

Safeguarding Policy & Guidelines

Including Prevent Strategy

Review Date 1st September 2025

Turning Factor Ltd

Safeguarding Policy Including Prevent Strategy					REF
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1. Introduction and Statement of Commitment

Turning Factor is committed to adopting the highest possible standards and taking all reasonable steps in relation to the safety and welfare of vulnerable adults. Turning Factor does not work with children or young people under the age of 18.

The purpose of this policy is to protect vulnerable adults involved in any learning and development programmes delivered by Turning Factor. Furthermore, this policy aims to provide any staff, associates, or anyone working on behalf of Turning Factor with the principles that guide Turning Factors approach to safeguarding.

2. Scope

This policy applies to all staff, associates and anyone working on behalf of Turning Factor, who may be working with:

- adults at risk (as defined by section 42 of the Care Act 2014);
- any person or people who may be at risk of radicalisation by any extremist group or ideology under the terms of the Counter Terrorism and Security Act 2016 (Section 26(1)) and as defined by the Prevent Duty guidance, 2015.

The aforementioned people and groups will be referred to as 'at-risk groups' or 'at-risk individuals' from this point forward except where it is necessary to specify. This policy has particular relevance to the following areas of activity within the remit of Turning Factor where at-risk individuals may be engaged:

- training programmes delivered at Turning Factor premises
- training programmes delivered at a customer/employer premises
- training programmes delivered at a third party venue
- selection and recruitment of learners for training programmes
- recruitment of staff and associates and others who may work on behalf of Turning Factor
- marketing and promotional activity/events where at-risk individuals may be present
- tutor-learner interactions, including face-to-face or online
- communications, including electronic communications
- learner to learner interactions

3. Legal Framework

Even though Turning Factor does not work with children or young people under the age of 18, the following legal frameworks are relevant in the light of professional safeguarding practice and of which underpin this policy and set of guidelines. They include:

- Children and Young Persons Act 1963
- Children Act 1989

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- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years
- Information sharing advice for safeguarding practitioners, 2015
- Working together to safeguard children, 2015, updated 2024

4. Related Policies and Procedures

- Health and Safety
- Recruitment
- Anti-bullying and Anti-harassment
- 1 <https://www.legislation.gov.uk/ukpga/1963/37>
- 2 <https://www.legislation.gov.uk/ukpga/1989/41/contents>
- 3 <https://www.legislation.gov.uk/ukpga/1998/29/contents>
- 4 <https://www.legislation.gov.uk/ukpga/2003/42/contents>
- 5 <https://www.legislation.gov.uk/ukpga/2004/31/contents>
- 6 <https://www.legislation.gov.uk/ukpga/2006/47/contents>
- 7 <https://www.legislation.gov.uk/ukpga/2012/9/contents>
- 8 <https://www.legislation.gov.uk/ukpga/2014/6/contents>
- 9 <https://www.legislation.gov.uk/uksi/2014/3309/contents/made>
- 10 <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- 11 <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- 12 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

5. Principles for the Safeguarding and Promoting the Welfare of Vulnerable Adults

5.1 Turning Factor recognises and commits to the following:

- Any at-risk individual, irrespective of their protected characteristics as defined by the Equality Act 2010, will be valued and their rights to protection and safety (from all types of harm or abuse) fully respected.
- Working in partnership with at-risk individuals and other agencies is essential in promoting the welfare of these at-risk groups.

5.2 The safeguarding and protection of at-risk individuals is the shared responsibility of all staff, associates, and anyone working on behalf of Turning Factor. Although these parties have no powers to investigate abuse, all have the responsibility for reporting any suspicions or concerns of abuse.

5.3 Turning Factor is committed to cooperating with appropriate external agencies to prevent and report any instance of abuse.

5.4 Abuse can take different forms and includes physical abuse, sexual abuse, emotional abuse as well as neglect and bullying. Abuse can have serious and long-term effects in terms of development, health and wellbeing, including to self-esteem and self-image. Staff, associates and anyone working on behalf of Turning Factor will be provided with this Safeguarding Policy and encouraged to

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familiarise themselves with the illustrative list in Appendix One and undertake training (as appropriate) listed in Appendix Three.

5.5 Turning Factor will take all reasonable steps to establish that those who work or have contact with at-risk individuals do not present an unacceptable risk.

5.6 Turning Factor will ensure that its safeguarding policies and practices, and wherever possible that of partner organisations, align with the guidance and procedures available from:

- The relevant Multi-Agency Safeguarding Hub, for example, www.norfolksafeguardingadultsboard.info/protecting-adults/abuse-and-neglect/multi-agency-safeguarding-hub
- The relevant Safeguarding Partnership, for example, www.norfolkscp.org.uk
- The relevant regional Prevent strategies

5.7 Turning Factor will take any and all suspicions and allegations of abuse or inappropriate behaviour seriously and respond to them appropriately, as laid out in this policy. Please see Appendix One for Code of Conduct and illustrative list of types and signs of abuse.

5.8 This Safeguarding Policy will be updated and reviewed at least every two years to ensure that any changes in legislation or guidance are taken into account.

6. Prevention and Minimising the Risks of Harm

6.1 All staff, associates, or anyone working on behalf of Turning Factor will be made aware of Turning Factors commitment to the safeguarding and protection of at-risk groups and be directed to the Safeguarding Policy and Code of Conduct through induction processes. Support will be provided by the Designated Safeguarding Officer if or when any safeguarding matters arise.

6.2 The Designated Safeguarding Officer will undertake the appropriate training in relation to safeguarding and preventing radicalisation on a regular basis.

6.3 The internet and other technologies may be used as part of the learning medium and other activities within Turning Factor. This requires staff, learners, associates or anyone working on behalf of Turning Factor to manage risks and challenges associated with such use, referring questions and concerns to the Designated Safeguarding Officer when needed. Turning Factor recognises that online, digital and social media platforms are increasingly being used to perpetrate abuse, coercion and control. This type of abuse is taken seriously by Turning Factor and should be reported as per the guidelines outlined in this policy.

6.4 No image, photograph, video or audio clip of an individual or group can be copied, downloaded, shared or distributed online without permission from the subject(s) or copyright holder. Staff, associates, or anyone working on behalf of Turning Factor are encouraged to notify participants of the likelihood of their photograph being taken or them featuring in videos or audio clips. Photographs, videos or audio clips approved for use should not include names of individuals without additional, appropriate consent.

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6.5 Turning Factor will make all reasonable efforts to ensure that anyone working on behalf of Turning Factor whose role includes activity with at-risk individuals will have completed the necessary Disclosure and Barring Service checks.

6.6 Staff, associates, learners or external staff working on behalf of Turning Factor will be made aware of Turning Factors commitment to the safeguarding and protection of at-risk individuals and the Safeguarding Code of Conduct and understand that legitimate concerns will be reported to the appropriate agencies.

6.7 Detailed and accurate written records of referrals/concerns will be kept securely and confidentially when concerns arise, in line with the relevant statutory requirements and Turning Factors Data Protection Policy.

7. Action on Occurrence or Suspicion of Abuse (within the remit of Turning Factor)

7.1 The reporting of suspicions or concerns must follow the protocols set out below, the most significant of which is to seek the advice of Turning Factors Designated Safeguarding Officer. Please see section 13 if the DSO is unavailable for any reason.

7.2 In situations of immediate danger or when it is believed that a serious crime has been committed, the first contact in such circumstances should be to the emergency services.

7.3 When the Designated Safeguarding Officer (DSO) receives a report of an allegation (or concern) of abuse the DSO should immediately seek the advice of the relevant Local Authority Designated Officer (LADO). The LADO will advise whether a strategy meeting is required before the member of staff, associate, learner or anyone working on behalf of Turning Factor can be informed of the allegation. This is a precaution in case a Police or other investigation is prejudiced.

7.4 In the case of an allegation of abuse against a direct employee of Turning Factor, the relevant line manager should also be informed of the position.

7.5 If the LADO advises that it is appropriate, the line manager (of employee) or key tutor (of learner) should meet with the individual concerned to inform him/her/they that an allegation has been made and also explain the course of action that needs to be taken. It should be clear to the employee that this meeting is not an investigatory meeting or disciplinary hearing.

7.6 Possible outcomes after the Designated Safeguarding Officer has received a report of an allegation of abuse:

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- There is immediate referral to agencies (such as the police) responsible for safeguarding/protection to deal with the matter. This will take priority over any internal process. Turning Factors Designated Safeguarding Officer will be responsible for liaising with relevant safeguarding agencies.
- There is reason to suppose abuse may have occurred and further investigation by a safeguarding agency or Turning Factors Disciplinary Procedures may be necessary.
- The allegation is prompted by inappropriate behaviour by an employee which needs to be considered under the Turning Factor Disciplinary Procedures.
- That the allegation is without foundation and does not warrant further investigation.

7.7 Where safeguarding concerns and allegations of abuse call for immediate referral to safeguarding agencies: 1) a risk assessment and need for interim action (e.g. suspension) will be conducted by the Safeguarding Officer and 2) subsequent action taken will be in accordance with the procedures and actions identified by the Directors of Turning Factor.

7.8 Turning Factor will be able to conduct an internal investigation, however, investigation by the police or safeguarding agencies will take priority. The internal investigation will commence after the safeguarding agencies or police have completed their investigations. Turning Factor will keep the investigation of all complaints and the records relating to the matter confidential.

7.9 If an allegation or concern of abuse arises when working in partnership with another organisation, the procedures as set out in this section (7.1 to 7.8) should be followed and necessary information provided to the partner organisation without identifiable information about the person at risk. The necessary information should include 1) the nature of the concern, 2) the action taken, and 3) the outcome.

8. Action on Occurrence or Suspicion/Concern Regarding Radicalisation

8.1 Those who have concerns or have had concerns expressed to them in relation to any person who may be at risk of being drawn into or may be vulnerable to radicalisation should raise this at the earliest opportunity with Turning Factors Designated Safeguarding Officer.

8.2 The Designated Safeguarding Officer who receives a report of an allegation should follow the relevant Prevent Channel Referral process.

8.3 In the case of a direct employee of Turning Factor, the relevant line manager should also be informed of the position.

9. Procedure for Dealing with Possible Abuse Outside (the remit of) Turning Factor

9.1 If someone is concerned about an incident which has occurred outside (the remit of) Turning Factor they are required to raise the matter with Turning Factors Designated Safeguarding Officer, who will inform the appropriate service and ensure that appropriate procedures are followed.

10. Record Keeping

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10.1 All documents relating to an allegation against an employee will be kept in the employee’s personal file when the case has been concluded. If the allegation was found to be false or without foundation, no record will be kept in the employee’s file except when the employee requests this. It will be for the relevant agency to keep records of referrals made to it in accordance with statutory requirements.

10.2 Any records relating to any report of an allegation will be retained in accordance with statutory and legal requirements, including data protection and GDPR.

11. Monitoring and Evaluation

11.1 The Designated Safeguarding Officer for Turning Factor will coordinate the recording of any incidents relating to the protection of at-risk groups. This will be confidential and if any concerns or patterns emerge these will be dealt with appropriately.

12. Management Framework and Contact Details for Safeguarding Officer

12.1 The Designated Safeguarding Officer will have overall responsibility to safeguard and protect at-risk individuals.

12.2 The Designated Safeguarding Officer for Turning Factor is:

Name: Kathryn Horton

Position in Company: CEO

Email: Kathryn.horton@turningfactor.com

Mobile: +44(0)7786 321202

Deputy Designated Safeguarding Officer for Turning Factor is:

Name: Steve Ginn

Position in Company: Business Development Manager/Tutor

Email: Steve.Ginn@turningfactor.com

Mobile: +44(0)7964 596521

12.3 If the Designated Safeguarding Officer is unavailable for any reason, any reports of allegations should be sent directly to the Local Authority Designated Officer (LADO), cc’ing the Designated Safeguarding Officer and Deputy DSO for Turning Factor. The links for the Norfolk and Suffolk LADOs contact information (current as of August 2024) can be found below:

- Norfolk LADO: <https://www.norfolk.gov.uk/article/40533/Local-AuthorityDesignated-Officer>

- Suffolk LADO: <https://www.suffolksp.org.uk/local-authority-designatedofficers-lado#gsc.tab=0>

A Google search for “local authority designated officer” plus the relevant county should bring up the contact details for the necessary LADO.

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Prevent Policy

1. Our commitment

The government Counterterrorism and Security Act 2015, places a duty upon all education providers to have regard to the need to prevent people from being drawn into terrorism. This Prevent Duty forms part of the wider governments CONTEST counter terrorism strategy:

- Prevent terrorism – stop people becoming terrorists
- Pursue terrorism – disrupt and stop terror attacks
- Protect against terrorism – strengthen UK protection
- Prepare to deal with terrorism – mitigate impact of attacks that can't be stopped.

As a nation we continue to prioritise according to the threat posed to our national security; the allocation of resources will be proportionate to the threats we face. There has been an increase in far-right inspired terror attacks and lone acts of terror as opposed to mass organised terror activities, the government strategy now includes ways in which to identify risk of these instances.

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The Prevent strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

This policy is shared with all employees upon commencing employment with Turning Factor to include confirmation they have read and understood the content. Revisions are communicated to all as part of ongoing continued professional development, with all development activities related to application of the measures included within the policy.

2. Objectives

Turning Factor, as a training provider have a responsibility to ensure:

- Training is undertaken in Prevent as identified by leaders and managers
- To identify and support any concerns staff or learners have over learner vulnerabilities or indicators to being at risk of radicalisation
- We are all aware of when it is appropriate to refer concerns about learners or colleagues to the provider's safeguarding officer

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- To exemplify British values of “democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs” into our practice, whether they be learners, employers, of fellow members of Turning Factor

3. Scope

This policy relates to all staff and learners of Turning Factor, including our associate tutors.

4. Key contacts

Lead Designated Safeguarding Officer Kathryn Horton – 01603 881689

Kathryn.Horton@turningfactor.com

Safeguarding Deputy – Steve Ginn - 01603 881689

Steve.ginn@turningfactor.com

UK: Report Extremist/Terrorism material <https://www.gov.uk/report-terrorism>

5. Definitions

- **Radicalisation** - the action or process of causing someone to adopt radical positions on political or social issues.
- **Terrorism** – an act of terror/violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.
- **Extremism** - is the promotion or advancement of an ideology based on violence, hatred or intolerance that aims to:
 - negate or destroy the fundamental rights and freedoms of others; or
 - undermine, overturn or replace the UK’s system of liberal parliamentary democracy and democratic rights or
 - intentionally create a permissive environment for others to achieve the results in (1) or (2).

See Appendix 5 for more details on extremist behaviours.

6. Leadership & Governance

Prevent forms part of the safeguarding agenda which is featured as part of Senior Management Team meetings, which take part every Monday morning. Turning Factor has a nominated Director (Kathryn Horton) leading the Safeguarding/Prevent initiative, and the Quality Manager, along with the Safeguarding Deputy is actively engaged within the Safeguarding and Prevent Agenda. It has been well documented within current literature, namely the Prevent Strategy and Keeping Children Safe in Education, that protecting people from being drawn into radicalisation should align with the current safeguards in place to protect learners from the risks of safeguarding issues

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7. Staff Training

All staff are trained on the Indicators of radicalisation, the Channel process and how the duty engages with requirements of their role, via certificated Home Office learning. Identifying risk at an early stage allows early intervention and is crucial to the Prevent Duty and Channel process being successful. There is quarterly CPD on Safeguarding and Prevent.

8. Engagement with External Partners

All employers will be made aware of Turning Factor's and their own duty by means of partnership managers and coach communication. The employer guide contains detail in relation to employer responsibility to learners and Lifetime, this is further explained in the Employer guide to Learner Welfare.

Channels are in place to assist with meeting the Prevent Duty and avenues for raising concerns are established with Prevent coordinators nationwide.

9. Learner Safety, Engagement & Curriculum

The duty encompasses building learner resilience to the threat of radicalisation, challenging extremism and raising awareness of and demonstrating British values:

- Democracy
- Rule of Law
- Tolerance and understanding of different faiths
- Individual liberty

Opportunities to educate learners and promote the above values and ensure learners are aware of how to keep themselves safe from radicalisation are currently facilitated within the Skills Bootcamp modules:

- Curriculum resource indicates where British values are apparent to support embedding within workplace role and responsibilities at work.
- Prevent and Safeguarding materials will be included in induction process to include videos and discussions around Prevent and Safeguarding.

(Please see Appendix British Values)

10. Referral Pathways

If a learner has concerns about themselves, or you have concerns about a learner being at risk of radicalisation, you should refer to the Safeguarding Lead immediately

NB – should you feel your learner, yourself or any members of the public are in immediate danger report to the police immediately.

Once the Safeguarding team has been informed, they will make a decision on whether the issue needs to be escalated to the local police Prevent Officer. The Designated Safeguarding staff member that is involved with the referral will then support the Channel process as seen fit by the local Channel panel.

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It should be noted that a learner displaying one or a few of vulnerabilities and indicators does not mean the learner will necessarily be at risk of radicalisation, but it may do so. In all instances that concern you, you should report to the Safeguarding Officer. The process for referral to a prevent coordinator involves risk assessing the learner’s level of engagement, intent and capability. If guidance is required, the safeguarding officer will discuss with a local FE Prevent coordinator, from either Norfolk or Suffolk.

11. Safeguarding Staff Members as a Result of Referral

While it is unlikely that the referrer would then be targeted, if someone received a threat or the police felt someone was under threat without them knowing, then there are risk assessments, warnings and safeguarding processes local police departments will apply as a matter of routine. The outcome might involve an investigation and arrests being made etc., such as markers on people’s mobile phone numbers or addresses, warnings to parties involved, or other measures.

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APPENDIX ONE: Safeguarding Code of Conduct

Introduction

This Code of Conduct should be considered in conjunction with Turning Factors Safeguarding Policy and reflects the importance Turning Factor attaches to the safety and protection of at-risk adults.

Code of behaviour and good practice

- All adults at-risk should be treated with respect.
- All activities with at-risk adults should have more than one tutor/adult present or at least one that is within sight or hearing of others.
- All activities should respect the right to personal privacy.
- In all activities, staff/tutors/associates are required to be aware that physical contact with an at-risk adult may be misinterpreted.
- In all activities, staff/tutors/associates should recognise that special caution is required when discussing sensitive issues with at-risk adults.
- Any physical or manual touching required should be provided openly.
- In activities, feedback should be constructive rather than negative.
- In all activities, staff/tutors/associates are required to challenge unacceptable behaviour.
- Any allegations or suspicions of abuse should be reported immediately to the Designated Safeguarding Officer.
- In all dealings with adults at risk, staff/tutors/associates should never:
 - Play rough physical games or sexually provocative games.
 - Share a room with an adult at risk (for example when travelling with work or on a residential programme)
 - Allow or engage in any form of inappropriate touching.
 - Allow adults at risk to use inappropriate language without challenging it.
 - Make sexually suggestive comments even in jest.
 - Reduce an at-risk adult to tears as a form of control.
 - Allow safeguarding concerns or allegations of abuse to go unchallenged, unrecorded or not acted upon.
 - Do personal things for an at-risk adult which they can do for themselves. If an at-risk adult has a disability any tasks should only be performed by a dedicated support worker.

Examples of what should be reported/recorded

Any incidents which cause concern in respect of at-risk individuals are required to be reported immediately to the Designated Safeguarding Officer. Below are examples of incidents which should be reported:

- An adult a risk is accidentally hurt.

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- There is concern that a relationship is developing which may be an abuse of trust.
- You are worried that an at-risk adult is becoming attracted to you.
- You are worried that an at-risk adult is becoming attracted to a colleague who cares for them.
- You think an at-risk adult has misunderstood or misinterprets something you have done.
- You have been required to physically restrain an at-risk adult to prevent them from harming themselves or another or from causing significant damage to property.
- You see suspicious marks on an at-risk adult.
- You hear of any allegations made by an at-risk adult of events outside Turning Factor.
- You are concerned that an individual is being influenced or radicalised by any extremist group or ideology.
- You find material (via either online or physical environments) whereby the content constitutes a safeguarding concern.
- You are concerned that an individual or organisation is inciting hatred or violence.
- You believe that an individual, although not implicated, should be removed from the risk.

Recognition of Abuse

Turning Factor recognises that staff and individuals working on behalf of Turning Factor may not be familiar with working with at-risk adults or individuals who may be vulnerable to radicalisation and may not be in a position to recognise abuse. If you are not familiar with working with individuals who may be at risk of abuse, you can receive some basic knowledge by undertaking training provided via links in Appendix Three of this document. This will allow you to be aware of the various types of abuse and also to identify the different cultural contexts of behaviour.

The list below offers examples of types of abuse. Please note that abuse can intersect or include more than one form. We also recognise that online and digital platforms and social media are increasingly being used to perpetrate abuse. The list is illustrative and is not limited exclusively to the following:

- Physical abuse
- Sexual abuse
- Sexual exploitation and trafficking
- Psychological / emotional abuse
- Neglect
- Financial abuse
- Coercion / control / grooming
- Abuse that may be specific to a local area or population, for example gang activity and youth violence, criminal exploitation, including county lines
- Radicalisation and/or extremist behaviour
- Domestic Abuse
- Modern slavery
- Female Genital Mutilation (FGM)
- Honour-based abuse
- Forced marriage

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- Racist, disability and homophobic or transphobic abuse
- Gender-based violence
- Fabricated or induced illness
- Other abuse not listed here but that pose a risk to at-risk groups

It is not the place of staff, associates, learners or anyone working on behalf of Turning Factor to make a judgement about whether abuse has occurred. This is the remit of the relevant safeguarding agencies.

Abuse can occur within any setting and abusers may seek to use community and voluntary organisations to gain access to at-risk individuals. Abusers may also visit the location where the at-risk adult is, and try to gain access to them.

There may be indicative signs of abuse which may include, but are not limited to the following:

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally
- An injury for which there may be an inconsistent explanation
- Descriptions of an abusive act or situation
- Unexplained changes in behaviour
- Inappropriate sexually explicit behaviour or sexual awareness
- Unexplained changes in mood or emotional state
- A distrust of others
- The adult at risk is not allowed to be involved in normal social activities
- Showing support for violence or terrorism
- Unkempt in appearance, showing signs of neglect or self-neglect
- Use of technology or social media, for example use of forums / platforms and risk of being groomed online for exploitation or radicalisation

Procedure for Reporting

If a disclosure of abuse is made or an at-risk individual acts in a way where abuse is suspected the person receiving the information is required to:

- React in a calm and considered way but should show concern.
- Tell the person making the disclosure that it is right for them to share this information and that they are not responsible for what has happened.
- Take what has been said seriously.
- Only ask questions to ascertain whether there is a concern but not interrogate.
- Listen and not interrupt them if they are recounting significant events.
- Not give assurances of confidentiality but explain you will need to pass on this information to those that need to know.
- Make a comprehensive record of what is said and done as soon as possible and before leaving work. Keep all original notes as they may be needed as evidence.

The comprehensive record should include the following:

- A verbatim record of the account of what occurred in their own words. You should note this record may be used later in a criminal trial and therefore needs to be as accurate as possible.

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- Details of the nature of the allegation or concern.
- A description of any injury; please note that you must not remove clothing to inspect any injuries.

The incident, allegation or concern should be reported immediately to the Designated Safeguarding Officer or Deputy DSO for appropriate action to be taken. If the concerns relate to the Safeguarding Officers themselves then a concern must be referred directly to the Police or Local Authority Designated Safeguarding Officer (LADO), as appropriate.

It is the remit of the Local Authorities and/or the Police and not anyone connected with Turning Factor to investigate allegations or suspicions of abuse.

APPENDIX TWO: Form to Record Any Allegations or Concerns of Abuse

Name and details of the at-risk adult:
Name and details of the person reporting the allegation or concern of abuse or radicalisation:
All relevant details of the incident or observed concerns:

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Any actions already taken:

Actions already taken may include whether other parties have been informed, if emergency services were called, if the Local Authority Designated Officer has already been contacted, etc

APPENDIX THREE: Links to Online Training and Resources

Training and Resources in Safeguarding and Child Protection

NSPCC Learning link:

- <https://learning.nspcc.org.uk/>

NSPCC guidance on how to respond to a child making a disclosure about possible abuse or neglect:

- <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-to-dochild-reveals-abuse/>

NSPCC Helpline: 0808 800 5000

Training and Resources in Preventing Radicalisation

Prevent training link:

- <https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal>

Anti-bullying and Anti-cyber-bullying Definitions, Advice and Guidance

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-andcyberbull>

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