

# SAFEGUARDING POLICY



# Safeguarding Policy

## Scope of the Policy

This policy is provided for Protutorial customers, learners, and staff members who are using or delivering qualifications offered by Protutorial.

## Review Arrangements

Protutorial will review this policy annually in line with self-assessment arrangements. This policy will also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

## Location of the Policy

This policy is available for all staff members, third parties, and learners to access via the Protutorial website. Protutorial will also ensure that the policy is available in alternative formats, such as large print and audio, to accommodate diverse learner and staff needs.

## Communication of the Policy

Each staff member involved in the management, delivery, assessment, and quality assurance of qualifications offered by Protutorial shall be made aware of this policy during their induction period of employment.

Learners undertaking Protutorial qualifications shall be informed of this policy during their induction process.

## Policy Statement

Protutorial is deeply committed to safeguarding children, young people, vulnerable adults, and its staff from abuse, neglect, or significant harm. Protutorial employees acknowledge their responsibilities to raise awareness of safeguarding risks and issues.

## Definitions

For the purpose of this policy and procedures:

- Children are defined as persons under the age of 18 years, as per the Children Act 2005.
- Vulnerable adults are defined as persons aged 18 and over who are:

- Receiving social care or health services
- Living in sheltered accommodation or supported living arrangements
- Detained in custody or under a probation order
- Requiring assistance in the conduct of their affairs
- Participating in activities targeted at older people, people with disabilities, or those with physical or mental health conditions
- Individuals whose particular circumstances make them vulnerable at a particular time

## Accountability and Responsibility

Staff members are responsible for monitoring and managing incidents or concerns related to safeguarding and liaising with relevant safeguarding agencies when necessary.

Protutorial is responsible for ensuring that safeguarding policies and procedures are in place and available for scrutiny by relevant authorities.

Protutorial is accountable for the overall safeguarding policy of the organisation and will adhere to statutory and legislative guidance to safeguard and protect the welfare of learners and employees.

Protutorial has a duty to promote safeguarding issues and measures to staff and ensure that:

- Staff members are aware of their responsibility to report suspected poor practice or possible abuse.
- Staff members undergo regular training and continuous professional development (CPD) related to safeguarding to raise awareness of current issues and legislation.
- Disclosure and Barring Service (DBS) checks are completed for all staff members.
- ID badges are worn by all staff members.
- Appropriate barriers are in place to protect and safeguard learners, employees, and customers from harm.

Protutorial has a responsibility to ensure safe recruitment and employment practices. New and existing staff members who frequently or intensively work with children, young people, and vulnerable adults in training, supervision, or advice will undergo DBS and thorough pre-employment checks in line with safer recruitment practices.

## Process for Handling Allegations Against Protutorial Staff Members

**Reporting Allegations:** Any allegation or suspicion of misconduct or abuse against a staff member should be reported immediately to the designated safeguarding officer or manager within Protutorial.

**Initial Assessment:** Upon receiving an allegation, the designated safeguarding officer or manager will conduct an initial assessment to determine the nature and seriousness of the allegation. This may involve gathering information from relevant sources, including the individual making the allegation, witnesses, and any available evidence.

**Safeguarding Measures:** While the allegation is being investigated, appropriate safeguarding measures will be implemented to ensure the safety and well-being of all parties involved. This may include temporary suspension of the staff member pending the outcome of the investigation, reassignment of duties, or any other necessary measures to prevent further risk or harm.

**Formal Investigation:** A formal investigation will be conducted by Protutorial's designated team, following established procedures and principles. The investigation will be thorough, impartial, and conducted with sensitivity towards all parties involved.

**Support for All Parties:** Protutorial will provide appropriate support to all parties involved in the investigation process, including the individual making the allegation, the staff member accused, and any affected learners or staff members. This may involve offering counselling services, providing information about external support services, or any other form of assistance deemed necessary.

**Outcome and Actions:** Upon completion of the investigation, a decision will be made based on the findings and evidence collected. If the allegation is substantiated, appropriate disciplinary action will be taken in accordance with Protutorial's policies and procedures, up to and including termination of employment. If the allegation is found to be unsubstantiated, the staff member will be reinstated and provided with necessary support to resume their duties.

**Record Keeping:** Detailed records of all allegations, investigations, and outcomes will be maintained by Protutorial in accordance with legal and regulatory requirements. Confidentiality will be maintained throughout the process, with information disclosed only on a need-to-know basis.

**Review and Learning:** Following the resolution of an allegation, Protutorial will conduct a review of its safeguarding policies, procedures, and practices to identify any areas for improvement or lessons learned. This may involve implementing additional training, revising policies, or making other changes to strengthen safeguarding measures within the organisation.

By incorporating this process into the Safeguarding Policy, Protutorial aims to ensure transparency, fairness, and accountability in handling allegations made against staff members, while prioritising the safety and well-being of all individuals involved.

## **Statutory Framework**

Protutorial will meet all legislative requirements and good practice standards in safeguarding by adhering to all statutory legislation, including but not limited to Working Together to Safeguard Children (2023), The Children Act (1989) and Safeguarding Vulnerable Groups Act (2006).

## Version Control

Version	Author	Date	Changes or comments
1.0	Natalie Willetts	12.03.2024	Approved policy agreed