

INTROTRAIN & FORUM LTD (IFL)

Education & Training

Safeguarding and Prevent Policies and statutory duty

(Inc. lone workers strategy)

Purpose

This policy sets out IFL's approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working for IFL, including permanent full time and part time staff.

Strategy

IFL's strategy is underpinned by 3 core principles:

- children and students first
- independence
- accountability and transparency

This means that everything we do should be in the interests of our young people. This includes ensuring that the monitor and self-assess the effectiveness of our procedures for keeping children and vulnerable adults safe from abuse, neglect, and exploitation

Definitions

IFL uses definitions of the term 'safeguarding' from statutory guidance.

Safeguarding children is defined in Working together to safeguard children as:



- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- acting to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined in the Care and support statutory guidance issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
 - people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
 - people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
 - recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being
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- Has been looked after by a local authority at any time after attaining the age of 16; or
- Has a learning disability

The Safeguarding Vulnerable Groups Act 2006 defines a person as a **Vulnerable adult** if he/she has attained the age of 18 and: –

- They are in residential accommodation,
 - They are in sheltered housing
 - They receive domiciliary care
 - They receive any form of health care
 - They are on a drug or alcohol abuse monitoring
 - They are detained in lawful custody
 - They are by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000,
 - They receive a welfare service of a prescribed description
 - They receive any service or participates in any activity provided specifically for persons who fall within the point above
 - Payments are made to them (or to another on their behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 or
 - They require assistance in the conduct of their own affairs
- The children Act 2004 defines a **Child** as a person under the age of 18 years; or a person aged 18, 19 or 20 who **Changes to legislation:** Children Act 2004 is up to date with all changes known to be in force on or before 10 December 2018. There are changes that may be brought into force at a future date. 
- **Changes to legislation:** Safeguarding Vulnerable Groups Act 2006 is up to date with all changes known to be in force on or before 10 December 2018. There are changes that may be brought into force at a future date. 

Recruitment

IFL carries out safe recruitment checks on everyone who works for us. All roles require a Disclosure and Barring Service (DBS) or Disclosure Scotland check and references before the individual joins us. Many individuals, will be subject to an enhanced DBS check and a check of social media because their role may bring them into regular contact with children and vulnerable adults.

Anyone interviewed for a post with IFL, either internally or from outside the organisation, will need to show an understanding of safeguarding that is relevant to the role that they are applying for.

It is important that children and vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously. Staff should strive to create an atmosphere in which all students feel free to discuss any concerns they may have.

Leaders and managers must have 'safer recruitment' training and certificates.

Expectations of leaders and managers

Everyone working for IFL has a responsibility to familiarise themselves with this safeguarding policy and the procedures that go with it. They must maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

Anyone who works for IFL must inform their manager if they or any adult living in their household become(s) the subject of an allegation of abuse against a child or vulnerable adult or a police enquiry, irrespective of the nature of that enquiry.

Safeguarding training

IFL is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All staff must complete an online or OCSB or equivalent safeguarding training package within 3 months of taking up post, and after that at 3-yearly intervals, and 2-year intervals for LSO's. There will also be regular refresher training when other team members go on a course on safeguarding children and vulnerable adults, including on specific areas of risk and safeguarding practice.

A separate course for lead safeguarding for directors.

Acting on safeguarding concerns

No one working for IFL should investigate concerns about individual children or vulnerable adults who are or may be being abused or who are at risk. However, this does not mean that we should do nothing when we learn of a concern. We all have a responsibility to make sure that concerns about children and vulnerable adults are passed to the agency that can help them without delay.

If anyone is concerned that a child or vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will act to protect that person.

Concerns about children should be referred to the children's social care department of the local authority where the child lives. Similarly, concerns about vulnerable adults should be referred to local authority adult services. Our processes for referrals are on display on our notice boards – as directed by OCSB.

If anyone working for IFL is in any doubt about what to do, they should consult the lead safeguarding officer.

Anyone working for IFL who has concerns about the behaviour of a colleague must always raise this with the lead safeguarding officer.

Learning and improving

We are determined to keep improving our knowledge and understanding of how best to protect children and vulnerable adults. We will review our own practice regularly to check that we are placing the right emphasis on safeguarding in our work.

We will carry out in-depth reviews of our actions in cases where children and young adults are in jeopardy while under the care IFL. The main purpose of action plan reviews is to learn lessons about when our systems need to improve to protect children and young adults better in future. We will also promote a culture in which we are able to highlight and review near misses to learn and improve our practice. The following procedure must be followed whenever an allegation is made that a child or vulnerable adult has been abused, or when

there is a suspicion that a child or vulnerable adult has been abused or is likely to be abused. IFL has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

A full and accurate written record must be made as soon as possible of the nature of the allegation and any other relevant information which may include:

- The name of the person compiling the report and the names of others present/discussed with
- The date and time of compiling the report
- The date, time and place of the alleged abuse
- The name of the complainant and, where different, the name of the child or vulnerable adult who allegedly has been abused or is at risk of abuse
- The nature of the alleged abuse – including drugs and alcohol abuse
- A description of any injuries observed
- The account which has been given of the allegation

Where an adult is reporting abuse suffered as a child, the matter should be reported in accordance with this procedure.

The nominated member of staff

The nominated member of staff with management responsibility for lead safeguarding officer is Carolyn Howard MD. She is also the designated officer for adult protection. She can be contacted by telephone 07801420829. Rebecca Abbott and Jane Colleton are also a lead safeguarding officer if Carolyn is not available contact on 01865 793196.

The nominated member of staff/designate officer has access to the procedures issued by the Oxfordshire Safeguarding Children Board and to the multi agency guidelines regarding the protection of vulnerable adults.

Responding to an allegation

Any suspicion, allegation or incident of abuse must be reported to the nominated member of staff as soon as possible.

If the nominated member of staff cannot be contacted with 2 hours of the initial concern arising, the person who has information about suspected abuse must report the matter to the police and/or appropriate local social services department duty social worker and /or appropriate adult and communities' directorate immediately, but normally after consultation with a line manager. The nominated member of staff should be notified as soon as possible thereafter of the action taken.

matter is reported. The telephone report must be confirmed in writing to the police and/or local authority social services department and/or adult communities' directorate with 24 hours

The nominated member of staff should discuss with the police or social services department what action will be taken to inform the parent/guardians of the child or vulnerable adult: a note of that conversation should be made.

Children's Social Care Teams

North & West Oxfordshire Team	01865 816670
South Oxfordshire Team	01865 897983
City Oxford Team	01865 323048

Out Of Office Hours Emergency Duty Team 0800 833408

Oxfordshire Police Child Abuse Investigation Team 0845 8 505505

If the matter related to a vulnerable adult, it is likely that any such incident will need to be reported to the:
Oxfordshire Adult Care Team via Social & Community Service Access Team 0845 05076666

The out of office hours contact line for the **Emergency Contact Social & Community Access Team 0800 833408**

Ensure that a written report (as required in paragraph 1.5 above) is made by the person who originally raised the concern.

The nominated member of staff will decide if it is appropriate to instigate disciplinary proceedings in light of the full circumstances of the incident, including the involvement/likely involvement of the police or appropriate local social services department. If it is deemed appropriate to commence these proceedings, IFL standard disciplinary procedure will be used, which may lead eventually (should the conclusion of the procedures be a disciplinary sanction) to a report to the Independent Safeguarding Authority

When a learner at a placement or a member of Introtrain staff visiting a placement suspects, or receives an allegation of, abuse or drug taking.

If the matter is an incident directly involving a learner, the learner should inform their Assessor as soon as possible by contacting them on their mobile phone. If the Assessor is unavailable, they must contact their Training Consultant at the Training center 01865 793196

The Assessor, training Coordinator will contact the nominated member of staff. The nominated member of staff will take into consideration all the available information and will decide on the relevant course of action. This may include referral to the appropriate authorities.

Written records

The nominated member of staff should retain a copy of:

- The report
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material

Copies of reports, notes etc should be kept securely always locked

Lone Worker Strategies

The last aspect of safeguarding we would like to make you aware of is the issue of the lone worker – left in the building to lock up or sent out, perhaps at night and alone to perform a work task.

There are many defensive strategies – such as issuing personal attack alarms and devising a buddy-buddy system where one person tells their buddy when they are leaving a potentially safe place to go to a dangerous place using their mobile

phone and also when they are leaving the dangerous place to come back home the buddy is expected to keep in contact and report anyone who does not respond to a phone call within a reasonable time.

The government explains: **Ensure the safety of lone workers**

Carry out a risk assessment for lone workers

Your health and safety risk assessment should cover all potential risks and hazards in your business. This covers risks faced by everyone who is in contact with your business, including you, your employees, contractors, clients, suppliers and other visitors to your workplace. It also includes the families of people who work for you from home.

The risks faced by lone workers can differ from those faced by others.

The actions you take as a result of the risk assessment may also need to be different for lone workers. For example, lone workers cannot easily ask more experienced colleagues for help with dangerous tasks or equipment, so extra training may be required.

Your general emergency procedures may not be sufficient to protect the health and safety of lone workers. For instance, getting first-aid treatment may be more difficult for an injured lone worker working off-site than for on-site workers.

Contact procedures are crucial. How will you enable a lone worker to stay in touch with colleagues or with back-up in case of security risks? For example, what procedures would be followed if there was a break-in while only one night guard was on duty?

The health & Safety Executive publishes a comprehensive lone worker strategy document but there is a very good section on Business Link which contains a checklist you can use as well:

<http://www.businesslink.gov.uk/>

Then type 'lone worker' into the web page query box.

PREVENT POLICY

IFL is a member of the SE Regional Prevent network, we have a separate policy solely for PREVENT. The aim of this statement is to outline our approach to supporting the national “prevent” agenda linked to the safeguarding of our learners and staff. This policy is written with reference to the prevent duty contained in section 26 of the Counter Terrorism Act 2015 and the specific Prevent Duty Guidance: for further education institutions in England and Wales. The duty states that specified authorities including further education institutes, in the exercise of their functions must have “due regard to the need to prevent people from being drawn into terrorism”

<http://www.legislation.gov.uk/ukpga/2015/6/section/26/enacted>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf

This statement sits within our Safeguarding policy with all staff attached to IFL falling within scope this includes: learners, staff, visitors and contractors

This statement should be read in conjunction with the following Policies and Procedures which outline the implementation and responsibilities related to this Policy:

- Equality and Diversity
- Safeguarding
- Health and Safety
- Anti-Bullying and Harassment
- IT Users Policy

National Prevent Strategy Objectives:

The Prevent duty, introduced as part of the Counter Terrorism and Security Act 2015, came into effect for key bodies including schools, health bodies and police on 1st July 2015 and the most current information from Government has stated that Universities and colleges across the country are from Friday 18 September 2015 legally required to take steps to prevent Learners from being drawn into terrorism.

<https://www.gov.uk/government/news/prevent-guidance-for-higher-and-further-education-institutions-comes-into-effect>

Newest guidance Counter-Extremism Strategy October 2017

Statement

- To adhere to our legal obligations and to safeguard the health, well-being and safety of learners and staff, IFL will:
 - Ensure we keep up to date and monitor for improvements in our procedures and systems by using our in-house risk assessment document
 - Continue to develop strong links with our regional Prevent Coordinator, OCC prevent team and local Police.
 - Through its activities, systems and culture champion democratic values, rule of law, equality of opportunity, freedom of speech and the rights of all men and women to live free from persecution of any kind
 - Work in partnership with external agencies to seek advice, share intelligence and safeguard learners and staff including our local Police and County Council
 - Provide comprehensive systems for reporting concerns and working with vulnerable individuals following the reporting to CHANNEL procedures
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- Provide training and development for staff and students to recognise signs of radicalisation and understand responsibilities and systems for reporting concerns; monitor this training through staff CPD records. Training is provided through Staff development sessions.
- Provide training and information for employers to recognise signs of radicalisation and understand responsibilities and systems for reporting concerns
- Provide posters and visual information within the centre to inform and remind staff, learners and visitors of the Prevent agenda
- Provide all learners with access to welfare and safeguarding support and a personal co-ordinator and tutor Coach who will meet with them regularly to monitor academic, personal and progress
- Provide forums to engage as a group to: celebrate diversity, promote critical thinking, debate and challenge
- Work with multi-agency teams to develop interventions for students at risk, including students with learning difficulties and disabilities
- Prohibit access to extremist material and monitor the use of IT through external organisation (1st Class)

IFL agrees to adhere to the **20 recommendations** within the ‘**PREVENT STATUTORY DUTY**’ where possible to ensure we as company have a responsibility to :- ‘Safeguard vulnerable people to stop them becoming terrorists or supporting terrorism in any way’.

Professional Development

IFL will make suitable arrangements for development and training of staff in connection with this safeguarding and Prevent procedure.

Originally created: V1 July 2014

Reviewed annually

Signed Carolyn Howard

V7 date 01/06/2022

