



**Safeguarding
Policy
Statement
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DTUK Ltd

Safeguarding Policy Statement

Scope of The Policy

The aim of this policy is to ensure:

1. The safety of young people and young persons and vulnerable adults by outlining clear procedures
2. All staff members within DTUK Ltd that deliver Learning are clear about their responsibilities.
3. All staff members within the training and assessment process whether they are full time, part time, visit learners for feedback or are peripatetic assessors and/or volunteers
4. That it links in and plays a part within Equality and Diversity at all times. Ensuring that when carrying out any form of training, initial assessment and/or induction that learners and employers are treated equally and their diverse needs taken into account
5. DTUK Ltd will implement the Equality Management Framework (Equality Act 2006) and monitor social outcomes

DTUK Ltd operates a zero tolerance when it comes to safeguarding young people and vulnerable adults.

DTUK Ltd is committed to ensuring that all employees, learners and others associated with our services are treated fairly.

DTUK Ltd has a responsibility to protect children and vulnerable groups that staff and may have contact with in the course of their duties. This policy details the arrangements that the DTUK Ltd has put in place to provide a safe environment for children and vulnerable groups. It applies to all staff, learners and employers.

This policy will be made available to all staff, learners and employers and they will be advised of the need to safeguard children and vulnerable groups.

DTUK Ltd supports the right of all to be protected from harm and recognises that safety and welfare are paramount.

All employees, regardless of their position within DTUK Ltd, carry a responsibility to safeguard those who are vulnerable. Working with those that require safeguarding can be sensitive and difficult.

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 exercise of judgement, based on thorough assessment and analysis of available information
- Information sharing in the best interests of the learner.

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To demonstrate DTUK Ltd's commitment to safeguarding, this policy seeks to:

- Inform employees of the indicators of safeguarding issues;
- Provide procedures for staff to identify and report issues of possible vulnerability;
- Promote collaborative working.

Staff are reminded that as in all areas of Work based assessment and the delivery of training programmes, record keeping is of paramount importance to support actions taken. Record keeping should be simultaneous and using DTUK Ltd documents.

DTUK Ltd recognises that robust recruitment and selection arrangements are crucial to the protection of our learners. Recruitment will at all times follow best practice guidance in this area.

The Safeguarding Manager should be informed of any complaints involving a safeguarding issue.

Safeguarding Children and Young Persons And Vulnerable Adults

Safeguarding includes the following key areas:

- Being Healthy - the clinical care of children and their families;
- Staying Safe - child protection;
- Enjoying and Achieving;
- Making a Positive Contribution;
- Achieving Economic Wellbeing.

We have a statutory duty to safeguard and promote young persons and young persons and vulnerable adult's welfare. Staff at DTUK Ltd plays an important role in safeguarding young persons and vulnerable adults by early identification of those who may be vulnerable or at risk of harm by educating them about managing risks and improving their resilience.

We must ensure that we create and maintain a safe environment for them.

Everyone within the education services shares an objective and is as follows:

- Providing a safe environment for young people and vulnerable adults to learn in including safe use of technology and the importance of keeping personal information safe.
- Identifying young people and young persons and vulnerable adults who are suffering or likely to suffer significant harm,
- Taking appropriate action with the aim of making sure they are kept safe both at home and at work.

Staff at DTUK Ltd shall acquire the skills, means and training necessary to ensure young people and young persons and vulnerable adults are protected from harm.

DTUK Ltd recognises that young people and young persons and vulnerable adults are entitled to the duty of confidence as adults

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DTUK Ltd staff may be the first port of call for those suffering any form of abuse due to the confidential relationships they build with their trainers. Advice and support should be sought where necessary, from the Safeguarding Manager

DTUK Ltd acknowledges that adults have the right to take risks as long as they have the capacity to make an informed decision. DTUK Ltd also acknowledges that it is every adult's right to live free from abuse in accordance with their human rights.

DTUK Ltd recognises that the law permits the disclosure of confidential information, in order to safeguard a vulnerable adult, in the public interest.

Adult Protection Procedure

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 him or herself against significant harm or exploitation'

This may include a person who:

- Receiving social care service
- Receiving a health service
- Living in sheltered accommodation
- Detained in custody or under a probation order
- Requiring assistance in the conduct of his/her affairs
- Receiving a service or participating in an activity targeted at older people, people with disabilities or with physical or mental health conditions
- Those living in care homes
- is elderly and frail
- has a mental illness
- has a physical or sensory disability
- has a severe physical illness
- is a substance misuser
- is homeless

Definition of a 'child'

A 'child' is defined as meaning a person under the age of 18

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Within DTUK Ltd learning, young persons and vulnerable adults could be present at any time so this safeguarding policy statement is applicable throughout all of DTUK Ltd provision. In the case of suspected abuse initially DTUK staff will raise an alert form and submit this to the Safeguarding Manager. The manager will then assess the situation and take the required action. Adults who are in need of safeguarding, are defined as any person over 18 years of age 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 him or herself or is unable to protect him or herself against significant harm or exploitation.

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both 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 exhibition
- Emotional/psychological abuse e.g. intimidation or humiliation
- Discriminatory abuse e.g. racial, sexual or religious harassment, or due to age or ability/disability
- Personal exploitation
- Institutional abuse e.g. failure to ensure privacy or dignity

There are a number of ways staff may become aware that a vulnerable adult may be in need of protection. Learners may disclose abuse to an assessor in these cases; the information must be taken seriously. Advice and support should be sought where necessary, from Safeguarding Manager.

Domestic Violence

Domestic violence is a serious crime that has a major impact on the primary victim as well as members of the family

The Home Office have defined domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.'

Mental Health

Mental health may be defined as how we feel, behave and think. Mental health problems arise when there are difficulties with these areas that affect the way we live our daily lives, how we conduct relationships and our physical health.

Mental health problems are common, affecting one in four of us at some time in our lives; they cross all ages, genders, races and social backgrounds. The causes of mental health problems relate to individual responses to particular circumstances.

The circumstances that may trigger a mental health problem are common, such as house moves, loss of a job, a personal relationship difficulty or the death of a person close to you. Some people may be more vulnerable than others to developing a mental health problem, either due to their personality or due to their circumstances.

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Risk factors for vulnerability to mental health problems: ·

- Poor living conditions
 - Drug and alcohol addiction;
 - Homelessness;
 - Disability;
 - Ethnicity;
 - Previous life circumstances (such as abuse or neglect in childhood).
- Without treatment and support, mental health problems can become worse and longer lasting

Vetting and Recruitment of Staff

Standards

Disclosure of Criminal Convictions

All applicants for posts within DTUK Ltd will be asked to provide details of any unspent criminal convictions on their application form.

Criminal History Checks for those who with Vulnerable Adults

All staff who will be in a position of having contact with young persons or/and vulnerable adults will have a Criminal Records Bureau Standard check when they commence employment. If this is not practicable staff will not be allowed to work with young persons and vulnerable adults unless supervised by a member of staff who has had a clear CRB check.

The Protection of Children and Vulnerable Adults Order places a responsibility on employers to conduct criminal history checks on staff. There are three levels of criminal history checks that can be requested.

The Enhanced Disclosure Certificate will contain details of any spent and unspent convictions, as well as any cautions, reprimands and warnings recorded by the police. It will also indicate if there are no such matters on record. The Enhanced Disclosure certificate may also contain non-conviction information from police records which a 'Chief Police Officer' thinks may be relevant in connection with the matter in question. The following lists will also be checked

- Disqualification from Working with Children (DWC (NI) List
- Disqualification from Working with Vulnerable Adults (DWVA (NI)
- List 99 (The name of a list of individuals who are barred from working with children in the education sector), held by the DCSF (Department for Children, Schools and Families)
- DoH (Department of Health) POCA (Protection of Children Act) and POVA (Protection of Vulnerable Adults) lists
- Unsuitable Persons List held by DE
- Relevant Scottish Lists

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If an individual is confirmed as appearing on any of these lists, or if they have 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 DTUK Ltd to employ anyone who appears on the lists.

Staff will also:

- Demonstrate respect for learners as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.
- Undertake relevant training in safeguarding, disclosure and diversity matters. Ask a senior member of staff if they have any uncertainties about how to deal with a specific learner.
- Ensure that all learners are aware of relevant policy on Disclosure 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, unfair treatment or harassment.
- 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 for diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures (see CE complaints procedure for formal complaints).

Staff must ensure that they are aware of what is and is not appropriate with regards to physical contact with learners. Any physical contact with young people or vulnerable adults should be avoided at all times.

Duty of care

Learners under 18 years of age

DTUK Ltd has a duty of care towards those learners who are defined as children. For these learners DTUK should have a list of the learners emergency contact details, in particular those of parents and guardians;

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Guidelines for reporting allegations/ incidents

- Record all incidents reported or observed on an Incident Form and inform safeguarding manager ASAP, giving them the incident form within 24 hours
- Ensure confidentiality - only "need to know basis"
- Inform parents, unless to do so may put the child/vulnerable adult at further risk
- The safeguarding manager will be responsible for storing reports in a safe and secure environment
- The Safeguarding Manager will be responsible for ensuring that where required the Local Safeguarding Children Boards are contacted (See Appendix 2)
- In the event of allegations being made against a member of staff, this should be reported immediately to the Safeguarding Manager. Actions will then be taken to protect both the vulnerable adult or young person and the accused member of staff.
- The staff member will be suspended on full pay whilst allegations are investigated.
- In the event of allegations of abuse, these must be dealt with fairly, quickly and consistently. Dependent upon the scope of the allegation, the safeguarding manager shall inform the necessary authorities and a full investigation will be carried out.
- In the event of allegations about events outside of provision, it is important that these allegations are treated seriously. DTUK Ltd shall work in partnership with local safeguarding bodies in dealing with these situations.

In achieving the Every Child Matters (ECM) Davidson Training shall build with young adults:

- Good rapport and respectful trusting relationships, ensuring effective communication to develop these relationships.
- We shall be open and honest and make them feel valued.
- We shall fully understand the effects of body language and appreciate that different cultures use and interpret body language in different ways.
- We shall hold conversations with them at appropriate times and places.
- We shall actively listen to them at all times.

We must meet the following wishes of all learners:

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 (IAG) on an appropriate range of support available to them.
- Provide 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.

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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 fire or bomb.
- Carry out CRB checks on all our staff
- Ensure employer compliance of health and safety, such as risk assessments, employers' liability insurance, registrations with local enforcement agents and local authorities.

In Enjoying and Achieving we:

- Ensure training and assessment is provided for under-achieving groups.
- Ensure suitable and accessible training and assessment that will enable them to meet their learning goals.
- Shall provide good quality provision.
- Shall encourage young adults 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 a good quality of learners work.
- Ensure that learners develop their skills and knowledge within their relevant sectors
- Give good informal 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, 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 and develop enterprising behaviour.
- Help them develop socially and economically. Show them how to make a positive contribution.
- Actively link in with other training organisations, key stakeholders and groups within the sectors where we deliver training and assessment including specialist organisations.
- Organise Employer and learner Focus Groups.
- Carry out regular surveys from employers and Learners
- Work with the Framework for Excellence.

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In achieving economic well-being we:

- Engage in further education, employment and/or training ensuring that it is planned and delivered in a coordinated manner ensuring that the education and training is of good quality. Support and promote regeneration initiatives that address the needs of young people. Guide them in maximising their economic well being. Assist in their preparation for working life. That they live in decent homes and sustainable communities. That they have access to transport and material goods
- Will develop generic employment skills (CV writing, job applications etc)
- Will develop and enhance learners' skills ensuring that they can make career progression.
- Will give learner references when required to assist in career progression
- We consider learners' spiritual, moral, social and cultural development and assist them in making a positive contribution to the community.
- Achieving economic well being -