GET FURTHER SAFEGUARDING AND PREVENT POLICY

This policy is reviewed annually in line with the publication of Keeping Children Safe in Education (England) and Keeping Learner's Safe (Wales).

Who is responsible for this policy: Designated Safeguarding Officer

Most Recent Review Date: August 2026
Next Review Date: August 2027

Signed by Alice Eardley (Deputy CEO)

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Get Further is committed to the protection and welfare of all learners and apprentices that engage with the organisation. Get Further believes that in all matters concerning child and adult safeguarding, the welfare and protection of the adults and young people[1] we work with is of paramount consideration. All staff involved in Get Further's activities and who come into contact with learners and provider education staff, directly or indirectly, have a duty of care to safeguard and promote their welfare. This policy and the procedures contained within it exist not to discourage adults from being involved in the work of Get Further, but to ensure, as far as possible, that people who may abuse our learners do not get the opportunity to do so.

DEFINITIONS

Child: Anyone who has not reached their 18th birthday.

Vulnerable adult: A person aged 18 or over who may be in need of community support or care because of a learning disability, physical disability; physical illness or mental illness or a reduction in physical or mental capacity (including due to age).

Learner/apprentice: a child or adult who is interacting with Get Further's services and falls within our jurisdiction of care.

Provider: A Further Education College, Independent Training Provider or other institution that Get Further has partnered with.

Staff: All individuals employed by Get Further, including central team, tutors and trustees.

PROTECTING LEARNERS AND APPRENTICES

This policy will outline the ways in which Get Further protects and prevents abuse of all learners that interact with the organisation. There is a duty placed upon all staff to ensure that all adults who work with Get Further are competent, confident and safe to do so. Adults working or volunteering for Get Further are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intention.

[1] For the purposes of this policy a young person is defined as any person under the age of 18.

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Everyone involved in Get Further activities must follow Get Further's Safeguarding Code of Conduct and all tutors must follow the "Tutor Code of Conduct". They must be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

Get Further will promote and get commitment to this policy through staff inductions at every level across the organisation, through regular safeguarding upskilling sessions and discussion of Safeguarding topics in whole-team meetings, and as standing agenda items at all executive leadership team meetings and board meetings. Staff are requested to share concerns and queries around Safeguarding and learner welfare on a regular basis in their weekly 1:1s with managers and discussions with the DSO where required.

Due to the nature of Get Furthers programme and focus on professional relationship building with learners, we recognise that staff are in a good place to recognise and report changes in learner behaviour, or recognise concerns with teaching staff, that could highlight a Safeguarding or Prevent risk. We train staff to look for specific behaviour changes in learners and colleagues that could present a risk, and report this immediately to the Designated Safeguarding Office (DSO) following the process outlined in this document.

DESIGNATED SAFEGUARDING OFFICER (DSO)

Please note, this is the Designated Safeguarding Person in Wales (Keeping Learners Safe). For the purposes of this guidance, we will refer to the Designated Safeguarding Officer in keeping with the English definition as at present most of Get Further's provision takes place in England (Keeping Children Safe in Education). However, all members of the Get Further team should be aware that there are some differences between English and Welsh safeguarding policies and seek clarification from the DSO with regards to specific instances if needed.

Designated Safeguarding Officer (DSO)
Annabel Richardson (annabel.richardson@getfurther.org.uk)
Phone number: 07889 598 412

Deputy Designated Safeguarding Officer (DDSO):
Sophie Fogg (sophie.fogg@getfurther.org.uk)
Phone number: 07719 070 295

Where necessary, the Designated Safeguarding Officer will liaise with Get Further's designated safeguarding board member lead and executive leadership team to reach an appropriate decision.

Deputy CEO
Alice Eardley (alice.eardley@getfurther.org.uk)
Chief Operations Officer
Stacie Bond (Stacie.bond@getfurther.org.uk)

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Chair of Trustees
Michele Sutton

Get Further has a Designated Safeguarding Officer to:

- Offer support to all staff and volunteers involved in Get Further's work.
- To act as the main point of contact in the event of any allegation or disclosure.
- To act as the as the main point of contact between Get Further and provider partners.
- To keep all Safeguarding policies and procedures up to date and review annually.
- To oversee the Safeguarding training of all staff and tutors across the organisation.

It is the DSO's responsibility to collect all relevant information and make decisions on how to proceed (this will include contacting the designated safeguarding lead at the relevant partner college/s). DSO and DDSO receive specialist training by the NSPCC and relevant Adult Safeguarding courses when they first enter the role, and then every 3 years.

If there is an allegation, signs and indicators of abuse are identified, or if at any point an adult involved with Get Further's work fails to comply with any element of the Code of Conduct, this information must be passed immediately to Get Further's DSO. Get Further staff have a duty of care to pass on all relevant information regarding any allegations of abuse or identified signs and indicators of possible abuse.

Prior to starting a contract with Get Further, all provider partners must provide the name and contact details of their relevant Safeguarding contacts and DSO, and should update these if there are any changes. These are re-confirmed annually and/or when the contract is renewed.

TRAINING AND IMPLEMENTATION OF THIS POLICY

To ensure that all staff are well placed to deal with any issues that are reported by learners or employees, all staff receive Safeguarding training ahead of access to sensitive data or contact with learners during their induction period, and all staff must hold an Enhanced DBS. All staff and Programmes team members working in England must complete an online CPD module on 'Safeguarding in Further Education', and staff and Programmes Team members operating in Wales should complete 'Safeguarding Roles and Responsibilities - Keeping Learners Safe' Modules 1+2 where appropriate. All staff attend a training session with the DSO with an overview of the importance of safeguarding specific to their role. The online training includes short quizzes throughout. Our internal training focuses on the importance of safeguarding within the sector, with particular focus on the definitions of safeguarding that Get Further receives the highest number of reports on. This is to ensure that all staff recognise the risk and likelihood of witnessing a safeguarding concern and are committed to the policy. At the end of their induction training, all staff must read Part One of the most recent version of Keeping Children Safe in Education (KCSIE).

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This is strengthened through bi-annual Safeguarding updates and annual Safeguarding training for all staff, as well as Safeguarding spotlights in whole team meetings, with Safeguarding as a standing item in executive meetings and board meetings.

CHILD SAFEGUARDING AND DEFINITIONS OF ABUSE

Get Further believes that all children have an absolute right to a childhood free from abuse, neglect or exploitation. Get Further takes a child-centred approach to safeguarding for all learners under 18. All staff training covers how to recognise the signs and behavioural changes that are associated with the definitions of abuse highlighted below.

Physical Abuse: physical injury to a child where there is knowledge, or a reasonable suspicion, that their injury was inflicted or knowingly not prevented.

Neglect: the persistent or severe neglect of a child which results in serious impairment of the child's health or development (both physical and mental).

Emotional Abuse: the persistent or severe emotional ill-treatment of a child which has severe adverse effect on the behaviour and emotional development of that child.

Sexual Abuse: the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent.

Child-on-Child Abuse: all staff must be aware that young people can abuse other young people, and this may include, but is not limited to bullying; abuse in intimate personal relationships; sexual violence and initiation/hazing rituals.

Domestic Abuse: domestic abuse can encompass a wide range of behaviours that may be a single incident or a pattern of incidents. Young people may see/hear or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate personal relationships.

Female Genital Mutilation (FGM): this comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Extremism: A vocal or active opposition to fundamental human values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Grooming: When someone builds an emotional connection with a child or a young person to gain their trust for the purposes of sexual abuse or exploitation.

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Self-Abuse: Any means by which a child or young person seeks to harm themselves. This can take lots of physical forms, including cutting, bruising, scratching, hair-pulling, poisoning, overdosing and eating disorders.

SAFEGUARDING ADULTS

Adults have a right to self-determination, and if they have the mental capacity to do so, decisions should be made in collaboration with them. Get Further will engage and consult with adults about decisions affecting them where it is appropriate and deemed that they have the mental and physical capacity to do so.

There are no restrictions on sharing sensitive information within the organisation, where it relates to safeguarding staff and learners. Where an adult is deemed to have appropriate capacity to make informed decisions, Get Further will encourage them to self-report the issue to the appropriate authority. If they do not consent to Get Further escalating their disclosure, Get Further will respect their wishes with the exception of an overriding public interest or public duty of care. This includes, (but is not limited to):

- Other people are, or may be, at risk, including children
- There is a crime, or alleged crime, involved
- A crime has been committed
- Staff are implicated
- The person may be under duress or being coerced

REPORTING INCIDENTS

In all cases related to safeguarding, the main procedure is to treat the allegation seriously and in strict confidence. We have a three-tier reporting system depending on the severity of the situation, demonstrated in the diagram below.

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You can access the Safeguarding Incident Report Form here.

RESPONDING TO AND REPORTING INCIDENTS

In the event that a learner discloses abuse to an employee, tutor or volunteer of Get Further

Employees of Get Further and tutors / volunteers shall:

1. Allow the learner to speak without interruption, encouraging them to say only what they feel comfortable with. Staff should inform learners that they have an obligation to share anything deemed a safeguarding or welfare concern to Get Further to support them in accessing the right help. Staff should be accepting and be non-judgemental about what is said and will not ask investigative or leading questions.

2. Where possible, staff will ascertain if the learner has spoken to anybody else about their disclosure and whether they are receiving support (i.e. external counselling or pastoral support from their provider).

3. Ensure that the learner is not immediately at risk of any further abuse.

4. Whether the learner is a child or adult, the disclosure **MUST** be reported to Get Further (see "Reporting an Incident") Staff should advise the learner that they can help them in getting the right support and are not able to keep anything they tell you confidential. Staff should re-assure learners that they are there to help, and that information will be shared on a 'need to know'

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basis. If they then refuse to share more details, their wishes will be respected and the disclosure should be reported with all known details.

5. Immediately after a disclosure, if the learner is deemed to be in immediate danger or if there is a risk of danger, (classed as a 'major' concern), the provider's Safeguarding team on-site should be contacted, and their advice and instruction should be followed. Once the on-site team has been contacted and the reporter has no further action to take to safeguard the learner, the incident should be reported to the Get Further DSO/DDSO.

    a. If contact cannot be made with on-site Safeguarding team (via face-to-face contact or phone call) in the first instance, then the Designated or Deputy Safeguarding Officer at Get Further should be contacted via phone call if the learner in danger or at risk of danger if they were to leave the premises, (classed as a 'major' concern in the flowchart above).

6. If the risk is deemed minimal and the learner is not facing or at risk of facing immediate harm, the Safeguarding Reporting Form should be completed (classed as 'minor' on the flowchart above)

7. In all cases, facts should be reported they are known or understood including the learner's name and the account given using the words that they used as well as including any other relevant information.

8. Get Further shall retain a copy of all such notifications for a period of three years.

In the event that an employee, tutor or volunteer suspects abuse, but it has not been disclosed by the young person:

Employees of Get Further and tutors / volunteers shall:

1. Not discuss suspicions with the learner in question or conduct any form of investigative work.

2. Report the facts as they are known or understood using Get Furthers internal reporting methods as soon as possible. This should include the learner's name and any detail or context that is relevant to the incident.

3. Once the report has been received, Get Further's safeguarding team will discuss next actions, including involvement of the learner in the report and/ or informing the FE provider.

4. Get Further shall retain a copy of all such notifications for a period of three years.

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RECORDING INCIDENTS

In the event of Get Further's Designated Safeguarding Officers being contacted the following protocol will be followed:

1. The Designated/Deputy Safeguarding Officer will complete a Safeguarding report form using the information provided.

    a. If the safeguarding case involves a child, this report will be passed onto the child protection lead and/or safeguarding lead/s at the learner's provider. This may follow an initial phone call with the relevant Safeguarding team at the partner provider.

    b. Where the incident involves an adult and they have given permission for the report to be shared with the appropriate safeguarding team at their provider and/or there is an overriding duty of care of public interest, Get Further will pass on the report. See section "Safeguarding Adults" for further detail.

2. The FE provider shall follow their procedure for contacting the local Police Child Protection Unit or the Social Services Department of the relevant Local Authority (the Authorities) where necessary. Get Further shall support the provider with any action that they deem appropriate and shall undertake reasonable endeavours to provide the provider with any assistance or documents.

In all cases, Get Further will complete the record log with updates from partner providers where necessary and close the incident record once the provider has confirmed that they have received the incident report form and there are no further actions for Get Further.

GUIDANCE AND SUPPORT FOR LEARNERS

All staff that learners and apprentices have contact with are trained to be vigilant and responsive to signs where an adult or young person is involved in, or at risk of being involved in, a Safeguarding incident. This includes tailored training for the tutor, who the learner sees on a consistent and regular basis, and the key college/Get Further liaison (the Programme Coordinator and/or Programme Manager) who has greater involvement with the Safeguarding practices at their individual Further Education provider, and frequent contact with learners.

Where staff are concerned about a learner, they are encouraged to report these concerns via the most appropriate route (see "Reporting Concerns"), and to signpost to relevant resources and guidance which is shared with all staff via our online staff portal (for example, sharing details of organisations specialising in mental health concerns).

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SAFEGUARDING CODE OF CONDUCT

All staff coming into contact with learners through Get Further's work must comply with this Safeguarding Policy and Code of Conduct (see also Tutor Handbook and Employee Handbook).

You must:

- Act in accordance with the partner provider's policies and procedures regarding child protection and child/adult safeguarding and operate within Get Further's procedures in the event of any disclosure/concern.
- Treat all adults and young people with respect.
- Avoid being alone with a learner or cause someone else to be alone with a young person because of your actions e.g. being late. If alone in a room with young people keep the door open at all times and/or ensure you are visible to other staff members (i.e. there are windows to a public corridor). Ensure that another member of staff is aware of your location.
- Avoid accepting or giving gifts to learners, and follow our Student Gift Policy at all times.
- Remember that someone else might misinterpret your actions, no matter how well intentioned and recognise that special caution is required when discussing sensitive issues with learners.
- Be aware that any physical contact with learners can be misinterpreted and should always be avoided. Shaking hands in a public setting is considered acceptable.
- Be aware that social networking sites are in the public domain if not protected by privacy settings. Strongly consider strengthening any privacy settings so that learners would not be able to access your online profiles and be privy to any information you would not want in the public domain.
- Block any learners that approach you online and inform Get Further's Designated Safeguarding Officer immediately.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse to the Get Further's Designated Safeguarding Officer.
- Raise any questions or concerns about child protection and safeguarding with Get Further's Designated Safeguarding Officer, or if unsure of a provider's procedure, information should be sought from provider staff.

You must not:

- Promise confidentiality to learners in any situation.
- Communicate with learners outside of their sessions. All communication with learners outside of their sessions must go through the Programme Coordinator. You should not:
    - Share your phone number, email or address with learners or seek out their phone number, email or address and use these for communication.
    - If your role involves contacting learners (i.e. Senior Tutor), you should not use personal devices or personal contact details to communicate.

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- Seek out or add any learners who have participated in a Get Further programme on any social networking site, or respond to any online communication from a learner, for example on a social networking site.
- Arrange to meet a learner outside of the allocated tutoring time, unless on the college premises and with the prior knowledge of a Get Further staff member.

- Act in a manner that excludes the learners you are working with.
- Make suggestive or derogatory remarks in front of learners.
- Have inappropriate physical contact or verbal contact with learners.
- Show favouritism to any individual.
- Be under the influence of alcohol or other substances when working on activities involving learners.
- Take photographs or video footage of learners, except where the learner and provider has granted written consent obtained by a central Get Further staff member, or this is through appropriate means.

INVESTIGATION OF STAFF CONCERNS

To reduce risk and prevent abuse towards learners and apprentices, Get Further maintains a high standard in recruiting staff and volunteers and adheres to safer recruitment practices outlined in our Safer Recruitment policy.

Get Further takes its responsibility to protect learners seriously, and any concerns about a staff member's (including all Get Further or partner provider staff) approach to Safeguarding will be treated with the utmost importance.

If they receive an allegation or are concerned about a staff member's safeguarding conduct (including Get Further tutors, central staff and staff at Get Further's partner providers), employees of Get Further and tutors / volunteers shall:

1. Immediately after receiving an allegation/disclosure or recognising a concern, contact the DSO at Get Further.

2. Report the facts as you know or understand them, including the names of relevant adults and/or young people and the account given to you using the words that they used as well as including any other information your feel is relevant.

3. Get Further shall retain a copy of all such notifications for a period of three years.

Following this report, the following action will be taken:

1. The DSO is immediately notified, and they will inform the Chief Operating Officer (COO). Get Further's DSO and COO will decide if further investigation is required and who is responsible for

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undertaking next steps. This is likely to include Get Further's DSO and a provider DSO or member of staff.

2. If there is concern that the staff member could continue to pose a risk of harm, immediate action is taken to prevent that staff member coming into contact with any learners. If necessary, student-facing staff, e.g., lead tutors, tutors or Programme Coordinators, will be suspended pending further investigation. Where there's is an immediate threat to learners or staff, the partner provider will be informed as soon as possible and Get Further will work with them to eliminate all risk. If there is no immediate threat to learners or staff, the partner provider will be informed if / when a decision is made to escalate the complaint as detailed below.

3. If possible, the DSO contacts the person reporting the concern and compiles a full report, taking care not to further distress any alleged victims or witnesses. Where the reporter is not the learner or learners who have been impacted, the DSO may contact these learners for further detail if deemed appropriate and the partner provider will be informed. These reports are then shared with the Deputy CEO (DCEO) / COO.

4. Once the DSO has compiled details of the complaint, the internal Safeguarding team (including DSO, DCEO, COO, Safeguarding Board member and other relevant team members where necessary) will meet to discuss next steps.

    a. If the report indicates that there is a concern about this staff member continuing to interact with learners and other staff, then Get Further will contact the relevant LADO for further advice and investigation. Get Further will inform the relevant partner provider(s) and update and involve staff where appropriate on the investigation.

    b. If it is deemed that the reports are unfounded and the staff member does not pose a threat to any learners, then they may be allowed to return to their role. It may be appropriate at this stage to apply Get Further's disciplinary process to ensure the member of staff is clear about any breaches of Get Further's code of conduct and next steps if similar concerns are raised again. If necessary, Get Further will arrange for additional training.

5. Where there is deemed to be a risk to learners or staff, or a breach of the safeguarding policy, this may result in dismissal.

LOW LEVEL CONCERNS

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that

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- Is inconsistent with the organisation's code of conduct, including inappropriate conduct outside of work or during work social events, or
- May appear inappropriate, unprofessional, or concerning, but
- Does not meet the threshold for formal safeguarding referral or allegation of harm.

Low-level concerns are important because patterns of minor concerns may indicate a wider safeguarding risk. This policy will:

- Enable Get Further staff and stakeholders to identify inappropriate, problematic or concerning behaviour early
- Minimise the risk of abuse, and
- Ensure that Get Further staff are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the charity.

Examples may include (but are not limited to):

- Being overly familiar or overly friendly with students.
- Failing to maintain appropriate personal space.
- Communicating with students outside approved channels.
- Using inappropriate language or jokes, or humiliating students.
- Showing favouritism toward particular students.
- Failure to follow safeguarding procedures.

These behaviours can exist on a wide spectrum. Even behaviour that may not have been intended to be harmful still must be recorded and responded to.

Sharing Low-Level Concerns

If Get Further employees or stakeholders receive an allegation or are concerned about a staff member's safeguarding conduct (including Get Further tutors, central staff and staff at Get Further's partner providers), they shall:

1. Immediately after receiving an allegation/disclosure or recognising a concern, contact the DSO at Get Further.

2. Report the facts as you know or understand them, including the names of relevant adults and/or young people and the account given to you using the words that they used as well as including any other information your feel is relevant.

3. Get Further shall retain a copy of all such notifications for a period of three years.

Following this report, the following actions will be taken:

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1. The DSO will review the report with the relevant wider Safeguarding team at Get Further, which may include the DDSO, COO and/or DCEO.

2. If it is felt there is sufficient evidence that the evidence provided constitutes a low-level concern, then this will be investigated further. Please see “Investigation of Staff Concerns”.

LEGAL BACKGROUND

All adults working with learners in education settings are in position of trust in relation to the young people in their care. Therefore, a relationship between any Get Further staff, tutor or volunteer and a learner cannot be a relationship between equals, and staff have a responsibility to make sure the balance of power is not used for personal advantage or gratification.

- It is illegal for those in a position of trust to engage in sexual activity with a child in their care, even if the child is above the age of consent (aged 16). (Sexual Offences Act 2003).
- Where a person aged 18 or over is in a position of trust with a learner who is over the age of 18, any attempt to engage in sexual activity, will be treated as a breach of trust and treated as gross misconduct.
- Where a person aged 18 or over is a in position of trust with a learner who is over the age of 18 and no longer within Get Further’s jurisdiction of care, any attempt to engage in sexual activity with the person will be a cause for concern and may be treated as a breach of trust established in their prior relationship and may be regarded as gross misconduct.

IT USAGE

All IT systems used by Get Further staff are carefully monitored for the purposes of Safeguarding employees and learners. Get Further works with an external company (Penelope Technical Limited) to support the security and monitoring of IT systems. Get Further use Microsoft 365 technologies, which are monitored by both Microsoft and by the Penelope Technical Limited team who review access and logs. Penelope Technical Limited also deploy NinjaRMM monitoring and remote-control agents on all Get Further owned assets which allow reporting on security, compliance, warranty and installed applications.

Get Further recognises the benefits of remote and online learning but also recognises the dangers that the online world can provide. All sessions are facilitated through the online platform ‘Vedamo’ and are recorded and retained for a period of two months for the protection of staff and learners. All tutors who deliver online sessions receive dedicated training in how to recognise and prevent online safeguarding incidents.

If you deal with the personal data of learners (including names, grades and provider):

Employees of Get Further and tutors / volunteers shall:

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1. Handle all information with sensitivity and confidentiality.

2. The information should be kept securely and not be made available to others without the authority of Get Further.

ONLINE CODE OF CONDUCT

Get Further recognises the benefits of remote and online learning, but also recognises the dangers that the online world can provide. All online sessions are automatically recorded. In order to protect students and staff, as well as following the regular Safeguarding Code of Conduct, Get Further Tutors delivering online sessions must:

- Only use Get Further's online platform (Vedamo) to communicate with the student during the pre-organised time.
- Be online and ready to start tutoring students at the allotted time, logging into the lesson at least 3 minutes prior to ensure a timely start
- Where possible, students should not be left in the session alone. If you experience technical difficulties which results in students alone in the session, you should alert your Programme Coordinator immediately.
- Have a stable internet connection and have a good quality webcam and microphone.
- Ensure that the webcam background is blank or neutral, and blurred, if necessary, with no other people visible or present in the room.
- Wear smart professional attire, as if tutoring face-to-face.
- Keep conversation professional and appropriate, bearing in mind that words and actions can be misinterpreted.
- Never share, or seek from, personal information with students, or personal contact details.
- Never take screenshots with students visible in sessions, unless this has been requested by a Get Further staff member and consent has been obtained from the appropriate parties.
- Always remain vigilant to student's learning environment and follow the Safeguarding process where necessary.
- Ensure that you properly 'end the session' at the end of your lessons to prevent learners from remaining in the online classroom.

IRIS CONNECT

Get Further uses IRIS Connect to more frequently see tutoring, allowing staff to share feedback and support for tutors more frequently and not used for surveillance of staff or learners. Clips may also be used for training or marketing purposes, once a central member of the Get Further team has gained written consent from the learner and provider. Safeguarding standards will continue to be upheld when using IRIS Connect, and the following are in place to protect staff and learners:

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- Footage is stored on IRIS Connects' secure cloud and not on any personal devices. Recordings cannot be viewed by anyone other than the user until they are shared with the administrator.
- Learners can ask not to be in the view of the camera or can be anonymised in the recording. Learners can also ask for their recordings to be removed from IRIS Connect.

This policy will be formally reviewed every year, or in line with Governmental guidance.

OTHER RELEVANT POLICIES

Internal Policy Library

External Policy Library

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THE PREVENT DUTY

This policy is reviewed annually in line The Prevent Duty statutory guidance.

Who is responsible for this policy: Designated Safeguarding Officer

Most Recent Review Date: August 2026
Next Review Date: August 2027

Signed by Alice Eardley (Deputy CEO)

Get Further recognises their legal responsibility to follow the statutory Prevent Duty guidance. The aim of Prevent is to stop people becoming terrorists or supporting terrorism. As a part of Get Further's commitment to safeguarding the welfare of all individuals, particularly vulnerable adults and children participating in Get Further's programmes, we acknowledge the importance of preventing individuals of being drawn into terrorism or extremist activities and recognise this as our legal responsibility.

The aims of this policy are to:

- Raise awareness of the importance of recognising signs and risks associated with radicalisation and the importance of preventing this.
- Highlight Get Further's commitment to preventing learners and apprentices being drawn into terrorism and actions that we are taking to reduce this risk.
- Provide clear guidance on how to report and respond to potential or real radicalisation and extremism risks.

PROTECTION OF LEARNERS AND EMPLOYEES

Get Further recognises its duty to protect learners and employees from radicalising influences and extremist narratives. It does this through:

- Promoting the Prevent Duty alongside wider staff Safeguarding obligations. Prevent is outlined in all team Safeguarding induction training, refresher training and update training sessions. We ensure that there is commitment to this policy by highlighting the scale of the problem and particularly relating this to the relevant sector that they will be working in (for example, within the Further Education or Apprenticeship sector).

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- Get Further will work to ensure that learners and apprentices are resilient to extremist narratives. This will be done through encouraging staff who work directly with learners to promote our core values, embedding equality and diversity throughout our organisation, and encouraging active citizenship and learner voice and participation. Our curriculum is designed to build skills and understanding in apprentices and encourages discussion and critical analysis of topics.
- All staff are required to complete the government Prevent Awareness Course and provide proof of certification to ensure they are familiar and vigilant to the signs of extremism and radicalisation.
- As part of this training, all staff are trained to identify changes in behaviour of learners which may indicate that they are being drawn into terrorism. This could include a change in their social circle or altering their appearance or clothing.
- Get Further delivers bespoke sessions to staff to develop their critical thinking and to challenge signs of extreme narratives and radicalisation (i.e. introduction to being able to “call in” or “call out” learner’s who express extremist views).
- DSO and Safeguarding executive members receive regular email updates and newsletters to ensure that they are up-to-date with Safeguarding and Prevent news and policy.
- Get Further works closely with providers and employees to ensure that there is a cohesive and holistic approach to Prevent Duty and wider Safeguarding obligations.

REPORTING AND RECORDING PREVENT CONCERNS

Prevent Duty is seen as a part of Get Further’s wider Safeguarding policy and obligations, and therefore all concerns should be recorded and responded to as with any other Safeguarding concern (see “Reporting Incidents”).

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ANNEX A: OUT OF HOURS SAFEGUARDING PROCESS

Occasionally, it may be required for sessions to take place outside of Get Further's regular office hours (where a learner is unavailable to attend their session between 9am-5:30pm). Where sessions are scheduled beyond 5:30pm:

- The Programme Coordinator responsible for the programme will alert their Programme Manager, Head of Programmes and DSO.
- The Programme Coordinator will adapt working hours to be available during the times that the sessions are taking place and will be the main point of contact for the tutor. The wider programmes team will support coordinating duties where needed.
- The DSO will continue to be on call during regular working hours (9am-5:30pm). Where an emergency safeguarding incident occurs beyond 5:30pm the DCEO will be on-call to support the PC.

This process may be adapted and reviewed in-line with staff and programme requirements.

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