

Safeguarding, Prevent & Online Safety Policy | Quack Recruitment & Training

Version: 4.0 | **Date:** February 2026 | **Next Review:** February 2027 | **Applies to:** Adult Learners (19+) **Designated Safeguarding Lead (DSL):** Jessica Roughton | **Deputy DSL:** Aaron Jones **Safeguarding Email:** safeguarding@quackrecruitmentandtraining.co.uk

1. Policy Statement

Quack Recruitment & Training Ltd is committed to safeguarding and promoting the welfare of all adult learners and staff.

Safeguarding is embedded operationally and culturally across enrolment, delivery, assessment and progression support. As a remote Skills Bootcamp provider, safeguarding risks may present differently and require proactive detection, monitoring and escalation.

The organisation operates a zero-tolerance approach to abuse, harassment, discrimination, extremist behaviour and any conduct that compromises safety or wellbeing.

Safeguarding activity is monitored monthly and formally reviewed at Board level quarterly.

2. Definition – Adult at Risk

Under the Care Act 2014:

An adult aged 18 or over who has care and support needs and is unable to protect themselves from abuse or neglect.

Safeguarding support is not restricted solely to learners who meet statutory threshold definitions. Temporary vulnerability, crisis, financial hardship or mental health concerns may still require safeguarding intervention.

3. Legislative & Regulatory Framework

This policy aligns with:

- Care Act 2014
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Ofsted Education Inspection Framework (EIF)
- Keeping Children Safe in Education (latest edition, where applicable to post-16 provision)

4. Safeguarding Leadership & Contact Details

Designated Safeguarding Lead (DSL)

Jessica Roughton

Email: jessica.roughton@quackrecruitmentandtraining.co.uk

Deputy DSL

Aaron Jones

Email: aaron.jones@quackrecruitmentandtraining.co.uk

Dedicated Safeguarding Inbox

safeguarding@quackrecruitmentandtraining.co.uk

Dedicated Safeguarding Phone Number

0333 577 0036

Learners and staff may contact the DSL or Deputy DSL directly or use the safeguarding inbox. Learners may bypass tutors at any time.

5. Local Safeguarding Partnership Alignment

The DSL applies local safeguarding partnership threshold guidance based on learner residence when determining escalation and referral decisions.

Safeguarding reporting routes are explained at induction and revisited mid-programme.

5A. External Safeguarding Contacts

Walsall (West Midlands)

Adult Social Care: 0300 555 2922

Police: 999 / 101

Prevent: West Midlands Police

LADO: Walsall Council

Warrington (Cheshire & Warrington)

compliance@quackrecruitmentandtraining.co.uk

0333 577 0036

www.quackrecruitment.co.uk

Head Office:

Quack Recruitment Ltd,
The Business & Technology Centre Bessemer
Drive
Stevenage Herts
SG1 2DX

Regional Office:

Quack Recruitment Ltd,
27-31 Lichfield Street
Walsall
WS1 1TE

Adult Social Care: 01925 443322
Police: 999 / 101
Prevent: Cheshire Police
LADO: Warrington Borough Council

Sheffield (South Yorkshire)

Adult Social Care: 0114 273 4908
Police: 999 / 101
Prevent: South Yorkshire Police
LADO: Sheffield Safeguarding Partnerships

6. DSL Responsibilities & Training Renewal

The DSL:

- Holds Level 3 Safeguarding training
- Refreshes Level 3 training every 2 years
- Completes annual Prevent updates
- Receives termly safeguarding supervision
- Reviews safeguarding logs monthly
- Reports quarterly to the Board

All staff:

- Complete safeguarding and Prevent training at induction
- Complete formal refresher training annually
- Receive safeguarding updates termly

Training dates and renewal cycles are recorded on the Single Central Record (SCR).

7. DSL Supervision & Escalation

If concerns involve the DSL, escalation is to the Deputy DSL and Safeguarding Governor.

If both DSL and Deputy DSL are unavailable, escalation is to the Director or Safeguarding Governor.

The DSL or Deputy DSL will acknowledge concerns within one working day.

8. Types of Safeguarding Risk

Includes:

- Physical, emotional, sexual or financial abuse
- Domestic abuse
- Financial exploitation
- Modern slavery
- Criminal exploitation
- Self-harm or suicide risk
- Online exploitation
- Radicalisation
- Hate crime

9. Online & Remote Safeguarding Controls

- ID verification at enrolment
- Cameras required unless reasonable adjustment
- Tutor monitoring of sessions and breakout rooms
- Chat monitoring
- Official communication channels only
- Immediate documentation of concerns

Sessions are not routinely recorded. Monitoring occurs live. Concerns are documented via Safeguarding Concern Form.

The Safeguarding Concern Form is accessible to all staff and monitored by the DSL. Completion is mandatory.

10. Reporting a Safeguarding Concern – The 5 R's

All staff follow the 5 R's:

Recognise – Identify safeguarding indicators

Respond – Listen calmly, do not promise confidentiality

Record – Complete the official Safeguarding Concern Form immediately

Report – Escalate same working day to DSL or Deputy DSL

Refer – DSL determines external referral

Escalation timeframes:

Immediate risk → Emergency services
Urgent → Same working day
Non-urgent → Within 24 hours
DSL review → Within 48 hours

Failure to report safeguarding concerns may result in disciplinary action.

11. Safeguarding & Welfare Log

All concerns are logged centrally.

Low-level concerns are reviewed monthly to identify patterns or escalation risks.

Quarterly Board reports include:

- Number and type of concerns
 - Prevent-related cases
 - Low-level trend analysis
 - Training compliance rate
 - SCR audit status
 - Referral outcomes
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12. Attendance as Risk Indicator

Persistent absence or sudden disengagement may indicate safeguarding vulnerability and will trigger DSL review.

13. Mental Health & Welfare

Disclosures relating to crisis, housing instability, anxiety or domestic abuse are logged formally and reviewed by DSL.

14. Prevent & British Values

British Values:

- Democracy
- Rule of Law

- Individual Liberty
- Mutual Respect
- Tolerance

Prevent risks include grievance-based radicalisation, extremist ideology and online manipulation.

15. Safer Recruitment & DBS

Appropriate DBS checks are conducted based on role.

Where regulated activity applies, Enhanced DBS with barred list check is obtained prior to unsupervised delivery.

Where disclosures occur, a formal risk assessment is completed.

Failure to disclose relevant convictions or safeguarding information may constitute gross misconduct and result in termination.

Failure to follow safeguarding procedures may result in disciplinary action.

16. Subcontractor & Employer Safeguarding Assurance

Where employer partners or subcontractors are engaged:

- Safeguarding arrangements are confirmed in writing
 - Policies reviewed
 - Safeguarding expectations issued
 - Concerns escalated via Quack safeguarding procedures
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17. Allegations Against Staff

Low-level concerns logged and reviewed monthly.

Serious allegations:

- DSL referral
- LADO consultation

- Board notified
 - Suspension considered where appropriate
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18. Whistleblowing

Safeguarding concerns about senior leaders may be raised through the Whistleblowing Policy.

19. Data Retention

Safeguarding records retained securely in line with GDPR and Document Retention Policy.

20. Monitoring & Review

Safeguarding is evaluated through:

- Monthly DSL log review
- Quarterly Board reporting
- Annual SAR and QIP
- SCR audit
- Learner awareness checks