



Safeguarding Policy

1. Policy Statement

Vision Training (North East) Limited is committed to providing a safe and supportive learning environment that promotes wellbeing and security for all Learners and Staff.

As part of assessment activities employees may come into contact with those who are vulnerable, perhaps because of their age, physical or mental ability or ill health. For example, a person at risk may be a child, have a physical impairment, a sensory loss, or a learning disability, perhaps present from birth or due to advancing age, chronic illness or injury. He or she might self-harm, be dependent upon or misuse substances such as alcohol or drugs, or experience physical, or mental ill-health. We are responsible for ensuring that children and other vulnerable adults are not harmed in any way through that contact.

Vision Training (North East) recognises that the current threat from Terrorism and Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people. As we have a duty to safeguard our employees and learners we have designed our Prevent Policy to provide a clear framework to structure and inform our response to safeguarding concerns for those people who may be vulnerable to the messages of extremism. (see *Prevent Policy*)

We will take all reasonable steps within our power to ensure the safeguarding of children and vulnerable adults

2. Purpose

Learners have the right to access the Assessment Centre free from fear of harm and to be protected from mistreatment and abuse. In addition, adults at risk should be able to access learning with as much independence as is appropriate and within their capabilities to make choices, even if those choices involve a degree of risk. Where a risk is identified, a risk assessment will be completed.

Safeguarding means:

- taking all reasonable measures to ensure that the risks of harm to the welfare of children and vulnerable adults are minimised
- where there are concerns about children and vulnerable adults' welfare, taking immediate and appropriate action to address those concerns.



A learner is defined by the UK qualifications regulators as a “candidate, student, individual undertaking a SQA accredited qualification”

(SQA Accreditation’s Regulatory Principles 2014)

3. Scope

This policy is about safeguarding children and vulnerable adults with whom employees of Vision Training (North East) Limited, or those acting on our behalf, come into contact.

4. Roles and Responsibilities

Employee responsibilities

All employees have a responsibility to:

- Be aware of and implement the policy and the prevent policy.
- Promote a safeguarding ethos, provide a secure and supportive environment for all learners, including “adults at risk”.
- If the job role involves them coming into contact with children or adults at risk they must undertake staff development appropriate to their role.
- If the job role involves assessment of learners or signup/induction of learners in Health and Social Care the employee must go through the DBS and Barring Service Checks (see DBS & Barring Check Policy).
- Report any safeguarding or extremism concerns to the Safeguarding Lead or Safeguarding Officer

Management responsibilities

Company Managers have a responsibility to:

- Embrace a whole Company approach to promoting and safeguarding the welfare of adults at risk.
- Ensure staff are aware of the policy and procedures and that they receive appropriate training and support to undertake their roles effectively, including “alert training” refreshed every 3 years.
- Ensure this policy is implemented within their areas of work.

Designated Staff responsibilities

The designated employee responsible for safeguarding adults:

The Safeguarding Lead and Officer are responsible for:



- Being the first contact for any safeguarding issues or concerns.
- Promoting a whole Company approach to safeguarding
- Undertaking specialist training to ensure their roles are carried out effectively including managing an alert and referral.
- Advising on induction and staff development arrangements for safeguarding
- Liaising with Company management, the local authority and other agencies in relation to policies, procedures and individuals.
- Gathering and reviewing information concerning cases of suspected abuse or allegations, making referrals to the relevant agencies.
- Contributing to strategy discussions as appropriate.
- Maintaining confidential records relating to safeguarding issues.
- Liaising with the Directors to inform them of any issues and on-going investigations.
- Promoting the Prevent Policy and supporting employees with its procedures
- Reporting to the Company to ensure that the policy is updated and reviewed annually.

Responsibility for Implementing the Policy

The Directors:

- Have overall responsibility for the implementation of this Policy across the company.
- Have overall responsibility for liaison with the local authority or other agencies regarding allegations made against staff including any allegations concerning the Designated Staff.

Company Responsibility

The Managing Directors has responsibility for liaison with the local authority or other agencies regarding allegations made against the Management staff.

Policy Review

The Development Manager is responsible for the reviewing the policy annually or if there are changes to safeguarding legislation in consultation with the Safeguarding Lead.



5. Policy Implementation - Procedures

Wherever Vision Training (North East) Limited's employees acting on our behalf are required to have direct contact with children or vulnerable adults, we will recruit or appoint staff or contractors who are deemed suitable to work with children and vulnerable adults, based on their declarations of unspent and exempt convictions and completion of DBS and Barring Checks (see DBS & Barring Checks Policy).

What to do if you suspect abuse or extremism

Any concerns should be discussed with the Safeguarding Lead in the first instance or the Safeguarding Officer, if the Lead is unavailable, which will be recorded and if a referral is needed it will be made within 24 hours.

Safeguarding Lead:

Louise Crosby
12 Yarm Road, Stockton-on-Tees, TS18 3NA
lcrosby@visiontrainingnortheast.com
07738 947 855

Safeguarding Officer:

Joanne Wallace
12 Yarm Road, Stockton-on-Tees, TS18 3NA or
McCarthy's Business Centre, Enterprise House, Education Road, Leeds
LS7 2AH
joannewallace@visiontrainingnortheast.com
07765 063 184

We also have a dedicated safeguarding telephone number for our registered learners and staff, manned by our Training Managers: **07976 598 717**

They will compile a report about the incident, marking it 'CONFIDENTIAL' and send it to the directors. The report must include:

- Name of person reporting the incident
- Position of person reporting the incident
- Place of work of person reporting the incident
- Contact phone number of person reporting the incident
- Name of child or vulnerable adult
- Address/ phone number of child or vulnerable adult
- Date of birth of child or vulnerable adult



- Other relevant details (for example, family circumstances of a child)
- Parent/ Guardian/ Carer details
- Date and time of incident
- Details of the incident/ allegations/ suspicions
- Details of any action(s) taken to date

The SCO will consider any report, seeking legal advice where necessary, and will take action which may involve referral of the incident to the appropriate authorities within 24 hours. If the SCO considers that there is any immediate danger, then immediate action will be taken. The SCO will report any allegations involving children to the children's services and vulnerable adults to the local safeguarding board, concerns about staff behaviour will be reported to the Local Authority Designated Officer.

The SCO will inform the person reporting the incident that action has been taken. The SCO will not discuss the incident further, except for clarification. If any assessment associates have any concerns about the action being taken they can escalate issues to the AA Relations and Development team.

Support will be made available if a disclosing member of staff is distressed by an incident or the reporting of it.

The SCO and directors will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedures followed and the outcome of advice given by Social Services, as appropriate.

All complaints, allegations or suspicions will be taken seriously and dealt with through the Vision Training (North East) Limited's **Comments, Commendations and Complaints Procedure**.

Please refer to the **Prevent Policy** for our policy and procedures on safeguarding learners and employees from extremism.



Signed:

Date:

1st review of this version due by:

Reviews

Date	Signed – no changes	Signed with amendments
04.11.2015		X
03.11.2016		X
30.10.2017	X	
30/10/2017		<i>J Foster</i>

04.11.2015 Updated into a new format and referring to prevent policy

03.11.2016 Development Manager now responsible for the policy in consultation with the safeguarding Lead. Inclusion of details of the Safeguarding Officer V1.1

30.10.2017 Inclusion of the dedicated safeguarding number

Admin: If amendments are needed please remember to change the version number once they have been completed