

## Safeguarding

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### Policy

09/2018



Education & Skills  
Funding Agency



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| <b>Full name of policy:</b>                 | Safeguarding Policy        |
| <b>Name and post of person responsible:</b> | Tim Lacey, Academy Manager |
| <b>Date of approval:</b>                    | 06/09/2018                 |
| <b>Frequency of review:</b>                 | Annually                   |
| <b>Dates of previous reviews:</b>           | N/A                        |
| <b>Date of next formal review:</b>          | September 2019             |
| <b>Policy reference:</b>                    | SAFG/PO                    |

All policies can be found in the Policies Folder and the company Intranet

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## **1. Aims and Objectives**

**1.1** Everyone involved in providing training and skills shares an objective to help keep children, young people and vulnerable adults safe by contributing to:

- Providing a safe environment for children and young people to learn.
- Identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe.

**1.2** This policy sets out the UKG Lifestyle commitment to ensuring and promoting the safeguarding of learners who are involved in courses or activities which come under the responsibility of the business.

**1.3** The policy has been developed to ensure that the business complies with its statutory duty under Section 175 of the Education Act 2002 (law from 1st June 2004) and the DfES document Safeguarding Children and Safer Recruitment in Education (January 2007) which lay out the responsibilities of training and educational establishments to safeguard and promote the welfare of children and young people and vulnerable adults.

## **2. Scope**

**2.1** UKG Lifestyle has the responsibility for the provision of a safe learning environment for all learners and staff but especially learners under the age of 18 and vulnerable adults. This includes learners with the business on apprenticeships, on work placements or learners who are undertaking extended work placements arranged by the company.

**2.2** Safeguarding policy further develops and widens the scope for learners under the age of 18 and vulnerable adults who are also covered by the Child and Young Person Protection Policy and the protection of Vulnerable Adults Policy.

**2.3** A 'child' is any learner who is under the age of 18 and a vulnerable adult is any person aged 18 years or over, who may by reason of mental or other disability, age or illness be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

**2.4** All UKG Lifestyle has a role to play in safeguarding and must understand and comply with the appropriate policies.

**2.5** The Senior Management Team have specific responsibilities which are laid out in Section 5.0.

## **3. Principles**

**3.1** We believe that all our learners including young people and adults should be safe and protected in the company and that their welfare and well-being is of paramount importance.

**3.2** We aim to create an environment where learners and staff feel safe and protected where they are listened to and their views respected.

**3.3** All staff at UKG Lifestyle has a responsibility in relation to safeguarding, in promoting the welfare of children and young people and for ensuring that they are protected from harm and to follow the Charity's policies and procedures.

**3.4** We will actively work with relevant statutory, governmental and voluntary agencies who also have responsibility for safeguarding to ensure the best needs of the learners are met.

**3.5** We will respect the decisions made by young people and vulnerable adults about their own safety and wellbeing unless this is in conflict with our statutory duties.

**3.6** We will work in partnership with parents or carers but in any conflict between the needs of the child or young person or vulnerable adults and those of parents/carers or professionals, the needs of the young person or vulnerable adult will always come first.

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## **4. Strategies for Safeguarding and Protecting Children, Young People and Vulnerable Adults**

**4.1** UKG Lifestyle aims to create an environment where learners are safeguarded and protected. We will ensure that arrangements are in place to take all reasonable and practicable measures to ensure that:

- Safeguarding is given priority and is effectively monitored and managed by the Senior Management Team and staff.
- Risks of harm to young people and vulnerable adults are minimised.
- Procedures are in place to take all appropriate actions to address concerns about the welfare of young people and vulnerable adults.
- We can identify and respond to people who may be suffering significant harm and take appropriate actions.

**4.2** UKG Lifestyle will fulfil these obligations by developing and implementing procedures to:

- Ensure there are designated Safeguarding leads in the business at a senior level in accordance with our Child and Young Person Protection Policy and the Protection of Vulnerable Adults Policy (see 4.3).
- Identify instances where there are grounds for concern about a young person's or vulnerable adult's safety or well-being and initiate actions to address these concerns.
- Identify and refer where it is discovered or suspected that a young person or vulnerable adult has suffered abuse in accordance with our Child and Young Person Protection Policy and the Protection of Vulnerable Adults Policy.
- Identify and appropriately assess the safety and well-being of individual learners who may be at risk or causing risk, either to themselves or others.
- Prevent unsuitable people working with young people and vulnerable adults including staff.
- Ensure a safe learning environment at all learning sites through appropriate risk assessments of the physical environment and positive promotion of safe practices.
- Raise awareness of and deal effectively with bullying, discrimination and risks associated with computer use.
- Contribute to effective partnership working with all those involved in providing services for young people and vulnerable adults including the Local Safeguarding Board.
- Ensure that all staff, including the Senior Management Team receive training and support appropriate to their role and which, where relevant, meets Local Safeguarding Board standards.
- Ensure there is effective monitoring and reporting on safeguarding and that the responsibilities of the SMT are ensured.

### **4.3 Designated Staff**

The Company's designated lead on Safeguarding is the Head of Quality who is also responsible for safeguarding and protection of young people and vulnerable adults. In their absence responsibility falls to the Academy Manager.

If the Head of Quality is not available responsibility lies with the Academy Manager. All emergency contact details are to be found in the policy and procedures master file.

## **5. Monitoring and Reporting**

**5.1** Compliance with procedures will be monitored via the SMT. A report will be presented annually to the board of directors.

**5.2** In accordance with Section 175 of the Education Act 2002, an annual report will be produced for the directors of UKG Lifestyle to include the following:

- Review of legal responsibilities and any new legislative changes that are relevant.
- Update on the policy and procedures that are in place for allegations against staff and whistleblowing.
- Report on any allegations against staff and any identified changes in policies or practice.
- Update on the procedures and compliance with safe vetting and recruitment.
- Update on impact of anti-bullying policies and procedures.
- Update on roles of the designated senior members of staff including training and effectiveness.
- Review of the nature and effectiveness of links to other relevant agencies.
- Review of the numbers and quality of the appropriate training.
- Report on the number of cases and how effectively they were dealt with and any implications for identified groups or required.

- Summary view of the Company's response to Safeguarding Children, young people and vulnerable adults' requirements and any recommendations that the board of directors must review and agree.

### **6. Information sharing**

**6.1** Information will be shared with the Company's staff, parents/carers and/or relevant partner agencies only where needed to:

- Support early intervention to help children, young people and vulnerable adults who need additional services to achieve positive outcomes.
- Ensure we fulfil our duty to safeguard children, young people and vulnerable adults and promote their welfare.

The Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately. Personal data will be held and used in accordance with the Data Protection Act and GDPR and only shared with appropriate staff on a need to know basis.

### **7. Review**

This policy and the associated procedures will be reviewed on an annual basis and be amended in accordance with legislative changes, changes to locally agreed inter-agency procedures and best practice in the training, skills and further education sector.

### **8. Links to other Policies**

- Child and Young Person Protection Policy
- Protection of Vulnerable Adults Policy
- Equality and Diversity
- Recruitment and Vetting of Staff
- Whistleblowing and Dealing with Allegations Against Members of Staff