



SAFEGUARDING POLICY

What is Safeguarding?

Whereas “Child Protection” looks at recognising abuse and neglect and acting on it - “Safeguarding” looks at keeping young people and vulnerable adults safe from a much wider range of potential harm, and looks at preventative action, not just reaction. A number of high profile cases including the Soham murders of 2001 and the more recent Baby P tragedy are painful reminders of the importance of safeguarding. Although preventative measures are never infallible, there remains a pressing responsibility to ensure that the most robust safety network possible is in place where young people and vulnerable adults are concerned.

Background Context

Millwood Training is committed to maintaining the highest possible standards to meet its social, moral and legal responsibilities to safeguard the welfare of every child/young person or vulnerable adult (see guidance for definitions) and thereby ensuring a safe and friendly environment, where they feel safe, comfortable and valued.

Millwood Training believes that:

- Every child/young person or vulnerable adult (*hereinafter referred to as learners*) has the right to exist in a safe and caring environment
- All learners have the right to expect an adult in a position of trust to listen to them when they need to express themselves
- All learners should be valued and respected as individuals
- Bullying in any form is strictly unacceptable
- Racist, homophobic and sexist language or behaviour is strictly unacceptable
- Any form of discrimination towards minority groups is strictly unacceptable

The protection and safety of learners is everyone's responsibility. All staff (including senior managers), partners and others have a responsibility to make the learning environment safe and secure for all. **Ignoring abuse is not an option.** All staff must recognise this and must report any concerns for the well-being of employees in accordance with this Policy, which has the full commitment of Millwood Training’s Senior Management Team.

Purpose

This policy has been developed to: -

- Ensure that all staff in contact with learners take all reasonable measures to assess and minimise the risk of harm to them, and;
- Where there are concerns about the welfare of employees, to ensure appropriate action is taken to address these concerns;
- Provide staff with guidance on procedures they should adopt in the event that they suspect a learner may be experiencing, or be at risk of, harm

To achieve this, Millwood Training will: -

- Provide a safe environment for all learners, through thorough risk assessment, putting in place safe working practices and implementing a procedure for handling direct disclosures (Annex 1). To support this, Millwood Training will consider and act on the '5 Rs of Safeguarding' – Recognition, Response, Reporting, Recording and Referral (see Annex 2)
- Have a senior member of the organisation to take the strategic lead in relation to safeguarding / learner protection issues who will provide advice and support to other staff and work with other agencies.
- Raise issues relating to the welfare of employees with staff and senior managers
- Train staff who come into contact with employees appropriately and with regular updates
- Keep staff and managers up-to-date with legislation in relation to children, young people and vulnerable adults in respect of welfare and well-being
- Deliver its services within the Framework of Every Child Matters, where appropriate
- Take appropriate action to ensure that employees are kept safe and issues which are disclosed are reported appropriately
- Identify and act wherever it is found that employees are suffering, or likely to suffer, significant harm
- Establish procedures for reporting and dealing with allegations of abuse
- Listen to learners, encourage them to respect and care for others and take action to stop any inappropriate verbal or physical abuse taking place
- Recruit safely (staff), ensuring that appropriate questions and checks are undertaken at application, interview and throughout employment
- Ensure that all staff whose role requires them to work with employees in regulated activity are checked appropriately through the CRB. This will be an enhanced check showing current and spent convictions, cautions, reprimands, warnings and any relevant and proportionate information held by the police and a check of the Children or Vulnerable barred lists
- Ensure it meets the requirements of the Independent Safeguarding Authority (ISA) in terms of regulated and controlled activity
- Ensure that subcontractors and visitors have appropriate safeguarding policies and procedures and that these are checked when tendering for work with Millwood Training
- Ensure appropriate legislation is checked for currency and update this policy accordingly.

Responsibilities

The duties of the **Operations Director** are to ensure that:-

- This Policy is approved and endorsed by Millwood Training's Senior Management Team who commit to cascading it through the organisation and to key partners where appropriate
- This Policy and supporting procedures are fit-for-purpose and reviewed regularly
- There are safe recruitment practices in place within the organisation
- There is a safeguarding training and implementation plan for the organisation
- Liaison takes place with other appropriate agencies in line with Working Together to Safeguard Children (2010)
- Liaison takes place with employers and subcontractors to ensure that appropriate safeguards are put in place
- The Senior Management Team remains up-to-date with developments in child and vulnerable adult protection issues.

The duties of a **Designated Safeguarding Officer** are to ensure that:-

- They have received training to at least level 2, in child and vulnerable adult protection and safeguarding issues and inter-agency working and will receive refresher training at least every 12 months
- Cases of suspected abuse or allegations are referred appropriately to relevant organisations and a proper record is kept of any referral and action taken and that this is kept safely and in confidence
- Advice and support is provided to colleagues on issues relating to protection from abuse
- They respond to and investigate incidences of poor practice as appropriate to the nature of the complaint
- They are available to listen to employees receiving Millwood Training services including provision of the employee assistance helpline
- If applicable, they will become ISA Registered in line with Government guidance to the phasing-in process for Registration

In addition to the above, the duties of the Lead Safeguarding Officer are to ensure that:

- Senior Managers are aware of their responsibilities in regard of this policy as it relates to their particular area of the business e.g. recruitment, learning and development, commissioning services, promotion of a safe environment
- Millwood Training staff who work with employees are provided with appropriate safeguarding training
- If appropriate, they respond to individual cases, including attending case conferences and review meetings or deploying Designated Safeguarding Officers as appropriate
- A record of all complaints or concerns is kept, even if it does not lead to a referral and stored in line with Data Protection Act (1998)
-

Dealing with Allegations of Abuse

In all cases where there are allegations of abuse, it is vital that these are dealt with fairly, quickly and consistently. There are three main strands to be considered:

- An investigation of a possible criminal offence by the police
- Involvement of social services
- Investigation by Millwood Training and/or an employer and consideration of any disciplinary action on staff or employees.

Allegations of Abuse against Millwood Training

Allegations of abuse, or concerns raised against members of Millwood Training staff, will always be treated seriously. The allegation must always be referred to a Designated Safeguarding Officer who will follow the safeguarding procedure in the same way as for other safeguarding allegations. The Designated Safeguarding Officer will take the appropriate steps to ensure the safety of the learner, and any others who may be at risk. The Designated Safeguarding Officer will also inform the Lead Designated Safeguarding Officer and will escalate to the HR Director in order that Millwood Training procedures may be followed, and a disciplinary investigation is carried out. If the allegation or concern is against a Designated Safeguarding Officer, it should be reported directly to the Lead Designated Safeguarding Officer. Where there is a complaint against a member of staff there may also be criminal (police) investigations and/or a child/vulnerable adult's protection investigation, carried out by Social Services. Actions should be taken both to protect the learner and the accused member of staff. These may include ensuring that the member of staff is not placed in a vulnerable situation while investigations take place. Actions may include:

- Giving the staff member leave of absence on full pay;
- Suspending them, and;
- Ensuring that they are not working alone with employees.

Confidentiality Statement

Millwood Training will operate on the premise that all information imparted to a member of staff will be treated in confidence. Confidentiality is a key issue in the lives of employees. They may trust a member of staff with issues of a personal nature and wherever possible their confidences should be respected. Staff must become familiar with Millwood Training's confidentiality guidelines. Staff must not make promises on confidentiality they may be unable to keep.

Furthermore, staff should always make a learner fully aware of any situation where confidentiality must not be maintained as in a case of child and vulnerable adult protection.

Learners may disclose information that is difficult for the member of staff to deal with without further advice/support. In this case the learner should be told that the situation will be discussed with another colleague with a specialty in that area but confidentiality will be maintained if possible.

Information Sharing

Millwood Training is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2010) and with respect for The Data Protection Act (1998). Any decision to break confidentiality should always be preceded by informing the learner of what is about to happen and the reason for the decision. There will be no breach of confidence if the person to whom a duty of confidence is owed consents to the disclosure. Staff should, in the first instance, seek the consent from the learner if considering sharing information with other agencies. It is therefore essential that members of staff understand what is meant by the above and for that reason do not promise absolute confidentiality to the learner.

Training

All staff whose role brings them into contact with learners will undertake mandatory safeguarding training to Level 2. Staff will receive refresher training as appropriate.

Monitoring and Review

The Quality Manager is responsible for implementing and monitoring the Safeguarding Policy. The number of learner protection cases will be reviewed annually by the Lead Designated Safeguarding Officer. Reports from monitoring and review activities will be reviewed by Millwood Training's Quality Director and presented to Millwood Training's Senior Management Team on an annual basis.

This Policy will be reviewed annually by Millwood Training's Lead Designated Safeguarding Officer and Quality Director or within four weeks of a review of any serious learner protection incident.

Access to policy documentation, advice and support

This Policy is made available to all delivery staff in formats appropriate to the various audiences, in Quality Operations Manuals and on public drives / intranets.

Annex 1 - Procedure for dealing with possible poor practice and/or abuse

You become aware of a poor practice and/or possible abuse situation.



Stay Calm
Record events as soon as possible as per Millwood Training procedure



(Poor Practice)

Could the concern be abuse related?

(Abuse)

(If unsure, contact the NSPCC for guidance on 0800 800 5000)

NO



- Refer to the employer's appointed person responsible for employee (learner) welfare
- If unavailable or complaint is made against the post holder then seek advice from the relevant Local Authority Designated Officer (LADO) or the NSPCC
- Inform an Millwood Training Designated Safeguarding Officer (DSO) as soon as possible
- Inform Millwood Training's Lead Designated Safeguarding Officer (LDSO)

YES



Is the learner in need of medical attention?

NO



- Inform Millwood Training DSO and the LDSO as soon as possible
- If you are unable to immediately contact either of the above... Ring the NSPCC Helpline for guidance

YES



- Telephone for an ambulance
- Inform the Doctor/Medic of your concerns in relation to child protection issues (Doctor will take appropriate action)
- Inform Millwood Training's DSCO as soon as possible complete referral form

The matter will then be managed by appropriate agencies

Procedure for Handling Direct Disclosure

If a learner informs you directly that they are concerned about someone's behaviour towards them; this is known as a disclosure. The person receiving the disclosure should:

- React calmly so as not to frighten the learner
- Tell the learner that he or she is not to blame and that he or she was right to tell
- Take what the learner says seriously
- If the learner needs immediate medical treatment telephone for an ambulance, inform Doctor/Medic of concerns and ensure that they are aware that this is a safeguarding issue
- Ensure the immediate safety of the learner
- Avoid leading the learner and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said, seen or heard
- Re-assure the learner but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- If applicable, parents/carers will need to be informed as soon as possible but this must be from an appropriate source. If the employer's appointed person is not accessible, contact Millwood Training's Lead Designated Safeguarding Officer (LDSO) immediately. If the LDSO is also unavailable contact local Children's Services or the Police for guidance.

If you receive a disclosure or need to record a concern remember to always include the following:

Names of all involved, date, time, and venue/location – record the conversation/observations as accurately as possible using the Disclosure Record Form.

ANNEX 2 – POLICY DETAILS

Definitions

A Child or Young Person

The legislation specifically refers to any person who is under the age of 18 years.

Vulnerable Adults aged 18 or over

A vulnerable adult is defined by the Safeguarding Vulnerable Groups Act 2006 as a person who is aged 18 years or over and who:

- is living in residential accommodation, such as a care home or a residential special school
- is living in sheltered housing
- is receiving domiciliary care in their own home
- is receiving any form of healthcare
- is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999)
- is under the supervision of the probation services
- is receiving a welfare service defined as the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- is an expectant or nursing mother living in residential care
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services.

Note, however, that people are not vulnerable adults just because of any learning difficulty or learning disability. They will be defined as vulnerable adults when they receive health, social care or other services, or activities specifically for those with learning difficulties and/or disabilities.

Significant Harm

Significant harm is the threshold that provides for intervention by other agencies.

What is meant by Abuse/Neglect?

Neglect is the persistent failure to meet a young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. This includes cold, starvation or any aspect of care which could result in significant impairment of an individual's well being or development. For example:

- Failure to keep a person clean, warm and healthy
- Failure to provide reasonable care
- Failure to give prescribed medication
- Failure to provide adequate supervision

- Failure to give privacy and dignity of care
- Failure to give access to appropriate medical care
- Failure to provide nourishment

Note: this is not an exhaustive list but guidance as to what may suggest abuse. The Police and Social Services have prime responsibility under the Children's Act 2004 and this places the duty of care on local authorities to take action to protect vulnerable persons in particular circumstances and it gives powers to the police enabling them to take action to protect. Other examples include failing to protect from physical harm or failure to provide appropriate medical care.

Physical Abuse

Physical injury or unreasonable physical constraint to an individual where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. For example:

- Assault
- Slapping, scratching, hitting, burning/scalding
- Misuse of medication, deliberate poisoning
- Suffocation, pushing, rough handling.

Financial Abuse

Misappropriation of an individual's funds or other actions that are against the person's best interests.

For example:

- Theft of money, possessions, property or other material goods
- Misuse of money
- Fraud or extortion of material assets

Psychological/Emotional Abuse

Actions that are not of a physical nature but severely affect the psychological well being of the individual for example conveying to them that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. Some level of emotional abuse is involved in all types of ill treatment of a young person or vulnerable adult, although it may also occur alone.

Other examples include:

- Humiliation or ridicule
- Threat or punishment or exclusion.
- Verbal assault including bullying

Where young employees or adults are working in a class/group, staff are charged with monitoring employees' behaviour and are asked to act promptly on any suspicion or report of bullying or harassment.

Sexual Abuse

Sexual abuse involves forcing or enticing a young person or vulnerable adult to take part in sexual activities to which they may not have given consent or may not fully comprehend. The activities may involve physical contact or non-penetrative acts including non-contact activities such as the production of pornographic material or watching sexual activities or encouraging a young person or vulnerable adult to behave in a sexually inappropriate way. For example:

- Inappropriate touching or sexual acts including rape or attempted rape
- No Contact Abuse e.g. Pornography

- Sexual harassment

Discriminatory Abuse

Is abuse that is racist, sexist or linked to a person age or disability.

Cyber Bullying

Cyberbullying is when one person or a group of people try to threaten, tease or embarrass someone else by using a mobile phone or the internet. Cyberbullying is just as harmful as bullying in the real world.

ANNEX 3 - STATUTORY REQUIREMENTS SUMMARY (FURTHER ADVICE & INFORMATION)

- Children (Protection at Work) (No2) Regulations 2000
- Children's Act 1989 (Amendment Act 2004)
- Data Protection Act 1998
- Education Act 1996 (Amendment Act 2002)
- Education and Inspections Act 2006
- Employment Act 2002
- Equality Act 2010
- Employment Rights Act 1996
- Freedom of Information Act 2000
- Further Education and Training Act 2007
- Human Rights Act 1998
- Learning and Skills Act 2000
- Protection from Harassment Act 1997
- Safeguarding Vulnerable Groups Act 2006
- Special Educational Needs and Disability Act 2001 (SENDA)
- Working Together to Safeguard Children (2010)

Common Inspection Framework

Safeguarding is an integral part of the 'Common Inspection Framework'. The role of management in leading on safeguarding is stressed. The Office for Standards in Education (Ofsted) will report on safeguarding, which now acts as a 'limiting' grade within the leadership and management section.

Director

Name (Print)..... Signed..... Date.....

Designated Safeguarding Officer

Name (Print)..... Signed..... Date.....