

Safeguarding Policy

# Introduction

Mighty Oak Training Ltd is a training organisation that provides Learning and Development to Local Authority staff and other organisations in a variety of subjects. This includes working with and supporting apprentices.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This policy is for apprentices, learners, assessors, Internal quality assessors and anyone else providing services on behalf of Mighty Oak Training.

# Recognising the signs and symptoms of abuse

Abuse of a **child or young person** may take the following forms:

* PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.
* EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber- bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
* SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non- penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
* NEGLECT: Is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Possible signs of abuse include:

* Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
* The child discloses abuse or describes what appears to be an abusive act.
* Someone else (child or adult) expresses concern about the welfare of another child.
* Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
* Inappropriate sexual awareness or sexually explicit behaviour.
* Distrust of adults, particularly those with whom a close relationship would normally be expected.
* Difficulty in making friends.
* Eating disorders, depression, self harm or suicide attempts.

Abuse of **vulnerable adults** may take the following forms:

* Physical abuse – including assault, hitting, slapping, pushing, misuse of medication restraint or inappropriate physical sanctions
* Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault or sexual acts to which the adult has not consented or was pressurized into consenting.
* Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
* Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements including in connection with wills, property, inheritance or financial transactions, or n the misuse or misappropriation of property, possessions or benefits.
* Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.
* Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
* Domestic abuse – including physical, psychological, sexual, financial, emotional abuse; so-called honour based violence.
* Organisational abuse – including neglect and poor care practices within an institution or care setting such as a care home, hospital or by a visiting care agency. This may range from one off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
* Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
* Self-Neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Individuals’ mental capacity will be considered and the rights of people with capacity to exercise what might be considered to many as unwise lifestyle choices.

# Becoming aware of a safeguarding issue

Whether you are aware of a possible safeguarding issue through suspicion or someone has confided in you, make detailed notes and date and time your notes explaining exactly how you became aware of a possible issue.

# What to do if you are concerned about a child / vulnerable adult

No-one working for Mighty Oak 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 act on their suspicions, and not assume that someone else will take action to protect that person.

If you are concerned or worried about a young person or vulnerable adult and think they may be suffering harm or be at risk of harm, follow this process.

1. Top Priority: If you suspect that someone is at immediate risk and/or harm call 999

2. Always notify your manager or in the case of a learner, your tutor if they are available. If not available, go to step 3.

3. Contact Mighty Oak’s nominated Safeguarding Lead Officer (DSL):

 Name of Safeguarding Lead: Julie Ann Maycock (Julie@mightyoaktraining.com)

 Telephone number: 01993 882770

 Mobile Number: 07971 294683

 Emergency Contact No: 07971 294683

 If the contact above is not available, please contact:

 Name of Safeguarding Lead: Aaron Masters (Aaron@Mightyoaktraining.com)

 Mobile Number: 07889 058709

4. Complete an initial safeguarding report form (Appendix A) and send to Julie Maycock or Aaron Masters with your contact details.

5. Keep a record of all correspondence and conversations relevant to the safeguarding issue.

# Safe recruitment

We ensure that our apprentices are protected, and abuse is prevented, by having a robust recruitment policy in place.

All persons working for or working on behalf of Mighty Oak and in contact with learners will need to fulfil the following recruitment procedures:

• Providing proof of identity in the form of photographic ID.

• Undergoing an enhanced DBS check.

• Providing suitable references which will be required and taken up prior to commencing any work.

# Safeguarding training and support

All Mighty Oak personnel will provide a statement annually to confirm their current understanding of the safeguarding policy and their responsibilities under it. (See Appendix B)

All staff will receive training in safeguarding issues and will be provided with relevant information and guidance. Refresher training will be provided at least annually.

The Safeguarding Lead will maintain the currency of their training as a Designated Safeguarding Lead.

# Register of safeguarding issues

Mighty Oak will keep a register of all safeguarding issues. All staff are responsible for logging issues and concerns and referring them to the Safeguarding Lead as they occur.

# Version information

V8 policy updated April 2025 (policy will be updated annually)

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Julie Maycock (Company Owner)

18th April 2025

# Appendix A (Safeguarding Policy)

# Initial Safeguarding Reporting Form

This form must be completed in the event of any of the following cases:

* Whenever a child or vulnerable adult makes a disclosure
* To report on significant harm done towards a child or vulnerable adult by an instructor/staff.

The form must be completed **within 24 hours** of the disclosure or observation made.

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| --- |
| Details of child or vulnerable adult |
| Name |
| Age/DOB (if known) |
| Address/contact details (if known) |

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| --- |
| Details of person reporting |
| Full Name |
| Role |
| Address/contact details |

|  |
| --- |
| Section A |
| Date and time of disclosure/observation |
| Location of disclosure/observation |
| Other persons present  |

|  |
| --- |
| Section B |
| Details of disclosure/observation(What was said, observed, reported) |
| How did you respond? |
| Any other relevant information |
| Whom did you notify, by what means and when? |

|  |
| --- |
| **Safeguarding Lead actions (To be completed by the Safeguarding Lead)**  |
| **Disclosure of abuse**Does this disclosure need to be reported to the employer?Does this disclosure need to be reported to the local safeguarding board?Write down the reasons for your decision. |
| **Allegations of significant harm done towards a child or vulnerable adult by a tutor/staff member**Is this allegation a significant harm as defined here [RSI guidance what to do if something goes wrong](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf)?If yes, please detail any further actions taken by you.  |
| **In case of disclosure of abuse and allegations of significant harm**Date of review of Safeguarding Policy and proceduresHow do Safeguarding Policy and procedures need to be changed? |
| **In case of disclosure of abuse and allegations of significant harm**What learning from incident needs to be fed into the Improvement plan? |
| Any other actions taken by Safeguarding Lead |

|  |
| --- |
| Declaration  |
| Signature Safeguarding Lead |
| Full name of Safeguarding Lead |  Date: |

# Appendix B (Safeguarding Policy)

# Statement of Safeguarding Awareness

I confirm that I have reviewed the latest version of Mighty Oak’s Safeguarding Policy.

I understand that I have a responsibility to take action in line with this policy if I have any concerns about the safety of any child, young person or vulnerable adult.

In the last year, I have had the following involvement with safeguarding actions (if any):

In the last year, I have undertaken the following development in relation to safeguarding:

Name of staff member:

Date of statement: