

# Safeguarding Policy

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## DIVAD TRAINING LIMITED

### Principles

The policy applies to all learners between the ages of 16-18, 19-23 and 24+ whose care and education comes within the remit of this organisation.

### 1 Policy Statement

1.1 DIVAD TRAINING LIMITED fully recognises the responsibility it has regarding safeguarding and promoting the welfare of learners and is defined for the purposes of this guidance as:

- Protecting people from maltreatment
- Preventing impairment of learners' health or development
- Ensuring that learners are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those people to have optimum life chances and enter adulthood successfully;
- Promoting a safe environment free from violence
- A young person is anyone under the age of eighteen.

A vulnerable adult is:

Anyone aged 18 years and over who are dependent on family members, their social network, professionals or volunteers, as a result of a special need arising from the ageing process, physical or mental ill-health, learning disability or physical or sensory impairment. It is the level of dependency in respect of the meeting of basic needs that renders these adults particularly vulnerable. Vulnerable adults may be victims and/or abusers and they may themselves be in a caring role.

1.2 Section 175 of the Education Act 2002 states that governing bodies:

(a) must have arrangements for ensuring that the functions conferred on them in their capacity as a further education institution are exercised with a view to safeguarding and promoting the welfare of young people.

b) shall have regard to any guidance given from time to time by the Secretary of State.

1.3 It is the responsibility of all members of staff to record and report concerns under this policy.

1.4 Business Management Resources (UK) Ltd endeavours to prevent all abusive situations, abuse can be described as:

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**Physical Abuse:** This can include hitting, slapping, pushing, kicking, inappropriate restraint or sanction, misuse of medication or any other physical harm to vulnerable people.

**Neglect:** Neglect is a persistent or severe failure to meet the vulnerable person's basic needs and may include ignoring medical and or physical care needs, failure to provide access to appropriate health, social care, and or educational services. Neglect will also include withholding medication adequate nutrition and heating.

**Sexual Abuse:** This includes rape, and sexual assault or the vulnerable person participating in or being coerced into participating in or watching sexual activity. It is not necessary for the vulnerable person to be aware that the activity is sexual and the apparent consent of the vulnerable person is irrelevant.

**Emotional Abuse:** Emotional abuse will include emotional abuse, threats of harm or abandonment, deprivation of contact, harassment, isolation and or withdrawal of services of supportive networks.

**Discriminatory Abuse:** Discriminatory abuse includes racist and sexual abuse that is based upon the individuals disability.

**Financial Abuse:** Financial abuse relates to the unauthorised and improper use of funds, money or resources belonging to the individual.

**Institutional Abuse:** Institutional abuse includes the practice of an abusive regime or culture which destroys the dignity and respect to which every person is entitled. It is the mistreatment of people brought about by poor or inadequate care or support, and poor practice that affects the whole setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

## 2. Scope

- 2.1 All learners enrolled at the DIVAD TRAINING LIMITED,, staff, visitors, directors, carers and volunteers will be covered by this policy.

## 3. Legislation

- 3.1 The Safeguarding Policy affirms our commitment to the current and any subsequent enacted legislation governing safeguarding children and adults in particular:-

- (a) Human Rights Act 1998
- (b) Protection of Children Act 1999
- (c) Disability Discrimination Act 1995, 2005
- (d) Race Relations Act 1976
- (e) Race Relations (Amendment) Act 2000
- (f) Sex Discrimination Act 1975

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- (g) Sex Discrimination (Gender Reassignment) Regulations 1999
- (h) Special Educational Needs & Disability Discrimination Act 2001
- (i) Employment Equality (Sexual Orientation) Regulations 2003
- (j) Employment Equality (Religion & Belief) Regulations 2003
- (k) Sexual Offences Act 2003
- (l) Care Standards Act 2000
- (m) Health and Social Care Act 2008
- (n) Mental Capacity Act 2005
- (o) Domestic Violence Crime and Victims act 2004
- (p) Apprenticeships, Skills, Children and Learning Act 2009
- (q) Counter-Terrorism and Security Act 2015
- (r) Data Protection Act 1998 and the Human Rights Act 1998.

## 4. Responsibilities

- 4.1 It is the responsibility of the Board of Directors to ensure that the Safeguarding Policy is adhered to at all levels of the organisation.
- 4.2 It is the responsibility of all staff and enrolled learners to adhere to the Safeguarding Policy.
- 4.2 It is the responsibility of all staff and Board of Directors to promote fundamental British values and comply with the Prevent Duty. The Prevent Duty came into force on 1 July 2015 and defines extremism as “vocal or active opposition to fundamental British values. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.”

### What are British values?

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and beliefs

## 5. Actions to Implement and Develop Policy

This policy is designed to provide guidance for members of staff in dealing with suspicious of and incidents of abuse.

DIVAD TRAINING LIMITED will establish, maintain and regularly review the Safeguarding Policy which has four main elements – prevention, procedures, support for learners and preventing unsuitable people working with vulnerable learners.

We will:

- 5.1 Establish and maintain an ethos where learners feel secure and are encouraged to talk, and are listened to.

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- 5.2 Ensure learners know that there are staffs at DIVAD TRAINING LIMITED whom they can approach if they are worried or in difficulty.
- 5.3 Include in support activities opportunities for learners to develop the skills they need to stay safe from abuse and to know whom to turn to for help.
- 5.4 Provide adequate training to staff in relation to the protection of learners.
- 5.5 Ensure and/or provide a safe, secure and comfortable environment for learners to study.
- 5.6 Follow the locally agreed multi-agency procedures set out in the local Safeguarding Children Board Procedural Framework.
- 5.7 Follow the National guidance where appropriate e.g. Forced Marriages, Sexual Exploitation etc.
- 5.8 Ensure that the organisation has at least one designated member of staff, who has undertaken appropriate safeguarding training. The training will be updated every two years.
- 5.9 Recognise the importance of the role of the designated members of staff and arrange support and training.
- 5.10 Ensure that the designated member of staff will refer incidents within 24 hours requiring investigation to a LEA specialist.
- 5.11 Ensure that every member of staff knows the name of the designated staff and their role.
- 5.12 Ensure that every member of staff knows where the DIVAD TRAINING LIMITED Safeguarding and the LSCB procedures are located.
- 5.13 Ensure that every member of staff knows:
  - (a) That they have an individual responsibility for safeguarding learners concerns using the proper channels and within the timescales set out in the locally agreed multi-agency procedures
  - (b) Where the Safeguarding Procedures and the locally agreed multi-agency procedural framework are located and that staff have the facility to become familiar with the policy.
- 5.14 Ensure that parents, guardians or carers have an understanding of the responsibility placed on DIVAD TRAINING LIMITED and staff for learner protection by setting out its obligations in appropriate organisational publications / website.
- 5.15 Provide parents, guardians and carers with clear principles of practice regarding the responsibilities placed upon DIVAD TRAINING LIMITED 5.16

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Provide training for all staff from the point of their induction, to be updated every three years at a minimum, so that they know:

- (a) Their personal responsibility
- (b) The locally agreed multi-agency procedural framework
- (c) The need to be vigilant in identifying cases of abuse or neglect
- (d) How to support and to respond to a learner who tells of abuse or neglect.

- 5.17 Provide a 24 hour contact for learners
- 5.18 Undertake appropriate discussion with parents, guardians or carers prior to involvement of another agency unless the circumstances preclude this.
- 5.19 Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding Safeguarding protection matters including attendance and written reports at any Safeguarding meetings.
- 5.20 Notify the local Children and Young People's Directorate team if:
  - (a) DIVAD TRAINING LIMITED intends to exclude a young person who is subject to a child protection plan.
  - (b) When a young person on the child protection register leaves DIVAD TRAINING LIMITED before the age of 18, DIVAD TRAINING LIMITED will inform the key worker.
- 5.21 Keep clear detailed written records of concerns about learners (noting the date, event and action taken), even where there is no referral. The records are to be made as soon as practicable and kept by the relevant Lead Person in a secure and locked location.
- 5.22 Ensure that staff refers safeguarding issues to the appropriate Lead Person within the timescales in the safeguarding flowchart and follow the guidance set out in 'Safeguarding – Procedure for Reporting Concerns'.
- 5.23 Ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to learners and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies. In all cases the Health and Safety and Welfare of the learner is paramount.
- 5.24 An organisational ethos which:
  - (a) Promotes a positive, supportive and secure environment
  - (b) Gives learners a sense of being valued
- 5.25 Liaison with other agencies which support the learners.
- 5.27 A commitment to develop productive and supportive relationships with parents, guardians or carers whenever it is in a learner's best interest to do so.
- 5.28 Recognition that learners may live in a home environment where there is

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domestic violence, drug or alcohol abuse and in need of support and protection.

- 5.29 Vigilantly monitor learners welfare, keeping records and notifying the appropriate Safeguarding Children Board soon as there is an area of a concern and within 24 hours.

## **6 Preventing unsuitable people from working with vulnerable learners.**

- 6.1 DIVAD TRAINING LIMITED will operate safe recruitment practices including ensuring enhanced DBS/CRB, ISA Registration and reference checks are undertaken, prior to employment.
- 6.2 DIVAD TRAINING LIMITED will identify at the recruitment stage the level of DBS disclosure for each of its posts. An acceptable DBS will be a condition of employment and staff will be required to register with the ISA in accordance with the timescales.
- 6.3 DIVAD TRAINING LIMITED will contact the appropriate authorities in the event of an allegation being made against a member of staff and adhere to the Safeguarding Multi-Agency Procedural Framework.
- 6.4 DIVAD TRAINING LIMITED will ensure that any disciplinary proceedings against staff relating to Safeguarding matters are concluded in full even when the member of staff is no longer employed at DIVAD TRAINING LIMITED and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- 6.5 DIVAD TRAINING LIMITED will ensure that all staff, volunteers and agency workers are aware of the need for maintaining appropriate and professional boundaries in their relationships with vulnerable learners, parents, guardians and carers.
- 6.6 DIVAD TRAINING LIMITED will ensure that all staff, volunteers and agency workers are aware that any sexual relationships with vulnerable learners are improper and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).
- 6.7 DIVAD TRAINING LIMITED will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with young people, parents and guardians.
- 6.8 DIVAD TRAINING LIMITED will follow guidance in 'Safeguarding Children and Safer Recruitment in Education' when dealing with allegations against staff.
- 6.9 All staff and volunteers are aware that disclosure will be made to third parties where required and that they will be required to cooperate with any subsequent enquiry or investigation.

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## 7. Monitoring and Evaluation

The Operations Manager will on an annual basis monitor and evaluate all issues relating to Safeguarding. An annual report will be presented to the Board of Directors on Safeguarding issues.

### Designated Contacts

As published annually.

## 8 Related Policies

- Anti-Bullying Policy
- Race Equality Policy
- Equality and Diversity Policy
- Harassment Policy
- Staff Disciplinary Procedure
- Staff Recruitment Policy
- Staff Development Policy
- Health and Safety Policy
- Complaints Policy
- Allegations Management Flowchart

## 9. SAFEGUARDING STUDENTS WHO ARE VULNERABLE TO EXTREMISM

9.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable learners to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

9.2 DIVAD TRAINING LIMITED values freedom of speech and the expression of beliefs/ ideology as fundamental rights underpinning our society's values. Both learners and assessors have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

9.3 The current threat from terrorism in the United Kingdom may include the exploitation of young and vulnerable learners, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make young and vulnerable learners to future manipulation and exploitation.

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- 9.4 DIVAD TRAINING LIMITED is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- 9.5 DIVAD TRAINING LIMITED seeks to protect young and vulnerable learners against the messages of all violent extremism including, but not restricted to, those linked to religious ideologies, or to Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.
- 9.6 The Board of Governors, Management, Directors and the Designated Senior Person for Safeguarding will assess the level of risk within the organisation and put actions in place to reduce that risk.
- 9.7 When any member of staff has concerns that a learner may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Senior Person.
- 9.8 Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.
- 10. SAFEGUARDING LEARNERS WHO ARE VULNERABLE TO EXPLOITATION, FORCED MARRIAGE, FEMALE GENITAL MUTILATION, OR TRAFFICKING**
- 10.1 Our safeguarding policy above through the organisation's values, ethos and behaviour policies provides the basic platform to ensure young people and vulnerable adults are given the support to respect themselves and others, stand up for themselves and protect each other.
- 10.2 DTL keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.
- 10.3 Our staff are supported to recognise warning signs and symptoms in relation to specific issues, include such issues in an age appropriate way in their curriculum
- 10.4 DTL works with and engages our families and communities to talk about such issues
- 10.5 Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- 10.6 Our Designated Safeguarding Lead knows where to seek and get advice as necessary.
- 10.7 DTL brings in experts and uses specialist material to support the work we do.

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	DTL Designated Safeguarding Lead.
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