



2. Definitions:

2.1 Scope of learning provision:

*The WEA is an adult (aged 19+) learning provider with a wide scope of provision which includes adults who may be considered

or schools which directly or indirectly involve children or young adults. Therefore, this policy activities.

2.2 Child:

A child is anyone under the age of 18.

2.3 Adult:

An adult is anyone aged 18 or over.



3. Scope and Responsibilities

3.1 Responsibility of all staff

All salaried and hourly paid staff, senior leaders, students, members, volunteers and trustees are responsible for creating an environment that promotes well-being and ensures



- Appropriate whistleblowing policies are in place.

3.3 WEA National Safeguarding Lead Managers (England and Scotland)

The Safeguarding Lead Managers have responsibility for:

- the safeguarding policy and framework; annual review and update.
- implementation of the Safeguarding and Prevent Duty training plan and the development of training resources which are current and appropriate.
- facilitating regular meetings of the Regional Designated Safeguarding officers.
- facilitating regular meetings with the designated Association Trustee who has a responsibility for safeguarding.
- maintaining the Safeguarding and Prevent central record.
- providing advice to the Regional Safeguarding Designates on safeguarding issues, disclosures or referrals.
- providing support and advice to Association Trustees, Managers and HR staff in dealing with matters that have a safeguarding dimension.
- promoting a culture where all staff and volunteers feel able to raise concerns about safeguarding practice and addressing concerns in a timely manner.
- consulting with the HR team in cases where a safeguarding disclosure involves a member of staff or volunteer and, in association with HR, managing the investigation process.
- in association with HR and the designated Association trustee, managing referrals to the Disclosure and Barring Scheme (England) or Disclosure Scotland/PVG scheme and serious incidents reports to the Charity Commission, as appropriate.
- implementing the Prevent duty, annual risk assessment and action plan.
- providing regular and annual reports to the SMT, the Board of Trustees and appropriate sub-committees.
- contributing to the annual Self-Assessment and Quality Improvement processes.

3.4 Regional Designated Safeguarding Officers

Each region has a named Designated Safeguarding Officer (DSO) who is responsible for:

- maintaining a culture of vigilance.
- ensuring that all Safeguarding procedures are followed in the Region.
- being the first point of contact in that area should any safeguarding issues arise.
- following the procedures set out in the Safeguarding procedure document (SAFE 3) when dealing with an incident of concern or disclosure of abuse.
- maintaining confidential and secure written records.
- in consultation with the Safeguarding Lead Officer, making referrals to the Local Authority Designate Officer (LADO) Social Care, or local Prevent officer, as appropriate.
- working with other agencies, as required, within the framework of Local Authority Safeguarding Board Policy and Procedures.
- providing an annual report for the Regional Committee.

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will be provided and will be updated regularly to consider topical issues, incidents or changes in legislation.

4.1. Safeguarding National and Regional Lead Officers:

- The WEA National Safeguarding Lead Managers will update facilitator training at least every two years, and safeguarding and prevent refresher training every year.
- All Regional Designated Safeguarding Officers will complete updated training, including the Prevent duty every two years. In addition, they will receive regular updates on Safeguarding and Prevent matters from the WEA National Safeguarding Lead Managers via e-mails, information about training opportunities, bulletins and meetings. They are responsible for ensuring that Safeguarding training needs are met in their region, in compliance with WEA policy.

4.2. Education Managers, Senior Leaders and Trustees

All Education Managers/co-ordinators, Senior leaders and trustees will complete appropriate safeguarding training, including bi-annual refresher training, and will ensure currency of knowledge of organisational policies and procedures related to safeguarding and the Prevent duty.

4.3. Tutors:

All new tutors are required to complete online WEA Safeguarding and Prevent training in the tutor induction hub (CANVAS virtual learning environment) where staff are given clear guidance on WEA values, the safeguarding approach and procedures, and safe working practices.

Refresher Safeguarding and Prevent training is a requirement at least every 2 years. This is provided on line via WEA Refresher modules on



6. On line safety

Policy and procedures regarding on line safety are contained in a separate document and outlined in an addendum to the safeguarding policy.

Further information is available from:

<https://padlet.com/WEACOT/e-safety-with-the-wea-tj59ofvew3dr>

7. Professional confidentiality and information sharing in relation to safeguarding concerns.



A Safeguarding allegation against a member of staff or volunteer is defined as any information that indicates that the member of staff/volunteer is behaving in a way that demonstrates unsuitability for working with children, young people or adults in their present position, or in any capacity. In relation to working with the WEA, this includes:

- Behaviour that has harmed, or may have harmed an adult or child.
- Possibly committed a criminal offence against or related to an adult or child.
- Behaviour towards an adult or child that indicates that they may pose a risk of harm to other adults or children.
- Use/possession of sexual material relating to children.
- Use of sexually explicit images depicting violence against human beings (including possession of such images)
- Sexual behaviour involving a vulnerable adult or child.
- Inappropriate professional behaviour including initiating or seeking sexual activity with students.

Harm is defined by the DBS in its widest context and may include:

- Sexual harm
- Physical harm
- Financial harm
- Neglect
- Emotional harm
- Psychological harm
- Verbal harm

Safeguarding allegations about a member of staff or volunteer must be reported immediately to the WEA National Safeguarding Manager who will inform the Local Authority Designate Officer (LADO). If the allegation is about the National Safeguarding Manager, it must be reported immediately to the Director of Quality and Student Services. A Case Manager will be appointed and an investigation into the allegation will be carried out in liaison with HR, following HR procedures. The Trustee Safeguarding Lead will be kept informed of the progress and outcomes of the investigation and a case report provided for the Board of Trustees. A barring referral to the DBS will be submitted by the HR Department, if appropriate; a serious incident report to the Charity Commission will be submitted by the Board of Trustees, if appropriate.

8. Evaluation



10. Accessibility

If any aspect of this policy or its related procedures causes an employee difficulty on account of any disability that they may have, or if they need assistance because English is not their first language, they should raise this issue with their designated safeguarding person who will facilitate the appropriate arrangements.

11. Links to other policies and procedures

This policy needs to be read in conjunction with the following policies/procedures:

WEA policies and procedures: [Policies | WEA](#)

- Prevent policy.
- Sexual harassment policy
- Equality, Diversity and Inclusion
- Student Confidentiality policy
- Information sharing Guidance
- Complaint Handling Procedure
- WEA student code of conduct
- WEA Student on line learning agreement
- WEA Student computer and digital use policy
- Unacceptable student behaviour procedure
- Whistleblowing
- Disciplinary and Grievance
- Data Protection Policy
- Recruitment and Selection/DBS Procedures.
- Volunteer Complaints policy
- DBS guidance for Education Staff

Other relevant policies and procedures

- Making Barring Referrals to the DBS (<https://www.gov.uk/>)
- Strategy for dealing with Safeguarding issues in Charities. (updated 6th December 2017)
<https://www.gov.uk/.../strategy-for-dealing-with-safeguarding-issues-in-charities>
- Keeping Children Safe in Education (updated September 2023)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government July 2018).
- Review of sexual abuse in schools and colleges. Ofsted June 2021
<https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges>.



- Tutors should continue to provide

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