Safeguarding Policy

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Policy Statement

Showcase Training Ltd ("the Company") is committed to adopting the highest standards and taking all reasonable steps in relation to the safety and welfare of children, young people, and adults in respect of its learning services. This policy outlines all responsibilities, actions, definitions, and requirements with regards to Safeguarding, and includes our policy on Child Protection. Other policies (as listed below) also relate to the Safeguarding Policy.

We will meet our responsibilities to protect children, young people and adults at risk in accordance with the law and, where appropriate, with the support of relevant external agencies. Our safeguarding arrangements take account of Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026. Staff are required to read the safeguarding information relevant to their role and follow Showcase reporting procedures. The Crime and Policing Act 2026 creates a mandatory reporting duty for child sexual abuse; at the date of this policy review, the relevant provisions are not yet in force. Showcase will implement the statutory duty and associated guidance when commenced. Existing safeguarding and referral duties continue to apply in full in the meantime.

All children, young people, and adults, without exception, have the right to protection from abuse regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender, sexual orientation, or socio-economic background. We aim to create a positive learning and working environment where every individual can be true to themselves and is able to learn and work without fear of harm.

We will ensure that our employees are carefully selected, trained, supervised, and have an appropriate enhanced DBS check in place where required. Staff pending the DBS check are not permitted to go out into the field on their own, and DBS checks will be repeated every three years. All employees are enrolled on to the DBS Update Service which is paid for annually by Showcase Training whilst the staff member is in the employ of the company. We will ensure that all employees adopt and abide by the Company's Safeguarding Code of Conduct, are proactive and respond to any allegations appropriately in accordance with the reporting procedure detailed in this policy.

Where learners and clients go out into the workplace, a Workplace Suitability Risk Assessment will be carried out before commencement of the work placement and this will determine if an enhanced DBS check is required for any employees in the workplace, as detailed in line with Showcase Training Ltd requirements.

This policy will also address procedures to follow in the event of allegations against staff members and aims to help avoid any false allegations of inappropriate behaviour being made about their conduct that would give cause for concern.

All staff are given Safeguarding training upon induction and repeat online training annually. Further training is delivered at every team meeting (held 6-weekly).

Our policy follows the 7 core principles as set out in the 2026 Keeping Children Safe in Education Guidance:

1. School and college staff are particularly important, as they are in a position to identify concerns early, provide help for children, promote children's welfare, and prevent concerns from escalating.
2. All staff have responsibility to provide a safe environment in which children can learn.
3. All staff should be prepared to identify children who may benefit from early help.
4. Any staff member who has any concerns about a child's welfare should follow the processes in this policy.

5. Every school and college should have a designated safeguarding lead who will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as local authority children's social care.
6. The designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.
7. The Teachers' Standards 2012 state that teachers (which includes headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Scope and Purpose
This policy applies to:

- Employees (individuals who work —or have applied to work for the company either on a permanent, temporary, contractual, or voluntary basis)
- Employers (organisations that work in partnership with Showcase to provide apprenticeships or work placements to learners or clients)
- Suppliers (external partners who are in receipt of and/or providing Showcase services on our behalf)
- Showcase clients and customers

The words 'employee/s' is used in this policy to denote all those above.

The purpose of this policy is to set out Showcase's approach to safeguarding children, young people and adults and detail the procedure and processes to be followed when dealing with child protection and safeguarding issues so that all employees can play their respective parts in ensuring learner, client, and staff safety.

It sets out how we will promote the need for vigilance with regard to learner, client, and employee safety; how we will ensure the correct implementation of current and anticipated safeguarding legislation and guidance and how we will keep up to date with developments and best practice in safeguarding principles and procedures.

Although it is impossible to ensure that no child, young person, or adult will come to harm, the implementation of this policy is aimed at facilitating the management of the risk associated with the protection of individuals.

General Principles
The Company's Safeguarding Policy and associated policies are based on the following principles:

- The welfare of children, young people and adults at risk is the primary concern.
- All children, young people and adults at risk have the right to protection from abuse.
- It is the responsibility of experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns using the appropriate procedures outlined in this policy.
- All incidents of suspicious practice and allegations must be taken seriously and responded to swiftly and appropriately.
- Confidentiality and information-sharing obligations must be upheld in line with UK GDPR, the Data Protection Act 2018, the Equality Act 2010 and the Human Rights Act 1998. Data protection law is not a barrier to sharing information where this is necessary and proportionate to safeguard a child or promote their welfare. From 30 September 2026, Showcase will also have regard to the statutory Information Sharing Duty guidance issued under section 16LA of the Children Act 2004 where applicable.

Key Related Policies

Separate to this policy are our **Learner Code of Conduct and Behaviour**, **e-Safety and Acceptable Use**, and **Child-on-Child Abuse** policies, which include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying, and to deal with child-on-child abuse.
Our **HR Policy Manual** includes details regarding whistleblowing and allegations against staff.

Early Help

Any child may benefit from early help, but the following could indicate the need to be especially vigilant. Staff should be aware of any child who:

- Is disabled or has certain health conditions and has specific additional needs
- Has special educational needs (whether or not they have a statutory education, health, and care plan)
- Has a mental health need
- Is a young carer
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- Is frequently missing/goes missing from care or from home
- Is at risk of modern slavery, trafficking, sexual or criminal exploitation
- Is at risk of being radicalised or exploited
- Has a family member in prison, or is affected by parental offending
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse (in line with the Domestic Abuse Act 2021)
- Is misusing alcohol and other drugs themselves
- Has returned home to their family from care
- Is at risk of so-called 'honour'-based abuse such as female genital mutilation or forced marriage
- Is a privately fostered child, or
- Is persistently absent from education, including persistent absences for part of the day. Persistent unexplained absence of 10 working days or more will be reported to the local authority in line with statutory guidance on Children Missing Education (CME).

Safeguarding also includes promoting and supporting learner mental health and emotional wellbeing. Staff should remain alert to signs of mental ill-health or emotional distress, and these should be considered within safeguarding contexts.

Definition of Terms and Types of Abuse
1.1 Child

A child is defined in law as anyone who has not yet reached their 18th birthday.

1.2 Young Person

A young person is defined as someone who has not yet reached 18 years of age.

1.3 Adult at Risk

Following the Protection of Freedoms Act 2012, the definition of regulated activity relating to adults no longer labels adults as 'vulnerable'. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered at risk at that particular time.

This means that the focus is on the activities required by the adult and not on the setting in which the activity is received; or the personal characteristics or circumstances of the adult receiving the activities or the frequency in which they receive the service.

An adult is defined as at risk when they are in receipt of a 'regulated activity' in relation to adults at risk. Regulated activity is therefore defined by the following 6 broad categories:

(i) Providing health care
(ii) Providing personal care
(iii) Providing social work
(iv) Assistance with cash, bills and/or shopping
(v) Assistance in the conduct of a person's own affairs

(vi) Providing transportation of individuals where that transport is provided because of age, health, or disability

For more information please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

1.4 Discriminatory Abuse

Discriminatory abuse includes psychological abuse, harassment and discrimination which is motivated by a person's age, gender, disability, sexual orientation, race, cultural background, or religion. Discrimination may be a motivating factor in other forms of abuse such as domestic abuse or hate crime.

Where the abuse or neglect is motivated by age, gender, sexual orientation, immigration status, racial, religion or disability; or occurs in a domestic abuse situation; or perceived as a Hate Crime: the abuse will be considered to be aggravated by these factors.

Discriminatory abuse can be in the form of personal or institutional discrimination. Personal discrimination is the prejudice of the individual, whereas institutional discrimination is where systems and structures directly discriminate against potential or actual users of a service.

Signs and symptoms of Discriminatory Abuse can include:

- Fearfulness expressed in the eyes, person avoids looking at the potential abuser, flinching on approach
- Emotional withdrawal.
- Sleep disturbance.
- Low self-esteem.
- Unexplained fear or defensiveness.
- Isolation / shunning by others.
- Threats or intimidation, bullying or shouting.
- Unexplained attacks on property or possessions.
- Continual favouritism to other people in preference to the individual
- Internalising the discrimination to the extent that they express similar discriminatory views about others.

Other types of Abuse which could be considered Discriminatory:

- **Hate Crimes**: any incident which constitutes a criminal offence which is perceived by the victim or any other person as being motivated by prejudice and hate.
- **Ageism**: discrimination based on age, especially against the elderly.
- **Gender Discrimination**: is a belief that one sex is superior to the other and that the superior sex has endowments, rights, prerogatives, and status greater than those of the inferior sex.
- **Homophobia**: discrimination against (fear or dislike of) homosexual people and homosexuality
- **Transgender Discrimination**: discrimination against people who are transgender
- **Religious Intolerance**: Is either intolerance motivated by one's own religious beliefs or intolerance against another's religious beliefs or practices.
- **Racism**: the belief that all members of each race possess characteristics or abilities specific to that race, especially so as to distinguish it as inferior or superior to another race or races.
- **Disablism**: discriminatory, oppressive, or abusive behaviour arising from the belief that disabled people are inferior to others.

1.5 Physical Abuse

Physical Abuse is the physical mistreatment of one person by another which may or may not result in physical injury. Physical abuse includes assault, hitting, slapping, scratching, pushing, kicking, pinching, burning, force-feeding, misuse of medication or the withholding of medication or treatment, unwarranted or inappropriate restraint, forced isolation or inappropriate sanctions, unwarranted or unauthorised deprivation of liberty, false

imprisonment or abduction, rough handling causing injury, or any injury not fully explained by the history given. Signs and symptoms of Physical Abuse can include:

- Unexplained bruises or welts on body, including face, lips, mouth, body, arms, back, buttocks, thighs
- Bruises in various stages of healing, clusters forming regular patterns, reflecting the shape of an article or finger marks
- Unexplained burns, especially on soles, palms and back, immersion burns, rope burns, electric appliance, or carpet burns
- Unexplained fractures to any part of the body, especially if in various stages of healing, multiple or spinal injuries
- Unexplained lacerations or abrasions to the mouth, lips, gums, eyes, external genitalia
- Recoiling from physical contact or flinching
- Malnutrition - rapid or continuous weight loss, insufficient supply of food on premises, dehydration, complaints of hunger
- Lack of personal care, inadequate or inappropriate clothing, inadequate healing
- Untreated medical problems
- Unmanaged urinary / faecal incontinence
- Signs of medication misuse such as drowsiness
- Use of furniture and other equipment to restrict movement

Other types of Abuse which could be considered Physical:

- **Domestic Abuse:** any incident, or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been intimate partners, or family members regardless of gender or sexuality. In accordance with the Domestic Abuse Act 2021, children affected by domestic abuse will be automatically treated as victims regardless of whether they were present during violent incidents.
- **Forced Marriage:** a marriage conducted without the valid consent of one or both parties where duress is a factor. Forced Marriage is a violation of internationally recognised human rights and contrary to the Matrimonial Causes Act 1973.
- **'Honour' Based Violence:** is an incident or crime carried out to protect or defend the honour or 'izzat' if the family or community. This type of violence can be distinguished from other forms of violence as it is often committed with some degree and / or collusion from the family and / or community. Honour based violence includes acts of harassment, assault, imprisonment, unexplained death (suicide), forced pregnancy / abortion and in some cases murder. The family may perceive that the person has acted inappropriately and dishonoured the family and community. Consequently, the violence carried out is to punish them for this.
- **Environmental Abuse:** includes depriving someone of their liberty, sustained restrictions on a person's freedom of movement as a result of the physical environment the person is in, culture of the environment or institution.
- **Serious Violence:** signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Also includes indications of serious crime which could be unexplained gifts or new possessions.

1.6 Sexual Abuse

Sexual abuse is the involvement of individuals in sexual activities to which they have not had the freedom and capacity to give their informed consent to, before and during the act, and/or may not fully comprehend. These acts include rape and attempted rape, sexual assault by penetration, sexual assault, abuser touching the victim's body for their own gratification, indecent exposure, non-contact abuse (pornography), sexual harassment, causing or inciting a person to engage in sexual activity without their consent.

Child Sexual Exploitation (CSE) is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts. It may include non-contact activities such as involving children in the production of sexual images, forcing children to look at sexual

images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited for example they believe they are in a genuine romantic relationship.

Signs and symptoms of sexual abuse can include:

- Full or partial disclosure or hints of sexual abuse.
- Signs of depression, stress.
- Recoiling from physical contact.
- Unusual difficulty in walking and sitting.
- Sexually transmitted disease, urinary tract / vaginal infections.
- Love bites, bruises or finger marks on thighs or arms.
- Significant change in sexual behaviour, language, or outlook.
- Fear of males or females.
- Pregnancy in a person who is not able to consent.

Other types of Abuse which could be considered Sexual:

- **Female Genital Mutilation:** (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. Showcase Training follow all guidance and reporting responsibilities as per the Female Genital Mutilation Act 2003.
- **Sexual Exploitation:** Sexual exploitation of adults at risk involves exploitative situations, contexts, and relationships where the person at risk receives 'something' (e.g. food, accommodation, drugs, alcohol, SIM cards and mobile phones, cigarettes, affection, gifts, money) or perceived friendship / boyfriend as a result of them performing, and/or others performing on them, sexual activities.

Mandatory Reporting of Child Sexual Abuse: Crime and Policing Act 2026

The Crime and Policing Act 2026 establishes a statutory duty for adults aged 18 or over who are engaged in specified relevant activities in England to notify a relevant police force or local authority when the statutory threshold for suspected child sexual abuse is met. The legislation includes defined triggers, exceptions and reporting requirements. At the date of this policy review, these provisions have been enacted but have not yet been commenced. Showcase will update procedures and staff training when the duty and statutory guidance come into force.

Until commencement, staff must continue to follow existing safeguarding procedures without delay. Any disclosure, allegation, witnessed incident or concern about child sexual abuse must be reported immediately to the DSL or Deputy DSL, and urgent action taken where a child is at immediate risk. Staff must not investigate the concern themselves. The DSL will make or coordinate referrals to children's social care and/or police in line with current safeguarding law and guidance. Nothing in this section should delay emergency action or an existing statutory referral.

This policy should be read alongside the Sexual Offences Act 2003, the Crime and Policing Act 2026, Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026. The mandatory reporting section will be reviewed again when commencement regulations and statutory guidance are published.

1.7 Psychological/ Emotional Abuse

Psychological or emotional abuse is action or neglect by a person which impairs the psychological wellbeing of another person. This results from being repeatedly made to feel unhappy, anxious, afraid, humiliated, or devalued by the actions or inactions and/or attitudes of others and includes emotional abuse, threats of harm

or abandonment, deprivation of contact, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Signs and symptoms of Psychologic/ Emotional abuse can include:

- Fearfulness expressed in the eyes, avoids looking at the caregiver, flinching on approach.
- Ambivalence to carer.
- Emotional withdrawal.
- Sleep disturbance.
- Low self-esteem.
- Unexplained fear or defensiveness.
- Threats or intimidation, bullying or shouting.
- Significant pressure on a person to commit criminal acts.
- Threat to abandon person or put them “away”.
- Promises which are not kept.
- Few visitors, phone calls or outings.
- Locking the person in at home, or in a car.
- Significant community pressure for example anti-social behaviour.

Other types of Abuse which could be considered Psychological:

- **Anti-Social Behaviour:** acting in a manner that caused or was likely to cause harassment alarm or distress to one or more persons not of the same household as the defendant.
- **Discriminatory Abuse:** as described above.
- **Cyber Abuse:** the use of technology and social networking sites to threaten, bully, harass, groom for exploitation, stalk, pose risks to personal safety and wellbeing or discriminate against an adult at risk. This could be through the use of a PC, Laptop, tablet, mobile phone, gaming console or Television with internet access. Threats can come through content, contact, and conduct. This includes text messages, phone calls, pictures, video clips, emails, chat room messages, instant messaging, and websites. Signs and symptoms can include spending long periods of time online, secrecy about a mobile phone and/or computer, withdrawal from social contact, depression, mood swings, unexplained gifts, sleep disturbance and self-harming. See point 1.12 below.

1.8 Financial or Material Abuse

Financial abuse is the misappropriation of an individual‘s funds, benefits, savings, assets etc. or any other action that is against the person's best financial interests. This includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, denying access to money, or the misuse or misappropriation of property, possessions, or benefits.

Signs and symptoms of Financial / Material Abuse can include:

- Unusual or inappropriate bank activity.
- A power of Attorney obtained when a person is unable to comprehend.
- Recent change of deeds or title of house.
- Person lacks belongings or services which they can clearly afford.
- Recent acquaintances expressing sudden or disproportionate affection for a person with money or property.
- Carer asks only financial questions of the worker, does not ask questions about care.
- Withholding money.
- Person managing financial affairs is evasive or uncooperative.

1.9 Neglect and Acts of Omission

Neglect is the deliberate withholding OR unintentional failure to provide appropriate and adequate care and support. Section 44 Mental Capacity Act 2005 states “Anyone who has a duty of care to a person who lacks

capacity is guilty of an offence if they deliberately or recklessly ill-treat that person or if they wilfully neglect that person."

It does not matter whether the behaviour was likely to cause, or actually caused, harm or danger to the victim's health. Wilful neglect usually means that a person has deliberately failed to carry out an act they knew they had a duty to do.

Signs and Symptoms of Neglect and Acts of Omission can include:

- Physical condition of the person is poor.
- Unexplained or untreated deterioration in health and wellbeing, including not seeking appropriate medical attention.
- Inadequate heating or lighting.
- Poor personal hygiene.
- Malnutrition — loss of weight.
- Dehydration.
- Demanding food or drink.
- Pressure sores.
- Inconsistent or reluctant contact with health or social agencies.
- Lack of social support and/or refusal to arrange access to callers /visitors.
- Inappropriate, old, or shabby clothing, or being kept in night clothes during the day.
- Sensory deprivation, not allowed to have hearing aid, glasses or other aids to daily living.
- Accumulation of medication, or prescriptions not being collected from pharmacy.
- Increased number of incidents or accidents e.g. falls or physical altercations with others, which appear to have resulted from a lack of supervision both inside and outside of the home environment.

1.10 Child Criminal Exploitation

Child Criminal Exploitation (CCE) occurs where an individual or group acts to coerce, manipulate or deceive a child into taking part in criminal activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CCE can affect both males and females and can include children who have been moved for the purpose of exploitation (trafficking).

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

1.11 Child Exploitation Risk Assessment Framework (CERAF)

Showcase Training Ltd recognises the crucial role that monitoring learner attendance plays in safeguarding, particularly in identifying those who may be at risk of exploitation. We are committed to using all available tools and frameworks to assess and mitigate risk, including the revised 2025 version of the Child Exploitation Risk Assessment Framework (CERAF). This framework, developed and maintained locally by the Hampshire Safeguarding Children Partnership (HSCP), provides a structured, multi-agency approach to identifying and responding to concerns around child exploitation.

In line with our safeguarding responsibilities:

- We will closely monitor patterns of learner attendance and treat persistent absence, particularly where unexplained or prolonged, as a potential safeguarding concern.
- Where risk indicators are identified, such as concerns regarding child criminal exploitation (CCE), child sexual exploitation (CSE), or other forms of harm, the Designated Safeguarding Lead (DSL) will consider using the CERAF to assess the level of risk.
- Where appropriate, we will complete the CERAF in partnership with relevant professionals and refer to the Hampshire Safeguarding Children Partnership (HSCP) to support coordinated multi-agency intervention.

- Staff involved in safeguarding will receive regular training and updates on the use of the CERAF and the expectations outlined by HSCP.

Further guidance on the CERAF can be found at: https://www.hampshirescp.org.uk/new-version-of-the-child-exploitation-risk-assessment-framework-ceraf/ and https://hipsprocedures.org.uk/qkyyoy/children-in-specific-circumstances/children-who-are-exploited/#s4982.

1.12 Cyber Abuse

Showcase Training recognises online safety as an integral part of safeguarding. Learners may be exposed to risks including online grooming, exploitation, cyberbullying, sexual harassment, harmful or misleading content, image-based abuse and coercive or controlling behaviour. We provide education and guidance on online safety, maintain proportionate technical controls on systems we manage, and ensure staff know how to report and respond to online safeguarding concerns. The Online Safety Act 2023 primarily places duties on regulated online services; Showcase's role is to manage safeguarding risks within our own provision and respond appropriately to concerns affecting learners.

Procedure

This policy also recognises contextual safeguarding especially where abuse may happen in non-traditional environments. This includes risks faced by young people outside the home or learning setting, such as in peer groups, online platforms, or their wider community.

The Company believes that in order for Safeguarding to impact on all aspects of the operational life of our employees, it must become the informed responsibility of all parties. All employees have a responsibility and duty of care to actively make the learning environment safe and secure for all and take appropriate action where necessary in order to achieve this effectively.

The Designated Safeguarding Lead for Showcase Training is Ellen Roberts (Director of Operations). Her direct number is 07715 658036 and email address is ellen.roberts@showcasetraining.co.uk. The role of the DSL is to gather and collate all information regarding reports and to refer to appropriate parties. The DSL will keep a record of all Safeguarding concerns historically to ensure links can be made for repeated concerns and escalations made accordingly. The DSL is responsible for ensuring all staff are trained and kept informed of current Safeguarding practices and procedures.

The Deputy Safeguarding Lead is Nicola Bailey (Head of Delivery Compliance). Her direct number is 07597 366606 and email address is nicola.bailey@showcasetraining.co.uk. The Deputy is available to deal with any concerns if the DSL is absent.

The Mental Health Lead for Showcase Training is Nicola Bailey. Her direct number is 07597 366606 and email address is Nicola.bailey@showcasetraining.co.uk.

In order to ensure appropriate action is taken in such circumstances the Company has adopted and utilised the principles of the 5 R's Model that should be implemented and followed across all operational activities. Further information on this model can be found below.

- **Recognition**
- **Response**
- **Reporting**
- **Recording**
- **Referral**

2.1 Recognition

Recognition involves the ability to recognise behaviour that may indicate abuse as this is of fundamental importance. Whether the abuse may occur on Company premises, in the home or in any other setting in which the learner or client may find themselves, all those playing a role in meeting the learners' or clients' needs should

be aware and informed so that possible abuse can be recognised, investigated, and acted on seamlessly and effectively.

Signs and indicators of abuse in young people and/or adults at risk may include direct disclosure. This isn't always easy to recognise as such, as it may be that the learner or client is struggling to find the words, is using language the abuser uses for particular actions and body parts, or the disclosure is wrapped in analogy or euphemism which is difficult to identify. A learner or client may choose anyone in the organisation to disclose to (including tutors, assessors, advisors etc.), or indeed any of these may be the ones to spot concerning signs or behaviour in the learner or client. This is why all employees that come into contact with learners and clients are trained in how to recognise and respond to this situation, and how to report a concern.

Recognising signs and indicators of abuse is also difficult, as any signs could have another explanation.

Response
Appropriate response is vital. No report about possible abuse or neglect should ever be ignored.

Your role in the moment when you respond is to ascertain what you are dealing with and to listen. The learner or client may be very scared and emotional in telling you this information, so you must stay calm, use effective empathic listening skills, and not let them know if you are feeling panicked, shocked, or outraged at what you are hearing, as this may shut them down**. You need to ask open questions (not leading or suggestive ones)** and gather just enough information to know that it is a disclosure of abuse that needs to be passed on, and how immediate the danger or harm is to the individual.

Do not lead or probe with questions – ask only completely open questions. Demonstrate interest and concern, and take it seriously, even if you are finding it difficult to believe because it is so shocking, or perhaps it is an allegation being made against someone known to you. Finally reassure that they have done the right thing by telling you, as you will do what you can to help.

Reassure the learner or client that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help. Do not make unrealistic promises by agreeing to 'keep it quiet' but ensure that they are aware of who you have to tell and what might happen next, and that this is for their safety. If you are unclear on what the next steps will be inform the learner or client that you will speak to the appropriate Equality & Safeguarding representative to discuss next steps and advise the learner or client on the outcome of these discussions and next steps.

It is not your role to investigate the situation; you just need to be clear that it will be treated in confidence but recorded and passed on to the appropriate people/person by completing the Safeguarding Protection Form.

Where a disclosure or other information indicates possible child sexual abuse, staff must report it immediately to the DSL or Deputy DSL and follow the urgent safeguarding process. Staff must not investigate. Police and/or children's social care referrals must be made without delay where required by current safeguarding procedures. When the Crime and Policing Act 2026 mandatory reporting duty is commenced, the additional statutory notification requirements will also apply.

Recording and Reporting

Showcase Reporting Channels: Urgent and Non-Urgent Concerns
All staff at Showcase Training must follow clear internal reporting channels that distinguish between urgent and non-urgent safeguarding concerns. Understanding the difference ensures that any learner, client, or colleague at risk receives an appropriate and timely response.

<u>Urgent Concerns</u>

An urgent safeguarding concern is any situation where a learner, client or member of staff is at immediate risk of harm. This includes disclosures or strong concerns relating to sexual abuse, physical harm, domestic abuse, serious violence or threats to life. Urgent concerns also include circumstances where a child or adult at risk is believed to be in imminent danger. Staff must follow the urgent reporting route immediately and call 999 where there is an emergency.

If an urgent concern arises, staff must:

- Call 999 if someone is in immediate danger
- Call 101 for police advice or to make a non-emergency police report when there is no immediate threat to life but the situation still presents significant risk
- Contact the DSL, Ellen Roberts, immediately after contacting emergency services
- If the DSL is unavailable, contact the Deputy DSL, Nicola Bailey, without delay

Staff must still complete Part 1 of the Safeguarding Protection Form as soon as possible, but this must never delay contacting emergency services.

Non-Urgent Concerns

A non-urgent safeguarding concern is one where there is no immediate danger but there is still a welfare or safety issue that must be addressed. Examples include signs of emotional distress, low level concerns, emerging patterns of absence, minor disclosures that do not indicate immediate harm, or concerns about wellbeing that may escalate if unaddressed.

If a non-urgent concern arises, staff must:

- Report the concern directly to the DSL (Ellen Roberts)
- If the DSL is unavailable, report to the Deputy DSL (Nicola Bailey)
- Complete Part 1 of the Safeguarding Protection Form on the same working day

Staff should not contact emergency services for non-urgent concerns unless instructed to do so by the DSL.

Summary

- Urgent: 999 or 101, then immediately inform the DSL
- Non-urgent: Report directly to the DSL or Deputy DSL
- All concerns must be recorded factually using the Safeguarding Protection Form

These procedures ensure that staff respond proportionately and correctly, while maintaining our legal and moral responsibilities to safeguard every learner, client, and colleague.

As the first point of contact, you must ensure that Part 1 of the Safeguarding Protection Form is completed accurately. This section of the form must be completed by the individual that has taken the testimony and been approached by the learner or client.

Whilst completing Part 1 of the form you may seek advice from your Safeguarding Lead, Local Safeguarding Board, Children's Services, Adult Services, Local Police Station. Safeguarding matters must be dealt with as a priority and seeking advice from either your local E&S representative or an appropriate body must be sought without delay.

You should record precisely what has been alleged, using key phrases and words the individual used. You are not expected to remember every detail of the conversation, and therefore it is not recommended that notes or any other recording is made during the conversation, but immediately afterwards.

You should also record your observations of the individual, as well as your interpretation of the facts as long as you clearly identify when you are doing so.

The report should be a clear and comprehensive summary of the concern, and detail how the concern was followed up and resolved.

On completion of Part 1 of the Safeguarding Protection Report Form, the following activity should take place: **Email ellen.roberts@showcasetraining.co.uk with the heading URGENT SAFEGUARDING ISSUE.**

Please ensure prior to emailing the Safeguarding Protection Form or making contact with an Advisor, all sections and information is completed accurately, failure to do so could result in unnecessary delays and increased risk of harm to the client or learner.

If the matter involves an allegation against an employee, this should be brought to the immediate attention of the relevant Directors.

Referrals
Learner and Client Referrals
As detailed on the Safeguarding Protection Form, formal learner and client referrals must only be made by an Equality & Safeguarding Representative or at the request of the Senior Safeguarding Lead.

Details of any such referrals must be included on the Safeguarding Protection Form, this is to prevent numerous referrals being made for the same incident; it also allows consistency in the process and means that the Equality & Safeguarding Representative can build relationships with their local referral agencies and safeguarding boards.

Employee Referrals
Where it is identified that an employee poses a risk, has abused their position of trust, or caused some form of harm to a child, young person, or adult at risk whether through an act or omission, the Company is legally required to make an appropriate referral to the DBS.

Employee DBS referrals must only be made by the appropriate People Manager following consultation with the appropriate Senior Line Manager and the Senior Safeguarding Lead. Prior to a formal referral, advice and clarification must be sought from the Safeguarding Board to assess whether the situation requires such a referral and once referred it will be their decision whether or not to take any further action.

Safeguarding for Employees
All staff must follow guidelines regarding protecting their own safety in relation to safeguarding. Under our Lone Working policy, it is mandated for employees to keep their Outlook calendars up to date, and for updates to be made daily if needed. This is so we are able to establish whereabouts in the event of an emergency and ensure we can trace contact with employees where required. Additionally, staff should remember to take personal safety precautions especially when working off-site, such as texting a work 'buddy', parking in well-lit, public spaces and following well-lit routes (especially in Winter months), and always keeping digital equipment in the boot of the car out of sight of potential thieves. When off-site in settings, staff should be careful to follow nursery procedures; however, the employees must always sign in at settings and never be left unchaperoned.

Safeguarding updates and training will take place in each team meeting for staff CPD. All new staff will undertake mandatory online training modules on Safeguarding, Prevent, Equality, Diversity, Inclusion and Belonging (EDIB), and Cyber Security; annual mandatory refreshment of these courses is required by all staff.

Safer Recruitment
Showcase Training's Designated Safeguarding Officer, Ellen Roberts, is responsible for robust safe recruitment and induction processes. Hiring managers also have a responsibility to follow safer recruitment processes to

ensure their selected candidate upholds their values, code of conduct and expectations of a safe and respectful workplace.

Showcase Training takes the recruitment of staff and safeguarding of learners incredibly importantly. Our recruitment process is carefully planned to ensure all stages are completed effectively. The stages in which we recruit are outlined as such:

1) Plan recruitment process including timescales
2) Agree selection methods, interview process, and staff involved
3) Advertise vacancy
4) Scrutinise applicants
5) Compile shortlist
6) Invite candidates to interview (a short 'meet & greet' remote meeting may be used at this stage ahead of a formal face-to-face interview)
7) Conduct interviews
8) Make conditional offer of appointment subject to satisfactory outcome of checks
9) Seek references, self-declaration form, application form, and verify ID
10) Carry out pre-employment checks
11) Collate references from the most recent employer(s) dating back 3 years
12) Issue contract of employment and start date

As part of our approach to safer recruitment, every job advertisement must contain an explicit statement about our commitment to safeguarding and that safeguarding checks will be made. The standard statement to be used is:

"Showcase Training is committed to the recruitment of suitable people in respect to our safeguarding requirements under law, including promoting the welfare of children. This position will be working in direct contact with Apprentices under the age of 18 and will involve contact with children in their care. Therefore, all candidates will be required to have an enhanced DBS check ahead of the commencement of employment. Additionally, online searches may be done as part of due diligence checks at the shortlisting stage.

Please note, any candidates successful in being shortlisted will be required to complete an application form in addition to their CV.

Showcase Training fully supports equality, diversity, and inclusion, and welcomes applications from all backgrounds. Should you have any additional needs please declare these on the application form so any reasonable adjustments can be made.

All information regarding our safer recruitment policy including DBS checks and the recruitment of ex-offenders can be found in our Safeguarding Policy on our website."

Recruitment adverts should also make it clear if the post is exempt from the Rehabilitation of Offenders Act 1974.

When advertising a job role, it should include:

- Information about safeguarding commitments
- The safeguarding responsibilities of the post

Job descriptions should contain the following information:

- Refer to company values, code of conduct and safeguarding commitments towards a safe workplace for all, including the principle of 'do no harm'
- Refer to the responsibilities of all staff to safeguarding commitments and their role to uphold and strengthen these

- Include any specific responsibilities and duties in safeguarding for the position being advertised or when updating existing job descriptions, for example, leadership and manager positions that have specific duties, responsibilities and accountability towards safeguarding commitments.

Application forms must be scrutinised for gaps in employment, and these must be explained and documented at interview.

All successful applicants will be asked for the contact details of referees, including the most recent employer(s) dating back at least 3 years. It is good practice to gain at least 3 references where practical. The reference must verify the candidate's employment history, and as such should be by an appropriate person such as a manager or HR department.

Upon commencement of employment, all staff will be required to have an enhanced DBS check. Once returned, the employee will be enrolled to the Online DBS Update Service if not already enrolled, and annual DBS checks conducted. Paper-based DBS checks will be repeated every 3 years. The Recruitment of Ex-Offenders policy should be shown to all DBS check applicants at the start of the recruitment process so that they are aware of the obligations and requirements of the organisation.

The organisation does not recruit volunteers or zero-hour contracted staff.

Recruitment of Ex-Offenders Policy

Showcase Training is legally obliged to take all necessary steps to ensure that staff employed or contracted do not have a criminal record that would make them unsuitable for employment. To meet our safeguarding responsibilities, we conduct enhanced Disclosure and Barring Service (DBS) checks, including checks of barred lists and relevant overseas records, for all new employees as part of the recruitment process.

The purpose of this policy is to prevent unfair discrimination against individuals with criminal records, in accordance with our equality policies and employment practices. This policy applies to all job applicants and is made available at the start of the recruitment process. It is not part of the employment contract but serves as a statement on how Showcase Training addresses equal opportunity issues.

Background

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) aims to protect ex-offenders from discrimination in employment after a specified period of rehabilitation. After this period, applicants are not required to disclose certain convictions. However, as an educational provider, Showcase Training is permitted to ask about convictions, cautions, reprimands, or final warnings that are not filtered under current guidelines.

It is a criminal offence for an individual who is barred from working in regulated activities (such as working with children or adults at risk) to apply for such a role.

Policy

Showcase Training has a legal obligation to take all necessary and available steps to ensure that staff employed or retained do not possess a criminal record which renders them unsuitable for employment. To meet our safeguarding obligations, an enhanced Disclosure and Barring Service check (which may include a check of the barred lists), including any relevant overseas checks, is undertaken as part of the recruitment process for all new staff.

The purpose of this policy is to ensure that the company will make every effort to prevent unfair discrimination against those with criminal records in line with its equality policies and employment practices.

This policy applies to all applicants and is made available to all applicants at the outset of the recruitment process.

This policy does not form part of the contract of employment but is a policy statement describing the way in which equal opportunities issues are dealt with by Showcase Training.

Background

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) was introduced to ensure ex-offenders who have not re-offended for a period of time following the date of their conviction are not discriminated against when applying for employment. Under the provisions of this Act, job applicants do not have to declare a previous conviction after a 'rehabilitation' period has passed.

Showcase Training Ltd. Are an educational provider, and so it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

It is a criminal offence for a barred individual to apply for a role which is classed as regulated activity (i.e. involves working with children and/or adults at risk).

Policy

Showcase Training will not discriminate unfairly against applicants who have a criminal record. Only convictions, cautions, reprimands or final warnings which have not been filtered out in line with current statutory guidance and legislation will be taken into account when assessing an applicant's suitability for a post.

Possession of a criminal record or an unspent conviction will not necessarily bar an applicant from employment; the nature and timeframe of the conviction and its relevance to the post will be considered.

However, unspent convictions of violence, assault or damage to property, or an offence against a minor, are likely to be incompatible with working at Showcase Training.

The 'Disclosure' system, provided by the DBS, will only be sought after a candidate has been provided with a conditional offer of employment.

Applicants for posts will be made aware of the requirement for 'Disclosure' and advised how to access our policy on the recruitment of ex- offenders and the DBS Code of Practice.

Where 'Disclosure' indicates that a prospective employee/volunteer has a criminal record the following will be taken into account when reaching a decision on the suitability for the post:

- Whether the conviction or other matter revealed is relevant to the position to which they will be appointed.
- The seriousness of any offence or any other matter revealed.
- The length of time since the offence or other matter occurred.
- Whether the applicant has a pattern of offending behaviour or other relevant matters.
- Whether the applicant's circumstances have changed since the offending behaviour or other matters.
- The circumstances surrounding the offence, and the explanation(s) offered by the convicted person.
- Whether or not the individual has declared the conviction on their application.

At interview, or in a separate discussion, Showcase will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Showcase Training will undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Any information which is provided to Showcase as a result of a DBS check or disclosed by an individual regarding their criminal record, will be kept confidential.

Should a member of staff receive a conviction, caution, reprimand or final warning following the commencement of their employment, they are contractually obliged to submit details of the offence to the Managing Director immediately.

Allegations Against Staff

The safety of a child, young person or an adult at risk is of paramount importance. Immediate action may be required to safeguard investigations and any other children, young people, or adults at risk. Any concern that children, young people or adults may be at risk of harm or abuse, must immediately be reported.

All staff must be familiar with referral procedures to protect an adult/child at risk. The concern must also be reported to the staff member's line manager, who should take advice from the designated safeguarding lead (DSL).

It is essential that every effort must be made to maintain confidentiality and manage communications while an allegation is being investigated.

The DSL will ensure (if appropriate) that a child protection/ adult at risk referral is made (or has been made) to the relevant Children/Adult Social Care Team and where appropriate the Police. The referral must be put in writing to Children/Adult Social Care by the individual reporting the concerns within 24 hours or in the event of a weekend the earliest opportunity of the next working day.

Where the issue is in relation to safeguarding children, the DSL will liaise with the Local Authority Designated Officer (LADO), who will agree any information that needs to be shared with other geographical areas depending on where the staff member lives. All allegations against staff that meet the harm threshold will be reported to the LADO within one working day (KCSIE 2026).

Where the issue is in relation to an adult at risk of harm or abuse, the DSL will discuss the case and allegations with the police and identify which agency will be leading on the investigation.

Following notification to the children/adult Social Care and/or the Police if deemed necessary, the DSL should undertake an internal meeting with the appropriate personnel to decide how to manage the allegation. The LADO should attend this meeting if possible. This group should include the Line Manager, DSL, and a senior member of staff. Designated professionals may also be invited, as a safeguarding expert. At this meeting the following issues should be considered:

- What further contact is required with regional staff, local Police, children/adult Social Care.
- Whether the child/young person/ adult at risk of harm or abuse is safe from any further risk of harm or abuse.
- Review what action has already been undertaken so far to ensure the safety of the victim.
- Decide the internal investigation strategy to be undertaken. The Police and/or Social Care should be consulted when they are involved in any on-going investigation and/or criminal proceedings are pending.
- Decide how to present the allegations to the relevant staff member concerned and how to manage the investigatory process. An agreement should be reached with children/adult Social Care and the Police about what information should be passed to the staff member concerned.
- The Line Manager should be asked to provide appropriate support to the individual while the case is on-going and keep them regularly informed.
- Decide how the person/child/ adult at risk of harm or abuse, or their nominated parent/guardian/nominated carer making the allegation is to be kept informed of what is happening to their allegation, whilst adhering to the requirements of maintaining confidentiality and observing the requirements of the Human Rights Act and the Data Protection Act.
- The information to be shared with the senior management team.

Safeguarding Protection Form
The Safeguarding Protection Form can be found on the Policies Web Page along with all appropriate policies. Employees must ensure that they familiarise themselves with the content of both the content of this policy and the Safeguarding Code of Conduct prior to completing a Safeguarding Protection Form.

Employees should also inform their learners, clients, parents, employers, and suppliers of these policies, procedures, responsibilities, and associated documentation.

Low-Level Concerns
Low-level concerns are issues that do not meet harm thresholds, but still must be reported – low-level does not mean it is not important. Harm thresholds may include:

- Behaviour that has harmed a child, or may have harmed a child
- Possible crimes committed against or related to a child
- Behaviour towards a child that indicates a person may pose a risk of harm to a child
- Behaviour that indicates a person may not be suitable to work with children

A low-level concern may not indicate any of the above but could be behaviour that is inconsistent with the Employee Code of Conduct or is not serious enough to warrant a LADO referral. This could include:

- Being over-friendly with children
- Having favourites
- Taking photos of children on a mobile phone, contrary to internal policy
- Engaging with a child on a 1-2-1 basis in a secluded area
- Humiliating children

All low-level concerns raised with the DSL will be recorded internally and kept for as long as the individual is employed and at least until they leave employment.

Children Missing or Absent from Education
Children missing or absent from education can be a cause for concern, especially if there are repeated incidents or it is for a prolonged period. It could indicate signs of CCE, such as county lines. Any learner under the age of 18 missing or absent from education must be reported to the DSL immediately.

Storage of Documentation
All safeguarding documentation including, Safeguarding Protection Forms; supporting emails; referral information and statements must be sent electronically as soon as reasonably practicable in line with the guidance in this policy for secure storage, monitoring and logging.

Where documentation is required to be temporarily held locally all documents must be stored in a locked cabinet and accessible only to the Equality & Safeguarding Representative. Once documentation has been forwarded centrally and receipt of the documentation has been confirmed all local records must be destroyed securely.

Collection of Learners
Occasionally it may be requested for learners to be collected by Showcase staff members, particularly to attend an examination at the Showcase Office. For this to occur, the following steps should be taken and adhered to, to ensure the safety of staff and learners alike. It is the responsibility of the allocated tutor to ensure all parties are aware of all details required (below) and to ensure they have confirmed receipt and confirmation of the arrangements.

For Exams:

- When booking the exam with the setting/learner confirm if the learner needs collecting from Fareham Train Station.

- Contact directly the person invigilating the exam, and inform them of the learner's name, setting, when and where they need collecting from, giving a description of the individual. CC in the exams coordinator to book the exam, letting them know which exam is being sat and if it is a morning or afternoon slot. This should be done by email to create an audit trail.
- Contact the learner and setting directly giving them a description of the staff member collecting them, their car, and the car registration plate. This should be done by email to create an audit trail.
- If the learner is under 18, parental permission must be gained prior to the collection; the learner can have this on the day but please alert the staff member collecting to ensure they view this permission beforehand. The form is in the Appendices to this Policy.
- The collecting staff member must wear Showcase ID and clearly display this so there can be no confusion. They must check for any parental permission before proceeding with a journey.
- The person collecting must also ensure they have a list of learner names when collecting, and contact details in case of emergency.

For Other Occasions, e.g. an off-site visit:

- When booking the visit with the setting/ learner confirm if the learner requires collecting, and the exact address of where from. This should be included on the diary entry of the visit taking place and by email to the learner.
- Contact directly the person collecting if this is anyone other than the tutor, and inform them of the learner's name, setting, when and where they need collecting from, giving a description of the individual.
- Contact the learner and setting directly giving them a description of the staff member collecting them, their car, and the car registration plate. This should be done by email to create an audit trail.
- If the learner is under 18, parental permission must be gained prior to the collection; the learner can have this on the day but please alert the staff member collecting to ensure they view this permission beforehand. The form is in the Appendices to this Policy.
- The collecting staff member must wear Showcase ID and clearly display this so there can be no confusion. They must check for any parental permission before proceeding with a journey.
- The person collecting must also ensure they have a list of learner names when collecting, and contact details in case of emergency.

Prevent Duty

Showcase Training is committed to meeting its responsibilities under the Prevent Duty. Staff complete Prevent training during induction and refresh this annually. Prevent concerns are treated as safeguarding concerns and staff use the "notice, check, share" approach, escalating concerns to the DSL or Deputy DSL. Decisions about referral are based on the individual circumstances and current guidance, not stereotypes or a single checklist of indicators.

Showcase Training works with local safeguarding and Prevent partners and reviews its Prevent risk assessment and action plan regularly. Prevent is embedded within safeguarding practice, staff development, learner education and employer engagement. Where a referral is appropriate, the current Prevent National Referral Form and agreed local process will be used.

The Hampshire and Isle of Wight Prevent Partnership has a website for further information: www.hampshireiowpreventboard.org.uk.

The Government also has a dedicated page: www.gov.uk/report-terrorism.

Key telephone numbers are:
999 or 101
Anti-Terrorist Hotline: 0800 789 321

Crime Stoppers: 0800 555 111

Local Safeguarding Teams:
Portsmouth – 0845 671 0271 (Children); 02392 688613 (Adults)
Southampton – 02380 833336 (Children); 02380 833003 (Adults)
IoW – 01983 814545 (Children); 01983 814980 (Adults)
Hampshire – 0300 555 1384 (Children); 0300 555 1386 (Adults)

For any further guidance or information, please contact Ellen Roberts.

Female Genital Mutilation
FGM is the ritual cutting or removal of some or all of the external female genitalia.

A girl at immediate risk of FGM may not know what's going to happen or the danger faced; she may make you aware of:

- A long holiday abroad or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

Signs you may notice:

- A family arranging a long break abroad during the summer holidays
- Unexpected, repeated, or prolonged absence
- Academic work suffering

A young person may ask a teacher or another adult for help if she suspects FGM is going to happen, or she may run away from home or miss sessions.

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under 18s to the police (Home Office, 2016).

Please refer to the FGM Poster displayed in centre for further information regarding potential signs and long-term effects.

e-Safety and IT Acceptable Use Policy
Learners and visitors to our centre may need to use our online resources. This policy aims to keep all safe from potential harm encountered via the internet. It is important for all staff, visitors, and learners to be aware of this policy and agree to its terms.

Showcase Training confirms that appropriate filtering and monitoring arrangements are in place for learner-facing systems and devices, proportionate to the organisation's context and in line with current safeguarding expectations. Arrangements are reviewed regularly, responsibilities are clearly assigned and concerns arising from online activity are managed through safeguarding procedures.

We will not tolerate any abuse of IT systems; any reported incident or bullying, harassment or other unacceptable behaviour will be treated seriously as set out in the staff disciplinary procedures

The full policy including roles and responsibilities, risks, safe practice, and details of sanctions applicable can be found on the Policy section of OneFile and on our website (www.showcasetraining.co.uk/policies).

Code of Conduct

We aim to provide a safe and supportive environment where everyone can study and work to the best of their ability. Enrolment onto a course means you have joined the Showcase values and are expected to behave accordingly.

We expect you to:

- Treat other students and staff with respect
- Be punctual
- Dress appropriately
- Hand all assignments in on time
- Achieve the standard of work required of you
- Let your tutor know straight away if you have difficulties with your work
- Attend all classes and tutorials
- Notify your local centre office or the relevant course tutor if you will be absent
- Notify your tutor/assessor if you are absent and cannot keep an appointment with your assessor
- Keep to the Acceptable Use Policy when using
- Follow instructions given by a member of staff
- Give your name and ID to any member of staff who asks for it

We will not accept:

- Unacceptable behaviour in or around Showcase buildings
- Inappropriate language including swearing, defamatory remarks, abusive language.
- Action which could be seen as harassment of a fellow student or member of staff
- Abuse, threats, or rudeness to a member of staff. These may be verbal or sent electronically, for example through Facebook.
- The use of illegal drugs or alcohol on or near Showcase buildings.
- Damage deliberately caused to Showcase property or seriously attempted damage to Showcase property.
- Theft, attempted theft, or unauthorised possession of any items belonging to Showcase, or to any students, member of staff or employer.
- Breaking the rules of an awarding body such as copying someone else's work.
- Repeated problems with the quality of work produced or of handing it in on time, affecting your own and or other students' chances of gaining accreditation
- Disruptive behaviour in class, work placements, or other Showcase spaces

Please see the full Code of Conduct Policy for further, more in-depth information.

Support

The Company is committed to providing timely and effective support to all learners, clients, and employees to achieve and maintain a safe and secure environment for all.

Equality & Safeguarding representatives as part of their remit should build a local list of useful contacts and support agencies which as a minimum should include details of the local Safeguarding Board; Local Children's' Services, Local Adult Services; Local Police Station and other specialist agencies where clients and learners may be referred to.

Assistance on building a local network and directory can be sought from the appropriate Senior Safeguarding Lead.

Contacts

Hampshire Children's Services: 0300 5551384 (out of hours) 0300 5551373
Hampshire Safeguarding Board: 01962 876230
Hampshire Adult Services: 0300 555 1386
Or Hampshire Police on 101. In emergencies if you believe someone is in immediate danger call 999

Issue	Issue Date	Author	Revision Notes
1	15/11/2015	Aneta Orlowska	1st Issue
2	24/06/2016	Ellen Mould	Revision of policy
3	21/11/2017	Ellen Mould	Revision of policy
4	23/01/2018	Ellen Mould	Revision of policy
5	05/03/2018	Ellen Mould	Revision of Policy
6	04/02/2019	Ellen Mould	Revision of Policy
7	07/03/2019	Ellen Mould	Revision of Policy
8	18/10/2019	Ellen Mould	Revision of Policy
9	23/09/2021	Ellen Mould	Revision of Policy
10	11/10/2022	Ellen Mould	Policy Reviewed
11	14/06/2023	Ellen Mould	Policy Updated
12	07/09/2023	Ellen Mould	Policy updated
13	08/09/2024	Ellen Roberts	Policy reviewed
14	13/05/2025	Ellen Roberts	Policy updated
15	23/09/2025	Ellen Roberts	General formatting and wording update including updated KCSIE date; explicit inclusion of Online Safety Act 2023, FGM 2003, and Domestic Abuse Act 2021.
16	26/11/2025	Ellen Roberts	Revision of policy to include 2026 Mandatory Reporting requirements, and urgent vs non-urgent reporting procedures.
17	24/09/2026	Ellen Roberts	Policy reviewed and updated for KCSIE 2026, Working Together 2026, Crime and Policing Act 2026, information sharing and Prevent guidance.

Appendices

1.1 Parental Consent Form

Parental Consent Form

Showcase Training continually look to ensure the safety and well-being of our learners, and actively work to safeguard them from any harm.

Occasionally, we may offer to travel with a learner to ensure they arrive safely at the Showcase Training Office. For learners under the age of 18, we require permission from a parent or guardian to enable us to do this.

Details of Travel

Name of Learner	
Date of Travel	
Reason	
Location	
Staff Member Responsible	
Details	

I hereby allow permission for the above travel to take place:

Signed	
Name	
Relationship to Learner	
Date	