

# SAFEGUARDING AND PREVENT POLICY

## Overview

This policy will ensure that AS Training Services provides a safe, non-threatening and inclusive learning environment for all participants and apprentices. This policy details the requirements, practices and procedures that must observe to safeguard children, young people and adults at risk

The policy:

- Identifies the legislation, guidance and best practice relevant to safeguarding
- States how AS Training Services will comply with legislation and guidance, adopting best practice
- Identifies key responsibilities
- Defines key terms

**Safeguarding** is the action that is taken to promote the welfare of children, young people and adults at risk , protecting them from harm and ensuring children grow up in a safe environment

**Child Protection** is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

## **Practices and Procedures**

The practices, procedures and plans necessary to implement the policy are provided as separate documents.

## Legislation, statutory guidance and best practice

This policy describes how AS Training Services will comply with the requirements of:

- The Children Act 1989 and the Children Act 2004
- The Education Act 2002
- Working Together to Safeguard Children 2018
- The Framework for the Assessment of Children in Need and their Families 2000
- What to do if You are Worried a Child is being Abused 2015
- Keeping Children Safe in Education: Statutory guidance for schools and Colleges 2018
- Section 26 of the Counterterrorism and Security Act 2014
- Counterterrorism and Security Act 2015
- UKCCIS Sexting in Schools and colleges 2017
- Female Genital Mutilation Act 2003

AS Training Services will keep its policies and procedures on children, young people and adults at risk under review to take account of any new Government legislation, regulations or best practice documents. This will ensure staff are kept fully up to date with their responsibilities and duties regarding the safety and wellbeing of children, young people and adults at risk.

## **Link to AS Training Services Strategic Objectives**

**Strategic Objective 1 - Service Excellence:** this policy ensures that learners are provided with an excellent and safe learning experience.

**Strategic Objective 2 - Outcomes for Learners:** this policy ensures that learners are inspired, enabled, and supported to achieve their wider goals.

## **Policy Statement**

How AS Training Services will comply with legislation, statutory guidance and best practice.

Safeguarding is a key requirement for all aspects of AS Training Services activity. AS Training Services will ensure that:

- AS Training Services Leadership and Management Team understands and fulfills its Safeguarding responsibilities
- there are effective and consistent procedures in place to safeguard children, young people, and adults at risk
- all safeguarding concerns are taken seriously and acted upon
- all staff working with or on behalf of AS Training Services, whether employed directly or indirectly are suitable to be working with and around children, young people, and adult at risk
- all staff are trained to a level appropriate to their role, ensuring they are familiar with safeguarding issues and procedures, clearly understanding their individual role and responsibility.
- AS Training Services users are actively encouraged to raise any concern, they have used the agreed communication channels
- we work to agreed local policies and procedures in full partnership with other local agencies
- we take all reasonable measures to ensure that risks of harm to children, young people, and adult at risk' welfare is minimized by appropriate:
  - risk assessment and management
  - health and safety procedures
  - staff selection, recruitment, induction supervision and training
  - promotion of an open work culture 'whistle-blowing'
  - staff response and reporting of abuse
- Monitoring IT usage

## **Responsibilities**

AS Training Services will ensure a clear and transparent framework for reporting and managing safeguarding concerns. The hierarchy and responsibility for implementation and reporting is detailed below.

## **Senior Management**

The Senior Management:

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- must comply with statutory safeguarding procedure
- will have regard to the DfE statutory guidance 'Keeping Children Safe in Education' to ensure that the policies, procedures, and training in AS Training Services are effective and comply with the law at all times
- will appoint a member of the Senior Management to act as the designated safeguarding lead to provide oversight of safeguarding arrangements and to be the key point of contact with the Designated Safeguarding Lead.

## **DSL**

The designated safeguarding lead is responsible to:

- ensure AS Training Services has safeguarding policies and procedures which are consistent with procedures
- ensure a review of safeguarding is completed on an annual basis with one of the designated safeguarding team
- ensure the Directors receives an annual report on safeguarding activity
- ensure that safeguarding training is provided to the Senior Management

## **Designated Team for Safeguarding**

AS Training Services Designated Team for Safeguarding is responsible for day-to-day implementation of the policy.

This team comprises the:

- Internal Quality Assurance Manager  
Designated senior member of staff with lead responsibility for all aspects of safeguarding
- Safeguarding Coordinator  
Oversees the operational aspects of safeguarding within AS Training Services and reporting of Safeguarding cases
- Reporting Officers

The assessment team are authorised to make referrals to external agencies as required

The designated team has the responsibility to raise awareness of safeguarding issues and the promotion of a safe environment to all staff members. This team will receive training on safeguarding and inter-agency working as required and maintain their currency of safeguarding best practice.

The Designated Team for safeguarding is responsible for:

- making and receiving the referral of cases of suspected abuse or allegation to/from the appropriate external referral agency within 24 hours of contact
- offering consultation and providing advice and support to other staff on issues relating to safeguarding children, young people, and adult at risk
- ensuring that parents, guardians and carers of children, young people and adult at risk working with AS Training Services are aware of AS Training

#### Services' policy and procedures

- dealing with individual cases, including attending case conferences and review meetings as appropriate
- ensuring that appropriate safeguarding procedures are in place with employers and training organisations that provide AS Training Services learners with apprenticeships and/or work placements
- ensuring that all partner providers have appropriate policies and procedures in place through liaison with designated officers within those organisations
- attending training in safeguarding children and any other specialist training and inter agency working as required.
- ensuring that all staff receive training in safeguarding and are aware of AS Training Services' procedures for protecting children, young people and adult at risk during their AS Training Services induction programme. All staff are required to update this training every two years or earlier if there are any significant changes to legislation or statutory guidance
- providing information for the designated safeguarding governor, including the
- production of an annual report setting out how AS Training Services has discharged its safeguarding duties
- reviewing and updating this policy on an annual basis.

#### **All members of Staff**

All delivery team members of AS Training Services must attend Level 1 safeguarding training and refresher/update training every two years. This will be supplemented by an annual extended briefing to all staff on safeguarding matters and regular reviews at team meetings. This is to develop their understanding of the signs and indicators of abuse and ensures they know how to respond when a safeguarding issue is disclosed and how to identify when early help intervention is required.

There is specific training for staff engaged in the delivery and supporting of apprenticeship provision.

Academic and pastoral staff who as part of their everyday work activity have regular contact with children, young people and adult at risk are also required to undertake Level 2 training. This provides a more detailed understanding of safeguarding and professional boundaries and will be refreshed / updated every two years, or sooner, if there are any significant changes to safeguarding requirements.

All staff must recognise that safeguarding disclosures are confidential and should only be shared with others to ensure the ongoing safety of the person making the disclosure

All members of staff involved in learner induction and tutorials should ensure that learners are provided with appropriate information relating to safeguarding.

## **Confidentiality**

All matters relating to safeguarding must be reported to the safeguarding designated team; once reported, safeguarding issues are confidential and must only be discussed with the designated safeguarding officers.

Staff have a professional responsibility to share information with other agencies to safeguard children, young people and adult at risk.

All staff must be aware that they cannot compromise a child, young person, or adult at risk by keeping secret information that may compromise the safety of the child, young person or adult at risk or well-being of another.

Any member of staff receiving a safeguarding concern must make a record of the disclosure as soon as possible using the Safeguarding Record of Disclosure Form QAF 1.15A and those records must be signed, dated and forwarded to the Safeguarding Coordinator

In cases where the objectives set out within the disclosure are not being met this should be discussed with the safeguarding coordinator. If the issue is not resolved this should be escalated to the Vice Directors Learning and Achievement.

## **Key Areas of Risk**

Safeguarding and child protection are broad areas for concern. National and local agendas are subject to change. AS Training Services has currently identified the following areas as requiring a detailed focus to comply with statutory safeguarding duties.

<b>Area of Safeguarding Risk</b>	<b>Mitigation policy or strategy</b>
Cyberbullying	<ul style="list-style-type: none"> <li>IT and Social Networking Policy</li> <li>AS Training Services IT and safe use of social media (2015)</li> </ul>
Racist and homophobic or transphobic abuse	<ul style="list-style-type: none"> <li>Single Equality Scheme</li> <li>Learner Disciplinary Policy and Procedures</li> <li>Staff Code of Conduct</li> <li>Staff Disciplinary Policy</li> </ul>
Extremist behavior and radicalisation (Prevent)	<ul style="list-style-type: none"> <li>Prevent Strategy and Risk Assessment</li> </ul>
Child Sexual Exploitation (CSE)	<ul style="list-style-type: none"> <li>Strategy to Prevent Child Sexual Exploitation</li> </ul>

Substance abuse	<ul style="list-style-type: none"> <li>• Alcohol and Substance Misuse Policy</li> <li>• Learner Disciplinary Policy and Procedures</li> </ul>
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### **Equality and Diversity Impact Assessment**

This policy document has been reviewed by the Equality and Diversity lead to ensure that it does not negatively impact upon any individual with any protected characteristic.

All AS Training Services policies seek to actively promote inclusion of all learners. This policy includes rigorous measures to ensure fairness for all and that any incidents of misconduct are conducted scrupulously and without bias. It ensures both the learner's right to learn and Staff's right to work in a safe, secure, and respectful environment is met regardless of any protected character.

## **Procedure for Responding to a Safeguarding Issue**

\*If the safeguarding issue/abuse concerns a member of staff, please refer to the Additional Guidance Section

### **Safeguarding disclosure by a learner**

- Listen carefully and non-judgmentally to the disclosure
- Let the person talk and don't interrupt – don't coach
- Never trivialize or exaggerate the issue
- Only ask questions that help establish the facts needed for a referral
- Do not show your emotions
- Let the child, young person or adult at risk know you are treating the issue seriously.

### **Confidentiality**

- Do not promise that the disclosure will be kept confidential for the following reasons:
- The details will need to be shared with a/members of the Designated Safeguarding Team
- There may be a need to share the information with external agencies

**DO NOT DISCUSS THE INFORMATION WITH ANYONE OTHER THAN THE DESIGNATED SAFEGUARDING OFFICER**

### **Contact and referral of the allegation to the Safeguarding Team:**

- Immediately following the disclosure, complete the Safeguarding Record of Disclosure Form
- Use the words the learner used to describe the abuse / incident remain factual and report what was said; not your interpretation of it
- Note down anything that may be connected with the abuse/incident e.g. visible injuries and the position and description of them
- Take the learner to the designated safeguarding team in Advice and Guidance **Hand or send the form (in an envelope) to the Safeguarding lead or other member of the Designated Safeguarding Team**

### **Learner requires urgent medical attention**

- Contact the First Aider
- If necessary, they will arrange for the learner to be taken to hospital

### **Disclosure made by a learner on a visit**

- Telephone the Emergency Contact (named on the enrolment form) at AS Training Services
- Further advice and guidance will be provided

**Disclosure made by a learner on work placement, work experience or in work related learning**

- Contact a member of the Designated Safeguarding Team as soon as possible
- Complete a Safeguarding Record of Disclosure Form

**Designated Safeguarding Team Contact Information**

Safeguarding Lead (Lead Responsibility)

Andrew Start

Tel: - 07736466295

Email: - [andy@astrainingservices.co.uk](mailto:andy@astrainingservices.co.uk)

Reporting Officer

Matthew Start

Tel: - 07939838014

Email: - [matt.start@astrainingservices.co.uk](mailto:matt.start@astrainingservices.co.uk)

Reporting Officer

Andree Oddy

Tel: - 07376079308

Email: - [andree@astrainingservices.co.uk](mailto:andree@astrainingservices.co.uk)

**Additional Guidance****Suspected abuse inflicted by a member of staff.**

If a member of AS Training Services becomes concerned about or hears allegations of possible abuse perpetrated by a member of staff, they **MUST** raise their concerns with the Directors. If the Directors is the person against whom the allegation is made they should report it to the Designated Safeguarding Lead.

The Directors will request that the Designated Safeguarding Lead will conduct an initial assessment.

AS Training Services recognises that the welfare of a child, young person or adult at risk is the main concern. It also recognises that allegations may be made for a variety of reasons and may or may not be true. Therefore, those dealing with such allegations must do so without delay and with sensitivity and consideration for the individuals concerned. Hasty or ill-informed decisions can irreparably damage an individual's reputation, confidence and career.

The Directors will request that an initial assessment is conducted by the Designated Safeguarding Lead. The first course of action should be to assess the risk to the child, young person or adult at risk using the continuum of need recommended to determine if immediate intervention is required.

Where needed, an Investigating Officer will be appointed to conduct a thorough investigation into the allegations. The outcome will be one of the following:

1. The allegation is proven, and the disclosure is reported for criminal proceedings
2. The allegation represents inappropriate behaviour or poor practice by the member



of staff but is neither potentially a crime nor cause of significant harm to the child. The matter should be addressed in line with AS Training Services' internal policies and procedures

3. The allegation is unsubstantiated, and no further action is required against the staff member. If, however, the allegation has been made with malicious intent, further action may be taken against the individual raising the disclosure

### **Specific actions if abuse is suspected by a member of the designated safeguarding team**

The Directors will request that an initial assessment is conducted by the Safeguarding Lead. The first course of action should be to assess the risk to the child using the continuum of need to determine if immediate intervention is required.

### **Actions required by the Designated Safeguarding Team**

Upon receipt of a disclosure for suspected abuse of a child, the case will be assessed, and the appropriate action taken.

The case should be documented on the Safeguarding Record of Disclosure Form. The designated safeguarding team will:

- offer support to the learner making the disclosure.
- offer support to the member of AS Training Services community making or assisting with the disclosure.
- ensure that appropriate feedback is given to the member of AS Training Services community making or assisting with the disclosure.
- ensure that AS Training Services directors are made aware of the disclosure with consideration for confidentiality.

### **Specific actions if abuse inflicted by another learner**

The designated safeguarding team will decide whether the matter is of a safeguarding nature or whether it should be dealt with under another AS Training Services procedure such as Learner Disciplinary or Anti- Bullying/Cyber Bullying.

### **Record Keeping**

The member of the designated safeguarding team is responsible for ensuring that a safeguarding file is set up for each referral received.

The file must include:

- A completed Safeguarding Record of Disclosure Form
- Appropriate learner details (EBS and pro monitor)
- Learner timetable
- Meeting and case notes
- Referral details

### **Parental Involvement**

AS Training Services recognises that the welfare of a child is the main concern. It also considers it good practice to involve parents/guardians in the reporting of safeguarding cases but acknowledges it is essential to proceed with caution.

The needs of the learner and the protection of evidence should be considered before involving parents/guardians. It may be beneficial to consult with an External Support Agency prior to making the decision whether to share information.

AS Training Services may receive a request from an External Support Agency to interview a learner on AS Training Services premises. Parents/guardians should be given adequate opportunity to attend unless their involvement is considered detrimental to the interview. The designated safeguarding team should satisfy themselves that parents/guardians are given sufficient notice of these interviews and the opportunity to attend. If parents/guardians are not invited or are unable to attend, the designated safeguarding team will ensure an appropriate adult is present throughout the interview.

### **Referral to External Support Agencies**

All cases are assessed under the continuum of need. Referrals to external support agencies will be made where the assessment shows this is required. Referrals can only be made by a member of the designated safeguarding team.

All referrals should be made within 24 hours of disclosure. Initially this is done by telephone and then followed up in writing using the most appropriate referral form.

The referral form will include the following:

- Details of the person
- Circumstances of suspected or actual abuse
- Issues about the disclosure
- Names of witnesses
- Designated officer's observations
- Actions taken or to be taken
- Names of people consulted

The designated safeguarding team should also include the following information where appropriate:

- Details of any special needs of the learner including cultural, physical, or psychological factors.
- a record of the action agreed during the initial telephone referral.
- a record of the contact at the agency who took the initial referral.
- Any discussion regarding parental contact including where emergency accommodation is required.

### **Designated Safeguarding Lead Supervision (DSL)**

Keeping Children Safe in Education (2018) requires that the DSL has access to specialist advice and where necessary supervision.

## **Prevent**

Prevent is part of the overall Government counter-terrorism strategy with the aim of reducing the threat to the UK from stopping people becoming terrorists or supporting terrorism. The strategy has three specific strategic objectives:

- respond to the ideological challenge of terrorism and the threat we face for those who promote it.
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support, and
- work with institutions where there are risks of radicalisation that need to be addressed

AS Training Services is required to undertake the following as part of the Prevent Duty Guidance:

- implement a prevent strategy in a proportionate and risk-based way
- ensure active engagement by directors, managers, staff and external partners including the police
- engage and consult learners on plans for implementing the duty
- carry out a risk assessment which assess where and how participants or staff may be at risk from being drawn into terrorism
- implement staff training so staff have an understanding of the factors that make people vulnerable to being drawn into terrorism and to challenge extremist ideas
- have procedures for sharing information about vulnerable individuals
- ensure the Staff and Student IT and Social Networking Policy references Prevent and AS Training Services has measures to monitor and report use of the internet.

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**Reporting suspected issues of radicalisation and extremist activity**

AS Training Services has integrated the reporting of radicalization and extremist behavior into the safeguarding procedures. They complete the document and pass this to the designated team members as listed. There are tick boxes to identify and provide clarity for Safeguarding, Prevent and Channel issues. The safeguarding coordinator will assess the risk, liaise with the designated safeguarding lead, and where appropriate submit a report to the Prevent Group.

**Child Missing**

A child, young person or individual with additional needs going missing either from education, home, or care home particularly if repeated, would be of concern. All academic staff are asked to complete registers and follow up unauthorized absences following the relevant policy and procedure. Where there are immediate concerns for a missing person, the DSL will be contacted. They will take control and liaise with all involved.

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