

## NORTH LANCS TRAINING GROUP (NLTG) SAFEGUARDING POLICY

### 1. SCOPE OF POLICY

This policy sets out the duty to safeguard and promote the welfare of young people, including those who are vulnerable and how this will be implemented by North Lancs Training Group Ltd.

### 2. POLICY STATEMENT

This policy develops procedures and good practice within NLTG and ensures that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of young people, including those who are vulnerable. It provides evidence of how this will be implemented within NLTG.

This safeguarding policy:

- shows how the organisation intends to meet its safeguarding responsibilities
- promotes best practice within NLTG
- reflects the national context of safeguarding
- broadly describes the activities in which NLTG Ltd will be involved to meet its responsibilities
- sets a standard which NLTG will require all organisations/partnerships with which it does relevant business to meet
- operates a 'zero tolerance' to abuse and other harmful situations
- applies to all NLTG employees regardless of employment status, including volunteers

### 3. LEGAL REQUIREMENTS

NLTG recognises it has a statutory duty under the 'Safeguarding Vulnerable Groups Act 2006' to secure the safety of children, young people and vulnerable adults who are their learners. It also has a statutory duty under the Children Act 1989 and Section 175 of the Education Act 2002 to safeguard and promote the welfare of its learners. In fulfilling this duty regard has been taken of the guidance in 'Safeguarding Children in Education' DfES September 2004 and also 'Every Child Matters – Change for Children' published in 2004.

NLTG aims to ensure that children and young people must strive to achieve the five outcomes as identified in the Children's Act 2004. The five outcomes are:

- Being healthy – physical and mental health and emotional wellbeing
- Stay safe – prevention and protection from harm and neglect
- Enjoy and achieve – education, training and recreation
- Make a positive contribution to society
- Achieve economic and social wellbeing

## 4. DEFINITIONS

**4.1** For definitions of ‘REGULATED’ and ‘CONTROLLED’ activity, these can be found on NL 701 list of abbreviations.

**4.1.1** For definitions of Abuse and Neglect see NL502.

### 4.2 Abuse

Abuse is behaviour towards a person that either deliberately or unknowingly causes a person harm, or endangers their life or their human and civil rights. It can be passive e.g. failing to take action to care for someone, or failing to raise the alert about abuse; or active e.g. hitting, stealing or doing something that causes harm. Abuse can be a one off or something that is repeated.

Abuse can be:-

- Physical
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- Sexual
- Financial
- Psychological/emotional (including the use of texts, social networks and email)
- Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- Institutional e.g. failure to provide a choice of meals or failure to ensure privacy or dignity; or
- Discriminatory in nature e.g. racial, sexual or religious harassment

In case of vulnerable adults it may also include:

- Physical abuse such as pushing, shaking, inappropriate restraint, force feeding, forcible administration of medication, neglect or abandonment, and
- Financial abuse such as exerting improper pressure to sign over money from pensions or savings

### 4.3 Children and young persons

In terms of this policy ‘child, children and young people’ means those under the age of 18 as defined by the Children Act 1989. This policy applies to work based learners, attendees to the CoVE, e2e work placements and young people aged 14-16 who are on work experience.

### 4.4 Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or being exploited.

This **may** include a person who:

- has a mental illness, including dementia

- has a physical or sensory disability
- has a learning disability
- has a severe physical illness
- is a substance misuser, and/or
- is homeless

This also applies to temporary conditions.

## 5. TRAINING

All employees will receive Local Safeguarding Children's Board Basic Awareness training in Safeguarding every three years. Local Safeguarding Children's Board training in Safeguarding will be provided to staff who hold child safeguarding responsibilities every two years (designated persons).

The Managing Director will be responsible for ensuring:

- that, based on risk assessment, there is a sufficient number of trained and competent staff with designated responsibility for safeguarding (the 'safeguarding team')
- an annual action plan, to include a training programme, is drawn up and implemented, and
- that relevant information and material is effectively communicated to staff

Employees will be issued with the safeguarding policy as part of their initial induction.

New employees that have contact with children/vulnerable adults will receive basic safeguarding awareness training as part of new employee training and within two months of starting work. The training will be provided by a suitably qualified designated person and will cover two distinct areas:

- recognition of the signs and systems of child abuse
- recording and reporting suspicions

The rationale behind the training is to develop a competent, vigilant management framework. In doing so, the protection of children/vulnerable adults will not rely solely on the screening of employees through CRB disclosure process but through a systematic approach to safeguarding.

## 6. RECRUITMENT

From July 2009, all new recruits to NLTG will have to be registered with the Independent Safeguarding Authority (ISA) before being able to take up employment. All existing employees will then be registered over the next three years, in line with the company policy on CRB checks.

**7. EMPLOYMENT STATUS**

Any member of staff who is barred from a ‘regulated’ activity whilst in the employment of NLTG, will be immediately suspended from their duties, pending investigation, due to the company being at risk of a criminal offence for contravening a Statutory Enactment.

Following investigation the company will decide on the reasonableness of the employee’s future employment within NLTG.

**8. PROCEDURES**

NLTG takes seriously its duty of care and will be proactive in seeking to prevent children and vulnerable adults becoming victims of abuse and neglect. It will do so in a number of ways:

- through the creation of an open culture which respects all individuals’ rights and discourages bullying and discrimination of all kinds
- by identifying, through the Managing Director, that he will lead and have overall responsibility for safeguarding young people and vulnerable adults through designated team members (the safeguarding team). The team will have received training in this field and will act as a source of advice and support to all staff, learners etc.
- by informing all children and vulnerable adults of their rights to be free from harm and encouraging them to talk to NLTG staff if they have any concerns
- promote the safe use of the internet to prevent cyber-bullying

**8.1 Reporting procedures**

Any suspicion, allegation or incident of abuse must be reported to a Designated Person with the responsibility for safeguarding as soon as possible. If, after careful assessment, the Designated Person considers that there is a reasonable cause to suspect abuse, they must, as a matter of urgency, discuss the matter with a social worker, or a Police Officer that specialises in child protection and vulnerable adults. In making the assessment the Designated Person must refer to NLTG’s working instructions on the matter.

Allegations involving employers or NLTG employees must be reported to the Managing Director, or in his absence, the Operations Director.

NLTG is clear that it is not the responsibility of any NLTG employee to investigate any suspected case of abuse. All cases are referred to the Designated Persons who have been trained within the scope of this policy.

The Safeguarding Team will monitor the policy and procedures and will give feedback to the Managing Director on issues of staff training and implementation.

Signed: .....  
 (Managing Director)

Date: .....