



Learner Safeguarding

Policy Document

1.0 POLICY AND PRINCIPLES

It is our responsibility to ensure all learners are kept safe and are given the resources to understand safeguarding, to know what to do in the instance of disclosing abuse or they are put at risk. All assessors are trained on how to keep all Learners safe, within their duty of care to their learners, including the Prevent Duty detailing why and how to keep learners safe from extremism and radicalisation.

So that we can accomplish this we will:

- Provide Lead Safeguarding roles
- Ensure all staff are trained in safeguarding
- Explain Learners' rights and responsibilities, including what to do if they feel their own or others' safety is at risk.
- Explain Learner's rights , where relevant
- Ensure all staff are trained in Domestic Abuse Awareness
- Ensure appropriate actions are taken to aid the safeguarding of all our Learners
- Ensure all staff are fully trained in and follow the Departments Prevent Strategy
- Ensure all Staff are following the Prevent Duty Risk Assessment and Action Plan.

2.0 SAFEGUARDING - PROCEDURE PURPOSE

To ensure that all learners are safe within their training and workplace. To ensure that any potential safeguarding concerns are identified, learners' are supported and relevant actions are taken to ensure their safeguarding at all times.

Responsibilities:

The Head of Sector is responsible for:

- Gathering data on all 16-18 year olds in learning
- Monitoring and maintaining records of Risk Assessments for Learners aged 16-18 years on the Under 18's Safeguarding Tracker in each contract years safeguarding folder
- Emailing all Risk Assessments and relevant information to Learners Parent/Guardian (Email addresses to be recorded on Emergency Contact Cards by assessors at induction)
- Logging and following up any concerns identified by the assessors on the Safeguarding Initial Report Form (Appendix 1)
- Providing advice and support of the appropriate action to take in each individual situation
- Contacting the external Regional Co-ordinators for Prevent as and when required
- Monitoring and keeping records of each individual situation, opening communication channels with relevant parties, recording any referrals on (Appendix 2)
- Maintaining confidentiality at all times, whilst identifying 'situations' whereby we have a duty to report
- Arranging for new members of the training department to be trained on the company's safeguarding procedure and first aid, whilst ensuring safeguarding and first aid CPD of all training staff.
- In the instance these concerns are not taken seriously these should then be reported to the Director of Operations
- Ensuring all staff have a DBS check at a level that is appropriate to their role as part of the recruitment process

- Maintaining their individual CPD to ensure a complex understanding of potential safeguarding concerns and appropriate procedures
- Ensuring all staff are fully trained in and follow the Departments Prevent Strategy
- Ensuring all Staff are following the Prevent Duty Risk Assessment and Action Plan
- Ensuring all actions still to be completed on the Prevent Duty Risk Assessment and Action Plan are completed in a timely manner
- Continuing to evaluate and monitor the progress of the Prevent Duty Risk Assessment and Action Plan and add actions as and when relevant

Assessors are responsible for:

- Record Parents / Guardians contact details, including email address, on Emergency Contact Card for those who are aged 16 and 17 years old at induction and save in learners file
- Identifying any potential safeguarding issues with the Learners
- Reporting any safeguarding concerns to the nominated Lead Safeguarding Officer using the Safeguarding Initial Report Form (Appendix 1). In the event of these concerns not being taken seriously the Assessor should report directly to the Director of Operations.
- Ensuring all Learners are aware of their rights within safeguarding and understand our safeguarding procedure.
- Notifying Learners of the nominated Lead Safeguarding Officer and the Learner Support Officers in the instance they wish to whistleblow, whilst sensitively supporting any Learners in the case of a disclosure to themselves
- Maintaining confidentiality at all times, whilst notifying Learners whereby they cannot commit to maintaining confidentiality in order to ensure the Learner's best interests
- Engaging and communicating with the relevant setting staff with regards to any disclosure of abuse
- To ensure company policies are maintained at all times, including Safeguarding, Speak Up and Health and Safety
- Maintaining their own continuous professional development
- Following the Prevent Strategy
- Following the Prevent Duty Risk Assessment and Action Plan

Heads of Sector are responsible for:

- Ensuring new staff are trained on the company procedures and relevant training opportunities such as safeguarding and first aid, are available
- To work closely with the Director of Operations where required to address any relevant safeguarding concerns. In the event of concerns not being taken seriously these should be reported to the Chief Talent Officer (CTO) of BB Training
- Ensuring the delivery of training to all new staff on the Prevent Duty, including the Prevent Strategy and Prevent Duty Risk Assessment and Action Plan

Director of Operations is responsible for:

- Overseeing the running and conduct for the departments Safeguarding, including the Prevent Duty

Setting Managers are responsible for:

- Ensuring risk assessments are undertaken for any Learner who:
 - is under 18
 - is pregnant
 - has a medical condition
 - has a learning difficulty
- Being the Designated Safeguarding Lead (DSL) and following all company Safeguarding procedures

Safeguarding Through the Recruitment and Induction Procedure

- The Training Representative works in collaboration with the setting Manager to ensure a vigorous recruitment procedure is completed, in accordance with the Learner Process recruitment procedure and the company Employment Guidelines Manual

Inductions:

The Assessor is responsible for:

Carrying out the induction as specified in the induction procedure.

At the beginning of the induction for Learner's under 18, parental contact details are requested in the case of an emergency -The assessor ensures Risk Assessments are completed by the Manager and saved in Learners Files or Smart Assessor

The Assessor ensures the induction is carried out at a suitable location, accessible by the Learner

During induction relevant information is issued as specified in the induction procedure, this includes:

- Stay safe leaflets on Smart Assessor our e-portfolio system (within well-being section)
- Learner support/helpline details
- Learner Support Officer details
- Lead Safeguarding Officer
- Online safety poster
- H & S questionnaire

During induction the assessor fully explains the relevant topics, in accordance with the induction procedure:

- Health and Safety
- Equality and Diversity
- Safeguarding rights and responsibilities, including the Prevent Duty
- Confidentiality
- Whistle Blowing Procedure/ Speak Up, including the hot-line
- Bullying and Harassment Procedure

As per induction procedure, for under 18's the assessor ensures the Learner is provided with a Learner/ parental agreement. The assessor ensures the return of the signed parental agreement within 2 weeks of the Learner start date.

Ensuring the Suitability of staff

The setting Manager will ensure:

- Reference requests are carried out and check the suitability from at least two referees for all staff
- That all staff and the Learner undertakes DBS checks in accordance with the company Employment Guidelines Manual
- Ensures all staff complete a medical questionnaire, in accordance with the company Employment Guidelines Manual
- They immediately notify any relevant concerns or findings to the Training Officer

The Lead Safeguarding Officer (ATL) will:

- Liaise with the Sector Head of Quality to ensure all new staff in the training department are trained on the company's procedures
- The Lead Safeguarding Officer will ensure all assessors complete their First Aid at Work qualification and maintain data to represent this

Risk Assessments - Procedure

The setting Manager will ensure appropriate risk assessments are in place within the setting and are explained to staff during induction

- **For staff/Learners under 18 an individual risk assessment is carried out by the setting Manager on their induction/first day in the workplace and shared with the assessor**

The assessors gain a copy of the Learner's risk assessment, uploaded to the learners file on the Training Drive within 2 weeks of the Learner's start date. The Lead Safeguarding Officer maintains data to show compliance.

The Lead Safeguarding Officer sends a copy of the risk assessment and the 'Every Learner Matters' poster to the parents of our 16-18 year old Learners.

The Lead Safeguarding Officer to ensure all staff are following and are up to date with the Prevent Duty Risk Assessment and Action Plan

During the Programme

The setting Manager will ensure the full completion of the company induction in accordance to the Employment Guidelines Manual

Assessors must check the full completion of the company induction in accordance to the Employment Guidelines Manual

Assessors will discuss any H&S, discrimination or safeguarding issues with individual Learners as a minimum during their bi-monthly review, in accordance with review procedure

Assessors will monitor Learners and be aware of any vulnerability to radicalisation and extremism as detailed in the Prevent Duty and the company Safeguarding policy

Assessors will ensure Learner's safety and monitor Learner accidents in accordance with the review process

The Lead Safeguarding Officer must update all staff on any updates on the Prevent Duty Risk Assessment and Action Plan

Assessors will embed safeguarding and Prevent Duty aspects within the frameworks with the Learners to help raise their awareness and provide appropriate support, using all areas shown on the 'Where we can locate Prevent Duty information' diagram

In the instance of a concern

All disclosures will be acted upon following company procedures as relevant to the concern

Assessors will notify the Learner prior to disclosure that they have a duty of care to disclose relevant information

Assessors will sensitively support Learners in the case of disclosure

Assessors will immediately act on any concerns by reporting to the relevant ATL using the Safeguarding Initial Report Form (Appendix 1)

The Head of Sector will record any concerns of safeguarding nature, plus concerns requiring further action.

The Head of Sector will follow the Channel Process Flowchart when alerted to a concern

The Head of Sector will work in conjunction with the Director of Operations to ensure concerns are reported and dealt with in a timely and appropriate fashion, following the company procedures

The ATL, Head of Sector and setting Manager and other external authorities, will communicate to ensure information sharing is appropriate

Looked after children

In the event a learner discloses to their assessor that they are 'looked after', the assessor should facilitate a discussion around the support they would like from us in relation to this and to aid their training

Assessors should not assume a learner is of a safeguarding risk simply because they are 'looked after' and should continue to work with this learner in the same way they would with any other learner; continuing to adapt practices as and when needed for their individual needs and referring to the ATL if needed at any point

Where the learner would like for their assessor to be a part of their Personal Education Plan (PEP), the assessor should be contacted by the learners Social Worker, details of who should be kept on the

Signposting and referral log (appendix 2) for future reference. The Social Worker should take the lead with this, supported by the authority's Virtual School Head (VSH)

Learners do not have to disclose that they are looked after and their wishes should be respected at all times, unless their safety is at risk; in which case the normal Safeguarding procedures should be followed

Where 'looked after' learners need additional help and support with their training they should be supported through the Learner Support System, as with any other learner, adapting to their current needs

Additional policies, procedures and documents that may support this policy are:

- Prevent Strategy
- Prevent Duty Risk Assessment and Action Plan Channel Programme
- Learning Support Policy and Procedure Personal Education Plan (PEP)

Definitions

Safeguarding is the protection of children and adults at risk from abuse and neglect, ensuring safety and care, ensuring the best possible life chances and promoting health and development. Safeguarding can include, but is not limited to:

- Abuse
- Self-neglect
- Discrimination
- Child Sexual Exploitation
- Bullying (including cyberbullying)
- Domestic abuse
- Substance misuse
- Breast Ironing
- Gas lighting
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gang and youth violence
- Female Genital Mutilation
- Radicalisation
- Trafficking and modern slavery

A child is defined as anyone under the age of 18. An adult at risk (previously termed vulnerable adult) is defined as any person over 18 and at risk due to their need for support or personal circumstances. This can include, but is not limited to:

- Living in sheltered housing
- Receiving any form of health care
- Receiving a service due to their age or disability
- Living in residential accommodation such as a care home
- Receiving a welfare service in order to support their need to live independently

A person may be deemed a higher risk of a safeguarding issue due to other factors, examples are:

- Poor numeracy, literacy skills or a specific learning need
- English not a first language
- Acting as a care for another family member
- Background in offending
- Disability or social need