



# Hampshire Achieves Safeguarding & the Prevent Duty Procedures

Date of last review/update	1 <sup>st</sup> September 2025
Review Frequency	Annually
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## **Hampshire Achieves Safeguarding & Prevent Duty Procedures**

These procedures form a core component of the Hampshire Achieves Quality Assurance process, ensuring consistent and robust safeguarding practice across all provisions.

**All Hampshire Achieves (HA) staff are expected to follow Hampshire County Council's Safeguarding Policy as part of their professional responsibilities.**

[Hampshire County Council Safeguarding policy](#)

### **Process Summary**

This process reflects Hampshire Achieves' commitment to safeguarding children, young people, and vulnerable adults across all educational settings, including those delivered through external providers.

### **Key Principles**

- Safeguarding is a whole-organisation responsibility.
- All staff must read Part One of Keeping Children Safe in Education (KCSiE).
- HA aligns with Hampshire County Council's safeguarding frameworks and national legislation.
- A zero-tolerance approach to abuse, harassment, and radicalisation.
- Embedding British Values and Prevent Duty into all learning environments.

### **Strategic Responsibilities**

- Protecting children and vulnerable adults from harm and promoting welfare.
- Ensuring effective safeguarding policies and procedures.
- Maintaining partnerships with safeguarding boards and external agencies.
- Providing regular training and updates for staff.

### **Legislative Framework**

- Based on KCSiE 2025, Prevent Duty, Modern Slavery Act 2015, Human Rights Act 1998, and Equality Act 2010.
- Includes mandatory reporting for Female genital mutilation (FGM) and guidance on sexual violence and harassment.

## **Safeguarding and Prevent Processes for HA**

### **1.0 Referral and Reporting**

- **Initial Concern:** Staff must report concerns to the Designated Safeguarding Lead (DSL) or Officer (DSO).
- **Assessment:** DSL or DSO assesses whether the threshold for significant harm is met.
- **Referral:** If harm is suspected, DSL will support contact to Children's Services (MASH) or police.
- **FGM Exception:** Mandatory direct reporting to police by the person discovering it.
- **Record Keeping:** The Designated Safeguarding Lead (DSL) or Officer (DSO) must ensure that all concerns, decisions, and the rationale behind those decisions are documented in detail and saved securely.

## **2.0 Dealing with Concerns**

Staff must:

- Record concerns in writing (email).
- Notify their line manager.
- Contact DSL/DSO or MASH if DSL is unavailable.

External providers are required to:

- Ensure full alignment with Hampshire County Council's safeguarding policy and Hampshire Achieves procedures.
- Report any safeguarding incidents to the HA DSL/DSO within 24 hours in writing.
- Submit safeguarding data as part of ongoing contract monitoring.

## **3.0 Dealing with Allegations**

Against Staff

- Report immediately to DSO/Deputy.
- DSO contacts the Local Authority Designated Officer (LADO).
- No internal investigation until LADO advises.
- Staff may be removed from duties during investigation in line with CC processes.

Peer-on-Peer Abuse

- Staff must maintain an attitude of "it could happen here."
- All reports are taken seriously and investigated.
- External providers must follow guidance and report incidents.

## **4.0 Safer Recruitment (HCC Recruitment policy)**

- Enhanced DBS checks every 3 years.
- Online searches for shortlisted candidates.
- CVs accepted only with full application forms.
- Safer recruitment training for managers every 2 years.
- HA and External providers must maintain a Central Staff Record (CSR).

## **5.0 Induction and Training**

- All staff receive a mandatory safeguarding induction.
- Annual safeguarding and Prevent training updates.
- CPD opportunities provided.
- External providers responsible for staff training and policy awareness.

## **6.0 Information Sharing**

- Must be lawful, necessary, and recorded. Consent should be sought unless it increases risk.
- All staff must have a clear understanding of the Data Protection Act 2018 and GDPR requirements.

Staff must record:

- What was shared
- With whom
- Why
- Date and rationale

## 7.0 Prevent Duty

Staff must:

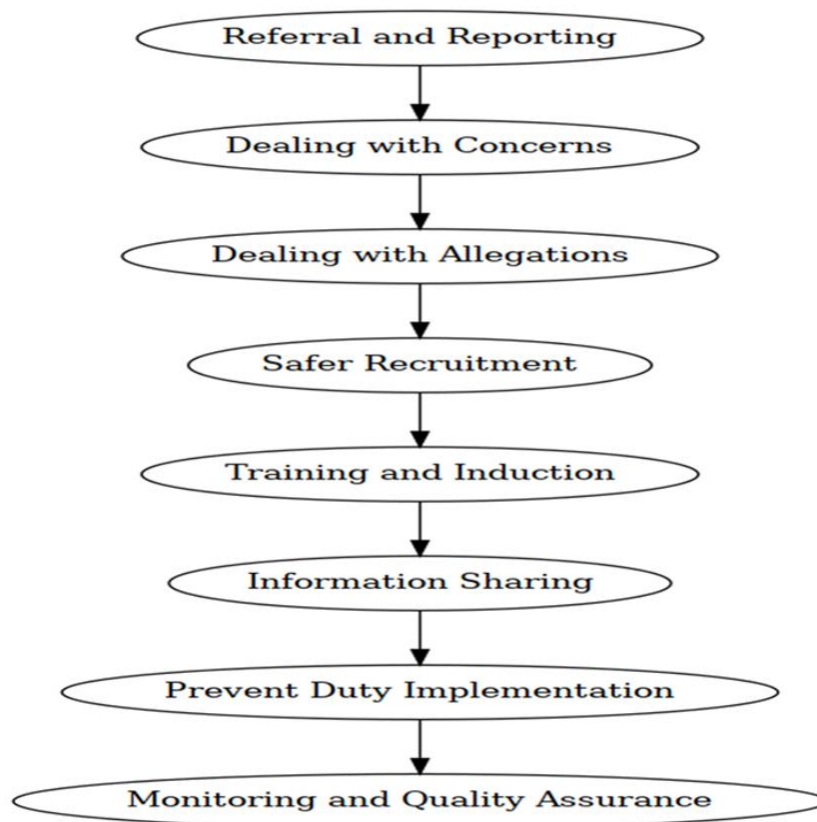
- Recognise signs of radicalisation.
- Complete Prevent Duty checklist.
- Refer concerns to DSL/DSO or police.
- Promote British Values.

External providers must:

- Complete Prevent Duty checklist.
- Include Prevent referrals in monthly safeguarding returns.

## 8.0 Monitoring and Quality Assurance

- Conduct an annual safeguarding audit using the Hampshire Safeguarding Children Partnership (HSCP) tool.
- Require external providers to submit monthly safeguarding data.
- Review the Central Staff Record on a termly basis.
- Maintain robust quality assurance for safeguarding practices.
- Report and review annual safeguarding incident data.



## Safeguarding & the Prevent Duty Quick Guide for Staff

All those who come into contact with children, young people and vulnerable adults in their everyday work have a duty to safeguard and promote their welfare.

They should.

- Be familiar with, and follow their organisation's policy and procedures for Safeguarding & Prevent
- Know who to contact to express concerns about a child's, young person's, or adult's welfare, including Safeguarding & Prevent concerns
- Attend regular training that raises awareness of Safeguarding and Prevent issues; equipping them with the skills and knowledge needed.

If you become aware of concerns that a child, young person, or vulnerable adult is at risk of harm or is being abused, or if you have any other safeguarding concerns, you must report it immediately to your Designated Safeguarding Lead/Officer (DSL/O), ensure you tell the DSL/O the name and date of birth of the person along with details of your concerns.

### Designated Safeguarding Leads/Officers

**Hampshire Achieves** Young Peoples Learning, ATL including Sub-Contracted Provision.  
Debi Copeland, [deborah.copeland@hants.gov.uk](mailto:deborah.copeland@hants.gov.uk) Mobile: 07926 077442 (Designated Safeguarding Lead)

Kevin Sumner (Deputy safeguarding Lead) [Kevin.sumner@hants.gov.uk](mailto:Kevin.sumner@hants.gov.uk) Mobile: 07701259111

### Designated Safeguarding Officers

#### Hampshire Outdoors:

Stuart Cousens [stuart.cousens@hants.gov.uk](mailto:stuart.cousens@hants.gov.uk) Mobile: 07714 768182

#### Hampshire Futures:

Andy Webb [andy.webb@hants.gov.uk](mailto:andy.webb@hants.gov.uk) Mobile: 07779348099

Jennifer Setters [Jennifer.Setters@hants.gov.uk](mailto:Jennifer.Setters@hants.gov.uk) MS Teams 03707792965

Dee John, [dee.john@hants.gov.uk](mailto:dee.john@hants.gov.uk) Mobile: 07784 264713

### Secure & Specialist

Shaun Laycock, [Shaun.Laycock@hants.gov.uk](mailto:Shaun.Laycock@hants.gov.uk)

Rebecca Parrett, [Rebecca.parrett@hants.gov.uk](mailto:Rebecca.parrett@hants.gov.uk)

If you are unable to contact the DSL/Deputy/DSOs and need to seek immediate advice, please contact the Hampshire County Council, Multi Agency Safeguarding Hub (MASH) through the Children's Professionals Line 01329 225379 or by email to [csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk) or phone 0300 555 1384 during office hours or 0300 555 1373 at all other times (Out of Hours service) or the police in an emergency at 101.

Professionals should contact [Multi Agency Safeguarding Hub \(MASH\) | Children and Families | Hampshire County Council](#)

This helpline brings together professionals from a range of agencies into an integrated multi agency team providing triage and multi-agency assessment of safeguarding concerns. To refer a concern, you should complete the Inter Agency Referral form.

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts>

Ensure you always inform the DSL/O in writing of any disclosure made direct to MASH.

### **Additional Contact Telephone Numbers**

During office hours 8.30am – 5pm

Children's Services 0300 555 1384

Adult Services 0300 555 1386 Out of Hours Service 0300 555 1373

If you believe a crime has been committed contact Hampshire Police 101 or, if the individual is in immediate danger call 999.

The Prevent Duty - \*refer using the above contact details.

All staff have a duty to comply with the Prevent Duty, and this includes the responsibility to:

- understand the potential indicators that someone may be drawn into terrorism
- recognise potential signs of individual vulnerability to radicalisation
- exemplify and promote British values
- encourage all learners and staff to respect other people with particular regard to the protected characteristics under the 2010 Equality Act
- know how to report a concern or suspicion.

**Remember: RECOGNISE – RESPOND - REPORT – RECORD – REFER**