

# SAFEGUARDING POLICY AND PROCEDURE

## 1) Key Contacts

Any concerns or worries from Learners of those working with Learners should be reported to the DSL. If the DSL is material to the concern or worry, then the information should be reported to the alternative contact or Training Officer.

**We encourage all Learners to talk to us if they are worried about any aspect of their work, learning or life in general.**

DSL: Mark Vingoe (Chief Executive). 07939 296280. [m.vingoe@theengineeringtrust.org](mailto:m.vingoe@theengineeringtrust.org)

Alternative contact: Melvyn Parr (Operations Manager). 07807 348696.  
[m.parr@theengineeringtrust.org](mailto:m.parr@theengineeringtrust.org).

Training Officers: Learners can contact their training officer for any and all issues that may or may not be of a safeguarding nature.

## 2) Purpose

This Safeguarding Policy and Procedure outlines the Engineering Trust Training Ltd.'s (ETT) commitment to the safeguarding of our learners and clarifies the action we will take to ensure we meet our duties in relation to protecting their safety and promoting the wellbeing of children, young people and vulnerable adults.

## 3) Definitions

- a) Child. A child is any person under 18 years of age. (Children's Act, 1989)
- b) Vulnerable adult. A vulnerable adult is defined 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 significant harm or exploitation.' (Department of Health, 2000)
- c) Child Protection. Child protection is the protection of children from violence, exploitation, abuse and neglect.
- d) Safeguarding. Protecting children and vulnerable adults 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; and taking action to enable all children to have the best outcomes.
- e) Duty of Care. The duty which rests upon an individual to ensure that all reasonable steps are taken to ensure the safety of a Learner involved in any activity, or interaction for which that individual is responsible. Any person in charge of, or working with students in any capacity, is considered both legally and morally to owe them a duty of care.
- f) Designated Safeguarding Lead (DSL). A member of staff who has responsibility for receiving and handling safeguarding and child protection concerns and has been trained to perform the role to an appropriate level.
- g) Abuse – Child. The maltreatment of a child by another person – by adults or children. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- h) Abuse – Adult. When someone causes us harm or distress or violates a person's human or civil rights.

- i) Emotional Abuse. The persistent emotional ill treatment which is likely to cause serious harm to emotional development.
- j) Neglect. The persistent failure to meet a person's basic physical and psychological needs, which is likely to result in serious impairment to health and development.
- k) Physical Abuse. Actions that cause harm to an individual such as hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.
- l) Sexual Abuse. Forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. It may involve penetrative or no penetrative acts and includes involving children watching pornographic material or watching sexual acts.
- m) Forced marriage. An individual enters into a marriage without full and free consent and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example).
- n) Human trafficking/modern slavery. A term used within the UK and is defined within the Modern Slavery Act 2015. The Act categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking (which comes from the Palermo Protocol).
- o) Child sexual exploitation. This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- p) Female Genital Mutilation. All procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs.
- q) Radicalisation. The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- r) Domestic Abuse. Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to; psychological, physical, sexual, financial and emotional.
- s) Peer on Peer abuse. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.
- t) Financial Abuse. This can be the persistent stealing of money or valuables or someone appointed to look a person's money on their behalf using it inappropriately or coercing the person to spend it in a way they're not happy with.

#### 4) Scope

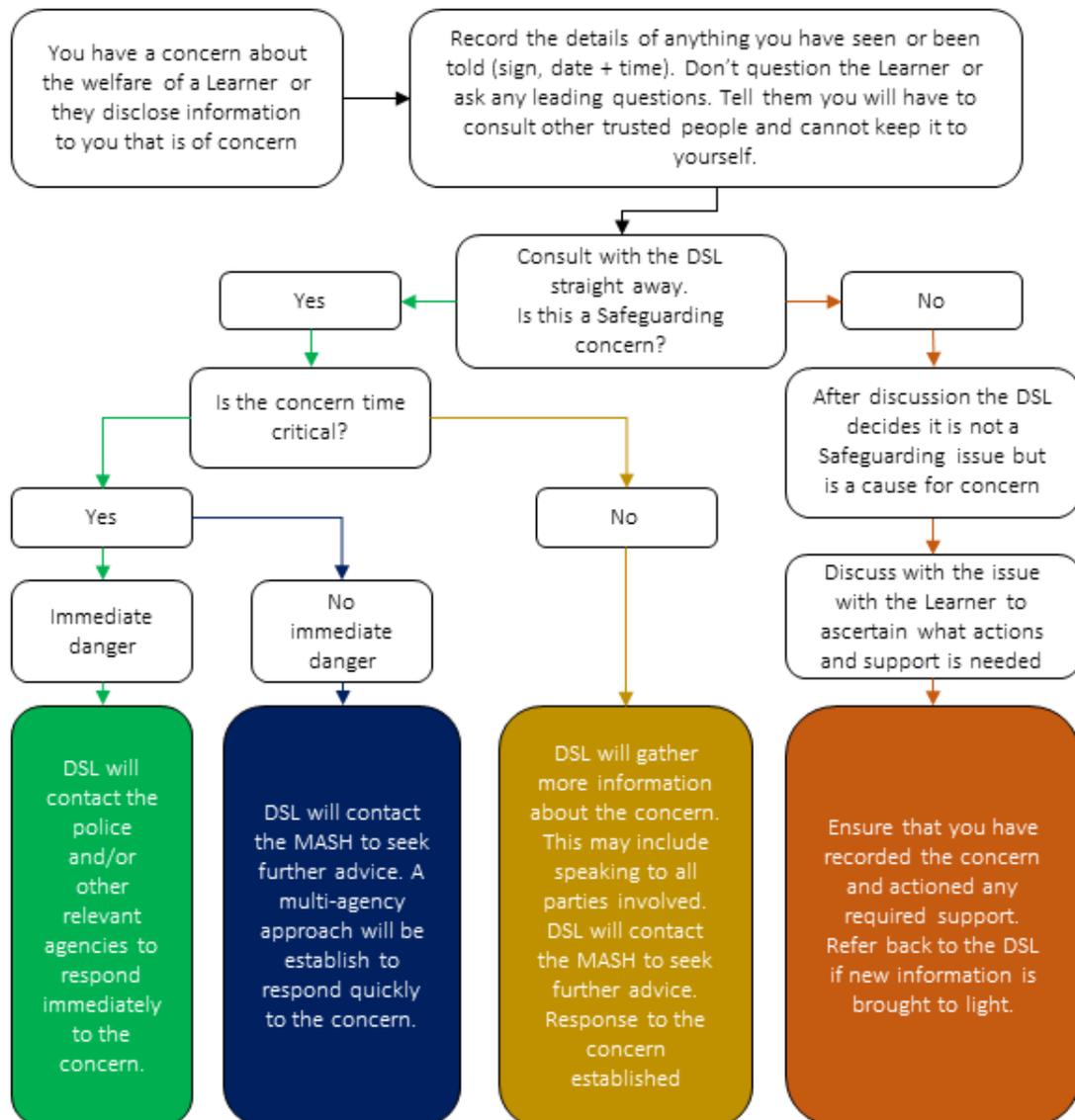
This policy covers the protection of child and vulnerable adults in relation to their individual wellbeing. It also encompasses aspects such as health and safety, bullying, arrangements for meeting medical needs, provision of first aid, security, and drug and alcohol misuse. This list is not exhaustive.

This policy applies to all ETT staff and learners and will be used in situations where a child or vulnerable adult is suffering significant harm, or is likely to do so. When a situation of this nature is identified, action must be taken to protect that individual from harm.

Ofsted, the inspection and regulatory body that covers the further education and skills provider sector is tasked with ensuring that providers discharge their duties relating to Safeguarding.

Action will also be taken to promote the welfare of a child or adult who is in need of additional support, even if they are not suffering harm or are at immediate risk.

## 5) Process



## 6) Policy Statement

ETT recognises it has a legal and moral duty to promote the wellbeing and development of all learners and protect them for harm.

Our Safeguarding policy and procedures are integral to many aspects of the safe and supportive learning experience we aim to deliver.

ETT will take a holistic approach to safeguarding, working with our college partners, business partners and sub-contracting partners to ensure we have a robust framework that protects learners and meets our legislative and statutory responsibilities.

- a) Environment
  - i) Provide a physical and emotional environment that is healthy, safe and secure, in which learners can achieve.
  - ii) Raise awareness of issues relating to Health and Safety within our organisation and within our partner organisations.
- b) Staff Recruitment
  - i) Implement safer recruitment procedures when employing staff – see ETT HQ Recruitment Policy and Procedure.
  - ii) Ensure every staff member has an enhanced DBS check and maintain accurate records of these checks on a Single Central Record.
  - iii) A risk assessment will be completed for staff awaiting a DBS check with appropriate supervision outlined within the assessment – see ETT DBS Policy & Procedure.
  - iv) Comply with our legal duty to refer to the Disclosure and Barring service when required
  - v) Ensure that at least one staff member on the interview panel has undertaken Safer Recruitment training.
- c) Training
  - i) Staff will be made aware via internal training of their responsibilities, know how to protect themselves from false allegations, recognise potential Safeguarding issues and know how to respond appropriately.
  - ii) HQ staff will complete Oxfordshire Safeguarding Children Board’s ‘An Introduction to Safeguarding’ training.
  - iii) Training Officers will attend Oxfordshire Safeguarding Children Board’s ‘Generalist Safeguarding’ training (level 2) every 3 years.
  - iv) The Operations Manager will attend Oxfordshire Safeguarding Children Board’s ‘Designated Safeguarding Lead’ training (level 3) every 2 years and deputise for the DSL in their absence.
  - v) The Chief Executive (DSL) will attend Oxfordshire Safeguarding Children Board’s ‘Designated Safeguarding Lead’ training (level 3) every 2 years.
  - vi) Trustee Nominated Safeguarding Lead will attend Oxfordshire Safeguarding Children Board’s ‘Designated Safeguarding Lead’ training (level 3) every 2 years.
- d) Recognising and responding
  - i) Staff will adopt and apply safe working practices.
  - ii) Staff will promote all aspects of Safeguarding to Learners so they know how to access support and advice.
  - iii) Staff will be aware of and alert to signs and symptoms of abuse and know to whom they should report any concerns or suspicions.
  - iv) Staff will be able to recognise when a Learner is not achieving their developmental potential, or when their physical or mental health is impaired.
  - v) Staff will be able to recognise when a student is displaying risky or harmful behaviour, or is being neglected or abused.
  - vi) Staff will be able to recognise when a student or staff reported incident may be a Safeguarding concern.

- vii) Staff will refer concerns, even if in doubt, to the Designated Safeguarding Lead who will refer to the appropriate authorities in order to adopt a multi-agency approach to any concern.
  - viii) Staff will if concerned about the welfare of a child or vulnerable adult, always act in the best interests of that individual.
  - ix) Staff will be aware of each area's Local Safeguarding Children Board (LSCB) and understand the referral process and where advice can be should found.
- e) ETT responsibilities
- i) ETT will have a nominated person as their Designated Safeguarding Lead (DSL) who will provide support to staff members in the execution of their Safeguarding duties and who will liaise closely with other services.
  - ii) ETT will agree and publish clear roles and responsibilities.
  - iii) ETT will work to be effective at the identification, assessment and support of students at risk of harm, assigning a specific member of staff to lead on each case.
  - iv) The DSL will notify the appropriate agencies of any Safeguarding concerns and seek further guidance on next steps. Any staff member has the right to make a referral to an appropriate agency however it is not their responsibility to investigate suspected abuse; this is a matter for the Local Safeguarding Children Board and any other relevant agencies.
  - v) ETT will set out policy and procedure in relation to the sharing of information about a Learner both internally, with our partners and with appropriate external agencies.
  - vi) ETT will maintain a policy and procedure for dealing with children or vulnerable adults that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.
  - vii) ETT staff are alert to signs and the risks of potential Safeguarding concerns such as learners travelling to conflict zones, FGM and forced marriage.
  - viii) ETT will monitor attendance and encourage employers or colleges to notify us promptly of extended student absence.
  - ix) ETT will Inform the Local Authority if a Learner is leaving their apprenticeship and are under the age of 18.
- f) Individual responsibilities
- i) All staff, colleges, businesses and sub-contractors
    - Contribute to creating a safe learning for all
    - Are aware of the ETT safeguarding policies and procedures; they recognise, respond and report any concerns that may be raised about the safety and welfare of a child or vulnerable adult.
  - ii) HQ Staff
    - Basic safeguarding knowledge with the ability to identify if an issue should be escalated to the DSL.
  - iii) Training Officers
    - Ensure that the learning environment is safe and that Safeguarding is embedded within the workplace and any other training environment.
    - Respond to Safeguarding concerns and keep accurate case notes. Escalate any concerns to the DSL.
    - Work with the DSL to respond to Safeguarding concerns within the agreed timescales, carrying out assessments to determine the level of risk.
  - iv) Operations Manager
    - Have a responsibility at an operational level within the organisation, ensuring TO's are supported and directed in their duties.

- Report any concerns to the DSL
  - Oversees the provision of resources and training for all staff.
  - Ensures that sound arrangements for Safeguarding are in place across all service areas; partner colleges, partner businesses and sub-contractors.
- v) Chief Executive (DSL)
- Acts as the main contact for outside agencies and the most senior 'go to' person in the organisation.
  - Responsibility at an operational level within the organisation, ensuring TO's are supported and directed in their duties.
  - Reports to the Trustees regarding any issues of Safeguarding.
  - Oversees the provision of resources and training for all staff.
  - Steers developments; monitors and reports on compliance and impact.
  - Has organisational responsibility for ensuring ETT meets its duties under Safeguarding and Prevent.
- vi) Trustees
- Oversee the Safeguarding provision at ETT.
  - Trustee Nominated Safeguarding Lead point of contact for all.
  - Provide challenge to the DSL to improve quality of provision.
- g) Learners
- i) ETT will work with Learners to equip them with the knowledge needed to safeguard themselves and each other, including risks posed by peer on peer abuse.
  - ii) ETT will make Learners aware of the Safeguarding support they have from us as their Training Provider, within their business as an employee and within the colleges they attend as part of their course.
  - iii) ETT will work with Learners in regard to issues relating to their Health and Safety and regularly monitor students' perception of their safety.
  - iv) ETT will work with Learners to identify any issues that they face.
  - v) ETT will protect students from radicalisation and forms of extremism leading to terrorism by:
    - being vigilant for the signs of radicalisation and encouraging them to have the confidence to report their concerns to their line manager or Training Officer;
    - encouraging free and open debate, but challenging extreme views and promoting the belief equality of opportunity and the celebration of diversity.
- h) Prevent
- i) See ETT Prevent Policy & Procedure.
- i) Trustees
- i) Trustees will comply with their duties under legislation.
  - ii) Trustees will ensure that the policies, procedures and training are effective and comply with the law at all times.
  - iii) A Trustee will be appointed as the Nominated Safeguarding Lead. They will hold the responsibility to make a referral in the event of an allegation being made against the ETT DSL.
- j) Sub-contractors
- i) ETT will ensure that any contractor has relevant and sufficient policy and procedure in place in relation to Safeguarding.
- k) Whistleblowing
- i) If a staff member has a concern about another staff member then they will refer this to the DSL. If the concern relates to the DSL then this referral will be to the Trustee Nominated Safeguarding Lead.

- ii) Staff are encouraged to raise concerns about poor or unsafe practice and potential failures both within ETT, our partner businesses, our partner college's or sub-contractors. safeguarding regime.
  - iii) ETT will maintain a policy and procedure on whistleblowing which empowers staff to raise concerns without the risk or reprisal.
  - iv) If a staff member feels unable to raise a concern or feels that their genuine concerns are not being addressed they are encouraged to raise it with an appropriate agency e.g. the Local Safeguarding Children Board.
- l) Other Agencies
- i) ETT will work together with the Local Safeguarding Board and other relevant agencies.
  - ii) ETT will refer to appropriate agencies e.g. the Police, Social Services or Local Safeguarding Children Board, Local Authority Designated Officer as necessary.
  - iii) ETT will inform the Education and Skills Funding Agency and Ofsted if the organisation becomes subject of a Safeguarding enquiry.