

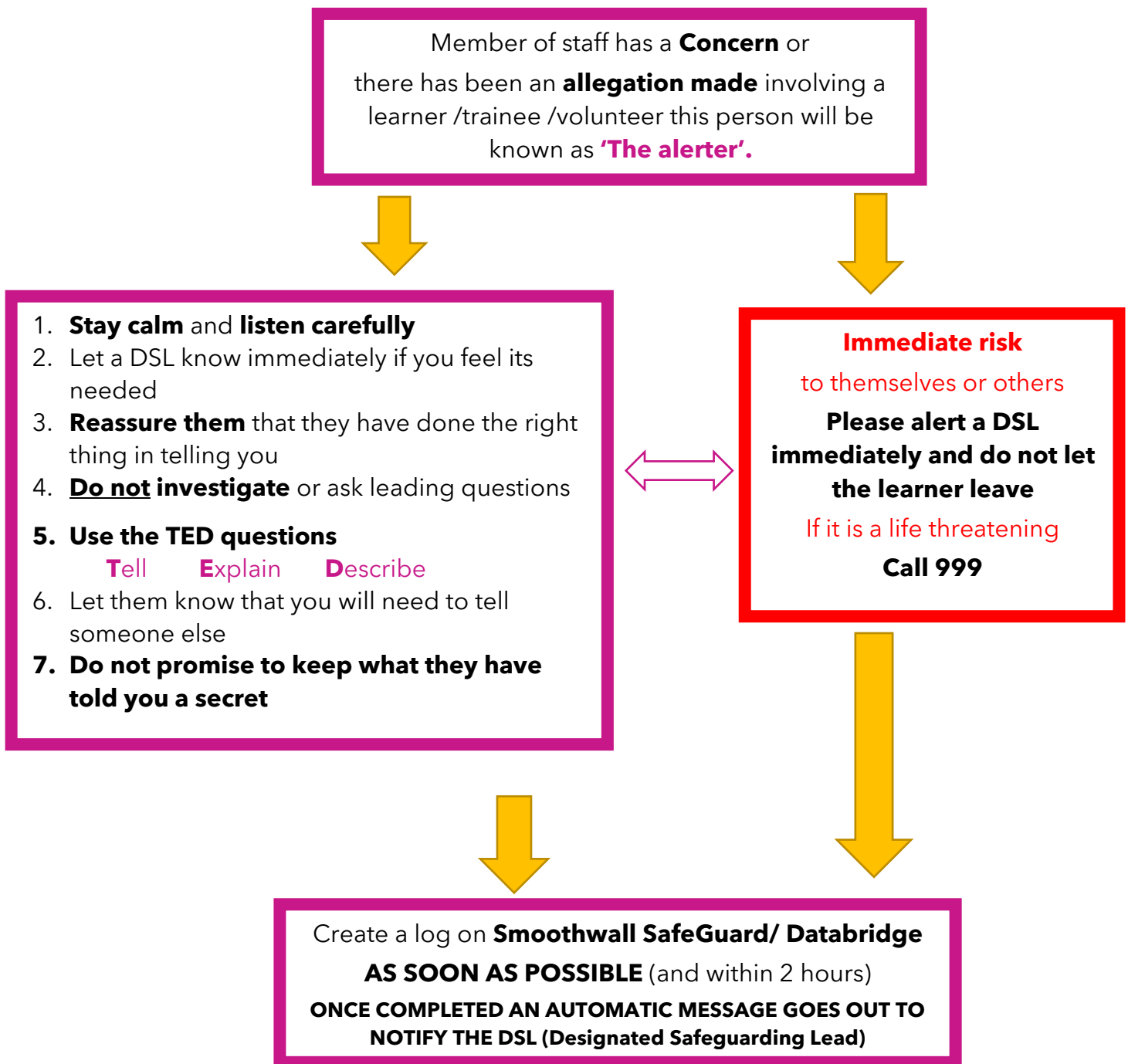


Safeguarding and Prevent Procedures

Policy owner	Head of Education & Learning
Policy updated by	Head of Education & Learning
Date policy reviewed	Jan 2025
Next Review Due	Jan 2026

Procedure Owner: Head of Education & Learning
Approval Committee: Educational Advisory Panel
Stage of Approval: Draft Jan 2025
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Procedure for any member of staff raising a concern (the alerter)



Note: - If an allegation involves a member of staff, you can contact the Head of Education & Learning or CEO directly and if it should involve both of them contact Frida Norman, Chair of Trustees (frida@varb.org).

They will alert the local authority Adult Safeguarding Team, immediately.

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CareTrade's DSL information and how to contact them

CareTrade Designated Safeguarding Leads and Deputies (DSLs and DDSLs)			
Project - Role	Job Title	Name	Contact Details
CareTrade Lead DSL	CEO	Karen Edwards	Tel: 07525164850 karen.edwards@caretradeuk.org
	Head of Quality and Training	Jemma Dear	Tel: 07432570350 jemma.dear@caretradeuk.org
TAP Prevent and Safeguarding Lead	Head of Education & Learning	Mark Finch	Tel: 07377388389 mark.finch@caretradeuk.org
TAP safeguarding team	Please see appendix 1 for further details		
Development Team DSL	Development Director	Judith Kerem	Tel: 07958610864 judith.kerem@caretradeuk.org
Working Kitchen & Café - DSL	Kitchen & Café Manager	Aga Keeling	Tel: 07960127318 aga.keeling@caretradeuk.org

DSL will follow the procedure on the next page. This is actioned as soon as possible (within 2 hours) or immediately where an emergency call is made to them.

In addition, DSL meetings are held to ensure best practice is adhered to:

- TAP DSL Safeguarding meetings occur every 6 weeks and are chaired by Head of Education & Learning, Mark Finch.
- Development Safeguarding meetings occur once a month and are chaired by Development Director, Judith Kerem.
- Kitchen and Café Safeguarding for none TAP learners are discussed as arise with CEO, Karen Edwards.
- Across teams DSL meetings are chaired by Head of Quality and Training, Jemma Dear

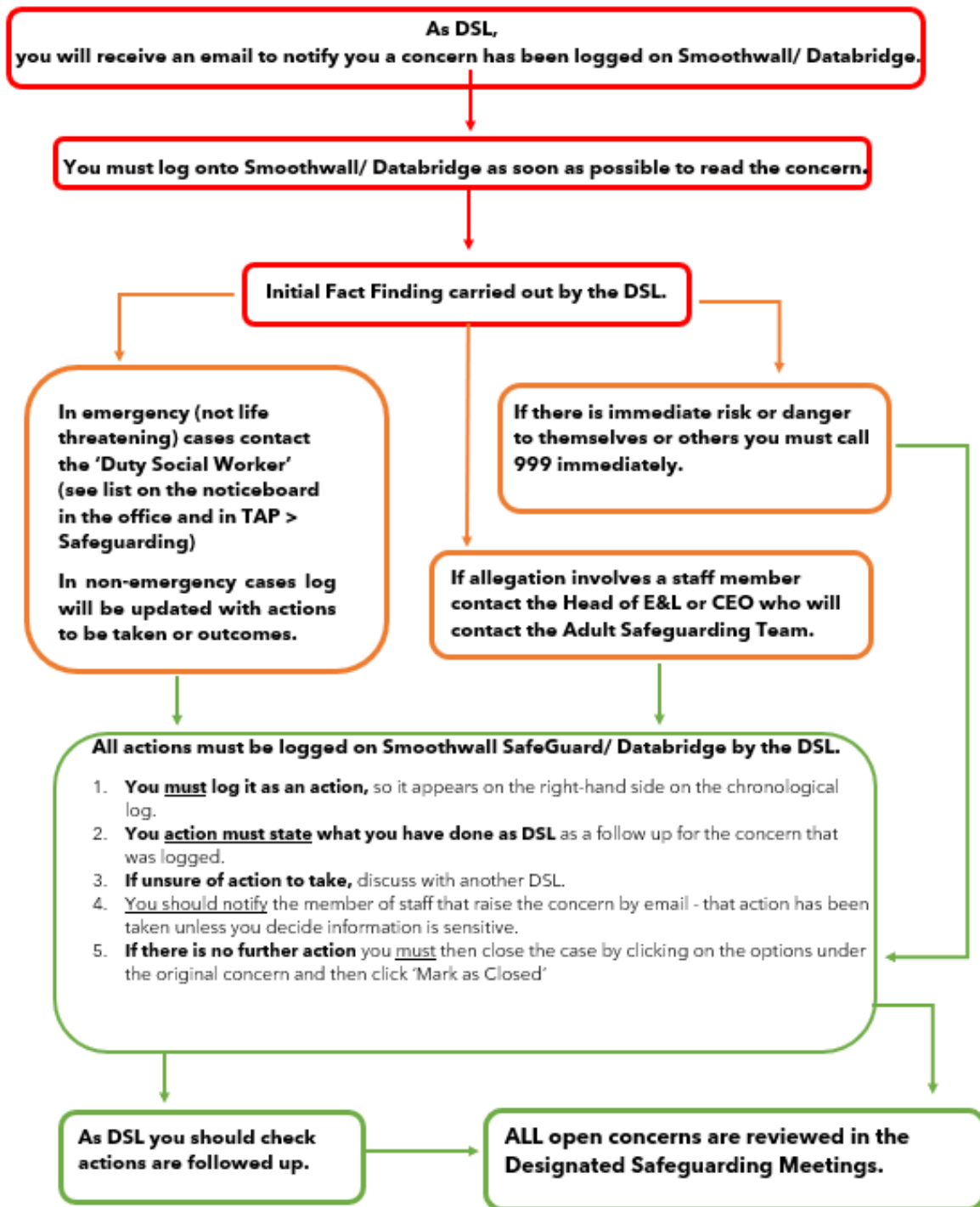
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Procedure for the Designated Safeguarding Lead officers



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Procedure for reporting a Prevent concern

Prevent concerns are most likely to be noticed by individuals in contact with those who appear to be at risk of being drawn into terrorism.

These should consider the 'Notice, Check, Share' procedure:

- Notice initial concerns
- Report any concerns on Smoothwall
- Check with colleagues and your Designated Safeguarding Lead.
- The DSL will share with your local authority Prevent Education team
- The DSL will then gather evidence if instructed to do so by the external team

The Prevent Education Officer can then provide the following to the DSL:

- Advice on concerns.
- Advice on extremist ideologies/groups, or oversea conflicts and their potential impact in the UK.
- Signposting to local services/groups that subjects could be referred to, focusing on youth work and mentoring support.

The Prevent team may then request the DSL dealing with the concern to complete a formal Prevent referral, this referral will be shared with police partners. The Prevent Education Officer will instruct the DSL if this is needed.

Prevent Education Officers details below:

Borough	Prevent Education officer	Contact details
Southwark		prevent@southwark.gov.uk
Lambeth	Lydia Nixon	LNixon@lambeth.gov.uk
Greenwich	Heather Hutchings	prevent@royalgreenwich.gov.uk
Westminster	Kiran Malik	kmalik@westminster.gov.uk
Haringey	Olga Nasiridou	Olga.Nasiridou@haringey.gov.uk
Lewisham	Sabera Ahsan	prevent@lewisham.gov.uk
Sutton		prevent.@sutton.gov.uk
Kingston		adult.education@kingston.gov.uk

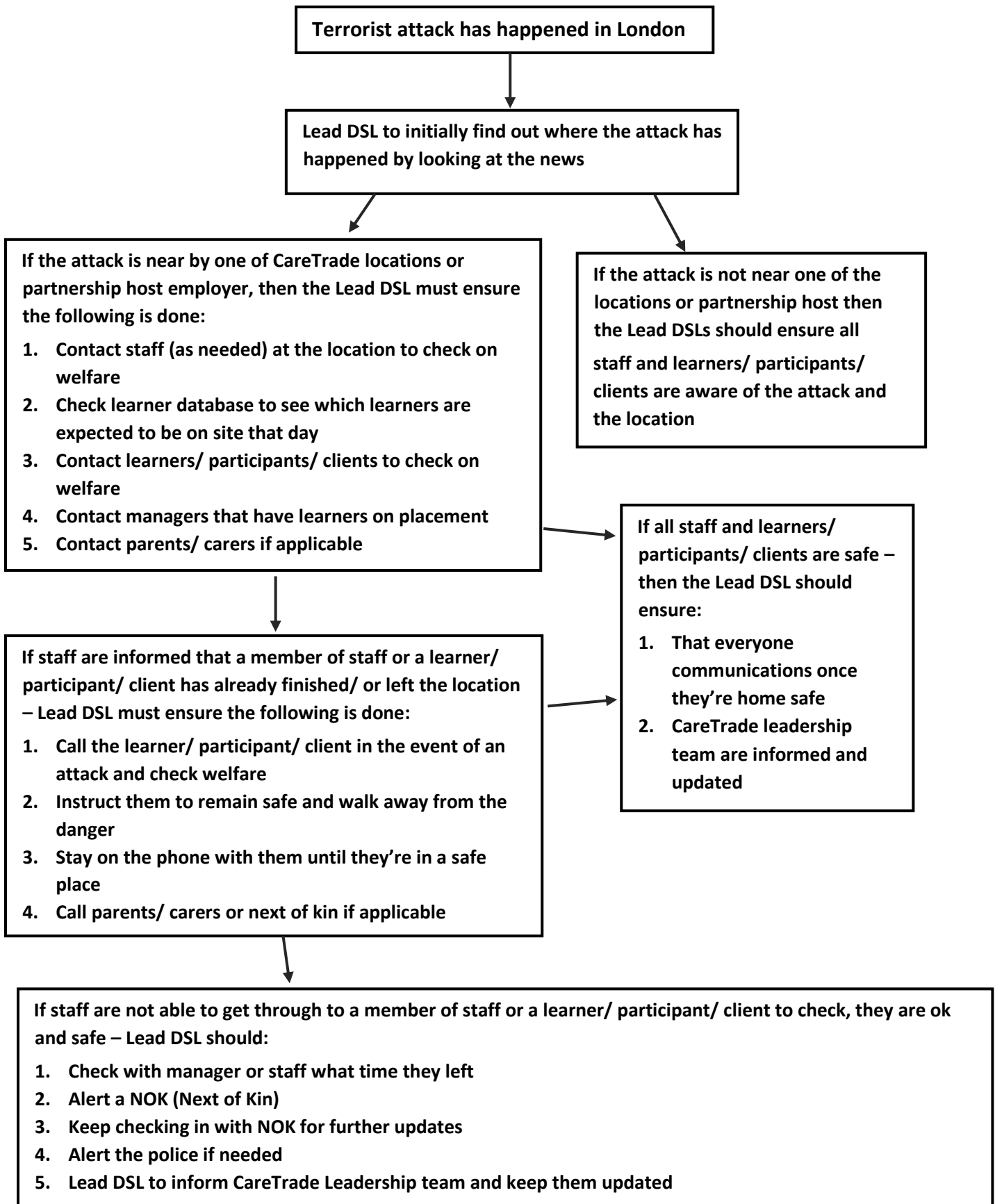
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What to do if London has a 'terrorist attack'



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Lockdown Procedure for Larcom (CareTrade office/classrooms)

If there was Immediate risk outside Larcom building and it was too unsafe for staff, learners/ participants/ clients, and any visitors to leave the building.

The DSL will inform everyone in the office/ classroom that we are in a 'Lockdown' situation.

EVERYONE must remain in the building.

Senior staff on site will support the DSL in managing the risk.

Support staff (job coaches and teaching assistants) on site will remain with and support learners/ participants/ clients and any visitors.

The **DLS/ senior staff** onsite will instruct all support staff, learners/ participants/ clients, and any visitors to move out of any rooms in the building that are unsafe at the time of the threat.

The **DLS/ senior staff** will call 999 to report and get further instructions.

During the Event:

If the threat is on Walworth Road:

Staff, learners/ participants/ clients, and any visitors **will be** asked to move out of the followings rooms **1, 2 & 3**

Staff, learners/ participants/ clients, and any visitors **may be** asked to move out of the followings rooms **4, 5 & 6**

Safe space will be in rooms 10,11,12, 13 & 15

If the threat is on Larcom Street:

Staff, learners/ participants/ clients, and any visitors **will be** asked to move out of the followings rooms **3, 4, 5, 6, 10, 11, 12 & 13**

Safe space will be in rooms 1,2 and 15

Please see map of building for room number reference on the next page

Once the DSL/senior staff has received communication from the police that it is safe outside - then the **DSL will inform everyone**. Staff will then take next steps to support each individual learners as needed (to resume lessons, to travel to placement or to get home)

Lockdown Procedure for Larcom (CareTrade office/classrooms)



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Local Authorities Contact Details for Safeguarding

Borough	Phone Number	Email
Barking and Dagenham	020 8227 2915	intaketeam@lbbd.gov.uk
Barnet	0208 359 5000 or 020 8359 4066 Out of hours: 020 8359 2000	mash@barnet.gov.uk socialcaredirect@barnet.gov.uk
Bexley	0208 303 7777	screeners@bexley.gov.uk
Brent	0208 937 4098 or 0208 937 4099 Out of hours: 0208 863 5250	safeguardingadults@brent.gov.uk
Bromley	020 8461 7777 Out of hours: 0300 303 8671	mash@bromley.gov.uk adult.early.intervention@bromley.gov.uk
Camden	020 7974 4000	adultsocialcare@camden.gov.uk
Croydon	020 8726 6500	Croydon.AdultSupport@croydon.gov.uk .
Ealing	020 8825 8000	sscallcentre@ealing.gov.uk
Enfield	020 8379 3196 Out of hours: 020 8379 5212	
Greenwich	020 8921 2304 Out of hours call 020 8854 8888	AOPS.Contact.Officers@royalgreenwich.gov.uk .
Hackney	020 8356 5782 Out of hours: 020 8356 2300	adultprotection@hackney.gov.uk
Hammersmith and Fulham	0800 145 6095	safeguardingadults@lbhf.gov.uk

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	Out of hours: 020 8748 8588	
Haringey	020 8489 1400 Out of hours: 020 848 9000	Firstresponseteam@haringey.gov.uk
Harrow	020 8420 9453 Out of hours: 020 8424 0999	safeguardingadults@harrow.gov.uk
Havering	01708 433 550	safeguarding_adults_team@havering.gov.uk
Hillingdon	01895 556 633	safeguardingpartnership@hillingdon.gov.uk
Hounslow	020 8583 3100 Out of hours: 020 8583 2222	safeguardingadults@hounslow.gov.uk
Islington	020 7527 2299	
Kingston	0208 5475005	adult.safeguarding@kingston.gov.uk
Lambeth	0207 926 3100 Out of hours: 0207 926 5555	dutymanager@lambeth.gov.uk
Lewisham	0208 314 3117 or 020 8314 7777	LSAB@lewisham.gov.uk
Merton	020 8545 4226 Out of hours: 020 8770 5000	mash@merton.gov.uk safeguarding.adults@merton.gov.uk
Newham	020 3373 0440	Accessto.AdultsSocialCareTeam@newham.gov.uk
Redbridge	020 8708 7333 Out of hours: 020 8554 5000	adults.alert@redbridge.gov.uk
Richmond upon Thames	0208 547 5008 Out of hours: 0208 770 5000	

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Royal Borough of Kensington and Chelsea	020 7361 3013 Out of hours: 020 7361 3013	socialservices@rbkc.gov.uk
Southwark	020 7525 1921 Out of hours: 020 7525 5000	mash@southwark.gov.uk CASC@southwark.gov.uk
Sutton	020 8770 6770	referralpoint@sutton.gov.uk
Tower Hamlets	020 7364 6085 or 020 3276 3501	towerhamletsMASH@met.police.uk
Waltham Forest	020 8496 3000	MASHrequests@walthamforest.gov.uk
Wandsworth	020 8871 6622 Out of hours: 020 8871 6000	mash@wandsworth.gov.uk safeguardingadults@wandsworth.gov.uk
Westminster	020 7641 2176 Out of hours: 020 7641 6000	adultsocialcare@westminster.gov.uk

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Appendix 1 – TAP Safeguarding team/ poster

Role	Name	Contact details
Lead safeguarding and prevent	Mark Finch	07377388389 Mark.finch@caretradeuk.org
DSL	Zoe Peel	07376671803 Zoe.peel@caretradeuk.org
DSL	Ela Gallagher	07377388383 Ela.gallagher@caretradeuk.org
DDSL	Samuel Truss	07572121767 Samuel.truss@caretradeuk.org
DDSL	Elise Klatsa	07538719886 Elise.klatsa@caretradeuk.org


Poster displayed for TAP learners:

What do I do if I am worried or don't feel safe? 


Option 1: You can speak to your Job Coach

Option 2: You can speak to your Pathway Leader

Sam Truss
(Intro to Employment Team Leader
-Year 1)
07572 121767
samuel.truss@caretradeuk.org




Elise Klatsa
(Supported Interns Team Leader-
Year 2)
07538 719886
elise.klatsa@caretradeuk.org



Option 3: You can speak with Mark the TAP Safeguarding Lead

Mark Finch (Head of Education)
07377 388389
mark.finch@caretradeuk.org



Option 4: If you don't want to talk to someone you can also | email tapsafeguarding@caretradeuk.org Please remember all staff at TAP are here to help and support you. All TAP staff receive annual safeguarding training

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