



Safeguarding Reporting Procedure

Route 1 - Safeguarding concern alerted to an FTL team member

STEP 1

Safeguarding concern is alerted to FTL Team Member.

STEP 2

FTL Team Member completes the [Safeguarding Concern Form](#)

STEP 3

FTL Team Member completes the form and submits. This is received at the safeguarding@futuretalentlearning.com inbox. FTL Team Members should not share any details of the safeguarding concern with anyone other than the Safeguarding Team Members (not even to their Line Manager – though they can say that “a safeguarding concern has been raised to the Safeguarding Team”).

STEP 4

The on-duty Safeguarding Team Member will access the form and the Safeguarding Reporting Register which is automatically populated once a concern is received, categorise the email to their name, review the form within 2 hours and respond.

STEP 5

The Safeguarding Team Member will add a RAG status will be assigned to the concern to reflect the risk associated. This will inform how often ongoing contact with the learner should be made, whilst they are on the Safeguarding Reporting Register.

STEP 6

The on-duty Safeguarding Team Member will take action as appropriate and detail the action being taken in the Safeguarding Reporting Register. This may include contacting the learner, reporting to our Designated Safeguarding Lead or Safeguarding Board Member or contacting Local Safeguarding Agencies.

STEP 7

Completed forms should not be shared and further details should not be shared with FTL Team Members. The FTL Team Member just needs to be informed whether ongoing or resolved. The Safeguarding Team will review all reported concerns and progress as part of their regular Safeguarding Team Meetings. RAG risk status will be discussed and moved up or down the scale accordingly with concerns being marked as resolved once the staff member and Safeguarding Officer is satisfied that there is no longer a concern. Safeguarding concerns may be reopened if there is a further cause for concern in future.

Route 2: Safeguarding concern reported directly to the Safeguarding Team

NB – this route should be used if you are a learner with a concern relating to an FTL team member.

STEP 1

Safeguarding concern is reported directly to the Safeguarding Team via email or telephone call (this would normally be the on-duty team member).

If sent by email, on-duty Safeguarding Team Member will categorise the email to their name, review the email and take steps to contact the reporter immediately if further information is needed.

STEP 2

FTL Safeguarding Team Member completes the [Safeguarding Concern Form](#) which is then received at safeguarding@futuretalentlearning.com.

STEP 3

The on-duty Safeguarding Team Member will access the form and the Safeguarding Reporting Register which is automatically populated once a concern is received, categorise the email to their name, review the form within 2 hours and respond. .

STEP 4

The Safeguarding Team Member will add a RAG status will be assigned to the concern to reflect the risk associated. This will inform how often ongoing contact with the learner should be made, whilst they are on the Safeguarding Reporting Register.

STEP 5

The Safeguarding Team Member will take action as appropriate and detail the action being taken in the Safeguarding Reporting Register. This may include contacting the learner, reporting to our Designated Safeguarding Lead or Safeguarding Board Member or contacting Local Safeguarding Agencies.

STEP 6

Completed forms should not be shared and further details should not be shared with the person reporting (unless the person reporting is the learner). The Safeguarding Team will review all reported concerns and progress as part of their regular Safeguarding Team Meetings. RAG risk status will be discussed and moved up or down the scale accordingly with concerns being marked as resolved once the staff member and Safeguarding Officer is satisfied that there is no longer a concern. Safeguarding concerns may be reopened if there is a further cause for concern in future.

On-duty Safeguarding Team Rota

Monday	Cat Thomson (Designated Safeguarding Officer)
Tuesday	Lorna Parkhouse (Designated Safeguarding Officer)
Wednesday	Tom Sammarco (Designated Safeguarding Officer)
Thursday	Sarah Burgess (Designated Safeguarding Lead)
Friday	Sarah Burgess* (Designated Safeguarding Lead) *please email your concern as normal and then call/message Sarah on 0780 188 3334 to notify her

NB this may be subject to change for sickness, holiday or work demand. Please check the Safeguarding Calendar in Outlook for the most up-to-date information.

