

Safeguarding and Protection Policy

Introduction

Safeguarding is defined as:

- Protecting children, young people and adults from maltreatment or things that are bad for their health or development
- Protecting people's health, well-being and human rights, and enabling them to live free from harm, abuse and neglect
- Making sure people's well-being is promoted, taking their views, wishes, feelings and beliefs into account

KLAB Training College is committed to safeguarding and promoting the welfare of children, young people and adults in all its training activities. In the interests of good practice KLAB Training College believe we should have a clear policy, associated procedures and guidance to work with children, young people and adults. KLAB Training College recognises that it has a duty to assist in the development of its staff, associates and learners to recognise their responsibilities through guidance, support and training, in order to minimise risk and avoiding situations where abuse or neglect may take place.

KLAB Training College provides opportunities for young people and adults to learn new skills, gain confidence and maximise their potential. The learning programmes we deliver help young people prepare for the world of work, gain qualifications and give many adults employed in elementary positions their first formal qualifications. Promoting safe working practices and an understanding of rights and responsibilities at work are key components of all learning programmes. KLAB Training College understands there are two main aspects to safeguarding and promoting welfare of learners; minimising risks and having arrangements in place to address concerns.

All staff, associates, partners and volunteers have an important role to play in the safeguarding of children, young people and adults and protecting them from harm, abuse or neglect.

Overall Aims

This policy will contribute to the safeguarding of children, young people and vulnerable adults and promoting their welfare by:

- Clarifying standards of behaviour for staff, associates, partners and volunteers
- Contributing to the establishment of safe working and learning environments built on mutual respect and shared values

- Developing staff awareness of the causes of abuse
- Developing staff awareness of the risks and vulnerabilities their learners face
- Addressing concerns at the earliest possible stage
- Developing awareness in employers, partners, subcontractors and volunteers
- Alerting staff and associates to the signs and indicators that all might not be well
- Reducing the potential risks learners may face of exposure to violence, extremism, exploitation or victimisation

This policy will contribute to supporting our learners by:

- Identifying and protecting the most vulnerable
- Identifying individual learner needs where possible
- Designing and adapting plans to meet the needs of our learners

Objectives of the Policy

- Defining roles and responsibilities with regards to safeguarding
- Ensuring we practise safe recruitment in checking the suitability of staff, associates, self-employed status workers and volunteers who have access to children, young people or adults who may be considered as vulnerable
- Raising staff awareness of Safeguarding issues such as; minimising risk, recognising abuse, and treating all learners with respect
- Equipping learners with the skills needed to keep themselves safe in the workplace
- Providing clear, comprehensive, easily understood procedures for dealing with allegations of abuse
- Raising awareness of how to deal with requests for help and support on a confidential basis
- Establishing a safe environment for all staff, associates and learners
- Working in partnership with local Safeguarding boards and Child Protection agencies where applicable

Expectations

All staff, associates, partners and volunteers will:

- Be familiar with this safeguarding policy and all related policies and procedures
- Be subject to Safer Recruitment processes and checks

- Undertake training as provided by KLAB Training College in relation to safeguarding when requested – safeguarding training is mandatory
- Be alert to signs and indicators of possible abuse
- Be involved in the implementation and integration of support plans for all learners
- Record concerns and report immediately to the Designated Safeguarding Lead or a member of the Safeguarding Team providing a written account as soon as possible

Accountability, Roles and Responsibilities

The welfare of children, young people and vulnerable adults is everyone's responsibility. KLAB Training College does not investigate individual child protection or adult cases or referrals. KLAB Training College is not the statutory authority for the conduct of enquiries into specific cases; therefore KLAB Training College staff and associates need to follow the KLAB Training College safeguarding procedures to ensure that all allegations or suspicions of abuse or significant harm to a child, young person or adult are dealt with swiftly, and reported to the relevant statutory agency by the Designated Safeguarding Lead. KLAB Training College will share all relevant information with the respective statutory agencies (Police or Social Services).

Specific roles and responsibilities concerning Safeguarding are detailed below:

The Safeguarding Review Team will:

Undertake regular and appropriate training for the role

Approve and review the Safeguarding Policy and Procedures and their effectiveness, on an annual basis

Nominate a Designated Safeguarding Lead

Nominate members of the Safeguarding Review Team as Safeguarding Officers

A Safeguarding Officer will act as the Deputy Designated Safeguarding Lead in the absence of the Designated Safeguarding Lead

Share and disseminate information, knowledge and good practice across the business; and lead by example

Meet on a regular basis to review all matters in relation to safeguarding, minute discussions at the meetings and disseminate the minutes

The Designated Safeguarding Lead will:

Report all safeguarding concerns and matters to Director of Studies

Undertake regular and appropriate training for the role

Make the decision to investigate any allegations or concerns about abuse

Address any immediate protection issues

Have access to safeguarding files which are otherwise restricted

Carry out any internal investigations regarding Safeguarding

Make the decision to refer to an appropriate statutory agency (Police or Social Services, Royal Borough of Greenwich Local Children Safeguarding Board)

The Deputy Designated Safeguarding Lead will take up the above responsibilities in the absence of The Designated Safeguarding Lead

The Safeguarding Officers will:

Undertake regular and appropriate training for the role

Undertake Designated Safeguarding Lead training in order to be able to fulfil this role in the absence of the Designated Safeguarding Lead

The Safeguarding Officers will liaise with the Designated Safeguarding Lead on all safeguarding issues that come to their attention

The Safeguarding Support Officer will:

Undertake regular and appropriate training for the role

Ensure that Safeguarding is clearly addressed within all learning and delivery paperwork, policies and procedures and kept current and up to date

Ensure the current Safeguarding policy and relative documents are available on and that reference is made to its location in relevant documentation

Work with the Quality Assurance Manager to ensure safeguarding is included in self-assessment activities and the SAR

Work with the Quality Assurance Manager to ensure that employers and partners are issued with a copy of the KLAB Training College Safeguarding Policy and accompanying procedures where they do not have/provide a copy of their own; and that they sign the declaration to confirm their understanding and commitment to its content.

Management Team

Managers will be responsible and accountable for ensuring that learners are working within a safe, secure and healthy environment, in particular, managers and specialists will:

Ensure that this policy is brought to the attention of staff and associates within their team

Ensure that this policy and associated procedures and documents are implemented effectively

Ensure the risks are assessed and that appropriate risk reduction measures are developed and implemented for all work tasks and activities

Ensure that Safeguarding is included in Schemes of Work, Lesson Plans, Observations and the learner journey for training and delivery staff

Liaise with the Safe Recruitment Officer to ensure that staff and the training and delivery team have appropriate instruction, training and development to enable them to fulfil their Safeguarding responsibilities and to work safely

Monitor the performance of the training and delivery team by various tools and methods for example One to One process, Observations of Teaching and Learning, Observations of Assessment and IQA field visits as appropriate to ensure policy requirements and Company standards are being met/adhered to and good practice shared

Ensure that any incident of suspected or alleged abuse is reported appropriately and timely to the Designated Safeguarding Lead or Deputy in the absence of the Designated Safeguarding Lead

Lead by example and abide by the Code of Conduct

Set a good example by promoting responsible and respectful attitudes amongst employees, associates, learners, partners and subcontractors

Children, Young People and Adults

As a Further Education provider KLAB Training College is legally required to Safeguard and promote the welfare of children, young people and adults.

A child is legally defined as any person who is under the age of 18 years.

A young person (in the UK) a person generally from 14 to 17 years of age.

An adult is a person who is 18 years or over.

A vulnerable adult is described as a person aged 18 years or over, who is in receipt of or who 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.

In law a child is a child until their 18th birthday and this applies to all domestic legislation. There is no legal definition of a young person and different programmes work with 'young people' of different age groups, for example 16-18, 19+. There is no official age at which a 'child' becomes a 'young person'. Please note that young people aged between 18 – 25 years who have a registered disability are still covered under the Children Act.