Safeguarding & Prevent Policy	
Version no	7.0
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Policy prepared by	Director of Quality and Compliance
Policy approved by	Educationwise Board
Designated Safeguarding Lead	Nick Preston – npreston@education-wise.org - 0117 379 0450
Safeguarding email	safeguarding@education-wise.org
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Purpose

Educationwise is committed to safeguarding and promoting the welfare of children, young people and adults at risk.

Safeguarding is everyone's responsibility.

Educationwise takes an **"it could happen here"** approach. Harm may occur:

- At home
- In education or training
- In the workplace
- Within relationships
- In the community
- Online
- Through social media and digital technology

Educationwise will provide a culture where learners:

- Feel safe
- Know how to raise a concern
- Are listened to
- Trust that concerns will be taken seriously
- Receive appropriate support
- Are treated with dignity and respect

Staff must act promptly when a concern arises and must not assume that somebody else will take responsibility.

Scope

This policy applies to:

- Employees
- Directors and Board members
- Associates and contractors
- Agency and temporary workers
- Volunteers
- Apprentices and learners
- Subcontractors

- Employers and workplace mentors
- Partners and suppliers where relevant
- Guest speakers and other people working with learners on behalf of Educationwise

It applies across:

- Apprenticeships
- Adult Learning Provision
- Commercial provision
- Subcontracted provision
- Online and remote learning
- Workplace learning
- Face-to-face activity
- Events and other Educationwise activity

For this policy, **Adult Learning Provision** includes programmes currently funded through Advanced Learner Loans and any future adult education funding streams delivered by Educationwise.

Definitions

Child

A child is anyone under the age of 18.

Safeguarding children

Safeguarding includes:

- Providing help and support as soon as problems emerge
- Protecting children from maltreatment, abuse, neglect and exploitation
- Protecting children from harm inside and outside the home, including online
- Preventing impairment of mental or physical health or development
- Ensuring children grow up in circumstances consistent with safe and effective care
- Taking action to enable children to have the best outcomes
- Protecting children from radicalisation and terrorism

Child protection

Child protection forms part of safeguarding and relates to action taken where a child is suffering or is likely to suffer significant harm.

Adult at risk

An adult at risk is a person aged 18 or over who:

- Has needs for care and support
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves from that abuse, neglect or risk because of those needs

Prevent

Prevent forms part of Educationwise's wider safeguarding responsibilities.

Its purpose is to safeguard people from becoming terrorists or supporting terrorism.

Legal and statutory framework

Educationwise will have regard to legislation and guidance relevant to its responsibilities, including:

- Children Act 1989
- Children Act 2004
- Education and Training (Welfare of Children) Act 2021
- Children's Wellbeing and Schools Act 2026, where relevant to Educationwise provision
- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children 2026
- Care Act 2014
- Care and Support Statutory Guidance
- Counter-Terrorism and Security Act 2015
- Prevent Duty Guidance
- Channel Duty Guidance
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK GDPR
- Data (Use and Access) Act 2025
- Domestic Abuse Act 2021

- Modern Slavery Act 2015
- Female Genital Mutilation Act 2003
- Sexual Offences Act 2003
- Online Safety Act 2023
- Relevant provisions of the Crime and Policing Act 2026 as they come into force

Safeguarding principles

Educationwise will:

- Put the safety and welfare of learners first
- Listen to learners
- Act promptly when concerns are raised
- Maintain professional curiosity
- Avoid making assumptions
- Consider individual circumstances
- Consider risks inside and outside education
- Consider online and offline risks together
- Work with appropriate external agencies
- Share information where necessary and lawful
- Consider equality, disability and communication needs
- Record significant decisions and actions
- Review whether safeguarding action has been effective

A learner who reports harm must not be made to feel that they are causing a problem or should feel ashamed for raising a concern.

Equality and additional vulnerability

Some learners may face additional barriers to identifying, disclosing or receiving support for abuse, neglect or exploitation.

This may include learners who:

- Have Special Educational Needs and/or Disabilities
- Have communication needs
- Have mental health needs
- Are young carers

- Are care experienced
- Experience discrimination
- Have limited support networks
- Are experiencing homelessness or financial hardship
- Are at risk of exploitation
- Have experienced trauma
- Are isolated within a workplace
- Learn or work remotely
- Experience language or cultural barriers

Staff must not assume that changes in behaviour or communication are simply related to disability or additional need.

Reasonable adjustments to safeguarding communication and support will be considered where required.

Professional curiosity

Staff should remain professionally curious.

A learner may:

- Not recognise that what is happening to them is harmful
- Not feel ready to disclose
- Be afraid of the consequences of speaking
- Have been threatened or controlled
- Feel ashamed or embarrassed
- Have difficulty communicating
- Give only part of an account initially
- Withdraw or change what they have said

A learner does not need to make a direct disclosure for a member of staff to raise a safeguarding concern.

Roles and responsibilities

Board

The Board will:

- Provide oversight and challenge

- Receive appropriate safeguarding and Prevent training
- Receive appropriate safeguarding assurance
- Review significant safeguarding risks
- Challenge weaknesses
- Ensure safeguarding has appropriate senior leadership oversight

A Board member will have appropriate oversight of safeguarding arrangements.

Chief Executive Officer

The CEO has overall executive accountability for safeguarding arrangements.

The CEO will:

- Support an open safeguarding culture
- Ensure appropriate resources are available
- Ensure concerns about staff are managed appropriately
- Consider allegations and low-level concerns about adults working with children
- Consult the Local Authority Designated Officer where required
- Escalate significant matters to the Board

Where a concern or allegation relates to the CEO, it must be reported to the Chair of the Board.

Designated Safeguarding Lead

The Designated Safeguarding Lead is:

Nick Preston
Director of Quality and Compliance
npreston@education-wise.org
0117 379 0450

The DSL will:

- Provide safeguarding advice
- Receive and assess concerns
- Make or coordinate external referrals
- Liaise with children's social care, adult safeguarding services, police, Prevent and other agencies
- Maintain oversight of safeguarding records
- Monitor cases and actions

- Escalate where external action is not progressing
- Support learners and staff
- Identify patterns and themes
- Support safeguarding training
- Oversee Prevent arrangements
- Support oversight of online safeguarding
- Report safeguarding assurance through Educationwise governance

Safeguarding Team and DSL cover

Educationwise will maintain appropriate safeguarding cover.

The safeguarding team can be contacted through:

safeguarding@education-wise.org

A lack of immediate access to the DSL or Deputy DSL must never prevent urgent safeguarding action.

Where somebody is in immediate danger, emergency services must be contacted directly.

All staff

All staff must:

- Understand that safeguarding is everyone's responsibility
- Complete required safeguarding and Prevent training
- Read Part One of Keeping Children Safe in Education each year
- Know how to contact the DSL and Deputy DSL
- Know how to report a concern
- Be alert to abuse, neglect and exploitation
- Be alert to online safeguarding risks
- Be alert to radicalisation
- Be aware of the processes and thresholds for Family Help and statutory safeguarding support and know how to raise concerns with the safeguarding team
- Record and report concerns promptly
- Maintain professional boundaries
- Never promise complete confidentiality
- Escalate where they believe appropriate action has not been taken

Employers and workplace mentors

Employers are important safeguarding partners for apprentices.

Educationwise expects employers to:

- Provide a safe working environment
- Maintain appropriate safeguarding arrangements
- Raise concerns promptly
- Cooperate with safeguarding action
- Provide relevant information where necessary to protect learners

Educationwise retains responsibility for responding appropriately to safeguarding concerns involving its learners.

Subcontractors and delivery partners

Subcontractors must maintain suitable safeguarding and Prevent arrangements.

Educationwise will obtain proportionate assurance that subcontractors:

- Have appropriate safeguarding arrangements
- Have suitable safeguarding leads
- Complete relevant safer recruitment checks
- Train relevant staff
- Report appropriate concerns to Educationwise
- Maintain suitable records
- Meet Prevent requirements

Safeguarding training

All staff will receive appropriate safeguarding and child protection training as part of induction.

This will include:

- Recognising safeguarding concerns
- Responding to disclosures
- Reporting concerns
- Family Help and early identification
- Online safety
- Prevent

- Child-on-child abuse
- Staff professional boundaries
- Low-level concerns about adults working with children
- Whistleblowing
- Relevant Educationwise procedures

Safeguarding and child protection updates, including online safety, will be provided at least annually and sooner where required.

From 1 September 2026, all staff must read **Part One of Keeping Children Safe in Education 2026**.

The DSL and Deputy DSL will complete appropriate DSL training at least every two years and refresh their knowledge regularly and at least annually.

The CEO, senior leaders and relevant Board members will receive safeguarding and Prevent development suitable to their responsibilities.

Safeguarding within the curriculum

Educationwise will support learners to understand how to keep themselves and others safe.

Content will reflect the learner's age, programme, occupation, needs and relevant risks.

Areas may include:

- Healthy and respectful relationships
- Consent
- Sexual harassment
- Online safety
- Social media
- Grooming and exploitation
- Fraud and scams
- Mental health and wellbeing
- Workplace safety
- Professional boundaries
- Prevent
- Fundamental British values
- Extremism and terrorism
- Digital resilience

- Misinformation and disinformation
- Safe and responsible use of artificial intelligence

Safeguarding should be meaningful and relevant to the learner rather than delivered only as a compliance activity.

Learner voice

Educationwise will seek feedback about whether learners:

- Feel safe
- Know how to report a concern
- Know who they can speak to
- Believe concerns will be taken seriously
- Understand relevant workplace and online risks

Learner feedback will be used to improve safeguarding practice.

Safeguarding adults

Educationwise's safeguarding arrangements extend to adult learners.

Where an adult meets relevant Care Act safeguarding criteria, Educationwise will work with the appropriate local authority adult safeguarding service.

The response will consider:

- The adult's wishes
- Their safety
- Their ability to protect themselves
- Mental capacity where relevant
- Risk to other people
- Whether a crime may have taken place
- Whether information needs to be shared without consent

An adult does not need to meet the statutory Care Act threshold for Educationwise to provide support, signposting or other reasonable assistance.

Apprenticeship and workplace safeguarding

Apprentices may spend much of their programme in an employer's workplace.

Educationwise will consider safeguarding risks relating to:

- Managers and colleagues

- Working alone
- Workplace culture
- Travel
- Work-related accommodation
- Online workplace communication
- Employer practices
- Changes in employment

A learner may raise a concern about an employer, manager, colleague, customer, another learner or an Educationwise member of staff.

Where contacting an employer could place the learner at greater risk or affect an investigation, safeguarding advice will be considered before contact is made.

Learners under 18 remain children for safeguarding purposes even where they work in an adult workplace.

Reporting safeguarding concerns

All safeguarding and Prevent concerns must be taken seriously and acted on promptly.

Educationwise staff

Staff must record and report concerns in line with the **Logging a Safeguarding or Prevent Concern Way of Working**.

Staff should normally use the internal **Safeguarding and Prevent Concern Form in Microsoft Lists**.

This is an internal Educationwise process.

Where a concern is urgent, staff must not rely only on the electronic form and should contact the safeguarding team directly.

Supporting information can be sent securely to:

safeguarding@education-wise.org

The detailed management route is contained within the **Logging and Managing a Safeguarding or Prevent Concern Workflow Map**.

Learners, employers and other stakeholders

Learners, employers, parents, carers, subcontractors and other stakeholders can contact the safeguarding team directly.

Safeguarding Team
safeguarding@education-wise.org

or:

Designated Safeguarding Lead
Nick Preston
npreston@education-wise.org
0117 379 0450

or the Deputy DSL.

External stakeholders do not need to use Educationwise's internal Microsoft Lists process.

Concerns can be raised verbally or in writing.

Educationwise will make sure concerns received externally are recorded through the appropriate internal process.

Immediate danger

Where anybody is in immediate danger:

- Call **999**
- Take reasonable immediate action to protect them
- Inform the safeguarding team as soon as possible

Staff do not need permission from the DSL before contacting emergency services.

Responding to a disclosure

Staff should:

- Stay calm
- Listen carefully
- Take the concern seriously
- Allow the learner to speak in their own words
- Avoid leading or repeated questions
- Avoid investigating
- Reassure them that they were right to speak
- Explain that information may need to be shared to keep them safe
- Never promise confidentiality
- Record the information promptly
- Report the concern

Staff should avoid asking a learner to repeat their account unnecessarily.

Family Help and early support

Children may benefit from support before statutory intervention is required.

This may include:

- Universal services
- Community-based early help
- Targeted Family Help
- Children's social care
- Other specialist support

Staff are not expected to assess or make Family Help referrals independently.

Where a member of staff believes a learner or family may benefit from additional help, this should be raised with the safeguarding team.

External safeguarding referrals

The DSL or Deputy DSL will normally coordinate external safeguarding referrals.

Depending on the concern, this may include:

- Children's social care
- Adult safeguarding
- Police
- Local Authority Designated Officer
- Prevent services
- Health services
- Other safeguarding agencies

Internal processes must never delay urgent external action.

Educationwise operates nationally and will use the **current local safeguarding arrangements relevant to the learner's location** rather than rely on a static list of regional contacts.

Current referral information will be maintained separately within the **Safeguarding Contacts and Referral Routes guidance**.

Parents and carers

For learners under 18, parents or carers may be involved where appropriate.

Educationwise will consider:

- The learner's age
- Their wishes

- The nature of the concern
- Whether contact could increase risk
- Whether contact could affect a police or social care investigation
- Professional advice received

Parents or carers will not automatically be contacted before an external referral where doing so could place the learner at greater risk.

Information sharing

Safeguarding information will be shared on a need-to-know basis.

Data protection law does not prevent appropriate safeguarding information sharing.

Educationwise will consider:

- What information is necessary
- Why it needs to be shared
- Who needs it
- Whether consent is appropriate
- Whether seeking consent could increase risk
- The consequences of sharing or not sharing

Consent should be sought where appropriate, particularly when working with adults, but information may be shared without consent where there is a lawful and proportionate safeguarding reason.

Significant decisions should be recorded.

Safeguarding records and case management

Educationwise will maintain clear, accurate and secure safeguarding records.

Records may include:

- Concerns and disclosures
- Risk assessments
- Referrals
- Agency communication
- Actions
- Welfare checks
- Decisions and rationale

- Support provided
- Reviews
- Closure decisions

Access to safeguarding information will be appropriately restricted.

Safeguarding concerns may be recorded as:

Open

Further safeguarding action remains outstanding or active case management is required.

Active Monitoring

Immediate safeguarding action may have reduced but continued oversight is appropriate.

Resolved

No further safeguarding action is currently required.

Cases will be reviewed according to their level of risk.

Higher-risk or changing cases will be reviewed more frequently.

A case will not remain open simply to demonstrate monitoring where no further safeguarding action is required.

Attendance, disengagement and withdrawal

Changes in attendance or engagement can indicate safeguarding concerns.

Staff should be alert to:

- Sudden disengagement
- Repeated or prolonged absence
- Significant changes in communication
- Difficulty contacting a learner
- A learner appearing controlled by another person
- Unexpected changes in employment

Where safeguarding concerns exist, the safeguarding team should be involved before routine offboarding action is completed where appropriate.

A Break in Learning, withdrawal, completion, change of employer or transfer does **not automatically close an active safeguarding concern**.

The safeguarding team will determine whether further support, information sharing or monitoring is required.

Mental health and wellbeing

Mental health difficulties do not automatically mean there is a safeguarding concern.

However, they may:

- Develop into a safeguarding concern
- Be caused or made worse by abuse or exploitation
- Increase vulnerability to harm

Staff should be particularly alert where a learner is:

- Self-harming
- Experiencing suicidal thoughts
- Making plans to end their life
- Showing significant behavioural change
- Becoming unusually withdrawn
- Experiencing abuse, coercion or exploitation

Staff are not expected to diagnose mental health conditions.

Where mental health creates a safeguarding risk, it must be reported.

Child-on-child abuse

Educationwise recognises that children can harm other children.

This may happen face to face or online and may include:

- Bullying and cyberbullying
- Prejudice-based or discriminatory bullying
- Physical abuse
- Abuse within intimate relationships
- Sexual harassment
- Sexual violence
- Harmful sexual behaviour
- Stalking
- Sharing nude or semi-nude images
- Upskirting
- Hazing or initiation-type behaviour
- Online abuse

Educationwise will not dismiss harmful behaviour as:

- Banter
- A joke
- Part of growing up
- Normal behaviour between young people

Where a concern is raised, Educationwise will consider:

- Immediate safety
- The wishes and needs of those involved
- Risk assessment
- Parent or carer involvement
- Police or children's social care involvement
- Appropriate support
- Wider risks to other learners

Sexual harassment, sexual violence and imagery

All reports of sexual harassment or sexual violence will be taken seriously.

The response will consider:

- Nature and seriousness
- Age and developmental stage
- Consent
- Power imbalance
- Coercion or threats
- Frequency
- Online elements
- Previous incidents
- Wider safeguarding risk

A learner must never be made to feel that they are causing a problem by reporting sexual harm.

Concerns involving nude or semi-nude images of a child will receive a safeguarding response.

This includes images that are:

- Created by the child or another person
- Digitally altered
- Generated wholly or partly using artificial intelligence
- Shared with or without consent

Staff must not unnecessarily request, copy, save, forward or view such imagery.

Online safety

Online safety is a core part of safeguarding at Educationwise, particularly because much provision is delivered remotely.

Educationwise considers four broad areas of online risk:

- **Content**
- **Contact**
- **Conduct**
- **Commerce**

Risks may include:

- Grooming
- Exploitation
- Radicalisation
- Cyberbullying
- Harassment
- Harmful or illegal content
- Pornography
- Fraud and scams
- Identity theft
- Misinformation and disinformation
- Non-consensual image sharing
- Deepfakes
- AI-generated harmful content

Remote learning

Staff delivering remotely must:

- Use approved platforms

- Maintain professional boundaries
- Use approved Educationwise communication routes
- Remain alert to concerns arising from the learner's environment
- Protect personal and confidential information

A concern identified online must be treated in the same way as a concern identified face to face.

Filtering and monitoring

Educationwise will maintain filtering and monitoring arrangements proportionate to the systems, networks and devices it controls.

Educationwise cannot directly control filtering on every learner's personal device or employer-owned system.

Safeguarding will therefore combine:

- Appropriate technical controls
- Approved systems
- Learner education
- Staff awareness
- Clear reporting arrangements

The effectiveness of filtering and monitoring arrangements will be reviewed **at least once each academic year** by the responsible senior leader with support from the DSL and relevant IT support.

Artificial intelligence

Educationwise recognises that artificial intelligence may create safeguarding risks including:

- Deepfakes
- Manipulated or generated sexual imagery
- Impersonation
- Grooming
- Bullying
- Fraud
- Harmful or misleading content
- Inappropriate sharing of personal information

Staff and learners will receive appropriate guidance on safe and responsible use.

Safeguarding concerns involving AI will be managed through the normal safeguarding process.

Prevent Duty

Educationwise will take a proportionate and risk-based approach to Prevent.

Educationwise will:

- Maintain a Prevent Risk Assessment
- Maintain appropriate actions against identified risks
- Train staff
- Promote fundamental British values
- Provide relevant learner education
- Consider online radicalisation
- Consider external speakers and materials
- Work with employers and subcontractors where relevant
- Respond promptly to individual concerns

Prevent Risk Assessment

The Prevent Risk Assessment will consider:

- Learner profile
- National reach
- Predominantly online delivery
- Online radicalisation
- Current local and national risks
- External speakers
- Subcontractors
- Employer environments
- Access to extremist material
- Staff understanding
- Reporting arrangements

Educationwise will not routinely profile individuals based on religion, ethnicity, political views or other protected characteristics.

Fundamental British values

Educationwise will actively promote:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those with different faiths and beliefs

Educationwise will support learners to understand how Prevent and fundamental British values relate to their:

- Work
- Training
- Personal lives
- Communities

Learner understanding will be checked through appropriate:

- Discussion
- Progress reviews
- Learner voice
- Curriculum activity
- Quality assurance

The focus will be on whether learners can understand and apply relevant learning rather than whether an activity has simply been completed.

Where sampling identifies gaps, this will inform curriculum improvement, tutor development or learner support.

A learner being unable to recall or apply Prevent or fundamental British values does not in itself indicate an individual Prevent concern unless other indicators of susceptibility to radicalisation are present.

Prevent concerns and referrals

Staff should:

- Remain professionally curious
- Avoid assumptions
- Consider wider circumstances
- Record concerns

- Report them promptly

Staff should not investigate an individual's beliefs themselves.

The DSL or Deputy DSL will determine whether advice or referral is appropriate.

Where there is an immediate threat to life or safety, **999** should be called.

Channel

Channel is a voluntary multi-agency programme supporting people assessed as susceptible to being drawn into terrorism.

Educationwise will cooperate with the Channel process where appropriate and continue suitable safeguarding support.

Safer recruitment

Educationwise will maintain safer recruitment arrangements appropriate to the role.

These may include:

- Identity and right-to-work checks
- Employment history
- References
- Qualification checks
- Disclosure and Barring Service checks
- Children's barred-list information where required
- Prohibition checks where relevant
- Overseas checks where appropriate
- Appropriate online searches
- Consideration of gaps or concerns in employment history

Educationwise will maintain appropriate safer recruitment records, including a Single Central Record.

From 1 September 2026, Educationwise will apply the revised regulated activity requirements introduced through the Crime and Policing Act 2026, including the removal of the supervision exemption, and obtain enhanced DBS checks with children's barred-list information where required.

Checks for volunteers, contractors and associates will reflect their role, level of contact and whether the activity is regulated.

Concerns or allegations about adults working with children

Concerns about an employee, associate, contractor, volunteer, agency worker, subcontractor, employer representative or other adult working with Educationwise learners must be reported promptly.

Harm threshold

Concerns should be escalated to the **CEO** where a person may have:

- Harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk of harm
- Behaved in a way that indicates they may not be suitable to work with children

The CEO will consider consultation or referral to the relevant Local Authority Designated Officer.

Where the concern relates to the CEO, it must be reported to the **Chair of the Board**.

Where the concern relates to the DSL, it must be reported directly to the CEO.

Staff must not conduct their own detailed investigation before appropriate advice has been obtained where the harm threshold may have been met.

Low-level concerns

A low-level concern is a concern about the behaviour of an adult working with children that:

- Is inconsistent with Educationwise's Staff Code of Conduct or professional expectations
- Does not appear to meet the harm threshold

The term does not mean the concern is unimportant.

Examples may include:

- Being over-friendly
- Favouritism
- Inappropriate communication
- Contact through personal social media
- Inappropriate photographs
- Inappropriate language
- Blurring professional boundaries
- Humiliating a learner

Low-level concerns raised by staff should be recorded through the internal safeguarding process.

Learners, employers and other stakeholders can raise concerns directly with the safeguarding team.

The CEO retains ultimate decision-making responsibility.

Where the concern relates to the DSL, it must be reported directly to the CEO.

Where the concern relates to the CEO, it must be reported to the Chair of the Board.

Concerns will be recorded, considered promptly and reviewed for patterns.

Where there is uncertainty about whether the harm threshold may be met, LADO advice should be considered.

A learner safeguarding concern below an external referral threshold is **not** a low-level staff concern. It remains a learner safeguarding or welfare concern.

Guest speakers and external contributors

Safeguarding controls for guest speakers and external contributors will be proportionate to the activity.

This may include:

- Confirming identity
- Understanding the purpose of the session
- Reviewing content where appropriate
- Considering Prevent risks
- Considering learner age and needs
- Agreeing supervision
- Completing safeguarding checks where required

A DBS check will not automatically be required for every guest speaker.

Inappropriate or extremist content will not be permitted.

Specific safeguarding issues

Safeguarding concerns may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

- Child sexual and criminal exploitation
- County lines
- Financial exploitation
- Modern slavery and human trafficking
- Domestic abuse
- Relationship abuse
- Stalking
- Child-on-child abuse
- Harmful sexual behaviour
- Sexual harassment and sexual violence
- Bullying and cyberbullying
- Online abuse
- Nude and semi-nude imagery
- AI-generated sexual imagery
- Radicalisation and terrorism
- Serious violence and weapons
- Substance misuse
- Homelessness
- Mental health concerns
- Self-harm and suicidal ideation
- Honour or faith-based abuse
- Female genital mutilation
- Forced marriage
- Young carers
- Adult safeguarding concerns

Staff do not need to identify the exact category before reporting a concern.

Female Genital Mutilation

FGM is illegal and is a form of child abuse.

All staff must report FGM concerns through the safeguarding process.

There is an additional statutory reporting duty for teachers.

Where a teacher discovers that FGM appears to have been carried out on a girl under 18 in circumstances covered by the statutory duty, they must personally report this to the police.

The DSL should also be informed unless there is a good reason not to do so.

Suspected or at-risk cases must still be managed through normal safeguarding procedures.

Mandatory reporting of child sexual abuse

The Crime and Policing Act 2026 introduces a statutory reporting duty relating to specified child sexual abuse.

Educationwise will comply with this duty from the date the relevant provisions come into force and will update procedures and staff training when required.

All staff must continue to report concerns or disclosures of child sexual abuse immediately through Educationwise safeguarding procedures.

Serious violence, exploitation and modern slavery

Concerns involving serious violence, weapons, exploitation, trafficking, forced labour or other forms of modern slavery must be taken seriously.

Where there is immediate danger:

- Call 999
- Take reasonable action to protect those involved
- Notify the safeguarding team

The safeguarding team will consider police, children's social care, adult safeguarding or other relevant agency involvement.

Whistleblowing

Staff must raise concerns where they believe:

- Safeguarding procedures are not being followed
- A safeguarding concern has been ignored
- A required referral has not been made
- A senior person is preventing appropriate action
- Safeguarding information has deliberately been concealed
- Unsafe practice exists within Educationwise or a subcontractor

Concerns can be raised through:

- DSL

- CEO
- Chair of the Board
- Public Interest Disclosure Policy
- Appropriate external safeguarding or regulatory routes

No employee should suffer unfair treatment for raising a genuine safeguarding concern.

Safeguarding governance

Safeguarding will be monitored through:

Safeguarding and Prevent Committee → Master Risk Committee → Board

The Safeguarding and Prevent Committee will consider appropriate information including:

- Number and type of safeguarding concerns
- Open, Active Monitoring and Resolved cases
- Risk levels
- External referrals
- Prevent concerns
- Online safety themes
- Learner voice
- Training
- Employer and subcontractor concerns
- Significant incidents
- Relevant concerns involving adults working with children
- Trends and actions

Personal information will only be shared through governance where necessary.

Risk management

Significant safeguarding and Prevent risks will be managed through Educationwise's risk arrangements.

Actions will have:

- Clear ownership
- Appropriate timescales
- Review
- Escalation where required

The Prevent Risk Assessment will be reviewed regularly and when the organisation's risk profile materially changes.

Quality assurance and improvement

Educationwise will review safeguarding effectiveness through:

- Safeguarding case review
- Safeguarding and Prevent Committee
- Learner and staff feedback
- Training records
- Safer recruitment and Single Central Record checks
- Subcontractor assurance
- Employer concerns
- Online safety and filtering/monitoring review
- Prevent Risk Assessment
- Curriculum sampling
- Learner understanding of Prevent and fundamental British values
- Complaints and concerns
- Audit and inspection findings

Where weaknesses or themes are identified, action may include:

- Policy or WOW changes
- Staff training
- Curriculum improvement
- Employer or subcontractor action
- Quality Improvement Plan actions
- Risk register updates

Related policies, processes and guidance

This policy should be read alongside:

- Learner Support Policy
- Learner Code of Conduct Policy
- Information, Advice and Guidance Policy
- Learner Appeals and Complaints Policy and Procedures

- Public Interest Disclosure Policy
- Modern Slavery and Human Trafficking Policy
- Data Protection Policy
- Privacy Policy
- Security Policy
- Equality, Diversity and Inclusion Policy
- Reasonable Adjustment and Special Consideration Policy
- Recruitment and safer recruitment arrangements
- Staff Code of Conduct
- Acceptable Use Policy
- Withdrawal or Break in Learning Policy
- Contingency and Adverse Effects Management Policy
- Logging a Safeguarding or Prevent Concern Way of Working
- Logging and Managing a Safeguarding or Prevent Concern Workflow Map
- Safeguarding Contacts and Referral Routes guidance
- Relevant subcontracting procedures

Monitoring and review

The Designated Safeguarding Lead will review safeguarding arrangements throughout the year and report appropriate assurance through the Safeguarding and Prevent Committee.

This policy will be formally reviewed annually.

The annual review will consider:

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Relevant legislative changes
- Prevent requirements
- Adult safeguarding requirements
- Safeguarding themes and incidents
- Learner voice
- Staff training
- Family Help awareness

- Safer recruitment and regulated activity
- Online safety
- Filtering and monitoring
- Prevent Risk Assessment
- Learner understanding of Prevent and fundamental British values
- Employer and subcontractor safeguarding
- Quality assurance findings
- Lessons from safeguarding cases
- Effectiveness of internal safeguarding Ways of Working

The policy will be updated sooner where a statutory or safeguarding change requires immediate action.

Appendix A: Types of abuse, neglect and exploitation

Physical abuse

Physical abuse may include hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm.

Emotional abuse

Emotional abuse may include persistent behaviour that causes serious harm to emotional development or wellbeing.

Examples may include:

- Humiliation
- Threats
- Rejection
- Controlling behaviour
- Serious bullying
- Exposure to abuse of another person

Sexual abuse

Sexual abuse may involve:

- Sexual contact
- Sexual assault
- Grooming
- Sexual exploitation
- Exposure to pornography
- Creating or sharing sexual imagery
- Online sexual activity
- AI-generated or manipulated sexual imagery

Neglect

Neglect involves persistent failure to meet basic physical or psychological needs where this causes or is likely to cause serious harm.

Exploitation

Exploitation may involve the use of:

- Coercion

- Threats
- Manipulation
- Deception
- Control
- Abuse of vulnerability

It may include sexual, criminal, labour or financial exploitation.

Additional barriers

Children and adults with additional needs may experience additional barriers to recognising or reporting harm.

These may include:

- Communication difficulties
- Social isolation
- Reliance on other people
- Behaviour being attributed to disability
- Difficulty recognising unsafe behaviour
- Limited access to support

Appendix B: Responding to a disclosure

Staff should follow the **5 Rs**.

Recognise

Be alert to signs or information that may indicate abuse, neglect, exploitation or harm.

Respond

Listen calmly and take the concern seriously.

Do not:

- Promise confidentiality
- Investigate
- Ask leading questions
- Confront the person alleged to have caused harm

Reassure

Reassure the learner that:

- They were right to speak
- Their concern will be taken seriously
- They are not to blame

Do not promise a particular outcome.

Report

Educationwise staff

Record and report the concern through the **Logging a Safeguarding or Prevent Concern Way of Working**.

Learners, employers and other stakeholders

Contact:

safeguarding@education-wise.org

or the DSL or Deputy DSL.

Immediate danger

Call **999**.

Record

Staff should record:

- Date and time

- What was said
- The learner's own words where possible
- Relevant observations
- Questions asked
- Actions taken

Records should be factual and avoid unnecessary assumptions.