



Education & Skills
Funding Agency



Safeguarding Policy

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Scope of Document	This policy applies to apprentices, learners, staff, contractors, consultants and other workers at TNB.	
Objective	To outline and ensure compliance to the rights and responsibilities of TNB users in respect of Safeguarding, young people and adults at risk.	
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Document Information

SAFEGUARDING CHILDREN & ADULTS AT RISK PROTECTION POLICY

Note In this, and all related policies, the term 'learner' is applied to all receiving training through TNB Skills Training, including apprentices.

Policy statement

TNB are committed to practices that protect children and adults at risk from harm, radicalisation and exploitation. Staff, employers and volunteers working with TNB must recognise our common responsibilities to develop an awareness of the issues that may cause children and adults at risk harm and adopt appropriate safeguarding practices to minimise the chances of abuse.

Legislation and guidance underpinning this policy

Equality Act 2010

Keeping Children safe in Education (2020 and 2021 revisions)

Working together to Safeguard Children (2018 and its subsequent revisions)

Children and Families Act (2014)

Safeguarding and Safer Recruitment in Education (2007)

Safeguarding Vulnerable Groups Act (2012)

Protection of Freedoms Act (2012)

Sexual Offenders Act (2003)

Ofsted's inspecting safeguarding guidance for inspectors (2021)

Guidance for safer working practice for those working with children and young people in education settings and addendum 2020

The Prevent Duty

The purpose of the policy therefore, is to provide protection for learners on programmes managed by TNB to ensure their welfare and to underline TNB's commitment to Safeguarding.

The outcomes of the policy

TNB's apprentices and learners are protected from hazards and all forms of abuse because TNB ensures that:

- Apprentices and learners use safe practices in learning and at work
- All staff have read and confirmed their understanding of, Part One of 'Keeping Children Safe in Education'
- Staff, employers and volunteers fully understand their safeguarding responsibilities and the importance of working in partnership with other external agencies in order to promote learners' welfare
- There is a culture which makes TNB a safe place to learn
- Appropriately trained staff are in place, all of whom have received training in Safeguarding and Prevent and passed an enhanced check by the Disclosure and Barring Service
- Learners have the knowledge and understanding to enable them to make informed choices about their health and wellbeing including when on-line
- Staff are able to identify and respond appropriately to learners' welfare concerns

Definitions

For the purposes of this policy and associated procedures, children and young people are any learners under the age of 18 years, and those adults who are considered at risk. We accept the definition of an adult at risk as "a person 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 unable to protect him or herself against harm or exploitation" but also recognise the wider indications of potential vulnerability such as children and young adults who

may be living away from home, vulnerable through race or racism, potential victims of domestic violence, with families living in temporary accommodation, living as migrants, living with drug-misusing family members or who themselves have caring responsibilities.

We accept the definition of safeguarding and promoting the welfare of children as defined in statutory guidance:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

While there is no legal definition of child protection, we fully accept our duty of identifying and taking action to protect children and adults who are at risk of serious harm.

Ensuring commitment to and effectiveness of the policy

Responsibilities

TNB is committed to providing a secure environment for all customers and learners, where they feel safe and are kept safe. All staff at TNB recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether or not their role has direct contact or responsibility for customers and learners. The specific responsibilities are as follows:

Directors, Senior Managers and Section Managers/Team Leaders are responsible for ensuring compliance with this policy.

QIP/IQA Group is responsible for reviewing this policy and procedure on a regular basis to ensure it meets statutory guidance contained in 'Keeping Children Safe in Education' (September 2021) and "Working Together to Safeguard Children" and the Prevent Duty and Section 21 of the Counter Terrorism and Security Act 2015.

Training/Assessing staff are responsible for complying with this policy, for helping to identify learners at risk, completing the safeguarding report form and referring this to the TNB Designated Safeguarding Officers and assisting them to investigate the matter.

Designated Safeguarding Officers are responsible for investigating reports concerning safeguarding, extremism and radicalisation presented by TNB staff, determining and recommending an appropriate route of action and reporting and working with external agencies. The DSOs are responsible for keeping up to date records of investigations and outcomes.

All staff who have contact with learners understand how to raise and record complaints and TNB's process for investigating concerns. This is ensured through staff training with indicative content at Annexe A.

Related policies

This policy should be considered in conjunction with TNB's policies and procedures relating to

- Prevent
- Equality and Diversity
- Health and Safety
- Bullying & Harassment
- Social Networking
- Whistle-blowing
- Staff induction
- Learner induction

Staff training
Staff Code of Conduct
Data Protection
IT and Computer Policy
TNB Training centre Covid-19 risk assessment

Staff training and development

All new recruited staff receive induction, which includes Safeguarding and Safer Recruitment.

In line with good safer recruitment practice, all staff recruited at TNB undertake a full DBS check and full professional and character references are obtained, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

All staff have read and confirmed their understanding of at least part 1 of the statutory guidance on Keeping Children Safe in Education (2021).

TNB ensure that all staff receive safeguarding and child protection updates at least annually, to provide them with relevant skills and knowledge.

All staff are trained to recognise and respond appropriately to any learners showing signs of abuse (Annexe A). However, TNB is alert to more recent safeguarding concerns relating, for example to, peer-on-peer abuse, county lines, knife crime, FGM and honour-based violence and we ensure that staff training and development is responsive to these more recent dangers.

TNB recognises the additional potential for abuse arising from the pandemic and has ensured that staff are alert to these dangers. Ofsted research has identified the significant rise in the number of learners educated at home. Arising from this:

- Mental health and self-harm
- Bereavement
- Online bullying
- Exposure to domestic abuse and violence
- Increased exposure to sexual abuse

We have a staff code of conduct. TNB expect staff to adopt safe working practices at all times. Staff understand that they are responsible for their own actions and behaviour and should avoid any conduct which could lead any reasonable person to question their motivation and intentions.

TNB has a positive approach to safeguarding and therefore demonstrates good practice on educating and advising on:

- Learners' Health & Safety
- Safe Working Practices
- Anti-bullying
- Use of physical intervention
- Meeting the needs of learners with medical conditions
- Providing first aid
- Drug and substance misuse
- Internet safety
- Academy security
- Safer recruitment

Staff and volunteers in this organisation understand the importance of working in partnership with learners, their parents / carers, employers and other agencies in order to promote learners' welfare.

Ensuring learners' understanding of the support and guidance available to them

Learners are informed during the induction process of the safeguarding team including those they might talk to if they have any concerns regarding their own or others' safety. Information is also in the learners' induction packs and via our website student wall. Learners receive a personal safeguarding card and information on external support agencies, for example, Childline and Samaritans.

We ensure that learners are supported to understand and recognise risk, for example risks associated with criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism, and are aware of the support available to them.

Working with employers (Traineeship and Apprenticeships)

We ensure that employers who take on young people and adults at risk while they are on programme with TNB understand and support our commitment to safeguarding. All employers are given a copy of the safeguarding information in induction packs and information on whom to contact at TNB if they have concerns.

This policy is displayed on TNB's website and links to the policy are included in learner and staff handbooks and employers' guidance.

Annexe A

Handling Disclosure – information for staff

If a member of staff is informed by a girl under 18 that an act of FGM has been carried out on her; or observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and has no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth it is mandatory to report the incident to the police. The duty doesn't apply to women aged 18 or over and members of staff will follow existing safeguarding procedures in these cases.

A learner may disclose abuse, fear of abuse or a safeguarding cause for concern to any member of staff at any time. When this happens, you need to follow the procedure set out below.

1: Contact/report to safeguarding officer (Louise Kerr, Pat Bastille or Bobby Glanville) within 24 hours of the incident. Information is to be recorded on a safeguarding referral form and should include:

Name of person taking information

Date and time

Learner details: name, course, workplace, date of birth, address and postcode, email address, has there been any involvement from other agencies (social services etc.).

Next of kin, name and contact number

Any disability.

Include an outline of the concern.

When a learner discloses information on a safeguarding issue, you need talk to the learner discreetly. The situation needs to be dealt with sensitively.

- Do ensure the safety of the individual.
- Call for help if necessary.
- Listen carefully and believe.
- Remain calm.
- Ensure that your response is caring, respectful and reassuring.
- Explain that you will need to share this information with the relevant safeguarding officer.
- Act within the individual's wishes as far as possible
- Reassure them that you and your colleagues will take steps to protect and support them.
- Reassure the individual that the situation will be dealt with sensitively and they will be kept informed of what is happening.

Never:

- Show shock or disbelief
- Promise not to tell anyone
- Act within the individual's wishes if this would put them or others at risk or would go against organisational or legal requirements, prevent an individual from giving information freely.
- Be judgmental
- Ask investigate or leading questions
- Contact the alleged person or anyone else mentioned in an allegation

Amendment Record

Date	Issue No.	Section/Page	Details of Change	Authorised By:
01/07/17	3.0	N/A	No updates	SMT
27/07/17	4.0	P1	Information & frequency of staff training	SMT
27/07/17	4.0	P7	Additional paragraph reporting FGM	SMT
28/08/18	5.0	ALL	Reviewed whole document and updated safeguarding officer names and details	SMT
22/03/19	6.0	ALL	Updated to include latest KCSIE guidance and updates to safeguarding officers	SMT
17/07/2020	7.0	ALL	Updated guidance checked and dates updated in policy for KCSIE	SMT
10/11/2020	8.0	Annexe B	Update to SG Officers	SMT
20/07/2021	9.0	Page 4	Ref to Covid 19 risk assessment	SMT
01/09/2021	10.0	ALL	Legislation updates	SMT