

## • Safeguarding & Prevent Policy

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Name of Policy	Date Effective	Review Date	Signature
Safeguarding & Prevent Policy	1 August 2018	31 July 2019	<i>S. J. Hardy</i>

### **SAFEGUARDING POLICY FOR YOUNG PEOPLE AND VULNERABLE ADULTS – August 2018**

#### **POLICY STATEMENT**

FWS Ltd is committed to practices that protect Young People and Vulnerable Adults from abuse, exploitation, bullying, neglect and self-harm in relation to training provision funded by the Education and Skills Funding Agency. This policy also covers the responsibility FWS has to protect and prevent funded learners from radicalisation and extremism in response to the Prevent Duty requirements.

FWS Ltd ensures the board of directors (“the board”), senior managers, staff and delivery partners recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding and are clear on how to identify and report any incidents.

FWS Ltd is committed to working with local safeguarding organisations, such as the local authorities, Channel, the Police, Education and Skills Funding Agency as well as the Prevent coordinators and other community & referral groups to ensure the safeguarding of all learners.

The policy is reinforced with the Safeguarding & Prevent support guide, which details information on referral agencies, reporting procedures to follow, signs for recognising abused or at-risk learners and incident forms.

#### **ACCOUNTABILITY & RESPONSIBILITY**

FWS Ltd ensure delivery partners who deliver the services to learners have trained safeguarding personnel and a safeguarding champion within their organisation. FWS Ltd has also set out a minimum requirements standard for delivery partners in order to ensure they are at or above the required threshold in relation to meeting the needs of Safeguarding.

FWS Ltd has appointed a safeguarding champion to work with the delivery partner’s safeguarding person or team to ensure the monitoring and management of incidents or concerns are completed in the correct manner and are communicated to the appropriate safeguarding agencies.

FWS Ltd safeguarding champion is also the Prevent lead for the company and the delivery partners. FWS Ltd take the responsibility to ensure all staff, delivery partners and learners are supported in Prevent, through appropriate training, awareness sessions, teaching & learning materials and resource development.

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The FWS Ltd board take overall responsibility for safeguarding and Prevent and a Prevent lead on the board supports the FWS Ltd lead in completing risk assessments, health checks and training materials for providers and staff. The Prevent leads meet regularly to discuss Prevent developments, matters arising and learner referrals to the Channel programme.

The board of directors also has a safeguarding lead, who reviews all safeguarding arrangements, reports & tracking to ensure correct processes are being adhered to, safeguarding issues are being signed off and to provide advice and support to the FWS safeguarding lead on a monthly basis. Safeguarding and Inclusion for all is reported at each board and full team meeting.

### **TRAINING**

FWS Ltd ensures delivery teams have adequate safeguarding training and awareness and the safeguarding champions are qualified to the required level. FWS Ltd also asks its delivery team to:

- Complete risk assessments for Prevent requirements on all centres and on employers' premises
- Follow the guidelines set out by the agencies such as ESFA and Ofsted
- Undertake annual training on safeguarding and Prevent in order to raise awareness of keep informed of up to date legislation and issues
- Ensure all staff have completed Prevent awareness sessions and Channel programme module as a minimum – any TLC who fail to meet this requirement will be in breach of contract

### **DISCLOSURE AND BARRING SERVICE CHECKS**

FWS Ltd has a responsibility to ensure its TLC's are delivering and offering a safe recruitment and delivery practice. Therefore, all staff that frequently work with Young People and/or Vulnerable Adults in training, advice or transport have been checked through the Disclosure and Barring Service with an enhanced check.

On-going monitoring of enhanced DBS checks will take place throughout the year to ensure delivery staff details are kept up to date. It is a contractual requirement to respond to these requests for information.

It is a requirement that enhanced DBS checks are completed every 3 years and this is monitored and tracked as part of FWS Ltd.'s quality cycle.

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### REVIEW

FWS Ltd's Safeguarding policy and procedures are reviewed annually through the self-assessment and quality improvement cycle. Prevent is checked more frequently (3-6 monthly) to ensure processes and procedures are up to date in line with changes to requirements and legislation.

FWS Ltd also monitors the progress made against the minimum requirements standard for Safeguarding and Prevent at quarterly full team meetings.

FWS Ltd reports all Safeguarding and Prevent activities and issues directly to the board of directors. The FWS Ltd board has a lead representative on the board for both Prevent and safeguarding and these colleagues work closely with FWS in monitoring and addressing issues.

### SAFEGUARDING PROCEDURE

#### Purpose

It is the purpose of this procedure to ensure that all Young People under the age of 18 and/or Vulnerable Adults are safeguarded, showing FWS Ltd.'s commitment to provide protection for all learners on programme.

#### Responsibilities

It is the overall responsibility of FWS Ltd to ensure that DBS processes are undertaken for delivery by all staff as required.

#### It is the responsibility of FWS Ltd to:

- Appoint a Safeguarding Champion
- Appoint a Prevent lead
- Ensure that all employed, voluntary staff and associates have a recent enhanced DBS check
- Ensure all staff have received training, information and support on all aspects of safeguarding including but not limited to safer recruitment practices, internet & social media safety, bullying, grooming, FGM/MGM and abuse, breast ironing, Prevent, exploitation and extremism
- Ensure that all staff support available is carried out in a confidential manner
- Ensure Prevent awareness for all staff takes place and fundamental British values are adhered to for all staff and learners
- Ensure referral agencies and support guides are placed in handbooks and the website for staff and learners to see and provide support for employers in ensuring their funded learners are protected and safe from abuse or extremism (and all the features these include)

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- Ensure the safeguarding process is adhered to and correct documentation, evidence and support has been provided
- Carry out internal investigation should it be appropriate
- Monitor the progress of cases on a daily basis as required

**It is the responsibility of the FWS Ltd.'s Director and Safeguarding Champion to:**

- Investigate, improve, monitor and review company policies and procedures
- Take action on referrals from both internal and external sources
- Make decisions about referrals to Children's Services Child Protection Team and LADO
- Endeavour to keep up to date with all Child/Vulnerable Adult Protection legislation
- Chair case discussions if appropriate
- Collect all necessary data and ensure it is kept strictly confidential and protected by password access, stored under lock and key
- Determine if an internal investigation is required and liaise with Social Services and the Police to avoid compromising any official investigation
- Liaise with the Chief Executive and or senior manager of the delivery partner to ensure all necessary support and guidance is available as appropriate
- Ensure HR & recruitment practices are fit for purpose and in line with safer recruitment practices

**It is the responsibility of all FWS Ltd.'s staff to:**

- Seek urgent medical or Police assistance if needed
- Show concern and refer on any learner who needs support
- Not offer or promise confidentiality, but to record the facts without 'leading'
- Offer support and security and not to react emotionally
- Make a record of their concerns and refer to the Safeguarding Champion
- Not discuss concerns or disclosures with anyone, including parents
- Tell the learner that the record will be made, and the Safeguarding Champion informed
- Understand that protocols may require that they have no further involvement but will be given feedback
- Get personal confidential support if required
- Understand the risks of bullying, grooming, abuse, exploitation, extremism and online safety and how to support learners in keeping themselves safe
- Identify & signpost to organisations for support where characteristics of exploitation, extremism, bullying, abuse or grooming has been recognised

# POLICY DOCUMENT

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SIGNED ON BEHALF OF THE COMPANY

..... *S. J. Hardy* ..... dated ..... *1/8/18* .....

Sandra Hardy

Managing Director

