

Amdas Training LLP

Safeguarding Policy (including Anti-Radicalisation) and Staff Guidelines

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Amdas Training LLP - Safeguarding Policy and Guidelines

1. Policy Statement

- 1.1 Amdas Training LLP is an organisation strongly committed to practices that protect adults and children with safeguarding needs from abuse, neglect, radicalisation or significant harm regardless of their background. Amdas Training LLP staff recognise and accept their responsibility to develop their awareness of risks and issues involved in safeguarding. The Senior Leadership Team recognises that it has a responsibility to protect staff from unfounded allegations of abuse. The safeguarding team is committed to working with existing local safeguarding or Adult Safeguarding Boards and, where necessary, other health and social care partnerships to ensure the safeguarding of Amdas Training LLP Apprentices and staff.

2. Accountability and Responsibility

- 2.1 Amdas Training LLP has a trained Designated Safeguarding Team; Sharon Mena and Mark Edwards, who are accountable to the Managing Director for reporting all safeguarding issues.

2.2 The Role of the Designated Safeguarding Team includes:

- 2.2.1 Actively promote the consistent use of this safeguarding policy and these guidelines across the Company.
- 2.2.2 Acting as professional advisors for Amdas Training LLP staff on the protection of adults and children.
- 2.2.3 Ensuring that any necessary local training is provided.
- 2.2.4 Providing and arranging support for staff, and others on how to follow these guidelines and procedures.
- 2.2.5 Contributing to the ongoing review of this policy and procedures, along with the identification of associated training needs.
- 2.2.6 Ensuring that all incidents are reported to the Senior Leadership Team as they occur.
- 2.2.7 Retaining a central record of all incidents and allegations including records of actions taken and supporting evidence. Copies of reports, notes etc will be kept secure at all times and shared only in accordance with the Data Protection Act 1998.
- 2.2.8 Submitting regular reports to the Senior Leadership Team on safeguarding within the Company. Where appropriate this should include specific recommendations and a draft development plan.

2.3 Incidents or Concerns

- 2.3.1 Incidents or concerns are to be reported to the Safeguarding team. The Safeguarding team is responsible for monitoring and managing incidents or concerns and for ensuring that the Senior Leadership Team is fully briefed prior to liaising with safeguarding agencies¹.

¹ Except where to do so would increase the level of risk to the individual concerned.

3 Training

- 3.1 Amdas Training LLP recognises its responsibility to promote safeguarding issues and measures to its staff to ensure that they:

- 3.1.1 Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse and or radicalisation.
- 3.1.2 Analyse their own practice against established good working practice and assess risk to ensure their working practice is likely to protect them from false allegations.
- 3.1.3 Follow the guidelines for staff.
- 3.1.4 Attend and undertake regular training on safeguarding to raise their awareness of current and emerging issues and legislation.

- 3.2 In meeting these requirements, all staff within the Company will undergo training so that they are fully aware of this policy and their own safeguarding responsibilities. The Safeguarding Team will receive additional training so that they can effectively fulfil their responsibilities towards the protection of adults and children with safeguarding needs falling within the remit of Amdas Training LLPs areas of responsibility.

4 Guiding Principles

- 4.1 A set of commonly agreed principles underpin this guidance. Such principles flow from respect for the rights of adults and children

with safeguarding needs who are entitled to:

- 4.1.1 Privacy.
- 4.1.2 Be treated with respect and dignity.
- 4.1.3 The protection of the law.
- 4.1.4 Have their rights upheld regardless of race, gender, sexual orientation, gender identity, impairment or disability, age, religion or belief, pregnancy, marital status.
- 4.1.5 Have the opportunity to fulfil personal aspirations and realise potential in all aspects of daily life. This includes Human Rights considerations, particularly in relation to Article 2 “the Right to Life”, Article 3 “Freedom from Torture” (including humiliating and degrading treatment), and Article 8 “Right to Family Life” (one that sustains the individual). Human Rights are considered in all decision-making processes, and due consideration given to concepts of proportionality and equality.

5 Individual Rights

5.1 These principles assume that adults and children with safeguarding needs have the right to:

- 5.1.1 Be afforded the same respect and dignity as any other adult or child by recognising their uniqueness and personal needs.
- 5.1.2 Be given access to knowledge and information which they can understand to help them make informed choices.
- 5.1.3 Information about and practical help in, keeping themselves safe and protecting themselves from abuse.
- 5.1.4 Live safely, without fear of violence or abuse in any form.
- 5.1.5 Protection for themselves and their property through the law.
- 5.1.6 Guidance and assistance in seeking help as a consequence of abuse.
- 5.1.7 Be supported in making their own decisions about how they wish to proceed in the event of abuse and to know that their wishes will only be over-riden if it is considered necessary for their own safety or the safety of others.
- 5.1.8 Be supported in bringing a complaint under the existing complaints procedure.
- 5.1.9 Be supported in reporting the circumstances of any abuse to independent bodies.
- 5.1.10 Have alleged, suspected or confirmed cases of abuse investigated urgently.

6. Definitions

6.1 Child

6.1.1 In accordance with the Children Act of 1989, and for the purpose of this document and procedures contained within, children are defined as persons under the age of 18 years.

6.2 Adult with Safeguarding Needs

6.2 The Protection from Freedoms Act 2012 defines an adult with safeguarding needs as someone who is engaged in any of the following services at the time that service is being received:

- 6.2.1 **Healthcare:** from a health care professional or are acting under the direction or supervision of one, for example doctors, nurses, health care assistants and physiotherapists;
- 6.2.2 **Personal care:** assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks;
- 6.2.3 **Social work:** provision by a social care worker of social work which is required in connection with any health services or social services;
- 6.2.4 **Assistance** with a person’s cash, bills or shopping because of their age, illness or disability;
- 6.2.5 **Assistance** with the conduct of an adult’s own affairs, for example, lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act;
- 6.2.6 **Conveying:** conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work. This would not include friends or family or taxi drivers;

6.3 Abuse

6.3.1 Abuse is recognised as the violation of an individual’s human rights. It can be a single act or repeated acts. It can be physical, sexual, emotional institutional or financial. It also includes acts of neglect or an omission to act. In all forms of abuse, there are elements of emotional abuse.

6.3.2 Other examples of abuse include inflicting physical harm such as hitting or misuse of medication, rape and sexual assault or exposure to sexual acts without informed consent. Emotional abuse includes such threats as humiliation and harassment, exploitation, ignoring medical or physical needs and withholding of necessities of life such as food or heating. These lists are not exhaustive.

7. Spotting the Signs of Abuse

- 7.1 One of the ways you might recognise abuse is if someone tells you about it. They may do this by telling you about it verbally or by acting in a way which tells you that something is wrong. One of the reasons that adult abuse may go unchallenged is that it is often perpetrated on people who have difficulty in communicating, either as a result of their own needs in relation to communication, (ESOL Apprentices for example), or as a result of social isolation.
- 7.2 Someone who does not communicate verbally and has no one who is skilled enough to meet their needs may not have anyone else to whom they could turn. If you are told of abuse, it is important that you take the allegation seriously and do not dismiss it, even if you find it hard to believe what is being said.
- 7.3 You might see physical signs of abuse, such as bruising or other marks left on the skin. If someone has been gripped very hard, finger-tip bruising may result. There may be an explanation for the marks or bruising other than abuse. For example, some people do bruise very easily due to a physical condition. It is important that you do not jump to conclusions about the causes of any marks you see, but also that you do not ignore what you have seen.
- 7.4 As already mentioned, behaviour can communicate that something is wrong and perhaps that a person is being abused. The behaviour will vary from person to person and can take the form of withdrawal, introspection or, at the other extreme, can be behaviour which is perceived as 'challenging' to others. All of these behaviours, can, of course, be caused by many other factors and do not indicate that a person *is* being abused, just that they *may be* subject to abuse.
- 7.5 You might actually witness an act of abuse and be unsure about whether what you have seen is abusive or not. Think about the action (or lack of action) and ask yourself if the person had their rights violated. Were they hurt, humiliated, impoverished or used for someone else's pleasure to that person's disadvantage? Were they prevented from accessing medical advice or intervention when they needed it? Were they encouraged to take part in an activity that caused them harm? If the answer to any of these questions is 'yes', then there is cause for you to suspect that the person is being abused.

8. The Main Legislation

- 8.1 **The Rehabilitation of Offenders Act (1974)**
This Act made any convictions 'spent' after a certain period and the convicted person would not normally have to reveal or admit the existence of a spent conviction. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a 'spent' conviction. However, under this Act all applicants for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children, must declare all previous convictions whether spent or unspent, and all pending cases against them.
- 8.2 **The Children Act 1989**
This Act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.
- 8.3 **The Police Act 1997**
This Act contained the provision to set up the Criminal Records Bureau for England and Wales. Under this Act, it is a criminal offence for an employer to:
- Not check an employee working with vulnerable adults or children.
 - Give a job to someone who is inappropriate to work with vulnerable adults and children or when they know this to be the case.
- 8.4 **The Protection of Children Act 1999**
Under this Act, childcare organisations (defined as those that are 'concerned with the provision of accommodation, social services or health care services to children or the supervision of children') must make use of the Disclosure Service in their recruitment and reporting processes and urges other organisations working with children to also comply.
- 8.5 **Care Standards Act 2000**
A DBS disclosure is required for most roles in organisations providing care or health services regulated under this Act. This Act also sets out the Protection of Vulnerable Adults scheme.
- 8.6 **The POVA or Protection of Vulnerable Adults scheme** was launched in 2004 by the Department of Health and the National Assembly for Wales. This includes the protection of Vulnerable Adults (POVA) list, which was developed as a register designed to ensure that unsuitable people were prevented from working with vulnerable people.
- 8.7 **Every Child Matters and the Children Act 2004**
In September 2003 the Government set out in the Green Paper 'Every Child Matters' its proposals for a radical reorganisation of children's services – from hospitals and schools, to police and voluntary groups. Subsequently 'Every Child Matters: Change for Children' was issued and the Children Act 2004 was passed. It sets out the Government's approach to the well-being of children and young people from birth to age 19. Every local authority will lead on integrated delivery of services for children through multi-agency children's trusts. Local authorities are also required to set up statutory Local Safeguarding Children Boards which are

replacing the non-statutory Area Child Protection Committees.

The children's trusts are a direct response to Lord Laming's report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better communication and working together was crucial.

8.8 Safeguarding Vulnerable Groups Act 2006

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, new arrangements for people whose jobs and voluntary work bring them into contact with children and vulnerable adults (previously referred to as the vetting and barring scheme) began to be phased in from 12th October 2009 under the Safeguarding Vulnerable Groups Act. From this date the definitions of regulated and controlled activity (see 8.9/8.10 below) came into operation.

From April 2010 responsible persons who do not know whether a new entrant or mover into a regulated activity is barred from regulated activity will have to apply to the DBS for an enhanced disclosure with a barred list check on that individual (DBS check).

The aim of this scheme is to provide a more effective and streamlined vetting service for potential employees and volunteers. This means that the existing vetting systems using List 99, (a register of men and women who were barred from working with children by what was at that time the Department for Education and Skills (DfES)) and the Protection of Children Act list, (maintained by the Secretary of State and containing details of people considered unsuitable to work with children), will integrate children. In addition, a separate, but aligned, list of people barred from working with vulnerable children to create a single list of people barred from working with adults will be established, replacing the Protection of Vulnerable Adults Scheme (see above). In effect, there will be just two lists: **the children's barred list and the adult's barred list.**

The scheme also aims to ensure that unsuitable individuals are barred from working or seeking to work with children and vulnerable adults at the earliest opportunity. The application process will be run by the Disclosure and Barring Service (DBS) and decisions on who should be placed on the barred lists will lie with the new Independent Safeguarding Authority (previously referred to as the Independent Barring Board) which is an independent statutory body.

The Vulnerable Groups Act 2006 covers regulated and controlled activity providers and widens the scope particularly in relation to vulnerable adults compared with the existing POVA scheme.

8.9 The Protection of Freedoms Act 2012

As the result of concern at the number of checks that would be required for individuals working with children and vulnerable adults a review was undertaken. The aims of Protection of Freedoms Act 2012 were to simplify the law and reduce the number of 'Disclosure and Barring Checks' required by removing the definition 'Controlled Activity' all together and changing the definition of 'Regulated Activity' significantly.

The changes made to the definition of 'Regulated Activity' for both children and adults with safeguarding needs will significantly reduce the number of staff requiring DBS checks. A key area removed from the new definition is that of training and education (including private training providers) unless staff, are directly engaged in activities as outlined under the new definition of 'Regulated Activity' for children and adults.

It is now illegal to spuriously check someone without a legal reason and if done so, could lead to prosecution under the Rehabilitation of Offenders Act

8.9.1 Definition of Regulated activity in relation to children

The new definition of regulated activity (ie work that a barred person must not do) in relation to children comprises, in summary:

- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: eg schools, children's homes, childcare premises. Not work by supervised volunteers; Work under (i) or (ii) is regulated activity only if done regularly;
- (iii) Relevant personal care, eg washing or dressing; or health care by or supervised by a professional;
- (iv) Registered childminding; and foster-carers.

8.9.2 Definition of Regulated activity in relation to adults

There are two important changes in relation to adults. There is no longer a reference to "vulnerable" adults. Instead the emphasis is on particular activities required by adults. Whether an employee is in regulated activity is determined by the service being received by an adult at that particular time. If the person engages in any of these activities even once, they are engaged in regulated activity. These activities are:

Healthcare: if they are a regulated health care professional or are acting under the direction or supervision of one, for example

doctors, nurses, health care assistants and physiotherapists;

Personal care: assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks;

Social work: provision by a social care worker of social work which is required in connection with any health services or social services;

Assistance with a person's cash, bills or shopping because of their age, illness or disability;

Assistance with the conduct of an adult's own affairs, for example, lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act;

Conveying: conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work. This would not include friends or family or taxi drivers;

There is no longer a requirement to do activities a certain number of times before a person is engaging in regulated activity.

Any individual who is barred must not engage in any Regulated Activity whether paid or unpaid.

9. Procedure for staff dealing with suspicions or allegations of abuse to children or vulnerable adults

- 9.1 Any suspicion, allegation or incident of abuse must be reported to a member of the Safeguarding Team as soon as possible and in any event within 1 hour. If this is not possible, an alternative member of Senior Management Team must be notified.
- 9.2 Where it is agreed that external agencies should be notified a member of the Safeguarding Team will make contact with the appropriate authority within the Local Authority area of the abused individual.

10. Anti-Radicalisation

- 10.1 Amdas Training LLP is fully committed to safeguarding and promoting the welfare of all its Apprentices and staff. As a training provider we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability.

All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The main aims of this policy statement are to ensure that staff are fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen here and ensure that we work alongside other professional bodies and agencies to ensure that our students are safe from harm.

The principle objectives are that:

- All Directors and staff will have an understanding/undergone training of what radicalisation and extremism are and why we need to be vigilant.
- All Directors and staff will know what the company policy is on anti-radicalisation and extremism and will follow the policy when issues arise.
- All parents/guardian and Apprentices will know that Amdas Training LLP has policies in place to keep Apprentices safe from harm and that we regularly review our procedures to ensure they are appropriate and effective.

Definitions and Indicators:

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the use of personal extreme political or religious views to influence others.

Procedures and Referrals

Staff should refer, in writing, issues or concerns related to radicalisation to a Safeguarding Officer who will then seek advice from the appropriate outside agency as to how to address the issue.

11. Responding to an allegation

11.1 Always

- Record what has been said ASAP. (See Proforma at Annex A)
- Keep a full record of events (See Proforma at Annex B)
- Remain sensitive and calm.

- Reassure the person adult that:
 - they are safe
 - were right to tell
 - are not to blame
 - are being taken seriously.
- Let the individual talk - don't interview!
- Listen & hear, give the person time to say what they want.
- Ensure a positive experience.
- Explain that you must tell, but will maintain confidentiality.
- Tell the person what will happen next.
- Involve appropriate individuals immediately.
- Stay calm.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.

11.2 **Never**

- Question unless for clarification.
- Make promises you cannot keep.
- Rush into actions that may be inappropriate.
- Make/pass a judgment on alleged abuser.
- Take sole responsibility, consult the Safeguarding Team so you can begin to protect the individual and gain support for yourself.

11.3 A full record of 'Allegation of Abuse' (**See Pro forma at Annex 'A'**) must be made as soon as possible of the nature of the allegation and any other relevant information including:

- The date and time.
- Your name and the names of others present.
- The name of the complainant and, where different, the name of the vulnerable adult or child who has allegedly been abused.
- The place where the disclosure of information took place.
- The place where the alleged abuse happened.
- The nature of the alleged abuse.
- A description of any injuries observed.
- Any account which has been given of the allegation.

11.4 This record must remain **Staff in Confidence**, for the attention of either the Safeguarding Team or where they are unavailable, a member of the Senior Management Team.

11.5 A full record on an 'Incident Summary Sheet' (**See Proforma Annex 'B'**) of actions and events must be kept. This should describe the key stages/events of the process including any additional actions taken to deal with the incident such as any third-party involvement due perhaps to heightened concerns for the Apprentices' immediate wellbeing and safety. Note as accurately as you can the timelines of all such actions and events. The record, once completed should be passed onto the Safeguarding Team or Senior Management Team responsible member as this may be used if any further investigation is required.

11.6 If it is agreed to be a safeguarding matter, a written record of the date and time of the report to the Child or Adult Services must be made. The report must include the name and position of the person to whom the matter is reported. This must be supported by a written report within 24 hours. If the consent has not been gained from the individual at risk, the nominated member of staff should discuss with the Adult or Child Services what action will be taken to inform the parents/carers of the vulnerable adult or child and a note of that conversation should be made.

12 **Responding to an Allegation About a Member of Staff**

12.1 Any suspicions or allegations of actual abuse of an adult or child with safeguarding needs by a member of staff must be reported to the Safeguarding Team immediately. On being notified of any such matter, the Team will immediately inform the Senior Management Team and the individual will be suspended on full pay while an investigation into the incident is undertaken in line with the disciplinary procedure. Where considered necessary, the matter will be reported to Adult Services. A report of the matter must be completed by the person who reported the original concern. If the complaint is made against a member of the Safeguarding Team then the person dealing with the complaint must be a member of the Senior Management Team.

13. Risk Assessment

- 13.1 All staff that intend to, or may be put in the position of, working with adults or children with safeguarding needs should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.
- 13.2 Staff should follow the Risk Assessment for the venue they are visiting for a programme, event, visit or other activity. All venues will have a Risk Assessment conducted as part of the Amdas sign up process.
- 13.3 A Risk Assessor should consider:
 - 13.4 general indoors and outdoors security, such as which doors are locked or unlocked, door alarms, the use of security systems, intercoms and name badges;
 - 13.5 staff awareness of the whereabouts of other people in the building and of other users on the premises;
 - 13.6 information about the need for security and the systems in place, for example, posters and reminders displayed for visitors;
 - 13.7 the use of a system to verify the identity of any visitors, record their names, the purpose of the visit, and details of arrival and departure times;
 - 13.8 arrival and departure procedures for staff and visitors;
- 13.9 All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks, but may also be a prompt to consider alternative working practices.
- 13.10 Where the risk assessment has identified that Apprentices or staff are likely to have regular contact with or encounter adults or children with safeguarding needs rigorous checks into their eligibility will be required. Such processes will be compliant with Amdas Training LLP, Employment and Equality and Diversity policies.

14. Annex list:

- A. Record of an Allegation of Abuse Form
- B. Incident Summary Sheet

Links to other policies:

Prevent Policy

Recruitment & Selection

Training, Equality, Diversity & Inclusion

Harassment and Bullying Health &

Safety

ANNEX A]
Amdas Training LLP
Safeguarding Policy Version 2 (Dated 09 September 2019)

Record of an Allegation of Abuse/Radicalisation	
Date:	Time
Your Name:	Others Names:
The name of the complainant and where different, the name of the person who has allegedly been affected:	
Complainant: Vulnerable Person:	
The place where the disclosure of information took place.	
The place where the alleged incident happened.	
The nature of the alleged incident:	
(Continue on additional page/s if required)	
A description of any injuries observed	
(Continue on additional page/s if required)	
Any account which has been given of the allegation:	
(Continue on additional page/s if required)	
Names of any additional Witnesses:	
Signature	Date



Continuation Sheet:

Signature	Date
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ANNEX B
 To Amdas Training LLP
 Safeguarding Policy
 Version 2
 Dated 09 September
 2019

Safeguarding - Incident Summary Sheet

Involved Person – Contact Details

Name:		
Home/Work Address:	Telephone Home:	
	Telephone Mobile:	

Initial Contact - AMDAS Staff Details

Name:		
Contact telephone details:	Home:	Mobile:

Overview of Incident: (Do not duplicate the content of the Safeguarding reporting form, simply summarise the nature of the incident – Apprentice exhibited signs of violence, Apprentice reported: bullying, financial irregularities, etc)

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Record of Activity (Do not duplicate the content of the Safeguarding reporting form simply describe the key stages/events of the process including any additional actions you took to deal with the incident (such as any third-party involvement due perhaps to heightened concerns for the Apprentices immediate well- being and safety. Note as accurately as you can the timelines of all such actions and events). Add additional rows as required.

Activity/Actions

Date	Time	Action By	Activity	Comments/Additional Information



Follow-up

Date	Time	Action/Activity	Comments

Closure Declaration – (Amdas Training LLP Senior Leadership Team Representative) I can confirm that all appropriate actions and referrals have been undertaken to meet the best interests of the individual concerned.

First Name:	Last Name:	Date:
Signature:		Position: