

Safeguarding Accountability Framework

Including Inter-Agency Working Arrangements

Hybrid Technical Services Ltd

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Owner	Designated Safeguarding Lead
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1. Purpose

This framework sets out the safeguarding accountability structure at Hybrid Technical Services Ltd (HybridTec). It defines individual, professional, organisational, and inter-agency responsibilities to ensure the safety and welfare of all learners, including vulnerable adults and young people.

This document should be read alongside the HybridTec Safeguarding and Prevent Policy, the Staff Code of Conduct, and the Learner and Staff Disciplinary Policies.

2. Scope

This framework applies to all HybridTec staff, contractors, agency workers, volunteers, and subcontractors across all six delivery venues (Liverpool/Aintree, Burnley, Durham, Walsall, Rochdale, and Southwark). It covers all provision including apprenticeships, Skills Bootcamps, commercial training, and Advanced Learner Loan funded programmes.

3. Legislative and Regulatory Framework

This framework is informed by and compliant with:

- Keeping Children Safe in Education (KCSIE) 2024
- The Care Act 2014
- The Children Act 1989 and 2004
- Working Together to Safeguard Children 2023
- The Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Ofsted Education Inspection Framework

4. Accountability Structure

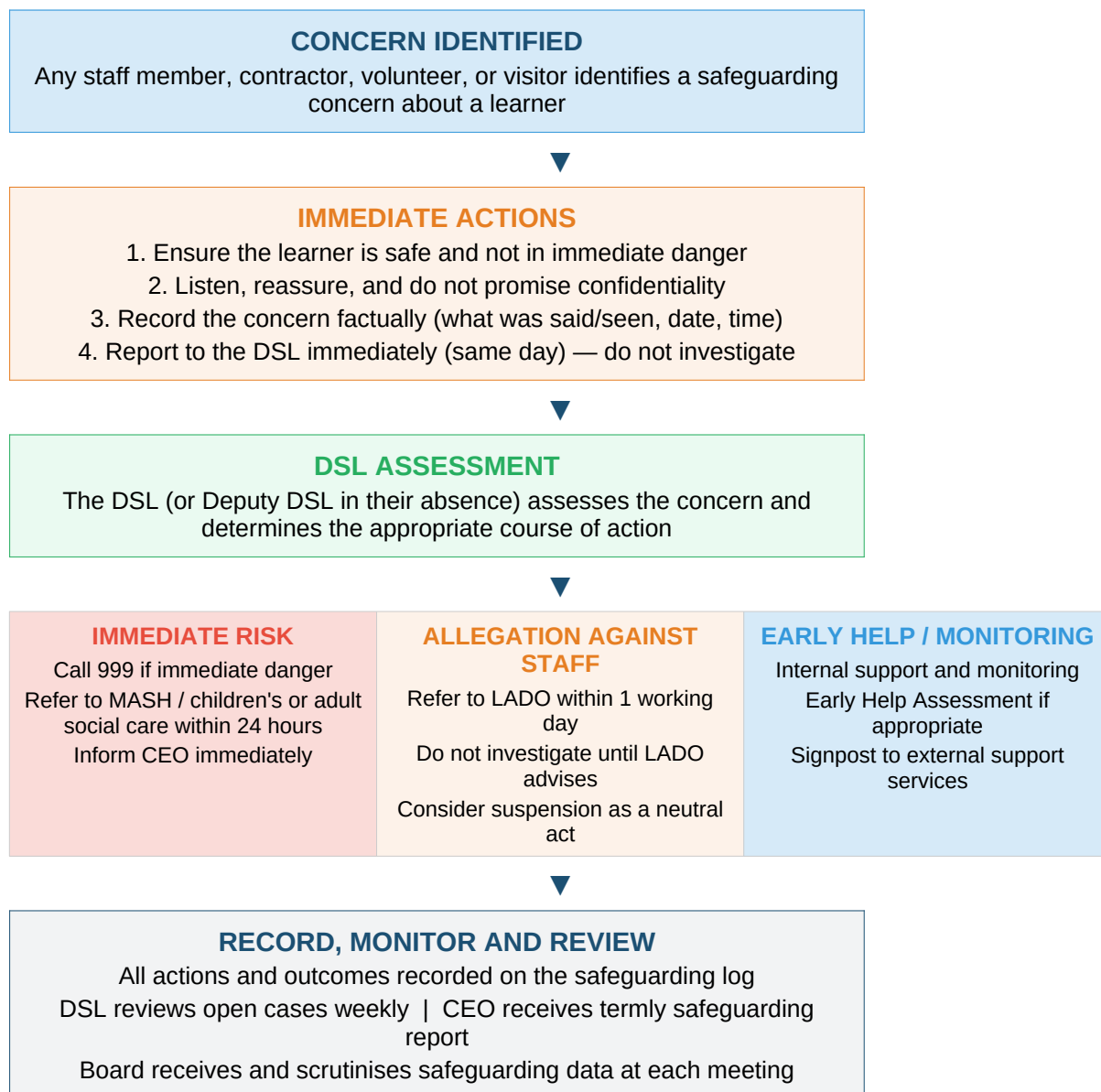
The following table sets out the four levels of safeguarding accountability: individual, professional, organisational, and inter-agency.

Level	Accountability	Key Actions
Individual	Every member of staff, contractor, and volunteer is personally accountable for recognising and reporting safeguarding concerns. No individual may assume that someone else will act on a concern.	Complete safeguarding induction training before working with learners Report concerns to the DSL immediately (same day) Record concerns accurately using the Safeguarding Concern Record form Maintain professional boundaries at all times Complete annual safeguarding refresher training Read and sign the Staff Code of Conduct
Professional	Managers and the DSL team have enhanced professional accountability to lead safeguarding practice within their areas.	DSL: Act as the central point of contact for all safeguarding matters DSL: Make referrals to statutory agencies within 24 hours where

	This includes ensuring staff are trained, concerns are escalated appropriately, and learner welfare is prioritised.	thresholds are met DSL: Maintain the safeguarding log and ensure secure record keeping Deputy DSLs: Act in the DSL's absence with full authority Line managers: Monitor staff compliance with safeguarding training Head of Quality: Ensure safeguarding is embedded in quality processes
Organisational	The CEO and Board have ultimate organisational accountability for safeguarding culture, policy, and resourcing. This includes ensuring the organisation meets all statutory requirements and that safeguarding is a standing agenda item at board level.	CEO: Act as Safeguarding Lead at board level Board: Receive and scrutinise termly safeguarding reports Board: Ensure adequate resourcing of safeguarding functions Ensure DBS checks and SCR are maintained and audited monthly Commission annual external safeguarding audits Review and approve safeguarding policies annually Ensure safe recruitment practices are followed for all appointments
Inter-Agency	HybridTec works collaboratively with statutory and voluntary agencies to safeguard learners. Information is shared lawfully and proportionately where there is a safeguarding concern, in line with the Data Protection Act 2018.	Engage with Local Safeguarding Partnerships across all delivery regions Refer to LADO where allegations are made against staff in a position of trust Make referrals to MASH/children's social care and adult social care as required Cooperate with police investigations including Merseyside, Lancashire, Durham, and Metropolitan Police Share information with the Channel Panel and Prevent teams where concerns arise Work with employers to safeguard apprentices in the workplace Engage with DfE, ESFA, and Ofsted on safeguarding matters as required

5. Safeguarding Reporting and Escalation Flowchart

The following flowchart shows the reporting and escalation pathway for safeguarding concerns at HybridTec.



6. Inter-Agency Working Arrangements

HybridTec is committed to working effectively with external organisations to safeguard and promote the welfare of vulnerable adults and children/young people. The following table sets out our key inter-agency relationships and working arrangements.

Agency / Partner	Purpose	Information Sharing	Contact Responsibility
Local Authority Designated Officer (LADO)	Manage allegations against staff or volunteers in a position of trust	Share details of the allegation, staff member role, and any evidence. Lawful basis: safeguarding of children/vulnerable adults	DSL or CEO (within 1 working day of allegation)
MASH / Children's Social Care	Referrals where a child or young person (under 18) is at risk of harm	Share concern details, learner information, and any disclosures. Follow up referral in writing within 48 hours	DSL (within 24 hours of concern)
Adult Social Care	Referrals where a vulnerable adult is at risk of harm, abuse, or neglect	Share concern details and relevant learner information under the Care Act 2014	DSL (within 24 hours of concern)
Police (999 / 101)	Immediate danger, criminal activity, or where a crime is suspected	Share relevant information to support investigation. Do not delay a referral to gather additional information	Any staff member (999 for emergencies) or DSL (101 for non-emergency)
Prevent / Channel Panel	Concerns about radicalisation or extremism	Share concerns via the regional Prevent referral process. Follow up in writing	DSL
Employers (Apprenticeships)	Safeguarding apprentices in the workplace, including workplace risk assessments	Share relevant safeguarding information proportionately. Ensure employer has appropriate safeguarding arrangements	Skills Coaches / Employer Engagement team
Local Safeguarding Partnerships	Strategic oversight and multi-agency coordination for safeguarding in each delivery region	Participate in training and information-sharing events. Adopt local procedures and thresholds	DSL / CEO
DfE / ESFA / Ofsted	Regulatory reporting requirements and inspection	Notify of serious safeguarding incidents as required by funding agreements and	CEO / DSL

		regulatory conditions	
Subcontractors / Delivery Partners	Ensure consistent safeguarding standards across all delivery	Subcontractor agreements include safeguarding clauses. Share policies and training requirements	Head of Quality / Contract Managers

7. Information Sharing Principles

HybridTec follows the seven golden rules for information sharing as set out in government guidance:

1. Remember that GDPR, the Data Protection Act 2018, and human rights law are not barriers to justified information sharing — they provide a framework to ensure personal information is shared appropriately.
2. Be open and honest with the individual from the outset about why, what, how, and with whom information will or could be shared, unless it is unsafe or inappropriate to do so.
3. Seek advice from the DSL or other safeguarding professionals if you are in any doubt about sharing information.
4. Where possible, share information with consent. Where consent cannot be obtained or is refused, information may still be shared where there is a lawful basis to do so, such as where safety may be at risk.
5. Consider safety and wellbeing. Base information-sharing decisions on whether the safety of the individual or others is at risk.
6. Share information that is necessary, proportionate, relevant, adequate, accurate, timely, and secure.
7. Keep a record of your decision and the reasons for it, whether or not you decide to share.

8. Regional Safeguarding Contacts

As HybridTec delivers across multiple regions, the DSL maintains an up-to-date directory of local safeguarding contacts for each delivery area, including:

- LADO contact details for Liverpool, Lancashire, Durham, Walsall, Rochdale, and Southwark
- MASH / referral numbers for children's and adult social care in each local authority area
- Local Prevent coordinators
- Local police safeguarding teams
- Local Safeguarding Partnership websites and threshold documents

This directory is reviewed termly and updated whenever contact details change. It is accessible to all DSL team members and held securely.

9. Monitoring and Review

This framework will be reviewed annually and updated to reflect changes in legislation, statutory guidance, organisational structure, or delivery arrangements. The DSL is responsible for maintaining this document, with sign-off from the CEO and Board.

Effectiveness of the framework will be evaluated through:

- Termly safeguarding reports to the Board
- Analysis of safeguarding referral data and outcomes
- Staff safeguarding knowledge audits
- Feedback from external agencies on the quality of referrals
- Self-assessment and SAR process