

PACE Northwest – Safeguarding Policy

Approved by: Board of Directors

Policy owner: Designated Safeguarding Lead (DSL)

Effective date: 29 August 2025

Next review due: Annually (or sooner if legislation/guidance changes)

1. Purpose

PACE Northwest is committed to safeguarding and promoting the welfare of all learners, apprentices, staff and visitors. We recognise our responsibility to protect children (under 18s) and vulnerable adults from harm, abuse, neglect, exploitation, radicalisation and other risks.

This policy sets out our approach to safeguarding in compliance with UK legislation and guidance.

2. Scope

This policy applies to:

- All learners and apprentices, regardless of age, gender, background or circumstance.
- All staff, directors, volunteers, contractors, partners and visitors.
- All activities at PACE Northwest centres, online, in the workplace, or during external trips/placements.

3. Legal and statutory framework

This policy is based on and complies with:

- **Children Act 1989 & 2004**
- **Education Act 2002 (s175/s157)** – duty to safeguard and promote welfare

- **Children and Families Act 2014**
- **Working Together to Safeguard Children (2023)**
- **Keeping Children Safe in Education (KCSIE) 2025**
- **Counter-Terrorism and Security Act 2015** (Prevent duty)
- **Care Act 2014** (safeguarding duties for adults at risk)
- **Equality Act 2010**
- **UK GDPR and Data Protection Act 2018**
- Ofsted Education Inspection Framework (EIF) expectations

4. Policy statement

PACE Northwest will:

- Provide a safe learning and working environment.
- Actively promote safeguarding, wellbeing and resilience.
- Ensure robust procedures for prevention, identification, reporting and responding to safeguarding concerns.
- Work with statutory agencies (local authority, police, NHS, Channel panels, LADO, etc.).
- Ensure all staff receive safeguarding and Prevent training at induction and annually thereafter.
- Place the learner's welfare at the centre of all decision-making.

5. Safeguarding responsibilities

Board of Directors

- Overall accountability for safeguarding arrangements.
- Approves the policy and receives annual safeguarding reports.

Designated Safeguarding Lead (DSL)

- Policy owner; ensures compliance, training and case management.
- Acts as main point of contact for safeguarding concerns.
- Liaises with local safeguarding partners, Prevent partners and external agencies.

Deputy DSLs

- Support the DSL; act in their absence.

All staff

- Have a duty to safeguard learners.
- Must read and understand Part 1 of KCSIE.
- Must report concerns immediately to the DSL via **becs@pace-com.org**.

Employers/Partners

- Apprenticeship employers and delivery partners must understand safeguarding responsibilities and co-operate with PACE Northwest procedures.

6. Types of abuse and safeguarding concerns

Staff must be alert to signs of abuse, neglect and exploitation, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child criminal exploitation (CCE) and child sexual exploitation (CSE)
- Domestic abuse
- Honour-based violence, forced marriage and female genital mutilation (FGM)
- Bullying, harassment and online abuse
- Radicalisation and extremism (Prevent duty)
- Mental health concerns
- County lines, trafficking and modern slavery

7. Procedures for reporting concerns

- Any concern must be reported **immediately** to the DSL (or deputy) by emailing **becs@pace-com.org** or speaking directly.
- In an **emergency** where a learner is at immediate risk, call **999**.
- The DSL will assess the concern, record details, and take appropriate action (including referrals to local authority children's services, adult safeguarding boards, police, Prevent/Channel, or other agencies).
- The individual raising the concern will receive confirmation that action has been taken.

8. Safer recruitment

- All recruitment follows safer recruitment principles.
- Enhanced DBS checks carried out on staff and others working with learners.
- References and identity checks verified.
- Staff must disclose convictions or safeguarding concerns that arise during employment.

9. Training

- All staff complete safeguarding and Prevent induction training.
- Annual refresher training is mandatory.
- DSL and deputies undertake advanced safeguarding training every 2 years.
- Specialist training provided where required (e.g., mental health first aid, online safety, SEND, LAC).

10. Learner safeguarding and support

PACE Northwest will:

- Provide safeguarding awareness during learner induction.
- Ensure learners know how to raise concerns and who to contact.
- Offer access to welfare and support services, signposting to external agencies as needed.
- Promote British values, equality, diversity and inclusion.
- Maintain online safety and acceptable use standards.

11. Online safety

- Clear policies for IT use, cyber safety and remote delivery.
- Monitoring of online platforms used for training.
- Staff trained to identify risks of online grooming, exploitation and radicalisation.

12. Record-keeping and confidentiality

- All concerns recorded securely in the safeguarding log.

- Records kept in line with data protection law and retained according to statutory requirements.
- Information shared only on a need-to-know basis and in line with safeguarding duties.

13. Monitoring and review

- Safeguarding procedures monitored termly by the DSL.
- Annual safeguarding report to the Board.
- Policy reviewed annually or after major legislative changes.

14. Whistleblowing

Staff, learners and partners who are concerned about malpractice or unsafe practice can raise concerns confidentially under the Whistleblowing Policy or directly via **becs@pace-com.org**.

15. Complaints

Concerns about safeguarding practice may be raised through the Complaints Procedure. Where complaints involve safeguarding failures, they will be escalated immediately to the DSL and senior management.

16. Related policies

- Prevent Duty Policy
- Equality, Diversity & Inclusion Policy
- Health, Safety & Welfare Policy
- Learner Support & SEND Policy
- Looked After Children Policy
- Data Protection Policy
- Complaints Procedure

Safeguarding contact (DSL): becs@pace-com.org

Emergency: dial 999

Version control: v1.0 (29 Aug 2025)