**SAFEGUARDING POLICY**

**Policy statement:**

The aim of the policy is to ensure all staff are aware of and understand their responsibilities, they understand the responsibility of others and signs there might be a safeguarding concern.

To be aware that safeguarding falls under many different forms and that they are aware of the reporting procedures for all safeguarding issues.

**Purpose:**

CITY SKILLS is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements.

**Legal Frameworks**

Safeguarding Vulnerable Groups Act 2006 – Amended by the Protect of Freedom Act 2012

Counter Terrorism and Security Act 2015

Children Act 1989

Data Protection Act 1998

**Scope**

This policy covers safeguarding of Children and Adults at Risk, both our apprentices, apprentices within sub contracted provision, and those persons in settings in where we practise which fall into the category of child or adult at risk. It is inclusive of specific highlighted safeguarding agenda areas – as defined by law, and in the wider context all our students and apprentices. This policy also aligns our compliance with the Government Prevent strategy.

A Child is defined as anyone under the age of 18 including unborn children right up to teenagers (UK government guidance) ‘**Working together’** An adult at risk (previously vulnerable adult) is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

**Our responsibility**

* We recognise that all children regardless of gender, religion, age, ethnic origin, disability, and sexuality, learning difficulties or any other grounds have a right from equal protection from all types of harm or abuse.
* We all have a responsibility to ensure that children, young people and adults at risk are protected from harm, informed about potential risks to their welfare, and understand how to seek help. We ensure all concerns are dealt with timely and appropriately.
* All staff are expected to comply with any DBS check request and to have a good understanding of what constitutes a safeguarding or welfare concern and how to provide support, guidance in such instances and the referral process.
* All City Skills staff will have Prevent duty & Safeguarding training at the beginning of employment that gives them the knowledge and confidence to identify apprentices at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups.
* All City Skills staff are given re-fresher training during their employment which is specific to where the region they work in, the sites they work in and the diversity of apprentices that deliver/assess to. The training also includes Safeguarding and refresher as part of continued CPD.
* There is a clear referral process in place which includes; Designated safeguarding officer to discuss referral with Lead designated safeguarding officer to assess if individual is at risk and to agree the next course of action.
* Documents used to record any Safeguarding incident or enquiry include the Be safe form and be safe log.
* Carry out investigations where appropriate into welfare concerns reported and liaise with external bodies where appropriate. Overall recording and management of safeguarding issues and report on any issues that arise.
* To use naturally occurring evidence such as weekly news discussion topics to discuss safeguarding issues or topics posted on the City Skills blog for staff to use. To ensure this sensitive subject is discussed in a way that doesn’t make apprentices or staff uncomfortable.
* Safeguarding is also covered in the apprentice induction and highlighted in the apprentice induction handbook.
* Our assessors promote Safeguarding and Be safe with apprentices at every apprentice visit this is recorded in the apprentice journal, safeguarding will also include online safety, prevent and h&s.
* Any guest speakers this may include associate tutors, members of an external agency who will come to conduct any form of teaching, learning who speak about their current industry will be background checked.
* Guest speakers who will be conducting or presenting to groups of apprentices or City Skills staff will be required to forward to the SPOC for Prevent the presentation which will then be reviewed to ensure its content, language and structure is suitable.
* Apprentice/s aged 16 – 18 who begin a qualification with CITY SKILLS, we have duty to inform the parent/guardian of those said apprentice/s of our continued commitment to protect young people and our staff are fully aware of their role and responsibility to this. We do this via a letter which is posted and a copy is saved on each apprentice record.
* Informing staff and employers on City Skills duties and responsibilities relating to Prevent and Safeguarding via internal and external newsletters.
* All staff have to ensure they have the following information to hand the document is called ‘Keeping children safe in education: For school and college staff (Part 1).

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**Disclosure and Barring Service Checks**

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office and its primary purpose is to help employers make safer recruitment decisions and appointments. By conducting checks DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those less than 18 years old) or adults at risk.

Depending on the type and regularity of contact with children or adults at risk involved in a role, employers are entitled to make appropriate types of enquiry about the applicant’s criminal record and seek a disclosure through a DBS check.

**When and What Type of DBS Check is Appropriate**

Even where a post has some contact with children or adults at risk, the definition of regulated activity may not be fully satisfied, but to safeguard our apprentices any unsupervised contact with apprentices will result in an enhanced DBS check with child barred list. The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) defines what types of activities involving children and adults at risk are regulated and therefore require barring list checks.

Regulated Activity is a term that defines activities that an individual engages in. The criteria for regulated activity differs for adult and children as detailed below:

**Children**

• Regular activity (once per week or 4 times over the course of 1 month)

• Unsupervised activity

• Teaching, training, assessing, mentoring based activities - working intensively and closely with a child

•Within specified setting

**Adult**

• Health care professionals - giving first aid or receiving first aid

• Receiving or giving personal assistance to those due to age, illness or disability (going to the toilet/ washing/ nutritional advice)

• Providing social Care - being subject to or assessing the need for health/ social care

• Aiding in someone’s personal affairs or allowing someone else to do so

• Aid with cash, bills and shopping (allowing someone else to or shopping on someone’s behalf)

**Keeping staff safe**

* Maintaining personal safety is also encouraged and the following activities are strictly prohibited:
* Befriending apprentices on personal social media sites or distributing personal telephone numbers
* Visit apprentices at home or transporting apprentices to and from locations
* You will naturally build a rapport with apprentices through the apprenticeship contact, and the apprentices may see you as a confident and support, but be sure to maintain professional boundaries whenever carrying out work on City Skills behalf.
* Be respectful of all young and vulnerable people, and appreciate you are in a position of trust. We can listen to their concerns and support them.
* Avoid spending time alone with apprentices in a closed environment. If this is unavoidable for example during a formal assessment/ examination, ensure a member of the site staff is aware where you are and monitors this.
* Be careful when giving apprentice advice – as this is based on your opinion, focus support around information (facts) and guidance (signposting).
* If at any point, you feel unsafe in a apprentice’s company inform the site manager, your line manager, the designated safeguarding officer and leave the premises.

**Associated Policies**

Equality and Diversity Policy

Health and safety Policy

Prevent Duty Policy

Data Protection Policy

Guest Speaker Policy

**Useful contacts**

CEOP 0870000 3344 [www.ceop.police.uk](http://www.ceop.police.uk)

Childline 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

NSPCC 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

Internet Safety [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)

This policy will be reviewed annually in September and amended when a material change is necessary