

Safeguarding Policy

1 Policy Statement

The scope of the policy includes all staff, including, The Chief Executive Officer, members of the Inspire Board, senior managers, paid staff, volunteers, agency staff, students or anyone working on behalf of Inspire.

1.1 Inspire acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice and Nottinghamshire Safeguarding Children Partnership requirements. We will respond robustly to all concerns about the safety and welfare of children, young people and vulnerable adults that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

1.2 As part of this safeguarding policy,

Inspire will do all it can to:

- Ensure the safety of children, young people and vulnerable adults in contact with our services, including those delivered online.
- Ensure that children, young people and vulnerable adults have access to accurate information about their rights and the protection of those rights.
- Establish a safe environment in which children and young people can learn and develop.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse, including online abuse.
- Support children and young people who have been abused or are identified as being at risk of being abused.
- Ensure safe recruitment practices in checking the suitability of staff and volunteers to work with children and young people.
- Ensure that all staff are aware of their roles and responsibilities in safeguarding children and child protection.

Inspire will:

- Promote and prioritise the safety and wellbeing of children and young people and vulnerable adults.
- Ensure that all Inspire staff and Board members understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to help them to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people and vulnerable adults.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual(s) who raise or disclose the concern.
- Work with professionals from other agencies, including the police, education, health and children and adult social care to investigate concerns and protect children and young people and vulnerable adults.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure that robust safeguarding arrangements and procedures are in place.

The policy and procedures will be widely promoted and are mandatory for all new staff and volunteer induction.

2 Aim

Inspire is committed to providing a safe environment for all its customers and those accessing its services. Inspire aims to minimise the risk of all types of abuse and harm to vulnerable adults, young people and children and will respond to any safeguarding concerns that are identified.

Inspire has a statutory duty to ensure that it safeguards and promotes the welfare of all its customers and staff. It has a particular responsibility for children, young people and vulnerable adults. This policy represents the services commitment to Child Protection and is underpinned by the Department for Education's statutory guidance '[Keeping Children Safe in Education](#) (July 2025)'.

3 Definitions

3.1 Safeguarding

Safeguarding can be defined as protecting vulnerable individuals from abuse, neglect or any form of harm.

3.2 Child or Young Person

For the purpose of this policy, a child or young person is defined as a person who has not yet reached their 18th birthday.

3.3 Vulnerable Adults

A vulnerable adult is a person aged 18 years and over who is, or may be, in need of community care services by reason of mental or other disability, age or illness, as well as those who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

3.4 Customer

For the purpose of this policy, the term 'customer' refers to any individual accessing any service provided by Inspire. This includes, but not limited to; library users, visitors to Archives, learners, apprentices, those receiving instrumental music tuition, those attending Inspire Youth Arts sessions.

3.5 Abuse

Abuse is a form of maltreatment. Somebody may abuse or neglect an individual by inflicting harm or by failing to act to prevent harm. There are various types of abuse including:

- Physical abuse
- Emotional/psychological abuse
- Sexual abuse
- Neglect
- Financial or material abuse
- Discriminatory abuse
- Self-neglect

- Online abuse
- Child on child (peer on peer) abuse

3.6 Other safeguarding concerns

There are other safeguarding issues that staff should be aware of when ensuring the safeguarding and welfare of customers. These include:

- Bullying, including cyberbullying
- Child Sexual Exploitation (CSE)
- Criminal exploitation, including County Lines
- Domestic abuse
- Drug and alcohol abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gang related activities
- Hate crime
- Homelessness
- Honour-Based Violence (HBV)
- Mental ill-health
- Peer on Peer Abuse
- Prevention of radicalization
- Private fostering (where a child under the age of 16 is cared for by someone who is not a parent or close relative)
- Relationship abuse
- Self-harm
- Sexting
- Trafficking

4 Safeguarding Scheme of Delegation

All children and vulnerable adults have equal rights to being safe and protected and Inspire will exercise care and seek to safeguard all children and young people that it comes into contact with. The following services are within the scope of this Scheme of Delegation:

- Public Libraries
- Archives and Records Management Service
- Instrumental Music Teaching (Inspire Music)
- Inspire Learning
- Nottinghamshire Music Education Hub
- Education Library Service
- Inspire Youth Arts

4.1 Roles and responsibilities

4.1a Chief Executive Officer Responsibilities

- The Chief Executive Officer together with the Inspire Board holds overall responsibility for safeguarding issues within Inspire. This includes championing children's safeguarding, ensuring

that policies and guidance are in place and that senior managers, staff and volunteers are aware of these documents and have sufficient training and competency to carry them out.

- The Chief Executive Officer will ensure that processes are in place for pre-employment and repeat checks to ensure that staff undertaking regulated activity are appropriate to carry out that role.
- The Chief Executive Officer will ensure that processes are in place to audit compliance with safeguarding procedures.

4.1b Management Responsibilities

- Managers must ensure that safeguarding is discussed with staff at supervision and performance review meetings. Where there is an inability to resolve a safeguarding issue at manager level, it should be escalated to the Inspire Leadership Team/Chief Executive Officer.
- Managers are responsible for checking the understanding of safeguarding children and vulnerable adults' policies and procedures through regular supervision and annual performance review processes. They must take reasonable action when deficit or the need for development is noted.
- Managers and Senior Managers are accountable to the Chief Executive Officer.

4.1c Managers with Specific Responsibilities

- In addition, each service has a named manager with additional responsibility for promoting, co-ordinating safeguarding and child protection policy, practices and procedures within their service area. **(See Appendix A)**

4.1d The Responsibilities of all staff and volunteers

- All staff and volunteers must be vigilant for signs of abuse, neglect or distress and take all reasonable steps to ensure that children and young people and vulnerable adults are safe through direct action or consultation with their supervisor or a relevant professional agency.
- All staff and volunteers must ensure that they are aware of and operate within policy and procedures in relation to safeguarding children and young people and vulnerable adults and must report to their line manager or supervisor any concerns about their understanding, the understanding of others, or the operation of systems and policies.
- All staff and volunteers must actively promote to children and young people and vulnerable adults their right to be safe from abuse, when appropriate to the service provided.
- All staff and volunteers must cooperate with any investigation regarding a serious or untoward incident.
- Staff are responsible for disclosing to their line manager any incident, allegation or association in their professional or private life that may lead to a conflict in the protection of children, or which may lead to a deterioration of confidence in their ability to safeguard children and young people.

5. Procedures

All incidents, disclosures or areas of concern relating to the safeguarding of a child, young person or vulnerable adult must be reported in line with Inspire's reporting procedures. **(See Appendix B)**

6 Recruitment

6.1 Service procedure for pre-employment checks

Professional and character references will always be taken up and their authenticity checked, and any anomalies resolved before employment starts. Where there are any concerns about employment history, character, associations or contra-indications on criminal justice checks additional checking, including face-to-face interviews will take place.

There may be concerns about behaviour, character or association which give rise to investigation or cause management to question the suitability of a person to work with children.

Right to work checks will be undertaken before any individual is employed, in order to make sure that the person is not disqualified from carrying out the role by reason of their immigration status.

For staff working in a teaching or tutoring role, the Department for Education's list of those barred from teaching will be checked prior to employment to ensure no individual who is barred from teaching is appointed. In addition, applicants to these roles will be informed that checks of their Social Media accounts may be undertaken if they are shortlisted for interview.

6.2 Disclosure and Barring Service (DBS)

Each post within Inspire has been assessed in terms of whether DBS and prohibition from teaching checks are required. **(See Appendix C)** All other posts do not require a DBS check. All pre-employment checks will be completed prior to any formal offer of employment being made.

DBS checks will be renewed every three years. Inspire HR will maintain a Single Central Record of staff requiring DBS checks and will organise renewals as necessary.

Identity verification will be undertaken as part of the recruitment and screening process. Equivalent checks will be undertaken on those who are working on a freelance basis for Inspire.

7. Allegations against staff

In the event of any complaint or allegation against a member of staff, the relevant Designated Safeguarding Lead will be notified immediately. If it relates to the Designated Safeguarding Lead, the Chief Executive Officer will be informed without delay. We will respond to all allegations robustly and appropriately in collaboration with the Local Authority Designated Officer (LADO), LADO Allegation Officers and HR Service Provider.

8 Training

The training needs for each role within Inspire regarding safeguarding are defined **(see Appendix D)** and it is the responsibility of individuals to complete the required training and for line managers to review as part of their teams' Annual Reviews and supervisions. All training must be recorded on staff members' personal Learning Pool accounts.

9 Unsupervised young children

Key points taken from 'A Safe Place for Children', Youth Libraries Group Guidelines 2015

9.1 Dealing with unsupervised children

Children are the legal responsibility of their parents and carers, and they should always accompany their young children (under the age of 8). However, there will be occasions when young children visit the library or attend an Inspire organised event, unaccompanied. Whilst not wishing to discourage children from visiting the library, or attending events, staff and volunteers need to take reasonable steps to ensure the safety of the child and to inform parents/carers of their responsibilities.

Guidance for when a young child is unsupervised (either under 8s or any other young child you have concerns about)

- Avoid being left alone with the child where possible. Another member of staff/volunteer should be present when dealing with unsupervised children.
- Establish whether the child is allowed by the parent or carer to come and go alone. If you are satisfied that this is so, then allow the child to leave. If you gather this information only from the child, then you will need to use your judgement to ascertain whether the child is competent to leave alone.
- Ask the child if he/she is expecting to be collected by an adult. Even if the child is expecting to be collected soon, do not wait until closing time, or end of the event, before taking the next step.
- Try to contact the parent/carers; see if the child can give you an address or telephone number; where possible, ask a member of staff to check registration details to see if the child or a parent/carers is a member of the library.
- If attempts to contact the parent/carers fail, see if the child can give you the details of a relative or close family friend to contact. However, do not release a child into the care of someone (other than Police or Children's Social Care) unless you are sure that they are the parent or carers, or the parent/carers has given permission.
- If all attempts fail, contact Children's Social Care. If you cannot contact Children's Social Care or it is outside normal office hours, contact the Police (101).

9.2 Unsupervised children at closing time

Staff/volunteers should wait for the parent/carers to collect the child and then explain Inspire's policy to them. If a parent or carers cannot be contacted the Children's Social Care should be contacted. If Children's Social Care cannot be contacted, then contact the police to collect the child, and to make sure that the child has not been reported as missing. Under no circumstances should a child be escorted home by a member of Inspire staff/volunteer

Any incidents must be reported to line managers/Designated Safeguarding Leads at the earliest opportunity.

9.3 Summary: Remember:

- Inspire staff/volunteers are not generally in loco parentis but do have a duty of care towards children.
- Inspire staff/volunteers should be guided at all times by Inspire's Safeguarding Policy and the procedures set out by the Nottinghamshire Safeguarding Children Partnership.
- Children under the age of 8 should be accompanied by a parent/carers when visiting the library but there will be situations when they are not.
- Try not to be left alone with a child. Do not go outside the library or event venue with a child or accompany them into a private area, e.g. toilet.
- It is important to comfort/reassure a distressed child but avoid physical contact where possible.

- Staff/volunteers should avoid initiating physical contact with children and try and ensure another member of staff/volunteer is present. Do not do things of a personal nature for a child that the child could do for him or herself.
- An adult in a children's library area, but not seeming to use it, should be offered seating in the adult library area, or help in finding the information they require.

10 Communication

The Safeguarding Policy and procedures are approved by Inspire's Board. The Board will receive annual safeguarding updates from the Inspire Safeguarding Group.

The policy and procedures are communicated to all staff through staff induction, Inspire's Learning Pool, meetings and various training resources.

Service areas within Inspire may have their own arrangements for communicating with staff regarding safeguarding matters and monitoring incidents. Some service areas have a nominated member of that team with accountability for safeguarding who is responsible for policy implementation, training and operational management of safeguarding arrangements. **(See Appendix E)**

11 Monitoring

The policy will be reviewed annually by the Inspire Safeguarding and Prevent Group, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Nottinghamshire Safeguarding Children Partnership.
- As required by Nottinghamshire County Council as part of the contractual arrangements with Inspire.
- As a result of any other significant change or event.

12 Related Policies

Related documents below are located in the Inspire Policies and Manuals section of Inspire Learning Pool.

- Anti-bullying
- Code of conduct
- Computer usage
- Data Protection
- Equality
- Hate Crime
- Health and Safety
- ICT
- Information Compliance
- Information Rights
- Information Security
- Inspire Safeguarding Policy

- Managing Violence and Aggression
- Peer on Peer Abuse
- Prevent
- Recruitment and Selection
- Safer Working with Children and Young People
- Social Media
- Substance Misuse
- Whistleblowing

13 Key Contacts

Key contacts relating to safeguarding matters are found in ***Appendix F.***

14 Further Guidance

Further guidance and information relating to safeguarding matters can be found in ***Appendix G.***

Date approved: 19th April 2016

Date reviewed: 22nd Sept 2020

Date reviewed: 21st Sept 2021

Date reviewed: 20th Sept 2022

Date reviewed: 20th Sept 2023

Date reviewed: 17th Sept 2024

Date reviewed: 16th Sept 2025

Appendix A: Managers with additional Safeguarding Responsibilities

Designation	Area(s) of Responsibility
Inspire Learning <i>Michael Reid</i> Inspire Learning Director michael.reid@inspireculture.org.uk 07856 779061	Designated Safeguarding Lead for Inspire Learning
Inspire Learning <i>Nicky Reed</i> Head of Adult Learning nicky.reed@inspireculture.org.uk 07468 354307	Deputy Designated Safeguarding Lead for Inspire Learning
Inspire Learning <i>Simon Cook</i> Head of College simon.cook@inspireculture.org.uk 07742 937020	Deputy Designated Safeguarding Lead for Inspire Learning
Inspire Youth Arts <i>Rebecca Streets</i> Youth Arts Manager rebecca.streets@inspireculture.org.uk 07584 345685	Designated Safeguarding Person for Inspire Youth Arts Inspire Safeguarding and Prevent Group member
Inspire Music <i>Lucy Reid</i> Music Services Manager lucy.reid@inspireculture.org.uk 0115 9932729	Designated Safeguarding Person for Nottinghamshire Music Education Hub and Instrumental Music Teaching (Inspire Music) Inspire Safeguarding and Prevent Group member
Inspire and Inspire Libraries <i>Kirsty Ellis</i> Assistant CEO kirsty.ellis@inspireculture.org.uk 0115 8044321	Quality and compliance of systems and processes Inspire Safeguarding and Prevent Group member Designated Safeguarding Person for Library Service
Education Library Service <i>Mel Thwaites</i> Customer Management Librarian mel.thwaites@inspireculture.org.uk 0115 9854200	Inspire Safeguarding and Prevent Group member
Nottinghamshire Archives <i>Ruth Imeson</i> Heritage Services Manager & Inspire Data Protection Officer ruth.imeson@inspireculture.org.uk 0115 9775692	Designated Safeguarding Person for Records Management Service

Appendix B: Reporting procedures

B1 Libraries, Archives, Ask Inspire

If there is a safeguarding concern, managers staff should complete the online Inspire Safeguarding Concern form [Inspire Safeguarding & Prevent Concern Form](#). This online form creates a central record that can be reviewed, reported upon and summary reports provided to Senior Management.

Information collected includes:

- Name of young person or vulnerable adult
- Date of incident/ concern/ disclosure
- Is the concern Safeguarding, Prevent or Both
- Date of allegation/suspected abuse: Physical/ emotional/ sexual / neglect/ financial or material/ individual's mental health/ unclear or not know/ not applicable
- Summary of the incident/ concern/ disclosure
- Is the incident also a Health and Safety issue?
- Have you met the young person or vulnerable adult?
- Has a MASH or Prevent referral already been made (by a member of staff)?
- Based on the information, are you making a referral at this stage?
- Supporting document if applicable

If a **referral** is required, then staff should follow Nottinghamshire County Council's Multi-Agency Safeguarding Hub (MASH) reporting procedure:

Urgent concerns (i.e., requiring a social worker to visit the child or adult today): Phone MASH: 0300 500 8090, Monday-Thursday 8:30am – 5:00pm; Friday 8:30am - 4:30pm. Outside office hours, contact the Emergency Duty Team. Telephone: 0300 456 4546, then follow up with the relevant MASH Online Referral form.

Non-urgent concerns: Complete the relevant MASH Online Referral form:

- [Report a new concern about a child | Nottinghamshire County Council](#)
- [Report abuse or neglect of an adult | Nottinghamshire County Council](#)

B2 Inspire Learning, Inspire Music, Inspire Youth Arts

B2a Reporting concerns

Any concerns should be discussed in the first instance with line managers and the Designated Safeguarding Lead, as soon as possible. If at any point, there is an immediate risk of serious harm to the individual, a referral should be made straight away to Nottinghamshire County Council's Multi Agency Safeguarding Hub (MASH) and, where necessary, the police. Anybody can make such a referral.

Where an incident or concern has been identified at an external partner's premises, (for example, a school), these should be followed up through the partner's own safeguarding procedures. However, the incident/concern should still be reported to a line manager for monitoring purposes.

B2b Immediate response to learners

It is vital that actions do not harm the learner further or prejudice further enquiries, for example:

- listen to the learner. If shocked by what is being said, try not to show it
- it is OK to observe bruises, but learners should not be asked to remove their clothing to observe them
- if a disclosure is made,
 - accept what the learner says
 - stay calm, the pace should be dictated by the learner without them being pressed for detail by asking leading questions such as "what did s/he do next?" It is important to listen - not to investigate
 - use open questions such as "is there anything else you want to tell me?"
 - be careful not to burden the learner with guilt by asking questions like "why didn't you tell me before?"
 - acknowledge how hard it was for the learner to make the disclosure
 - do not criticise the perpetrator, the learner might have a relationship with them
 - do not promise confidentiality, reassure the learner that they have done the right thing.
 - Explain whom you will have to tell (the Designated Safeguarding Lead) and why; and, depending on the learner's age, what the next stage will be. It is important to avoid making promises that cannot be kept such as "I'll stay with you all the time" or "it will be all right now".

B2c Recording information

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, facts and not assumption or interpretation. Your name and role should be included.
- If it is an observation of bruising or an injury try to record detail, e.g. "right arm above elbow". Do not take photographs.
- Note the non-verbal behaviour and the key words in the language used by the learner (try not to translate into 'proper terms').
- It is important to keep these original notes and pass them on to the Designated Safeguarding Lead who may ask for a referral to be made.

- All verbal conversations should be promptly recorded using the Incident Supplementary Diary Sheet or Incident Form. (See details on Inspire Learning Pool).

B2d Supporting learners

- Inspire staff recognise that an individual who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. It is recognised that in these circumstances learners might feel helpless and humiliated, and that they might feel self-blame.
- It is recognised that Inspire might provide the only stability in the lives of learners who have been abused or who are at risk of harm.
- It is accepted that research shows that the behaviour of a learner in these circumstances might range from that which is perceived to be normal to aggressive or withdrawn.
- Staff have an understanding that learners with Special Educational Needs and Disabilities (SEND) can be more vulnerable to abuse and neglect. SEND learners with Inspire Learning will receive support from the Lead Tutor (SENCO) and relevant outside agencies. For example, Learning support or Education and Health Care Plan (Keeping Children Safe in Education 2025).
- In the event that a learner has shared, received or had shared nude or semi-nude images, we will investigate and support them according to the UK Council for Internet Safety's guidance on sharing nudes and semi-nudes.

B3 Supporting staff

Inspire recognises that, in carrying out their roles and responsibilities relating to safeguarding, staff may face dealing with upsetting and disturbing situations. Line managers will ensure that staff are offered support where necessary, and, where required, refer to outside organisations for specialist help.

B4 Confidentiality

The personal information about all customers is regarded by those who work for Inspire as confidential. All staff and volunteers need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality.

Staff understand that they need to know only enough to prepare them to act with sensitivity to a customer and to refer concerns appropriately. Inspire managers (and where appropriate the Designated

Safeguarding Lead) will disclose information about a customer to other members of staff on a need to know basis only. It is inappropriate to provide all staff with detailed information about the customer, incidents, the family and the consequent actions.

Staff must be aware that they cannot promise a customer complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the customer or others safe.

Where there are concerns about a customer's welfare, relevant agencies need to be involved at an early stage. If a member of staff or a volunteer has concerns about a customer's welfare, or if a customer discloses that s/he is suffering abuse or reveals information that gives grounds for concern, the member of staff must speak to their Line Manager (or Designated Safeguarding Lead) with a view to passing on the information.

Appendix C: Posts requiring DBS checks

The posts listed below require a Child & Vulnerable Adult Enhanced DBS* check

Name of Post
Learning Director (Inspire Learning)
Deputy Learning Director (Inspire Learning)
Quality and Contract Compliance Manager (Inspire Learning)
Head of Adult Learning (Inspire Learning)
Head of Inspire College (Inspire Learning)
Adult Learning Co-Ordinator (Inspire Learning)
Lead Tutors (Inspire Learning)
Tutors (Inspire Learning)
Learning Support Assistant (Inspire Learning)
Information, Advice and Guidance and Employability Adviser (Inspire Learning)
Tutors/Artists (Inspire Youth Arts -IYA)
Youth Support Workers
Principal Arts Officer (IYA)
Creative Producers (IYA)
Technical Manager (IYA), Technician (IYA), Projects Officer (IYA)
Duty Supervisor
Youth Arts Manager, Inspire Youth Arts (IYA), Operations Officer (IYA)
Inspire Music Services Manager
Co-ordinators and team leaders (IM)
Music Teachers (IM)
Music Administrators (IM)
College Librarian – Dukeries
Service Manager Education Library Service
Customer Management Librarians ELS
Captivate Partnership Manager
Captivate Coordinator

* Tutors and Learning Support Assistants who work in Portland college partner provision, with adult LLDD groups, supporting students with work placements in Care home settings or for Inspire College also require an Adult DBS Enhanced check

In addition – it is our policy to perform DBS checks for administrative staff who have access to systems containing personal information of young people engaging in services provided by Inspire

1. Admin staff – who have access to data – but NO direct contact with young people - No Check
2. Admin staff – who have access to data – and may meet young people on occasion by virtue of lessons happening in the same building – or if a young person hands in information - DBS Basic
3. Admin staff – who have access to data – but may occasionally provide logistic support to learning events – but not teaching and always working alongside the event tutor/leader - DBS Check Child Enhanced

Volunteers carrying out specified roles are also required to have a DBS check, including:

- Home delivery – basic
- Code Club – enhanced
- Event Production – enhanced
- Creative programme – enhanced

Appendix D: Safeguarding training

Training is provided on a sector specific basis where appropriate.

D1 All staff training matrix

Please refer to the training matrix below for staff training requirements.

D2 Further learning

Other courses are available and should be completed as required for your role. These include:

- Child Sexual Exploitation
- Honour Based Violence & Forced Marriage
- Radicalisation
- Physical Abuse
- Neglect
- Sexual Abuse
- Domestic Abuse
- Trans Awareness
- Self-harm
- Social Media & Safeguarding
- Coercive Control

A record containing details of training completed by staff is maintained. In addition, safeguarding is included on the agenda for all management and other team meetings to enable an ongoing dialogue around safeguarding and related policies and procedures.

Safeguarding & Prevent Training Pathway – June 2025		Learning							Music		IYA				Board	All other staff	All other volunteers	
Course	To be completed within:	Business Support Team	LSAs, LEOs, IAG	Tutors (Adult Learning)	Tutors (Inspire College)	Education Leaders & Managers	Designated Safeguarding Lead & Deputies	Volunteers	Service Manager	Music Tutors	Service Manager	Tutors/ Artists	Staff & Casual Youth Support Workers	Assistant CEO	Inspire Board	Learning & Skills Committee		
Read Inspire Safeguarding Policy and Procedure	Induction (& annually for learning staff)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Introduction to Safeguarding Children	2 weeks	✓					✓		✓	✓	✓	✓	✓	✓			✓	✓
Safeguarding Vulnerable Adults	2 weeks	✓					✓	✓			✓	✓	✓	✓			✓	✓
Action Counters Terrorism (ACT)	2 weeks and every 2 years	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓			✓	
Read at least part 1 of Keeping Children Safe in Education (KCSIE)	2 weeks & when updated		✓	✓	✓	✓	✓		✓	✓								
Safeguarding in Further Education & Skills *	1 month		✓	✓	✓	✓	✓											
Safeguarding & Safer Recruitment in FE *	Before becoming a recruiting manager					✓	✓											
Prevent for further education (FE) and training 2024/2025	2 months		✓	✓	✓	✓	✓											
Working Together to Safeguard Children (Complete pre-course learning then attend live session)	6 months				✓	✓	✓		✓		✓							
Child Protection: New Designated Safeguarding Lead Training	1 month						✓											
Designated Safeguarding Lead (Refresher)	Every 2 years						✓		✓		✓			✓				
Annual Internal Safeguarding Update	Annually	✓	✓	✓	✓	✓	✓			✓		✓	✓			✓		
Board training	Induction														✓			

* Currently not available – pending DfE guidance

Appendix E: Specific service area arrangements

E1 Inspire Learning

Inspire Learning has a Designated Safeguarding Lead and a Deputy Safeguarding Lead who have responsibility for dealing with day-to-day reporting and monitoring any safeguarding concerns raised by staff.

A termly Inspire Learning Safeguarding Group meeting is held, led by the member of the Inspire Learning Management Team with responsibility for safeguarding with representatives from across Inspire Learning's provision. The group reviews; reported concerns, policies and procedures, staff issues, staff development etc.

Safeguarding information, literature and awareness raising resources are shared with staff, learners and other providers and stakeholders through a variety of means including posters which contain details of what to do if one has a safeguarding concern, as well as the main safeguarding contacts including the Designated Safeguarding Lead and Deputy Lead.

Learners are taught about safeguarding, including online safety, through induction and tutorial activities. They are actively encouraged to report any safeguarding or health and welfare issues.

The Designated Safeguarding Lead liaises with the ICT Services Manager to ensure that appropriate filtering and monitoring systems and procedures are in place to keep all learners safe with due consideration to the four risk categories:

- Content
- Contact
- Conduct
- Commerce

Appendix F: Key contacts

Multi-Agency Safeguarding Hub (MASH)

Telephone: 0300 500 8090 Website: www.nottinghamshire.gov.uk/MASH

Monday-Thursday 8:30am – 5:00pm

Friday 8:30am - 4:30pm

Outside office hours, contact the Emergency Duty Team. Telephone: 0300 456 4546

Inspire Learning - Designated Safeguarding Lead

Michael Reid Telephone: 07856 779061

Email: michael.reid@inspireculture.org.uk

Inspire Learning - Deputy Designated Safeguarding Lead

Nicky Reed Telephone: 07468 354307

Email: nicky.reed@inspireculture.org.uk

Inspire Learning - Deputy Designated Safeguarding Lead

Tracey Spick Telephone: 07442 937044

Email: tracey.spick@inspireculture.org.uk

Inspire Learning - Deputy Designated Safeguarding Lead

Tracy Leaper Telephone: 07442 936992

Email: tracy.leaper@inspireculture.org.uk

Inspire Learning - Deputy Designated Safeguarding Lead

Kelsey Patrick Telephone: 07442 936758

Email: kelsey.patrick@inspireculture.org.uk

Inspire Learning - Deputy Designated Safeguarding Lead

Jo Dring Telephone: 07442 937037

Email: jo.dring@inspireculture.org.uk

Appendix G: Further guidance and information

To support the work around child protection and safeguarding, links to statutory, national and local guidance are below:

Keeping Children Safe in Education

[Keeping Children Safe in Education](#)

Working Together to Safeguard Children

[Working Together to Safeguard Children](#)

Nottinghamshire Safeguarding Children Partnership

<https://www.nottinghamshire.gov.uk/nscp>

Multi-Agency Safeguarding Hub (MASH)

<https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision/multi-agency-safeguarding-hub-mash>

Pathway to Provision

<https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision>

Child Sexual Exploitation

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

Safeguarding Vulnerable Groups Act 2006

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

Female Genital Mutilation (FGM)

www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation

Children who may have been trafficked

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

Criminal Exploitation

www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines

Behaviour and Discipline

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

Attendance

<https://www.gov.uk/government/publications/school-attendance>

Exclusions

<https://www.gov.uk/government/publications/school-exclusion>

Bullying

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Disqualification under the Childcare Act 2006 (updated August 2018)

www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

NSPCC [Protecting Children from online Abuse](#)

ASCEL [Keeping Children Safe Online](#)