

## **Safeguarding Policy Annex 7**

### **Recognising and Reporting Low Level Concerns about Staff Conduct**

Concerns about staff behaviour, activity or practice that could impact or potentially impact on the safety and welfare of our learners or those involved in the delivery of our training programmes should be reported immediately to the DSL. Concerns can be raised without fear of reprisal regardless of whether the suspicions or allegations turn out to be true.

Recognising concerns are linked to those listed within the staff code of conduct and may include but are not limited to:

- Breach of confidentiality
- Breach of trust
- Inappropriate language
- Inappropriate sexual behaviour or advances
- Failure to report learner infatuations or crushes or relationship developments
- Receipt of gifts
- Social contact
- Physical contact
- Inappropriate use of laptops, photos, videos and social media

#### **Staff Concern Reporting Process**

Contact the DSL direct by telephone to report your concern

DSL will evaluate the concern and enter it into the Central Register and open a Chronology Record

DSL shall inform the SSM of all concerns raised

SSM shall inform the VP, ROD and HR of all concerns raised

ROD and HR will host an exploratory meeting with the staff member and agree outcome

Outcome will follow GPSTL disciplinary procedures as applicable which may include dismissal

Staff may be subjected to a period of 100% supervision and increased supervisions.