



## **Safeguarding Policy Summary**

The Safeguarding Policy Summary sits within the Safe n Sound framework at Training for today. This framework has been developed to bring together the key principles of Equality & Diversity, Health & Safety and Safeguarding within an umbrella of strategic direction and operational support.

### **Our Mission**

Through developing practice, collaboration, research and dissemination the Safe n Sound steering group seeks to ensure that everyone in our care receives support which meets their individual needs. The Safe n Sound steering group works in partnership with the following operational teams;

- Equality & Diversity
- Health & safety
- Information Advice & Guidance (IAG)
- Safeguarding

### **Our Vision**

*'A safe and respectful learning environment for all.'*

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## 1. Policy Statement

Training for today has a statutory and moral duty to ensure the organisations function with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults undertaking education and training.

This Policy applies to all staff, volunteers and others who work with or come into direct contact with Training for today's learners.

The term "staff" when used throughout this report includes agency or other temporary staff and volunteers.

The purpose of this Policy is:

- To provide a framework for protecting children, young people and vulnerable adults from abuse of any kind.
- To provide a safe environment for children, young people and vulnerable adults to learn in.
- To ensure that staff recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations where abuse or neglect might be alleged.
- To ensure that staff are clear that they are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- To provide staff with guidance on procedures to adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.
- Training for today undertakes to ensure that all individuals in the organisation who has contact with learners are fit to work with children, young people and vulnerable adults.
- It also reserve the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its learners.

Training for today recognises that:

- The welfare of the child, young person or vulnerable adult is paramount.
- All children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare.

Training for today will endeavour to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them.
- Recruiting staff safely ensuring all necessary checks are made.
- Sharing information about safeguarding and good practice with children, parents, vulnerable adults and staff.
- Sharing information about concerns with agencies who need to know, and involving parents, children, young people and vulnerable adults appropriately.
- Providing effective management for staff through supervision, support and training.

## 2. Responsibilities

**Safeguarding Team:** Training for today has a Team of Designated Safeguarding Officers who have undertaken (or are undertaking) the Designated Person Safeguarding Training. The Safeguarding Team includes:

<b>Designated</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
<b>Designated Responsible Officer (DRO)</b>	Simon Leighton <b>Bolton</b>	01204 439900 07964 661176	<a href="mailto:simon.leighton@trainingfortoday.co.uk">simon.leighton@trainingfortoday.co.uk</a>
<b>Deputy Designated Responsible Officers</b>	Stephen Mellor <b>Atherton</b>	01942 895395	<a href="mailto:stephen.mellor@trainingfortoday.co.uk">stephen.mellor@trainingfortoday.co.uk</a>
	Sarah Irving <b>Prestwich</b>	0161 7989285	<a href="mailto:sarah.irving@trainingfortoday.co.uk">sarah.irving@trainingfortoday.co.uk</a>
<b>Equality &amp; Diversity Officer</b>	Michelle Naylor	01204 439900	<a href="mailto:michelle.naylor@trainingfortoday.co.uk">michelle.naylor@trainingfortoday.co.uk</a>
<b>Health &amp; Safety Officer</b>	John Rainford	01204 439900 07891 802434	<a href="mailto:john.rainford@trainingfortoday.co.uk">john.rainford@trainingfortoday.co.uk</a>
<b>IAG Officer</b>	Lynn Clark	01204 439900	<a href="mailto:lynn.clark@trainingfortoday.co.uk">lynn.clark@trainingfortoday.co.uk</a>

**Individual members of staff (including volunteers, temporary and agency staff):** It is the responsibility of all staff to ensure that they:

- Familiarise themselves with and become aware of the importance of Training for today's Safeguarding policies and procedures.
- Adhere to Training for today's Safeguarding policies, procedures and systems.
- Promote and safeguard the welfare of children, young people and vulnerable adults.
- Attend mandatory Safeguarding training including refresher training as and when required.
- Know who the Deputy/Lead DRO are for all Training for today centres.
- Know what to do in the event that a child, young person or vulnerable adult makes a disclosure to them.
- Be vigilant to potential signs and indicators of abuse and alert a member of Training for today's Safeguarding Teams if they have concerns about a child, young person or vulnerable adults.
- Help to create a listening culture and help to ensure that children, young people and vulnerable adults know that they can come to them and be listened to.
- Should **never** attempt to investigate the matter in any way. Only the Designated Responsible Officer should mount an investigation, otherwise this may be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case.

## 3. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child, young person or vulnerable adult tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview the person concerned, but question normally and without pressure, in order to be sure that you understand what they are telling you.
- Do not put words into the person's mouth.
- Reassure them that by telling you, they have done the right thing.
- Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.

- Note the main points carefully.
- Using the Safeguarding Incident report form (part 1) make a detailed note of the date, time, place, what the child or person said, did and your questions etc.
- Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person or, in his/her absence, to a designated member of staff at one of the centres with special responsibility for protection issues.

#### **4. Reporting and Dealing with Allegations of Abuse against Members of Staff**

The procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

##### **Introduction**

Training for today recognises that allegations of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind, and that investigations are thorough and not subject to delay.

Training for today recognises that statute states that the welfare of the child is the paramount concern, and that this is equally applicable to young people or vulnerable adults. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within Training for today will do so with sensitivity and will act in a careful, measured way.

##### **5. Receiving an Allegation**

A member of staff who receives an allegation about another member of staff should follow the guidelines in: **Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

The allegation should be reported immediately to the Lead DRO or the Operations Manager, unless this is the person against whom the allegation is made, in which case the report should be made to a Senior Staff Member.

##### **The Lead Designated Responsible Officer should:**

- Obtain written details of the allegation from the person who received it, that are signed and dated.
- Using the Safeguarding Incident report form (part 2), record information about times, dates, locations and names of potential witnesses etc. Only the Lead Designated Responsible Officer should investigate concerns or allegations.

##### **6. Confidentiality Statement**

The safety and well-being of the child, young person or vulnerable adult is paramount. Staff may have access to confidential information about learners in order to undertake their everyday responsibilities. In some circumstances, staff may be given highly sensitive or private information. They should never use confidential or personal information about a learner or his/her family for their own or others' advantage. Information must never be used to intimidate, humiliate, or embarrass a learner.

Confidentiality and trust should be maintained as far as possible but staff must act on the basis that the safety and well-being of the child, young person or vulnerable adult is paramount. The degree of confidentiality will be governed by the need to protect the child, young person or vulnerable adult. The member of staff to whom the child, young person or vulnerable adult is making the disclosure needs to be open and honest with them from the outset and not promise to keep information confidential.

When abuse is alleged or suspected, the member of staff has a duty to pass information on **without delay** to a member of the Safeguarding Team. If a member of staff is in any doubt about

whether to share information or keep confidential, they should seek guidance from the Designated Responsible Officers.

Training for today complies with the requirements of the Data Protection Act 1998 but the DPA does not prevent staff from sharing information where this is necessary to protect the safety and well-being of the child, young person or vulnerable adult.

## **7. Development and Training**

All staff and others who come into direct contact with children, young people and vulnerable adults must undertake up-to-date training on the subject of Safeguarding, and refresher training as required. Training for today's Safeguarding Policy, procedure and accompanying guidance will be available to all staff via the organisation's intranet and will be issued to all new staff as part of their induction.

## **8. Other related policies**

Other related policies which support the Safeguarding Policy Summary include:

- Safeguarding Policy Handbook (Control 241)
- Safeguarding Learner Handbook (*Control 088*)
- Equal & Diversity Policy (*Control 053*)
- On-line Safety (*Control 157*)
- Health & Safety Statement of intent & policy (*Control 019*)
- Whistle blowing (*Control 531*)

Availability: Training for today website: [www.trainingfortoday.co.uk](http://www.trainingfortoday.co.uk) / Training for today Staff Intranet (see locations next to individual policies).

## 9. Process Flowchart for Reporting Concerns

This flowchart demonstrates the process by which Safeguarding concerns will be addressed by Training for today

