

How to go about reporting a safeguarding concern

All learners and staff are advised of the following contact details to report a Safeguarding or Prevent concern.

Safeguarding contacts

Designated Safeguarding Officer Details
Ellie Laight - Head of Quality
Telephone: 07803850668
Email: safeguarding@total-tp.com

Deputy Safeguarding Officer Details
Jenny Taylor - Administration Manager
Telephone: 07790128270
Email: safeguarding@total-tp.com

Issue / Concern identified

DSO immediately informed via telephone or designated safeguarding email

Risk assessment undertaken by DSO to identify priority of investigation and response

DSO undertakes thorough investigation following report. Time-scale depending on risk:



DSO updates Issues / Complaints log immediately following investigation

All communications & documentation related to the investigation stored electronic & password protected

Where appropriate, seek advice from relevant external agencies or formally report depending on severity

DSO to follow advice from relevant external body

All logs and documentation updated and maintained with follow up actions & outcomes

Where necessary, risk assessment undertaken and shared with relevant individuals (LDP, tutor, Operations Manager)

Ongoing monitoring or closure of issue/concern report - Time-scales dependent on investigations and outcomes.