



# **Safeguarding Policy for Young People and Vulnerable Adults**

**Date Approved: January 2019**

**Author: Philip Taylor, Head of Quality & Compliance**

**Date for review: July 2019**

## **Policy Statement**

Skills4Stem is committed to practices that protect Young People and Vulnerable Adults from abuse, exploitation, bullying neglect and self-harm in relation to training provision funded by the Education & Skills Funding Agency. This policy also covers the responsibility Skills4Stem has to protect and prevent funded learners from radicalisation and extremism in response to the Prevent Duty requirements.

Skills4Stem ensures the Supervisory Board, senior managers and staff and delivery partners recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding and are clear on how to identify and report any incidents.

Skills4Stem is committed to working with local safeguarding organisations, such as the local authorities, Channel, Prevent coordinators, the Police, Education & Skills Funding Agency as well as the police, Prevent coordinators and other community & referral groups to ensure the safeguarding of all learners.

The policy is reinforced with the Safeguarding & Prevent support guide, which details information on referral agencies, reporting procedures to follow, signs for recognising abused or at-risk learners and incident forms.

## **Accountability & Responsibility**

Skills4Stem ensure delivery staff who deliver the services to learners have been trained appropriately.

Skills4Stem has appointed a senior manager with specific leadership responsibilities in Safeguarding to ensure the appropriate policies, training, monitoring and management of incidents or concerns are completed in the correct manner and are communicated to the appropriate safeguarding agencies.

Skills4Stem's senior manager safeguarding lead is also the Prevent lead for the company. Skills4Stem take the responsibility to ensure all support staff, delivery staff, and learners are supported in Prevent, through appropriate training, awareness sessions, teaching & learning materials and resource development.

The Skills4Stem senior leadership team (SLT) take overall responsibility for safeguarding & Prevent completing risk assessments, health checks and training materials for candidates and staff. The Prevent leads meet regularly to discuss Prevent developments, matters arising and learner referrals to the channel programme.

The senior leadership team (SLT) also has a safeguarding lead, who reviews all safeguarding arrangements, reports & tracking to ensure correct processes are being adhered to, safeguarding issues are being signed off and to provide advice & support to the Skills4Stem safeguarding lead on a monthly basis.

Safeguarding & Inclusion for all is reported at each SLT meeting.

Skills4Stem ensures that:

- Risk assessments for Prevent requirements are completed on all centres and on employer's premises
- The company maintains a Single Central Record (SCR) of all staff qualifications, safeguarding training and Disclosure and Barring Service (DBS) checks

### **Training**

Skills4Stem ensures support and delivery staff have adequate safeguarding and prevent training and awareness.

All support and delivery staff are expected to have completed:

- Safeguarding and Prevent awareness sessions and Channel programme module as a minimum
- Undertake annual training on safeguarding & Prevent in order to raise awareness of keep informed of up to date legislation and issues

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

Skills4Stem has a responsibility to ensure its support and delivery staff are safely employed. Therefore, all staff that frequently work with Young People and or Vulnerable Adults in training, advice or transport have been checked through the Disclosure and Barring Service.

Ongoing monitoring of DBS checks will take place throughout the year to ensure support and delivery staff details are kept up to date. It is a contractual requirement for staff to respond to these requests for certification.

It is a requirement that DBS checks are completed every 3 years, and this is monitored & tracked as part of Skills4Stem's single central register.

### **Review**

Skills4Stem's Safeguarding policy and procedures are reviewed annually through the self-assessment and quality improvement cycle. Prevent is checked more frequently (3-6 monthly) to ensure processes and procedures are up to date in line with changes to requirements.

Skills4Stem reports all Safeguarding & Prevent activities & issues directly to the SLT. The Skills4Stem SLT has a lead representative on the board for both Prevent & safeguarding and these colleagues work closely with Skills4Stem in monitoring & addressing issues.

## **SAFEGUARDING PROCEDURE**

### **Purpose**

It is the purpose of this procedure to ensure that all Young People under the age of 18 and/or Vulnerable Adults are safeguarded and Skills4Stem to provide protection for all learners on programme.

### **Responsibilities**

It is the overall responsibility of Skills4Stem to

- Ensure that all employed, voluntary staff and associates have a recent DBS check.
- Ensure all staff have received training, information and support on all aspects of safeguarding including but not limited to safer recruitment practices, internet & social media safety, bullying, grooming & abuse, Prevent, exploitation and extremism.
- Ensure that all staff support available is carried out in a confidential manner.
- Ensure Prevent awareness for all staff takes place and fundamental British values are adhered to for all staff and learners
- Ensure referral agencies and support posters / guides are placed in prominent places for staff and learners to see and provide support for employers in ensuring their funded learners are protected and safe from abuse or extremism (and all the features these include)
- Ensure the safeguarding process is adhered to and correct documentation, evidence and support has been provided.
- Carry out internal investigation should it be appropriate.
- Monitor the progress of cases on a daily basis as required.

### **It is the responsibility of the Safeguarding Lead to:**

- Investigate, improve, monitor and review company policies and procedures.
- Take action on referrals from both internal and external sources.
- Make decisions about referrals to Social Services Child Protection Team.
- Endeavour to keep up to date with all Child/Vulnerable Adult Protection legislation.
- Chair case discussions if appropriate.
- Collect all necessary data and ensure it is kept strictly confidential and protected by password access, stored under lock and key.
- Determine if an internal investigation is required and liaise with Social Services and the Police to avoid compromising any official investigation.

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- Liaise with the Chief Executive and or senior manager of the delivery partner to ensure all necessary support and guidance is available as appropriate.
- Ensure HR & recruitment practices are fit for purpose and in line with safer recruitment practices.

**It is the responsibility of staff to:**

- Seek urgent medical or Police assistance if needed.
- Show concern and refer on any learner who needs support.
- Not offer or promise confidentiality, but to record the facts without 'leading'.
- Offer support and security and not to react emotionally.
- Make a record of their concerns and refer into the Designated Safeguarding Lead or Designated Safeguarding Coordinator.
- Not discuss concerns or disclosures with anyone including parents.
- Tell the learner that the record will be made, and the Designated Safeguarding Lead or Designated Safeguarding Coordinator informed.
- Understand that protocols may require that they have further involvement but will be given feedback.
- Get personal confidential support if required.
- Understand the risks of bullying, grooming, abuse, exploitation, extremism and online safety and how to support learners in keeping themselves safe
- Identify & signpost to organisations for support where characteristics of exploitation, extremism, bullying, abuse or grooming has been recognised

**SIGNED ON BEHALF OF THE COMPANY**



**Sarah Davis- Chief Executive Officer**

**Dated: 15th Jan 2019**