

# PAIGNTON SEC INFO TECH TRAINING CENTRE LTD



## SAFEGUARDING

This organization will ensure that:

- The safety of its' young people and vulnerable adults has paramount importance
- All young people regardless of their age, gender, culture, disability, language racial origin, religious belief, and/or sexual identity have a right to be protected from harm.
- All symptoms and allegations will be taken seriously and be responded to swiftly and appropriately
- All staff working in the organization will report their concerns to **Jan Robinson as Safeguarding Champion**

Along side vocational training staff will provide support in the follow:

- Being healthy, physically, emotionally and sexually, to help promote healthy lifestyles and to be drug free.
- Staying safe to help avoid maltreatment and exploitation, to help keep young people safe from accidental injury, bullying and crime.
- To enjoy learning and achieve their desired educational goals, to provide each young person with a stretching curriculum and to help them enjoy their recreation.
- To achieve economic well being and encourage them to engage in training after reaching the school leaving age, to live in decent homes and as part of a sustainable community. To allow them access to material goods and transport and to live in households free from low incomes.
- Help them to make a positive contribution and engage in decision making and support their local community, to be law abiding and to develop positive relationships, to choose not to discriminate and to develop self-confidence and deal with change and develop enterprising behaviour.

In order to meet this need we will:

- Provide health and safety training to the learner to ensure that they work in a safe and healthy manner, are aware of their duties and responsibilities in creating a safe working environment, that they are fully aware of the reporting of unsafe working practices in the work place.
- We will train them to recognise abuse discrimination, bullying and harassment including cyber bullying and to know what action to take in the event of this.
- All staff will be checked with the Criminal Records Bureau to ensure that they are fit to work with young people and vulnerable adults and their qualifications will be checked at the start of employment.
- All staff will receive training on at least an annual basis on safeguarding and how to identify risks, how to recognise abuse and how to respond in to disclosures of abuse.

- All staff will be kept aware of bullying and harassment policies and procedures and the need for protection of young people under the age of 18.
- All employers working with young people will be reminded of their responsibilities where safeguarding is concerned.
- Risk assessments will take notice of learners in care, care leavers, those with physical disabilities or mental health issues.

To ensure that the above is addressed regular reviews are carried out where staff use a crib sheet (See appendix attached) to identify areas requiring support.

If at anytime problems arise staff should provide the learner with information as to where further guidance should be sought. All employees carry cards with useful telephone numbers that could benefit learners, in the event of problems.

If at anytime the member of staff requires guidance they should seek support from the Safeguarding Champion (Jan Robinson), who can provide information to both the learner and employee.

While working with young people and vulnerable adults you need to remain alert to signs or information that may cause harm to the young person. This must include

- Cyber bullying, threats to become involved in pornography, physical and psychological bullying and harassment.
- Danger at work as well as travel to work
- Financial issues that may lead to problems
- Abuse of any kind
- Any issue that you believe may be a threat to the young persons welfare and safety

In the event of any issues arising you must:

- Talk to the Safeguarding champion – Jan Robinson
- Record details on the confidential file which must include names, dates specific details and any other relevant information
- Details of witnesses if any
- Details of any physical injuries or visible bruising, or indirect signs including changes in behaviour
- Ensure that the appropriate authority is informed of your worries providing them with details
- Ensure that the young person has agreed for you to pass on the information
- Record in your diary the appropriate time to follow up the problem to ensure that the matter has been dealt with effectively
- Communicate with the assessor/trainer working with the young person to ensure that they remain alert to the problems

You must ensure that any matter brought to your notice is taken seriously and that it is reported and referred and action taken to stop the abuse and to prevent the abuse occurring again.

Information and advice on the law can be found at <http://www.dcsf.gov.uk/everychildmatters>

Pippa Garrigan  
26 February 2010