

## Appendix 5

### Data held in the CILEX Law School Safeguarding Register

#### 1. Purpose

The purpose of the register is to collate key information on each safeguarding matter raised to the DSO or Deputy DSO to determine appropriate next steps intervention.

#### 2. Safeguarding Data

The following data is stored in the register and this table highlights the reason why it is collected:

Column	Reasoning
SG Code	This is the code assigned to each safeguarding concern for reference purposes
LDA	Name of the Learning and Development Advisor
Apprentice/Student	Name of the Apprentice/Student
Age	Age bracket the apprentice falls into
Start Date	Start date of the apprenticeship/programme
EED	Expected end date of the apprenticeship/programme
Date joined SGR	Date referred to DSO
Referred by	Who the referee is
Date left SGR	Date the apprentice/student left the SGR
Provider	Under which contract the apprentice/student is funded
Successfully Completed	Whether the apprentice/student successfully completed their programme (left blank for those still in learning)
If no, due to SG Issue?	If withdrawn or failed, details of whether this was due to the SG issue – further details on the withdrawal action plan and exit review
SG Issue	What the SG issue/s actually is/are
Next Intervention	What the next agreed intervention is and the scheduled date
Issue Code	Notes the type of SG issue which falls into mental health, family, harassment or other/unknown
SG Theme	Whether the SG issue is caused by the workplace or personal causes
Date Reviewed	The date of the updated review of the SG issue
Intervention Notes	Detailed notes of the specific intervention