

Process for Identifying Safeguarding Training Requirements

Devcon will ensure that:

- Meetings are held which introduce staff to the concept, the policy and procedures e.g. staff induction, monthly management meetings and team meetings where the concept, specific instructions and any special responsibilities are discussed.
- The directors and all staff working with or on behalf of Devcon, whether employed directly or indirectly, receive a level of training appropriate to their role which will familiarise them with safeguarding issues, clarify roles and responsibilities and Devcon policies and procedures, with refresher training at least every 3 years. This is recorded and monitored through workforce development.
- There are procedures in place to identify and support all Devcon visitors, staff, and associates, regardless of disability, gender, racial or ethnic origin, religious belief, and sexual orientation.
- All observations include the opportunity to report on any safeguarding issues.
- Information technologies are used to guarantee policy and procedures are accessible to all Devcon visitors, staff, and associates.

A handwritten signature in black ink, appearing to read "L N Pope", with a horizontal line drawn underneath the name.

L N Pope

Managing Director

16 April 2024