



<b>Policy</b>	Safeguarding Policy and Procedure
<b>Effective Date</b>	31 <sup>ST</sup> May 2023
<b>Date Last Reviewed</b>	April 2023
<b>Scheduled Review Date</b>	Annually
<b>Supersedes</b>	NEBDN Safeguarding Statement
<b>Owned by</b>	NEBDN Executive
<b>Monitored by</b>	Governance and ESC
<b>Approved by</b>	Education and Standards Committee on 9 <sup>th</sup> May 2023 and Board of Trustees on 31 <sup>st</sup> May 2023.

### **Purpose**

This safeguarding policy sets out the NEBDN approach to safeguarding and promoting the welfare of children and vulnerable adults. This policy and the supporting procedure applies to everyone working for NEBDN including employees and associates.

NEBDN believes in protecting all stakeholders from all forms of abuse, including physical, emotional, psychological, and sexual harm. NEBDN instils a culture where everybody has the right to be safe, no matter who they are or what their circumstances are. Safeguarding aims to promote the welfare of learners by putting measures in place to prevent and protect them from harm. This culture applies in NEBDN's role as awarding organisation and end-point assessment organisation.

NEBDN strive to keep children and adults at risk safe from abuse and neglect by:

- Raising concerns when they arise without delay.
- Training staff and associates to identify and respond to safeguarding concerns appropriately.
- Having a clear line of accountability for safeguarding work through the NEBDN Safeguarding Lead and the Executive
- Having a clear, consistent, and well-understood policy and process.
- Keeping clear records and storing these securely

This safeguarding policy also sets out the expectation of NEBDN's Prevent duty to report any concerns related to the prevention of terror-related extremism.

### **Scope**

This policy applies to all NEBDN Employees, Associates, Committee members, Trustees or anyone representing NEBDN in any way.

### **Policy Statement**

Safeguarding relates to protecting people's health and wellbeing and making sure they can live free from harm, abuse and neglect. The policy extends to any of the following groups:

- a child.
- an adult at risk and supports someone who is experiencing or is at risk of experiencing neglect or abuse (*Care Act, 2014*).



NEBDN is committed to:

- Ensuring that we have adequate safeguarding policies, procedures, and measures to protect people which is reviewed 12 monthly to reflect updates to legislation providing current action and example.
- setting an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance they will be handled sensitively and properly.

The safeguarding policy applies to all aspects of the NEBDN acting as an Awarding organisation and End Point assessment organisation.

As part of our approach to protecting people, NEBDN will work to the following 6 principles of a safeguarding policy as defined in the Care Act 2014.

1. Prevention

The aim NEBDN safeguarding policy is to prevent the mistreatment of children and vulnerable adults from occurring. NEBDN aims to raise awareness and adopt a safeguarding culture. Training of NEBDN staff and associates will be completed to achieve this. The application of the safeguarding policy by providers, will be audited through monitoring and moderation audits by the External Quality Assurance Auditors in line with the Standard of Accreditation. Training of NEBDN staff and associates surrounding safeguarding and prevent will be completed annually.

2. Empowerment

NEBDN will equip staff and associates with the knowledge around safeguarding to enable this culture to be created. By discussing this openly with relevant stakeholder groups, at required times encourages a culture where abuse is unlikely to take place. NEBDN will ensure staff and associates understand the importance and are enabled to report safeguarding concerns. Furthermore, NEBDN whistleblowing policy will be highlighted to staff and associates to allow protection to those who report abuse.

3. Proportional Response

If or when a safeguarding issue arises, the response should be proportional. The reporter should consider the safeguarding policy and address this using a risk-based approach. For example, a learner needing immediate support and urgent referral may responded to immediately, opposed to another safeguard.

4. Protect the Vulnerable

NEBDN's safeguarding culture and training develops understanding of safeguarding to enable the protection of those most at risk of abuse.



5. Collaboration

The NEBDN safeguarding policy details the sharing of information, and collaboration between different parties such as healthcare providers, social workers, police, care workers, charities, and voluntary organisations as possible where the reporting of safeguarding concerns is considered.

6. Accountability

NEBDN will maintain transparency when dealing with safeguarding issues. All referrals will be internally audited by the Internal Quality Team. In line with the internal audit process, action plans will be created to ensure the correct action for the protection of children, young people and vulnerable adults.

### **Areas covered by this Safeguarding Policy and Procedure**

NEBDN is committed to ensuring all employees and associates are aware of safeguarding responsibilities and keeps knowledge updated through annual training. All employees and associates must complete Safeguarding training within 3 months of joining NEBDN and every 3 years and this is recorded by the Engagement manager as part of the associate management log. Employees completing safeguarding training would be recorded within the External training log on the hub.

### **Responsibility of Providers**

As an organisation, NEBDN always has the interests and needs of children, young people, and vulnerable adults as a priority. This includes ensuring that all providers are regulated and have effective procedures in place for keeping children and vulnerable adults safe from abuse, neglect, and exploitation.

It is the responsibility of any approved Provider delivering NEBDN qualifications and apprenticeships to safeguard children and vulnerable adults registered for a qualification or apprenticeship with NEBDN. Any approved NEBDN Provider must have appropriate and effective safeguarding and prevent procedures and implement them in line with relevant regulators.

The implementation of policy will be sampled ongoing within external quality assurance activity from NEBDN as the awarding organisation.

Areas included and relative to this safeguarding policy include:

- Safeguarding
- Prevent and Radicalisation
- Female Genital Mutilation (FGM)
- Modern Slavery

NEBDN mandate accredited providers, in line with Ofqual regulation and provider-based Ofsted requirements must immediately report any allegations or suspected safeguarding incidents. (B3.1).

Providers should:

- respect a person's rights under the Public Interest Disclosure Act.



- understand the difficult position that a reporter is in.
- stop other activity so that the reporter can focus on what the person is telling you.
- let them make the disclosure at their own pace and in their own way.
- avoid interrupting, asking leading questions or probing for more information than the person wants to give you.

The Provider must not promise to keep the information confidential.

Each Provider is responsible for having a designated safeguarding lead and should refer to the Education Inspection Framework (EIF) among other regulators applicable to the Provider type, to determine their responsibility and inform the Provider based safeguarding policy.

*Ofsted will always ensure, “the Provider has a culture of safeguarding that supports effective arrangements to: identify learners who may need early help or who are at risk of neglect, abuse, grooming or exploitation; help learners reduce their risk of harm by securing the support they need or referring in a timely way to those who have the expertise to help; manage safe recruitment and allegations about adults who may be a risk to learners and vulnerable adults. OFSTED Inspectors will always report on whether arrangements for safeguarding learners are effective.”*

**In the rare event, a Provider determines the person is at serious, immediate, and significant risk a discussion should occur to refer the concern to the local authority.**

### **Responsibility of NEBDN**

Where the NEBDN staff are involved in the direct assessment and quality assurance of children and vulnerable adults, this will require a basic Disclosure and Barring Service (DBS) check. There may be occasions where an enhanced check is required. This will be reviewed on a case-by-case basis and at the discretion of NEBDN.

Where NEBDN is involved in the assessment of knowledge, skills and behaviour of children and vulnerable adults online; associate assessors, associate internal quality assurers, and associate examiners will ensure the collection, storage, retrieval, and deletion of evidence is managed in line with our information Management policy which adheres to the GDPR obligations.

If evidence has been collected for the assessment of competence, this will be deleted where including personal information, once the assessment has been quality assured.

A disclosure that a child, young person, or vulnerable adult is being harmed, or at risk of being harmed may be made to a member of the NEBDN team through a variety of different ways, such as:

1. Provider notification
2. quality assurance activity
3. end point assessment

Although this is rare, our process below sets out the steps that should be taken if this occurs.



**The above list is not exhaustive, and the list of circumstances are entirely at the discretion of the designated safeguarding lead and the Senior Management Team.**

### **Prevent**

Prevent is one of the key elements of CONTEST, the Government's counter-terrorism strategy and it aims to stop people from being drawn into terrorist-related activity. Prevent has a strong link to safeguarding because vulnerable children and adults can be susceptible to radicalisation and recruitment into terrorist organisations. Therefore, safeguarding referrals at NEBDN should have an indication within the report to identify whether a referral under 'Prevent' is necessary.

In line with guidance from the Department for Education (DfE), NEBDN aims to safeguard all its learners from the threat of extremism. We have zero tolerance of extremist ideologies and behaviour. NEBDN ensures that our care, guidance, and curriculum empower learners to reject violent or extremist behaviour and to be safeguarded through their education NEBDN ensures the rejection of violent or extremist behaviour by:

- Advocating the inclusion of Prevent and Radicalisation within the Schemes of work of NEBDN providers.
- Auditing any safeguarding and prevent referrals within accredited NEBDN providers.
- Giving guidance to providers on prevent and safeguarding principles.
- Providing an area for Provider safeguarding contact details to be housed on the Pebble Pad system.

### **Staff recruitment and prevent.**

As part of NEBDN's approach to Safer Recruitment, pre-employment Right to Work checks are conducted for all staff in roles working with learners, or who will have access to personal learner data. This includes all associates who will work remotely with learners and providers.

### **Training**

Prevent training is part of the wider Safeguarding training requirement. Training around Prevent is required for all employees.

All employees are required to read and understand the specific Safeguarding Policy and Prevent policy guidance appropriate to their role within the organisation.

- NEBDN must ensure that staff have training that gives them the knowledge and confidence to identify learners, employees or associates at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups.
- NEBDN employees, trustees and associates to complete Equality and Diversity training via the online IHASCO training platform.
- All employees and associates are made aware of procedures both internally and externally for sharing information about vulnerable individuals (where appropriate to do so).
- Key staff will be able to provide training, advice and support to other employees on protecting children from the risk of radicalisation.



## Vulnerability factors for Radicalisation

Radicalisation is the action or process of causing someone to adopt radical positions on political or social issues is a process and not an event, and there is no single route or pathway to radicalisation.

### What factors might make someone vulnerable?

In terms of personal vulnerability, the following factors may make individuals susceptible to exploitation. *None of these are conclusive in themselves and therefore should not be considered in isolation but should be contextualised and considered in conjunction with the circumstances of the case and any other signs of radicalisation.*

Radicalisers usually attract people to their cause through a persuasive rationale contained within a storyline or narrative that has the potential to influence views. Radicalisers can provide a sense of purpose or feelings of belonging.

The following are examples of grievances which may play important in the early indoctrination of vulnerable individuals into the acceptance of a radical view and extremist ideology:

- a misconception and/or rejection of UK foreign policy a distrust of Western media reporting
- perceptions that UK government policy is discriminatory (e.g. counter-terrorism legislation)
- Ideology and politics
- Provocation and anger (grievance)
- Need for protection
- Distrust of Western media reporting
- Seeking excitement and action
- Fascination with violence, weapons and uniforms
- Youth rebellion
- Seeking family and father substitutes
- Seeking friends and community
- Seeking status and identity Prevent Policy

### *Personal Crisis*

This may, for example, include significant tensions within the family that produce a sense of isolation of the vulnerable individual from the traditional certainties of family life.

### *Personal Circumstances*

The experience of migration, local tensions or events affecting families in countries of origin may contribute to alienation from UK values and a decision to cause harm to symbol of the community or state. Individuals affected by unemployment or under-employment may perceive their aspirations for careers and lifestyles to be undermined by limited achievements or employment prospects. This can translate to a generalised rejection of civic life and the adoption of violence as a symbolic act.

## NEBDN Safeguarding and Prevent Referral Process

**In the rare event that NEBDN determines a person is at serious, immediate, and significant risk a discussion should occur to refer the concern to the local authority by calling 999.**



If the concern does not present an immediate danger, the person who has the concern must raise this with the NEBDN Safeguarding Lead or another member of the Senior Management Team in their absence, via the below contact details:

Contact details:

[safeguarding@nebdn.org](mailto:safeguarding@nebdn.org)

The NEBDN Safeguarding Lead will record the incident on the NEBDN safeguarding report and any accompanying evidence which will be stored securely in the restricted access SMT SharePoint safeguarding folder.

All incidents are taken seriously and will be reviewed by the Senior Management Team and CEO to confirm further actions. The results could be:

- Determining the case is not a safeguarding or prevent concern but best addressed via another NEBDN process. (i.e. malpractice, information security, HR) and then close as a safeguarding case.
- Contact the Provider involved and liaise with their Designated Safeguarding Lead to ensure support is given to any child or adult at risk about whom the concern is raised
- Liaise with the Provider involved regarding concerns about Provider staff to ensure these concerns are addressed appropriately.
- Contact local authority social care or education safeguarding services should a concern require this response and a Provider be unwilling make this contact themselves, or the concern has been highlighted via the investigation process.
- Contact the police for a welfare check on a child or adult at risk.

### External Safeguarding Reporting Details

If the safeguarding concern is not an emergency, you can [report the crime online](#) or call 101. Reporting non-emergency abuse in education for children, young people and adults can be done through NSPCC: 0800 136 663

[Report child abuse to a local council - GOV.UK \(www.gov.uk\)](#)

### External Prevent Reporting Details

Where referral through prevent is necessary, this will be decided between the Safeguarding Lead and the Senior Management Team and referral of the below contact details should be enacted by these persons only.

The referral details are:

Email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)

Contact form <https://report-extremi...>

Telephone 020 7340 7264



### **Safeguarding Procedure within NEBDN**

NEBDN must immediately report any allegations in line with OFQUAL requirements (B3.1) and will:

- respect a persons and reporters rights under the Public Interest Disclosure Act
- understand the difficult position that a reporter is in.

### **Reporting a Safeguarding Concern within NEBDN**

If a disclosure is made to a member of NEBDN suggesting that they are, or another person is, being harmed or are at risk of harm, NEBDN staff and/or associates should immediately:

- stop other activity so that you can focus on what the person is telling you.
- let them make the disclosure at their own pace and in their own way.
- avoid interrupting, asking leading questions or probing for more information than the person wants to give you.

Do not promise to keep the information confidential. Explain to the person that you are not able to investigate what they have told you, but that you will need to discuss the issue with someone in authority in the setting. Be aware that this may cause them some distress and/or anxiety.

Whilst following the above, you should access the safeguarding report and complete the following:

1. Ask if the person feels they are in immediate danger, clarify the Provider in which the person belongs, (where appropriate).
2. Indicate on the form whether the safeguarding referral is also a prevent referral or not in scope.
3. Keep a written record of the nature of the concern.
4. Discuss this information given to you with a member of the senior management team or designated safeguarding officer/ Provider contact ensuring all events and conversations are dated and timed on the safeguarding report.
5. Save the evidence and report stored securely in the restricted access SMT SharePoint safeguarding folder.

NEBDN will make every effort to assist someone who reports an event under this policy, and will protect their identity under the whistleblowing policy, if they wish, unless legally obliged to release it. This may be during a police investigation, for example. The safeguarding form will then be held in accordance with GDPR (see below information, handling and sharing) and used to initiate any investigation, ensuring the identity (if given) is secured appropriately and not jeopardise the individuals involved at any stage of the event.

All incidents are taken seriously and will be reviewed by the Senior Management Team and CEO to confirm further actions and any appropriate oversight by the Governance Committee and/or Board of Trustees. Results could be:

- Determining the case is not a safeguarding concern but best addressed via another NEBDN process. (i.e., malpractice, information security, HR) and then close as a safeguarding case.
- Contact the Provider involved and liaise with their Designated Safeguarding Lead to





- ensure support is given to any child or adult at risk about whom the concern is raised.
- Liaise with the Provider involved regarding concerns about Provider staff to ensure these concerns are addressed appropriately.
  - Contact local authority social care or education safeguarding services should a concern require this response and a Provider be unwilling make this contact themselves, or the concern has been highlighted via the investigation process.
  - Contact the relevant authority for a welfare check on a child or adult at risk.

### **Information Handling and Sharing**

NEBDN will not be able to provide feedback on any concern raised due to the sensitive and confidential nature of the safeguarding process, however NEBDN will review if more generalised feedback can be shared to support the quality of future referrals.

All referrals made and any additional documentation is handled confidentially and shared only on a need-to-know basis and kept for no longer than needed following GDPR and DPA 2018 requirements. Information is stored on a restricted drive and the collection, storage, retrieval, and deletion of evidence is managed in line with our information Management policy.

Consent to share personal data should be sought where an individual may not expect their information to be passed on. When you gain consent to share information, it must be explicit, and freely given. However, Safeguarding is one area where it may not be appropriate to seek consent, because:

- the individual cannot give consent,
- or it is not reasonable to obtain consent,
- or because gaining consent would put a child's or young person's safety at risk.

Under GDPR and the DPA 2018, NEBDN may share information without consent if, in our judgement, there is a lawful basis to do so, such as where safety may be at risk, based upon the facts of the case.

While GDPR/DPA 2018 balances the rights of the information subject (the individual whom the information is about) and the possible need to share information about them, it is important to note that: ***Sharing information to protect the welfare of a child remains very much in the public interest, which takes priority over protection of privacy.***

### **Before sharing personal Data under Safeguarding**

NEBDN will:

- Seek advice if in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Aim to share Information with consent where possible and respect the wishes of those who do not consent to having their information shared.



- Be clear upon the basis which we are using when seeking or sharing safeguarding data (consent vs public interest). Where we do not have consent, we will be mindful that an individual might not expect information to be shared.
- base information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected.

## Definitions

Safeguarding - protecting a person's health, wellbeing, and human rights; enabling them to live free from harm, abuse and neglect.

Child - anyone under the age of 18 years old (The Children Act 1989)

Adult at risk - someone over the age of 18 *'Who is or may be in need of care services by reason of mental or other disability, age or illness, and who is, or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation'*. (The Care Act 2014)

Providers- Includes providers delivering the National Diploma in Dental Nursing, any, or all post registration qualifications and NEBDN Level 3 Diploma in Dental Nursing (Integrated Apprenticeship) (RQF).

- safeguarding children is defined in 'Working together to safeguard children 2018.'
- safeguarding vulnerable adults is defined in the care and support statutory guidance

Radicalisation - the action or process of causing someone to adopt radical positions on political or social issues.

Terrorism – an act of terror/violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.

Extremism - an ideology that is far outside the mainstream attitudes of society, including vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calls for the death of members of the British armed forces.

**Please refer to appendix 1 for the types of abuse in which this policy covers and what NEBDN constitutes as abuse. Appendix 1 does not hold an exhaustive list however of the types of abuse and this appendix is in constant review and being added to upon government and regulatory guidance.**



### Reference Materials

JCQ Principles of safeguarding for children and adults at risk

NEBDN Information Management Policy

NEBDN Malpractice & Maladministration policy

NEBDN Privacy Statement

The Children Act 1989 - <http://www.legislation.gov.uk/ukpga/1989/41/contents>

The Children Act 2004 - <https://www.legislation.gov.uk/ukpga/2004/31/contents>

The Education Act 2002 - <http://www.legislation.gov.uk/ukpga/2002/32/contents>

The Safeguarding of Vulnerable Groups Act 2006 -

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

For the Children's Acts and relevant guidance when working in schools or otherwise with children - [www.education.gov.uk](http://www.education.gov.uk)

Working together to safeguard children- Working together to safeguard children - GOV.UK ([www.gov.uk](http://www.gov.uk))

Statutory guidance on inter-agency working to safeguard and promote the welfare of children - <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Statutory guidance for schools and colleges on safeguarding children and safer recruitment - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The Care Act 2014 - <https://www.legislation.gov.uk/ukpga/2014/23/enacted>

Mental Capacity Act 2005 - <https://www.legislation.gov.uk/ukpga/2005/9/contents>

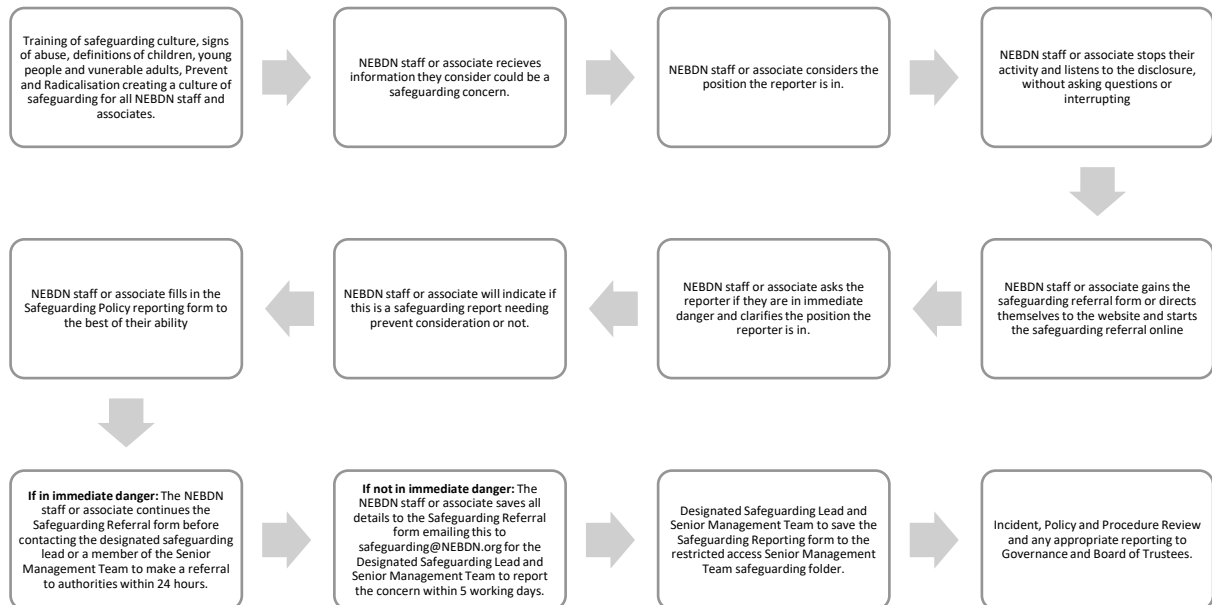
Data Protection Act 2018 – Schedule 8: Safeguarding of Children and Individuals at risk

### Questions

If you have any questions about this policy, please email NEBDN at [safeguarding@nebdn.org](mailto:safeguarding@nebdn.org) and your enquiry will be directed to an appropriate member of staff or committee.



## Process Flow -



## Review

NEBDN has an ongoing periodic review of its policies and procedures, overseen by the Governance Committee. The Governance Committee will include in its scrutiny of new and revised policies to check that these 5 principles are appropriately reflected. The Governance committee will also keep under review whether all of NEBDN's policies are sufficient to safeguard individuals who work for, use our services or volunteer with us.