

Safeguarding & Prevent Statement

Document Control

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Purpose of Statement

Learn Harrow, London Borough of Harrow operates within the overarching London Borough of Harrow Safeguarding policy, elements of which is reproduced or referred to in this document. This guidance note is to highlight reporting and training processes as it relates to Learn Harrow courses in community venues and at Kenton Learning Centre.

Learn Harrow is committed to safe learning for all learners and staff and to ensure that the needs of learners (and attending children) and staff are at the centre of everything we do. Learn Harrow has a duty of care towards its learners and a need to recognise that they have a fundamental right to be protected from harm. To this end, this note refers to a number of policies:

- Safeguarding
- Prevent
- Health and Safety (see our Safe Learning document)

We recognise that extremism and exposure to extremist materials and influences is a national priority and so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views we are failing to protect our learners and fail in our obligation to promote a safe, equal and diverse society.

The service will emphasise the importance of prevention in all its actions.

Review

Learn Harrow will review its guidance notes relating to London Borough of Harrow safeguarding policies and procedures annually or:

- in response to significant change.
- direction from the Local Authority
- if monitoring or reporting indicates that acceptable standards are not being achieved.

Introduction to Safeguarding

Following review of multi-agency safeguarding arrangements in Harrow in late 2023 (as outlined in our [Annual Report 2023-24](#)), the HSSP was dissolved, with the Harrow Safeguarding Children Board and Harrow Safeguarding Adult Board both being supported with their own, separate executive group and subgroups going forward. This statement should be read and used alongside the London Borough of Harrow vision and policies for both children and adult boards.

[Harrow Safeguarding Adults Board](#)

[Harrow Safeguarding Children Partnership](#)

Learn Harrow work predominantly with adults but our Kenton Learning Centre offers creche facilities and some of our courses at multigenerational and therefore staff and partners are required to be familiar with both boards and reporting requirements.

Harrow Safeguarding Adults Board

Empowerment

People being supported and encouraged to make their own decisions and informed consent. “I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

Prevention

It is better to take action before harm occurs. “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

Proportionality

The least intrusive response appropriate to the risk presented. “I am sure that the professionals will work in my interest, as I see them and they will only be involved as much as needed.”

Protection

Support and representation for those in greatest need. “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me

Harrow Safeguarding Children Partnership

The HSCP continues to embody a ‘Think Whole Family’ approach and maintains strong working links with the Harrow Safeguarding Adults Board (HSAB). For 2024-25, three Strategic Priorities have been identified for multi-agency safeguarding focus:

- **Early Help** – The HSCP continues to support development and implementation of Harrow’s Early Help offer to ensure children, young people and their parents receive help from services best equipped to meet a child’s needs or provide parenting support to enable effective early intervention.
- **Contextual Safeguarding** – The HSCP continues its operational and strategic commitment to identifying and responding collaboratively to risks faced by individuals and their families outside of the home environment such as Child (Criminal and Sexual) Exploitation. This includes developing strategic approaches with the HSAB to support effective transitions for young people into adulthood that are co-ordinated and effectively identify and respond to transitional safeguarding risks.
- **Domestic Abuse** – The HSCP will develop and implement strategic action to address safeguarding risks arising for children and families from domestic abuse, working closely with Safer Harrow Community Safety Partnership to develop strategic action that will enhance the safety of children and young people and support effective provision of support for parents who are victim/survivors of domestic abuse.

This statement aims to give you a basic understanding of safeguarding referral and support channels, however it does not give you a comprehensive understanding of what abuse is and how to see the signs of abuse. It is mandatory that all staff, whatever their role, must have adequate, relevant and up to date safeguarding training.

What is safeguarding?

Safeguarding is about keeping people safe from harm and abuse. Safeguarding is everyone's business. It helps protect children and adults who may not be able to protect themselves. Everyone has the right to feel safe and be treated with care and respect. This page explains safeguarding. It covers its meaning, how it works, and what to do if you're worried about someone's safety. Our vision for Harrow is to make it a place where all people are safe and free from harm and abuse.

The HSAB works in partnership to safeguard and promote the well-being and independence of adults living in the Borough who are experiencing, or at risk of abuse or neglect. It further seeks to examine lessons learned as a result of SARs undertaken both locally and nationally. These lessons will be used to help improve the approach taken in Harrow to better protect adults from either the risk of, or the experience of abuse or neglect.

All our services are committed to a “think family” approach to Safeguarding. We work with colleagues across the full range of multi-agency partnerships to ensure that the welfare of children, young people and adults at risk of abuse or neglect are safeguarded and promoted in all areas of our work.

Positive Action

The Service will: Through promotion of British values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs, we will foster and encourage learners and staff to respect one another and to respect and tolerate difference.

- Embed within the service an ethos of safe and acceptable behaviour so that learners and staff know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation. Promote the Prevent agenda and encourage debate and consideration of the issues.
- Ensure that hate crime is understood by all, but especially in relation to vulnerable adults, and that learners know how to identify this and report it.
- Promote a safe environment where learners are confident to report any areas of concern relating to any safeguarding issue for themselves, their family or their peers.
- Ensure that safer recruitment practices are embedded in all recruitment, e.g. adverts state the necessity for DBS checks, identification and explanation of employment gaps.
- Ensure that all new applicants for posts within the Service are checked in compliance with the Disclosure and Barring Service (DBS) requirements

under the Safeguarding Vulnerable Groups Act (2006) and Protection of Freedoms Act (2012).

- Ensure that visitors follow the visitor protocol is updated and in use
- Ensure staff are aware of their duty to report any changes that may happen to their DBS status and to renew their DBS on a regular basis.
- Ensure that staff are aware of this policy and provide them with procedures -**5R's**- for identifying and/or responding to safeguarding and/or prevent situations.
- Ensure that all members of staff undergo appropriate training and development in relation to their work
- To provide an online safe and secure infrastructure which allows us to manage and filter access to the Internet
- Inform learners about safeguarding and feeling safe issues, Prevent and British values through a range of methods, including induction, learner handbook and centre information, posters and leaflets, Moodle and the website, and ensure they know who to contact if safeguarding or Prevent issues arise.
- Ensure that all photographic imagery is taken within guidelines, including permission on the enrolment form, and has full permission from the person (in writing) for its use in publicity material.
- Ensure that all staff and learners are fully compliant with the Safe Learning Online statement and are reminded of protecting their personal profile outside of the Council's systems (i.e. Facebook)

Recognise, Respond, Report, Record and Refer

It is the responsibility of all staff and learners to **RECOGNISE** and **RESPOND**, **REPORT** and **RECORD** all disclosures confidentially and immediately to the safeguarding lead for the service following the processes listed at the end of this document, and the Safeguarding lead will **REFER** appropriately, whether of safeguarding or preventing violent extremism.

This procedure must be followed whenever an allegation or disclosure is made that a child, a learner or member of staff has been abused or when there is a suspicion that a person has been abused or is in danger.

Who is responsible for what?

Management Team

The management Team takes responsibility for the management of reporting and referral of safeguarding incidents within Learn Harrow or its contracting partners. It is also within their remit to ensure that:

- all staff receive the appropriate safeguarding and prevent training to enable them to carry out their duties safely.
- safe working methods are developed, introduced, practised and reviewed within the workplace.
- there are suitable systems in place for monitoring the management of safeguarding and prevent and developing and reviewing safe working practises.
- Safeguarding management is included in performance monitoring of sub-contractors
- Safe recruitment processes are followed while recruiting new staff members

All Staff (and contracting partners staff)

Employees have specific duties to ensure that:

- take reasonable care for the safeguarding of themselves and other persons who may be affected by their acts or omissions.
- carry out work activities in accordance with the training they have received.
- inform their manager of any work situation where there is serious and/or immediate danger, and to identify any shortcomings in the safety arrangements for protecting learners and other visitors.
- read, understand and comply with safeguarding and prevent policies - employees have a duty to update themselves about relevant policies and procedures.
- attend relevant training provided and apply knowledge gained during training in their work area
- all staff are required to have a satisfactory enhanced DBS check or risk assessment to maintain their employment.

The Curriculum Team

The curriculum coordinators are accountable for:

- the quality of embedded information and support arrangements within classrooms
- ensuring that tutors are implementing their safeguarding responsibilities for their courses using the referral channels drawn up by the management team and monitored through classroom observation, course samples and learner feedback.
- Reporting shortcomings in safeguarding and prevent arrangements observed in the classrooms

Learners

Learners should report any concerns that they may have about the attitude or actions of a specific learner or staff to either Centre staff, curriculum staff or the

Designated Safeguarding Lead (Service Manager or The Harrow Safeguarding Adults Team).

Training

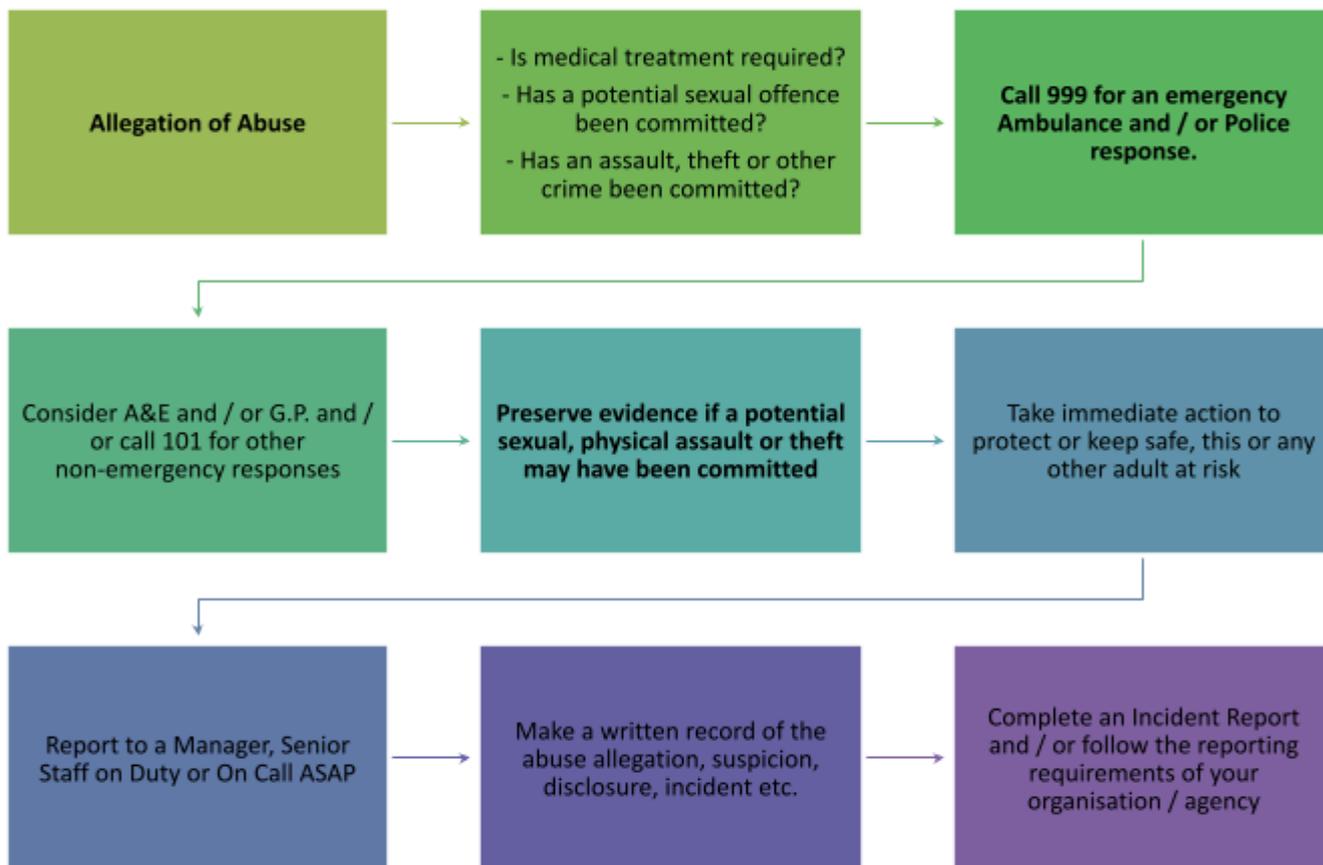
Learn Harrow is committed to train all staff to a minimum standard and to train champions across the service to support others in delivering safe learning.

The training programme currently consists of the following subjects:

- Basic Awareness Training
- Level 2 Safeguarding for all staff working directly with adults
- Level 3 Safeguarding for all staff acting as “Designated Safeguarding Leads”
- Prevent
- Information Security

Refresher training will be provided at least every 3 years. Other specific training will be arranged as required.

Protecting People at Risk



Safeguarding Reporting

If a crime has been committed or you have immediate concerns about the safety of any adult or child please call the **Police on: 999 for an emergency response 101 for non-emergency responses**

If you are teaching in a school or children’s centre you must use their safeguarding lead to make your report.

Non-urgent reporting pathways– please contact one of the service Safeguarding leads:

Karen Bhamra

Email: Karen.bhamra@harrow.gov.uk

Tel: 020 8204 3567

Neelam Naniwadekar

Email: neelam.naniwadekar@harrow.gov.uk

Tel: 020 8204 3567

LEARN :
HARROW

WORK :
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