

• Safeguarding Policy

Name of Policy	Date Effective	Review Date	Signature
Safeguarding Policy	6 April 2018	6 April 2019	<i>J. T. Han</i>

Safeguarding Policy

1. Introduction

FW Solutions Ltd is committed to maintaining the highest possible standards to meet its social, moral and legal responsibilities to safeguard the welfare of every child/young person or vulnerable adult.

The practices and procedures within this policy are based on the principles contained within UK and international legislation and take the following into consideration:

The Children's Act 1989 and 2004
The Protection of Children Act 1989
The Human Rights Act 1998
The Data Protection Act 1998
Working Together to Safeguard Children 2006
The Safeguarding Vulnerable Groups Act 2006

This Policy should be read in conjunction with the following FW Solutions Ltd policies:

Health and Safety Policy
Lap Top Health and Safety Policy
Equality and Diversity Policy
Disciplinary and Grievance Policy
Social Media Policy
Prevent Policy
Mobile workers Safety policy
Young Workers policy
Training Policy

2. Purpose

This Policy has been developed to:

- ensure that all staff in contact with learners take all reasonable measures to assess and minimise the risk of harm to them, and;
- where there are concerns about the welfare of learners, to ensure appropriate action is taken to address these concerns;
- provide staff with guidance on procedures they should adopt in the event that they suspect a learner may be experiencing, or be at risk of, harm.

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- Provide staff with guidance on the signs to look out for which may indicate that a person is being radicalised

To achieve this, FW Solutions Ltd will:

- provide a safe environment for all learners, through thorough risk assessment, putting in place safe working practices and implementing a procedure for handling disclosures. To support this, FW Solutions Ltd will consider and act on the '5 Rs of Safeguarding' – Recognition, Response, Reporting, Recording and Referral (see separate Safeguarding Procedure);
- have our Managing Director, Sandra Hardy take ultimate responsibility for Safeguarding and Clive Bowyer to act as our 'Designated Safeguarding Person' providing advice and support to other staff. In the event of the Designated Safeguarding Person's absence, the Work Based Learning Manager will assume responsibility;
- raise issues relating to the welfare of learners with staff;
- keep staff and managers up to date with legislation in relation to children, young people and vulnerable adults in respect of welfare and well-being;
- ensure all staff are given appropriate training in Child Protection and Safeguarding;
- take appropriate action to ensure that learners are kept safe and issues which are disclosed are reported appropriately;
- identify and act wherever it is found or suspected that learners are suffering, or likely to suffer, significant harm;
- establish procedures for reporting and dealing with allegations of abuse;
- listen to learners, encourage them to respect and care for others and take action to stop any instances of bullying (including cyber-bullying)
- recruit safely (staff), ensuring that appropriate questions and checks are undertaken at application, interview, pre-recruitment and throughout employment (including enhanced DBS and other checks as required by the Disclosure and Barring Service (DBS));
- ensure that all staff are checked appropriately (usually every three years) through the Disclosure and Barring Service via an enhanced disclosure and meet any other requirements as notified by the DBS.

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- he/she is available to listen to learners receiving FW Solutions Ltd services;
- records of all complaints or concerns are kept centrally and stored in line with The Data Protection Act (1998). These records will be reviewed at the monthly Management Meetings irrespective of whether they have led to a referral;
- he/she is subject to a DBS check every three years;
- he/she will meet any specific requirements as notified by the DBS

It is the duty of all employees of FW Solutions Ltd to follow this Policy. The protection and safety of learners is everyone's responsibility. All staff, partners and others have a responsibility to make the learning environment safe and secure for all. **Ignoring abuse is not an option.** All staff must recognise this and must report any concerns for the well-being of learners in accordance with this Policy (and associated Procedure).

4. School Partners

All home learning bases (ie the schools we deal with) have a duty of care for their learners and we will assist them in implementing their Safeguarding procedures, in particular sharing any concerns about the welfare of individuals.

We will agree and implement workable attendance, reporting, monitoring and emergency procedures in partnership with the child/vulnerable adult's home learning base/school. Where requested, we will supply to the home learning base/school details of DBS checks undertaken for our staff.

Any plans to offer any off-site curricular or extra-curricular activities will be referred to the home learning base/school for formal consideration of whether there is any increased risk to the health, safety and welfare of their learners, staff or others who may be involved. This includes potential PR activities which could involve learners.

5. Work Placements/Employment

When placing learners in work experience placements we will ensure that:

- placements are vetted by a competent person;
- employers are briefed on their responsibilities with regards to ensuring the health, safety and well-being of the learner;
- learners are prepared and briefed generally about health and safety and understand how to identify hazards and the control measures that can be put in place to reduce the risk of injury or accident;

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- learners are briefed on their rights to be free from abuse and the process to follow if they have any concerns regarding their treatment in the workplace.

6. Confidentiality Statement

Confidentiality is a key issue in the lives of learners. They may trust a Skills Adviser with issues of a personal nature and wherever possible their confidences should be respected. However, staff must not make promises on confidentiality they may be unable to keep.

Learners may disclose information that is difficult for the member of staff to deal with without further advice/support. In this case the learner should be told that the situation will be discussed with another colleague with a speciality in that area on a 'need to know' basis.

7. Information Sharing

FW Solutions Ltd is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2006) and with respect for The Data Protection Act (1998). Any decision to break confidentiality should always be preceded by informing the learner of what is about to happen and the reason for the decision. There will be no breach of confidence if the person to whom a duty of confidence is owed consents to the disclosure. Staff should, in the first instance, seek the consent from the learner if considering sharing information with other agencies. It is therefore essential that members of staff understand what is meant by the above and for that reason do not promise absolute confidentiality to the learner.

8. Review

This Policy will be reviewed on an annual basis or to reflect new legislation, whichever is the earlier.

