

N-GAGED

Training

N-Gaged Training and Recruitment

Safeguarding & Prevent

May 2017

Review Date: May 2018

This document was last updated:

May 2017

Signed: 

Managing Director

N-GAGED TRAINING

SAFEGUARDING/CHILD PROTECTION POLICY

N-Gaged Training and Recruitment fully recognises and actively supports the safeguarding of young people and vulnerable adults. We recognise that all staff, volunteers and others in contact with our learners have a full and active part to play in protecting them from harm and abuse whether it is physical, sexual, verbal, psychological/emotional, and financial or neglect.

In accordance with the Counter-Terrorism and Security 2015, there is a statutory duty on colleges to “have due regard to the need to prevent people from being drawn into terrorism”. This is known as the Prevent duty.

N-GAGED TRAINING AND RECRUITMENT SAFEGUARDING/CHILD PROTECTION OFFICER: IQA Manager – John Sawbridge

In the Event of Absence: Director of Training & Operations - Michele Ford

The aims of this Policy are:-

- To support the young person or vulnerable adults’ development in ways that will foster security, confidence and independence, and enable them to enjoy and achieve their learning goals.
- To raise the awareness of all staff of the need to safeguard young people and vulnerable adults and of their responsibilities in identifying and reporting possible cases of harm and abuse.
- To provide a systematic means of monitoring young people or vulnerable adults known or thought to be a risk of harm. This includes the risk of radicalisation as noted in the Prevent duty.
- To emphasise the need for good levels of communication between all members of staff.
- To develop structured procedures that will be followed by all members of staff in cases of suspected abuse or harm.
- To develop and promote effective working relationships with other agencies, especially local safeguarding boards, social services and the Police.
- To ensure that all staff, volunteers and others in contact with young people and vulnerable adults have been subject to an enhanced CRB check.
- All learners, without exception, have the right to protection from abuse of any kind.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All of the companies’ staff and employers have a responsibility to report concerns.

Supporting Young People

- N-Gaged Training and Recruitment recognises that a young person or vulnerable adult who is abused whether physical, verbal or psychological or witnesses domestic violence or abuse may find it difficult to develop and maintain a sense of self-worth. N-Gaged Training and Recruitment recognises that a young person in these circumstances may feel helpless, humiliated and self-blame.
- N-Gaged Training and Recruitment recognises that they may provide the only stability in the lives of young people or vulnerable adults who have been abused or who are at risk of harm.
- N-Gaged Training and Recruitment accepts that the behaviour of these young people or vulnerable adults may range from that which is perceived to be normal to aggressive or withdrawn.

N-Gaged Training and Recruitment will support all young people and vulnerable adults by:

- Establishing and maintaining an environment where they feel secure, are encouraged to talk and are listened to.
- Ensuring that they know that there are trained staff in the centre who they can approach if they are worried.
- Ensuring that all appropriate staff are trained and understand their responsibilities in being alert in the signs of abuse and their responsibility for referring any concerns to their line manager/nominated person (stated at the top of this Policy document).
- Ensuring that all employers/work placement providers are vetted and that they sign up to N-Gaged Training and Recruitment safeguarding procedures.
- Covering Health and Safety and Safeguarding with learners at induction and following this up on an on-going basis.
- Having adequate staff trained in First Aid procedures.
- Ascertaining any health or medical conditions that learners may have and carrying out a full risk assessment where necessary.
- Developing effective links with the local safeguarding boards, Children and Young Peoples Information Service and other relevant agencies to liaise and co-operate as necessary regarding child protection/safeguarding.
- Keeping written records of concerns about young people and vulnerable adults, even where there is no need to refer the matter immediately and ensuring that all such records are kept confidentially and securely.

Safe recruitment

N-Gaged Training and Recruitment is committed to the principles of safeguarding and this applies to all personnel procedures.

The Senior Management Team expects all staff to know procedures and implement them as part of their day to day work.

All staff working at N-Gaged Training and Recruitment are required: -

- To show proof of identification;
- To complete an enhanced Criminal Record Bureau check - this includes volunteers;
- Each person working at N-Gaged Training and Recruitment will have a named direct line manager who is fully conversant with the standards of behaviour, expectations, and procedures of the company.

Safe Use of Funds

We have accounts audited annually, through an independent organisation, to validate financial transactions & figures and also ensure we are running a credible business. As part of this and to ensure any funds received do not lead to inadvertent funding or extremist organisations we follow the guidelines in the Prevent Strategy, Department for Education Guidelines:

We ensure that decisions to engage with organisations are deliberate and grounded in suitable evidence about an organisation, its intentions and aims, using the following criteria:

- a) The organisation actively condemns and works to tackle violent extremism.
- b) The organisation defends and upholds shared values including: respect for the rule of law; freedom of speech; equality of opportunity; respect for others; and responsibility towards others

N-Gaged make clear to partners the standards we expect and the need to work to uphold shared values and prevent violent extremism.

Recruitment procedures will include:

- Advertisement that identifies the importance of safeguarding procedures;
- Short listing;
- Interview using Fair Interview processes;
- Employment history;
- Evidence of qualifications where relevant;
- Enhanced DBS checks.

As part of the interview process candidates will need to :-

- Demonstrate an understanding of Safeguarding and child protection procedures.

As part of the interview process the interview panel will need to:-

- Implement the interview process with regard to Fair Interview techniques and Safeguarding procedures.
- Test candidates' suitability against the post requirements.
- Satisfy themselves that there are no unexplained employment gaps.
- Assess the credibility of references.

CHILD PROTECTION PROCEDURE

- Promises of confidentiality for young people under 18 cannot be given as situations of child abuse will have to be reported to social services.
- If you suspect that a learner is going to discuss abuse, either towards themselves or another young person/vulnerable adult, establish ground rules concerning confidentiality.
- All instances, allegations or suspicions regarding matters of child abuse must be reported to the N-Gaged Training and Recruitment Safeguarding/Child Protection Officer, your line manager, Training Manager or other member of the management team.
- Above procedures also include Channel for Prevent issues
- The Social Services Department may need to be contacted in order to discuss appropriate action.

If the learner is fully aware of what could happen, they can:

- Choose whether they want to speak now or have time to think about it;
- Be as informed as possible regarding the implications of passing on this information.

A full record shall be made as soon as possible of the nature of the allegation and any relevant information including:

- The date;
- The time;
- The place where the disclosure of the information took place;
- The place where the alleged abuse happened;
- Your name and names of others present;
- The name of the complainant and, where different, the name of the person who has allegedly been abused;
- The nature of the alleged abuse;
- A description of any injuries observed;
- The account which has been given of the allegation.

RESPONDING TO AN ALLEGATION

- Any suspicion, allegation or incident of abuse must be reported to a member of N-Gaged Training and Recruitment senior management team as soon as possible.

ALLEGATIONS ABOUT A MEMBER OF STAFF

- Any suspicions, allegations or actual abuse by a member of staff must be reported to the N-Gaged Training and Recruitment Safeguarding/Child Protection Officer, your line manager, Training Manager or other member of the management team immediately
- They will notify the Managing Director, who will initiate an investigation of this incident in line with N-Gaged Training and Recruitment disciplinary procedure
- They will immediately take the necessary action to ensure the safety of the person in question and anyone else who might be at risk

If a complaint or allegation is made against a member of N-Gaged Training and Recruitment, the Managing Director, member of the senior management team or a member of staff, the Managing Director will appoint an investigating officer who will deal with the complaint in accordance with N-Gaged Training and Recruitment disciplinary procedure and contracts of employment.

Contact numbers

South Gloucestershire Council Children and Young People's Information Service – 01454 868008 (office hours) 01454 615165 (out of hours emergency duty team) Bristol Safeguarding Children's Board 0117 903 6444. City of Bristol College 0117 312 5733. Police Public Protection Unit - 0117 9455 969.

GENERAL

This policy should not be read in isolation, but cross-referenced with all relevant N-Gaged Training & Recruitment employment and learner policies, particularly the Equality and Diversity Policy, Health & Safety Policy and the E-Safety Policy.

REVIEW

Policy Reviewed:	May 2016
Agreed:	May 2106
Next Review:	May 2017

APPENDIX - DEFINITIONS

Vulnerable Adult

A Person “Who is or may be in need of community care services by reason disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation”.

Abuse

Abuse is mistreatment by any other person or persons that violates a person’s human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person’s quality of life, to causing actual physical or mental suffering.

Abuse can happen anywhere:

- in a person’s own home
- in a residential or nursing home
- in a hospital
- in the workplace
- at a day centre or educational establishment
- in supported housing
- in the street

Extremism

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Extremism also includes calls for death of members of the armed forces.

Terrorism

Terrorism is defined as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes with or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing political, religious or ideological cause

Radicalisation

Refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

British Values

British Values are made up of the following:

Democracy: making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development for example collaborating with children to create rules and codes of behaviour.

Individual liberty: freedom for all, for example reflecting on their differences and understanding we are free to have different opinions

Mutual respect and tolerance: treat others as you want to be treated, for example sharing and respecting other's opinions.