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Transition2 Safeguarding and Prevent Policy

Version: 1.1

Review requirements: Every 3 years or following significant policy or legislative change

Date of next review: October 2027

Approval Body: Transition2 Senior Leadership Team

Publication Date: October 2025 (amended February 2026 due to DSL changes)

Introduction

Transition2, as part of Derby City Council, delivers vocational Preparing for Adulthood (PfA) Pre-Supported Internship and Supported Internship tailored learning programmes for young adults aged 18-25 years with Special Educational Needs and Disabilities (SEND). All learners have an Education, Health and Care Plan and will undergo work experience/placement activities with an aim to segue into sustainable paid employment by the end of their course. In addition, Transition2 also delivers a city-wide travel training service for young people aged 16yrs+ with SEND, and BeConnected, a leisure and well-being service providing activities and events to encourage connection, healthy lifestyles and social confidence for young people aged 18-24 years with SEND.

Transition2 is committed to creating and maintaining a culture of vigilance and a safe, supportive environment for all learners, staff and stakeholders, ensuring safeguarding is embedded in all aspects of learning and support. Safeguarding and Prevent are central to every aspect of our practice, ensuring learners can develop their own identity and express their needs appropriately. We work to protect them from harm, radicalisation, and extremism, while empowering them to make informed choices, and to lead safe and independent lives.

Safeguarding

Safeguarding relates to the protection of children, young people, and adults over the age of 18 years with care and support needs. Transition2 adheres to the definitions and responsibilities set out in the Care Act 2014 and Keeping Children Safe in Education (KCSIE, 2025).

A vulnerable adult is defined as a person aged 18 or over who is or may be in need of community care services due to disability, age or illness, and who is or may be unable to protect themselves against significant harm or exploitation.



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Transition2 follows the Derby and Derbyshire Safeguarding Adult Policy and Procedures and the Derby and Derbyshire Safeguarding Children Partnership procedures, working closely with the Derby Safeguarding Adults Board (DSAB) and the Derby and Derbyshire Safeguarding Children Partnership (DDSCP).

Safeguarding at Transition2 is underpinned by the following:

- We all look out for each other.
- Everyone understands that “it could happen here”.
- Everyone knows how to report and record concerns.
- Everyone accepts responsibility and accountability for safeguarding.
- Professional curiosity and respectful challenge are encouraged.
- Peer-on-peer abuse is not tolerated.
- Learners and staff are empowered to safeguard themselves and others.
- Safeguarding is embedded across all aspects of the organisation.
- Leadership of safeguarding is visible at every level.

In addition, Transition2 follows the nationally recognised six key Safeguarding principles

- **Empowerment** – Support individuals to make their own informed decisions and give consent. This includes giving them choices and keeping them informed about their care.
- **Prevention** – Take action early to prevent harm from occurring, such as protecting finances and addressing potential issues before they escalate.
- **Proportionality** – Ensure that any response is appropriate to the risk, using the least intrusive measures necessary and avoiding removing someone from their home if they don't wish to leave.
- **Protection** – Offer support and a voice to those who are most in need.
- **Partnership** – Work together with communities to prevent, identify, and respond to abuse and neglect.
- **Accountability** – Be transparent and take responsibility for safeguarding decisions, making clear what actions will be taken and how outcomes will be achieved



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Safeguarding approach

Transition2 will ensure:

- Induction and classroom practice promote a 'safe learner' ethos where all learners feel listened to, valued and safe.
- Internet and email use are supported by effective filtering and monitoring (DNS Filter, Senso and iBoss) in partnership with LEAD IT.
- External visitors, speakers and off-site activities are appropriately vetted and risk assessed to safeguard learners, staff and stakeholders.
- Staff and contractors working on behalf of Transition2 have up-to-date DBS checks as per Derby City Council guidance, and risk assessments are carried out accordingly.
- Anyone working for or on behalf of Transition2 adheres to this Safeguarding policy.
- Risk assessments, safer recruitment and staff training minimise the risk of harm to learners, staff and stakeholders.
- Safeguarding and Prevent are standing items in staff meetings and supervision.
- Safeguarding is promoted through the curriculum, including British Values, equality, self-advocacy, and fortnightly personal development, health and wellbeing sessions.
- All safeguarding concerns are reported promptly to the Designated Safeguarding Lead (DSL) or a Deputy DSL either in person, via email/telephone or via MyConcern.

Prevent

Prevent is about safeguarding people from the risk of radicalisation, extremism and terrorism. It does not prevent individuals from holding legitimate beliefs but seeks to ensure those views do not lead to harm. Transition2 works closely with Derby City Prevent officers and the East Midlands Regional Prevent Coordinator to ensure early intervention and support for anyone at risk.

Transition2 will:

- Promote Fundamental British Values and Safeguarding through the curriculum, topical debate and discussion, and learner voice.
- Foster an ethos of respect, liberty, democracy and mutual understanding, in line with Transition2's core values GRACE (Growth, Respect, Authenticity, Connection and Enjoyment).



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- Ensure all staff recognise and report concerns about radicalisation as a safeguarding concern to the DSL and via MyConcern.
- Provide training on Prevent and Safeguarding for all staff every two years.
- Maintain effective filtering and monitoring of internet use to block inappropriate websites and offensive material.
- Ensure that external speakers and events are appropriately risk assessed – and chaperoned - to safeguard Transition2 learners, staff and stakeholders.
- Ensure any fundraising activities on and/or offsite for external organisations are approved by Transition2 Senior Leadership Team to avoid misuse.
- Engage in partnership working with local agencies to manage safeguarding risks and share intelligence where appropriate.



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Reporting and Recording Responsibilities

It is the responsibility of every member of staff to report Safeguarding or Prevent concerns using Transition2's recording procedures via MyConcern. Concerns must be reported to the Designated Safeguarding Lead or a Deputy immediately, ideally on the same day as the concern is aired unless there are exceptional circumstances.

All safeguarding records are securely maintained, password protected and reviewed termly by the Safeguarding Team and Head of Service.

Safeguarding Contacts

Transition2:

Designated Safeguarding Leads (DSL): Bonnie Eardley (Pathways Lead), Hayley Korbely (Curriculum Lead), Simon Hancox (Head of Service)

Pastoral mobile telephone number 07345 466130

Deputy DSLs: Angie Waldron (Learning Facilitator), Katie Harper (Teacher)

Pastoral mobile telephone number 07345 466130

PastoralSupport@transition2.co.uk

External:

Out of Hours (Derby – Adults): 01332 640777

Out of Hours (Derby – Children): 01332 641172

Prevent Team (Police): 0300 122 8694 / sam.slack@education.gov.uk

Derby Safeguarding Adults Board: www.derbysab.org.uk

Derby & Derbyshire Safeguarding Children Partnership: www.ddscp.org.uk



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Mandatory Safeguarding and Prevent Training

All staff and contractors regularly working on behalf of Transition2 must complete:

- DfE Prevent Duty training (every 2 years) [*Prevent duty training - GOV.UK*](#)
- Safeguarding in Further Education and Skills training [*The Education Training Foundation Learning Platform*](#) or Safeguarding Adults Level 3 Module one (Derby City Council) every 2 years [*Derby Safeguarding Adults Board \(DSAB\) Events - 20 Upcoming Activities and Tickets | Eventbrite*](#)
- Annual Transition2 live safeguarding update session including MyConcern updates, trends, national updates.
- Regular updates via briefings, staff meetings and email alerts

Appendices

- Appendix 1 – Safeguarding Adults Response – what to do
- Appendix 2 – Safeguarding Under 18s Response – what to do
- Appendix 3 – Safeguarding in Online Learning Guidance
- Appendix 4 – Safeguarding in Online Learning Response – what to do
- Appendix 5 – Risk Assessment for late or no DBS
- Appendix 6 – Concern form template
- Appendix 7 – Lockdown procedure



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Appendices

Appendix 1: Safeguarding Adults Response – what to do (staff)

If there is an immediate threat to life or serious harm:

→ Call 999 immediately AND

→ Consider the safety and security of learners, staff and stakeholders. Implement lockdown procedures as necessary. **See Lockdown procedure.**

→ Inform the Designated Safeguarding Lead (DSL) or Deputy after emergency services are contacted.

If there is no immediate threat to life or serious harm:

Step 1 – Listen, Reassure, Recognise and Respond:

- Allow the person to speak freely; do not interrupt or press for detail.
- Explain that you cannot keep what they say a secret and you will need to pass this on to the safeguarding team.
- Reassure the individual that they will be supported and taken seriously.
- Avoid asking leading questions. Note key points if possible.

Step 2 – Report:

- Staff member to report concern immediately to the DSL or Deputy DSL.
- Do not rely on email, voicemail or text.
- Staff member to use MyConcern to record the issue before the end of the day, recording factual information only – what was said, observed, and actions taken, avoiding opinion and/or emotive wording. Logging of issue on MyConcern immediately automatically alerts the DSL and DDSLs via email.

Step 3 – Record:

- DSL/DDSL to assess the concern on MyConcern, triage accordingly and determine next steps.

Step 4 – Refer:

- Where appropriate, DSL or DDSL contacts Adult Social Care (01332 640777) or, where necessary, Prevent or the Police if someone is at risk of harm or a crime has been committed.
- All records stored securely and password protected via MyConcern in accordance with



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Appendix 2: Safeguarding Under-18s Response – what to do (staff)

If there is an immediate threat to life or serious harm:

- Call 999 immediately AND
- Inform the Designated Safeguarding Lead (DSL) or Deputy after emergency services are contacted.

If there is no immediate threat to life or serious harm:

Step 1 – Listen, Reassure, Recognise and Respond:

- Allow the person to speak freely; do not interrupt or press for detail.
- Explain that you cannot keep what they say a secret and you will need to pass this on to the safeguarding team.
- Reassure the individual that they will be supported and taken seriously.
- Avoid asking leading questions. Note key points if possible.

Step 2 – Report:

- Staff member to report concern immediately to the DSL or Deputy DSL.
- Do not rely on email, voicemail or text.
- Staff member to use MyConcern to record the issue before the end of the day, recording factual information only – what was said, observed, and actions taken, avoiding opinion and/or emotive wording. Logging of issue on MyConcern immediately automatically alerts the DSL and DDSLs via email.

Step 3 – Record:

- DSL/DDSL to assess the concern on MyConcern, triage accordingly and determine next steps.

Step 4 – Refer:

- Where appropriate, DSL or DDSL to contact Children’s Social Care (MASH) 01332 641172 or, where necessary, Prevent or the Police if someone is at risk of harm or a crime has been committed.
- All records stored securely and password protected via MyConcern in accordance with



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Appendix 3: Safeguarding in Online Learning Guidance

Transition2 delivers learning both in person and, occasionally, online. The following principles apply to online sessions:

- Sessions must only use approved platforms (Microsoft Teams).
- Access must be by invite only with waiting room enabled.
- Staff and learners must dress appropriately and use neutral backgrounds.
- No private messaging or recording of sessions without prior consent.
- Maintain professional curiosity during online interactions.
- Be aware of the internationally recognized 'help' ('trapped thumb') signal. Learners may use this discreetly if in danger [The simple hand signal that lets people know you're in danger - and other ways to ask for help | UK News | Sky News](#)
- Report any safeguarding concern observed online immediately to DSL and report on MyConcern.



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Appendix 4: Online Safeguarding Response – what to do (staff)

If a learner indicates distress or uses the agreed 'help' signal during an online session:

1. Stay calm and keep the learner online if safe to do so.
2. Mute microphone and camera if needed to protect privacy.
3. Contact emergency services (999) if there is immediate danger.
4. Inform the DSL or Deputy DSL straight away via phone.
5. Staff to record the issue on MyConcern the same day. Logging of issue on MyConcern immediately automatically alerts the DSL and DDSLs via email.
6. DSL assesses the concern on MyConcern and contacts appropriate agency (MASH/Adult Social Care).

If the concern is not immediate:

- Staff to record the issue on MyConcern the same day.
- DSL reviews and takes appropriate action.
- Continue to monitor the learner's wellbeing and follow up as required.

Be aware of the internationally recognized 'help' ('trapped thumb') signal. Learners may use this discreetly if in danger [The simple hand signal that lets people know you're in danger - and other ways to ask for help | UK News | Sky News](#)



Appendix 5: No DBS or Late DBS Renewal Risk Assessment

Who does this apply to?

- New tutors/support staff delivering learning prior to DBS being returned.
- New support staff and other new staff (e.g. admin) working directly with learners/potential learners.
- Established tutors/support staff/travel trainers delivering classes, learning support, and tutorials where the DBS renewal has encountered a delay in being returned

Risk of harm	Who could be affected?	What measures are currently in place to safeguard people?	What harm could occur and how likely is this	What additional measures are needed?
Potential exposure of learners to harm from teaching or other 'front facing' staff who may not be safe to be employed within that role	Risk to learners of physical or sexual abuse and harassment Risk of emotional abuse (eg bullying, intimidation) Risk of radicalisation to extremist views Risk of exploitation (eg giving money or favours, grooming)	All Transition2 staff are DBS checked and this is renewed every 3 years. All staff undertake safeguarding and Prevent training, New staff declare no criminal convictions on application form. Robust safeguarding policy is in place and circulated to all staff. All recruiting managers have Safer Recruitment training and safer recruitment process are followed.	For new staff - there is low risk of learners being exposed to potentially unsafe staff/behaviours if DBS doesn't arrive back in time, as the risk is already significantly reduced by the other existing measures. For established staff (over 3 years service), awaiting renewal, the risk is even lower as they will have already provided their initial DBS, and managers will have had multiple direct checks and experience of their conduct and behaviour - including learner feedback,	New starter - will be chaperoned at all times until new Derby City Council DBS certificate arrives Established staff where DBS renewal certificate return is delayed - can teach/support groups of learners without chaperone (as per their normal, established practice), but no 1 to 1s with individual learners until DBS renewal is received. Admin or other staff where DBS is delayed - will be chaperoned or work from home



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		<p>Staff ID, qualifications, references and right to work are checked for all staff by Derby City Council Recruitment Team and Transition2 HR/HoS.</p> <p>All staff - new and established - have unannounced management 'Learning Walks' and drop ins to their lessons</p> <p>New tutors have induction to further reinforce safeguarding awareness and practice and tutors attend any relevant updates from Safeguarding Team, Curriculum Lead and/or HoS.</p> <p>Managers undertake one to ones and performance reviews of staff</p> <p>Managers undertake learner voice meetings at different points across the year to enable learner feedback of any concerns</p>	<p>performance reviews, and lesson visits.</p>	<p>if not front of house.</p>
<p>Increased potential for staff</p>	<p>Increased risk of radicalization/extreme messages to learners,</p>	<p>DBS, Safer Recruitment, work history</p>	<p>Low risk as these checks reduce risk, and</p>	<p>Management to maintain vigilance, to</p>



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without DBS to harm learners	staff and other stakeholders. Increased Risk of emotional, social or spiritual harm/abuse Increased risk of physical or sexual harm	checks, Qualification checks, Right to work and identity checks carried out by Derby City Council Recruitment Team. Class visits by managers as part of induction, and termly Learning Walks. Learner voice, staff professional development meetings and tutorials allows feedback of any concerns.	tutors/support staff are visited as part of their induction support and checks.	notice and act upon any concerns immediately.



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Appendix 6: Safeguarding Concern Form Template

Name of person raising concern: _____

Date and time of report: _____

Learner initials: _____

Age/DOB: _____

Location of incident: _____

Description of concern (include what was said or observed, where the incident/disclosure occurred, who was at risk, who was present, who else was involved, and any immediate action taken):

Reported to (DSL/Deputy): _____

Date and time reported: _____

Follow-up actions (to be completed by DSL):

Signature of reporter: _____ Date: _____

Signature of DSL: _____ Date: _____



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Appendix 7: Lockdown Procedure (including PREVENT – Run, Hide, Tell)

Purpose

This appendix outlines Transition2's procedure for responding to a lockdown situation in the event of a critical incident. It should be read in conjunction with the Transition2 Emergency Plan.

Definition of Lockdown

A lockdown is implemented when it is safer to remain inside and secure the building rather than evacuate.

Lockdown Signal

Signal: Staff WhatsApp group call. Fire alarm must not be used. HoS & DSLs to coordinate appropriate response including use of pastoral mobile phone with learners – this may involve remaining hidden in Transition2 secure zones until safe to leave.

Core Response: RUN, HIDE, TELL

RUN – Escape if safe.

HIDE – Lockdown and secure.

TELL – Call 999.

Initial Response

Secure, Protect, Inform, Check and Remain until all-clear.

DSL Contacts

DSLs: Bonnie Eardley, Hayley Korbely, Simon Hancox

Deputies: Angie Waldron, Katie Harper

Pastoral mobile: 07345 466130

Appendix 7A: Quick Reference Flowchart

INCIDENT → ASSESS → RUN → HIDE → TELL → ALL CLEAR → REVIEW