



Children and Vulnerable Adults Safeguarding Policy

Heart of England Training Ltd fully recognises its responsibilities for the safeguarding of children and vulnerable adults and is fully committed to the Every Child Matters, ‘Working Together to Safeguard Children’ and Counter-Terrorism and Security Act 2015 agenda.

Definition

The term ‘safeguarding children and young people’ embraces both child protection and a preventative approach to keeping young people safe. Safeguarding and promoting the welfare of children and vulnerable adults is defined as:

- Protection from abuse and neglect
- Ensuring safety and care
- Ensuring optimum life chances
- Promotion of health and development

Safeguarding encompasses learner health and safety, preventing and dealing with abuse, bullying, providing first aid, security (including e-safety), safeguarding from drugs, substance and alcohol abuse. This policy encompasses all aspects of safeguarding including due regard to the prevention of young people becoming extremist or being radicalised.

Aims

Our policy applies to all staff, directors and volunteers working in the company. There are **six** main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with learners.
- Raising awareness of safeguarding issues and equipping learners with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting learners who have been abused in accordance with his/her agreed safeguarding plan.
- Establishing a safe environment in which learners can learn and develop.
- To review this policy and procedures annually

We recognise that because of the day to day contact with learners, Heart of England Training staff are well placed to observe the outward signs of abuse. The company will therefore:

- Establish and maintain an environment where learners feel secure, are encouraged to talk, and are listened to.
- Ensure learners know that there are adults in the organisation whom they can approach if they are worried.
- Include opportunities in the training programmes for learners to develop the skills they need to recognise and stay safe from abuse.

Procedures

We will also endeavour to follow the procedures set out by our partners and take account of guidance issued by the authorities:

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for safeguarding.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at case conferences.
- Keep written records of concerns about learners, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main learners file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that learners who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The organisation may be the only stable, secure and predictable element in the lives of learners at risk. When at Heart of England Training their behaviour may be challenging and defiant or they may be withdrawn. The company will endeavour to support the learner through:

- The content of the training programme.
- The company ethos which promotes a positive, supportive and secure environment and gives learners a sense of being valued.
- The Heart of England Training code of conduct which is aimed at supporting learners in the training centre. The organisation will ensure that the learner knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the learner such as social services, child and adult mental health service, education welfare service and educational psychology service.
- Ensuring that, where a learner on the child protection register leaves, their information is transferred to the new provider immediately and that the learner's social worker is informed.

Safeguarding action may be needed to protect children and learners from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behaviour, for example sexting
- Teenage relationship abuse
- Substance misuse
- Issues that may be specific to a local area or population, for example gang activity and youth violence
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting, particularly in relation to babies and young children
- Other issues not listed here but that pose a risk to children, young people and vulnerable adults

Procedure in the event of cause for concern

On becoming aware of a potential safeguarding issue where a child or vulnerable adult is suspected of being at risk Heart of England Training staff will

- Meet with the child or vulnerable adult where appropriate to begin the support process
- Complete a referral form immediately
- Discuss the contents of the form and details of the concern with the company safeguarding leads Jan Gibson or Matthew Barry. Where appropriate the relevant senior manager to be notified and included in discussions
- The interests of the child or vulnerable adult are paramount and any urgent medical need should be addressed as a priority
- Where agreed with Jan Gibson or Matthew Barry and, where appropriate the senior manager, concerns will be referred to the Local Safeguarding Children Board (LSCB), local social services and/or police.
- Where further external advice and guidance is required the NSPCC can be contacted – 0808 800 5000

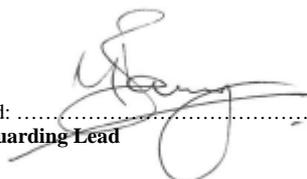
Training

Heart of England Training is committed to its responsibilities for safeguarding. Staff will be trained to understand why it is necessary to protect children and vulnerable adults and the potential issues that they may encounter.

- This policy and procedures forms part of the staff handbook and is used at new staff induction
- Safeguarding training for staff is organised with local authorities

This policy is reviewed annually by the company directors.

Signed:
Safeguarding Lead



Referral form

About you

Name:.....

Your relationship to the child/ vulnerable adult:

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About the child / vulnerable adult

Name:.....

Date of birth:.....

Address:.....

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Centre/employer name:.....

About your concern

Are you reporting your own concerns or passing on those of somebody else? Give details:

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Brief description of what has prompted the concerns (including dates and times of any specific incidents):

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Observations made by you: physical signs? Behavioural signs? Indirect signs?

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Have you spoken to the child/ vulnerable adult? If so what was said?

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Has anybody been alleged to be the abuser?

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Does the child/ vulnerable adult require medical attention?

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Signature: **Date:**