



UKAAB Training

SAFEGUARDING POLICY

1. Introduction

UKAAB Training is fully committed to safeguarding and promoting the welfare of all learners. The training provider has a statutory and moral duty to ensure that UKAAB Training functions with a view to safeguarding children, young people and vulnerable adults receiving education and training. This policy is available to candidates, apprentices, parents and stakeholders are made aware that UKAAB Training, will make referrals about suspected abuse or neglect.

This policy will be shared with apprentices and re-enforced throughout their apprenticeship programme, this policy have been developed with reference to the Local Safeguarding Children Boards and their Child Protection Procedures. This policy will also be used to cover the procedures for working with employers and for the use of work placements on employer premises. UKAAB Training will refer concerns that a child, young person or vulnerable adult might be at risk of significant harm to Social Care or the appropriate agencies as agreed with the Local Safeguarding Children Board.

All staff, are subject to an enhanced DBS Disclosure and are required to work within UKAAB Training's policies and guidelines. On appointment, all staff will be trained and made aware of UKAAB Training commitment to safeguarding children, young people and vulnerable adults and will be briefed on their safeguarding duties and this policy.

The Centre Manager is designated with special responsibility for issues concerning safeguarding. The Designated Safeguarding Person (DSP) with lead responsibility for safeguarding children, young people and vulnerable adults is Christiana Adebayo.

2 Safeguarding Information for Learners, candidates and apprentices

UKAAB Training is committed to ensuring that learners are aware of any behaviour towards them that is not acceptable and how they can keep themselves safe. All candidates, learners and apprentices know that the UKAAB Training has a DSP with responsibility for safeguarding. We inform learners of whom they might talk to within UKAAB Training, their right to be listened to and heard and what steps can be taken to protect them from harm. We make learners aware of these arrangements through induction.

3 Partnership with Parents / Carers / Supporters / Employers

We are committed to working with all stakeholders, parents/carers/employers to safeguard the welfare of candidates, learners and apprentices to ensure we are preventing abuse. We will share with parents/carers/employers/relevant agencies concerns we may have about their child/employee, unless to do so may place a learner at risk of harm or the young person has exercised their right to confidentiality. We communicate our commitment to safeguarding through our website, and communication with employers.

4 Designated Safeguarding Person (DSP)

The DSP has a key duty to take lead responsibility for raising awareness within the staff on issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for everyone within UKAAB Training. They will keep up to date with developments in safeguarding issues.

The DSP is responsible for:

- ❖ overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies as agreed with Local Safeguarding Children Board.
- ❖ maintaining a proper record of any referral, complaint or concern (even where that concern does not lead to a referral).
- ❖ ensuring that parents/carers/guardians of children, young people and vulnerable adults within UKAAB Training are aware of this policy

5 Definitions of Abuse

UKAAB Training recognises the following as definitions of abuse:

Abuse may fall into a number of categories e.g. physical, emotional, neglect and sexual with the additional categories for vulnerable adults of acts of omission, psychological, financial or material, institutional or professional abuse. Someone may abuse or neglect a young person by inflicting harm, by failing to act to prevent harm or by failing to ensure safety and adequate care. Harm may occur intentionally or unintentionally.

Young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

6 Staff Code of Conduct

All staff of UKAAB Training must maintain proper and professional relationships and behave responsibly at all times to safeguard themselves and their learners. All staff are required to adhere to the guidelines on setting and maintaining professional boundaries and to work effectively and safely with learners and to successfully complete the mandatory safeguarding training at induction and thereafter annually or when legislation changes.

7 Information Sharing and Confidentiality

Child Protection information is shared only on a need to know basis. However, it is important to understand that staff have a duty to share information where that information will help to inform the Social Care Service or Police enquiries. The child, young person or vulnerable adult's needs are paramount and where staff have concerns about a young person or vulnerable adult they must share their concern through the safeguarding procedures. The Data

Protection Act does not prevent information sharing with investigating agencies where the information will help to safeguard welfare.

8 Dealing with Disclosure of Abuse and Procedure for Reporting Concerns (STAFF)

All UKAAB Training staff, whether contracted, directly employed or voluntary, have a duty to discuss immediately with designated staff any knowledge, suspicion or concerns that a learner is being abused.

What if you suspect a young person is being abused?

It is not your responsibility to establish whether or not the individual is telling the truth or to investigate the matter. It is your job to pass on your concerns. Child protection procedures need to be operated at the point of concern. Contact the DSP immediately, they are trained in what steps to take. If a child or vulnerable adult confides in you then under no circumstances must you promise to not share the information with specialist staff.

9 Record Keeping

All records are kept in accordance with GDPR. All staff must make sure that you make a written record of your concern and how you dealt with it. Records should be made as soon as possible and every possible effort should be made to record precisely what was said along with the context. Sign and date the record. The Designated Safeguarding Person will advise and store the safeguarding records. Records may be used in court.

If a learner tells you about possible abuse, you should:

- ❖ Listen carefully and stay calm.
- ❖ Do not interview them, but be sure that you understand and check what the person is telling you.
- ❖ Do not put words into their mouth.
- ❖ Reassure them that, by telling you, they have done the right thing.
- ❖ Inform them that you must pass the information on to a designated staff member. Inform them to whom you will report the matter.
- ❖ Make a detailed record of the date, time, place, what the child, young person or vulnerable adult said, did and your questions etc. and pass this directly to the Designated Safeguarding Person (DSP).

10 PREVENT Duty (please refer to specific policy for greater detail)

UKAAB Training recognises their duty to prevent children, Learners and families being drawn into terrorist or extremist behaviour and employ the following methods:

- ❖ Staff must complete Prevent training
- ❖ We value all Learners and their families equally

- ❖ We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves
- ❖ We have a commitment to challenging prejudice
- ❖ Report any concerns about Children, Learners, staff or families to the relevant authorities

11. Policy Distribution and Communication

This policy will be published to staff and students, referred to in the staff and student handbooks and a paper copy placed in the Directors administrative office.