

Safeguarding Policy

Date: 18th April 2017

Review Date: 17th April 2018

Directors: Karen Smith and Ali Anwar

Objectives:

- To ensure the safety of children/ young persons and vulnerable adults by outlining clear procedures.
- To ensure all staff members of The CADcentre (UK) Ltd are clear about their responsibilities and to provide guidance and advice to all staff on dealing with safeguarding and child protection issues.
- To ensure learners and employers are clear about their rights and to provide guidance and advice regarding child protection and safeguarding issues.
- To advise on the procedure to be followed should a learner, employer or member of staff wish to report a safeguarding issue.

Scope of the Policy

The Senior Management Team understands and fulfils it's safeguarding responsibilities.

The CADcentre (UK) Ltd is committed to safeguarding our learners and ensuring children, young people and vulnerable adults are protected from harm. All learners and employees have the right to protection from abuse regardless of gender, ethnicity, sexuality, disability, age, or beliefs. We are committed to ensuring that all employees, learners and others associated with our services are treated fairly. We have a responsibility to protect children, young people and vulnerable adults that staff may have contact with, in the course of their duties. **This policy applies to all learners and employers and staff.**

This policy is also linked to the following policies:

Equality & Diversity, Wellbeing, E-Safety Policy, ICT Acceptable Use, Health & Safety, Prevent: Radicalisation & Extremism, and the Learner Manual.

We support the right of all to be protected from harm and recognise that safety and welfare are paramount, and if any learner has any concerns whatsoever regarding Safeguarding then please contact either:

Designated Safeguarding Person : Director: Karen Smith 01633 841702. Email: karen@cadcentreuk.com

or in her absence:

Deputy Designated Safeguarding Person: The General Manager: Linda Thomas 01792 644178. Email: linda.thomas@cadcentreuk.com

As well as the designated safeguarding person (Director) and deputy designated safeguarding person (General Manager) listed above, if any learner has any concerns regarding , health, wellbeing , e-safety, or any other concern: they may also wish to discuss this with their trainer / assessor or the local training Centre Manager.

All employees, regardless of their position within The CADcentre (UK) Ltd, carry a professional responsibility to share information with other agencies in order to safeguard children/ young people, in consultation with the designated safeguarding person. Working with those that require safeguarding requires sensitivity.

Good practice in these situations calls for:

- Effective cooperation between different agencies and professionals
- Sensitivity between employers and assessors in the best interests of the learner
- Careful exercising of judgement, based on thorough assessment and analysis of the available information
- Information sharing in the best interests of the learner

To demonstrate The CADcentre (UK) Ltd's commitment to safeguarding, this policy seeks to:

- Inform learners , employers and staff of safeguarding issues
- Promote collaborative working

Safeguarding Children and Young Persons and Vulnerable Adults

Safeguarding includes the following key areas:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic Wellbeing

We acknowledge that adults have the right to take risks as long as they have the capacity to make an informed decision. We also acknowledge that it is every adult's right to live free from abuse, in accordance with their human rights. The CADcentre (UK) Ltd recognises that the law permits the disclosure of confidential information, in order to safeguard a vulnerable adult, in the public interest.

Definition of a 'Vulnerable Adult'

A vulnerable adult is a person aged 18 or over:

'Who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves against significant harm or exploitation'.

Also, adults in a vulnerable situation arising from a range of causes or circumstances.

Definition of a 'Child'

A 'child' is defined as meaning a person under the age of 18, (unless he or she has defined special needs).

In the case of suspected abuse, initially if a learner brings any issue to the attention of a staff member, then the staff must inform their manager who will inform the Designated Safeguarding Person: Karen Smith, or in her absence, the deputy designated person : Linda Thomas. The Designated Safeguarding Person, or in her absence the Deputy designated person will then assess the situation and take the required action, contacting the local safeguarding board as required.

What is abuse?

Abuse is a violation of an individual's human and civil rights by any person or persons. It can take a variety of forms and can be overt and covert. Examples of abuse that could occur in a learning environment include:

- Physical abuse
- Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- Sexual exploitation: which involves exploitative situations where the child/young person may receive "something" as a result of them performing, and /or people performing on them, sexual activities. It can also occur through the use of technology without the child/young person's immediate recognition. In all cases those exploiting children/young persons have power over them by virtue of age, gender, intellect, physical strength or economic or other resources.
- Emotional/psychological abuse, e.g. intimidation or humiliation
- Discriminatory abuse, e.g. racial, sexual or religious harassment, or due to age, ability or disability
- Personal exploitation
- Neglect: ie the persistent failure to meet a child's or vulnerable person's basic needs.
- Financial: including exploitation, theft, misuse of possessions.
- Institutional abuse, e.g. failure to ensure privacy or dignity

If a learner wishes to raise any concern with a member of CADcentre staff then the learner can expect the following action to be taken:

- Their concerns will be listened to, and any allegations will be taken seriously.
- Actions will be taken to investigate the matter.
- All details will be written down.
- The CADcentre shall work in partnership with local safeguarding boards where necessary.

Vetting and Recruitment of Staff

All applicants for posts within The CADcentre (UK) Ltd will be asked to provide details of any unspent criminal convictions on their application form.

All staff who will be in a position of having contact with children (classed as a person under the age of 18) / young person's and/or vulnerable adults will undergo an Enhanced Disclosure check from the Disclosure & Barring Service Disclosure Scotland before they are allowed contact with a 16/18 learner, or vulnerable adult, or any learner in a school/ college environment. Staff will not be allowed to visit unaccompanied a 16/18 learner, or vulnerable adult or visit a school or college premises until a satisfactory enhanced DBS check has been received.

The DBS certificate will contain details of any spent and unspent convictions, as well as cautions, reprimands and warnings recorded by Police. Staff will also be checked for disqualification / being barred from working with children or vulnerable adults.

If an individual is confirmed as appearing on any of these lists, or if they have any convictions which disqualify them from holding the position, they will automatically be unsuccessful in their application once it has been confirmed that the disclosure certificate relates to them. It is an offence for anyone who is on the lists to work with children or vulnerable individuals and is an offence for The CADcentre (UK) Ltd to employ anyone on the lists.

Staff will undergo an enhanced DBS re-check every 3 years.

As part of the recruitment process, new staff will undergo "right to work" identity checks, reference checks, and checks on their qualifications.

Staff Training.

The Designated Safeguarding Person has received appropriate training and will receive refresher training every two years.

The deputy Designated Safeguarding Person has received appropriate training and will receive refresher training every two years.

All staff will receive training and updates on Safeguarding and receive refresher training as required.

New staff will undertake training in Safeguarding, including The Prevent Duty as part of their Induction Process.

Staff Duties, and what learners should expect from the CADcentre staff:

Staff will:

- Demonstrate respect for learners as individuals in all matters
- Undertake relevant training in safeguarding, disclosure and diversity matters. Ask their Manager if they have any uncertainties about how to deal with an issue that may arise.
- Undertake and complete the on-line "safeguarding training and assessment" tool on the LSIS / Education Foundation website.
- Ensure that all learners are aware of relevant Safeguarding policies and create a suitable and supportive environment to encourage learner disclosure of any issues which might affect the way in which they should be treated.
- Ensure all learners are aware of our Equality and Diversity policy and that they know how to complain if they become victims of harassment, bullying or unfair treatment.
- Ensure diverse learning that is sensitive to difference.
- Invite and encourage constructive feedback from learners and employers about standards and styles of behaviour and promote an open and honest culture of respect and diversity.
- Deal with complaints of abuse, unfair treatment, bullying or harassment promptly, sensitively, confidentially and in accordance with CADcentre procedures.
- Avoid physical contact with young persons or vulnerable adults (in fact, all learners). Staff must ensure that they are aware if what is and is not appropriate with regard to physical contact with learners.

A child protection / safeguarding matter may come to an employee's attention in a number of ways:

- A child/young person may tell a member of staff themselves.
- A member of staff may observe injuries which have no explanation.
- Another child / young person may tell a member of staff something which causes concern.

- A member of staff may receive a letter, email, text etc detailing an alleged incident.

Procedure for Learners, employers or staff who may have concerns about Safeguarding

If any learner, employer or staff wish to disclose any issues or concerns regarding Safeguarding, or report any incidences of abuse or any issue concerning their safety, which includes Safeguarding, The Prevent Duty: ie preventing people being drawn into acts of radicalisation or terrorism, e-safety, wellbeing, health and safety, or working practices, then please contact the following staff:

Designated Safeguarding person: Karen Smith: Director: 01633 841702. Email: Karen@cadcentrek.com

or, in her absence:

Linda Thomas: General Manager: tel 01792 644 178. Email: linda.thomas@cadcentrek.com

Guidelines for staff for reporting allegations/incidents:

If a learner discloses that they or someone they know is being abused, then staff should take the following action:

- Listen carefully to what the learner is saying. Do not express disbelief. Say that their allegations will be taken seriously.
- Encourage, but do not prompt or ask questions.
- Explain that actions will be taken to investigate the matter.
- Do not promise to keep anything confidential. All staff have a duty to report such incidences.
- Write down all the details of what was said- using exact wordings-, the date and time and who was present.
- Try and ensure that all relevant details have been recorded, for example, the names of those concerned, details of the alleged incident and so on.
- Record all incidents reported or observed and inform Karen Smith or Linda Thomas, or their Manager immediately/ or within 24 hrs.
- Managers must inform Karen Smith, Director, or in her absence Linda Thomas giving detailed notes/report with 24 hours.
- Should the disclosure be in the form of a letter, email, text etc, then that should be immediately passed to the manager and then to Karen Smith.
- Ensure confidentiality – only “need to know basis”
- Inform parents/guardians, unless to do so may put the child/vulnerable adult at further risk.
- The Designated Safeguarding Person: Karen Smith will be responsible for storing reports in a safe and secure environment.
- In the event of allegations about events outside of the CADcentre, it is important that these allegations are treated seriously. The Designated Safeguarding Person, (or her deputy in her absence,) of The CADcentre (UK) Ltd shall work in partnership with local safeguarding bodies and in emergencies, the Police, in dealing with these situations.
- In the event of an allegation being made against a member of staff, this should be reported immediately to the Designated Safeguarding Person: Director, Karen Smith, or in her absence the deputy Designated Safeguarding Person: Linda Thomas, General Manager. Dependant on the scope of the allegation, she will inform the necessary authorities and a full investigation will be carried out. On no account must a member of staff tell that colleague. Where there is a complaint against a member of staff there may be a criminal investigation and / or a disciplinary and misconduct investigation. A decision on whether or not to suspend the member of staff prior to any disciplinary action will be taken depending on the relevant circumstances.

Practices to be avoided by CADcentre staff, and what standard of behaviour the Learner should expect from CADcentre staff:

- Staff should try to ensure that they are not alone with a child/young person.
- Staff should not take a child/young person alone in their car other than in extreme emergencies when there is no other choice, i.e. unable to wait for a taxi etc. Should this be the case, then two members of staff must accompany the learner and one of the members of staff must be of the same gender as the learner. The manager must be informed if such an instance occurs.

- Staff must never become 'over familiar' with any child/young person, or show favouritism to any child / young person. Conversely, if any member of staff finds themselves the subject of inappropriate affection or attention from a child/young person, they should make their manager aware of the situation.
- Staff must never engage in any inappropriate touching, physical games, or horseplay.
- Staff should never make any sexually suggestive remarks to a child /young person: even in fun.
- Staff should never send inappropriate or offensive emails, texts, or other material to a child / young person.
- Staff must avoid any social contact with a child / young person outside the usual sphere of work, either on social media, mobile phones, and maintain professional conduct at all times.
- Staff should never invite a child / young person to their home.
- Staff should never allow allegations of abuse to go unrecorded, or not acted upon.

Apprenticeship Matching Service: Children / Young Persons matched to employers for an apprenticeship.

- The staff member who makes arrangements for matching learners with employers under the Apprenticeship Matching Service will receive training and be aware of safeguarding issues.
- The employer will be made aware of safeguarding issues and the CADcentre will give the employer a copy of the CADcentre Safeguarding Policy.
- Prior to the child /young person being placed with an AMS employer, a risk assessment will have been conducted by trained CADcentre staff. The general suitability of the AMS employer in terms of safeguarding, health, safety and welfare will be considered.
- Factors to be taken into account when considering the suitability of an AMS employer include the age, maturity, gender, and vulnerability (for example a child / young person with special needs or history of abuse or neglect) of the child / young person together with the nature of the business of the AMS employer.
- A child / young person will not be placed at an AMS employer where that employer is a sole trader or is working from home.

In meeting and achieving the Every Child Matters, the CADcentre (UK) Ltd shall build with children / young adults:

- Good rapport and respectful trusting relationships, ensuring effective communication to develop these relationships
- Openness and honesty and make them feel valued
- Hold conversations with them at appropriate times and places, and
- Actively listen to them at all times

In the promotion of being healthy we:

- Shall promote healthy lifestyles, physical, mental and sexual health and the health needs of those with learning difficulties and/or disabilities. Environmental health issues will also be discussed. Learners will also be given information, advice and guidance on an appropriate range of support available to them.
- Provide information or signpost to information on drug awareness, smoking and alcohol abuse
- Ensure learners are safe and cared for and able to look after themselves. Key risks to their safety, a safe environment, living in safe environments and being protected from abuse and exploitation
- Ensure that their work place is clean and healthy, and that they have a clean area to eat and take breaks, and that they have access to good clean environment, including toilets.

In staying safe we:

- Check Health and Safety within the workplace
- Ensure knowledge of evacuation procedures
- Ensure knowledge of what to do in the event of a fire, emergency etc
- Carry out DBS checks on our staff
- Raise awareness of Safeguarding issues, including e-safety.
- Ensure employer compliance of health and safety, such as risk assessments and employers liability insurance.

In enjoying and achieving, we:

- Ensure suitable and accessible training and assessment that will enable learners to meet their learning goals
- Shall provide good quality provision
- Shall encourage learners to continue their education and achieve highly and enjoy achieving
- Shall ensure that they achieve personal and social development
- Ensure high success rates in all areas of learning
- Ensure that learners develop their skills and knowledge within their relevant sectors
- Give good information, advice and guidance
- Ensure that we network with employers and other organisations, to assist in improving all aspects of the training and assessment we deliver

In making a positive contribution we:

- Ensure that learners engage in decision-making and support the local community and environment, and promote a law abiding and positive behaviour
- Develop positive relationships and do not choose to bully and/or discriminate
- Help them develop self confidence, and deal successfully with life changes and challenges
- Help them develop socially and economically. Show them how to make a positive contribution
- Carry out regular surveys from employers and learners

In achieving economic well-being we:

- Will develop generic employment skills (CV writing, job applications, interview techniques etc)
- Will develop and enhance learners skills ensuring that they can make career progression
- Will give learners references when required, to assist in career progression
- Will consider learners spiritual, moral, social and cultural development, and assist them in making a positive contribution to the community.

Directors Signature:

