

## 6. SAFEGUARDING POLICY

### 1 Policy Statement

Park Education and Training Centre Limited (PETC) has a statutory and moral duty to safeguarding and promoting the welfare of children, vulnerable adults and apprentices receiving education and training from the centre. Park Education Training Centre Limited is strongly committed to providing a safe and supportive learning environment that promotes wellbeing and security for all learners and staff.

It recognises its role, along with local services, in facilitating the well-being of children, young people and vulnerable adults. Staff recognise and accept their responsibility to develop awareness of the risks and issues involved in safeguarding and will champion practices to protect children, young people and adults at risk from abuse, neglect or significant harm.

As part of assessment activities employees may come into contact with those who are vulnerable, perhaps because of their age, physical or mental ability or ill health. We are all (staff and learners) responsible for ensuring that children and other vulnerable adults are not harmed in any way through that contact. We must, at all times never tolerate abuse, bullying, neglect and violence.

Park Education recognises the current threat from extremism and terrorism in the UK is real and severe and can involve the exploitation of vulnerable people. As part of our safeguarding duty, we will provide a clear framework through our prevent policy and strategy to inform and structure our response to safeguarding concerns for those who may be vulnerable to the messages of extremism.

Park Education embraces and will promote the British Values of:

- Individual Liberty
- Democracy
- The rule of Law
- Mutual Respect
- Tolerance of those with different faith and different beliefs

We will also promote the five expected outcomes for children and young people as set out in the Ofsted Common Inspection Framework.

- Enjoying a healthy lifestyle
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well being

Park Education is committed to ensuring that it:

- Provides a safe learning environment
- Identifies apprentices, staff and other individuals they come into contact with through their activities who are suffering, or likely to suffer, significant harm
- Takes appropriate action to help ensure that such individuals are kept safe, both at work and at the centre
- Raises awareness of issues relating to the welfare of children and young people, apprentices and/ or vulnerable adults
- Establishes procedures for reporting and dealing with allegations of abuse against members of staff
- Aids the identification of children and young people, apprentices and/or vulnerable adults at risk of significant harm and provides procedures for reporting concerns

Park Education has a duty to promote safeguarding issues and measures to staff in order to ensure that they:

- Recognise concerns as they are identified
- Report concerns to safeguarding lead or officer on the same day.
- Refer to appropriate authorities on the same day.
- Record incidents to facilitate investigations.
- Respond to requests for information and involvement in case reviews.

### Staff Recruiting and Vetting

All office and delivery staff must go through the DBS and Barring Service Checks in accordance with with the HMG Baseline Personnel Security Standard.

### 2. Purpose

Learners have the right to access the Centre free from fear of harm and to be protected from mistreatment and abuse. In addition, adults at risk should be able to access learning with as much independence as is appropriate and within their capabilities to make choices, even if those choices involve a degree of risk. Where a risk is identified, a risk assessment will be completed.

### 3. Scope

This policy is about safeguarding vulnerable adults and children with whom employees of Park Education and Training Centre or those acting on our behalf, come into contact.

#### Definitions:

For the purposes of this policy and procedure,

Children are defined in the Children Act of 1989 as a person under the age of 18 years.

An 'adult at risk' previously known as a 'vulnerable adult' is defined as an any person 18 years or over who is or appears to be eligible for assistance by reason of mental ill health, physical or learning disability, illness or age related frailty and/or; may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation

The Care Act 2014 defines adult safeguarding as protecting an adult's right to live in safety, free from abuse and neglect.

It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, Safeguarding balances the right to be safe with the right to make informed choices, while at the same time making sure that the adult's wellbeing is promoted including, taking into consideration their views, wishes, feelings and beliefs in deciding on any action

In the Care Act 2014 'wellbeing' is described as relating to: a person's physical and mental health as well as emotional wellbeing.

#### Your Responsibility

As a staff of Park Education, it may be thought of as abuse or neglect if you cause harm to someone or do not do the things you should to prevent harm. It is important that you know the ways of working to safeguard adults and children and young people

You must always make sure that your actions or omissions do not harm an individual's health or wellbeing.

You must never abuse, neglect, harm or exploit those who use Park Education and Training Centre services or your colleagues'.

## Harm

An adult at risk of harm is defined as someone who has needs for care and support, and is experiencing, or at risk of, abuse or neglect and is unable to protect themselves.

## Types of Abuse:

The ten types of abuse and neglect that cause harm identified in the Care Act 2014 are: physical, sexual, psychological, discriminatory, organisational, domestic violence, modern slavery, financial and material, neglect and acts of omission and self-neglect.

## Signs and indicators:

You should be able to identify the different types of abuse and neglect and the signs or 'indicators' that they are happening. The more you are able to get to know someone the more you are likely to notice any changes. you should look out for any signs or indicators of the ten main types of abuse or neglect. Incidents may be one-off or multiple, and affect one person or more.

## 4 Accountability and Responsibility

The Centre Managers have responsibility to:

- Embrace a whole Company approach to promoting and safeguarding the welfare of adults at risk.
- Ensure staff are aware of the policy and procedures and that they receive appropriate training and support to undertake their roles effectively.

The designated employees responsible for safeguarding issues are the Safeguarding Lead and Safeguarding Officer

The Safeguarding Lead and Safeguarding Officer coordinate the day to day safeguarding activity:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies
- Providing advice and support to other staff on issues relating to children and young people, apprentices and/or vulnerable people's protection
- Maintaining a record of any referral, complaint or concern (even where that concern does not lead to a referral)
- Liaising with employers and training organisations that receive apprentices and/or learners on placements to ensure that appropriate safeguards are put in place
- Ensuring that staff receive training in protection issues and are aware of the centre protection procedure

The Safeguarding Lead is Winnie Emelugo

## 5. Safeguarding Code of Behaviour

You must not:

- Spend excessive amounts of time alone with children or adults at risk away from others.
- Make unnecessary physical contact with children and adults at risk.
- Take children and adults at risk alone in a car, however short the journey, unless absolutely unavoidable.
- Meet children and adults at risk outside the work or learning environment
- Start an investigation or question anyone after a concern, allegation or disclosure has been raised. This is the job of the authorities.

- Show favouritism to any one child or adult, nor should they issue or threaten any form of physical punishment.
- Staff should never (even in fun) –
- Initiate or engage in sexually provocative conversation or activity.
- Allow the use of inappropriate language to go unchallenged.
- Do things of a personal nature for children and adults at risk that they can do themselves.
- Allow any allegations made by a child or adult at risk go without being reported and addressed.
- Trivialise or exaggerate child or adult at risk abuse issues.
- Make promises to keep any disclosure confidential from relevant authorities.

You must:

- Respect children's and adults at risk's right to privacy, and encourage children and adults at risk to feel comfortable enough to report attitudes or behaviour that they do not like.
- Act with discretion with regards to their personal relationships.
- Be aware of the procedures for reporting concerns, allegations or disclosures, and should familiarise themselves with the contact details of the Safeguarding Lead /Officer.
- If a member of staff finds himself or herself the subject of inappropriate affection or attention from a child or adult at risk, they should make other members of their delivery team aware of this.
- If a member of staff has any concerns relating to the welfare of a child or adult at risk in their care, be it concerns about actions/behaviours of another staff member or concerns based on any conversation with the child or adult at risk (particularly where the child or adult at risk makes an allegation), they should report this to the Safeguarding Lead/Officer.

Procedure for Responding to a Concern, Allegation or Disclosure

- Do not make promises about confidentiality.
- Explain to the person at the outset that you will need to report the concern, allegation or disclosure and share the information with the Safeguarding Lead/Officer
- The member of staff who has concerns about possible abuse or neglect must contact their Safeguarding Lead/Officer or, if not available, their Team Manager as soon as possible for advice and support.
- If the complainant is the child or adult at risk concerned, questions should be kept to a minimum and leading questions should be avoided.

### Reporting

Information regarding a concern, allegation or disclosure is to be recorded on the Safeguarding Adults at risk and Children Reporting Form (Appendix A). Completion of this form should be initiated as soon as possible by the person who has first-hand information. Information can be progressively added as more information is gained. The report should be brought to the attention of the Safeguarding Lead/Officer as soon as possible. The Lead/Officer is responsible for advising the Managing Director and also passing information regarding the report to local or appropriate safeguarding agencies or the Police.

Immediately afterwards, if the reporter is a Delivery Team member, the reporter must inform their Team Manager that a "Safeguarding Report" has been made to the Safeguarding Lead/Officer and, without giving any detail of the concern or allegation, indicate whether the delivery team needs additional support or not. The words "Safeguarding Report" are all that is required by the Team Manager; confidentiality must be preserved wherever possible.

Learners working with PETC's sub-contract delivery partners are entitled to safeguarding and protection of the same standard as PETC's direct learners. The Safeguarding Lead has responsibility for ensuring that the standards embodied within this document are applied by sub-contract delivery partners

Park Education will keep accurate records of any allegations. Records of any investigations will be retained in a secure place together with a written outcome and details of any action taken. Support and counselling



will be offered where appropriate. Staff, the alleged victim and or family members will be informed of the progress throughout any investigation.

These procedures apply to all staff whether teaching, administrative, management or support as well as to volunteers.

Park Education and Training Centre, wants you to be safe and takes seriously its responsibility to provide a safe environment where all can study and work together. Through our Safeguarding policy Park Education supports the Government's 'Prevent' strategy which aims to stop people being radicalised and covers a broad range of activities and initiatives. All staff is required to complete Channel General Awareness course. At the beginning of every course, learners are informed of the 3 steps to keep in safe – Prevent, Be SMART and E-Safety- and are given handouts.

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## **COMPLIMENTS FORM**

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Please use this form to record any action by any person(s) employed by Park Education which you have particularly appreciated or which you believe brought benefit to yourself, your colleagues, patients or residents.

**Date:**



**Name:**

**Details of compliment: (copies of letters or emails can be attached)**

**Signature :**



## **COMPLAINTS FORM**

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Please use this form to record any complaint you have against the action or attitude of any person(s) employed by Park Education.

**Date:**

**Name of complainant:**

**Details of complaint: (copies of letters or emails can be attached)**

**Signature :**