

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

LOW LEVEL CONCERN POLICY

(STUDENTS)



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PREPARED BY:

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LOW LEVEL CONCERN POLICY

Policy Statement

Fast Forward Vocational Training Ltd is committed to ensuring the safety, well-being, and positive development of all young people participating in our vocational and Social, Emotional, and Mental Health (SEMH) programs. This policy outlines the procedures for addressing and reporting low-level concerns, including issues such as decreasing student attendance, to safeguard the welfare of our participants.

Designated Safeguarding Lead (DSL) and Deputy DSL

Samuel Izatt is the Designated Safeguarding Lead (DSL), and Chelsie Fraser is his Deputy. They are responsible for overseeing and coordinating all safeguarding matters within the organisation. The instructor on site is trained by the local authority to DSL standard and is on hand 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 people participating in our programs. This includes but is not limited to:

1. Decreasing student attendance.
2. Changes in behaviour or mood.
3. Concerns raised by staff or participants.

Reporting Procedures

1. Initial Reporting:

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

2. DSL Assessment:

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

3. Communication with Main Educational Setting:

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

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4. Escalation to Child Protection Procedures:

- If, after assessment, the DSL determines that the low-level concern requires further intervention, it will be escalated in accordance with our Child Protection Policy reporting routes.
- The DSL will follow established procedures, which may include reporting to the local child protection authorities or other relevant agencies.

Confidentiality


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

Training and Awareness

All staff members involved in the delivery of our programs will receive regular training on recognising and reporting low-level concerns. This will ensure a consistent and vigilant approach to safeguarding across the organisation.

Review and Evaluation

This policy will be regularly reviewed and updated to ensure its effectiveness in addressing low-level concerns. Feedback from staff, participants, and relevant stakeholders will be considered in the ongoing improvement of our safeguarding procedures.



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