



- Staff disclosure policy. Managing allegations was discussed (Lado (Local Authority Designated Officer) – Allegations made against professionals)
- Inspectors liked the fact that Tft had produced an Action plan.
- Need to keep parents contact details for 16-18 year olds. Enrolment form has now been amended to collect this information.
- Examination conditions and invigilating was discussed.
- If possible it was recommended that TPs carry out a risk assessment on safeguarding.
- Training – When a learner tells the trainer that something is happening to them, this is not confidential. Trainer has to tell designated person word for word what has been said. Considerations have to be taken when disclosing this information to the authority by email (needs to be encrypted) and faxes (a phone call has to be made first).
- Providers should ensure that employers have a safeguarding policy. The inspectors were more interested that the provider has risk assessed and were aware of legislation.
- Sam gave members a policy check list that the Inspector had used.
- Vulnerable adults and change of legislation. The inspectors told Tft that legislation is not going to change.
- Make sure that you have your definitions of harm and abuse and they are included in your policy and that you have a review date on the document.
- Tft have a learner newsletter. Section on learners matter to us, H&S always mentioned in here. The inspectors really liked this practice.
- It was recommended not to wait to be asked by an inspector, tell them what you want them to know.

3.4 Reinforcement at review was discussed. Tft Newsletter. T2000 just working a strategy

3.5 Members recommended that the LSIS online assessment be completed as they found it extremely useful.

*SE to send RD papers to attach to mins (done and attached)*

#### **4. Minutes of the meeting and Matters Arising**

Agreed as an accurate record

**5.4** Jan had agreed to attend the LCC economic well being group and would feed back at future meetings as and when meetings were held.

**6.1** Karen to let RD have Period 15 data. RD to then arrange a small working group.

**7.1** Safeguarding was on the agenda and would be a standing item at future meetings.

*JM*

*KH/RD*

#### **5. Any Other Business**

##### **5.1 QI Handbook**

Comments were given. RD to ask Graham Steel to a future meeting.

Learner Voice. Survey does not pick up CIF questions. How safe do you feel. Members to give RD comments for the 14-19 meeting

**5.2 Learner Voice.** Learner Focus group of Apprentices. Dawn asked members how they tackled getting a group together National Learner panel. Run on an area basis.

It was suggested that a Lancashire Apprentice panel that could be hosted termly meetings.

It was suggested that the Forum website could be used to contain the information.

**5.3** Raeleen informed members that she was working on an event with ABF to encourage more BME employers to take on Apprenticeships. RD asked for member involvement.

*Members to consider partnering with Beneast for discussion at the next meeting. Future agenda item*

*Members to contact RD if would like to be involved.*

**6. Date of Next meeting**

9<sup>th</sup> March 2010 9-11.30 Beneast Preston