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Draft Safeguarding Policy

**SAFEGUARDING POLICY**

# Policy Statement Intent

The aim of this policy is to ensure the safety, protection and welfare of all learners and staff from abuse and neglect by ensuring that all staff members are clear about their safeguarding responsibilities. Approved Training is currently working with adults only, thus, the focus of this policy is based on safeguarding Adults.

This policy and associated procedures set out the measures put in place by Approved Training

to minimize the risk of harm to all of its learners and staff through education and training of signs and symptoms so they can recognize welfare and safeguarding concerns and understand how to report them effectively. This policy and associated procedures apply to all staff who may be working, at any time, with any Approved Training learners. This includes employed, self-employed and voluntary staff. It also extends to sub-contracted provision.

# Policy Scope

This policy is intended to be applied in conjunction with the Approved Training Prevent, Health & Safety and Equality & Diversity policies. Together they seek to ensure the responsibilities outlined in the following are applied across our learning and apprenticeship operations to keep Approved Training learners safe from abuse and neglect:

* The DfE publication ‘Keeping children safe in education 2022’
* Childrens Act 1989 (as amended)
* Safeguarding Vulnerable Groups Act 2006
* Children and Families Act 2014

The ‘Keeping children safe in education 2022’ publication is available online at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/11014](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf) [54/Keeping\_children\_safe\_in\_education\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)

Approved Training has a duty to respond to instances where there is a cause for concern by notifying and liaising with the appropriate agencies, sharing information so that any necessary action can take place. Any suspicion, allegation or incident of abuse must be reported to the Approved Training Designated Safeguarding Lead (DSL) or Deputy DSL as soon as possible and in any event within two hours.

The DSL is responsible for ensuring:

* All staff receive annual training and updates on safeguarding by completing a safeguarding course to enable them to assess, recognize and correctly report to the DSL safeguarding concerns in order to meet their safeguarding and protection responsibilities.
* Appropriate records are made regarding concerns and that action is taken to address concerns about the welfare, including extremism and radicalization, of learners, apprentices and staff at Approved Training.
* Relevant information and materials regarding good practice and case study findings are effectively communicated to staff.
* Approved Training operate safe recruitment procedures and ensures that DBS and other appropriate background checks, such as obtaining two references, are completed for all new staff.

# Policy Principles

* The welfare of learners is paramount.
* All learners and staff, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
* All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a learner is at risk of harm.
* Learners and staff involved in safeguarding and protection issues will receive appropriate support.

# Prevention & Protection

Approved Training is committed to early help and identification of unmet needs and vulnerabilities. The organization works in partnership with other agencies to promote the welfare of learners.

Leaders and managers at Approved Training -

* Actively promote equality and diversity, tackle bullying and discrimination and narrow any gaps in achievement between different groups of learners and apprentices by raising such matters at meetings with staff, directors, employers and learners.
* Actively promote Fundamental British Values by ensuring they are embedded in every program and reflected in Approved Training operating practices.
* Make sure that safeguarding arrangements to protect Approved Training learners and staff meet all statutory and other Government requirements and prevent radicalization and extremism.
* Create an open culture which respects all individuals’ rights to be free from harm, discourages bullying and discrimination of all kinds, and encourages conversation with Approved Training staff and the DSL about any concerns.
* Provide an on-going program of support, at an appropriate level, to promote self-esteem, social inclusion and conversations to address the issue of safeguarding children and vulnerable people in the wider context.

# Reporting Procedure

To support this, Approved Training will consider and act on the five ‘R’s of Safeguarding:

* Recognition
* Response
* Reporting
* Recording
* Referral

Signs and symptoms of safeguarding I and welfare issues can be wide ranging. The following list can help to identify safeguarding matters that need to be reported.

* Injuries without a rational explanation
* Lack of physical development, failure to thrive.
* Self-harm and suicide attempts
* Sadness, anger, depression, guilt, confusion, fear
* Lack of self-esteem
* Inappropriate sexual behavior
* Frightened / scared appearance
* Running away
* Prolonged tiredness
* Noticeable change of character
* Inconsistent / bizarre behavior
* Abusive towards others
* Poor attachments / loss of close friends
* Poor social functioning, isolation and loneness
* Mental health issues, stress and personality disorders
* Poor educational achievement
* Unkept appearance
* Refusal to co-operate.
* Condoning violence
* Homeliness

If the allegation or suspicion of abuse is discovered or disclosed by a student, then they should inform a member of staff as soon as possible. The member of staff will then inform the Designated Safeguarding Lead.

If a member of staff discovers an allegation or suspicion of abuse within working hours they will, similarly, report it to the Designated Safeguarding Lead (DSL). Anything outside normal working hours should be reported to their direct line manager. Signposting information can also be located in the safeguarding handbook, website, newsletters or Discord community platform.

The member of staff will complete the Approved Training Disclosure Recording Form recording the allegation or suspicion of abuse. This is then emailed to the Designated Safeguarding Lead @ [safe@approvedtraining.net](mailto:safe@approvedtraining.net)

The safeguarding lead will discuss the matter with the member of staff and carry out a risk assessment to decide on the most appropriate course of action. This will include contacting the local Social Services team or LADO if appropriate.

The written record will be stored safely within the designated Approved Training SharePoint.

If a student/staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the student to make a referral to another agency. However, the gaining of consent is not essential for information to be passed on. Consideration needs to be given to:

* The scale of the abuse
* The risk of harm to others
* The capacity of the student to understand the issues of abuse and consent.

If there is any doubt about whether or not to report an issue to LADO then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted by dialing 999. Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

# Allegations against a member of staff

Record in full, as soon as possible, the nature of the allegation and any other relevant information.

Report the allegation/incident to the Designated Safeguarding Lead (DSL) as soon as possible and within two hours.

Ensure the safety of the person in question and any others who may be at risk.

Report the matter to social services and follow guidance from the respective local authority Safeguarding Board.

Consideration will be given to whether the member of staff should be suspended on full pay pending the investigation. The Directors of Approved Training will be responsible for any decisions on suspension. Any suspension will follow Approved Training procedures. The length of any suspension will be in line with Approved Training policies and will be as short as is possible while ensuring the safety of the person at risk. Suspension should not necessarily be an automatic response to an allegation and all allegations should be dealt with quickly, fairly and consistently.

# Responding to an allegation

Any suspicion, allegation or incident of abuse must be reported to the Approved Training designated safeguarding lead as soon as possible and in any event within two hours. If after careful assessment the designated person considers that there is reasonable cause to suspect abuse they must, as a matter of urgency, discuss the matter with the LADO, the Duty Social Worker or the Police Service C to determine whether it is a child protection matter. In making the assessment the designated person should refer to the guidance. If it is agreed to be a safeguarding matter a written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. Centralized tracking documents must be recorded within 24 hours of the referral and report forms completed.

Any referral must be notified to the Approved Training DSL as soon as practicable and in any event within 24 hours of the initial concern arising. Note of that conversation will be made. Where in exceptional circumstances a member of staff deems there to be an immediate risk to a young person and it is not possible to contact the DSL, he or she shall report the matter by telephone directly to the LADO, Duty Social Worker or Police Service. The staff member shall notify the DSL as soon as possible and normally within one working day of the action taken and will submit a written report of the action taken and the relevant circumstances.

Please refer to safeguarding procedure on how to report welfare and safeguarding concerns, this is located on Approved Training SharePoint and on Approved Training team Discord channel and staff handbook.

5.1 **Written records**

The Designated Safeguarding Lead will retain a copy of all disclosure reporting forms, notes, memoranda or correspondence dealing with the matter, and any other relevant material.

secure at all times in a password protected SharePoint file with access restricted to only the DSL and Approved Training Directors.

The member of staff who has cause for concern shall make a full record as soon as possible. The record should include the nature of the allegation and any other relevant information including:

* + - Date, time and place where the alleged abuse occurred.
    - Names of other people present.
    - Name of the complainant and, where different, the name of the young person who has allegedly been abused.
    - Nature of the alleged abuse
    - Description of any injuries/incidents observed.
    - The account which has been given of the allegation

# Allegations can include but are not limited to: Approved Training focus on the following areas to meet the local and national threats to our current learners.

* + - **Bullying including cyber bullying.**
    - Child sexual exploitation
    - **Discriminatory abuse**
    - **Domestic violence**
    - **Drugs**
    - **Emotional abuse**
    - **Extremism**
    - Fabricated or induced illness
    - Faith abuse
    - Female genital mutilation
    - Financial abuse
    - Forced marriage.
    - Gangs and youth violence
    - **Gender based violence / violence against women and girls.**
    - Grooming
    - Institutional abuse
    - **Mental health**
    - **Neglect**
    - Peer-on-peer sexual abuse
    - **Physical abuse**
    - Private fostering
    - **Psychological abuse**
    - **Radicalization**
    - **Self-neglect**
    - **Sexting**
    - Sexual abuse
    - Teenage relationship abuse
    - **Trafficking**

# IT Monitoring

IT equipment provided to both staff and learners is subject to monitoring. In addition to

monitoring, filters are applied to Approved Training which will restrict access to harmful content. A log will be kept and reviewed to enable patterns of inappropriate access to be identified and challenged. This log will be overseen by the and controlled by the Directors.

# Confidentiality

Staff must not under any circumstances discuss or disclose information to any person other than those immediately involved in the case or as necessary according to the policy.

# Support

Approved Training acknowledges the sensitivity and complex nature of safeguarding and child/adult protection and therefore ensures that learners, staff, families and our employers are supported appropriately.

At Approved Training we recognize that effective safeguarding systems are those which:

* Put the learners needs first.
* Provide learners with a voice.
* Promote identification of early help.
* Encourage multi-agency working and sharing of information.

# Safeguarding individuals from radicalization

Approved Training works to the Prevent element of the Government’s Counter Terrorism Strategy and were deemed appropriate seeks external support for staff and learners through referrals to the Channel Program.

This program aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalized and possibly entering the criminal justice system because of their actions.

We recognize that radicalization can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognized that in many instances the process of radicalization is essentially one of grooming by others.

Our Prevent Policy outlines the action taken by Approved Training to support the national Prevent strategy and comply with the requirements of the Counter Terrorism & Security Act 2015 by having due regard to the need to prevent people of all ages from being radicalized or drawn into terrorism.

# Definitions Young person

Approved Training applies this definition to all learners under the age of 18 and recognizes the application of The Children Act 1989 to this group. The Act defines a child or young person as being under the age of 18 years old. Approved Training currently has no young persons on program and will apart the policy accordingly of these changes.

# Vulnerable adult

Any person aged eighteen or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:

* Are elderly and frail
* Has a mental illness including dementia
* Has a physical or sensory disability
* Has a learning disability
* Has a severe physical illness
* Is a substance misuser
* Is homeless
* Has suffered a bereavement or loss
* Is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation due to outside influences.

This also applies to temporary conditions.

**Note:** This definition can include participants whose particular circumstances make them vulnerable for example: a person who is leaving or has recently left care, someone with inadequate housing, someone being supported to overcome alcohol or drug dependency or use.

# Contacts

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* APPROVED TRAINING Deputy Designated Safeguarding Lead – Jean Briggs
  + [Jeanb@approvedtraining.net/](mailto:Jeanb@approvedtraining.net/) [safe@approvedtraining.net](mailto:safe@approvedtraining.net)
* Worcestershire county council

[Adult social care | Worcestershire County Council](https://www.worcestershire.gov.uk/council-services/adult-social-care)

West midlands safeguarding Hub

[WM Adult Docs (safeguardingwarwickshire.co.uk)](https://www.safeguardingwarwickshire.co.uk/wmadultdocs)

* Department for Education Counter Extremism Helpline
  + [https://www.gov.uk/government/publications/preventing-extremism-](https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services/preventing-extremism-in-the-education-and-childrens-services-sectors) [in-schools-and-childrens-services/preventing-extremism-in-the-](https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services/preventing-extremism-in-the-education-and-childrens-services-sectors) [education-and-childrens-services-sectors](https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services/preventing-extremism-in-the-education-and-childrens-services-sectors)
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