

## Safeguarding Policy

The welfare of the child and/or vulnerable adult is paramount. Within the context of this policy 'child' and 'children' can also be taken to cover vulnerable adult(s).

GHQ Training Ltd is committed to promoting the welfare of all learners. It is the duty of all staff members to play an active role in ensuring this. All staff members are expected to be aware of their duty to report concerns.

- **N.B. A child is defined as a person under the age of 18 years (The Children Act 1989).**
- **A vulnerable adult is defined as a person who: "may be in need of services by reason of mental or other disability, age or illness: and who may not be able to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation." (Who Decides, Lord Chancellor's Department 1997)**

### Person Responsible

James Hughes  
Centre Manager

Signed:



Dated: 20<sup>th</sup> September 2019

**Version:** V6.1\_October 2019 Added Reference to the Channel Process for Prevent V6\_September 2019 (Reviewed annually) Added person responsible, version control, formatting

Versions V1-V5 Annual Reviews

**Next Review:** Annually

## **Introduction**

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school or in a sports or community environment. Vulnerable adults may also be subject to similar abuse.

## **Principles**

GHQ Training Ltd Safeguarding policy and procedure is based on the following principles:

- An ethos that promotes a positive, supportive and secure environment where learners feel valued
- Liaison with other agencies that support learners
- Any allegation is taken seriously, and responded to swiftly and appropriately

There are four main elements to the policy:

- Ensuring that GHQ Training Ltd practices safe recruitment in checking the suitability of staff to work with learners
- Raising awareness of safeguarding issues amongst staff
- Developing and implementing procedures for identifying and reporting safeguarding issues
- Establishing a safe environment in which learners can learn and develop, where they are able to talk and be listened to

## **Duty to Report**

All members of staff at GHQ Training Ltd including full time, part time and associate staff are responsible for safeguarding and promoting the welfare of learners.

### **All Staff:**

- All staff that encounter learners have a duty to safeguard and promote the welfare of learners.
- Staff will be trained to understand their responsibilities.
- Failure to comply with these responsibilities will be seen as a serious matter, which may lead to disciplinary action.

### **Staff are expected to:**

- Attend safeguarding training annually. We currently use the Education and Training Foundation's online course. A central record of training is kept by the Centre Co-ordinator.
- Familiarise themselves with the Safeguarding Policy and associated procedures
- Safeguard and promote the welfare of learners
- Alert the Designated Safeguarding Officer (James Hughes) if they have concerns about a learner

**GHQ Training Ltd Designated Safeguarding Officer is:  
James Hughes – Training Manager**

Safeguarding officers are responsible for providing support, advice and expertise on safeguarding issues. They attend training as appropriate. Other aspects of their role include:

- Obtaining information from staff, who have concerns relating to the safeguarding of learners, and to record this information
  - Assessing information quickly and carefully and asking for further information where appropriate
  - Making referrals to statutory protection agencies or the police without delay
- (Appendix 1)**

**What to do if Someone Discloses a Safeguarding Issue:**

All staff, to which a learner discloses issues relating to safeguarding, should contact the Designated Safeguarding Officer immediately and complete the safeguarding alert form (Appendix 2)

All staff to which a learner discloses issues that may be related to safeguarding must keep a written record of concerns as above. Such records must be kept securely, separate from the main learner files and in locked locations.

**Prevent**

If a child, young person or vulnerable adult reports to you a concern or a disclosure over radicalisation or extremism, you should listen carefully and follow these guidelines:

- Allow the person to speak without interruption.
- Do not trivialise or exaggerate the Issue.
- Never make suggestions
- Never coach or lead them in any way
- Reassure them and let them know that you are glad they have spoken up and that they are right to do so.
- Always ask enough questions to clarify your understanding, but do not interrogate.
- Be honest – let the person know that you cannot keep this a secret.
- Try to remain calm – remember this is not an easy thing for them to do.
- Do not show your emotions – if you show anger, disgust or disbelief they may stop talking.
- Let the person know you are taking the matter very seriously.

- Make the person feel safe and secure without causing them any further anxiety.

Once you suspect any form of extremism/radicalisation you should immediately contact the Designated Safeguarding Officer in person or by telephone outlining what has been disclosed, what you have overheard or your suspicions. You should also contact them if you know or suspect that a member of staff or a learner has a previous history of radical or extreme beliefs/views.

If we believe that any form of extremism/radicalisation is taking place then we will be referred to the Local Authority to start the Channel Process

Prevent training to be carried out annually.

### **Allegations of abuse against members of staff:**

Allegations of abuse, or concerns raised against members of GHQ Training Ltd staff or associates, will always be treated seriously. The allegation must always be referred to the Designated Safeguarding Officer (James Hughes) who will follow the safeguarding procedure.

The Designated Safeguarding Officer will take the appropriate steps to ensure the safety of the learner, and any others who may be at risk. He will also inform the Managing Director in order that GHQ Training Ltd company procedures may be followed, and a disciplinary investigation is carried out. If the allegation or concern is against the Designated Safeguarding Officer, it should be reported to the Managing Director.

Where there is a complaint against a member of staff there may also be criminal investigations and/or a vulnerable adult's protection investigation, carried out by the Local Safeguarding Children's Board.

### **Reporting cases to the Local Safeguarding Children's Board (LSCB)**

GHQ Training Ltd has a statutory duty to make reports, and provide relevant information to the LSCB where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the LSCB lies with the Designated Safeguarding Officer.

### **Safe Recruitment of Staff**

GHQ Training Ltd undertakes to ensure that staff are fit to work in our learning environments. We also reserve the right to refuse to employ staff that we believe may pose a risk to our learners.

GHQ Training Ltd has systems in place to prevent unsuitable people from working with young people or vulnerable adults and to promote safe practice. These systems apply to all new staff and require the following checks to be made on appointment:

- 2 references, satisfactory to GHQ Training Ltd, 1 which should be from a previous employer.
- Documentary evidence checks to confirm nationality, residency and "right to work" status

- Disclosure Barring Service (DBS) check
- Documentary evidence of qualifications
- Satisfactory completion of the probationary period as defined in their letter of appointment/contract of employment

### **Training**

All staff that encounter learners must undertake training in safeguarding and the centre's procedures. This Safeguarding Policy, procedure and accompanying guidance will be issued to all new staff as part of their induction.

### **Resignations:**

If, during an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, GHQ Training is not prevented from following up an allegation in accordance with these procedures.

### **Good Practice**

All staff must observe the following:

- Always work in an open environment avoiding private or unobserved situations and encouraging open communication
- Treat all children and vulnerable adults equally with respect and dignity
- Put their welfare first
- Maintain a safe and appropriate distance with children
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of children
- Keep a physical and professional distance
- Be aware of the effect that your words and actions may have
- Assessments should be scheduled to be within the normal working day of the organisation
- Ensure training and work experience providers are fully briefed on CP issues and that they agree to a CP policy or appropriate control measures.

### **Practices to be avoided**

- Spending excessive amounts of time alone with children away from others
- Straying from the task in the specification or assignment
- Being unnecessarily inquisitive – only ask for what is necessary to fulfil the requirements of the assessment or matter in hand
- Saying anything that might make the child feel uncomfortable or debased
- Saying anything that could be interpreted as aggressive, hostile or impatient
- Being drawn into personal conversations or introducing personal subjects

- Sitting or standing too close to the child
- Standing over the child or otherwise making the child feel pressured
- Meeting other than at the pre-arranged venue
- Exchanging personal contact details

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

You should **never**:

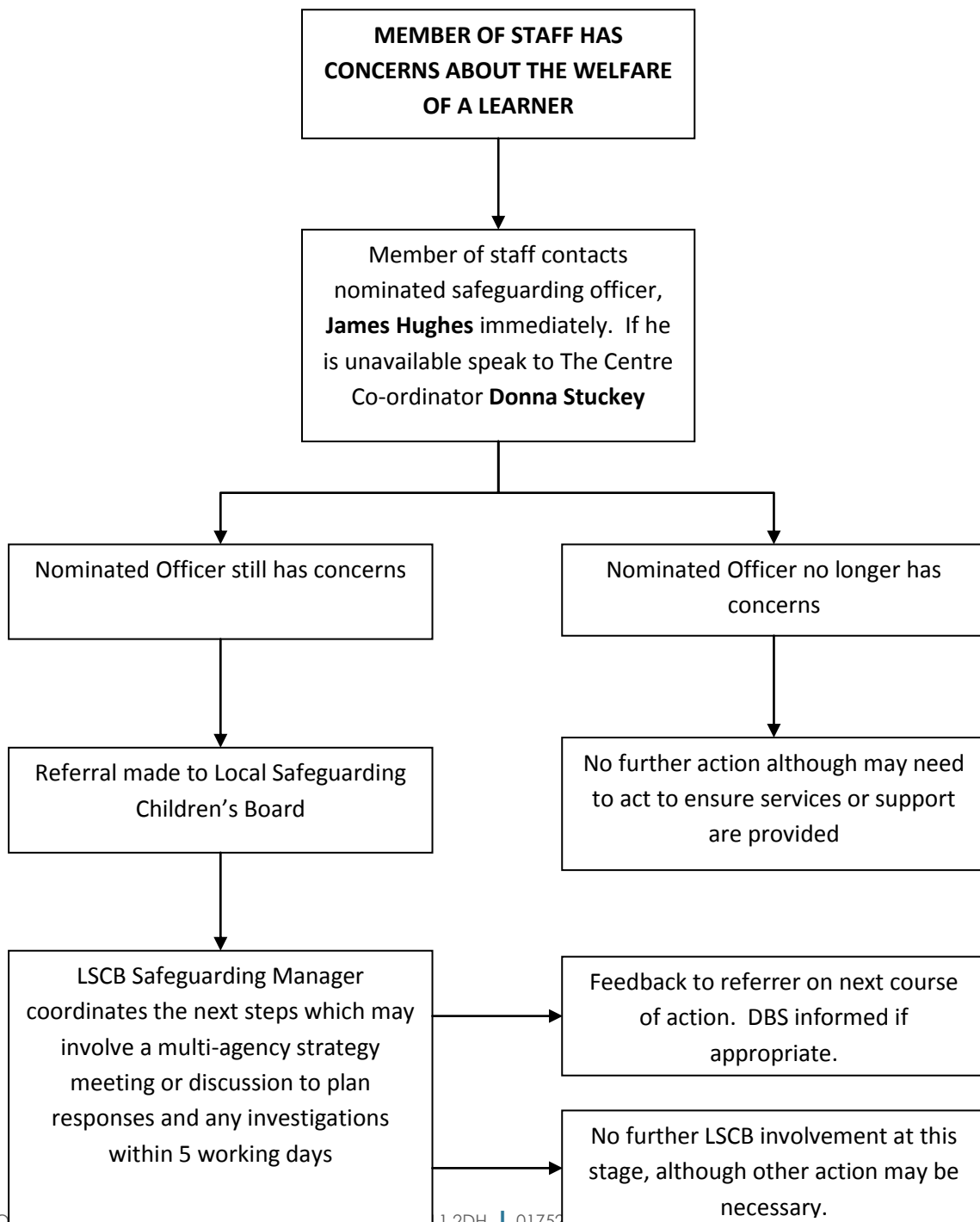
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Promise a child that their confidences will be kept secret.

**In event of a concern please make a full report to James Hughes (Safeguarding Officer) for further consideration and appropriate action. Do not keep concerns to yourself!**

### **Equality of Opportunity**

All learners, as part of our wider community, have the right to be safeguarded from any harm or exploitation whatever their race, religion, gender, sexuality, age, or disability. This policy relates to GHQ Training's obligation to safeguard learners and is therefore in line with the company's equality and diversity policies.

**Safeguarding Learners Flowchart for Referral**



**Safeguarding Contact Numbers**

Area	Contact Number	Out of Hours
Plymouth	01752 308600	01752 346784
Torbay	01803 208100	0300 4564876
Devon	0345 1551071	0845 6000388
Cornwall	0300 1231116	01208 251300

**More Useful Contacts**

- ✓ NSPCC helpline: 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- ✓ NSPCC Asian Child Protection Helpline: 0800 096 7719
- ✓ ChildLine: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)
- ✓ Every Child Matters [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- ✓ National Children's Bureau 020 7 843 6000 [www.ncb.org.uk](http://www.ncb.org.uk)
- ✓ Ofsted, 22 Kingsway, London, WC2B 6SE



**Safeguarding Alert Form**

This form is to be used by anyone who wishes to report concerns about a learner who has had a disclosure of abuse made to them. Please complete it as soon as possible and forward it to the Designated Safeguarding Officer.

If you do not have all of the information asked for please fill in the parts you can and pass it on within the same working day.

<p><b>1. Your Details</b></p> <p>Name:</p> <p>Position:</p> <p>E-mail:</p> <p>Phone:</p> <p><b>2. Details of the Vulnerable Learner</b></p> <p>Name:</p> <p>Address:</p> <p>Phone:</p> <p><b>3. Details of Alleged Perpetrator</b></p> <p>Name:</p> <p>Address:</p> <p>Phone:</p> <p><b>4. Please give details of the incident or disclosure.</b> Try to be as factual as possible, using the alleged victim's own words. Detail any action taken (including medical intervention, etc.). Continue overleaf as necessary.</p> <p><b>Incident details: Date ..... Time ..... Location .....</b></p>
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When completed as fully as possible please forward to James Hughes.

<p><b>5. This form was received by:</b></p> <p>Name:</p> <p>Address:</p> <p>Position:</p> <p>Date:</p> <p>Referral to LSCB Made: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:</p>
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