



# Independent Training & Education Consultants

## Safeguarding Policy

Last Reviewed: June 2021

By:

Directors: Susan Waters  
Gerard Morrall

Signed by:

Date: 30.06.21

Date of next review September 2021 (revised guidance keeping children safe in education)

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## Policy Statement

ITEC is committed to providing a learning environment where staff, apprentices and stakeholders have the right to be safe, secure, and free from threat and protected from abuse.

This policy is reviewed and amended with feedback from staff, apprentices and stakeholders. This policy is promoted to:

- Staff during induction, through policy amendment and update, at relevant Safeguarding training events and it is kept in an accessible location on Teams.
- Apprentices during induction, through policy amendment and update, to support Safeguarding training activity and a copy emailed for reference. Apprentices are made aware of how to keep themselves safe and how to report a safeguarding incident.
- Employers when an employer Commitment Statement is agreed, through policy amendment and update and a copy emailed for reference. Employers are made aware of how to keep apprentices safe and how to report a safeguarding incident.
- Safeguarding Lead is Susan Waters, policy is available: <https://www.itec2016.com/gallery>

ITEC will comply with the guidance outlined in 'Keeping children safe in education (2020) Statutory guidance for schools and colleges' from the Department of Education. We will safeguard and promote the welfare of children - everyone under the age of 18.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**(Guidance to be updated September 2021)**

ITEC will comply with the guidance outlined in 'Working Together to Safeguard Children'. A guide to inter-agency working to safeguard and promote the welfare of children – updated December 2020.

ITEC will work to ensure the safety and welfare of all young people, vulnerable adults and apprentices (16-19) or adults (19-25) who have an education, health and care Health Plan. We will strive to create an atmosphere where apprentices feel secure, valued and listened to and we will promote an inclusive learning environment for all. We will act promptly and appropriately to any signs or suspicion of abuse in accordance with each Local Authority Safeguarding Children's Board (LSCB) that we work with.

We will do this by:

- Ensuring all staff receive appropriate training and sector updates for Safeguarding. ITEC will provide clear, comprehensive, easily understood processes for dealing with allegations of abuse or requests for confidential help.
- Responding swiftly and appropriately to suspicions or allegations of abuse.
- Providing opportunities for apprentices and parents/carers to voice any concerns they may have.

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- Annually reviewing policies and procedures regarding Health & Safety and Safeguarding.

**The Designated Person for safeguarding at ITEC is:**

**Susan Waters – Director**

Tel. No. 07493436640 or 01226 107082, email [susan.waters@itec2016.com](mailto:susan.waters@itec2016.com)

The Business Village@BIC, Innovation Way, Wilthorpe, Barnsley, South Yorkshire, S75 1JL

Local Safeguarding Boards and information:

Office	Contact Details
Barnsley Safeguarding	<p>Safeguarding Website <a href="http://www.barnsley.gov.uk">www.barnsley.gov.uk</a>  Safeguarding Children Barnsley Assessment Team: 01226 772423  Safeguarding Children Emergency Assessment Team: 01226 787789  Barnsley Safeguarding report form:  <a href="https://my.barnsley.gov.uk/form/safeguarding-adults-enquiry/your-details">https://my.barnsley.gov.uk/form/safeguarding-adults-enquiry/your-details</a></p> <p>Local Authority Safeguarding Officer (LADO) Ruth Holmes  Telephone: 01226 772341 or 01226 772400  Email: <a href="mailto:RuthHolmes@barnsley.gov.uk">RuthHolmes@barnsley.gov.uk</a></p> <p>Safeguarding Advice and guidance  Childline – 08001111</p> <p>NSPCC – 0808 800 5000  Adult Safeguarding Barnsley Assessment Team: 01226 773300  Adult Safeguarding Emergency assessment Team: 01226 787789</p> <p>If an adult is in immediate danger call the Police on 999 or 01142202020</p>
Manchester Safeguarding	<p>Safeguarding website: <a href="http://www.manchestersafeguardingpartnership.co.uk">www.manchestersafeguardingpartnership.co.uk</a></p> <p>To report a concern of abuse website:  <a href="https://secure.manchester.gov.uk/info/100010/social_services/3843/tell_us_about_someone_being_abused_or_neglected">https://secure.manchester.gov.uk/info/100010/social_services/3843/tell_us_about_someone_being_abused_or_neglected</a></p> <p>Safeguarding Children Telephone: 0161 234 3330  Email: <a href="mailto:manchestersafeguardingpartnership@manchester.gov.uk">manchestersafeguardingpartnership@manchester.gov.uk</a>.  Website: <a href="https://www.manchestersafeguardingpartnership.co.uk/children-young-people/">https://www.manchestersafeguardingpartnership.co.uk/children-young-people/</a>  LADO: 0161 2341214</p> <p>Independent Mental Capacity Advocates  Adult Safeguarding Telephone: 0161 8346069 for advice or referral</p>

Sheffield safeguarding	<p>Safeguarding Sheffield Children  Website: <a href="https://www.safeguardingsheffieldchildren.org/sscb">https://www.safeguardingsheffieldchildren.org/sscb</a></p> <p>The Sheffield Safeguarding Hub - Tel: 0114 273 4855</p> <p>Adult Safeguarding Partnership  <a href="https://www.sheffield.gov.uk/home/social-care/adult-safeguarding">https://www.sheffield.gov.uk/home/social-care/adult-safeguarding</a></p> <p>Adult Safeguarding telephone: 0114 273 4908</p>
Rotherham Safeguarding	<p>Rotherham Safeguarding Children's Partnership  Website: <a href="http://www.rscp.org.uk">www.rscp.org.uk</a></p> <p>LADO: 01709 336080  Website: <a href="http://www.rscp.org.uk/homepage/35/local-authority-designated-officer">http://www.rscp.org.uk/homepage/35/local-authority-designated-officer</a></p> <p>Rotherham Safeguarding Adults website: <a href="http://www.rsab.org.uk/">http://www.rsab.org.uk/</a>  Telephone: 01709 822330</p>

## Purpose

ITEC has a statutory and moral duty to ensure that it safeguards and promotes the welfare of our apprentices, children, young people, vulnerable adults and those aged 19 - 24 with an EHCP taking part in apprenticeship programmes. This policy focuses on systems for dealing effectively with allegations, including allegations against staff working for ITEC. It also covers our approach to safer recruitment and training which proactively minimises potential to abuse.

**Definitions** - Throughout this policy reference is made to 'children and young people'. This term is used to mean apprentices under the age of 18. Reference is also made throughout to 'vulnerable adults'. A vulnerable adult is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support, those adults may have an EHCP for any care or health need.

- ITEC will strive to provide a safe environment for children, young people and vulnerable adults to learn in.
- Identify those who are suffering, or are likely to suffer, significant harm.
- Take appropriate action to ensure that apprentices are kept safe in learning, including online learning and that disclosures of potential abuse occurring at home or elsewhere, are reported appropriately to the relevant agency or organisation.
- Refer concerns that a child, young person or vulnerable adult might be at risk of significant harm to the appropriate referral agents.

**Issues** - ITEC recognises that Safeguarding can involve a range of potential issues such as:

- Neglect, physical abuse, sexual abuse and emotional abuse
- Bullying, including online bullying (by text message, on social networking sites, etc.) and prejudice based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender based violence/violence against women and girls
- Extremist behaviour and/or radicalisation
- Child sexual exploitation and trafficking
- Modern slavery and exploitation
- The impact of new technologies, including an online learning environment, Zoom, 'sexting' and accessing pornography
- Teenage relationship abuse
- Peer on peer abuse, including the criminal act of 'up-skirting'
- Substance misuse
- Issues which may be specific to a local area or population – known as contextual safeguarding - for example gang activity, County Lines and youth violence
- Issues affecting children including domestic violence, female genital mutilation, breast ironing, honour-based violence and forced marriage

**Abuse** - is behaviour towards a person that either deliberately or unknowingly causes a person harm, or endangers their life or their human or civil rights. It can be passive, e.g. failing to take action to care for someone, or failing to raise the alert about abuse; or active, e.g. hitting, stealing or doing something that causes harm. Abuse can be a one-off or something that is repeated.

Abuse falls into several categories:

**Physical Abuse** such as pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment.

**Neglect** or acts of omission e.g. being left in wet or soiled clothing, or malnutrition.

**Sexual Abuse** such as inappropriate sexual touching whether clothed or unclothed or any unwanted sexual act.

**Financial Abuse** such as exerting improper pressure to sign over money from pensions or savings.

**Psychological/emotional Abuse** (including the use of text, social networks and email).

**Violation of rights** e.g. preventing an individual speaking his/her thoughts and opinions.

**Exploitation** of a person's vulnerability in order to lead them to support terrorism and forms of extremism leading to terrorism.

**Institutional Abuse** e.g. failure to provide a choice of meals or failure to ensure privacy or dignity.

**Discriminatory** in nature e.g. racial, sexual or religious harassment.

**Online Abuse** – ITEC recognises that all the above forms of abuse can be undertaken using technology and have introduced an introduction for all apprentices accessing online learning and a staff guidance for delivering learning online using Teams platform in Office 365.

### **Responsibility and Accountability**

ITEC directors will ensure that all staff undergo training and that systems are in place and are effective in relation to the identification of children, young people and vulnerable adults at risk of significant harm, and procedures for reporting concerns are clear, i.e. explained during each apprentices' induction, each new staff induction and reinforced regularly through training sessions and updates provided by the Safeguarding Lead, Susan Waters, or via external training provision.

ITEC directors will manage safe recruitment of staff ensuring they are appropriately trained to discharge their duties in relation to safeguarding of apprentices. ITEC will ensure that any formal guidance from Local Safeguarding Children Boards and Adult Safeguarding Units is considered. The directors have each completed Lead Safeguarding Officer training.

All staff working with apprentices - children and vulnerable adults will undergo an enhanced DBS check and receive training to ensure they are clear about their safeguarding roles and responsibilities, in line with this policy. Susan Waters the designated person with lead responsibility for Safeguarding will monitor staff CPD in relation to safeguarding.

In all cases where allegations are made ITEC will consult with the appropriate Local Authority Designated Officer for Child protection. Allegations relating to vulnerable adults will be referred to the appropriate Local Adult Safeguarding Unit.

### **Director with lead responsibility**

The designated member of staff with lead responsibility for safeguarding is Susan Waters and her key duty is to take lead responsibility for ensuring that staff are aware of issues relating to the welfare of children, young people and vulnerable adults. This includes promoting a safe environment within ITEC premises and the workplace. The Designated Safeguarding Officer will ensure:

- Cases of suspected abuse or allegations are appropriately referred to relevant agencies/ESFA.
- Advice and support to staff on issues relating to child protection is provided.
- A record of any child protection referral, complaint or concern is kept, (even where that concern does not lead to a referral). The record will also include reasons for making/not making a referral. DOC.SG.01
- Parents/carers/employers of children, young people or vulnerable adults taking part in learning activities with ITEC have access to this safeguarding policy.
- Staff undertake basic training in child protection issues and are aware of the ITEC safeguarding policy and Safeguarding, Bullying and Harassment form DOC.SG.01.
- Safer recruitment practices are in place.

### **Safeguarding procedures**

- ITEC will operate a visitor attendance system.
- Adequate supervision will always be provided to young people, including break times. The recommended classroom ratio is one Tutor per 12 apprentices.
- ITEC staff will follow all Health and Safety Procedures.
- Emergency contact details are recorded in an easily accessible manner in line with GDPR legislation.

### **E-safety**

- ITEC will ensure they have a means of restricting access to illegal, harmful or inappropriate images and other content while using the internet on site, ITEC uses the external services of Phase 5 for Cyber Essentials monitoring.
- Apprentices will receive instruction in safe use of technology and online learning platforms
- When working remotely, Teams online learning sessions will be booked for all apprentices and an induction provided for apprentices and staff on safe use of Teams and staying safe online.

### **Apprentice Awareness**

- Apprentices under the age of 19 are to be made aware of our safeguarding processes and this policy. This is to be achieved by:
  - Apprentices will undergo a safeguarding introduction.
  - Apprentices will be inducted to the use of Teams, Office 365 and online learning.
  - Apprentices will be made aware of this policy which includes information on safeguarding and the Designated Lead for Safeguarding as part of their induction.

### **Employers**

- The Health and Safety arrangements of employers will be thoroughly checked and the relevant apprenticeship documentation completed.
- Employers will receive guidelines which will include information and advice on what to do if they have concerns about abuse of an apprentice in their care. DOC.HS.02.

### **Staff Awareness**

- All staff will have their Safeguarding responsibilities explained to them at induction and will receive:
  - A copy of the Safeguarding Policy
  - A copy of ITEC Code of Conduct DOC.SG.03 which they must read and sign
- All staff will be provided with training to have an awareness and basic knowledge of current legislation and understand the importance of confidentiality.
- All staff will be expected to undergo safeguarding training and updates annually.
- All staff will be instructed into the use of Microsoft Office 365 platforms including Teams for online learning.

### **Safer Recruitment**

ITEC is committed to recruiting only the most suitable staff to work with our apprentices. Contracts relating to employment contain statements on safeguarding responsibilities. Recruitment includes:

- A face to face interview is conducted for all staff
- Any gaps in information supplied in the application form are explored.
- Applicants' understanding of safeguarding with respect to the job role they are applying for is checked
- Before appointing any staff, they are informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks
- Written references are requested for all staff
- Certificates are checked for all staff
- Checks are undertaken, including right to work in the UK, references, DBS checks

### **Responding to an allegation**

Any suspicion, allegation or incident of abuse must be reported to the Designated Person with responsibility for safeguarding as soon as possible. If after careful assessment the Designated Person considers that there is reasonable cause to suspect abuse of a young person or vulnerable adult they must discuss the matter with the relevant Social Services Manager, Safeguarding Adults Team, police PREVENT contact, Channel Co-ordinator or Duty Social Worker to determine whether it is a safeguarding matter. If it is agreed to be a Safeguarding matter a written record of the date and time of the report should be made, and the report must include the name and position of the person to whom the matter is reported. The Designated Person should consider what action should be taken if any, on the part of ITEC. A record should be kept.

### **Written records**

The Designated Person will retain a copy of the report; any notes, emails or correspondence dealing with the matter; and any other relevant material. Copies of reports, notes etc. should always be kept secure. The record should include the nature of the allegation and any other relevant information including:

- Date, time and place where the alleged abuse occurred;
- Names of others present;
- Name of the complainant and, where different, the name of the person who has allegedly been abused; nature of the alleged abuse;
- Description of any injuries/incidents observed; and the account which has been given of the allegation

A copy of all documentation is to be held centrally.

### **Guidelines for Staff**

This procedure must be followed whenever any member of staff hears an allegation from a young person or vulnerable adult that abuse has, or may have, occurred or where there is a significant concern that there may be such abuse:

- Listen to what is said;
- Accept what you are told – you do not need to decide whether it is true; and
- Listen without displaying shock or disbelief
- Reassure the person reporting their concern
- Do not promise confidentiality
- Do not promise that “everything will be alright now” (it might not be)
- Respond to the person reporting but do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next, i.e. inform a Designated Person
- Make notes as soon as possible – during the interview if you can
- Use the person’s own words – do not assume – ask, e.g. “Please tell me what xxxxx means”.
- Include: time date place.
- Describe observable behaviour and appearance
- Do not destroy original notes – they may be needed later and must be given to the Designated Person.
- Consider what support is needed for the apprentice– you may need to give them a lot of your time or they may need to be referred for counselling;
- Ensure you are supported – such interviews can be extremely stressful and time consuming;
- Once reported to them the Designated Person will take responsibility for the matter and will take all the necessary actions.

Documents and Policies associated with this Policy.

Document	Number
Health, Safety and Well-Being Policy	ITEC Policy.01
Data Protection and GDPR Policy	ITEC Policy.12
Prevent Policy	ITEC.Policy.15
Risk assessment	15a
Bullying and Harassment Policy	ITEC Policy.17
Safeguarding, Bullying and Harassment Report Form	DOC.SG.01
Safeguarding Contact Information	DOC.SG.02
Staff Code of Conduct	DOC.SG.03
Safeguarding Incident Log	DOC.SG.04
Safeguarding Information for Apprentices	DOC.SG.05
Employer Health and Safety Assessment	DOC.HS.01
Work Placement Guidelines for Employers	DOC.HS.02