



Safeguarding Policy & Procedure

Introduction

Safeguarding is paramount at Partnership Training Limited and this policy details our approach for promoting the policy, our commitment to training and compliance with the policy throughout the organisation and the processes for raising, recording and investigating concerns, ensuring that all are protected from harm and abuse both at home and at work. Partnership Training Limited accepts its corporate responsibility for the well-being and safety of Apprentices, staff and all stakeholders including children and vulnerable groups.

In our approach to Safeguarding we will work together with our Apprentices to identify their individual needs, ensuring that their safety, wellbeing and differences are given prominence at all times. We will ensure designated staff are suitably qualified to deal with any issues relating to Safeguarding and will ensure that any action required, will be dealt with in line with legislative requirements and government recommendations. Our policy sets out, in detail, the roles and responsibilities of all parties in providing a safe working and learning environment whereby everyone is protected from abuse of any kind, including the monitoring of IT usage.

Policy Statement

Partnership Training Ltd is fully committed to the values and practices of Safeguarding and in upholding British Values. It is therefore the responsibility of everyone, involved in the Apprentice journey to ensure their safety and wellbeing is met at all times. This includes protecting them from incidents of bullying, harassment, potential radicalisation and signs of extremism, violence in any form of abuse as detailed within the policy or victimisation.

In accordance with the Safeguarding Vulnerable Groups Act 2006 and Keeping children safe in education 2021, the aim of this Policy is to establish a Company approach to Safeguarding in order to:

- Provide a safe learning environment.
- Identify vulnerable adults who are suffering or suspected to be suffering from harm.
- Identify appropriate action to preserve their safety both at home and at work.

Definitions

Safeguarding – term used to describe how we protect adults and children from abuse or neglect. It is about protecting certain people who may be in vulnerable circumstances and may be at risk due to actions or lack of action from another person.

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Adult at Risk (formally described as vulnerable adult) A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation

Child at Risk - A vulnerable child is defined as being under the age of 18 years and currently at high risk of lacking adequate care and protection. Accordingly, all children are vulnerable by nature compared to adults, but some are more critically vulnerable than others.

Promotion and commitment to the Policy

Partnership Training Limited will;

- Ensure every individual is treated with respect in an environment that is free from, harm and discrimination.
- Conduct Health and Safety Assessments on the premises of all employers receiving government funding and privately funded to ensure they are demonstrating safe working practices.
- Ensure all staff and Apprentices, employers and staff are aware of online safety and cyber bullying promoted through training and the online training videos.
- Ensure the policy and staff, employer and apprentice rights and access to policy and details of the Designated safeguarding Officer are promoted (Apprenticeship Handbook, progress reviews, employer engagement meetings, staff meetings, induction)
- Carry out routine checks of staff IT equipment and usage for compliance to policy and Cyber Essentials.
- Have a Designated Safeguarding Officer in place to advise on and manage any concerns and referrals and make this contact available to all apprentices in the apprenticeship handbook.
- Work with Apprentices, employers and other agencies to promote a safe and healthy culture.
- Develop partnerships to proactively protect vulnerable individuals from harm and abuse where required, including Designated Person in Local Authority, Safeguarding Children's Boards, Safeguarding Adults Boards and the Channel multi-agency panel
- Train staff to the appropriate level to ensure they have a clear understanding of personal safety and good Safeguarding practices and to understand the risk of radicalisation, their role in implementing the Prevent Duty, and the impact this has on their job role and how to refer an individual who they feel is at risk. Gain commitment from all staff to comply with the policy, embedded in progress reviews and one to one supervision.
- Work with Apprentices to promote their own personal health, well-being and safety including their safety on the internet.

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- Provide Apprentices with confidential advice, guidance and support for a range of issues that they may face.
- Conduct DBS checks on all members of the team to ensure their suitability for working with Apprentices and handling sensitive data. These records will be held in accordance with GDPR and Data Protection legislation and reviewed in accordance with government recommendations. DBS Checks will be completed on all applicants following successful appointment of employment.
- Ensure that appropriate supervision is given where required
- Review and monitor Partnership Training Limited's policies and procedures to ensure our legal, moral and social responsibilities are met.
- Take all suspicions and allegations seriously and respond to these accordingly.
- Ensure that personal information is confidential and should only be shared with the permission of the individual concerned (and or those with parental responsibility) unless the disclosure of confidential information is necessary in order to protect a child or vulnerable adult from serious harm or promote their welfare. In all circumstances, information must be confined to those people directly involved in the professional work of each individual child or vulnerable adult and on a strict "need to know" basis

Apprentices will also be entitled to;

- The right to make a disclosure to any member of staff and know that the disclosure will be dealt with appropriately by the designated Safeguarding Officer, in line with our policies and procedures.
- Progress Reviews completed with apprentices periodically will directly ask if the Apprentice feels safe, well and equally treated and aware of how to raise a concern.
- Learn in an environment free from bullying or harassment.
- Be made aware of some of the basic principles of safer learning and Safeguarding relevant to the programme they are completing.
- Be made aware of how to access support on personal issues from within Partnership Training Ltd or from outside agencies.
- Be provided with up to date information for issues relating to Health and Safety, Safeguarding and Equality and Diversity.
- Allow Apprentices the opportunity to provide feedback on how they feel Partnership Training Ltd promotes and maintains wellbeing and personal safety.
- Learn about interpersonal and communication skills that promote and establish a welcoming, safe and respectful environment.
- Be supported to understand the importance of online safety and risks that there are online.

Vulnerable groups which include Children and young people will be valued and listened to, affording them the respect due during this difficult time and ensuring that any

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disclosures are managed swiftly. Partnership Training Ltd will ensure that any sharing of information about safeguarding concerns with external agencies, parents of children or responsible guardian for vulnerable adults is done so appropriately and proportionately. Partnership Training Limited will ensure that all staff are appropriately DBS checked to the relevant level for their role and provided with training and committed to the Safeguarding Policy and Procedure.

Designated Safeguarding Officer

Partnership Training Limited has an appointed Designated Safeguarding Officer. Within the role they provide support to staff and Apprentices including those deemed vulnerable and/or require pastoral support. All records of this nature are held securely on the company's internal system.

Name: Christine Cook

Contact Number: 07908 947 344 / 01625 523 675

Email: Christine.cook@partnershiptrainingltd.co.uk

Training

All staff at Partnership Training Limited will receive training in Safeguarding, Health and Safety, Equality and Diversity, Prevent Strategy which will be updated regularly. The Designated Safeguarding Officer will also maintain a relevant Level 3 Safeguarding qualification in line with role and responsibility and attend regular training and governors' meetings to supply information on any incidents and reports and action taken.

All staff will be kept up to date with any changes to the policy and this will be made available to the team with amendments and discussed at team meetings.

Reporting – Responding/Referral to Allegations & Concerns

We endeavour to ensure that, this policy is properly implemented, so the likelihood of an actual situation of abuse occurring from within the organisation will be reduced. Unfortunately, incidents may still arise or information be brought to our attention about the behaviour of another staff member, Apprentice or at-risk individual which creates cause for concern. We may also become aware of situations of actual or suspected abuse from outside the organisation.

It is not the responsibility of staff to decide whether or not abuse has taken place. All staff, however, do have a responsibility to act on any concerns by reporting them to the Designated Safeguarding Officer – Christine Cook.

To ensure that all such situations are handled appropriately and effectively, a reporting

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Procedure to support this policy has been implemented:

- All allegations and concerns of abuse must be taken seriously, irrespective of the identity of the alleged perpetrator and victims, and severity of abuse.
- All staff must report any of the following situations to the Designated Safeguarding Officer or company Director in their absence in relation to:
 - Any allegation of or concern about actual or suspected situations of abuse involving Apprentices known to Partnership Training Limited Ltd.
 - Any allegation of or concern about actual or suspected staff misconduct and/or criminal activity involving the abuse of an Apprentice whether or not they are known to Partnership Training Limited Ltd in accordance with the Reporting Procedure.
- No staff member must agree to keep information regarding actual or suspected abuse 'confidential'. However, in situations where this may place the Apprentice or service user/stakeholders in immediate danger, the Designated Safeguarding Officer may make a decision to refer to the relevant agency.
- All investigations must be responded to in accordance with the reporting procedure.
- Partnership Training Limited Ltd is not an investigative authority. It is therefore essential that all referrals be made, in accordance with the Reporting Procedure, as set by the Local Safeguarding Board.
- Cheshire East Local Safeguarding Board and other enforcement agencies will ensure that appropriate protection and support is given to the individual, and that any evidence is collected in accordance with the law.
- A written record of all safeguarding concerns, including any decisions made, must be kept up to date by Designated Safeguarding Officer or Director in their absence. This will be recorded on the Safeguarding Referral Form and logged on the Safeguarding Concerns Log within the recommended timescales. This should include details of any referrals made to Cheshire East Local Safeguarding Board.
- All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse);
- Referrals must be made to the Local Authority Designated Officer, Prevent Officers and or Police when sufficient evidence exists that an allegation or concern is a serious welfare and/or criminal matter, in accordance with the Reporting Procedure.
- Names of those who are alleged to be a risk to children will also be passed on to law enforcement agencies where it is suspected that a crime may have been committed, for investigation in accordance with relevant legislation. This will normally be the local police.
- Where allegations are made about a staff member. A Director should be consulted and involved in all processes concerning staff to ensure that employee's rights are not violated. An allegation made about a member of staff will be taken seriously and will also be dealt with in line with our Reporting Procedure.

List of relevant Agencies and Contact Details

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Local GP Finder: www.nhs.uk/ServiceDirectories/page_s/servicesearch.aspx

Website: www.bacp.co.uk Email: bacp@bacp.co.uk

Website: www.nspcc.org.uk Telephone: 0808 800 5000

Textphone: 0800 056 0566 Email: help@nspcc.org.uk

Website: www.ChildLine.org.uk ChildLine: 0800 1111

Website: www.bullying.co.uk/ Email: help@bullying.co.uk

Website: www.mind.org.uk Telephone: 020 8519 2122 or 0845 766 0163

Email: contact@mind.org.uk

Website: www.elderabuse.org.uk

Website: www.cruse.org.uk Telephone: 0844 477 9400 (helpline)

Email: info@cruse.org.uk or helpline@cruse.org.uk

Young Person's Free Helpline: 0808 808 1677

Website: www.suzylamplugh.org Telephone: 020 7091 0014

Email: info@suzylamplugh.org

National Centre for domestic violence

Website: www.ncdv.org.uk/ Telephone: 0800 970 2070 Email: office@ncdv.org.uk

Website: www.respond.org.uk Helpline: 0808 808 0700

Website: www.relate.org.uk Telephone: 0845 456 1310 or 01788 573241

Email: enquiries@relate.org.uk

Support for under 25's Website: www.thesite.org

Website: www.talktofrank.com

Tel: 0800 77 66 00 (in 120 languages) Textphone: 0800 917 8765

Website: www.stonewall.org.uk

Website: www.thinkuknow.co.uk Telephone: +44 (0)870 000 3344

Email enquiries@ceop.gov.uk

Website: www.carers.org

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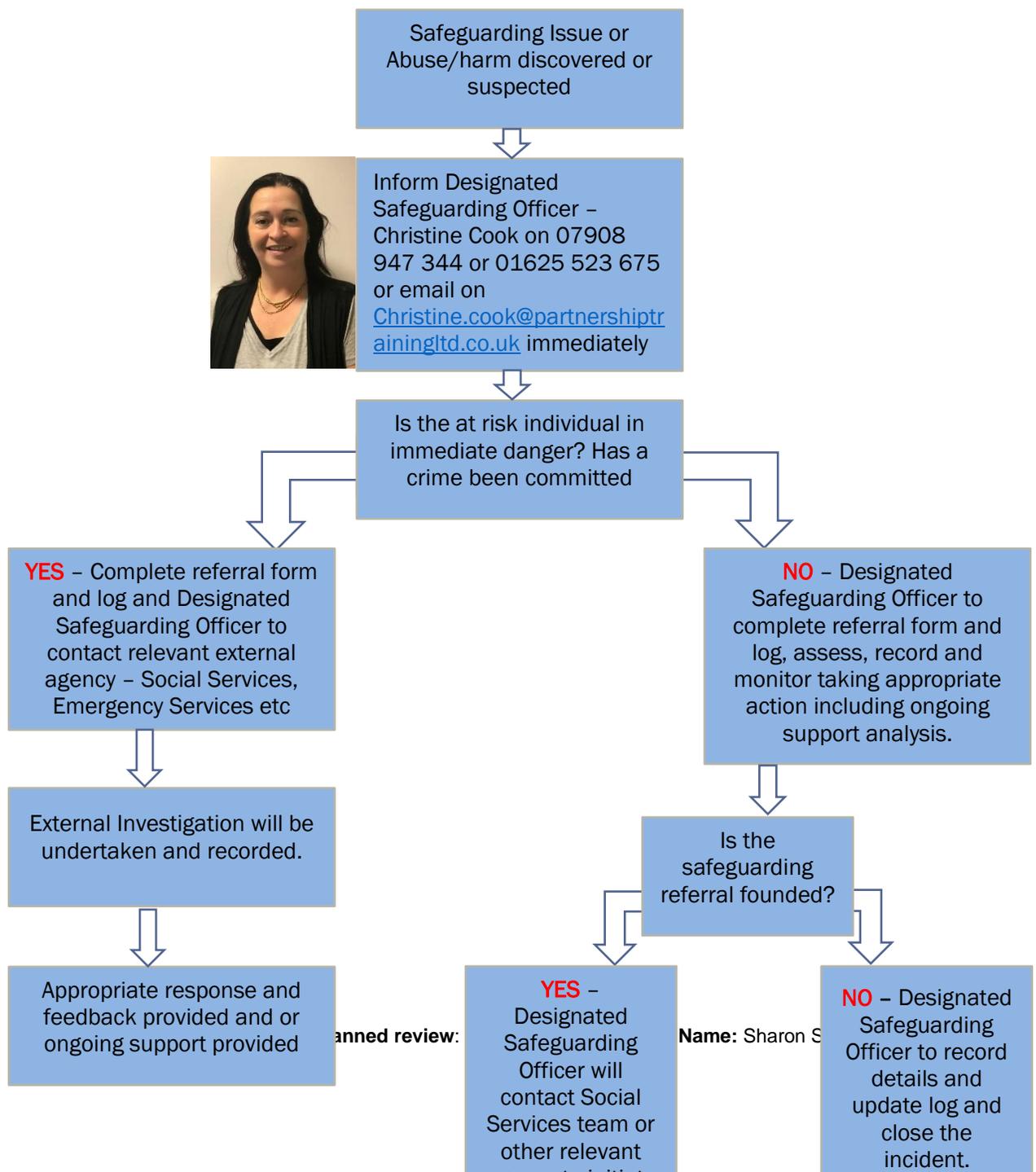
Email: info@carers.org

Website: www.youngminds.org.uk/ Telephone: 0808 802 5544 or 0207 089 5050
Email: ymentquiries@youngminds.org.uk

Website: www.dyslexiaaction.org.uk/ Telephone: 0300 303 8840
Email: supportus@dyslexiaaction.org.uk

Website: <https://rapecrisis.org.uk/>
Email: rcewinfo@rapecrisis.org.uk

Safeguarding Process Flowchart





Designated Safeguarding Officer to ensure that the person reporting concern is kept informed that action has been taken. Complete records of actions taken and submit to governors for review



Designated Safeguarding Officer to ensure that the person reporting concern is kept informed that action has been taken. Complete records of actions taken

Links to:

Anti-Radicalisation/Prevent Policy and Strategy
Equality and Diversity Policy
Complaints Policy
ICT Acceptable Use Policy for Staff
Health and Safety Policy
Appeals Procedure
Data Protection Policy
Well being Policy
Covid Risk Assessment

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