

**Skills Construction Centre
Safeguarding Policy
with Prevent Duty
and Learner Protection Statement**



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Any Associated Documentation, for Reference:	Health and Safety Equality and Diversity
Approved by	

Safeguarding Policy with Prevent

1. **General Statement of Policy**

The following policy applies to all core business including schools alternative education packages, Traineeship and Apprenticeship provision.

Skills Construction Centre is committed to ensuring that all employees, learners, apprentices and others associated with the service are treated fairly.

This Policy incorporates our **Prevent Duty** and **Learner Protection Statement**.

Other associated Skills Construction Centre Policy Statements:

- Equality and Diversity
- Whistle blowing policy
- Safer Recruitment and Induction policy

2. **Purpose and Scope**

The aim of this policy is to ensure-

1. The safety of trainees, apprentices, vulnerable adults and young learners, including from abuse, by outlining clear procedures
2. The e-safety of all centre users when using on-line resources
3. That all staff members within both the Skills Construction Centre and any partnering organisations are clear about their responsibilities and appropriate actions.

3. **Definitions**

3.1 A vulnerable adult is a person aged 18 or over:

'Who is or 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 against significant harm or exploitation'

This may include a person who:

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

This could apply to NVQ, Apprenticeship, Project or Commercial activity and will therefore sit within this policy.

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3.2 Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take different forms and can be either overt or covert. Examples of abuse that could occur in a learning or training environment include:

- Physical abuse.
- Sexual abuse including involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibition
- Emotional/psychological abuse including intimidation or humiliation
- Discriminatory abuse including racial, sexual or religious harassment, or due to age or ability/disability
- Personal exploitation
- Institutional abuse including failure to ensure privacy or dignity.

4. Commitment Statement

Skills Construction Centre commits to:

- Contractually ensure all paid and unpaid staff that come into contact with our apprentices and learners are DBS checked at start of employment or prior to working unsupervised with learners.
- Provide ongoing continuing CPD on safeguarding adults and young people as part of a generic staff training programme.
- Promote a culture of value and respect for all within a supportive learning environment.
- Ensure that all apprentices, learners and staff are free from abuse, harassment, bullying, unfair treatment or discrimination.
- Ensure that all apprentices, learners, and staff remain safe on-line and are protected from accessing harmful content

5. Corporate Expectations

Skills Construction Centre Staff are required to:

- Have an enhanced DBS check authorised within 12 weeks of commencing employment. If this is not possible new staff will not work directly with learners unless supervised by a member of staff who has had a clear DBS check. DBS checks are renewed every 3 years for staff in direct contact with young people and vulnerable adults, and every 5 years for administrative staff and management.
- Demonstrate respect for learners as individuals in all matters.
- Recognise the position held, communicate and behave appropriately and continually reflect on delivery practice.
- Undertake mandatory training in safeguarding, disclosure, and equal opportunity diversity matters at Induction upon commencement of employment, and as part of their ongoing CPD.
- All paid and non-paid staff will be trained to Level 1. Designated Safeguarding Officers will be trained at levels 2 / 3 with specific Designated Safeguarding Lead training, provided for a minimum of 2 senior staff.

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- Seek advice from a senior member of staff if they have any uncertainties about how to deal with a situation.
- Ensure that all learners and Apprentices are aware of the relevant policy on Disclosure and understand how to alert their mentor that there is an issue
- Ensure all learners and Apprentices are aware of our Equality and Diversity policy and that they know how to complain if they become victims of harassment bullying, unfair treatment or harassment.
- Ensure a diverse curriculum is in place that is sensitive to difference and flexible to circumstance.
- Provide opportunities for constructive feedback from learners and apprentices and promoting an open culture which respects diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures (see our complaints procedure for formal complaints).
- Adhere to the IT Users Policy Statement and support young people to follow e-safety procedures
- Follow procedures in relation to safeguarding to support the protection of learners. Please refer to subsequent procedural flowcharts.

Learners and Apprentices are required to:

- Undertake mandatory training in safeguarding, disclosure, e-safety, and equal opportunity diversity matters at Induction and thereafter as appropriate
- Be aware of their point of contact to discuss any issues that may arise during their programme.
- Use IT responsibly with respect for content-controls and comply with e-safety procedures
- Help prevent inappropriate behaviour by challenging and reporting issues that appear to be wrong or causing distress to others.
- Demonstrate respect for each other as individuals in all matters
- Support an open, constructive learning environment, within which, diversity is valued positively.

6. Dealing with claims of abuse perpetrated by internal members of staff

Skills Construction Centres Policy makes it clear how staff are expected to deal with vulnerable adults and young people and specifically, it ensures that claims made of abuse by internal staff members will be investigated and dealt with in accordance with the procedures set out for dealing with any claim regardless of the domain of the accused perpetrator.

- We do not accept that any form of abuse, under any circumstances, is acceptable and hold a position of zero tolerance in respect of abuse directed at vulnerable adults.
- All vulnerable adults and young people will be protected from abuse and supported in seeking treatment and redress in the event that they have suffered at the hands of an abuser and that necessary and appropriate action will be taken against anyone engaged in the deliberate and systematic abuse of vulnerable adults.

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- We will ensure that partner organisations apply the same values, principles and processes in responding to report of abuse to ensure consistency in approach and the effective prevention, investigation and resolution of abuse cases.
- Actions will be coordinated against perpetrators to ensure that parallel processes and actions such as criminal investigation, disciplinary action, formal notification procedures do not compromise the planned outcomes from each strand of activity.

7. Communication and Promotion of Safeguarding and Prevent Information

Safeguarding and Prevent information is communicated through the Staff Handbook and further promoted through awareness raising digital and paper communications and notices and posters all around the Centre and in training areas on-site. Safeguarding and Prevent Compliance forms part of the contract between the company and employees and any breach is thoroughly investigated through the procedure shown in the flowchart.

Safeguarding, Prevent and e-safety information is communicated through the Apprentice/ Learner Handbook and further promoted through awareness raising digital and paper communications and notices and posters all around the Centre and in training areas on-site. In addition, apprentices and learners have support mentors who will encourage disclosure of any issues and follow the procedures shown in the flowchart to protect the young person.

Learner and apprentice safety on-line is governed by our e-safety Policy Statement and related Agreement which outlines the proper use of personal details and passwords, and the content-control software and firewalls in place to restrict and monitor access. This is monitored and logged for the safety of all, and abuse of the regulations is considered to be a disciplinary matter.

These safety requirements are communicated, agreed and documented at induction for learners, apprentices and employees who will sign an e-learning safety agreement. On-going Training and awareness raising at the appropriate level is provided for all Centre users and employees through the Designated Safeguarding Lead Advisor, who holds advanced level qualifications in Safeguarding and works in partnership with local partners such as the Police, Community Agencies, Prevent Coordinators, Local Channel Panels, and the Local Safeguarding Children's Board, to ensure the organisation responds appropriately.

Staff CPD training is currently provided externally by iHasco, with all staff trained to Level 1; Designated Safeguarding Officers are trained at Levels 2 (iHasco) and 3 (Virtual College), and 2 staff members: Tina Lees and Lorraine Grainger are Designated Safeguarding Leads with specialist certification through Solvendis.

Specific Prevent Training is through Local Authority partnerships and documented within a separate Prevent Statement Policy.

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Prevent Duty

1. Policy Statement

Skills Construction Centre will address the Prevent Agenda within our Safeguarding remit. This will apply to all Centre Users including paid and unpaid staff, learners, and apprentices.

We recognise that extremism and exposure to extremist materials and influences is a danger to our learners and apprentices and can also limit and negatively impact learning and personal outcomes for learners and apprentices.

We acknowledge our duty to challenge extremist views to protect our learners and apprentices from potential harm and in accordance with legislative requirements.

1. Aim

The aim of our Prevent Policy is to maintain and develop our safe, healthy, and supportive learning and working environment, for all learners, apprentices, and staff.

Purpose

The purpose of this policy is to:

- Ensure an awareness of Prevent within Skills Construction Centre.
- Provide a clear framework to structure and inform our response to safeguarding concerns, including a supportive referral process for those who may be susceptible to the messages of extremism
- Embed British Values into the curriculum and through our teaching strategy and ensure the Prevent Duty is embedded in our ways of working
- Recognise and develop current practice which contributes to the Prevent agenda

Proposal

We will incorporate our practices into daily activities sensitively and practically in order to avoid:

- Prohibiting reasonable discussions, or external participation in community activities
- Stereotyping learners and apprentices based on their origins, ethnicity, faith and beliefs or any other characteristics protected under the Equality Act 2010.

We will underpin our activities with the strong British Values of Democracy; Rule of Law; Individual Liberty and mutual respect; Tolerance of those with differing faiths and beliefs. This

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will be both in Centre and employer premises, through our language, actions, resources and materials, learner support activity and our continued expectations of appropriate and respectful behaviour in the workplace and training environment.

Staff undertake mandatory Prevent Training through the Local Authority and as part of more general safeguarding programmes. Safeguarding Training which includes Prevent Duty is currently provided by iHasco and all staff are trained to Level 1. Designated Safeguarding Officers are trained at levels 2 (iHasco) and 3 (Virtual College) and have specific Designated Safeguarding Lead training, currently provided by Solve Ndis.

Staff are alert to the possibility of harmful behaviours by influential adults in the learner or apprentice's life and to assess the level of risk This may include reported discriminatory and/or extremist discussions between parents, family or staff members and may occur with learners who are susceptible to radicalisation.

We will work in partnership with local partners such as the Police, Community Agencies, Prevent Coordinators, Local Channel Panels, and the Local Safeguarding Children's Board, to take account of local risks and respond appropriately.

Actions to investigate an incident in relation to Prevent will follow the flowchart process contained within our Safeguarding Policy.

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Our Learner Protection Statement

This policy sits alongside our Safeguarding and Prevent Policies and applies to paid and unpaid employees and sessional staff, learners and apprentices and anyone working in partnership with, or on behalf of Skills Construction Centre.

The purpose of this policy:

- To safeguard children and/or young people and vulnerable adults who engage with the services of Skills Construction Centre
- To provide all responsible staff and colleagues with the overarching principles that guide our approach to safeguarding policy & procedures.

Skills Construction Centre believes that a learner, apprentice young person or vulnerable person should never experience abuse of any kind. We have a responsibility to promote the welfare of all these and to keep them safe and will implement procedures to ensure this.

We recognise that:

- The welfare of learners, apprentices, young and vulnerable people is paramount.
- These individuals, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with these individuals and where applicable employers, stakeholders and agencies is essential in promoting welfare.

We will seek to keep apprentices, learners young and vulnerable people safe by:

- Valuing them, listening to, and respecting them.
- Embedding learner protection practices through additional procedures and a code of conduct for paid and unpaid staff.
- Developing and implementing e-safety policy and procedure.
- Developing and implementing effective Prevent procedures
- Providing effective management for paid and unpaid staff through clear direction, supervision, on-going support, and training.
- Recruiting paid and unpaid staff safely and undertaking all necessary checks.
- Sharing good practice around child protection with paid and unpaid staff, employers, partners, and stakeholders
- Sharing concerns with agencies as appropriate and involving parents, carers, and guardians, employers & managing agencies, and learners / apprentices appropriately.

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Safeguarding Incident Process Flowchart

In the case of reported concerns, Skills Construction Centre Staff will raise an alert form and submit this to the Company Director, or the appropriate nominated safeguarding officer. The Director will then work with Adult Safeguarding Agencies and advisors to investigating the case in full.

This flow chart details the procedure for reporting safeguarding concerns in relation to a Staff Member. It is in addition to the organisation's Safer Recruitment and Induction Policy, regular renewal of DBS security checks and Safeguarding and Prevent CPD.

