



Safeguarding

**Policy for
safeguarding young people
and vulnerable adults**

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1. Statement of Policy

1.1 Introduction

Steve Willis Training regards the health, safety and welfare of all young people and vulnerable adults engaged in apprenticeships, courses, and other activities, as one of its highest priorities. The company recognises and fully accepts its moral and statutory duty to safeguard and promote the welfare of young people and vulnerable adults and its duty to protect staff from unfounded allegations of abuse.

This Safeguarding Policy should be read in conjunction with our Policy for Preventing Extremism and Radicalisation and Health and Safety Policy.

This policy applies to all staff, including senior managers and directors, paid staff, consultancy staff, volunteers and sessional workers, agency staff, apprentices or anyone working on behalf of Steve Willis Training Centres.

1.2 Principles of Safeguarding at Steve Willis Training

We will ensure:

- A safe environment for all learners and staff
- Those suffering or at risk of suffering significant harm or abuse are identified and referred to the necessary agencies as appropriate
- All apprentices learn about safeguarding, the safeguarding procedures at our centres and how to keep themselves and others safe

We will do this by:

- Appointing and training a team of safeguarding leads and officers to ensure full staff compliance
- Raising awareness of issues relating to the welfare and safeguarding of children, young people and vulnerable adults
- Promoting a safe learning environment in our centres and in the workplace
- Engaging with employers to assure their commitment to safeguarding in the workplace
- Ensuring staff recognise the signs of abuse or that an individual may be at risk of significant harm
- Working with other agencies as appropriate (e.g. LSCB) where an individual is being, or at risk of being, significantly harmed

- Providing a framework for reporting and dealing with concerns and disclosures
- Embedding safeguarding in the delivery of learning and in assessments.
- Establishing clear procedures for the reporting and handling of allegations of abuse against staff
- Requiring staff to undertake mandatory training on entry, with annual updating

1.3 Legislative Frameworks

The legislative frameworks around our policy are:

- **Children’s Act 2014**, which is fundamental to people working with children and young adults in the UK
- **Protection of Children Act 1999** requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children
- **Education Act 2002** requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of children and young people
- **Sexual Offences Act 2003** makes it is an offence for a person over 18 (eg a lecturer or other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.
- **Safeguarding Vulnerable Groups Act 2006** sets out the type of activity in relation to children and adults at risk for which employers and individuals will be subject
- **Protection of Freedoms Act 2012** which changed the definition of Regulated Activity including who is eligible for a barred list check.
- **Working Together to Safeguard Children 2015** reaffirms safeguarding as everyone’s responsibility and the sharing of information between agencies.
- **Keeping Children Safe in Education 2016** requires all staff to read and understand their responsibilities if engaged in ‘regulated’ activities with young people.

2. Definitions

2.1 Definitions of Abuse

The following are recognised as definitions of abuse, although any act which harms a child, young person or vulnerable adult should also be considered:

Physical Abuse - may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent an injury occurring

Neglect - the persistent or severe failure to meet a child's, young person's or vulnerable adult's physical and/or psychological needs, which may result in serious impairment of their health or development

Sexual Abuse involves a child, young person or vulnerable adult being forced or coerced into participating in or watching sexual activity of any kind. Any apparent consent or awareness is irrelevant

Emotional Abuse – persistent emotional ill treatment or rejection; includes abusive or offensive electronic communications. This causes severe and adverse effects on behaviour and emotional development, resulting in low self-esteem. Some degree of emotional abuse is present in all forms of abuse.

Financial Abuse - in intimate or parental relationships is a way of controlling a person's ability to acquire, use, and maintain their own money and financial resources

Significant Harm – The Children's Act introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children. Some children may be in need of help because they are suffering or likely to suffer significant harm

Forced Marriage – describes a marriage in which one or both of the parties are married without their consent or against their will. Different from an arranged marriage, in which both parties consent

Extremism and Radicalisation – Extremism is defined as "vocal or active opposition to fundamental British values, including democracy, the rule of law,

individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas." Radicalisation is defined as "the way in which a person comes to support terrorism and encourages other people to believe in views that support terrorism"

Female Genital Mutilation - all procedures involving partial or total removal of the external female genitalia for nonmedical reasons. FGM is illegal in England and Wales under the FGM Act 2003

2.2 Other definitions

Safeguarding – protecting children, young people and vulnerable adults from maltreatment, preventing impairment of their health or development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care

Child Protection – any activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm

Child/Young Person – anyone under the age of 18

Vulnerable Adult – for the purposes of this policy, an individual under the age of 25, with specific personal or situational needs, which increase their risk of suffering significant harm

3. Roles & Responsibilities

Safeguarding is everyone's responsibility and all staff involved in the delivery and support of apprenticeships have a role to play. All staff employed by Steve Willis Training will undergo safeguarding training at induction, advanced training (as appropriate) and will take part in the annual CPD programme where safeguarding updates/refreshers will be programmed.

3.1 Designated Safeguarding Lead (DSL)

The DSL is **THE APPRENTICESHIPS MANAGER**

Responsibility for:

- Managing the referral of cases of suspected abuse or allegations to the relevant agencies
- Providing advice and support to staff who have made referrals to other agencies
- Keeping detailed, accurate, secure written records of concerns and referrals
- Referring cases to the Channel programme via the MASH team where there is a radicalisation concern
- Maintaining a proper record of any child protection referral, complaint or allegation
- Attending case conferences and review meetings as appropriate
- Communication of the policy and arrangements to all relevant parties including but not limited to children, young people and vulnerable adults, their parents and families, centre staff and apprentice employers
- Engaging with local authorities and other agencies as appropriate
- Ensuring that staff receive safeguarding training appropriate to their roles and update this annually
- Safety of all apprentices, including when a young person or vulnerable adult is absent or missing, without explanation
- Providing quarterly reports to the board about policy implementation
- Act as a source of support, advice and expertise for staff

3.2 Designated Safeguarding Director (DSD)

The DSD is **GERRY PAPWORTH**

Responsibility for:

- Ensuring the organisation's policies reflects prevailing legal and contractual requirements
- Full compliance of the legislative duties
- Assuring the implementation plan proposed by the DSL
- Apprising the board of policy implementation and effectiveness

3.3 Deputy Lead Persons (DLP)

The DLPs are **KEVIN SMITH & BRIAN JENNINGS**

Responsibility for:

- Day to day implementation of the policy
- Providing advice and guidance to other staff who express concerns or seek advice
- Ensure that accurate records are made of all disclosures and contact with individuals
- Making an appropriate referral to outside agencies
- Listening to young people and vulnerable adults who want to talk
- Act in the absence of the DSL as above

4. Staff

4.1 Safer Recruitment of Staff

Steve Willis Training operates safer recruitment and employment practices. Staff checks and critical process undertaken include:

- Enhanced Disclosure and Barring Service (DBS) check (required prior to working unsupervised with children, young people or vulnerable adults)
- Where a conviction is recorded, the DSL and DSD will carry out a risk assessment and decide whether to confirm or reject the individual's appointment. (Anyone that is barred from working with children will NOT be appointed)
- 2 employment/education references including the most recent employment
- Evidence of identity is obtained, including the right to work in the UK
- Qualifications are checked and verified with original certificates
- Areas of concern in the CV or application will be addressed during the interview
- Applicants sign the application form to declare the information they have provided is true

4.2 Allegations Against Staff

The primary concern in the event of an allegation is to ensure the safety of the young person or vulnerable adult. In all cases, action will be taken quickly, confidentially and professionally, with all parties clear that suspension is not an indicator of guilt, but a required part of a process.

In the event that a member of staff suspects any other member of staff of abusing a student, it is their responsibility to report these concerns to the Designated Safeguarding Lead (or Deputy), except when they are the person against whom the allegation is being made. In this instance the report should go to the Designated Safeguarding Director.

A separate procedure details the steps to be taken following receipt of an allegation against a member of staff.

5. Useful Contacts

IF A CHILD OR YOUNG PERSON IS IN IMMEDIATE DANGER, ALWAYS CALL 999

West Sussex Children's Services

To raise a concern about the welfare of a child, or young person, if you think they are being harmed, abused or neglected – and not in immediate danger

Email: mash@westsussex.gcsx.gov.uk

Call: 01403 229900

Multi Agency Safeguarding Hub
Fourth Floor
County Hall North (Parkside)
Chart Way
Horsham
West Sussex RH12 1XH

Brighton & Hove Children's Services

If you have concerns about a child or young person, use the online report form, accessed by clicking on the Contact Front Door for Families link on this webpage:

<https://www.brighton-hove.gov.uk/content/children-and-education/front-door-families/information-professionals-who-work-families>

East Sussex Children's Services

If you're worried about a child or teenager who might be at risk of harm or in danger

Email: 0-19.SPOA@eastsussex.gcsx.gov.uk

Call: 01323 464222 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm) OR
01273 335906/335905 out of these hours

Hampshire Children's Services

If you have any concerns because you think that a child is being abused or has been abused in the past

Call: 0300 555 1384 Monday to Friday, 8.30am to 5pm OR
0300 555 1373 out of these hours