



## HS23 - Safeguarding and Child Protection Policy

### Introduction

Our policy can be summarised in one statement: **We have a duty of care**

Access Training (East Midlands) Ltd (Access Training) is committed to ensuring that every learner is happy, safe and secure. We want our learners to have the utmost confidence that our employees and associates are trustworthy, responsible and that their safety and wellbeing is a priority.

The Board of Directors are aware of their obligations under Health, Safety and Welfare of learners and are determined to prevent unsuitable individuals working with any learners, especially vulnerable groups.

### Policy Aims

The aim of this policy is to outline how Access Training will:

- Promote a positive ethos where children and young people can learn, feel secure and be safe.
- Prevent unsuitable people working with children and young people.
- Promote safe practice and challenge poor and unsafe practice.
- Identify instances in which there are grounds for concern about a child or young person's welfare, and initiate or take appropriate action to keep them safe.
- Contribute to effective partnership working all those involved with providing services for children and young people, including parents and any other stakeholder organisation.
- Recognise when children and young people are at risk and how to get the help they need when they need it.

The policy will be reviewed annually, unless an occurrence or new legislation / guidance suggests the requirement for an earlier date of review.

### Safeguarding Statement

Access Training is committed to safeguarding and promoting the welfare of all learners. We believe that all learners have an equal right to protection from abuse or exploitation, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of Vulnerable Groups to be paramount.

We will take every reasonable step to ensure that all learners are protected where our staff and associates are involved in the delivery of our work. All suspicions and disclosures of abuse will be taken seriously and responded to swiftly and appropriately.

We enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, board, associates, and anyone working on behalf of the Company) to have read, understood and adhere to this policy and related procedures.



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### Child Protection

Child protection is defined as safeguarding and promoting the welfare of children by:

- Protecting children from harm including mis/maltreatment.
- Preventing the impairment of children's health or development.
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Ensuring action is taken to enable all children to have the best possible outcomes.
- Taking into account the wider environmental factors affecting a child's life which may be a threat to their safety or welfare. (Contextual Safeguarding)

This policy has been produced in line with the "Keeping Children Safe in Education 2019" guidance for schools and colleges.

### Designated Persons

The Designated Persons for Safeguarding at the Access Training are:

	Name	Job Title	Contact
Lead	<b>Becky Dutton</b>	Full Time Programmes Manager	01159587257
Deputy	<b>Monique Marriott</b>	Childcare Trainer Assessor	01159587257

This policy is written to encompass children, young people and vulnerable adults. Whilst the types of abuse may be different the process is managed in the same way.

### Key responsibilities

**Board of Directors** - will have overall responsibility for ensuring the organisation meets its obligations within this area. They will be responsible for the approval of relevant safeguarding policy and procedure. There is a designated Board member for Safeguarding who offers support and scrutiny to the organisation.

**Managing Director and Human Resources** - will be responsible for ensuring that safer recruitment practice is embedded and implemented across the organisation and that all staff have received appropriate training and development.

**Lead Designated Person** - will be responsible for ensuring our processes and procedures for the protection of learners are robust and consistently applied and that the organisation fulfils its legal duties in compliance with the appropriate legislation. They are responsible for referring cases to the appropriate external bodies such as the Police, Safeguarding Board or Channel programme.

**Deputy Designated Person** - will be responsible for supporting the Lead Designated person to ensure our processes and procedures for the protection of learners are robust and consistently applied and that the organisation fulfils its legal duties in compliance with the appropriate legislation. They will also fulfil the role of the Lead Designated Person in the absence of the actual Lead Designated Person. Training is to the same level as the Lead Designated Person.

**All employees** - will have a responsibility for completing their training, familiarising themselves with the appropriate safeguarding policies and procedures and for ensuring they understand their own role in the promotion of safeguarding and the appropriate action should they receive a disclosure. Safeguarding and learner conduct is covered as part of the induction process for all staff.



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### Children and Young People

#### **Access Training believes:**

- That all children, young people and vulnerable adults have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.
- Children and young people have the right to expect adults in positions of responsibility to do everything possible to protect these rights.

#### **We believe, therefore, that regardless of whether or not we are in loco parentis we have a duty of care to:**

- Learners (including school children) who take part in any activity organised by Access Training.
- Staff, including volunteers, who are asked to take part in any of these activities.
- Parents/guardians and carers of the learners that are placed in our care.

#### **To ensure the Safeguarding of these individuals Access Training:**

- Have suitably trained staff in place, all of whom (including volunteers) have undergone an enhanced check by the Disclosure and Barring Service to assess their suitability for working with children and young people.
- All staff have read and understand, at least part 1 of the government guidance on keeping children safe in education.
- Have mandatory safeguarding training (and refresher training) in place for all staff, along with a signposting list for easy access to expert advice and guidance. This list is available under “Safeguarding” on the staff site and a copy is held on reception.
- Ensure all staff, including volunteers, are aware of their responsibilities in respect of safeguarding.
- Ensure all employers, placements, activities and premises (including those on lease/loan) are adequately insured and provide a safe and healthy learning environment free of hazards.
- Require all staff to agree to abide by the company’s Code of Conduct (HR38), Equality & Diversity (EO01), Harassment & Bullying (HR44) and Safeguarding policies at all times.
- Have a “zero tolerance” policy to all forms of abuse, intimidation and bullying (physical or emotional).
- Strictly forbid all staff, children and young people to consume alcohol or drugs whilst undertaking any activity regardless of age or consent.
- Information Sharing - Whilst respecting privacy and data protection, Access Training cannot promise confidentiality in all circumstances. If we discover anything that we believe parents/guardians/social services/carers should be informed of we will do so, believing it to be in the best interests of the individual.
- Ensure Safer recruitment policies are in place to ensure the safety of staff and learners.



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### Vulnerable Adults

#### Definition of a Vulnerable Adult

A person aged 18 years or over who is or maybe in need of community care services by reason of mental or other disability, age or illness,

And

Who is or maybe unable to take care of his or herself, or unable to protect his or herself against significant harm or exploitation. This may include people with a learning disability, physical disability, mental ill health, profoundly deaf, visually impaired, deaf/blind, elderly and people with HIV/AIDS.

#### The Rights of an Individual

All individuals have a right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity. Any adult at risk of abuse or neglect should be able to access public organisations for appropriate interventions which enable them to live a life free from violence and abuse.

It follows that all citizens should have access to relevant services for addressing issues of abuse and neglect, including the civil and criminal justice system and victim support services.

#### Types of Abuse

It is important to understand the types of abuse that learners could face:

- **Physical abuse** - hitting, kicking, punching, restraining, scalding, burning, shaking, poisoning, misuse of medication, etc.
- **Sexual abuse** - involves forcing an individual to take part in sexual activities, including prostitution, physical contact, including penetrative or non-penetrative acts, involving individuals in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging individuals to behave in sexually inappropriate ways. Including -
  - **Child sexual exploitation** - where children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.
- **Online / Cyber abuse** - involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.
- **Emotional abuse** - threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial abuse** - theft, fraud, exploitation, pressure in connection with wills, property or inheritance, other misuse or misappropriation of property, possessions or benefits.
- **Neglect or acts of omission** - persistent failure to meet a child's basic physical and/or psychological needs, failing to: provide adequate food, clothing and shelter; protect a child from physical and emotional harm; ensure adequate supervision; ensure access to appropriate medical care or treatment; or unresponsiveness to a child's basic emotional needs.
- **Discriminatory abuse** - bullying and harassment based on the individual's age, sex, disability, religion, race or ethnicity or sexual orientation.
- **Domestic violence** and **bullying** are recognised as additional types of abuse as they can cause immense emotional harm. However, they are not currently included in the official definitions of abuse.



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- **Modern Slavery** – Slavery and forced compulsory labour and human trafficking.
- **Honour Based Abuse** – where physical or domestic abuse is perpetrated in the name of so called “honour”. The honour code to which it refers is set at the discretion of relatives and those who do not abide by the “rules” are punished for bringing shame on the family.
- **Criminal Exploitation of Children / County Lines** – when gangs and organised crime networks exploit children and young people to sell drugs. Often these children are made to travel across counties.
- **Serious Violence** – signs of this include, increased absence, friendship with older / inappropriate individuals, significant decline in performance, signs of assault / unexplained injuries and unexplained gifts / new possessions.
- **Female Genital Mutilation (FGM)** - also known as female genital cutting and female circumcision, is the ritual removal of some or all of the external female genitalia.

It is important to recognise the signs and symptoms of FGM such as;

**Signs** – A family arranging a long holiday or break abroad or going “home” to visit family. Unexpected, repeated or prolonged absence from school, Academic work suffering. (NSPCC website)

**Indicators** – Difficulty walking, spending longer in the bathroom or toilet, appearing withdrawn, anxious or depressed, asking for help but not being explicit about the problem due to embarrassment and being reluctant to undergo normal medical examinations.

FGM (unlike some other Safeguarding issues) must be reported by the staff member directly to the Police.

- **Peer on peer abuse** – is the abuse of children and young people by other children and young people (their peers). It can include many of the forms of abuse listed above including sexual harassment and violence, physical abuse, sexting (also known as youth produced sexual imagery) “upskirting” and initiation / hazing violence and rituals.  
The risks associated with Peer on peer abuse are minimised through the ground rules and policies set out around learner conduct and behaviour. Allegations of peer on peer abuse will be treated in line with other Safeguarding issues and the Access Training Learner Behaviour Policy (LP10).

Access Training recognises that children and young people with special educational needs or disabilities can face additional safeguarding challenges.

Common signs of abuse are listed at the end of this policy. [Click here](#)



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### Learner entitlements

In order to promote a healthy and a safe environment, our learners will be entitled to the following:

- The right to make a disclosure to any member of staff and know that the disclosure will be dealt with quickly and sensitively.
- To learn in an environment free from bullying or harassment.
- To be made aware of some of the basic principles of safer learning and safeguarding relevant to the programme that the learner is completing.
- To be made aware of how to access support on personal health and safety issues either within Access Training or from outside agencies.
- To be provided with up to date information around personal safety issues.
- The opportunity to comment and feedback on the extent to which Access Training and their courses promote and maintain well-being and personal safety.
- Learn about interpersonal and communication skills that promote and establish a welcoming, safe and respectful environment.

### Safer Recruitment

The organisation will comply with best practice in the recruitment and training of its staff. All staff will undergo the appropriate vetting and barring checks for their role and we will ensure that all staff have undertaken mandatory safeguarding training appropriate for their job role. Staff will understand the principles of safe working practices and will not put themselves in situations that compromise themselves or learners.

### Training

Access Training has duty to promote safeguarding issues and measures to staff and partners and ensure they:

- Recognise their responsibilities and report any concerns about suspicious poor practice or possible abuse.
- Undertake annual training on safeguarding appropriate to their responsibilities to raise awareness of current issues and legislation.

### Safeguarding against extremism and radicalisation

Access Training recognises the accepted governmental definition of extremism 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'.

Access Training does not tolerate extremist views of any kind, whether from internal sources such as learners, staff or board members, or external sources such as employers, external agencies or individuals. (Prevent Duty 2015).

Any prejudice, discrimination or extremist views, including derogatory language, displayed by learners, staff or partner organisations will always be challenged and where appropriate dealt with in line with this policy.





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As part of wider safeguarding responsibilities Access Training staff will be alert to:

- Disclosures by learners of their exposure to the extremist actions, views or materials of others.
- Learners voicing opinions drawn from extremist ideologies and narratives
- Attempts to impose extremist views or practices on others
- Learners accessing extremist material online, including through social networking sites
- Disclosures from partner agencies and employers of a learner's exposure to the extremist actions, views or materials of others

Access Training will closely follow any locally agreed procedure as set out by the Local Authority and/or agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

### **Confidentiality**

All employees have a statutory obligation to safeguard confidentiality of personal information.

Access to personal information should be on strict need-to-know basis when you are sharing information.

Children and vulnerable adults of all ages have equal rights to confidentiality. Although, promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.

Whilst the previous statement is correct, The Data Protection Act 2018 and GDPR do not prevent or limit the sharing of information for the purpose of keeping children safe. This includes allowing practitioners to share information without consent.

### **Data Protection**

Data Protection and compliance with the General Data Protection Regulation (GDPR) are addressed in the Access Training Policy Q10 – GDPR Privacy Policy.

### **Learner Absence**

The absence of a learner from Access Training is taken seriously. The tutor will call the learner if absent from their lesson. If the absences are persistent or more regular, then the learner's parent / guardian / carer will be involved and a meeting arranged. Details of all absences and actions will be recorded on the learner registers and learner comments.

### **Online Safety**

Online safety is categorised into three risk areas:

- Content – being exposed to illegal, inappropriate or harmful material such as pornography or racist or radical extreme views.
- Contact – being subject to harmful online interaction with other users, including harmful advertising or adults posing as children or young people.
- Conduct – personal online behaviour that increases the risk of or causes actual harm, such as sending explicit images or online bullying.

Learners using their own devices are bound by the same guidelines as when using Access Training devices. This is covered in more detail in the Learner Behaviour Policy.

Online safety is part of the mandatory training that staff receive for Safeguarding.



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### What to do if Abuse is Suspected – How to make a Referral (see the flowchart)

a. Below is a list of people who may be involved:

- An alerter is the person who has concerns or initially suspects or is made aware of potential abuse.
- The Designated Person/s responsible for investigating, seeking further advice and making decisions on a course of action.
- Learners may if they wish speak directly to the Full time programme manager.
- The names and photographs of the Designated Persons are displayed throughout Access Training centres.
- If the person being reported by the alerter is a member of Access Training staff, see section (d) below.

b. What to do:

- Do not under any circumstances, discuss any concerns which another person might have brought to your attention, with the learner or your colleagues, before you have informed your line manager or the Designated Person(s) of your concerns. This is for your protection as much as for the protection of the learner.
- If you suspect abuse, or the learner in question makes you aware of any concern they might have; your first concern as an alerter must be the immediate safety of the learner, which in serious cases may need immediate action before taking the action described below. If you suspect the learner may have been abused, do not discuss this with the learner or your colleagues, speak to the Designated Person(s) or your line manager in the first instance and keep a written note of what you have seen or heard. If your manager is not available, speak directly to a Designated Person as detailed below. In some cases, (such as children still at school and on one of our programmes), it may be appropriate to talk to a teacher or head teacher from the child's school early in the process.
- Following discussion with your manager, (and in serious incidents having taken any immediate action which might be required), you need to write an account on the "online log" or "HSF22 - Safeguarding Alert Form". This form can be found on the company folder under "Forms" then "Health and Safety Forms" and completed electronically or hand written. For full details of the information you need to submit see the "[record keeping](#)" section of this policy. It may be necessary for you to approach the learner for information. If a learner approaches you regarding abuse allegations or concerns about their safety you need to discuss their concerns with them and note any physical injuries they might have.
- In serious cases you may need to take immediate action. In all cases you will need to complete a report on the "online log" or "HSF22 - Safeguarding Alert Form". The Safeguarding Alert Form may be completed electronically and emailed to the Designated Person or may be hand written and passed to them. It is essential that the online log or form, which can be found on the company folder under "Forms" then "Health and Safety Forms", is used and completed where appropriate using the prompts provided. Insufficient information may cause unnecessary delays. The Designated Person will make decisions on what to do next and if an outside agency might need to be approached. You, the alerter, and all appropriate persons will be kept informed of the outcome. Confidentiality must be maintained throughout where possible but there could be some instances where this is not appropriate. NB. The Quality Manager may be approached if it is thought that the concern would be best handled by a male.





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- Once a case has been passed to the Lead Designated Safeguarding Person, remember to keep them fully informed of any subsequent concerns or information.
- There is no need to complete another alert form for subsequent concerns regarding a learner you have referred previously unless any basic information has changed eg. address, telephone number etc. You may update your manager and email the Designated Person(s) giving specific details of your concerns which will be dealt with as in section 3.
- If you are notifying concerns regarding a learner not previously submitted by you; you need to complete an online log entry or “HSF22 - Safeguarding Alert Form”
- The Designated Person(s) will consider the information provided and may seek further information / clarification.

c. If you have concerns regarding someone in an organisation you are visiting:

- If your concern is regarding an individual in an organisation you are visiting who is not a learner, you should speak to your line manager. Following consultation with your manager – for minor problems – you or your manager need to inform the manager of the organisation responsible for the individual’s care. Any major concerns should be passed to the Designated Person(s) to consider and take forward as appropriate. Following appropriate action, the Lead Safeguarding Designated Person may need to refer to a relevant outside agency. In some cases (for the individual’s immediate safety) it may be necessary to take immediate action before consulting with your line manager. Such instances are likely to be rare. For all cases, keep records of what you have seen, heard or had brought to your attention in case you are questioned later. File this information on the learner comments marked “confidential” and flagged up as Safeguarding.

d. If you have concerns regarding someone from Access Training:

- All allegations made against Access Training staff will be taken very seriously. If any Safeguarding allegation is made about a member of Access Training it must be reported to the Full time programme manager immediately in line with any other safeguarding referral.
- In a case where the Full time programme manager is the alleged, then the referral must be made to the direct line manager of the Full time programme manager. In this example this is the Managing Director. If the Managing Director is the alleged then any referral must be made to a member of the Board of Directors. (Referrals should be made to the direct line manager of any individual member of staff accused)
- Safeguarding referrals must be made directly and immediately to the Full time programme manager.

### **Record Keeping**

Online log entries are stored securely on the server and are only accessible to certain staff / managers. Safeguarding Alert Forms will be stored in the Safeguarding File retained by the Lead Safeguarding Designated Person with details of any subsequent action. All cases will be numbered/listed and relevant documentation retained. Closed files and those of learners who have exited will be stored in secure archive storage.



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List of information required when submitting a referral to the “online log”

- Learner Name
- Name of manager with whom discussed (if applicable)
- Name of organisation for whom the learner works or is on placement with
- Address and contact number of organisation / placement
- Date of alleged incident or concerns notified
- Details of this incident and any action taken (Be specific, give details, include times, dates, relationships)
- Is the learner in any immediate danger? Yes / No  
If answer to above is “yes” then do not leave the learner alone. Contact the safeguarding lead immediately

Any other relevant information - Look at each point and answer as fully as possible

- Has there been any previous involvement with Social Services / Prevent team by the individual or the family?
- Give details of any siblings stating their ages and whether they live within the household
- Is anyone else in the household affected?
- If the concern includes suspected violence, abuse or inappropriate sexual acts, include name, address, relationship, age, job status of the alleged attacker and the location of the act. For adults state the type of abuse
- Are there, or has there been contact with the Health Service, counsellors or referral agencies - give details
- Any previous history of incidents eg. self-harm, suicidal, homelessness, being abused - give details
- Confidentiality (the need to pass on information explained to the learner)

### **Informing the ESFA about serious safeguarding / prevent incidents**

Access Training must inform the ESFA if it is / has been itself (or a subcontractor) the subject of a safeguarding / prevent investigation by the local authority or the police. The Chair / Managing Director or Lead Designated Safeguarding Person must email the information below to [enquiries.EFA@education.gov.uk](mailto:enquiries.EFA@education.gov.uk)

Access Training must report;

- The institution name
- The nature of the incident
- Confirmation that the incident is / scheduled to be investigated by the local authority / police.

The main issues the ESFA needs to be notified about, where funded learners are concerned, are those that result in police investigations.

No information will be asked for that could be used to identify individuals or that would impact on data protection.



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### Common Signs of Abuse

#### Physical Abuse

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Bald patches
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child or young person being beaten every night to 'make him or her study')
- Fear of suspected abuser being contacted

#### Sexual Abuse

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child or young person's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a relative or family friend
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

#### Emotional Abuse

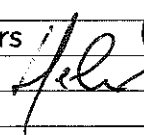
- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, hair/blanket sucking, self-mutilation)
- Extremes of passivity or aggression



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### Neglect

- Constant hunger / Emaciation
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

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Safeguarding and Child Protection Policy	HS23
<b>Publication Date / Date of Update</b>	<b>Version Number</b>
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<b>Originator</b>	<b>Checked for Impact Assessment</b>
Name: Duncan Hembury / Becky Dutton	Assessor(s): Duncan Hembury
Date: 16.10.19	Date Assessed: 16.10.19
Date of next Review: 15.10.20	
<b>Authorised by Managing Director</b>	<b>Authorised by Board of Directors</b>
Name / Signature: Corrina Hembury	Name / Signature: Helen Scurr 
Date: 16.10.19	Date: 28.11.19
<b>Associated Policies</b>	
LP10 - Learner Behaviour Policy IT01 - IT Policy Q10 - GDPR Privacy Policy	
<b>Associated Forms</b>	
HSF22 - Safeguarding Alert Form PSF02 - Learner Code of Conduct Form	

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### Flow Chart for a Referral

