Encompass
Group

Safeguarding Policy and Procedures

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Introduction

The Encompass Group has a statutory and moral duty to ensure that it safeguards and promotes the welfare of all our organisations users, with particular reference to children, young people and vulnerable adults, receiving education and training via the Group. This document represents Encompass's commitment to Child Protection responsibilities, which is underpinned by the Department for Education statutory guidance 'Keeping Children Safe in Education' (July 2015). The framework for working with agencies to promote the safety and wellbeing of young people within the Group is also reflective of the legislative framework Working Together to Safeguard Children (2015).

The policy and procedures apply to all staff, learners and other users; including volunteers, external contractors, and employers where learners have work placements.

Throughout the policy and procedures, reference is made to our Groups users. This term is used to refer to all learners but with particular reference to safeguarding duties in respect of children, young people under the age of 18 years, and vulnerable adults.

The Group provides a safe, non-threatening, inclusive environment in which all its users can operate and learn where they are treated with respect and dignity, feel safe, are listened to and where account is taken of their wishes and feelings, and positive well-being is promoted. This will help produce learners and staff who are confident, healthy, safe, emotionally resilient and personally fulfilled. The focus is on minimising the risk of harm to young people and vulnerable adults. Staff will maintain an attitude of "it could happen here" where safeguarding is concerned.

The Board of Directors are aware of and takes seriously their role in overseeing the organisations arrangements for safeguarding and has a nominated Designated Safeguarding Lead.

Encompass will build strong relationships with external agencies with the aim of managing and reducing conflict; helping different groups of people to get on

together. We aim to promote British Values and to give our learners the opportunity to mix and learn with those from different backgrounds.

The Group also ensures that when a learner undertakes a period of work placement or work based learning, the environment is safe and the risk is minimised or removed.

The policy and procedures apply to all subsidiaries and trading entities of Encompass Group

Implementation

The Group will ensure that:

1. Meetings/1:1s will be held which introduce staff to the concept of safeguarding and to the policy and procedures e.g. through staff induction, Group management team, Directorate monthly management meetings, quality and team meetings; to enable ongoing dialogue around safeguarding and related procedures, policies, and practices.

2. All staff working with or on behalf of the Group, whether employed directly or indirectly, and including volunteers and external contractors who have regular contact with learners, will receive a level of training appropriate to their role which will familiarise them with safeguarding issues, clarify roles and responsibilities and the Group policies and procedures, with refresher training every 3 years apart from the Lead who will take refresher training on an annual basis. This is recorded and monitored through professional development and a central staff qualification/training matrix.

3. When arranging work placements and/or Apprenticeship programmes for young people or vulnerable adults, the employer will be made fully aware of their duties in terms of safeguarding and that learners are given guidance, prior to their work placement and /or programme, on safeguarding and the support available.

4. All lesson observations will include the opportunity to report on any safeguarding issues and safeguarding is included in the lesson observation briefings/training.

5. Information technologies (web site) will be used to guarantee that policy and procedures are accessible to all users.

6. Acceptable User Policies will be in place across the organisation in relation to accessing ICT, whereby internet usage will be proactively monitored in order to detect any material promoting terrorism or radicalisation with any concerns of this nature being raised via usual safeguarding reporting procedures.

7. All staff will attend mandatory Safeguarding Training and are made fully aware of the policy and procedures as set out in this document, along with their own roles and responsibilities within safeguarding. As part of the training they are made aware of Extremism and processes of radicalisation and how to recognise concerning behaviours and ideologies considered to be extreme.

Communication Flow

1. The policy and procedures are approved by the Board of Directors. The Group has nominated a Safeguarding Lead who represents the organisation at relevant forums and who reports on safeguarding at monthly meetings.

2. The policy and procedures are communicated to all staff through staff induction, email, training and refresher training.

3. The Groups Directors assume strategic responsibility for safeguarding and a Designated Safeguarding Lead is in charge of operational safeguarding arrangements.

4. Regular cross Group team meetings are convened with safeguarding as a set agenda item.

5. A Group Safeguarding Steering Group will meet via monthly quality meetings in order to identify actions to keep up to date with legislation and guidelines. The team will discuss referrals and identify any trends, issues, and good practice in relation to safeguarding.

6. Regular updates will be shared across the organisation when necessary

7. Staff and learners' views will be regularly sought regarding their safety when in a learning setting/in the workplace.

8. Identification cards and safeguarding information will be made available to staff and learners to support security and for what to do 'if'.

9. Publications and job adverts will have a clear statement reflecting the importance that the Group places on safeguarding, and 'Safer Recruitment' practices will be followed including having at least one member of staff on all interview panels who has undergone Safer Recruitment Training

10. Safeguarding literature for staff and learners will promote safeguarding across the Group and beyond.

11. Learners will be taught about safeguarding, including e-safety through induction and tutorial sessions.

12. All employers will be given access to the Groups Safeguarding Policy and Procedures via the relevant materials. This is will also be provided to sub-contractors for reference in the case that they do not operate their own policy and set of procedures e.g. learn loans.

13. All learners will be actively encouraged to report any safeguarding, health and welfare issues through a promoted self-referral process.

Monitoring of Implementation

The policy and procedures will be monitored on a monthly basis by the Safeguarding Steering Group and reviewed annually by the Board of Directors and the Designated Lead.

Associated Information and Guidance

- The policy and procedures have been developed using guidance issued by the Department for Education, the NHS and other relevant bodies and groups, such as:
- Protection of Freedoms Act 2012
- The Safeguarding Vulnerable Groups Act 2006 (Schedule 4 amended 2012)
- www.gov.uk/disclosure-and-barring-service
- www.homeoffice.gov.uk/dbs
- Working Together to Safeguard Children (HM Government 2015)
- The Work-related Learning Guide (DfES 2009)
- Keeping Children Safe in Education: Statutory Guidance July 2015
- Keeping Children Safe in Education: July 2015
- Children & Young people Act 1989 & Education Act 2011
- he Equality Act 2010
- Making Work Experience Work for You (June 2013)
- Data Protection Act 1998
- Children and Families Act 2014
- Advice for practitioners' March 2015
- Protocol on responding to Extremism and PREVENT strategy
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings March 2009
- No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse

Related Policies and Documents

The related documents below can be located on the Groups shared drive:

- Health & Safety Policy and Procedures
- Information Technology and Acceptable Use Policy and Procedures
- e-Safety Policy
- Information Security, including Data Protection
- Recruitment Policy and Procedures
- Staff Code of Conduct
- Staff Disciplinary Procedures
- Work Placement Procedures
- Quality Assuring the Learner Journey Strategy
- Teaching Learning and Assessment Strategy
- Equality and Diversity Policy and Procedures
- Visitor Policy and Procedures and Identity Badges
- Lone Working Policy and Procedures
- Whistleblowing Procedure
- IAG Strategy 2016
- Code of Conduct Policy and Procedures
- Tackling Extremism and Radicalisation Policy
- Cause for Concern Reporting Form (SRAC02)

Procedures

Procedure 1: Dealing with Disclosure of Abuse and Safeguarding Concerns

- **Purpose:** To equip all staff to respond promptly and appropriately when dealing with a disclosure of abuse against a learner or respond to a Safeguarding concern.
- **Note:** For learners who study on site and in the workplace
- N.B If a member of staff observes or is concerned about a learner's behaviour or appearance, or have other types of concerns Procedure 1 and 2 will be completed within 24 hours of disclosure or within 1 hour if it is believed to be a serious risk!!
- **Responsibility:** All staff (AS), Designated Safeguarding Lead/Officer (DSL/O)

Procedure 1	**Timeframe**	**Responsibility**	**Doc Ref**
If a learner discloses a Safeguarding concern to a member of staff, the member of staff will: a) Listen carefully and stay calm. b) Not interview the learner but question normally and without pressure, in order to be sure that there is understanding of what is being disclosed. c) Not influence or misinterpret the information given by the learner but accurately record the dialogue. d) Reassure the learner that by telling you, they have done the right thing. e) Inform the learner that the information will need to be passed on to the Safeguarding Lead/team in order to provide appropriate advice and support. Also inform the learner that information will need to be passed on to external agencies if they are deemed to be at risk of harm, particularly (but not exclusively) in relation to young people aged 18 or under in response to Child Protection Guidelines.	Procedures 1 and 2 will be completed within 24 hours of disclosure or within 1 hour if it is believed to be a serious risk	Tutor/Assessor/ Trainer/IQA/ Associate/Partner.	SRAC02 SRAC02

f) Complete SRAC02 (concern form see appendix 1) form as fully and accurately as possible. g) Send the SRAC02 form (electronically wherever possible) to the relevant Safeguarding Lead: Gail Beesting – gail.beesting@encompass-development.co.uk and Line Manager, the lead will log and action as appropriate in partnership with the Line Manager. Staff should not attempt to act in isolation without seeking the relevant guidance from the Safeguarding Lead and/or Line Manager Action by the Safeguarding Officer/Lead then moves on to Procedure no 2.			

Procedure 2: Deciding on the Next Course of Action

- **Purpose:** To equip the safeguarding Team to respond promptly and appropriately to disclosure and Safeguarding concerns.
- **Note:** For learners who study on site and in the workplace
- **Responsibility:** Designated Safeguarding Lead/Officer (DSL/O) & Line Manager

Procedure 2	Timeframe	Responsibility	Doc Ref
Following on from Procedure 1 the Safeguarding Officer/Lead will: **a) Review the information on the SRA02** **b) Decide on the next course of action with guidance and consultation with the Line Manager or at Director level Strategic and either:** • **Request further information on the case, particularly in relation to suspected radicalisation/extremism** • **Refer to external organisations as appropriate** • **Record all actions in the investigation section of**	**Procedures 1 and 2 will be completed within 24 hours of disclosure** **or within 1 hour if it is believed to be a serious risk**	**DSL/O** **DSL/Director(s)** **DSL/O** **DSL/O**	**SRAC02** **SRAC02**

the SRAC02 for review by the Designated Safeguarding Lead and the Steering Group **The Designated Safeguarding Lead will then:** • **Set the timeframes for further action and reporting back based on the seriousness and complexity of the case.** • **Share and seek advice from the Directors if necessary.** • **Ensure that all actions from the point of referral are logged electronically on system and monitored regularly for updates and that there is a chronological log of the investigation.** • **Close the case as appropriate and archive**			

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Appendix 1 Safeguarding – Raising a Concern Form

Please complete this form if you have any concerns about a learner (Pastoral, Medical or Safeguarding). Complete within 24 hours if learner is not at immediate risk, if learner is at immediate risk immediately but within 1 hour.

Learner Name			
Day and Date		**DOB**	
Member(s) of Staff Noting Concern & Role:		**Place of Work:**	

Concern (Please describe as fully as possible, if there are dates and times the learner states previous to this date i.e. to when the disclosure is made, please record them).

Please send this form electronically to the Designated Safeguarding Lead (Gail Beesting) when completed. Once sent

please contact the Safeguarding Lead and Line Manager immediately to ensure form has been seen ASAP.

ACTIONS TAKEN		
Date	**Persons Taking Action**	**Action**

Any Other information: