Staff Code of Conduct
Learner Code of Conduct
Online Safety Policy
Equality, Diversity and Inclusion Policy
Whistleblowing Policy
Health and Safety Policy

Version Control

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