

NITAL

QUALITY MANAGEMENT SYSTEM POLICY & PROCEDURE

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY & PROCEDURE

REFERENCE QMS1-6

ISSUE 3

DATE OF ISSUE: 7/10/15

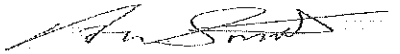
OBJECTIVE

This policy aims to detail the framework for promoting and ensuring the safeguarding and protection of all who learn at Nital Training & Development. Safeguarding in this context means recognising that the needs, well-being and safety of the learners are considered at all times, and that actions relating to this are in line with legislative requirements and government recommendations. The policy also covers the safeguarding provision for recruiting and selecting staff.

ENQUIRIES

Any enquiries about this policy or suggestions on how it can be improved should be addressed to the Operations Manager.

Quality Assured By:



Quality Manager

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Additional Copies may be obtained from the Quality Manager

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1. SCOPE

1.1 All learners, staff and Nital activities.

2. POLICY STATEMENT

2.1 Nital's Commitment

(a) The Board of Trustees is committed to the principle and practice of safeguarding. It is, therefore, the responsibility of everyone within Nital to ensure the safety and wellbeing of the learners. This could be on the grounds of harassment, abuse, neglect or personal safety.

(b) In making that commitment, Nital recognises that its practices are also bound by a broad framework of legislation, which includes:

Data Protection Act 1998	Protection from Harassment Act 1997
Human Rights Act 1998	Special Educational Needs and Disability Act 2001
Employment Protection Act 1975	Sex Discrimination Act 1975/1986
Employment Relation Act 1999	Guidance for safe working practice for the protection of children and staff in Education settings
Safeguarding Children in Education Every Child matters	Forced Marriage (Civil Protection) Act 2007
Safeguarding Vulnerable groups Act 2006	Equality Act 2010
Working Together to Safeguard Children 2015	Counter Terrorism and Security Act 2015
Keeping Children Safe in Education 2015	Prevent Duty 2015

With regard to confidentiality Nital also adheres to the Information Sharing Practitioners Guide HM Government 2008. 'Where there is a concern that a child may be suffering or is at risk of suffering significant harm. The child's safety and welfare must be the overriding consideration In addition to being bound by the legislative framework, Nital will use recognised codes of practice as the benchmark for procedures and measures introduced to ensure greater protection of our learners. It is the case that the Children Act's 1989 and 2004 define a child as anyone who has not yet reached their 18th birthday. However, Nital will take action based on additional individual situations; for example where a learner is over 18 but wishes to report abuse which took place when they were younger or establishing if there are younger siblings in a family who are at risk.

A vulnerable adult is someone who is aged 18 years or over who 'is or may or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

(Who Decides- Lord Chancellors Department (1997))

A vulnerable adult may be a person who for example:

- Has learning disabilities
- Suffers from mental illness
- Has physical disability

- Is a substance misuser
- Is homeless
- Is in an abusive relationship

(c) The commitment to safeguarding extends collectively to everyone in Nital and all that they do. It is implicit that Nital develop policies, procedures and systems which deal with such matters and which will promote respect and safety for individuals and good relations between people across all areas of the organisation; with particular reference to

- Learners' personal development and tutorial care
- Opportunities for enrichment activities
- Access to further individual support for learners
- Partnerships with parents, communities, employers and other agencies
- Staff recruitment
- Professional development and access to further Child Protection training
- Preventing radicalization.

Nital will take appropriate opportunities in these areas of its work to publicise and make explicit its commitment to the principle and practice of safeguarding. Procedures and practices developed by the management in these areas will also take a lead from and will comply with the principles and framework this policy sets out.

(d) It is also the responsibility of individual members of Nital and the community to adopt the aims and values of this policy; to ensure learner safety remains of paramount importance.

(e) Recruitment and selection of staff, Board of Trustees and volunteers. Nital will ensure that all members of staff, Board of Trustees and volunteers are trained in safeguarding learners and vulnerable adults and that this training is repeated every 3 years for staff and every 2 years for the designated person. Training will include:

- Identifying and managing risks
- How to handle disclosures
- Procedures to follow if a member of staff is accused of abuse

All members of staff must have an enhanced DBS check. In 2013 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have been merged into the Disclosure & Barring Service. CRB Checks are now known as DBS Checks.

2.2 Designated Safeguarding/Prevent Officer will:

(a) Support staff in understanding child protection principles, be aware of good practice, and develop policies, procedures and quality management.

Act as a source of support, advice and expertise for all staff. Ensuring that all staff have access to and understand the safeguarding Children and Vulnerable Adults Policy and Procedure by ensuring all staff have induction training in Safeguarding and safe practice. That all staff receive repeat safeguarding training every three years.

(b) Support learners regarding the awareness of their rights and responsibilities in respect of safeguarding and their knowledge of how to respond appropriately to concerns.

(c) Evaluate Nital's adherence to its commitment to safeguarding and identify improvements and report annually to the Board of Trustees.

(d) Enable Nital to keep up to date with child protection legislation and good practice.

(e) Recommend and ensure that all staff receive appropriate training. Refer cases of suspected abuse, radicalisation or allegations to the relevant agencies. Keep detailed accurate written records of reported cases and concerns. Ensure there is cover for the designated officers role. Ensure the Trustees review the policy annually. A nominated trustee to deal with any allegation with the authority reference the designated safeguarding officer.

(f) Ensure all staff attend appropriate training. Fully comply with the policy and procedure. Inform the designated officer of any concerns. Adhere to safe working practices.

2.3 Monitoring

(a) Nital will develop comprehensive and robust internal measures through which they can test whether the commitments in this policy are being met in their area of responsibility. They will use the information from those measures in their annual evaluation (self-assessment) of their area and action planning for improvement.

(b) The Safeguarding Officer will develop measures, which will enable Nital and its external stakeholders to evaluate performance in Child Protection Practice over time.

(c) The Safeguarding Officer will evaluate Nital's performance against its commitments in this policy and will report annually in the Self Assessment Report.

3. QUALITY MANAGEMENT

4.1 It is the responsibility of Nital in conjunction with the Safeguarding Officer to review and monitor the effectiveness of this policy and to recommend change to it where necessary.

4.2 The effectiveness of the policy will be reported to the Board of Trustees and also be summarised in the Self-Assessment Report

Impact Assessment

This process has no negative impact on any group or individual. A further assessment will be carried out on the Safeguarding of Children and Vulnerable Adults Procedure itself

PROCESS FLOWCHART

