



## **Welfare / Cause for Concern Policy –**

We have a safeguarding incident report form that team members can access on google drive- documents- learner docs. This form is to be used for the following reasons –

- 1- If a learner has an issue i.e. Safeguarding, Health and Safety, Equality and Diversity, Prevent or any personal issue which they do not want to put onto a VPR or review (i.e. they don't want the employer to know). As most learners will have a tutor, they may complete this together or, the learner may pass it directly to our Designated Safeguarding team by emailing [welfare@mbkbgroun.com](mailto:welfare@mbkbgroun.com)
- 2- If a tutor has a concern relating to any of the above.
- 3- To record a complaint made by the employer, relating to either the service we provide, or the learner.
- 4- To record problems you (the tutor or Learner) may be having with another learner or employer.