

## **SAFEGUARDING POLICY**

The 'safeguarding' policy aims to set out the approach that Wessex Training and Assessment Ltd (WTAL) will take to protect 'children and young people' and 'adults at risk' from any potential harm or damage. It provides a broader preventative and precautionary approach to procedures, which fits into work-based learning. The policy also includes The PREVENT strategy.

This policy has been created following a guidance published in 2006 from the HM Government entitled "What to do if you are worried a child or vulnerable adult is being abused" summary. Information is also taken from Local Safeguarding Children's Board and Local Safeguarding Adults Board and "Keeping Children Safe in Education 2018", Data Protection and GDPR 2018

To fully safeguard its learners and staff/associates at Wessex Training and Assessment Ltd (WTAL) this policy also links to other policies – Data Protection and GDPR, Whistleblowing, Safe Working Practices, Health and Safety; Equality and Diversity; Confidentiality, E Safety, Induction and Recruitment). The associates have a code of practice in the form of a 'Freelance' handbook and an induction procedure for all associates is in effect.

Learner's welfare can only be safeguarded and promoted, individuals accept their share of responsibility and co-operate with one another. Wessex Training and Assessment Ltd (WTAL) actively encourages the learner to be involved in open discussions with assessors and other associates within the company by building a professional relationship throughout the qualification process. Those learners who raise a concern will be advised to follow their own settings policies if the issue relates to them.

There is a poster available for the employer and leaflet for both the employer and learner stating the policy for Safeguarding, Whistleblowing and complaints.

The definition of PREVENT in relation to WTAL is to identify vulnerable learners from information received or discussion had directly or indirectly, to be reported to the Designated Safeguarding Lead. It is our duty to report any issues we feel could lead to radicalisation and/or extremism. This includes disclosures; over-heard comments; inappropriate literature. Keeping learners safe is our main priority.

WTAL recognise that all learners have the right to grow within an environment safe from harm and exploitation. We also recognise that people from all races, disability, religion, gender, sexuality, age, cultures, political or immigration status and social backgrounds may be subject to abuse. Whilst we recognise disabled learners must receive the same level of protection from harm as others, they are more vulnerable from abuse.

When a learner or young person applies to WTAL to undertake a qualification they undergo an enrolment process. At this stage, whichever setting they work in will

require them to go through a DBS check; this is required when working with children. The DBS check takes account of any criminal convictions, gives the learner the opportunity to make any personal disclosures and discloses any possible 'influences' that may restrict the work they do.

All WTAL staff and associates undergo an enhanced Disclosure and Barring Service (DBS) and reference check under the recruitment and selection process of the company.

WTAL holds a central DBS list of all staff, associates. DBS numbers for learners (volunteers and paid workers) and setting managers are held within individual learner files. Any outstanding checks are followed up by the WTAL main office.

Any young person or 'adult at risk' who has an 'Education Care Plan' and/or 'safeguarding protection plan' or is being reviewed will be appropriately supported depending on their needs. WTAL will work with relevant outside agencies to achieve this.

Staff and associates are all provided or undertake training on Safeguarding Children and adults; a record of this training will be maintained in the main office. Up-date training will be required every 3 years.

For safeguarding issues there are 2 named Designated Safeguarding Leads who are responsible for following up any allegations. The main designated leads will be part of the WTAL and work closely with the relevant outside agencies. The designated leads will have received adequate training on the identification of abuse and understand the conduct of the local Safeguarding Children's and Adult Board, protection conferences and Prevent duty.

This policy informs individuals that WTAL are obliged to report any suspicions around abuse to 'Local Safeguarding Children's Board (LSCB)' and 'Local Safeguarding Adults Board (LSAB)'. This is whether this stems from allegations from staff, associates, volunteers, learners or the public. The safety of the young person and adult at risk may include a duty to share confidential information with others involved in protecting them.

The Children Act 2004 (section 47(1) and 2006, Care Standards Act 2000 and Every Child Matters, places a duty on 'LSCB' and 'LSAB' to investigate any incidents reported.

Keeping Children Safe in Education 2018 states that 'safeguarding and promoting the welfare of children is defined for the purposes as –

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- Acting to enable all children to have the best outcomes.

Abuse – physical, emotional, sexual and neglect. Specific safeguarding issues that can put children at risk are linked to drug taking, alcohol, deliberately missing education and sexting. Can also include – bullying (cyber-bullying) sexual violence and harassment, sexting and initiation/hazing type of violence and rituals.

There are ‘contextual safeguarding’ issues that may need to be considered where peer on peer issues are raised within the safeguarding area.

[www.contextualsafeguarding.org.uk](http://www.contextualsafeguarding.org.uk)

accessed on 02/06/19

Children includes everyone under the age of 18.

The Prevent Duty – we are subject to a duty under section 26 of the Counter terrorism and Security Act 2015, in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism.

‘Early Help toolkit’ will be used – see Appendix B – where there is a need to report any cases of Safeguarding.

All definitions are taken from relevant legislation and within the Appendix B section.

This policy will be reviewed on a yearly basis or at the time of new legislation.

**Appendix B** – holds information on the following:

- Definition ‘Safeguarding and abuse’, ‘adults at risk’ and ‘vulnerable adults’.
- Referring concerns, Body Map and Roles of WTAL staff/associates
- Further Information advice and support websites – Harassment and Bullying
- Procedures for Prevent.
- Allegations against members of staff

### **Allegations of Abuse made against staff and associates.**

At Wessex we take any complaints very seriously and any allegations made will be investigated.

Any person deemed of posing a risk of harm to children for example:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

Support will be given to anyone who is facing an allegation and provide an employee with a named contact if they are suspended. The allegation will be dealt with quickly, in a fair and responsible manner that provides effective protection for the child and at the same time the individual.

The customer complaints procedure will be followed, records will be kept, and decisions made as to whether the police or social care services should be involved.

The following definitions will be used to determine the outcome of any investigations:

- Substantiated: there is enough evidence to prove the allegation;
- Malicious: there is enough evidence to disprove the allegation and there has been a deliberate act to deceive;
- False: there is enough evidence to disprove the allegation;
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.

Wessex will act to minimize the stress inherent with allegations. Individuals will be kept informed of the concerns and the likely action and proceedings. Records are confidential but the outcomes of the case will be told in confidence to the parents of the child concerned.

Confidentiality is maintained and any publication of the name of the individual who has been at the Centre of the allegation (social media or press) will be in breach of reporting restrictions (Education Act 2002).

## **Appendix B - Safeguarding and Prevent definitions and WTAL Procedures**

### **Definitions**

**Child or Young Person** - up to their 18<sup>th</sup> birthday (UN Convention of the Rights of the Child)

**Adults at Risk** - The term Vulnerable adult has been replaced with the term 'adult at risk', it was formerly used to describe any person aged 18 years and over who is or may be in need of community care services by reason of mental, physical or learning disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against harm or serious exploitation

Adults at risk of abuse include people with a wide range of disabilities and circumstances; sometimes it is difficult to establish if a person might be considered an 'adult at risk' who is covered by these procedures. In considering whether these procedures should be used, it should be assumed that an individual is covered by these procedures, unless and until information suggests this is not the case.

The definition of adult at risk may apply broadly. Levels of independence and well-being may be temporarily or permanently affected by health-related conditions. A person's health condition may reduce the choice and control they have, their ability to make decisions or to protect themselves from harm and exploitation.

An adult at risk *may* therefore be a person who:

- Is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability or a physical disability and/or a sensory impairment?
- Has mental health needs including dementia or a personality disorder; has a long-term illness/condition?
- Misuses substances or alcohol
- Is a carer such as a family member/friend who may be at risk because of their caring role
- Is unable to demonstrate the capacity to make a relevant decision and needs care and support.

It is important to remember that a person is not inevitably 'at risk' just because of their age, frailty or disability. For example, a person with a disability who has mental capacity to make decisions about their own safety could be perfectly able to make informed choices and protect themselves from harm.

In the context of safeguarding adults at risk, the vulnerability of the person is related to how able they are to make and exercise their own informed choices free from

duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation. It is important to note that people with capacity can also be at risk of abuse or exploitation.

A person's vulnerability is determined by a range of interconnected factors including those associated with their personal characteristics, their situation, environment and social circumstances

The member of staff and/or Assessor will refer any concerns raised initially with the IQA or direct to the Designated Safeguarding Lead. There is a definite divide between welfare issues and whether the individual is in 'significant harm'. The IQA or designated lead will discuss the issue and decide on whether to take advice from outside agencies (such as Ofsted, Social Care or the Police) or signpost to support agencies (Early Help Assessment LSCB, ACAS, Citizens Advice Bureau or link agencies). The IQA or lead will talk to the individual and monitor the situation. Before making a referral WTAL will consider the information that may already be held on the personal circumstances of the individual.

An allegation of child/adult abuse or neglect could lead to criminal investigation, so it is important that staff do not anything that may jeopardize a police investigation, and confidentiality is maintained.

Referrals will be made in accordance with local arrangements, alternatively if the person is known to have an allocated social worker; referrals should be made directly to them. They take the lead role in enquiring about protection issues related to them, whilst WTAL will retain the responsibility for disciplinary actions if an accusation of abuse is aimed at staff or associate.

The referrer must confirm verbal and phone referrals in writing, within one working day of receipt of the written referral. If no acknowledgement is received within three working days, the referrer must contact the agency again.

### **Roles of WTAL Staff/Associates**

All WTAL staff/associates will actively commit to the 'Safeguarding' policy and within their job role are required to notice and report to the designated officer any of the following:

- Patterns of illness, absences or cancellations.
- Bruising in unusual places as – arms, stomach, around the mouth, head and back. Finger marks – each finger may mark or bruise the skin; bite marks; weight loss or an unexplained increase in appetite.
- Record any relevant information on the 'Confidential concerns form' Doc109; signed and dated
- Document both physical and sexual abuse on the body map and add to any reports.

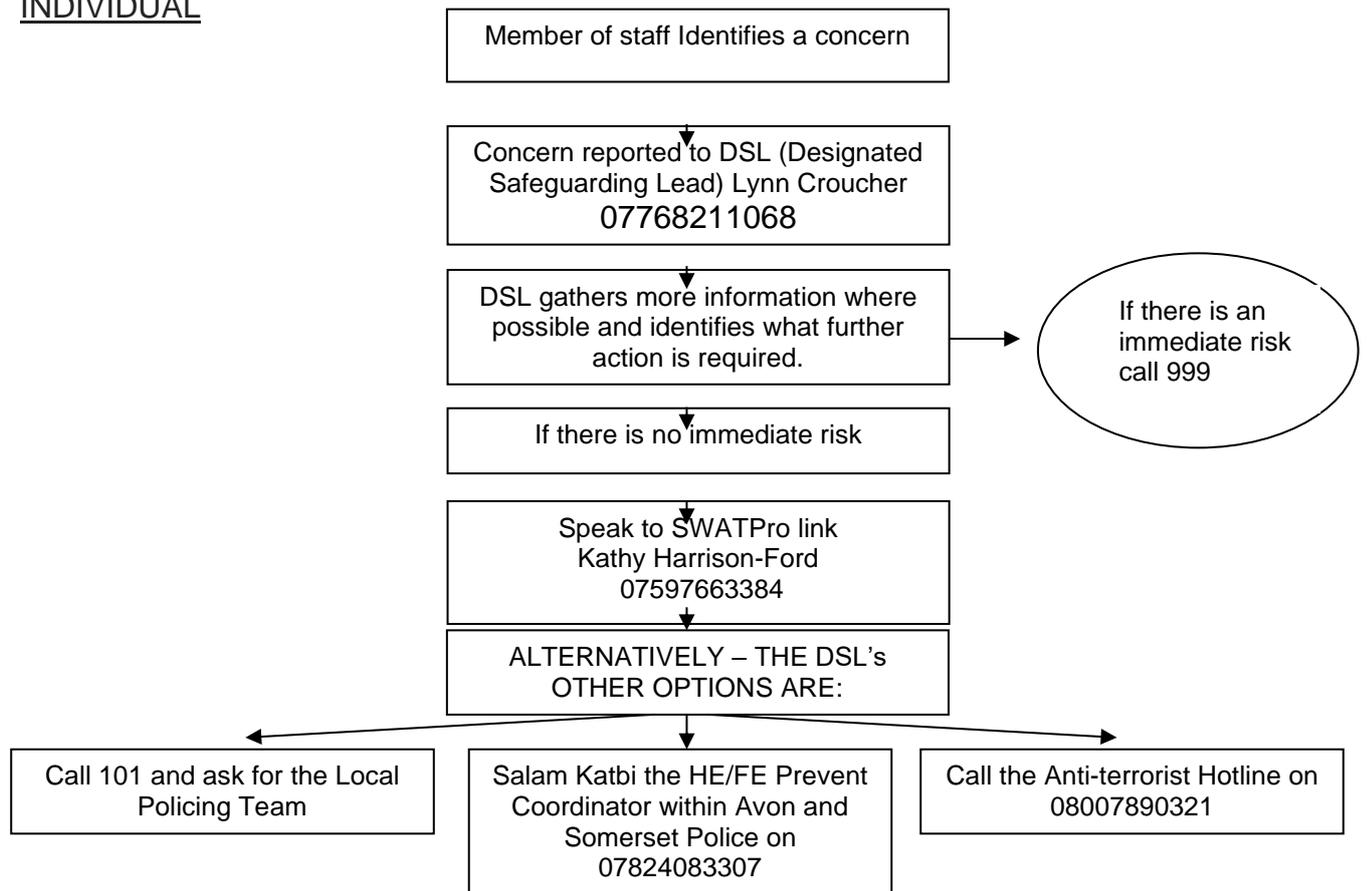
- Case study reports to be completed when welfare issues are raised

**WTAL staff/associates must:**

- Not force the person to talk about the abuse. Do not ask leading questions – use the TED method of questioning if appropriate (Can you - Tell, Explain, Describe)
- Give comfort and support to the person as required. This may include First aid, food, and comfort, clothing and general hygiene.
- Maintain confidentiality. Remember that all information is on a need to know basis.
- Ensure that their condition does not deteriorate any further.
- Don't promise to keep it secret – especially when person is in 'significant harm'.

**PREVENT** - It is imperative to listen to all learners and do not be-little or challenge them as this may lead to discussions being ended. The procedure to follow on suspected radicalisation/extremism is to report IMMEDIATELY to the Designated Safeguarding Lead (DSL). The DSL will contact SWATPro lead Rod Davis: 07850497521 who acts as the link for advice, he will then in turn contact DfE Prevent Coordinator – Salam Katbi (Avon and Somerset Police). (see flow chart below)

PREVENT PROCESS FOR REPORTING CONCERNS OF A VULNERABLE INDIVIDUAL



All staff must adhere to the following policies of WTAL during this time which includes: Whistleblowing; Equality and Diversity and Confidentiality.

To report any concerns, you will need to telephone:

(DSL) - Lynn Croucher - 07768211068 (DSL deputy) Andrea Serlin – 07708247603 (only in the absolute absence of the DSL)

# BODY MAP

