

StriveTraining

**SAFEGUARDING  
AND  
SAFER RECRUITMENT POLICY  
V16**

Version	Description of changes	Date	Auth	Appr.
V1	Create document	7/7/11	ST	JP
V2	Updates made	24/10/11	ST	JP
V3	Updates made	24/10/11	ST	JP
V4	Review document	24/7/12	ST	JP
V5	Updates made	8/01/13	KB	JP
V6-V10	Name changes	01/04/15	KB	JP
V11	Reviewed document, names referred to in class policy folder	01/08/15	KB	JP
V12	Updates made	16/02/16	KB	JP
V13	Review document	01/08/16	KB	JP
V14	Review document	21/07/17	KB	JP
V15	Review and amendment of document	12/10/18	KM	KB
V16	Review document	01/08/19	KB	JP

## Purpose

This document outlines the responsibilities of Strive Training staff when working with vulnerable adults, as well as the procedures to follow in the event of a Safeguarding issue.

This policy applies to all Strive Training staff permanent, Freelance, learners, and volunteers who work with vulnerable adults.

Strive Training will provide a safe environment for any vulnerable people while studying at any of its designated training premises or participating in activities managed by Strive Training.

This policy and its procedures are based on the following principles:

Vulnerable adults are of primary concern

- Vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual orientation have the right to safeguarding from abuse
- It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officer, and the responsibility of the Social Services Department and the Police to conduct, where appropriate a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the General Data Protection Regulation (GDPR)

## Definitions

Safeguarding is about preventing and responding to allegations of abuse and harm. Strive training will work with local authorities and partners so that adults at risk are:

- Safe and able to protect themselves from abuse and harm
- Treated fairly and with dignity and respect
- Able to easily get the support, protection and services that they need when they need them

Safeguarding Adults covers the support in place for those who need it to help protect them from abuse, harm, neglect or exploitation.

A child is legally defined as 'any person who is under the age of 18 years'. The definition of a vulnerable adult is 'a person who is 18 years of age or over, and who is or may need 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/herself, or unable to protect him/herself against significant harm or serious exploitation.

This may include a person who:

- Is elderly and frail
- Has a mental illness
- Has a physical or sensory disability
- Has a learning disability
- as a severe physical illness
- as a substance misuser
- Is homeless

The definition for "Safeguarding and promoting the welfare of adults in working together to safeguard adults 2015"

- Protecting adults from maltreatment
- Preventing impairment of an individual's health or development
- Ensuring adults grow up in circumstances consistent with the provision of safe effective care
- Taking action to enable all adults to have the best outcomes

"Abuse is a violation of an individual's human and civil rights by any other person or persons". (No Secrets, 2000) and may result in significant harm to, or exploitation of, the person subjected to the abuse.

Adults most at risk of abuse are aged 18 years and over who may be unable to:

- protect themselves against abuse, harm or exploitation
- speak out for themselves
- take care of themselves

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take several forms:

- Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, neglect or abandonment
- Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- Emotional/psychological abuse e.g. intimidation, bullying or humiliation
- Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- Discriminatory abuse e.g. racial, sexual or religious harassment
- Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will
- Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

## **Responsibilities**

All Strive Training staff and learners are required to take shared responsibility for the safeguarding and safety of any vulnerable adult who attends a training course with Strive Training.

All Strive Training staff are in a position of trust, those staff who teach, support, guide or in any way interact with learners and vulnerable adults visiting Strive Training.

## **Company Senior Management Team:**

- Make safeguarding a standing agenda item at all meetings
- Ensure the safeguarding policy is in place and is regularly reviewed and updated
- Ensure all staff they manage have a clear understanding of their roles and responsibilities with respect to Safeguarding
- Ensure staff they manage have undertaken Safeguarding training and demonstrated their understanding.
- Monitor legislative, regulatory and funding compliance requirements and ensure the Safeguarding policy and procedures are compliant with the needs of all stakeholders
- Ensure Safeguarding policy and procedures are communicated to all staff
- Ensure training is available to all staff
- Ensure all Safeguarding incidents are investigated control measures implemented to prevent any recurrence
- Ensure that all policies affecting staff are referred to in the Employee Handbook and that these meet legal and regulatory compliance requirements
- Maintain records of all Safeguarding training undertaken by staff
- Undertake DBS checks of all staff as they join the company and maintain a record of these
- Ensure they Liaise with external agencies as required in dealing with Safeguarding incidents

- Lead the promotion of Safeguarding to ensure the Safety and Welfare of all learners

The role of the Designated Safeguarding Lead is:

- To receive information about events that are planned in Strive Training that may involve vulnerable adults, and plans that indicate how safeguarding will be covered.
- To receive information from any staff who have safeguarding concerns and record it.
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.
- Consult initially with a statutory safeguarding agency to test out any doubts or uncertainty.
- Make a formal referral to a statutory safeguarding agency or to the police.
- Record statements from any member of staff who feels that a learner has indulged in inappropriate behaviour or made sexually suggestive comments or approaches.
- All the above must be actioned in line with Strive Training's respective partners' Safeguarding policies.

## Staff

Safeguarding is everybody's responsibility. All staff will:

- Promote a safe learning environment
- Immediately report to their line manager any concerns they may have concerning the vulnerability, safety or welfare of any individual
- Adhere always to company policy and procedures relating to Safeguarding

## Safer Recruitment

When recruiting new members of staff, Strive Training must follow the government guidance 'Keeping Adults Safe in Education' 2015 and safer recruitment principles, and has due regard to the Safeguarding Vulnerable Groups Act 2006 and The Protection of Freedoms Act 2012.

- All staff are required to complete or produce an enhanced DBS check.
- Appropriate references are obtained and verified
- Strive Training retain a record of appropriate checks undertaken
- Safer recruitment training has been undertaken by senior members of staff

## Induction and Training

All staff must read and acknowledge this policy along with the procedure for safeguarding

- All newly appointed staff will undertake a robust induction into the safeguarding procedures
- Designated safeguarding officers will undertake refresher and update training on their role
- All staff will undertake training to enable staff to identify signs of possible abuse

## Professional support

Strive Training recognises the importance of providing support for staff when working with vulnerable adults or children, particularly in relation to child protection cases. Arrangements are in place for the Designated Safeguarding Leads to have regular and scheduled professional support. The Designated Safeguarding Leads offer appropriate support to other staff within the company according to need or at their request.

## Providing a safe working culture

All staff must seek to minimise the risk of any situation arising in which adults are put at risk, or misunderstandings about how their behaviours towards children and vulnerable adults can occur or be perceived.

- Staff must adhere to the code of conduct and follow the safer working practice guidance given by Strive Training.
- Strive Training code of conduct includes expectations on staff including behaviours outside of the working environment and on social media
- Any correspondence outside of Strive Training must be explained to the Quality Team with a rationale

Under the Sexual Offences Act 2003 it is a criminal offence for anyone working in an education setting to have a sexual relationship with a learner, even when the learner is over the age of consent but under 18 years of age.

Staff are advised to use the following sensible precautions when working alone with children and vulnerable adults:

- Avoid working in isolation with adults unless thought has been given to safeguards
- work in a room where there is a glass panel in the door or leave the door open
- Make sure that other adults visit the room occasionally
- Do not give pupils lifts home in your car (unless this has been specifically agreed by senior management)

Any staff member, volunteer or governor who becomes the subject of a police investigation in relation to physical or sexual offences against children or vulnerable adults, or are charged with such a criminal offence, must inform Strive Training.

Staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with adults and the vulnerable whether received before, or during, their employment at Strive Training.

Any staff member or Director whose own adults become subject to child protection investigations must inform the Quality team. The Designated Safeguarding officer will discuss with the LADO in accordance with SSCB procedures for dealing with allegations against adults who work in a position of trust with adults and the vulnerable.

Strive Training staff have a professional duty to report concerns about the conduct of other adults working in the centre if there are indications that a child or vulnerable adult could be at risk of harm. Adults working for Strive Training are encouraged to raise any concerns about conduct or practice so that this can be addressed appropriately.

Allegations of abuse made against adults working in Strive Training, whether historical or current, should be reported to the Designated Safeguarding officer

Strive Training staff are also able to follow the 'Whistle Blowing Policy' if they feel unable to follow standard procedures relating to an allegation against staff. Staff raising genuine concerns, even if, on investigation, these concerns are not substantiated, will be supported by the senior leadership team, and their employment protected.

Staff who fail to follow the Strive Training policies and procedures for safeguarding and promoting the welfare of adults may be subject to disciplinary procedures.

### **Procedure to follow in the event of a disclosure or concern being raised**

All staff and volunteers have a duty to report any allegations or suspicions that a vulnerable person is being abused. All members of staff working closely with vulnerable adults must be alerted to possibilities of abuse, and any concerns about the behaviour of any adult with respect to that adult should be reported to the Designated Safeguarding Officer who will decide what further action to take.

Consideration will need to be given to ensuring the person's immediate safety and well-being, and the well-being of other vulnerable adults who may be affected.

The following points give guidance on how to proceed should a member of staff become aware of a safeguarding concern following a disclosure by a learner:

1. It is the duty of staff to inform only the DSL only by the quickest means and not to investigate. Remain calm, neutral and non-judgmental.
2. Listen carefully to the statements made by the learner. Do not attempt to interview or make probing questions.
3. Do not promise to keep the information to yourself. Clearly state – "I may not be able to keep whatever you tell me to myself". Also, state that the information will be passed only to the designated Safeguarding staff.
4. Pass all details as soon as possible to the Designated Safeguarding Lead using the company email: [safeguarding@strivetraining.co.uk](mailto:safeguarding@strivetraining.co.uk)

**Strive Training confirms the following measures are put in place to ensure we comply with Safeguarding requirements:**

- Strive Training will ensure that all staff are fully briefed and/or trained (as appropriate) on the implications of this Policy. Staff members will be expected to observe the guidelines set out in this Policy.
- Strive Training will train and supervise appropriate Staff members to adopt best practice to safeguard and protect learners from abuse and to minimise risk to themselves. This includes providing adequate information on this Policy as part of the induction process for any new Staff members.
- We confirm that all teaching staff will receive Safeguarding awareness training to support the delivery of a comprehensive Safeguarding approach.
- We confirm that as an organisation we include Safeguarding in all our Self-Assessment, planning, observation and monitoring processes.
- We confirm that we will continue to consider our Safeguarding responsiveness and resilience in line with policy and local need.
- We confirm that our organisation, our contractors, our delivery partners or any organisation that provides staff for us has a recruitment procedure that includes the use of job descriptions, a formal interview process, the checking of references and qualifications and eligibility to work in the UK.
- We confirm that all staff have been checked against the adults and children's barred list operated by the Independent Safeguarding Authority (ISA) –We confirm that all staff have had a Disclosure and Barring check.
- We confirm that volunteers will not have unsupervised access to learners, whether adults or adults, unless they have been checked against the Disclosure and Barring list.
- We confirm that any additional information disclosed for any member of staff or volunteer as part of the Disclosure and Barring has been considered considering their appropriateness to work with adults and adults.
- We will ensure that appropriate policies are in place for e-learning safety.
- In line with our partners' Safeguarding procedures, we will share information about concerns with agencies that need to know, involving learners appropriately.
- We will promote and support learner voice as opportunities for learners to raise concerns.

We will encourage self-esteem and self-assertiveness, through the curriculum, tutorials, as well as our relationships, whilst not condoning aggression or bullying.

### **Safeguarding officers and contact:**

Should you have a safeguarding concern please inform the below safeguarding officers by the quickest means possible using the below contact details:

Kim Berkowitz - 07944163101  
John Stapleton - 07908400230  
safeguarding@strivetraining.co.uk