



Safeguarding Policy

Policy on the Safeguarding of Children, Young People and Vulnerable Adults

Policy Details

Policy Title	Status	Version	Issued	Last Review	Review Due
Safeguarding Policy	Approved	9.2	n.d.	22/11/2023	22/11/2024

Introduction

- Phoenix4Training LLP (P4T) aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults.
- This policy applies to all staff, apprentices, learners and volunteers who may be working with children (i.e. those aged under 16), young persons (i.e. those aged 16 to 18) and vulnerable adults (i.e. as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 and/or those persons aged over 18 who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation) whom P4T encounters through its training and research activities.
- This policy does not seek to discourage such activities. Instead, this policy seeks to support these activities and to offer assurances to both staff, learners, volunteers and visitors that, through its implementation, P4T seeks to protect children, young people and vulnerable adults and to keep them safe from harm when in contact with P4T staff (whether acting in a paid or unpaid capacity).
- This policy is available to all staff on the intranet. P4T ensures all staff, apprentices and learners are aware of its content and importance. It is also available to view on our public website, learner eportfolios and a paper copy can be requested. It can also be requested in hard copy and will be sent by post marked private and confidential

Aims and Objectives

- P4T wishes to ensure that it maintains the highest possible standards to meet its social, moral, and legal responsibilities to protect and safeguard the welfare of children, young people, and vulnerable adults. whilst recognising that it cannot act “in loco parentis”. Ultimately this responsibility will continue to rest with parents and guardians.
- While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals.
- The aim of this policy is to highlight the four areas that form the basis of the P4T’s approach to safeguarding the wellbeing of children, young people and vulnerable adults (“the Cornerstones”) and to set out a code of practice (see Appendix) for all staff, apprentices, learners and volunteers at P4T who may work with them.
- All apprentices and learners cover safeguarding at all assessor/tutor visits, with specific questions as to understanding at their 3 monthly reviews. They will also take 4 modules during their programme to cover British Values, Radicalisation and Extremism, what you can trust and staying safe online.

Legal Acts

Our policy is constructed off the following acts:

- Sexual Offences Act (2003)
- Children’s Act (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Education Act (2011)
- Protection of Freedom (2012)
- Prevent Duty (2015)
- Working Together to Safeguard Children (2018)
- Keeping Children Safe (2021)
- Ofsted’s Review of Sexual Abuse in Schools and Colleges (2021)



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The Cornerstones

Risk Assessment

- All staff that intend to, or may be put in the position of, working with children, young people or vulnerable adults should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.
- A designated individual should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children, young people or vulnerable adults, or before signing-up [or employing] an under-18.
- All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.
- Regular checks are made on government websites regarding radicalisation and extremism eg Policy Paper – Prescribed Terrorist Groups or Organisations, updated 28/02/2020.
- All staff receive training on induction, which is refreshed annually.
- All staff directly engaging with children, young people and vulnerable adults are CBS checked

The following staff have overall responsibility for implementing this plan:

- **Dáire Akosile** – Designated Safeguard Lead, Phoenix4Training LLP

Recruitment, Selection and Employment Procedures

- P4T will take appropriate steps to ensure that unsuitable people are prevented from working with children/apprentices
- Where the risk assessment has identified that learners or staff are likely to have regular contact with or encounter children, young people or vulnerable adults (which might include regular processing of information), rigorous checks into their eligibility will be required. Such processes will be compliant with the P4T Equality and Diversity policy.
- P4T is registered with the Criminal Records Bureau and will ensure that any member of staff or any learner who will have substantial one-to-one contact with children, young people or vulnerable adults will be checked for relevant criminal convictions. The DBS certificate is renewable every 3 years unless P4T has cause for concern. All new and existing staff are encouraged to sign up to the Updating Service, which will update their DBS check annually, and forward the certificate to P4T Designated Safeguard Lead, Dáire Akosile . In addition, all staff must sign a written statement annually stating that there are no known changes to their DBS status.
- P4T has a duty to comply with the Safeguarding Vulnerable Groups Act 2006 and will ensure that any member of staff or any student who will participate in regulated activity will be checked under the Independent Safeguarding Authority (“ISA”)’s Vetting and Barring Scheme (“VBS”).
- Appropriate Managers will be provided with guidance on the signing-up and employment of under-18s.
- All colleagues are to have a current DBS certificate, and are to sign up to the annual update service at their own expense
- All colleagues have responsibility to update Phoenix4Training LLP as to any changes in their DBS and to sign an annual statement to confirm that there have been no changes in their status.

This section cross refers to Phoenix4Training’s Recruitment Policy (POL005).

Promotion and Commitment

Promotion of this policy is key to P4T. We aim to create a culture which actively promotes the safeguarding policy. This is done by multiple methods. The first being that we have regular professional development meetings which not only look out for the employee’s progress but also to check that their views and morals align with that of P4T’s. Secondly, there is an annual meeting (SCSM) for all staff where everything that has happened in the past year is discussed, good and bad. This would allow for commitment to be seen from each individual. During the recruitment process, we look for individuals who share our values. These being: Welcoming, Approachable, Sharing and Caring.



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Dealing with Suspicions or Allegations of Abuse

- Concerns for the safety and wellbeing of children, young persons or vulnerable adults could arise in a variety of ways and in a range of different settings. For example, a child may report or display signs of abuse; someone may hint that a child is at risk or that a colleague is an abuser; an individual may witness or hear about abuse in another organisation. It is essential to act quickly and professionally in all cases of suspected abuse.
- Any allegation by a child, young person or vulnerable adult against a member of staff, another student or a volunteer should be reported immediately to the relevant designated individual who has responsibility under this policy. In dealing with any such allegation P4T has a duty of care both to the child, young person or vulnerable adult concerned and to the member of staff, student, or volunteer against whom the allegation is made. All incidents will be immediately investigated and documented then monitored as appropriate once any action has been taken.
- P4T will provide safeguarding training to all staff where appropriate on induction, which is renewed annually, in addition with any government changes or updates.
- Apprentices can visit the website to get in contact if it is not appropriate to contact their Tutor/Assessor/IQA/Safeguarding Lead

Responsibility

- Guidelines will be issued to implement this policy and designated individuals will be appointed by Management to undertake risk assessments.
- The Administration team will be responsible for reviewing and updating this policy. P4T staff is encouraged to discuss any concerns under this policy with Management. This responsibility may be devolved as appropriate.
- The Management will advise on the signing-up of under-18 students and, in conjunction with the Partners and the relevant Assessor, will be responsible for monitoring their welfare. This responsibility may be devolved as appropriate.
- The Management will advise on the employment of under-18 members of staff and, in conjunction with the relevant Line Manager and/or Assessor, will be responsible for monitoring their welfare. This responsibility may be devolved as appropriate.
- All allegations or suspicions of abuse involving apprentices or learners should be reported to the Partners immediately. Allegations or suspicions of abuse involving staff who are under 18 years of age should be reported to the Partners.
- Whilst the continuous monitoring of apprentices and employees is ongoing, if any behaviour changes occur, they must be addressed.
- The Management has a legal responsibility to uphold the prevent statement as mentioned in the prevent policy, these responsibilities are listed below.
- Attend Prevent training in order to have the skills to recognise those who may be vulnerable to radicalisation, involved in violent or non-violent extremism, and to know the appropriate action to take if they have concerns
- Report and concerns around extremism or radicalisation via the safeguarding reporting channels
- Report and remove and literature displayed in the office that could cause offense or promote extremist views
- Support the development of staff, apprentices and learners understanding of the issues around extremism and radicalisation through activities such as training awareness campaigns and tutorials
- All systems used by our learners will be monitored to ensure they are in a safe environment.

If you have any concerns, please contact our Safeguarding and Prevent Lead:

Name: Dare Akosile
Position: Designated Safeguard Lead
Email: dare.akosile@p4t.email
Telephone: 01293 441913
Mobile:
Website: <https://www.phoenix4training.com>

In the event that our Safeguarding and Prevent Lead is unavailable, please contact:

Name: Kam Hirani
Email: kam.hirani@p4t.email
Telephone: 01293 441913
Mobile:
Website: <https://www.phoenix4training.com>



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Appendix: Code of Practice

The following code of practice applies to all P4T staff, apprentices and learners working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity

- Avoid unnecessary physical contact.
- Avoid taking a child, young person or vulnerable adult alone in a vehicle on journeys, however short. Unless circumstances make it impossible to comply, do not take a child or vulnerable adult to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader).
- If you find you are in a situation where you are alone with a child, young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
- Avoid close personal relationships with a child, young person or vulnerable adult in relation to whom you are in a position of trust.
- Do not make suggestive or inappropriate remarks to or about a child, young person or vulnerable adult, even in fun, as this could be misinterpreted.
- If a child, young person or vulnerable adult accuses a student or member of staff of abuse or inappropriate behaviour, you should report this immediately to the safeguarding lead.
- The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
- If you are the recipient of any complaint or accusation from a child, young person or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
- If a child, young person or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the designated individual appointed under the P4T's policy ("the policy") on the safeguarding of children, young people and vulnerable adults.
- Participate in the training available to you to support you in your work with children, young people and vulnerable adults.
- Remember that those who abuse children, young people and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting children, young people and vulnerable adults as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.
- Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome. Although allegations should be reported only on a "need to know" basis, staff, apprentices and students making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act, as complying with the policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support from the P4T, they are encouraged to seek it.
- Ensure that you comply with appropriate licensing laws.



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[1] Regulated activity includes: (1) Any activity which involves contact with under 18s or vulnerable adults (as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006) and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment, or transport), frequently (i.e. once a month or more often), intensively (i.e. taking place on more than two days in any 30-day period) and/or overnight (i.e. activity that occurs at any time between 2am and 6am AND the activity gives the person the opportunity to have face-to-face contact with under 18s or vulnerable adults); and/or (2) Any activity allowing contact with under 18s or vulnerable adults (as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006) and is in a specified place (e.g. schools, care homes, etc), frequently, intensively or overnight. Regulated activity also includes any activity that involves, on a regular basis, the day-to-day management or supervision of a person carrying out regulated activity.

Approval Signature

Name: Dare Akosile

Date: 22/11/2023

Position: Business Partner / Lead IQA /
Designated Safeguarding Lead

Signature: