

# Safeguarding Policy

## **Mission, Vision and Values**

### **Mission**

Progressing lives through pioneering education.

### **Vision**

Empowering people to unlock their full potential and achieve lasting success.

### **Values**

Care

Expertise

Innovation

Accountability

## **Values**



**Care**



**Expertise**



**Innovation**



**Accountability**

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## **Introduction**

Busy Bees Education and Training (BBET) is committed to following practices that protect Stakeholders at risk from harm, radicalisation, and exploitation.

(Stakeholders include: Children, Young Adults, Adults, Learners, and Staff regardless of Age, Disability, Gender, Gender Reassignment, Race, Religion or Belief, Sex or Sexual Orientation)

Stakeholders working with BBET must recognise our common responsibilities to develop an awareness of the issues that may cause Children, Young Adults, Staff, and Stakeholders harm and adopt appropriate Safeguarding practices to minimise the chances of abuse.

### **Applies to:**

Stakeholders of Busy Bees Education and Training

(Stakeholders include: Children, Young Adults, Adults, Learners and Staff).

### **The purpose and scope of the policy is for:**

Stakeholders to ensure their welfare and to underline our commitment to the Prevent duty

(Stakeholders include: Children, Young Adults, Adults, Learners and Staff).

### **This policy should be considered in conjunction with organisation policies or procedures relating to:**

- Equality and Diversity Policy
- Bullying & Harassment Policy
- Whistle-Blowing Policy (aka Speak-Up)
- Safer Staff Recruitment
- Staff Code of Conduct
- GDPR
- ABC (Anti Bribery and Corruption) Policy
- Prevent Risk Assessment
- Modern Day Slavery
- DBS Policy

## Policy

This policy has been agreed by the Busy Bees Education and Training SLT and Board and was last updated 17 March 2025.

### Overall accountability for Safeguarding and Prevent

Name	Role
Mike Jones	Managing Director - Overall accountability for Safeguarding and Prevent.

### Designated Safeguarding Leads

Name	Role	Location	Contact Details
Dawn Richards	Regional Manager	Remote - Midlands	07866 100517
Kim Baxter	Compliance Manager	Remote - North	07815 618598

### Designated Safeguarding Officers

Name	Role	Location	Contact Details
Jessica Ryley	Regional Manager	Remote - North East	07970 673051
Emma Ashbridge	Regional Manager	Remote - South East	07816 173405
Charlie Bowden	Regional Manager	Remote - Central South and West	07815 004126
Gayle Mansfield	Regional Manager	Remote - North West	07974 845061
Linda Healy	Scotland Contract Manager	Remote - Scotland	07596 095854

If you have any concerns, contact the Designated Safeguarding Lead(s)/Officer(s) or use the email below. Stakeholders should be made aware of this email address.

**BBET Safeguarding E-mail address: [BBT.safeguarding@busybees.com](mailto:BBT.safeguarding@busybees.com)**

## **Safeguarding Policy Statement**

Busy Bees Education and Training's responsibility is to ensure Stakeholders are kept safe and given the resources to understand Safeguarding and to know what to do when disclosing abuse or that they are put at risk.

Stakeholders are trained in Safeguarding, including The Prevent Duty practices and processes, to ensure they can confidently report concerns to minimise risk, including risk from extremism and radicalisation to other Stakeholders.

### **We will:**

- Have Designated Leads and Officers responsible for Safeguarding
- Provide Stakeholders with guidance on procedures they should adopt to minimise the risk of harm
- Provide Stakeholders with information on what to do in the event of a Safeguarding or Prevent concern
- Provide Stakeholders with regular training in relation to Safeguarding and Prevent
- Ensure appropriate actions are taken to aid the Safeguarding of Stakeholders
- Operate a zero-tolerance of abuse and any other harmful behaviour toward Stakeholders
- Share information about concerns with agencies who need to know where appropriate
- Carry out Disclosure and Barring Service checks in line with our DBS Policy
- Review our policy and good practice at regular intervals
- Adhere to BBET's Code of Conduct policy, including adhering to individual settings/Centres Policies and procedures.

### **It is BBET's principle to:**

Ensure Stakeholders are protected from abuse, regardless of sex, race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, maternity, or because someone is married or in a civil partnership.

Ensure Stakeholders have access to Safeguarding training, relevant policies and procedures and understand the risk of radicalisation and extremism and how to report this.

Take all reports of abuse and risks of radicalisation seriously.

Work in Partnership and in accordance with organisations' procedures, where required, including Designated Persons in Local Authority, Safeguarding Partners, Safeguarding Adults' Boards and the Channel multi-agency panel.

To comply with and maintain knowledge of all relevant legislation, codes of practice and appropriate guidance and any amendments.

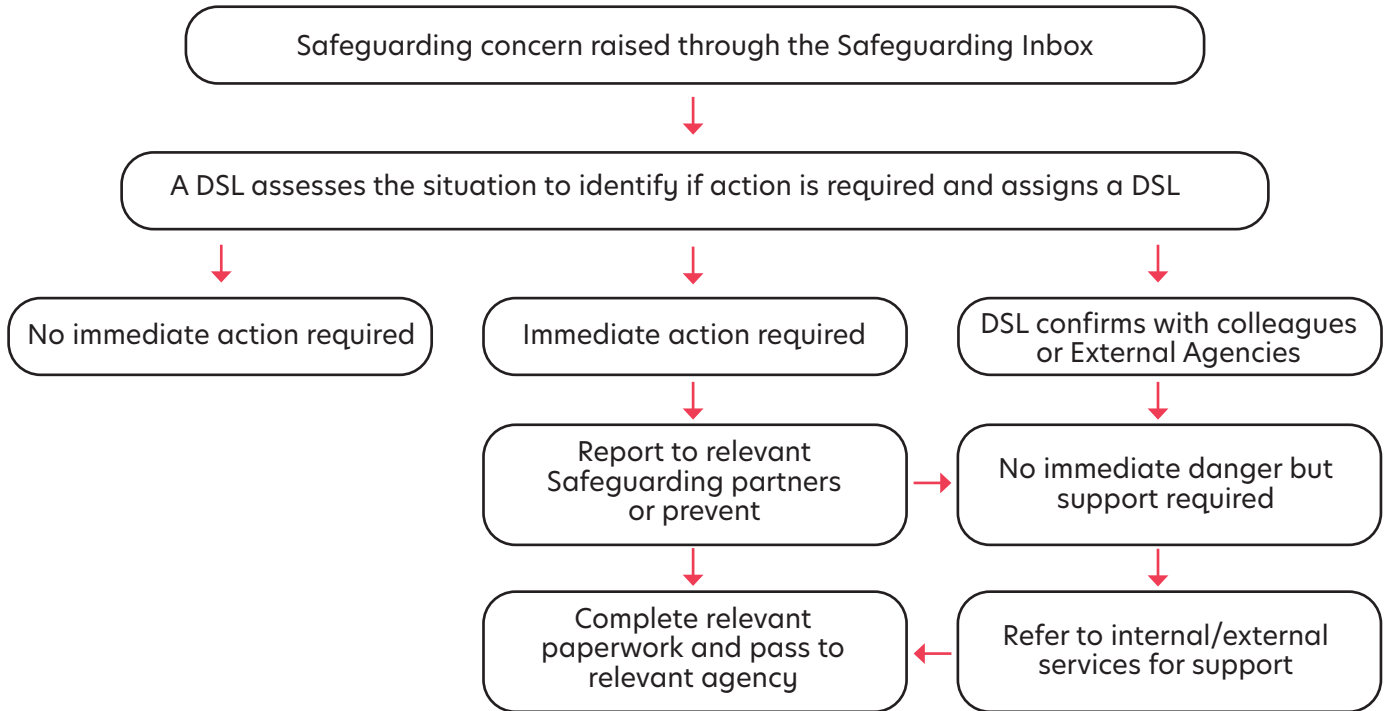
Have Designated Safeguarding Leads and Officers in place to advise on and manage any concerns and referrals made.

Ensure that relevant employment and security checks align with the Safer Recruitment and DBS policies.

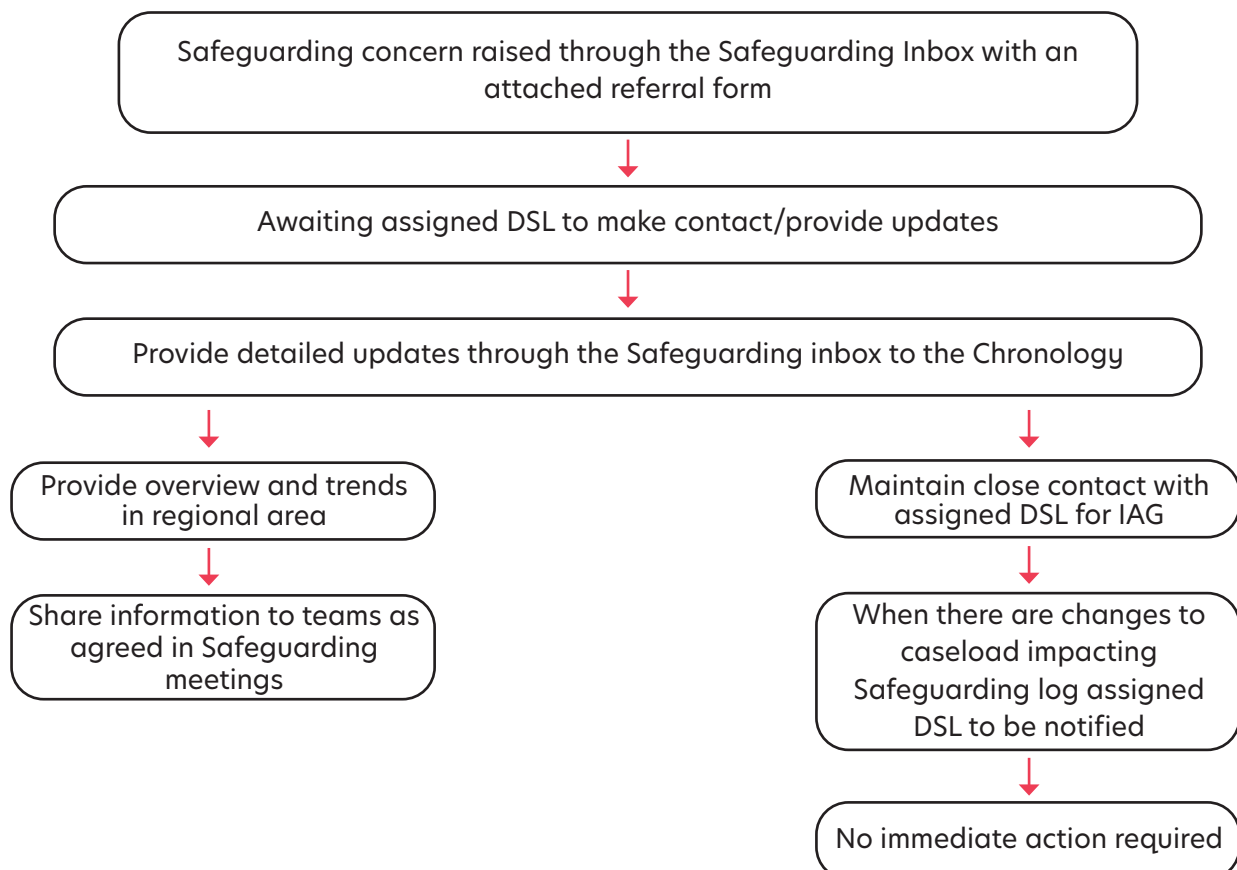
Ensure that all personal information is confidential and should only be shared with the permission of the individual concerned, unless the disclosure of confidential information is necessary in order to protect a Stakeholder at risk from serious harm or to promote their welfare. In such circumstances, information must be confined to those people directly involved in the professional work of each individual Stakeholder at risk and on a strict "need to know" basis.

## Designated Safeguarding Lead/Officer Process (DSL/DSO)

### Designated Safeguarding Lead Process



### Designated Safeguarding Officer Process



## **Role of the Designated Safeguarding Lead(s) and Officer(s)**

The Designated Safeguarding Lead(s) and Officer(s) take responsibility for Safeguarding Stakeholders at risk and extending that duty to all other Busy Bees Education and Training stakeholders.

They are responsible for liaising with local statutory children's services agencies and local Safeguarding partners.

They will provide support, advice, and guidance to the SLT, Board Members, and Staff on an ongoing basis and any specified Safeguarding issue as required.

### **The Role of Designated Safeguarding Lead(s) and Officer(s) Includes:**

Ensuring BBET is meeting its legal and statutory requirements, including the Prevent Duty by undertaking Prevent Awareness training.

Referring cases to the Channel programme as required and supporting Stakeholders who make referrals to the Channel programme.

Undertaking an annual review of Safeguarding policies and procedures and clearly communicating updates/changes.

Providing support, advice and guidance to Stakeholders with a Safeguarding concern.

Remain current in practices, processes and training concerning Safeguarding and Prevent.

Liaising with and making referrals to appropriate agencies where there are Safeguarding concerns, including the Local Authority Designated Officer (LADO).

Feedback to SLT on Safeguarding topics.

Appropriately deal with allegations against and/or related to Busy Bees Education and Training staff.

## **Procedure**

### **Responding to concerns**

Stakeholders must remain vigilant at all times of the risk to persons of abusive behaviour from different sources.

Any suspicion, allegation, disclosure, or incident of abuse must be referred to a BBET DSO/DSL. The DSO/DSL will record and report the concern creating a report, log. If necessary, BBET will report the concern to appropriate external agencies.

Concerns will be risk rated:

- **Red** - High Risk (Immediate Action Required)
- **Amber** - Medium Risk (Non-Immediate Action Required)
- **Green** - Low Risk (Monitoring)



		IMPACT				
		Very low	Low	Medium	High	Very High
LIKELIHOOD	Very high					
	High					
	Medium					
	Low					
	Very low					

Two DSL/DSO's will agree the risk and provide a rationale.

## Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned in Safeguarding. Information should be shared on a strictly need-to-know basis.

## Allegations against Staff

All allegations of abuse against BBET's staff members will be managed in line with BBET's Safeguarding and employment policies and procedures.

These procedures apply to a wide range of allegations, including a person who may be unsuitable to work with Children or Adults in their present position or any capacity.

It is essential that any concerns for the welfare of a Stakeholder at risk; arising from abuse or harassment by a member of BBET staff, should be reported immediately to a DSL, who will take appropriate action to either:

- Call the Police
- Contact LADO
- Report to the People Team
- Refer to any other appropriate external agency

Where there are concerns or an allegation about/against a colleague, these should be reported to the DSL as soon as possible. This concern/allegation will be dealt with in line with relevant People policies.

BBET's CEO will act as BBET's named Senior Manager to provide high-level support to the DSL in handling concerns/allegations of abuse made against a staff member.

The DSL will discuss concerns/allegations against the accused with the relevant external agency(s) where applicable. The purpose of this discussion is to consider the nature, content, and context of the allegation and to agree on what further action, if any, is necessary.

Where it is deemed appropriate, the accused may be suspended to protect them during any investigation, with risks also considered to other Stakeholders. The DSL will support the accused, ensuring they are treated fairly and impartially as detailed in BBET's disciplinary policy and procedures.

Disciplinary/Capability procedures will not be initiated until the investigation has been concluded.

It may be necessary for BBET's DSL to notify the Disclosure and Barring Service (DBS) if the accused has been permanently removed as a member of staff.

Where the allegation is found to be of a malicious nature, unfounded and with no further action to be taken, the accused will be supported back into work and their team environment by the People team, with an agreed support plan put in place.

## **Support for the Referrer**

BBET will fully support and protect staff, who, in good faith (without malicious intent), make a referral about a colleague who may be abusing a Stakeholder and reports their concern about a colleague's practice. This support can be offered through the employee assistance programme (EAP).

They will also receive appropriate senior management support and the DSL will continue to provide support and guidance as required/appropriate.

## **Funding Body Communication**

Where BBET refers a Safeguarding concern or an allegation of abuse to the police/ local authority children's social care and adult social care. BBET will within 24 hours, inform the Department for Education by contacting the Helpdesk (08000 150600 or [helpdesk@manageapprenticeships.service.gov.uk](mailto:helpdesk@manageapprenticeships.service.gov.uk)). Such notification will include a high-level summary of the nature of the incident (without sharing personal information about victims or alleged perpetrators) and confirmation of whether it is, or is scheduled to be, investigated by the police and/or the Local Authority as per BBET's contract with the ESFA.

## Working Together to Safeguard Children

The links below have been taken from the Working Together to Safeguarding Children 2018 guidance document.

For Children and Young People

Childline	0800 11 11
Child Exploitation and Online Protection Centre (CEOP)	<a href="http://www.thinkuknow.co.uk/">http://www.thinkuknow.co.uk/</a> 0870 000 3344
NSPCC Helpline	<a href="https://www.nspcc.org.uk">https://www.nspcc.org.uk</a> 0800 800 5000
NSPCC Whistleblowing Helpline	<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> 0800 028 0285
Internet Watch Foundation	<a href="https://www.iwf.org.uk/">https://www.iwf.org.uk/</a>
Social Care Link for Safeguarding Concerns	<a href="https://www.gov.uk/report-child-abuse-to-local-council">https://www.gov.uk/report-child-abuse-to-local-council</a>
NHS commissioned website for young people - 'Kooth'	<a href="http://www.kooth.com">www.kooth.com</a>

### For further useful links turn to

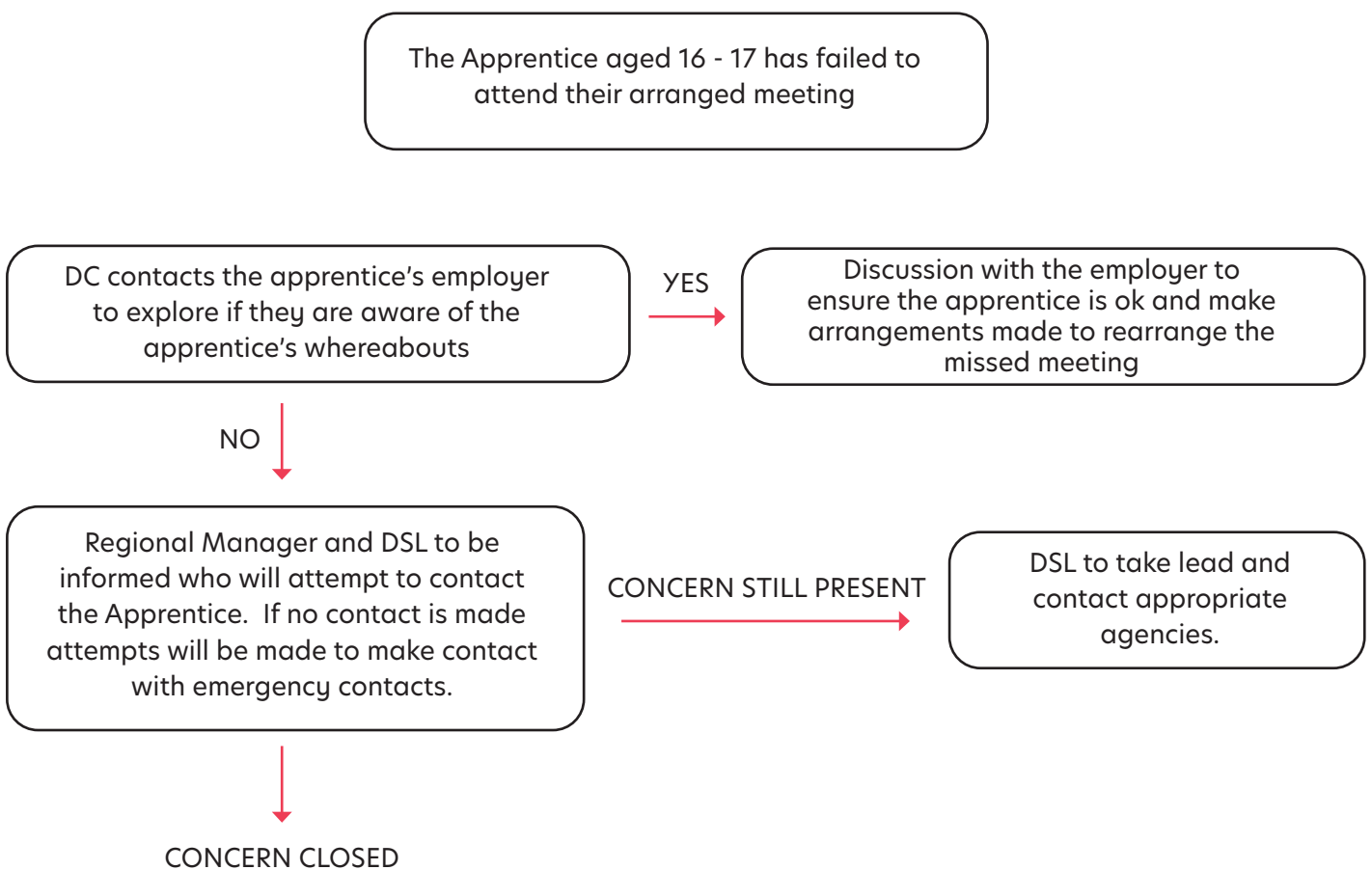
The need to refer allegations or concerns about the possible risk posed by Stakeholders to the Designated Local Authority Person (formerly LADO) is a requirement, as detailed in the government guidance Working Together to Safeguard Children July 2018.

Note: If you suspect child trafficking is taking place, a DSL/DSO must be informed immediately

BBET will inform the ESFA if they are subject to an investigation by the local authority or the police relating to funded learners. In such circumstances, the CEO or DSL will do this by emailing 'enquiries.EFA@education.gov.uk'

## Absence from Education

Busy Bees Education and Training recognise children being absent from education, particularly repeatedly and/or for prolonged periods can act as a vital warning sign of a range of Safeguarding possibilities. This may include abuse and neglect, such as sexual abuse or exploitation, and can also be a sign of child, criminal exploitation, including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so-called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying Safeguarding risk and to help prevent the risks of a child going missing in the future. BBET Staff are aware of the risk and act appropriately.



## Definitions and Indicators

### Definitions and Indicators

**Abuse** - abuse is a violation of an individual's human or civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, acts of neglect or an omission to act may amount to abuse. Abuse may also occur when someone at risk is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

**Physical Abuse** - causes harm to a person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly or be a deliberate failure to prevent injury.

**Neglect or Acts of Omission** - is the persistent or severe failure to meet a physical and/or psychological need.

**Sexual Abuse** - Sexual abuse is sexual behaviour or a sexual act forced upon a woman, man or child without their consent. Sexual abuse includes abuse of a woman, man or child by a man, woman or child. Sexual abuse is an act of violence which the attacker uses, against someone they perceive as weaker than them.

**Non-Contact Abuse** - Where abuse takes place without being touched by an abuser. This can be in person or online and includes; but not limited to exposing or flashing, showing pornography to someone who cannot consent, exposing someone to sexual acts or forcing an individual to self-pleasure.

**Emotional or Psychological Abuse** - occurs where there is persistent emotional ill-treatment or rejection. It causes severe and adverse effects on the child, young or vulnerable person's behaviour and emotional development, resulting in low self-worth.

**Financial or Material Abuse** - may include being overcharged for services, being tricked into receiving goods or services they do not want or need, Inappropriate use, exploitation, or misappropriation or property and/or utilities, theft, deception, fraud or explanation or pressure in connection with wills.

**Institutional or Organisational Abuse** - service users required to fit in excessively to the routine of the service. More than one individual is being neglected. Everyone is treated in the same way. Other forms of abuse on an institutional scale. Domestic Violence as an incident or pattern of incidents of controlling, coercive, threatening, degrading or violent behaviour including sexual violence.

**Harmful Sexual Behaviour** - Harmful sexual behaviour (HSB) is a term used to describe sexual actions that are outside what is safe for a young person's stage of development. It includes actions that can harm either the child or young person themselves, or another person.

It can include:

- frequently and intentionally accessing age-inappropriate sexual material online
- using inappropriate language
- undertaking mutual sexual activity they are not ready for with peers
- sending and receiving illegal images
- sexual interactions where there are significant power differences, lack of consent, or through force or threats
- engaging in abusive or sexually violent sexual behaviour online or offline.

**Child on Child Abuse** - when children abuse other children, and the abuse is most likely to include but not limited to:

- Bullying includes cyberbullying prejudice-based and discriminatory bullying
- Abuse in intimate personal relationships between children (known as teenage relationship abuse)
- Physical abuse, such as hitting, kicking, biting, pulling hair, or anything that causes physical harm, can also include using online platforms to encourage physical abuse
- Sexual Violence, such as rape, assault by penetration, and sexual assault, can also include using online platforms to encourage sexual violence
- Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, can be standalone or part of a pattern
- Causing someone to engage in sexual activity without consent, this could be forcing someone to strip, touch themselves or engage in sex
- Consensual and non-consensual sharing of nude and semi-nude images or videos
- Upskirting - this is when pictures are taken under a person's clothing without their permission with the intention of viewing genital or buttocks to cause harm.

### **Sexual Exploitation and Grooming**

Grooming is when someone builds an emotional connection to gain trust of someone for the purpose of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example, a family member, friend or professional. Groomers may be male or female. They could be any age.

Child sex exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They may be also groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

### **Child on Child Sexual Violence and Sexual Harassment**

This exists in many forms, from calling someone sexualised names, flicking bra straps, lifting up skirts, grabbing bottoms, genitalia etc.

### **Mate Crime and Cuckooing**

Mate Crime happens when people with learning difficulties are befriended by someone who uses the relationship to exploit or abuse them. Cuckooing is a practice where people take over a persons home and use the property to facilitate exploitation.

### **Online Safety and Social Media**

Children, young people and adults at risk may expose themselves to danger, whether knowingly or unknowingly when using the Internet and other technologies. Additionally, some children, young people and adults at risk, may find themselves involved in activities which are inappropriate or possibly illegal.

### **Metaverse**

Metaverse is a digital term that covers technology such as virtual reality, augmented reality and gaming. Within this environment, the potential risks are:

- Blurred lines between virtual reality and reality
- Harassment and abuse in the virtual reality
- Disassociation due to inadequate off boarding and the person may not perceive the physical world as not real which can induce anxiety

Desensitisation is where the person becomes desensitised to experiences that previously shocked and no longer has an effect.

### **Sexting**

Sexting means sending sexually explicit messages and/or suggestive images, such as nudes. While the name suggests that this is only done via text message, these types of messages can be via any messaging service, including emails and social media.

This also means that sexts can be sent or received via a number of electronic devices, such as smart phones, computers and tablets.

If a child is under the age of 18, it is illegal for them to take a nude photo of themselves or a friend, as well as distributing them. Even though the age of sexual content is 16, the Protection of Children Act means it is against the law for a child to share a sexual image, even if it is with someone who is also under the age of 18.

Images covered under the law include but are not limited to, naked pictures, topless photos of girls, any sex acts and sexual images in underwear. If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime.

### **Domestic Violence Abuse**

Domestic abuse, or domestic violence, is defined across Government as any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or personally connected. The definition of people who are 'personally connected' as: intimate partners, ex-partners, family members or individuals who share parental responsibility for a child. There is no requirement for the victim and perpetrator to live in the same household. Domestic abuse is not just physical or sexual violence, but can also be emotional, coercive or controlling, and economic abuse.

### **Modern Slavery**

Modern Slavery examples include forced labour, debt bondage, sexual or criminal exploitation, domestic servitude and trafficking.

Modern Slavery (s.1 of the Act) comprises of the following:

1. Slavery, servitude and forced or compulsory labour
2. Human Trafficking (s.2) - this is the movement of a person for the purposes of being exploited. There is no minimum distance (i.e. it can be from one room to another). Exploitation can include (in addition to above):
  - Sexual exploitation (regardless of age of the individual being exploited)
  - Removal of organs
  - Securing services by force, threats or deception (in particular, if the individual being exploited is a child or an adult at risk).

Child Trafficking is child abuse; children are recruited, moved or transported and then exploited, forced to work or sold. They are often subject to multiple forms of exploitation.

### **Serious Sexual Abuse**

There are a number of indicators, which may signal children and vulnerable adults are at risk from, or are involved with, serious violent crime. These may include:

- increased absence from school
- a change in friendships or relationships with older individuals or groups

- a significant decline in performance
- signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries
- unexplained gifts or new possessions could also indicate that children and vulnerable adults have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

The likelihood of involvement in serious violence may be increased by factors such as:

- being male
- having been frequently absent or permanently excluded from school
- having experienced child maltreatment and having been involved in offending, such as theft or robbery.

### **So-Called 'Honor Based' Abuse**

Identifying cases of Female Genital Mutilation (FGM)

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names. FGM is a form of child abuse. It's dangerous and a criminal offence in the UK.

Types of FGM are:

Clitoridectomy - this is a partial or total removal of the external part of the clitoris

Excision - this is when the external part of the clitoris and labia minora are partially or totally removed

Infibulation - this consists of narrowing the vaginal orifice with creation of a covering seal by cutting and appositioning the labia minora.

Hymenoplasty - this is when a surgical operation to reconstruct the hymen in order to give the appearance of virginity

Other procedures that are completed for no purpose such as piercing, tattooing.

### **Forced Marriage**

Forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. It is also when anything is done to make someone marry before they turn 18, even if there is no pressure or abuse.

Forced marriage is illegal in the UK. It is a form of domestic abuse and a serious abuse of human rights.

### **Mental Health and Mental ill Health**

Mental health and mental ill health can be defined in very different ways. Mental health influences how we think and feel about ourselves and others and how we interpret life events. Whereas mental ill health is a term that is used for a person whose thinking, emotions and behaviours negatively affect their ability to go about day to day activities such as work, and their home life and it disrupts their abilities. There are several different types of mental illnesses including:

1. Depression
2. Anxiety disorders
3. Self-harm
4. Suicide



## **Serious Violence and Gangs**

Being in a gang can make a person feel part of something or that they belong, but being part of a gang like this can be dangerous. Sometimes a person can be forced to commit a crime or do things that are unsafe. If a gang carries knives or other weapons, they might get them out to show off or intimidate people. This can be very scary for other people, especially if they think the gang will use them.

It's not illegal to be in a gang. There are different types of 'gangs' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing, and violent crime.

## **County Lines**

County lines are a form of criminal exploitation. It is when criminals befriend children/vulnerable adults either online or offline and then manipulate them into drug dealing. The 'lines' refer to mobile phones that are used to control a young person who is delivering drugs, often to towns outside their home county.

## **LGBTQIA+**

LGBTQIA+ stands for lesbian, gay, bisexual, transgender, queer or questioning and more. This term covers a broad range of people who have different lived experiences and may be at different stages in exploring their identity. It includes people who are asexual or have differences in sex development (sometimes known as being intersex).

Individuals of the LGBTQIA+ community face the same risks as others, but they are at greater risk of some types of abuse. For example, they might experience homophobic, biphobic or transphobic bullying or hate crime. They might also be more vulnerable to or at greater risk of sexual abuse, online abuse or sexual exploitation.

## **Wider Safer Recruitment and Training**

When recruiting new members of staff, BBET follows the government guidance "Safeguarding Children: Safer Recruitment in Education" and Safer Recruitment principles and pays due regard to the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. BBET complies fully with the Code of Practice and aims to treat all applicants for positions fairly.

DBS checks are undertaken in line with the DBS policy influenced by government guidance and current legislation, alongside appropriate references being obtained and ensuring qualifications are verified.

References are obtained in line with the Safer Recruitment policy, and restrictions are put in place as per this policy.

Safer Recruitment training has been undertaken by appropriate staff who conduct recruitment activities in accordance with statutory guidance.

Newly appointed staff will have an induction in line with the BBET Probation policy over a 3-month period, including mandatory VLA activity for reading of policies and procedures and e-learning.

## **The Red Folder**

Where a member of staff is in a position where they feel they are in danger whilst carrying out the requirements of their role they can call the DSO or one of the DSL's or their Line Manager and ask for the Red Folder. This then alerts the DSO / DSL / Line Manager to a potential safety issue. In this instance, the Line Manager will ask questions of the staff member that require yes or no answers such as "Are you in Danger?", "Do you need Help?", "Are you able to Leave?". They will consult the staff member's calendar to determine where they are and then alert the relevant authorities (if required) to send help.

## Review

This policy is reviewed annually, agreed and signed off by our CEO. During the year, if any legislative changes are published, then the policy would be updated earlier than the annual review date.

## Training and Roll Out

This policy will be made available via our website ([busybeestraining.co.uk](http://busybeestraining.co.uk)) and SharePoint. Training will be made available via our Virtual Learning Academy (VLA) and during Face-to-Face or Teams meetings as part of ongoing staff development, along with our commitment to this policy.

## Legislation and Guidance

- The Children Act 1989 and 2004
- UN Convention on the Rights of the Child 1991
- UN Convention on the Rights of Persons with Disabilities (UNCPRD)
- Data Protection Act 2018 and General Data Protection Regulations (GDPR) UK
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Education Act 2005
- Human Right Act 1998
- Health and Social Care Act 2012
- Domestic Violence, Crime and Victims Act 2021
- Statutory guidance Working Together to Safeguard Children 2018 (previous versions: 1999, 2006, 2010, 2013, 2014 and 2015)
- Keeping Children Safe in Education 2024
- Information Sharing Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers 2018.
- The Care Standards Act 2014
- Health and Care Act 2022
- The Mental Capacity Act 2005
- Work based learners and Prevent Statutory Duty guidance for providers 2018.
- Equality Act 2010
- Revised Guidance (England and Wales)
- What to do if you're worried a child is being abused 2015
- Mandatory reporting of FGM (Nov 16)
- Prevent Duty 2015
- Safeguarding Vulnerable Groups 2006
- Genital Mutilation Act 2023
- National Guidance for Child Protection 2021 (Scotland)

- The Children & Young People (Scotland) Act 2020
- Disclosure (Scotland) Act 2020
- Children (Scotland) Act 2020
- Getting it right for every child (GIRFEC)(Scotland)
- SSSC Code of Practice
- The Public Services Reform (General Teaching Council for Scotland) Order 2011
- Dis qualification under the Children Act 2006

The Further Education Regulations Act 2006

<https://www.legislation.gov.uk/ukxi/2006/3199/contents/made>

Keeping Children Safe In Education 2024 - all staff must be aware

[https://assets.publishing.service.gov.uk/media/66cef97ca7256f1cd83a89a3/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66cef97ca7256f1cd83a89a3/Keeping_children_safe_in_education_2024.pdf)

Working together to Safeguard Children 2023

[https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working\\_together\\_to\\_safeguard\\_children\\_2023.pdf](https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf)

Workbase learners and Prevent Statutory Duty 2021 - recommend reading for Apprenticeship trainers and Traineeship tutors

<https://www.gov.uk/government/publications/work-based-learners-and-the-prevent-statutory-duty/guidance-for-providers-on-work-based-learners-and-the-prevent-statutory-duty>

## Safeguarding and Prevent Cause for Concern Report Form

This form is to be completed for any Safeguarding concern that would suggest a learner may be in need of Safeguarding support services, and/or their family members may be in need of care and support. This form is also used for allegations against members of staff, Inc. bullying and in cases of physical intervention, prevent, FGM or domestic abuse.

Learner  DOB

Setting/Workplace

Employer Name  Setting/Centre

Date of Event  Ethnicity (if applicable)

Date of Information received and recorded

Source of information

Recorded by (full name and job title)

Level of Concern (low risk, medium risk, immediate risk/danger)

Date and time of incident

Parent/Caregiver name and contact details (16 & 17 years only)

Details of Safeguarding concern/disclosure  
(Disclosure is to be in the persons of concerns own words)

**Next Steps**

Has this incident been reported to external agencies? Y/N

If Yes, please provide further details:

Name of Organisation or Agency

Contact person

Telephone Number & Email Address

Agreed Action or Advice Given

Would you consider this concern ongoing or closed?

If ongoing what do you plan to follow up and when?

Signature of person completing the form

Date

Signature of DSO/DSL

Date

Please email this form to [BBT.safeguarding@busybees.com](mailto:BBT.safeguarding@busybees.com)

# Appendix Two

## Chronology

Please record significant incidents and events relating to the concern raised.

Do not record sensitive information on this form but signpost to other documents if necessary. This document must be completed by the DSO/DSL.

Name

DOB

Date	DSO/DSL Name	Incident/Event	Actions/Outcomes

Date	DSO/DSL Name	Incident/Event	Actions/Outcomes