

1-5-02 UKTD Safe Learner Policy

Issued By: Rosemary Brooks on behalf of UKTD	Issue No: 3	Date of Issue: 29 September 2009
Approved by:	Signature	Date: June 2011



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Purpose

UK Training and Development (UKTD) being a provider of work based learning in receipt of Skills Funding Agency funding recognises that it has a legal duty to ensure so far as is reasonably practicable, the health, safety and welfare of children and vulnerable adults.

In order to protect young people and vulnerable adults from harm UKTD will act in accordance with the following legislation and guidance:

Safeguarding Vulnerable Groups Act 2006
The Children Acts 1989 and 2004
Education Act (2002), section 175
Rehabilitation of Offenders Act 1974 Law
Sexual Offences Act 2003
Safeguarding Children and Safer Recruitment in Education (2007) Law
HM Government 'Working Together to Safeguard Children' (2006)

UKTD has appropriate procedures in place for responding to situations in which they believe that a child or vulnerable adult has been abused or are at risk of abuse, which also cover circumstances in which a member of staff, volunteer or other worker is accused of, or suspected of, abuse.

UK Training and Development also recognises that it has, through its staff, a duty to take such steps as are, in the circumstances of an educational establishment, reasonable to see that children and vulnerable adults are safe from harm. UKTD also recognises that children and vulnerable adults may suffer harm from sources outside the company's control. Where signs of such harm are apparent, UKTD encourage these to be reported to the appropriate external agency.

This policy aims to:

Establish and maintain an environment where young people and vulnerable adults feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

Ensure young people and vulnerable adults know that there are UKTD staff that they can approach if they are concerned.

Include opportunities within their time at UKTD for young people and vulnerable adults to develop the skills they need to recognise and stay safe from abuse.

Inform staff, employers and others working at UKTD about their responsibilities for safeguarding young people and vulnerable adults

Enable everyone to have a clear understanding of how these responsibilities should be carried out.

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Definitions

Children - In law a child is a child until their 18th birthday there is no legal definition of a young person.

Vulnerable adults – A person who has attained the age of 18, and:

- is receiving any form of health care
- is receiving a service or participating in an activity which is specifically targeted at people with age related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care age-related needs includes needs associated with frailty, illness, disability or mental capacity

Child Protection – looks at recognising abuse and neglect and acting on it.

Safeguarding – The term “safeguarding” describes the broader preventative and precautionary approach to planning and procedures that are necessary to be in place to protect children and vulnerable adults from any potential harm or damage.

Safeguarding means:

- Protection from abuse and neglect
- Promotion of health and development
- Ensuring safety and care
- Ensuring optimum life chances

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Scope

Abuse is behaviour towards a person that either deliberately or unknowingly causes a person harm or endangers their life or their human or civil rights. It can be passive or active. Abuse can be a one-off or something that is repeated.

Examples

- Sexual abuse or inappropriate relationships
- Grooming
- Physical and emotional abuse or neglect
- Domestic violence
- Inappropriate parenting
- Inappropriate supervision by staff/volunteers i.e. bad practice
- Bullying, cyber-bullying
- Self harm, risky behaviour
- Unsafe activities and environments
- Accidents
- Crime
- Fear of crime
- Exploitation including financial abuse, sexual exploitation, forced marriage
- Immigration issues
- Potentially unsafe environments
- Homelessness and unsuitable housing
- Victimisation due to race, sexuality, faith, gender or disability

UKTD is committed to the following:

UKTD also wish to promote ways in which individual members of staff and companies that UKTD contract with can put their own measures into practice to ensure, so far as is reasonably practicable, the health, safety and welfare of vulnerable groups.

By giving a code of conduct and training to all UKTD staff it helps to safeguard and protect all Staff from the risk of false allegations of abuse or poor practice. To provide robust training on Company policies for Safeguarding, Health & safety and Equality & Diversity during induction. Then provide ongoing training and the opportunity to undertake qualifications.

To ensure opportunities for all young people and vulnerable adults to participate regardless of their age, culture, disability, gender, language, racial origin, religious belief, sexual orientation, or financial circumstances, in the courses on offer in an enjoyable and safe environment.

To take all reasonable steps to protect young people and vulnerable adults from harm by abuse (physical, sexual, psychological or emotional), financial, (money or material), neglect and discrimination and to respect theirs rights, wishes and feelings.

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To take action swiftly and appropriately, to investigate all suspicions and allegations of poor practice or abuse. In all instances a full investigation will be carried out by an unbiased staff member qualified at management level.

To provide all young people and vulnerable adults with the opportunity to develop their skills and understanding towards becoming a Safe Learner.

Responsibilities

All UKTD staff, other workers and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children, young people and vulnerable adults. They should be aware of the important role UKTD has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

A Designated Safeguarding Person (DSP) has responsibility for coordinating action within the training provider and for liaising with other agencies. Staff with designated responsibility for Safeguarding receive appropriate training.

It is the role of the Designated Safeguarding Person (DSP) for Safeguarding to:

- Promote positive safeguarding procedures and practice.
- Receive information and offer advice about safeguarding concerns, maintain secure records and take appropriate action.
- Be familiar with national and local safeguarding guidance and referral procedures.
- Assess the development needs of staff and co-ordinate training
- Keep all staff and volunteers informed of good practice and Development.
- Monitor safeguarding cases in the organisation

Safeguarding focus Group – The development, implementation and monitoring of a Safeguarding development activities.

Prepare and recommend actions to the Management Team to implement across the Company.

HR – to run CRB checks on all new staff as part of the induction. Checks must be returned before staff are allowed to work unsupervised with learners. References must be taken up with the previous employer and a personal character reference must be obtained. Maintain a central register of all UKTD staff and employer staff checks and qualifications. Ensure all staff are eligible to work in the UK.

Marketing Team – to carry out risk assessments for Health & Safety on all employers premises, contact details of in house assessors/trainers and ensure that we have a commitment statement signed by them. Carry out a learner risk assessment.

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Management Team– to approve the Safeguarding Policy and Procedure. Ensure that staff members to be aware of the policy and engage in staff development opportunities.

All Staff – Ensure that learners always feel safe and secure during visits and maintain the correct behaviour, feed back with positive reinforcements and project a professional image at all times. Report any issues that are raised with them, situations they think are worthy of investigation or suspicions.

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Code of Conduct for UKTD Staff

Avoid any unnecessary physical contact at all times.

Young people and vulnerable adults are very impressionable, it is important to give constructive guidance and use appropriate language.

Never be left alone with a young person whenever possible, always carry out all activities openly within the workplace, centre or a public place.

Transporting learners in cars – never allow yourself to be alone or travel with them alone in a car except in an emergency, then always inform your line manager at the start of your journey and when you have arrived.

We recognise that the welfare of all learners is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

Do not accept learners as friends on Face book or other social networking, if you wish to use social networking for learning set up a professional profile under your work email address.

The company recognises that reporting a child or vulnerable adult welfare related incidence or concern can be both stressful and challenging but encourages people to contact the Designated Safeguarding Person, at the earliest opportunity, in matters relating to significant harm. All complaints, allegations or concerns will be taken seriously and UKTD will implement actions outlined in the accompanying Procedure.

Public Interest Disclosure (Whistle blowing)

UKTD encourages a responsible and transparent approach to working with vulnerable groups and will promptly respond to all concerns raised under this Policy and Procedure. There will be no repercussions where concerns are reported in good faith, are believed to be true at the time and are not made for personal gain, but not taken further by UKTD or external authorities, unless found to be vexatious.

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What you should do in the event of a disclosure

Recognise

UKTD staff should be concerned about a young person or vulnerable adult if he or she displays signs of abuse and neglect, or where they may have disclosed harm to others.

Concern about safeguarding issues should include any area where the health or physical and emotional wellbeing of a young person or vulnerable adult is at risk. This could include alcohol dependency, bullying etc.

Respond

If a learner discloses to a member of staff that he or she has been abused in some way, the member of staff, volunteer or other person working at UKTD should:

Listen to what is being said without displaying shock or disbelief

Accept what is being said

Allow the student to talk freely

Reassure the student, but **not** make promises which you may not be possible to keep

Do not promise confidentiality – it might be necessary to external agencies

Reassure him or her that what has happened is not his or her fault

Stress that it was the right thing to tell

Listen do not lead or probe with questions use only completely open questioning.

Do not criticise the alleged perpetrator

Explain what has to be done next and who has to be told

Report

Report to the DSP immediately

Record

Make a written record of precisely what has been alleged using key phrases and words the individual used. You are not expected to remember every detail of the conversation so do not make notes during the conversation but written up immediately afterwards. This record should then be passed to the DSP without delay. All notes should be made on the Learner at Risk form.

Refer

It is not the responsibility of individual members of staff to investigate or make judgements on suspected instances of risks of harm to the welfare of a child or vulnerable adult. That is a matter for the relevant external agencies, or, in appropriate cases, the company, through the actions described in the accompanying Procedure.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services should be involved. Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately and the MD informed.

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Allegations against a member of staff:

Where an allegation is made against a member of staff, volunteer or someone working with learners identifying that he or she has:

*Behaved in a way that has, or may have harmed a young person or vulnerable adult.
Possibly committed a criminal offence against/related to a young person or vulnerable adult
Behaved toward a young person or vulnerable adult in a way which indicates s/he is unsuitable to work with children or vulnerable adults*

The person learning of the allegation should record the nature of the allegation and any other relevant information and immediately report it to the Manager of Human Resources, or to the DSP or a Deputy DSP. The DSP or Deputy will immediately inform the Director of HR or, in his/her absence, the Human Resources Manager.

Where members of UKTD staff are involved, dependant on the content of the report, one of the following could happen:

- Leave of absence on full pay
- Suspension of that member of staff
- Staff member not allowed to work alone with learners

Following the findings of the investigation disciplinary procedures could be followed.

Where the employer's staff are involved a meeting will be arranged between the employer and a senior member of staff to discuss the issues and try to resolve them, if possible without involving the learner.

If the learner has received contact this should be made by the DSP using either their home phone number or a personal mobile not the employers telephone.

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P0114	Safe Learner Procedure
P0112	Learner Risk Report
P0113	Alert Notice
Intranet	List of external authorities
P0115	Learner Risk Summary - draft

Related policies and statements

Data Protection Policy

Health and Safety Policy

[Confidentiality Statement](#)

[Staff and Learner email and internet policies](#)

Staff and Learner Disciplinary Procedures

Bullying & Harassment Procedure

[Complaints, Compliments and Suggestions Procedure](#)

HR Recruitment and Selection Policy

[Professional standards Policy](#)

Whistle blowing policy