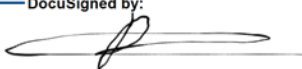



## Safeguarding Policy

<b>Document title:</b>	Safeguarding Policy
<b>Version number:</b>	1.7
<b>Policy Status</b>	Approved
<b>Date of Issue</b>	April 21
<b>Date of revision</b>	November 23
<b>Reason for update</b>	Annual Revision
<b>Date to be revised</b>	November 24
<b>This policy was adopted by:</b>	<p>Anna Smith</p> <p>DocuSigned by:</p>  <p>088C0D78994844C...</p>
<b>This policy was approved by:</b>	 <p>Charlotte White and Group DSL's</p>

## Safeguarding

High Ridge is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

High Ridge have a legal duty to recognise and respond appropriately to:

- Significant changes in the young people's behaviour.
- Deterioration in their general well-being.
- Unexplained bruising, marks or signs of possible abuse.
- Signs of neglect.
- Comments young people make which give cause for concern.

Promotion of this policy is through mandatory staff training as part of High Ridge safer recruitment practices and at IAG to all new learners and their employers prior to training start and on-going throughout the delivery programme.

This policy is reviewed at least annually, staff are trained on its implementation at company induction with refresher training at least annually or on request.

High Ridge has an obligation to protect learners on its programmes. Our Approach is through a clear commitment to safeguarding, which is overseen by a dedicated safeguarding officer. They are accountable and responsible for promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon. Additionally, all members of High Ridge staff working with learners are trained in safeguarding and are able to access additional information, advice and training when appropriate.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Lead (DSL)
- Adopting child protection and safeguarding best practice through our policies and procedures.
- Providing effective management for staff through supervision, support, training and quality assurance measures
- Recruiting staff safely, ensuring all necessary checks are made – DBS Enhanced.
- Recording and storing information professionally and securely
- Sharing information about safeguarding and good practice with learners, their families, staff via leaflets, posters, group work and one-to one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our learners, by applying health and safety measures in accordance with the law and regulatory guidance.

Employers have a duty to comply with all current and future UK legislation and statutory responsibilities. There is a particular expectation that an employer should take responsibility for an apprentice's welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives. We appreciate that for many organisations this can be a confusing and complex area. High Ridge will support employers in the implementation of safeguarding into their own organisations including adopting High Ridge safeguarding policies and practices.

High Ridge takes its responsibility towards the protection of learners very seriously and this policy and its content /processes are in place to prevent abuse towards our learners and any young person that we may come into contact within the delivery of our programmes.

If you recognise one of the above for a young person, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to make the learners be and feel safe. Any suspicions or allegations of abuse will be taken very seriously, and they will be acted on quickly and correctly by following the procedure set by the Local Safeguarding Children's Board (LSCB).

High Ridge will monitor IT usage as far as practicable to ensure compliance with this safeguarding policy and when learners are using High Ridge technology.

### **Prevent Duty**

High Ridge recognises their duty to prevent young people and families being drawn into terrorist or extremist behaviour and employ the following methods:

- Follows the guidance in the government document 'Prevent duty' guidance for England and Wales
- Staff have access to Prevent training
- We value all young people and their families equally
- We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves
- We have a commitment to challenging prejudice
- Report any concerns about learners, staff or families to the relevant authorities

See also Prevent Policy

## Whistle Blowing

High Ridge will not accept or condone any behaviour by Staff or other associated that is contrary to our Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each staff member is effectively monitored as well as the work of High Ridge as a whole.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Provide staff with a number of ways to report – **See Appendix 6**
- Actively supporting staff that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

## Record Keeping

Make sure that you make a written record of your concern and how you dealt with it. Records should be made as soon as possible and every possible effort should be made to record precisely what was said along with the context. Sign and date the record. The Designated Safeguarding Lead (DSL) will advise and store the safeguarding records. Records may be used in court.

### **If a learner tells you about possible abuse (See Appendix 1)**

#### **you should:**

- Listen carefully and stay calm.
- Do not interview them, but be sure that you understand and check what the person is telling you.
- Do not put words into their mouth.
- Reassure them that, by telling you, they have done the right thing.
- Inform them that you must pass the information on to the Designated Safeguarding Lead (DSL)
- Inform them to whom you will report the matter.
- Make a detailed record (**See Appendix 2**) of the date, time, place, what the child, young person or vulnerable adult said, did and your questions etc. and pass this directly to the Designated Safeguarding Lead (DSL) (**See Appendix 3**)

### **If there is an immediate risk of harm to the Learner contact the police on 999**

High Ridge has a legal duty to inform the Independent Safeguarding Authority of any suspicions of any allegations even if staff leave before an investigation is started or completed.

## Promoting awareness among staff

High Ridge promotes awareness of child abuse issues through its staff training. It ensures that:

- Its Designated Safeguarding Lead (DSL) has relevant experience and receives appropriate training
- Safer recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Policy, understand its contents and

are vigilant to signs of abuse or neglect

- all staff are aware of their statutory requirements with regard to the disclosure of information or discovery of child abuse
- Its procedures are in line with the guidance in
  - **'Keeping Children Safe in Education'**
  - **'Working Together to Safeguard Children'**
  - **'What To Do If You're Worried A Child Is Being Abused' advice for practitioners'**
  - **'Sexual violence and sexual harassment between children in schools and colleges'**
  - **Information sharing: advice for practitioners providing safeguarding services**

### **Allegation against a staff member**

If there is a serious allegation of abuse made against you, High Ridge will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm
- Follow the manager's instructions
- Co-operate with questions and enquires
- Seek advice – head office or citizens advice bureau.
- Not confront the accuser
- Not speak with your 'victim'
- Be supported through the process by a designated person at head office and/or your manager.

We take all allegations seriously and will seek advice from the LADO.

High Ridge has a legal duty to inform the Independent Safeguarding Authority of any suspicions of any allegations even if staff leave before an investigation is started or completed.

### **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote learners' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

### **Good practice means:**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers young people to share in the decision-making process.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and

disabled adults - avoiding excessive training or competition and not pushing them against their will.

- Keeping a written record of any incidents that occurs, along with the details of any treatment given.

### **Practices never to be sanctioned**

The following should **never** be sanctioned. You should never:

- Allow or engage in any form of inappropriate touching
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in fun
- Reduce a young person to tears as a form of control
- Fail to act upon and record any allegations made by a young person
- Do things of a personal nature for young people or disabled adults, that they can do for themselves

### **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the Designated Safeguarding Lead (DSL) and record the incident:

- If you accidentally injure a learner
- If a learner seems distressed in any manner
- If a person misunderstands or misinterprets something you have done

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local Social care Team or the police direct, or the NSPCC Helpline on 0800 800 5000, or Child line on 0800 1111.

### **Supporting documents**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Safer Recruitment Policy
- Prevent Policy (incorporating Channel and Contest)
- Remote Learning Policy
- Online Safety Policy
- Bullying and Harassment Policy

### **High Ridge Designated Safeguarding Leads**

The HIGH RIDGE Designated Safeguarding & Prevent Lead is Anna Smith

[Anna.smith@highridgetraining.co.uk](mailto:Anna.smith@highridgetraining.co.uk)

07342885714

The CEDARS Gloucester site Designated Safeguarding & Prevent Lead is Nikki Winearls  
[nikki.winearls@cedarstrainingacademy.co.uk](mailto:nikki.winearls@cedarstrainingacademy.co.uk)

07552380711

The CEDARS Derby site Designated Safeguarding & Prevent Lead is Donna Bird  
[donna.bird@cedarstrainingacademy.co.uk](mailto:donna.bird@cedarstrainingacademy.co.uk)

01452 688698

The REACH4SKILLS Designated Safeguarding & Prevent Lead is Samia El-Kwasmy  
[samia@reach4skills.co.uk](mailto:samia@reach4skills.co.uk)

07570 674 157

The VALKYRIE Designated Safeguarding & Prevent Lead is Claire Taylor  
[Claire.taylor@valkyrietraining.co.uk](mailto:Claire.taylor@valkyrietraining.co.uk)

07432 604700