



# Safeguarding Procedure

## for Learners

At ACT we are committed to ensuring the safety and wellbeing of all of our learners. All our staff have a duty of care to help ensure learners are safe from harm and supported during difficult events and personal circumstances.

If you are concerned about your own or another person's safety and welfare you must report this concern to an ACT staff member.

**In an emergency situation, where there is serious risk of immediate harm or threat to life, emergency services should be contacted.**

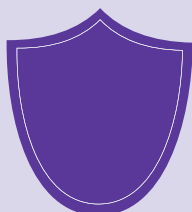
# For non-emergency issues follow the steps below:



## Step 1

### Assessor/Tutor/Learning Coach/Centre Staff

- If you feel comfortable, discuss your concern(s) with a staff member.
- If you do not feel comfortable in doing this, proceed to step 2.



## Step 2

### Report the concern to a member of the Safeguarding Team

- You may be able to access this person directly at one of our centres or alternatively call 029 2046 4727 to speak to the Safeguarding team, or scan the QR code below.
- A member of the Safeguarding Team will work with you and ensure everyone involved is supported to a place of safety.
- We may have to share information with other agencies and our Lead Safeguarding Team (step 3) to ensure that you get the most appropriate help and support.
- We will continue to maintain contact with you and support your well-being during this time.
- If you are unhappy with the support provided please go to step 3 below.



Scan to report a concern



## Step 3

### Report the concern to the Designated Safeguarding Person and Team

- You can request to discuss the concern(s) with the Designated Safeguarding Person and/or Lead Safeguarding Team as required.
- A multi-agency referral may be made when a person is at significant risk of immediate harm.
- Emergency services would also be contacted if a criminal offence or other serious incident has occurred.

We will keep you updated and explain to you what is happening and who is included in the support you receive. Your safety is our number one concern at all times.

# Our Safeguarding Team

## ACT Schools

### Lead Safeguarding Team



**Rosalyn Lovatt**  
Designated Safeguarding  
Person (DSP)



**Kate Haines**  
Deputy Designated  
Safeguarding Person (DDSP)



**Antony Leach**  
Deputy Designated  
Safeguarding Person (DDSP)

### Safeguarding Provision Leads



**Kie Baldwin**



**Kassie Newman**



**Amanda Bishop**

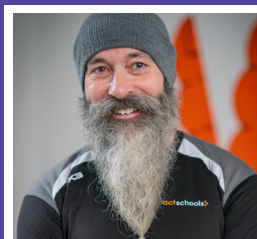
### Safeguarding Team Members



**Lauren Jay**



**Hannah Caddick**



**Josef Wyatt**



**Natalie Porter**



**Shirey Webley**

# Our Safeguarding Team

## Jobs Growth Wales+

### Lead Safeguarding Team



**Rosalyn Lovatt**  
Designated Safeguarding  
Person (DSP)



**Kate Haines**  
Deputy Designated  
Safeguarding Person (DDSP)



**Antony Leach**  
Deputy Designated  
Safeguarding Person (DDSP)

### Safeguarding Provision Leads



**Neil Evans**

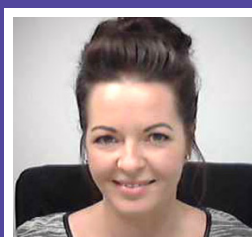


**Bethany-Kate Clapp**

### Safeguarding Team Members



**Charlotte Simms**



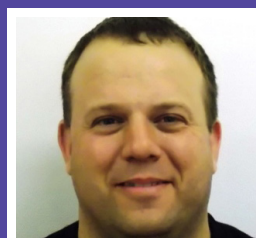
**Hollie Keepings**



**Emma Prothero**



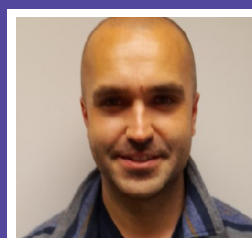
**Sue Pope**



**Darren Gould**



**Cheryl Evans**



**Lewis Jones**



# Understanding Safeguarding Terms

## Abuse

This describes physical, sexual, psychological, emotional or financial abuse.

## Child criminal exploitation (CCE)

Occurs when a child under the age of 18 years is involved in criminal activities including the movement of drugs or money which results in personal gain for an individual, group or organised criminal gang.

## Domestic abuse and violence

Domestic violence or abuse is abusive behaviour taking place in a relationship as a way for one person in that relationship to gain or maintain control over another. It includes physical sexual emotional psychological and financial abuse.

## Harm

Harm means abuse or the impairment of (a) physical or mental health, or (b) physical, intellectual, emotional, social or behavioural development.

## Modern Slavery

Modern slavery describes forced labour practices with the perpetrator – the slave master- trapping and controlling the victim. The most common form of modern slavery is sexual exploitation. Labour exploitation is the second most common.

## Neglect

This means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being.

## Sexual abuse to a child

There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse.

## Trafficking

Child trafficking describes the recruitment, transportation, transfer, harbouring or receipt, of a child which includes an element of movement from one place to another.

## Financial abuse

Financial abuse includes theft, fraud, pressure about money, misuse of money.

## Psychological abuse

Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others.

## Extremism

The holding of extreme political or religious views.

## Radicalisation

The action or process of causing someone to adopt radical positions on political or social issues.