

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

LOW LEVEL CONCERN POLICY

(INSTRUCTORS)



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PREPARED BY:

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LOW LEVEL CONCERN POLICY

Policy Statement

Fast Forward Vocational Training Ltd prioritises the safety, well-being, and positive development of all young participants engaging in our vocational and Social, Emotional, and Mental Health (SEMH) programs. This policy outlines the procedures for addressing and reporting low-level concerns, particularly focusing on instructor behaviour such as Physical contact, inappropriate language, encouraging self-reporting in the event of a mistake, or any inappropriate conduct that breaches Fast Forward Vocational Training's code of conduct.

Designated Safeguarding Lead (DSL) and Deputy DSL

Samuel Izatt serves as the Designated Safeguarding Lead (DSL). He is responsible for overseeing and coordinating all safeguarding matters within the organisation. On-site instructors are trained in safeguarding by the either local authority or nationally and are readily available to support students on-site.

Low-Level Concerns

Low-level concerns encompass any issues that may pose a potential risk to the well-being, safety, or development of young participants in our programs however.

These concerns include, but are not limited to:

1. Swearing or inappropriate language by instructors.
2. Instructors failing to self-report mistakes or inappropriate behaviour.
3. Violations of Fast Forward Vocational Training's code of conduct.
4. Physical Contact.
5. Forming a friendly relationship outside the remit of the instructors duties.

Reporting Procedures

Self Reporting:

Instructors are encouraged to self report should they feel they have made a mistake or may have or be beginning to breach the provisions code of conduct no matter how minor the breach may be. Any self reporting should be made to the DSL or her deputy as soon as possible.

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Initial Reporting:

Any staff member who observes or becomes aware of a low-level concern must promptly report it to the designated DSL. The report should provide detailed information about the concern, including dates, times, individuals involved, and relevant details.

DSL Assessment:

The DSL or Deputy DSL will conduct a thorough assessment of the low-level concern, considering its nature and impact on the participants. If necessary, the DSL may consult with other relevant staff members to gather additional information.

is ensures a consistent and vigilant approach to safeguarding throughout the organisation.

Review and Evaluation

This policy will undergo regular review and updates to ensure its effectiveness in addressing low-level concerns. Feedback from staff, participants, and relevant stakeholders will contribute to ongoing improvements in our safeguarding procedures.

Communication with Main Educational Setting

If the low-level concern involves a student attending the provision from another educational setting, the DSL will promptly communicate with the relevant educational setting's designated safeguarding lead to share information and collaborate on a resolution.

Escalation to Child Protection Procedures

If, after assessment, the DSL determines that the low-level concern requires further intervention, it will be escalated following our Child Protection Policy reporting routes. The DSL will adhere to established procedures, including reporting to local child protection authorities or other relevant agencies.

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Suspension & Disciplinary

Should the report require a more detailed investigation into the conduct of the instructor this will be conducted by the DSL and Education manager. Where the concern is raised against or is self reported by the DSL the investigation will be conducted by the DDSL and education manager. Where the concern raised against is or is self reported by the education manager the investigation will be conducted by the DSL and a company director.

Should the concern raised be deemed serious enough then the staff member in question will be suspended pending the outcome of the investigation.


Should the concern be found to be truthful, disciplinary action will be taken at the appropriate level. All investigation material and subsequent actions will be documented and given to the main educational setting or local authority concluding the investigation.

Confidentiality

All information related to low-level concerns will be treated with the utmost confidentiality, shared only with individuals directly involved in the safeguarding process. Information will be securely stored, complying with data protection regulations.

Training and Awareness

All staff members involved in program delivery will receive regular training on recognising and reporting low-level concerns.



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