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**West Berkshire Council  
Safeguarding and Prevention Policy  
Community Learning Service**

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## **Responsibilities of West Berkshire Council, the Community Learning Service and its Sub-Contractors**

West Berkshire Council's Community Learning Service fully recognises its responsibilities for safeguarding adults, young peoples and children. Safeguarding is paramount and it is the duty of all West Berkshire Council staff, volunteers and **sub-contractors** in contact with children and vulnerable adults, to recognise signs of abuse, protect them from abuse and be alert to the possibility of abuse.

Safeguarding is about preventing and responding to concerns of abuse, harm or neglect of those in our communities.

West Berkshire Council and **sub-contractors** commissioned to deliver West Berkshire Council funded **Community Learning** work together in partnership to ensure that those engaged in our funded learning provision are:

- Safe and able to protect themselves from abuse and neglect;
- Treated fairly and with dignity and respect;
- Protected when they need to be;
- Able easily to get the support, protection and services that they need.

## **West Berkshire Council Safeguarding Policy and Procedures**

West Berkshire Council's Community Learning Service works in partnership with the West of Berkshire Safeguarding Adults Board.

The West Berkshire Council Adult Safeguarding Policy can be found here:

<https://www.berkshiresafeguardingadults.co.uk/west-berkshire/> The West Berkshire's Child Protection Procedures can be found here:

[http://berks.proceduresonline.com/west\\_berk/contents.html](http://berks.proceduresonline.com/west_berk/contents.html)

## **Community Learning Safeguarding and Prevention Policy**

This Policy applies to all sub-contractors commissioned to deliver West Berkshire Council funded Adult and Community Learning

It is the responsibility of all sub-contractors and their staff/volunteers to familiarise themselves with and adhere to these policies and procedures and any other related policy, procedure, guidance or information etc.

West Berkshire Council's Community Learning Service Safeguarding Policy includes:

- Disclosure and Barring Service (DBS)
  - i) West Berkshire Council's Community Learning Service requires all staff delivering Council funded community learning to undertake a DBS check every three years or sooner.
  - ii) Any staff delivering Council funded courses to young people (under 19 years) or vulnerable adults are required to undertake an enhanced DBS check.

- iii) Full details of DBS checks must be provided to West Berkshire Council's Community Learning Service with the type and date of the check and the 12 digit certificate number, to be held on the Tutor Central Record.
- Prevention (domestic abuse, exploitation and radicalisation)

Working alongside the Building Communities Together Partnership, West Berkshire Council's Community Learning Service fully recognises its responsibilities for preventing domestic abuse, exploitation and radicalisation of those in our communities. As such, we follow the Building Communities Together guidance in respect of recognising and responding to these issues. This guidance can be found here:

<https://westberks.gov.uk/bct-prevention>

- On-line Safety

West Berkshire Council's Community Learning Service recognises that using computers, smartphones, tablets or other web-enabled devices can enhance learning for adults. However, there are potential on-line safety issues that need to be considered to keep learners safe.

Children, young people and adults may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies.

Our approach to on-line safety is to promote the practices detailed on the Get Safe On-line website: <https://getsafeonline.org/>

For further information see West Berkshire Community Learning Service Stay Safe On-line fact sheet.

### **Reporting Safeguarding Incidents and/or Concerns**

In addition to [reporting safeguarding incidents and/or concerns through official channels](#), you **MUST** report all safeguarding issues and/or concerns that occur on West Berkshire Community Learning Service funded courses as soon as possible to the Team, using the contact details on page 4.

If the safeguarding incident/concern relates to a West Berkshire Council staff member it should be reported through either the [official channels](#) or to:

Principal Adviser for School Improvement  
West Berkshire Council  
Market Street  
Newbury  
RG14 5LD  
Tel: 01635 551111

## **Training Links**

All West Berkshire Council Community Learning providers are required to complete the following courses every 3 years:

- [Safeguarding in the Further Education and Training Sector \(post 16\)](#)
- [PREVENT for Further Education and Training](#)
- [Universal Safeguarding \(covers child safeguarding for family learning providers\)](#)

Where relevant, providers are encouraged to complete safeguarding training to support the delivery of on-line provision

- [Digital Safeguarding for the Further Education and Training sector](#)

Further training on PREVENT, Prevent Channel awareness and Prevent Referrals is available via the following government links. This training is recommended by the Council and provides practical information on identifying, addressing and reporting behaviour that may cause concern:

- [Prevent Duty Awareness \(free\)](#)

**Adherence to this Policy is a condition of working for or on behalf of the council.**

## **Community Learning Contact Details**

For further information, please contact the Community Learning Team  
[aclteam@westberks.gov.uk](mailto:aclteam@westberks.gov.uk) Telephone: 01635 519 060