

Safeguarding and Prevent Policy

Organisation: GLAS Business Solutions

Policy Owner: DSL

Applies to: All learners, staff, associates and contractors

Version: 3.0

1. Purpose and Scope

GLAS Business Solutions is committed to safeguarding and promoting the welfare of all learners, including apprentices, young people and adults. Safeguarding is a core responsibility and underpins all aspects of our training delivery.

This policy sets out how GLAS Business Solutions:

- Protects learners from harm, abuse and neglect
- Creates safe and respectful learning environments
- Meets statutory safeguarding and Prevent duties in England and Wales
- Ensures concerns are identified, reported, recorded and acted upon appropriately

This policy applies to all staff, associates, contractors, volunteers, learners and employers engaged with GLAS Business Solutions.

2. Statutory and Regulatory Context

This policy is informed by, and aligned to, current statutory guidance and expectations, including:

England

- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children (2023)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Education Inspection Framework (Ofsted)

Wales

- Keeping Learners Safe (Welsh Government)
- Working Together to Safeguard People
- Counter-Terrorism and Security Act 2015 (Prevent Duty)

Safeguarding arrangements are reviewed regularly to ensure they remain compliant with updated legislation and guidance.

3. Definitions

- **Child:** A person under the age of 18.
- **Adult at risk / vulnerable adult:** A person aged 18 or over who has care and support needs and may be unable to protect themselves from abuse or neglect.



- **Safeguarding:** Protecting children and adults at risk from maltreatment, preventing impairment of health or development, and ensuring safe and effective care.

GLAS recognises that vulnerability may be temporary or situational and can include factors such as mental health, domestic abuse, substance misuse, exploitation, discrimination, or online harm.

4. Safeguarding Principles

GLAS Business Solutions:

- Places the welfare of learners at the centre of decision-making
- Provides equal protection regardless of age, disability, gender, race, religion, sexual orientation or background
- Maintains a proactive safeguarding culture
- Takes all concerns seriously and acts promptly
- Works in partnership with employers, local authorities and external agencies where required
- Ensures safeguarding is everyone's responsibility

5. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL has overall responsibility for safeguarding and Prevent and will:

- Act as the main point of contact for safeguarding concerns
- Make decisions on action, referral or monitoring
- Maintain secure safeguarding and Prevent records
- Liaise with external agencies where necessary
- Ensure staff receive appropriate safeguarding and Prevent training
- Report safeguarding activity and assurance to governance

All Staff and Associates

All staff must:

- Complete safeguarding and Prevent training
- Follow this policy and related procedures
- Remain vigilant to safeguarding indicators
- Report concerns immediately to the DSL
- Maintain professional boundaries and conduct

6. Safer Recruitment

GLAS Business Solutions is committed to safer recruitment. This includes:

- Role-appropriate DBS checks
- Right to work checks
- Reference checks
- Risk assessments where appropriate
- Safeguarding included in induction

A Single Central Record (SCR) is maintained and reviewed regularly.



7. Safeguarding Concerns and Reporting

Safeguarding concerns may relate to:

- Abuse or neglect (physical, emotional, sexual)
- Exploitation (criminal, sexual, financial)
- Domestic abuse
- Mental health or self-harm
- Bullying or harassment (including online)
- Unsafe workplaces or learning environments

Reporting Process

- Concerns must be reported to the DSL **as soon as possible**
- Immediate risk: emergency services must be contacted
- The DSL will assess, record and decide appropriate action
- Referrals will be made where required

Confidentiality is respected but cannot be guaranteed where there is risk of harm.

8. Prevent Duty

GLAS Business Solutions fulfils its Prevent duty by:

- Assessing the risk of radicalisation
- Training staff to recognise indicators
- Promoting British Values
- Maintaining clear reporting and referral routes

Concerns relating to extremism or radicalisation must be reported to the DSL. The DSL will determine whether referral to Channel or other agencies is required.

9. Online Safety

GLAS recognises the risks associated with online learning and communication. Measures include:

- Professional boundaries in digital communication
- Appropriate use of learning platforms
- Awareness of online abuse, grooming and exploitation
- Reporting concerns in line with safeguarding procedures

10. Learner Awareness and Support

Learners are informed about:

- How to raise safeguarding concerns
- Who the DSL is
- What support is available
- How complaints can be made

Information is provided through induction, learner handbooks and ongoing communication.

11. Record Keeping and Confidentiality

- Safeguarding and Prevent records are stored securely



- Access is restricted to the DSL and authorised leaders
- Records are factual, timely and proportionate
- Nil returns are recorded where no concerns arise

12. Monitoring, Review and Governance

Safeguarding and Prevent arrangements are:

- Monitored continuously
- Reviewed formally on a **quarterly** basis

This policy is reviewed annually or sooner if required by legislative change.

13. Contact Details

Safeguarding Contact: Designated Safeguarding Lead (DSL)

Email: safeguarding@glasbusiness.co.uk