

<b>Procedure Number: 02-C-007</b>	<b>Safeguarding and Prevent Policy</b>	
	Date of Last Revision:	16 May 2019
	Date of Last Review:	16 May 2019
	Date of Next Review:	16 May 2020

## 1.0 SCOPE AND PURPOSE OF THE POLICY

We have a legal duty to safeguard and promote the welfare of children, as described in Section 175 of the Education Act 2002 and the DfES guidance Safeguarding Children in Education September 2004. The policy is consistent with the following:

- Local Safeguarding Children Board (LSCB) guidance
- Nottinghamshire Children and Young People’s Service Policy and Procedures for Safeguarding Children in Education
- Working Together To Safeguard Children, DfES 2006
- Safeguarding Children and Safer Recruitment in Education, DCSF 2007
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, DCSF 2009
- Prevent Duty Guidance for Further Education Institutions Home Office Counter Terrorism
- Promotion of Fundamental British Values

The policy applies to all staff, and visitors to the training academy. Parents and other working partners will be made aware of the Safeguarding Policy via the website, identification badges, and displays and by raising awareness at initial meetings with students, parents and working partners.

Where we provide services or activities directly under the supervision or management of our staff, our arrangements for safeguarding will apply. Where services or activities are provided separately by another body, we will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard children and vulnerable adults and that there are arrangements to liaise with us on these matters where appropriate.

### 1.1 Key Points

- Under this legislation a child is classified as a person under the age of 18.
- The company has included vulnerable adults in the scope of this policy. Vulnerable adults are people aged over 18 who are affected by mental ill health, has a learning difficulty and/ or disability, or a physical disability or impairment. Or any learner whose personal circumstances are a concern
- The company has included any young people who are children looked after (previously known as looked after children, LAC)
- All employees are made aware that it is a criminal offence under the Sexual Offences Act 2003 for a person over the age of 18, in a position of trust, to enter into a sexual relationship with any learner under 18 years old, even if the relationship is consensual.



- The company is clear that it is not the responsibility of any member of staff to investigate any suspected cases of concern. All cases must be referred to the Designated Safeguarding Officer.
- Canal Engineering fully recognises the contribution it can make to protect the young and vulnerable people with whom we work.
- The company acknowledges that staff from partner agencies on occasions will be on site; the company will ensure that these staff have appropriate checks and are aware of the Safeguarding Policy.

## 2.0 POLICY STATEMENT

Canal Engineering considers the welfare of children and vulnerable adults of paramount importance and aims to safeguard and promote their welfare, safety and health by providing an open, caring, responsive and supportive learning environment which responds to needs immediately. We will ensure that all students who use our facilities feel safe; we will put into place training and refresher training regarding safeguarding issues.

To support our commitment to the safeguarding and well-being of all of our learners we will:

- Ensure that we have a designated person for safeguarding who has received appropriate training and support for this role. The designated person for safeguarding is James Woodford supported by Karen Hodgson. The DSO will attend additional training and provide updates to the staff on any relevant legislative or policy changes.
- Ensure all CEATA staff have an annual refresh of Safeguarding, Prevent and E&D training. Additionally Canal Engineering directors will complete annual training.
- Ensure that all staff and learners are aware of who our designated person for safeguarding is. This will be communicated via our staff and learner induction process and via posters located throughout the training academy.
- Ensure that all staff are aware and understand their responsibilities in relation to safeguarding and in being alert to the signs and indicators of abuse and for referring any concerns directly to the designated person for safeguarding.
- Ensure that effective safeguarding (including Prevent Duty) procedures are developed, implemented and monitored to ensure their effectiveness.
- Ensure that we develop effective links with relevant external agencies, local safeguarding boards and co-operate with any requirements with any safeguarding referral matters.
- Ensure that we keep written records of safeguarding concerns, even when there is no need to refer the matter to the relevant agencies.
- Ensure all records are stored securely and in accordance with GDPR and Data Protection legislation.

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- Ensure all visitors to CEATA are escorted by a member of staff whilst on the premises, all visitors must sign in and out of the academy
- Ensure all staff follow guidelines regarding contact with young people including contact online only via OneFile, ensure they act responsibly when working on a 1:1 basis with young people and vulnerable adults

### 3.0 LINKED POLICIES & PROCEDURES

The policy will be implemented by procedures which will:

- Promote the **prevention** of abuse of children and vulnerable adults
- **Protect** children and vulnerable adults
- **Support** students, children and vulnerable adults who may have been subjected to or affected by abuse
- **Work with referral agents, partners, parents, carers and employers**, where appropriate, to ensure communications and actions are undertaken swiftly, smoothly and sensitively
  - Health and Safety Policy
  - Grievance Procedure
  - Disciplinary Procedure
  - E-Safety Policy
  - Personal Care Procedures
  - Accident Reporting Procedure
  - Administration of Medicines Procedures

### 4.0 SAFER RECRUITMENT

Canal Engineering will take all possible steps to prevent unsuitable persons working with learners and in doing so will follow the good practice contained within legislation.

When interviewing potential employees we will ensure that:

- There is an open recruitment process
- There is a rigorous interview with specific questions relating to safeguarding
- Applicants identity and claims to academic or vocational qualifications will be verified
- References will be taken up by direct contact with referees (minimum 2 for CEATA staff)
- Evidence of the date of birth and address of the applicant will be obtained
- An enhanced disclosure and barring service check will be conducted on all teaching and training academy employees

During the interview process the panel will explore:

- The applicants attitude and demeanor towards learners
- The applicants ability to support our commitment to safeguarding and promoting the welfare of learners and knowledge of safeguarding and Prevent
- Any gaps in the applicants employment history
- Any concerns or discrepancies arising from the information obtained

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Following their appointment to a position, all employees will take part in an induction programme. This will vary dependent on the nature of the role. The purpose of the induction will be to:

- Provide awareness and explanations of relevant policies and procedures
- Provide support for the role in which they have been engaged
- Provide opportunities for the new employee to ask questions or discuss concerns relations to their role or responsibilities
- Enable the training academy manager to recognise any concerns about the person's ability or suitability from the outset and address them if deemed appropriate
- Ensure that individuals are aware of reporting concerns and who the designated person for safeguarding is
- Ensure that individuals are aware of other relevant policies and procedures
- Provide training for Safeguarding, Equality and Diversity, Prevent and Channel

#### **4.1 Disclosure & Barring Service (DBS) Check**

Following interview, the successful candidate will be advised that any offer of employment is subject to the company receiving a satisfactory DBS check. It will not be possible to commence employment until the DBS check process is completed.

The company will forward the link to the online DBS check system to the successful candidate together with an applicant's guide to completing the online DBS form. Candidates are advised to consult the Group HR Manager if they have any concerns about completing the form or in providing the documentation used for identification purposes.

## **5.0 PROCEDURE TO UNDERTAKE FOLLOWING A DISCLOSURE**

Where a learner seeks out a member of staff to confide in and share information about abuse or neglect or talks spontaneously individually or in groups, our staff will:

- Listen carefully to them, and not directly question him/her
- Give them time and attention
- Allow the person to give a spontaneous account; do not stop a person who is freely recalling significant events
- Make an accurate record of the information given taking care to record the timing, setting and people present, the person's presentation as well as what was said. Do not discard this as it may be later needed as evidence
- Use the persons own words where possible
- Explain that they cannot promise not to speak to others about the information they have shared.

Reassure the person that:

- You are glad that they have told them
- That he / she has not done anything wrong
- What you are going to do next
- Explain that help will need to be sought to keep them safe

The person should be asked NOT to repeat his / her accounts to anyone.

**The Designated Person for Safeguarding must be informed immediately**, who will

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Investigate the concern and take appropriate action, all records of the investigation, will be kept strictly confidential and stored in a secure place. The DSO will consult with the General Manager who will update to safeguarding Incident Log and provide additional support to the DSO and Safeguarding concerns will be regularly discussed with Canal Engineering's appointed director for Safeguarding Martin Price.

Outside agencies and Resources on Child Protection can and will be used to assist the company.

## **6.0 PROCEDURE FOR DEALING WITH ALLEGATIONS AGAINST STAFF**

This applies should anyone have concerns regarding inappropriate behaviour by a member of staff where they have:-

- Behaved inappropriately in a way that has harmed or may have harmed a learner
- Possibly committed a criminal offence against or related to learner
- Behaved towards a learner in a way that indicates he/she is unsuitable to work with them
- The Designated Person for safeguarding should be informed of the matter immediately. (Where the Designated Person nominated for safeguarding is involved in the allegation, the most senior member of staff should be informed).

An investigation will take place which:

- Will determine if the police need to be involved immediately to protect the person further
- Will record all details received and secure them safely
- Will ensure the alleged member of staff is fully conversant of the allegation, is supported where relevant and free from victimisation
- Will determine whether suspension is appropriate whilst undertaking the investigation
- All allegations will be acted upon, however due to the variance in the risk levels, all allegations will be treated individually and the appropriate actions assigned on a case by case basis.

## **7.0 PREVENT**

Prevent is 1 of the 4 elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The Prevent strategy:

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views
- provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Provide internet protection from inappropriate websites and provide advice and guidance on staying safe online
- works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with



The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

The Home Office works with local authorities, a wide range of government departments, and community organisations to deliver the Prevent strategy. The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes.

The Home Offices uses a range of measures to challenge extremism in the UK, including:

- where necessary, preventing apologists for terrorism and extremism from travelling to this country
- giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers
- funding a specialist police unit which works to remove online content that breaches terrorist legislation
- supporting community based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context they work with a range of civil society organisations
- supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

Canal Engineering is committed to supporting vulnerable students through its safeguarding agenda in order to prevent potential radicalisation.

## **8.0 LOCATION AND ACCESS TO THIS POLICY**

This policy will be available via the e-portfolio system and copies can also be requested from a member of staff.

## **9.0 PERSON RESPONSIBLE FOR THE POLICY**

Designated Senior Officer (DSO) for Safeguarding is James Woodford (CEATA), supported by Karen Hodgson General Manager and Martin Price MD Canal Engineering Ltd. All named staff can be contacted through 0115 986 6321.

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## 10.0 REVISIONS

<b>Date</b>	<b>Pages / Sections</b>	<b>Issue Status</b>	<b>Amendment Details</b>
January 2014	All	Issue 1	First issue of procedure
August 2015	All	Issue 2	Reviewed and updated procedure to include prevent and reporting of safeguarding issues
8 August 2016	All	Issue 3	Updated to include section 4.1 DBS Checks and merged sections 3.0 and 4.0
25 August 25, 2017	All	Issue 4	Reviewed policy and added reference to government prevent FE Guidelines and Update to Section 9
17 September 2018	All	Issue 5	Update to DSO. Section 2 – update to include GDPR and training refresh, Section 4 – minimum references for CEATA staff.
28 September 2018	Section 7	Issue 6	Addition of staying safe on line under Prevent Duty
16 May 2019	Section 2 & 4	Issue 7	Additional detail added about visitors and staff actions when working with young people and vulnerable adults