

SAFEGUARDING POLICY

Date Created	01/11/17
Status	Final
Version	2.0
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1. SCOPE

This policy seeks to ensure that EasTec UK Ltd undertake its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately.

EasTec UK Ltd makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Our policy is that no-one shall work with children and young people within EasTec UK Ltd **who:**

- Has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young People's Act
- Has been convicted of or has received a formal police caution concerning sexual offences against children and young people.
- Is registered on any barred lists

This means that:

All who work with children and young people under EasTec UK Ltd will be required to be checked through the Disclosure and Barring Service (DBS), and are expected at all times to conform with good practice in their work.

2. RESPONSIBILITIES

All EasTec UK Ltd staff or representatives are expected to uphold the highest levels of professional conduct in their dealings with children, young people or vulnerable adults and have responsibility to:

- Know who to pass on concerns to
- Be aware of signs and symptoms of harm
- Pass on any welfare concerns using the required procedures
- Ensure risks assessments are carried out for training and assessments
- Keep accurate records of all information including time, date, reason for suspicion and signature.

3. DEFINITIONS

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

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A vulnerable adult is a person aged 18 years or over (as defined in the Safeguarding Vulnerable Group Act) who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:

- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Significant harm can take four forms:

- Physical harm
- Emotional harm
- Sexual harm
- Neglect

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns
- A vulnerable adult or child discloses abuse, or describes what appears to be an abusive act
- Someone else expresses concern about the welfare of a vulnerable adult or child
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper
- Inappropriate sexual awareness or sexually explicit behaviour
- Distrust of adults
- Difficulty in making friends
- Eating disorders, depression, self-harm

4. PRINCIPLES

All who work for or represent EasTec UK Ltd must follow EasTec UK Ltd principles when in contact with children, young people or vulnerable adults to:

- Ensure the health, safety and welfare of any child or vulnerable adult
- Minimise the risks of harm to the welfare of children and vulnerable adults
- Adopt a relaxed, informal and friendly approachable manner
- Ensure behaviour, language, gestures etc. are appropriate and above reproach
- Always work in an open environment, avoiding private or unobserved situations
- Keep a physical and professional distance

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- Treat all children and vulnerable adults equally, with respect and dignity
- Ensure that any activities are appropriate to the age, maturity and ability
- Consistently display high standards of personal behaviour and appearance
- Where there are concerns about children and vulnerable adults' welfare, take immediate and appropriate action to address those concerns
- Record any allegations.

When in contract with children and vulnerable adults staff/instructors must not:

- Engage in horseplay
- Allow or engage in inappropriate touching of any kind
- Make sexually suggestive comments
- Have children or vulnerable adults on their own in a vehicle. Where circumstances require this another member of staff or appropriate person must travel in the vehicle
- Spend time alone outside of the normal training/ classroom situation
- Engage in a personal relationship beyond that appropriate for a normal instructor/ learner relationship
- Interaction with learners through a social networking site unless this has been agreed as part of managing collaborative learning

Radicalisation is the process by which individuals come to support terrorism or violent extremism. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group.

Possible behaviour indicators are:

- Discriminatory language or actions towards specific groups or people with a particular protected characteristic
- Possession or sharing of violent extremist literature
- Showing or sharing online material of an extreme nature to others
- Behavioural changes (for example, becoming withdrawn)
- Expression of extremist views
- Association with known extremists
- Seeking to recruit others to an extremist ideology in respect of safeguarding individuals from radicalisation

5. PROCEDURE IN THE EVENT OF A DISCLOSURE

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All allegations or suspicions of abuse must be taken seriously. It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.

- Any concerns should be discussed with EasTec UK Ltd within 24 hours
- An accurate account shall be made as soon as possible of the nature of the allegation
 - Name, position and contact details of the person reporting the incident
 - Name of child or vulnerable adult, contact details and date of birth
 - Parent/ Guardian/ Carer contact details
 - Date and time of what has occurred and the time the disclosure was made
 - Details of the incident/ allegations/ suspicions.
- EasTec UK Ltd will consider any report, seeking legal advice where necessary, and will take action which may involve referral of the incident to the appropriate people or authorities (e.g. parents, police, DBS, social services) within 24 hours
- EasTec UK Ltd will keep all sensitive information secure.

6. LEGISLATION

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The DBS are responsible for:

- Processing requests for criminal records checks (DBS checks)
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland.

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Disclosure Scotland was established in 2002 to provide criminal records checks under Part V of the Police Act 1997. It became an Executive Agency of the Scottish Government on 1 April 2009 operating on behalf of Scottish Ministers.

Disclosure Scotland issues certificates - known as 'Disclosures' - which give details of an individual's criminal convictions, or state that they have none. Enhanced and PVG Scheme Disclosures, where appropriate, will also contain information held by police forces and other Government bodies. They also manage the Protecting Vulnerable Groups Scheme on behalf of Ministers.

The principal pieces of legislation governing this policy are:

- The Children Act
- The Protection of Children Act
- The Adoption and Children Act
- The Children and Adoption Act
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act
- Care Standards Act
- Public Interest Disclosure Act
- The Police Act
- Mental Health Act
- NHS and Community Care Act
- Rehabilitation of Offenders Act
- DfES Safeguarding Children and Safer Recruitment in Education