



Learner Safeguarding & Safeguarding Vulnerable Adults Policy

Introduction

The purpose of the policy is to ensure that Debut Academy adheres to its legal obligation and social responsibility in relation to safeguarding children, young people and vulnerable adults. This policy applies to all staff, including senior managers, paid staff, volunteers, temporary staff, learners and anyone working on behalf of Debut Academy.

Responsibility and Authority

The organisation has ultimate responsibility for learner protection and will ensure that the arrangements for safeguarding learners are effective, robust and reviewed on a regular basis. As such the following staff member has been designated as Safeguarding Officer:

Linda Edwards
Safeguarding Officer & Center Manager
01268 560552
linda@debutacademy.com

Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Keeping Children Safe in Education Act September 2021
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children & Families Act 2014
- Special Educational Needs & Disability (SEND) Code of Practice 0-25 Years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children: HM Government 2018
- Every Child Matters – Information sharing advice for practitioners providing safeguarding services (DFE July 2018)



The term 'learner' within this document refers to young people and any other student enrolled at Debut Academy and or engaged in any activity on our premises.

Policy Statement

Debut Academy is committed to improving and promoting best practice throughout the organisation and ensuring that the wellbeing of learners is safeguarded, that they are protected from harm and feel that Debut provides them with a safe environment. This will in turn promote opportunities for them to thrive and benefit from their learning experience. Debut believes that all individuals have a right to freedom from abuse and harm and promotes this throughout the organisation.

Under this policy abuse and neglect are defined as forms of maltreatment to any learner. This may be by omission or commission i.e. inflicting harm or failing to prevent harm. We recognise a learner can be abused in a family, an institution or community setting by those known to them or more rarely by a stranger. Abuse may be by an adult or a peer.

We recognise that

- The welfare of the child is paramount, as enshrined in the Children's Act 1989.
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

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

- Valuing them, listening to and respecting them
- Appointing a designated Safeguarding Officer
- Adopting child protection and safeguarding practices through procedures and code of conduct for staff, visitors and volunteers
- Developing and implementing an effective e-safety policy and related procedure
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with young people, their families, staff and volunteers via leaflets, posters, one-to-one discussions, workshops and policies
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving young people, parents/carers or family members 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 an effective complaints and whistleblowing policies and measures in place
- Ensuring that we provide a safe physical environment for our learners, staff, volunteers, by applying health & safety measures in accordance with the law and regulatory guidance
- Ensuring learners, staff and visitors are all kept safe and have knowledge of Prevent and BV via posters, workshops or policies

The four main categories of abuse are:

1. Neglect
2. Physical abuse
3. Sexual abuse
4. Emotional abuse

Recognition of actual or suspected abuse is the responsibility of **ALL** staff and must be reported to one of the above immediately.

Learner protection issues will be reviewed at staff meetings and input from all staff. Debut will apply for Enhanced DBS checks, and these are renewed every 3 years. Employment could be terminated should the results of the outcome is of an unsatisfactory nature. For further information on DBS checks within the company please contact Linda Edwards.

Procedure for Reporting Suspected Abuse or Concerns

To help you recognise when to report suspected abuse or concerns the following brief list of cause for concerns has been created. However, anything that gives you a concern must be reported regardless of its presence on this list:

- Signs of physical abuse for example bruising
- Suspicions of abuse due to changes in behaviour
- Disclosure by a learner where a member of staff then believes the learner to be at risk of harm
- Any obvious signs of neglect
- Any deterioration in health
- Any signs of bullying

In the event that you are concerned about the welfare of a learner you must:

1. Record brief, but dated, notes of the observations you have made or information received
2. Contact one of the designated safeguarding personnel for further advice or speak to your line manager who will support and advise you and may contact the designated person on your behalf
3. The Safeguarding Officer is responsible for maintaining a log relating to any safeguarding matters, following up each case and signposting where necessary.



4. The Safeguarding Officer is also responsible for maintaining a Sexual Harassment Log so that any incidents or complaints are recorded accurately and followed up.
5. The Safeguarding Officer is responsible for maintaining a COVID Log, recording any suspected cases or actual confirmed cases of COVID and following up each notification, requesting evidence of test results and notifying any parties that may be affected.

Outcomes

The designated member of staff will refer information to, or seek advice from, other relevant organisations as appropriate for example Children's Social Care, Police or another agency. There is an expectation that concerns for young adults should be shared with parents/carers unless by doing so the learner might be placed at greater risk of harm.

In the event of the concerns not being appropriate for referral to an outside agency at that stage then the learner will be monitored through an appropriate member of staff in liaison with the designated safeguarding person. Staff will receive support as required.

Allegations Made Against Staff of Debut Academy

If an allegation is made against a member of staff or associate it should be reported immediately to Linda Edwards, Safeguarding Lead. She will then seek advice from relevant organisations.

Training

Safeguarding training is an indispensable part of an effective provider who puts safeguarding as a focus of all areas of its service and delivery. It is essential that every employee is trained to perform his or her job effectively and with safeguarding at the forefront of what they do.

All employees will be trained in safeguarding practices and procedures prior to being allocated any new role. Training will include NCFE to Level 3 for Safeguarding Officers and Assessors will receive alternative safeguarding online training, refreshed as necessary.

Training sessions will be held every year, or as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs. Safeguarding knowledge will be assessed during regular observations, walkthroughs, reviews, feedback, meetings and assessments.

Every Child Matters

This Government initiative's primary emphasis is for every child to fulfil by reducing levels of educational failure, ill health, substance misuse, teenage pregnancy, abuse and neglect, crime and anti-social behaviour among children and young people.



Every Child Matter's objective was to set out a positive vision of five outcomes which mostly mattered to children and young people which underpin important elements of Debut's obligation to safeguarding. These are:

- Being healthy – enjoying good physical and mental health and living a healthy lifestyle
- Staying safe – being protected from harm and neglect.
- Enjoying and achieving – getting the most out of life and developing the skills of adulthood
- Making a positive contribution – being involved with the community and society and not engaging in anti-social or offending behaviour
- Economic well-being – not being prevented by economic disadvantage from achieving their full potential in life.

For fuller information on this vision please go to:

<https://www.education.gov.uk/consultations/downloadableDocs/EveryChildMatters.pdf>

The Prevent Duty (Revised April 2021)

The Prevent duty aims to safeguard people from becoming terrorists or supporting terrorism.

The government created two sets of statutory guidance to support the strategy, one is specifically for further education provisions, which establishes they should have a due regard and need to prevent people from being drawn into terrorism (including violent and non-violent extremism). More guidance can be found at:

<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales>

Under the Counter Terrorism and Security Act 2015.

What do providers have to do?

To comply with the Prevent duty, providers need to:

- assess the risks associated with Prevent and draw up a plan to mitigate these
- have effective welfare support systems, linking to DfE Prevent coordinators, local authorities or the police if necessary
- have systems for assessing and mitigating risks around external speakers and events on campus, while maintaining the existing duty to promote freedom of speech
- arrange ongoing Prevent training for relevant staff
- have an IT usage policy, and where appropriate a research policy, which cover the Prevent duty



- engage with students and ensure that students' unions and societies are aware of policies concerning activities on campus.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal.

Debut is committed to providing a safe environment for all its learners, visitors, and employees free from discrimination on any ground and from harassment at work or in the learning environment including sexual harassment. Debut will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint. Please refer to our Anti-Bullying, Harassment & Victimisation Policy for more guidance & information. Sexual Harassment is also a theme within our Safeguarding Workshop for learners.

COVID-19 - Safeguarding

At the onset of COVID we started following Government and other guidance from our Awarding Body. We conduct regular risk assessments and adapt our procedures accordingly as guidance changes. We have a separate COVID policy and action plan which goes into more detail on the measures in place.

During lockdowns when face-to-face training cannot be carried out and the learner contact is then conducted remotely, we ensure the following:

- We closely monitor learner participation in all scheduled online lessons, following up any absences promptly
- If no communication is received by the learner, it is standardised policy to contact an emergency contact to clarify why the learner has not attended lessons and if there are any problems that we need to look into that may be preventing them from joining lessons. We will continue to follow up any non-attendance until each absence case is checked and verified.
- Learners who are in the 'vulnerable category' will be contacted and a plan will be put in place to ensure they will not be put at any risk of harm by attending with their peers so that their learning can continue. This may include separate 1:1 sessions. This may include learners who are pregnant, have underlying medical conditions etc
- Our staff and tutors are aware to be additionally vigilant during periods where we are only delivering via online training. Learners are aware of our expectations that they



must have their video and speaker switched on during online lessons so the tutor can evaluate their welfare each time they have contact with them. Our contract managers may also have contact with any at risk learners so that additional and full evaluation of the learner's situation in the home is known.

- We send out regular communications by email or social media advising learners of safeguarding signposting contacts should they need it when isolating at home.
- Learner attendance, progress and is reviewed monthly, with learners having 1:1 time with their tutor to review their learning, set goals etc. This is still carried out during remote learning periods when we are in lockdown.
- Learners have been provided with an expectation declaration regarding remote learning, conveying Debut's expectations, which includes using appropriate language, being dressed appropriately, not using their phone during a lesson etc.
- If the event of anything inappropriate arising during an online lesson, the tutor is aware to end the lesson immediately and report it to Management, providing any evidence (via a recording or image) as appropriate.
- Our Head of Teaching & Learning will monitor interactions online, accessing lessons and sitting in to evaluate classroom integrity, quality of learning taking place and also will evaluate learner safeguarding is in place and no issues are apparent.
- Importantly, learners have regular communications/bulletins or communications throughout any remote learning, so they know they are fully supported, what has been planned and what is expected of them. This includes advising them on any new ways of working. They are aware they can reach out at any time and ask questions or relay any concerns. They will still have access to their tutor via email, the Academy contact number and their cohort WhatsApp group chat.

Learner Knowledge

Debut ensures that it embeds Safeguarding throughout a learner's programme and will also evaluate learning has taken place by means of a workshop, questioning, practical assessments, review questions, learner questionnaires and completion of a in class task. We also make apprentices aware that they should know who the designated in workplace safeguarding person is (usually their main supervisor/manager) so they know who to go to for any matters. Learners will also have workshops on the subjects of e-Safety, Prevent, CV & Careers, H&S and British Values.

Please refer to Debut's linked policies below for additional information regarding Safeguarding Standards:

- Anti-Bullying, Anti-Harassment and Victimisation Policy
- Code of Conduct – Staff Policy
- Code of Conduct – Learner Policy
- Complaints Policy
- Counselling Policy
- COVID policy
- Confidentiality and Disclosure Policy



- Data Protection/Privacy Policy
- Disciplinary Policy
- Employer (Work Based) Support & Expectation Policy
- Equal Opportunities & Inclusion Policy
- Freedom of Information Policy
- Guidance Policy
- Health & Safety Policy
- Health & Wellbeing Policy
- Induction Procedure – Staff Policy
- Induction Procedure – Learners Policy
- Internal Quality Assurance (IQA) Policy
- Learner Support & Super Group Policy
- Learner Positive Behaviour Management Policy
- Learner Contribution & Learner Voice Policy
- Meetings Policy
- Mentoring – Staff Policy
- Mentoring – Learner Policy
- Observation of Teaching, Learning & Assessment Policy
- Prevent Policy
- Quality Assurance Policy
- Safer Recruitment Policy
- Staff CPD/Personal Development Training Policy
- Staff Confidentiality Policy
- Teaching & Learning Policy
- Whistle Blowing Policy

Policy Revision

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