

Safeguarding Policy

Policy statement

The aim of this policy is to recognise the statutory responsibility and our commitment to safeguarding. It is our responsibility to ensure all learners are protected so that they are kept safe, able to enjoy and participate fully in their learning programme free from risk of abuse.

We deliver a safe learning environment for all learner's and staff by creating a positive culture and ethos where safeguarding is an important part of everyday life. Our commitment to this policy will be achieved by all stakeholders taking individual responsibility and have full awareness of this policy.

A culture of vigilance is in place and promoted within the below areas:

- Teaching and learning – a culture of quality
- Staff development – a culture of improvement
- Safer staff recruitment – a culture of diligence
- Equality and diversity – a culture of respect
- Health and safety – a culture of safety

Responsibility

The Programme Director Joanna Bradshaw is responsible for this policy, in conjunction with the Designated Safeguarding Lead Katie Brook (DSL). It is the responsibility of all staff to comply with this policy, which includes;

- All full time and part time members of staff;
- Volunteers;
- Temporary staff e.g. agency staff;
- Visitors and contractors.

Notwithstanding statutory legal duties, we all have a moral duty to ensure the welfare of individuals by doing everything reasonably possible to prevent them from coming to foreseeable harm.

This policy will be reviewed annually or updated where regulatory changes are made.

Scope and definition

This policy is in line with the statutory duty under Section 175 of the Education Act 2002, the Education Regulations 2014 and Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2018.

In addition to KCSIE guidance other considerations have been reviewed to formalise this policy these include Ofsted Common Inspection Framework (CIF) and ESFA funding guidance.

The legislative responsibility outlines two key groups within safeguarding:

- Children – this is anyone that is under the age of 18;
- Vulnerable adult – this is anyone over the age of 18 who may by reason of mental or other disability, age or illness be unable to take care of themselves, or unable to protect themselves from significant harm or exploitation.

It is however the scope of this policy that safeguarding within our business covers all individuals including staff.

Designated safeguarding lead

Safeguarding is as detailed above everyone's responsibility however it is the role of the Designated Safeguarding Lead (DSL) Katie Brook to take ultimate lead responsibility on establishing and maintaining safeguarding within our business. The DSL is part of our senior leadership team and appropriately qualified to take on this responsibility. In times where the DSL is unavailable we have a Deputy Safeguarding Lead Josefine Woodley within the business and they support all activity of the DSL.

The DSL manages referrals which may include:

- Referral of suspected abuse to local authorities children's social services;
- Refer cases to channel programme where there is a radicalisation concern;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service (DBS) as required;
- Refer cases where a crime may have been committed to the police as required.

Safer recruitment

In order to protect our learner's we have established robust safer recruitment processes ensuring that all appropriate checks are carried out on new staff. Our commitment to safer recruitment is outlined below;

- All staff will undertake an Enhanced DBS check where regulated activity takes place, for all staff not working in regulated activity regular DBS will be sought;
- All staff will be required to provide a minimum of two employment references;
- Complete an interview that ensures appropriate checks are carried out on suitability to the role;
- Complete a probationary period where all performance is reviewed as satisfactory;
- Verification of qualifications (copies provided and retained within staff file);
- Evidence of right to work in UK;
- Evidence of prohibition of teaching check.

All appropriate materials are kept within the Single Central Record (SCR). It is the HR / Finance Manager's (Tim Johnson) responsibility to ensure the SCR is kept up to date with no administrative errors. Where there is a concern about an existing staff member we reserve the right to carry out all relevant checks as if the person were a new member of staff. All existing staff DBS checks will be renewed every 3 years.

Staff training

Training is an integral part of ensuring this policy is adhered to, staff training ensures everyone is equipped with the correct knowledge and understanding of the signs and indicators of abuse and also how to report a safeguarding concern. Staff training supports the protection and prevention of abuse by staff being able to successfully identify signs of abuse at an early stage.

All staff will be expected to undertake online training for example:

- Safeguarding in FE (Education and Training Foundation)
- Safeguarding and safer recruitment in FE 2016 (to be undertaken by all managers)

All staff have safeguarding and prevent training as part of their induction when joining the company provided by the DSL, this training will incorporate all aspects of this policy. At times throughout the year there will be regular updates and supporting material on safeguarding to ensure there is a continuous awareness of local and regional themes which enable targeted support to learner's and employers. Staff training is one of the many strategies we adopt to ensure protection of learners and prevention of abuse as well as safer recruitment, promotion of health and wellbeing to learner's and employers.

The DSL will have safeguarding and prevent training every 2 years additional to the online refresher training. All staff will be required to read and sign a declaration of responsibility in their duty of safeguarding, where the policy is updated this must be acknowledged by all staff.

Types of abuse and neglect

Safeguarding is protecting the health, wellbeing and human rights of children and vulnerable adults, and enabling them to live free from harm, abuse and neglect. Abuse comes in many forms however, is generally categorised in one of the below areas.

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Staff should be aware of safeguarding issues in order to better understand the signs and indicators of abuse. The KCSIE guidance outlines the specific types of abuse that are currently significant within education (listed below)

Specific types of abuse	
Bullying including cyberbullying	Criminal exploitation of children and vulnerable adults county lines
Children missing education	Child missing from home or care
Child sexual exploitation advice for practitioners	Domestic abuse
Drugs	Fabricate or induced illness
Faith based abuse	Female genital mutilation
Forced marriage	Gangs and youth violence
Gender based violence/violence against women and girls	Hate
Mental health	Missing children and adults
Private fostering	Preventing radicalisation
Relationship abuse	Self-harm
Sexual violence and sexual harassment between children in schools and colleges	Sexting
Trafficking and modern slavery	

It is our policy that no staff befriend learner's on personal social media sites, distribute personal telephone numbers and visit learner homes. It is important to understand the professional boundaries required in order to safeguard a staff member as well as learner's.

Learner awareness

It is our objective that safeguarding and prevent is naturally embedded into our curriculum and therefore is a golden thread throughout an learner's programme. Overtime building up an awareness of how to keep safe and also to be able to understand the signs and indicators of risk of abuse.

Outlined below are some of the strategies we take to effectively promote safeguarding with learner's and also employers:

- Our curriculum promotes respect, tolerance and diversity;
- Our induction process includes introductory training on prevent duty and reporting procedures;
- Promotion of safeguarding and prevent themes are included in communication bulletins such as newsletters which focus of localised trends;
- Undertake online learning;
- Topics relating to prevent duty are integrated within the review process;

- The safeguarding referral contact details promoted within learning materials;
- Learner will have access to the safeguarding and prevent policy, including the referral process.

Reporting

Reporting

A key outcome of this policy is to ensure all stakeholders are aware of how to report a safeguarding incident or concern. Every staff member is trained on how to report a safeguarding concern.

Safeguarding concerns can be disclosed a number of ways;

- Disclosed by the learner;
- Disclosed by an employer;
- Disclosed by a staff member.

When a disclosure is made or a member of staff knows or believes that abuse is occurring they have an obligation to report it as a matter of urgency, a written disclosure report should be submitted to the DSL as soon as possible (within the same day). Staff members must report directly to the DSL or the deputy DSL.

Our dedicated email address for safeguarding and prevent referrals will ensure confidential disclosure and is promoted to staff and learner's at all interventions.

- Learner's should be made aware a concern or incident has been disclosed to the Safeguarding Team;
- Learner's should be reassured that any disclosure is taken seriously, treated with appropriate confidentiality; appropriate support will be put in place, the disclosure will be dealt with in a fair and timely manner;
- They will be informed of any actions taken and outcomes of the actions.

Investigation

Staff working with learner's should only refer to the possibility of harm and not investigate or offer advice. The DSL will manage the investigation process.

Learner's in immediate danger must be supported to ensure they are removed from risk of abuse or harm. The DSL will then decide the appropriate course of action, and if a referral outside the organisation is required. An investigation will be carried out by the DSL and a risk assessment report will be created to outline required actions to safeguard the learner.

Recording

The safeguarding referral, investigation report and any additional records must be kept in the safeguarding secure folder only to be accessible by the Safeguarding Team.

The DSL or deputy DSL has the responsibility to update the safeguarding log. The safeguarding log is held in a secure, password protected folder to ensure no breach of confidential data. The safeguarding log will record the incident, concern and risk level and any action taken.

The safeguarding log will be reviewed within an Ofsted inspection.

E-safety

Learner's and staff will use IT within the learnership programme, it is therefore our approach that we have effective monitoring software to prevent any internet / software misuse.

The IT team will monitor and report any misuse to the Learnership Programme Director and DSL.

Additional support

Our business is committed to being at the forefront of safeguarding and prevent agenda, therefore further support and guidance is accessible via the regional prevent coordinator at DfE. The DSL has a duty to share and promote the additional guidance throughout the provision.

Our Safeguarding Team is on hand to provide one to one ongoing additional support where required.

Monitoring

Monitoring

The DSL is responsible for reporting to the Learnership Programme Director and board on safeguarding incidents, the reports will include:

- Number and type of safeguarding incident or concern;
- Referrals / open and closed cases;
- Staff training updates;
- Legislative updates;
- Recommendation and new implementations.

The Learnership Management Team have the responsibility to ensure they work closely with the DSL to promote awareness of safeguarding within delivery.

The effectiveness of this policy is evaluated through learner and employer feedback, Ofsted inspection and self-assessment reporting process.