



## **Apprenticeships**

## **Safeguarding Policy**



# Safeguarding Policy

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# Safeguarding Policy

## 1. Introduction

- 1.1 The aim of the policy is to safeguard and promote our participants' welfare, safety and health by fostering an honest, open, respectful, caring and supportive culture. Our participants' welfare is of paramount importance.
- 1.2 This Policy is consistent with:
- i. the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the Statutory guidance "*Keeping children safe in education – Statutory guidance for schools and Organisations*", September 2016 and "*Working Together to Safeguard Children*", 2015.
  - ii. the Local Safeguarding Childrens Boards (LSCB) including Warwickshire Safeguarding Children Board (WSCB) which contain procedures and guidance for safeguarding children.
- 1.3 There are four main elements to our Child Protection Policy:
- i. **Prevention** (e.g. positive atmosphere, teaching and pastoral support to participants, safer recruitment procedures);
  - ii. **Protection** (by following agreed procedures, ensuring our employees are trained and supported to respond appropriately and sensitively to safeguarding concerns);
  - iii. **Support** (to participants and our employees and to children and young people who may have been abused);
  - iv. **Working with parents/carers** (to ensure appropriate communications and actions are undertaken).
- 1.4 This Policy applies to all employees, partners of and visitors to the organisation. We recognise that safeguarding is the responsibility of all employees. We will ensure that all relevant parties and working partners are aware of our safeguarding policies and procedures by incorporating it into organisational information, displaying such throughout the organisation, placing it on the Ashorne Hill website and by raising awareness at meetings and events as, when and where appropriate.
- 1.5 **Wider organisation activities:** where Ashorne Hill provides Apprenticeship services, events or activities directly under the supervision or management of our employees, the organisation's arrangements for safeguarding and child protection will apply. Where any Apprenticeship services or activities are provided separately by another organisation (for example, by sub - contractors) Ashorne Hill will seek assurance in writing that appropriate policies and procedures in place to safeguard and protect children and vulnerable adults and that there are arrangements to liaise with the Organisation on these matters where appropriate.

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## 2. Safeguarding Commitment

2.1 The Organisation adopts an open and accepting attitude towards safeguarding as part of its responsibility for the welfare and pastoral care of its participants. Employees encourage participants to feel free to talk about any concerns and to see Ashorne Hill as a safe place when there are difficulties. Participants' worries and fears will be taken seriously and they will be encouraged to seek help from appropriate members of the Apprenticeship team.

2.2 Ashorne Hill will therefore:

- i. Establish and maintain an ethos where participants feel secure and are encouraged to talk, and are listened to;
- ii. Ensure that they know that there are people in the organisation whom they can approach if they are worried or are in difficulty;
- iii. Include in the programme and beyond, activities and opportunities which equip participants with the skills they need to stay safe from abuse (including online), and to know to whom they can turn to for help;
- iv. Ensure every effort is made to establish effective working relationships with internal and external networks, partnerships and agencies;
- v. Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new employees and volunteers, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed) and references.

2.3 **Safeguarding in the learning programme:** participants are informed and updated about safeguarding through a range of means, a number of which are addressed at participant interventions and reviews, tutorials and in the wider curriculum:

- i. Bullying/cyberbullying;
- ii. Drugs, alcohol and substance abuse;
- iii. E-safety/internet safety;
- iv. Health and Safety;
- v. Domestic violence/abuse;
- vi. 'so called' honour based violence issues (HBV) e.g. forced marriage, female genital mutilation (FGM);
- vii. Sexual exploitation of children (CSE), including online activity;
- viii. Preventing extremism and radicalisation.

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## 3. Roles and Responsibilities

3.1 **General:** It is the responsibility of all employees to comply with the requirements of this policy. Policy and practice is overseen by the Designated Safeguarding Lead (DSL). All employees with specific safeguarding roles and responsibilities (“key contacts”) are identified in Appendix 1.

3.2 **Governing Body:** The Governing Body will ensure that:

- i. The organisation has a safeguarding policy, procedures and training in place which are effective and comply with the law at all times;
- ii. The policy is made available publicly;
- iii. The organisation operates safer recruitment practices, including appropriate use of references and checks on new employees and volunteers;
- iv. Any HR employees involved in the recruitment process have undertaken ‘Safer Recruitment Training’;
- v. There are procedures for dealing with allegations of abuse against members of employees and volunteers;
- vi. There is a sufficiently senior member of the Ashorne Hill Apprenticeship team who is designated to take lead responsibility for dealing with safeguarding matters (“Designated Safeguarding Lead”) and that there is always cover for this role with appropriate arrangements made to communicate such cover;
- vii. The Designated Safeguarding Lead (DSL) undertakes effective Local Authority/Safeguarding training and that this is refreshed every two years;
- viii. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.;
- ix. Effective policies and procedures are in place and updated annually;
- x. There is an individual member of the Governing Body who will act as advocate and champion for safeguarding issues, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Body;
- xi. Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Boards.

3.3 **Safeguarding Champion:** the safeguarding champion will, as a member of the Governing Body ensure that:

- i. The policies and procedures adopted by the Governing Body are effectively implemented and followed by all employees;
- ii. Sufficient resources and time are allocated to enable the Safeguarding Lead and other employees to discharge their responsibilities, including taking part in strategy discussions and other inter- agency meetings;
- iii. Allegations of abuse or concerns that an employee or adult working at the organisation may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer.
- iv. All employees and volunteers feel able to raise concerns about poor or unsafe practice in regard to safeguarding and that such concerns are addressed sensitively

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and effectively in a timely manner.

v. All employees are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to appropriate agency (e.g. the Police).

3.4 **Designated Safeguarding Lead:** the responsibilities of the Designated Safeguarding Lead include, but are not limited to:

i. Provision of information to the local safeguarding boards/Local Authority on safeguarding;

ii. Liaison with the Governing Body and the Local Authority regarding any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay;

iii. Act as a source of support, advice and expertise within the organisation;

iv. To attend and contribute to child protection and safeguarding conferences when required;

v. Ensure all employees have access to and understand Ashorne Hill's safeguarding policies and procedures;

vi. Ensure all employees have safeguarding training at induction and beyond;

vii. Keep detailed, accurate and secure written records of concerns and referrals;

viii. Obtain access to resources and effective training for all employees and attend formal refresher training courses every two years;

ix. Keep up to date with new developments in safeguarding by regularly (and at least quarterly) accessing briefings, conferences, networking events and journals.

## 4. Policy monitoring

4.1 The effectiveness of this policy will be assured through;

i. Annual review of the Safeguarding Policy by the Governing Body and DSL;

ii. The DSL and Safeguarding Champion informing the Governing Body annually as to how employees have complied with the policy.

## 5. Support – General

5.1 Ashorne Hill will seek to provide participants and employees who require it with the necessary support, guidance and assistance in regards to any safeguarding issues or concerns.

5.2 Complaints or concerns raised will be taken seriously and followed up in accordance with the Organisation's policies and procedures.

5.3 The DSL will take primary responsibility for facilitating any support required and for managing any concerns or issues raised.

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## 6. Support - For employees

- 6.1 As part of their safeguarding responsibilities and duties, employees may hear information that may be distressing. Where a member of employee is distressed as a result of dealing with a safeguarding matter, they should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

## 7. Recruitment and selection of employees

- 7.1 Ashorne Hill has an open and transparent safeguarding ethos, regularly promoting and addressing safeguarding responsibilities during employee's meetings and through regular communications and updates.
- 7.2 In recognition of this diligent safeguarding culture, recruitment practice is aligned to and shaped by the organisation's Safer Recruitment Policy.
- 7.3 The organisation maintains a single central record (SCR) of all employees who work for Ashorne Hill. The record is able to evidence that the following checks have been carried out or certificates obtained and the date on which each check was completed/certificate obtained:
- i. An identity check;
  - ii. A barred list check;
  - iii. An enhanced DBS check/certificate;
  - iv. Further checks in people who have lived or worked outside the UK;
  - v. A check to establish the person's right to work in the United Kingdom.

## 8. Equality Impact Assessment

- 8.1 Equality Impact Assessment is the process by which consideration is given to all aspects of the businesses work and services, to assess the degree by which Ashorne Hill is actively promoting equality and ensuring any potentially discriminatory practices are identified and removed.
- 8.2 This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

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## 9. Review of Policy

- 9.1 The above policy will be reviewed by the policy owner and relevant parties after a period of 1 year or earlier as required.

## Appendix 1 - Key Contacts

### Named Employees and Contacts

- i. Designated Safeguarding Lead: Safeguarding and Administration Co - ordinator
- ii. Deputy Designated Safeguarding Lead/s: Apprenticeship Manager  
Apprenticeship Delivery Co - ordinator
- iii. Prevent Single Point of Contact (SPOC): Safeguarding and Administration Co -ordinator
- iv. Nominated Safeguarding Governor/Champion: Finance Manager

The Designated Safeguarding Lead or their Deputy will normally be responsible for contacting the Local Authority or external agencies in the event of a serious safeguarding risk.

The Prevent Single Point of Contact (SPOC) will normally be responsible for contacting the Local Authority or external agencies in the event of a serious safeguarding risk relating to Prevent.

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