

SAFEGUARDING POLICY FOR YOUNG PEOPLE AND VULNERABLE ADULTS

POLICY STATEMENT

The South West Association of Training Providers Ltd (Swatpro) is committed to practices that protect Young People and Vulnerable Adults from abuse, exploitation, bullying, harassment, neglect, and self-harm.

Swatpro will ensure that the board of directors, senior leaders, staff, and delivery partners understand and accept their responsibilities to develop awareness of safeguarding risks and issues and know exactly how to identify and report any incidents.

Swatpro will work with local safeguarding organisations, including local authorities, Police, Health, Education Skills Funding Agency, and other community and referral groups to support the safeguarding of all learners.

The policy is reinforced by the Safeguarding Support Guide, detailing referral agencies, reporting procedures, signs of abuse or risk, and incident forms.

ACCOUNTABILITY & RESPONSIBILITY

- The Swatpro board has overall responsibility for safeguarding and supports the Swatpro lead in reviewing policy, process, and monitoring.
- Key safeguarding items are embedded in partner contracts and service level agreements.
- All staff and partners must have trained safeguarding personnel.
- Swatpro's Designated Safeguarding Lead (DSL) will work with partner DSLs and deputies to monitor and manage incidents, communicate with appropriate agencies, and include lessons learned in the self-assessment process.
- Partners must report safeguarding incidents involving staff or learners to the Swatpro DSL, provide updates, and inform of outcomes. The DBS will be informed as standard.
- Safeguarding remains a standing agenda item at team, senior leadership, and board meetings.

TRAINING

- Swatpro staff receive annual safeguarding training.
- Partner records are monitored to ensure company-wide safeguarding awareness and qualified leads.

- Each partner must have a designated safeguarding lead who meets regularly with Swatpro's DSL.
- DSLs and deputies retrain every 2 years; all other contact staff every 3 years. This is tracked via Swatpro's Single Central Register (SCR).

PARTNER REQUIREMENTS

Partners must:

- Review safeguarding processes against best practice and assess risk
- Follow DfE and Ofsted guidelines
- Undertake safeguarding training and stay informed of legislation
- Maintain a SCR of staff qualifications, training, and DBS checks
- Report concerns via MyConcern (unless otherwise agreed)
- Inform Swatpro of staff allegations, share updates and outcomes

HANDLING ALLEGATIONS AGAINST STAFF

- Allegations are taken seriously, investigated thoroughly, and reported appropriately.
- The DSL informs the Local Authority Designated Officer (LADO) immediately.
- If the allegation involves the DSL, the Board assigns an alternative senior leader.
- Allegations are managed in line with Part 4 of KCSiE 2025
- Outcomes are reported to relevant authorities, including the DBS.

DISCLOSURE AND BARRING SERVICE CHECKS

- All staff working frequently with Young People or Vulnerable Adults must be DBS checked.
- Annual due diligence and in-year reviews confirm compliance.
- DBS checks are updated every 3 years and tracked via the SCR.

PREVENT DUTY STATEMENT

Under the Counter-Terrorism and Security Act 2015, Swatpro and its partners must prevent individuals from being drawn into terrorism.

All staff and learners must uphold Human Rights and British Values, including democracy, rule of law, individual liberty, mutual respect, and tolerance.

Swatpro works with professional bodies, external agencies, and community partners to safeguard against radicalisation and extremism.

ATTENDANCE MONITORING AND SUPPORT

In line with the statutory guidance *Working Together to Improve School Attendance*, Swatpro and its partners will:

- Monitor learner attendance consistently
- Identify and respond to patterns of absence
- Collaborate with local authorities and families
- Include attendance data in safeguarding reviews

Attendance concerns are treated as safeguarding risks and addressed proactively.

ONLINE SAFETY – EMERGING RISKS

To reflect KCSiE 2025 updates, Swatpro's safeguarding guide and training now include:

- Definitions of *disinformation*, *misinformation*, and *conspiracy theories*
- Staff guidance on identifying and responding to these risks
- Updates to filtering and monitoring systems
- Promotion of digital literacy and critical thinking

These measures protect learners from harmful online narratives.

SUPPORTING GENDER-QUESTIONING LEARNERS

Swatpro is committed to inclusive, respectful support for all learners. In anticipation of forthcoming DfE guidance, Swatpro will:

- Provide sensitive, tailored support
- Avoid assumptions or irreversible actions without consultation
- Train staff to respond compassionately
- Review this section upon release of formal guidance

ACCESSIBILITY AND CLARITY OF POLICY

To ensure understanding across all stakeholders, Swatpro will:

- Simplify policy language where needed
- Provide accessible formats (e.g., easy-read, translated versions)

- Promote the policy across platforms for visibility

REVIEW

Procedures are reviewed annually and aligned with the Self-Assessment Review (SAR) and new legislation or guidance. The DSL leads the review process.

PRACTICE

Swatpro reports all safeguarding activities to the board.

A safeguarding group, including Swatpro and partner DSLs and champions, meets at least every six months to review referrals and support arrangements.

POLICY PROMOTION

The policy is published on the company website <https://swatpro.org.uk>, shared via email, and stored on the Swatpro & Partners Safeguarding intranet.

SWATPRO KEY CONTACTS

| Role | Name | Email | Tel |
|--------------------|------------------------|--------------------------|--------------|
| Lead DSL | Kathleen Harrison-Ford | supportme@swatpro.org.uk | 01392 437659 |
| Deputy Lead DSL | Sarah Gibbs | supportme@swatpro.org.uk | 01392 437659 |
| Deputy DSL | Stacy Harrall-Phillips | supportme@swatpro.org.uk | 01392 437659 |
| Nominated Director | Rod Davis | supportme@swatpro.org.uk | 01392 437659 |

SIGNED ON BEHALF OF THE COMPANY

Dated: 5th November 2025

Signed: Rodney Davis – Chief Executive, Swatpro

ANNEX 1 – REVIEW OF SAFEGUARDING POLICY

| Date | Whom | Record of Change | Next Review Date |
|------------|---------|-------------------------------------|------------------|
| 2011–2023 | Various | Annual refreshes and updates | Various |
| 26/02/2025 | DSL | Annual refresh + KCSiE 2025 updates | Nov 2025 |
| 05/11/2025 | DSL | KCSiE 2025 update | Nov 2026 |