Safeguarding Policy

Policy Statement

This policy has been developed to ensure that all staff at Alpha Development understand their responsibilities and work together to promote the safety and welfare of our apprentices. It outlines the management systems and arrangements in place to create and maintain a safe learning environment for all our apprentices and staff.

Safeguarding is vitally important, and this is reflected in the weight it is given in determining the overall grade for Alpha Development in any Ofsted inspection.

Although, based on the demographics of our learners and our employers, Alpha Development may have a lower number of children and vulnerable adults than other providers, safeguarding is still a key element of our responsibility. We will be vigilant about spotting the signs of abuse and understand our duty to report these concerns, no matter how small.

Safeguarding will be embedded within our training materials and as part of the curriculum. This will include how to stay safe, how to spot safeguarding issues, and how to report them.

Scope

This policy applies to all staff and volunteers working within the Apprenticeship Team, including:

* Directors and Managers
* Trainers, Assessors
* Administrative Staff
* Temporary and Supply Staff, either from agencies or engaged directly

Whilst the large majority of Alpha Development Apprentices will be adults, it is important for staff to understand that this policy applies at all times and to all learners, regardless of age.

Within the context of this policy “apprentices” will include everyone for whom Alpha Development is receiving ESFA funding for an apprenticeship programme.

Within this document any reference to the Safeguarding Officer includes the Deputy Safeguarding Officer in their absence.

Alpha Development requires that all staff have read and agree to comply with this policy.

Policy Aims

The aims of this Policy are:

* To identify our expectations of staff in relation to safeguarding
* To ensure relevant and effective safeguarding practices are in place
* To ensure the right of every applicant and apprentice to learn within a safe environment
* To promote awareness to staff of the need to safeguard children and vulnerable adults and to recognise that safeguarding is everyone’s responsibility
* To ensure that the fundamental rights and needs of our apprentices are observed
* To offer pastoral support to all applicants and apprentices where needed
* To raise awareness of different types of abuse and safeguarding issues (See Appendix 2)
* To provide procedures for staff in handling matters relating to actual or suspected abuse (See Appendix 1)
* To ensure staff act professionally
* To ensure that safer recruitment and employment practices are adhered to
* To demonstrate our attentiveness and vigilance in relation to safeguarding through our website and job advertisements
* To prevent the risk of abuse by ensuring procedures and standards are in place

**Underpinning Legislation and Guidance**

The legislative frameworks around our policy are:

**Working Together to Safeguard Children 2018** reaffirms safeguarding as everyone’s responsibility and the sharing of information between agencies.

**Keeping Children Safe in Education 2020** requires all staff to read and understand their responsibilities if engaged in ‘regulated’ activities with young people.

**The Prevent Duty 2015** requires specified authorities, including education, in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism.

**Education Act 2002** requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of children and young people

**Sexual Offences Act 2003** makes it is an offence for a person over 18 (e.g. a lecturer or other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

**Safeguarding Vulnerable Groups Act 2006** sets out the type of activity in relation to children and adults at risk for which employers and individuals will be subject

**Associated Policies**

This policy should be read in conjunction with the following Alpha Development policies and guidelines:

* Prevent Policy
* Code of Conduct - Apprenticeship Team
* Whistleblowing Policy
* Health and Safety Policy
* IT and E-Safety Policy

Role of the Safeguarding Officer/Deputy Safeguarding Officer

The Safeguarding officer will:

* Act as the first point of contact with regard to all safeguarding matters
* Ensure that all staff are aware of their responsibilities under this policy as part of their induction into Alpha Development
* Receive formal training every two years with regular updates in between times
* Record that appropriate training has been provided and that an understanding of the requirements has been demonstrated
* Support staff to make referrals to other agencies where appropriate and to keep copies of any such referrals
* Keep the safeguarding policy up to date
* Manage and keep secure all safeguarding records
* Maintain industry knowledge and best practice of safeguarding issues
* Create a network of contact to provide additional support and guidance when required. This could include the regional Prevent Co-ordinator at the DfE, and the safeguarding officers of other training providers.

Safeguarding Contact

In the first instance any safeguarding concerns should be reported to:

Safeguarding Officer

**Name: Rebecca Gosling**

Email: rebeccagosling@alphadevelopment.com

Telephone: 020 3589 936 Mobile: 07795 314712

The Deputy Safeguarding Officer is:

**Name: Paul Fegan**

Email: paul.fegan@alphadevelopment.com

Telephone: 020 3589 9356 Mobile: 07824 701 746

Recruitment of Apprenticeship Staff

Alpha Development will only recruit employees to work directly with apprentices if they have the relevant skills and experience to do so and they have passed our vetting checks. These include;

* Identity verification
* Qualifications
* Work experience
* References
* Employment history

Those employees who will be working in regulated activity with children or vulnerable adults will be subject to an Enhance Disclosure and Barring Service (DBS) check.

Staff Development and Training

The Alpha Development Safeguarding and Prevent Policies and the Code of Conduct will be issued to all new staff as part of their induction. Staff will be required to undertake mandatory safeguarding training every 3 years. All staff will be trained to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive regular updates and briefings on safeguarding matters, for example, Guns and Gangs, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Preventing Violent Extremism.

Promotion

The policy will be promoted to staff and apprentices to ensure that everyone is aware of the policy, how to act when there is a concern, and what to do to safeguard our learners. This will include training for staff at induction and as part of our team meetings. Our commitment to the policy will be emphasised as part of this process and stakeholders will take responsibility and retain full awareness of this policy.

The contact details for safeguarding will be highlighted during induction and will feature prominently in any training materials (including textbooks, slide decks and e-learning). The policy and the process for referrals will also be made available on the website.

Safeguarding Procedure Appendix 1

**Reporting Safeguarding Concerns**

Any concerns, no matter how small should be reported to the Safeguarding Officer (or his/her deputy) in the first instance. There does not need to be any firm evidence at this stage. The initial reporting process is to flag that there is a concern and allow an investigation to determine whether further action is required. The principle behind the process is that it is better to report a concern than dismiss it as unlikely, and potentially miss an opportunity to protect the welfare of one of our apprentices.

This duty to report any concerns overrides any request from the apprentice to keep the matter confidential. Employees must report:

* Suspected abuse or harm
* If abuse or harm has been witnessed
* If an allegation or abuse or harm is made
* If an apprentice tells you about abuse or harm

Once a concern has been reported to the Safeguarding Officer, he or she will discuss it with the relevant parties and take the following action:

* Full details of the concern will be recorded on Alpha Development’s Safeguarding Concerns Log
* Referrals to external agencies will be considered and made where necessary
* The appropriate members of senior management will be informed

The person reporting the concern should keep the matter confidential. It should not be discussed with other members of staff, the apprentice, or anyone suspected of misconduct, unless at the request of the Safeguarding Officer where it is deemed necessary for the matter to be resolved.

If a member of staff has an immediate concern about the apprentice’s safety, they should stay with them and take any appropriate action to secure their safety and wellbeing.

**Dealing with Disclosures**

If the apprentice has disclosed information which results in a safeguarding concern:

* Re-assure the learner that they have done the right thing
* Record what the learner said, using theirs words where possible
* Sign and date the record
* Follow the procedure for reporting the concern
* Listen without judging or giving an opinion or advice
* Stay calm
* Only ask questions which are necessary for you to clarify the concern and ensure that these are open ended.
* Don’t promise confidentiality - explain you may need to talk to a safeguarding officer

Types of Abuse and Neglect Appendix 2

**Abuse -** A form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or child or children.

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### **Physical Abuse -** Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

### **Emotional Abuse -** Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult’s emotional development and may involve:

* Conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
* Not giving the child or vulnerable adult opportunities to express their views
* Deliberately silencing them or ‘making fun’ of what they say or how they communicate
* Interactions that are beyond a child or vulnerable adults’ developmental capability as well as overprotection and limitation of exploration and learning, or preventing from participating in normal social interaction
* Seeing or hearing the ill-treatment of another
* Serious bullying (including cyberbullying), causing children or vulnerable adults to feel frightened or in danger
* Exploitation or corruption of children or vulnerable adults
* Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

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### **Sexual Abuse -** Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. These activities may involve physical contact, including assault by penetration (for example rape or oral sex) and non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. This may also include non-contact activities, such as involving children or vulnerable adults in looking at, or being involved in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect - N**eglect involves the persistent failure to meet basic physical and/or psychological needs, likely to result in serious impairment of the child or vulnerable adult’s health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to; provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adults emotional needs.

**Other Risks -** There are also specific issues which we expect our staff to be aware of, these include:

* Child sexual exploitation
* Forced marriage
* Domestic violence
* Female genital mutilation
* Radicalisation
* Self-harm
* Bullying/cyberbullying
* Drugs
* Faith abuse
* Gangs and youth violence
* Violence against women and girls
* Sexting
* Honour Based Violence
* Trafficking