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Safeguarding Policy

Be Inspired Training Ltd is committed to providing an organisation and learning environment free from harassment, abuse, violence, bullying or any other form of anti social behaviour. Be Inspired Training Ltd recognisesthat through its provision of post 19 training programmes that its staff and partner organisations will need to be mindful of 'safeguarding' those who may be considered to be vulnerable adults. Be Inspired Training Ltd uses the official government definition of 'vulnerable adult' in order to set out parameters of this policy. *Any person aged eighteen or over who: Is or may be in need of community care services by reason of mental or other disability, age or illness; and Is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.* In order to make all members of staff aware of the issue and requirements for 'safeguarding' Be Inspired Training Ltd senior management will;

- Identify responsibility and accountability for safeguarding arrangements clearly
- and at a senior level. Ensure that all staff receives training and information regarding the requirements for organisations who may be working with vulnerable adults. This will result in a workforce that is confident and well equipped to promote safeguarding in a sensible and proportionate way Where appropriate include in our self-assessment procedures any potential for the
- requirement for 'safeguarding' measures and implement them based on a risk assessment of the potential requirement. Keep all staff abreast of changes to legal requirements and ensure that policies and procedures are revised
- accordingly.

Be Inspired Training Ltd will collaborate with other agencies in order to effectively identify any learners that may be considered to be 'at risk' and put in place

procedures, staff training and any legislative requirements to ensure that the learner is appropriately safeguarded. The range of risks associated with using the internet has been recognised as a priority area. Be Inspired Training Ltd will use standard precautions such as having filtering and monitoring software in place. In addition, there will be a high level of vigilance by staff concerning learners' use of the internet in computer rooms and classrooms. Any allegations (toward either Be Inspired Training Ltd staff or other learners) of abuse or other behaviour considered to be within the national guidelines of 'safeguarding' will be acted upon immediately by senior management and the appropriate agencies contacted and disciplinary procedures implemented.

Recruitmentofstaff
It is the policy of Be Inspired Training Ltd to recruit staff with integrity and that where staff may be in direct contact with learners that all regulator checks are carried out prior to engaging them. Where through our risk assessment procedure the requirement for DBS checks is required then each individual will be obliged to have and maintain the relevant level of compliance.

Securityofpremises
Be Inspired Training Ltd will endeavour to maintain a safe and secure environment for all of its learners. Security of our training centres is a key element of our Health and Safety risk assessment strategy and is a continual process.

Legislative guidance
All of our procedures and safeguards will take their lead from current government guidance as detailed in the Department of Health 'statement of government policy on adult safeguarding.' https://www.gov.uk/government/publications/adult-safeguarding-statement-of-government-policy

Informing employeesoftheir roles and responsibility
Be Inspired Training Ltd will ensure that all membersofstaff in the organisation receive and are trained in the contents of our SafeguardingVulnerable Adults Policy. A copy of the Policy is provided on the following pages ofthis Policy statement;
SAFEGUARDING VULNERABLE ADULTS - STAFF POLICY
Aim

The purpose of this policy is to outline the duty and responsibility of staff working on behalf of the organisation in relation to Safeguarding Vulnerable Adults.
All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

Objectives
Toexplain the responsibilities the organisation and its staff, volunteers and trustees have in respect of vulnerable adult protection. To provide staff with an overview of vulnerable adult protection and to provide a clear procedure that will be implemented where vulnerable adult protection issues arise.

Context
Forthepurpose of this policy ‘adult’ means a person aged 18 years or over.

What do we mean by abuse? Abuse of a vulnerable adult may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual. Concerns about abuse may be raised and reported to the social services agency as a result of a single incident or repeated incidents of abuse. However for some clients the issues of abuse relate to neglect and poor standards of care. They are ongoing and if ignored may result in a severe deterioration in both physical and mental health and even death. Anyone who has concerns about poor care standards and neglect in a care setting may raise these within the service, with the regulatory body and/or with the social services agency. Where these concerns relate to a vulnerable adult living in their own home, with family or with informal carers they must be reported to the social services agency. These reports must be addressed through the adult protection process and a risk assessment must be undertaken to determine an appropriate response to reduce or remove the risk.

Who is included under the heading 'vulnerable adult?' AnAdult (a person aged18 or over) who 'isor may bein need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (Definition from 'No Secrets' March 2000 Department of Health) This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It is important to include people whose condition and subsequent vulnerability fluctuates. It may include an individual who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

It may also include victims of domestic abuse, hate crime and anti social abuse behaviour. The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness. Many vulnerable adults may not realise that they are being abused. For instance an elderly person, accepting that they are dependent on their family, may feel that they must tolerate losing control of their finances or their physical environment. They may be reluctant to assert themselves for fear of upsetting their carers or making the situation worse. It is important to consider the meaning of 'Significant Harm'. The Law Commission, in it's consultation document 'Who Decides,' issued in Dec 1997 suggested that; 'harm' must be taken to include not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also 'the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development'.

LEGAL FRAMEWORK

Human Rights Act 1998, the Mental Capacity Act 2005 and Public Interest Disclosure Act 1998

Data Protection Act 1998, Freedom of Information Act 2000, Safeguarding Vulnerable Groups Act 2006, Deprivation of Liberty Safeguards, Code of Practice2008

The Mental Capacity Act 2005, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they must go about this.

The Human Rights Act 1998 gives legal effect in the UK to the fundamental rights and freedoms contained in the European Convention on Human Rights (ECHR).

The Public Interest Disclosure Act 1998 (PIDA) created a framework for whistle blowing across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation where they raise genuine concerns about malpractice in accordance with the Act's provisions. Be Inspired Training have a separate Whistleblowing policy.

The role ofstaff

All staff working on behalf of the organisation have a duty to promote the welfare and safety of vulnerable adults.

Staff may receive disclosures of abuse and observe vulnerable adults who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific adult protection issues.

Types ofabuse

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it. The Department of Health in its 'No Secrets' 2000 report suggests the following as the main types of abuse:

Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions Sexual abuse - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse - including race, sex, culture, religion, politics, that is based on a persons disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.

Institutional abuse - Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.

Multiple forms of abuse - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

Domestic abuse:

Home Office Definition 2004

'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been intimate partners or family members, regardless of gender or sexuality.' Women's Aid Definition *'Domestic violence is physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can also include forced marriage and so-called "honour crimes". Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently "violent".*

Most research suggests that domestic violence occurs in all sections of society, irrespective of race, nationality, religion, sexuality, culture, disability, age, class or educational level.

Both definitions would therefore also include incidents where extended family members may condone or share in the pattern of abuse e.g. forced marriage, female genital mutilation and crimes rationalized as punishing women for bringing 'dishonour' to the family.

It is important to recognise that Vulnerable Adults may be the victims of Domestic Abuse themselves or be affected by it occurring within their household. This is likely to have a serious effect on their physical and mental wellbeing.

Where Vulnerable Adults are victims of Domestic Abuse, they may need extra support to plan their future. The violence or threat of violence may continue after a victim has separated from the abuser. It is important to ensure that all the vulnerable people in this situation have appropriate support to enable them to maintain their personal safety.

- A separate Domestic Abuse Protocol is in place between Police, Social Services and Health. Incidents reported by the police through the domestic abuse protocols will be addressed under the adult protection processes if it is considered that a vulnerable adult may be at risk of abuse. (See Joint Police, Social Services and Health protocol for dealing with cases of domestic abuse where vulnerable adults are involved)

Procedurein the eventofa disclosure

It is important that vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Respondingtoanallegation
Any suspicion, allegation or incident of abuse must be reported to the Designated Adult Protection Lead or Senior Manager on that working day where possible. The nominated member of staff shall telephone and report the matter to the appropriate local adult social services duty social worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority adult social services department within 24 hours.

Respondingappropriatelytoanallegationofabuse
In the event of an incident or disclosure:

DO
Make sure the individual is safe
Assess whether emergency services are required and if needed call them
Listen
Offer support and reassurance
Ascertain and establish the basic facts
Make careful notes and obtain agreement on them
Ensure notation of dates, time and persons present are correct and agreed
Take all necessary precautions to preserve forensic evidence
Follow correct procedure
Explain areas of confidentiality; immediately speak to your manager for
Support and guidance
Explain the procedure to the individual making the allegation
Remember the need for ongoing support.

DON'T
Confront the alleged abuser
Be judgmental or voice your own opinion
Be dismissive of the concern
Investigate or interview beyond that which is necessary to establish the basic facts
Disturb or destroy possible forensic evidence
Consult with persons not directly involved with the situation
Ask leading questions
Assume Information
Make promises
Ignore the allegation

Elaborate in your notes
Panic

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the designated Vulnerable Adult Protection Officer, Patricia Mallalieu.

Confidentiality

Vulnerable adult protection raises issues of confidentiality which must be clearly understood by all. Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of vulnerable adults with other professionals, particularly investigative agencies and adult social services. Clear boundaries of confidentiality will be communicated to all. All personal information regarding a vulnerable adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form. If an adult confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies. Within that context, the adult must, however, be assured that the matter will be disclosed only to people who need to know about it. Where possible, consent must be obtained from the adult before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the vulnerable adult is the priority. Where a disclosure has been made, staff must let the adult know the position regarding their role and what action they will have to take as a result. Staff must assure the adult that they will keep them informed of any action to be taken and why. The adults' involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account. This policy needs to be read in conjunction with other policies for the organisation including:

Confidentiality
Data Protection

The role of key individual agencies Adult Social Services

TheDepartmentof Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse. All local authorities have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding vulnerable adults. It is normal practice for the board to comprise of people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.

The Police The Police play a vital role in Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

Role of Line Manager Therole ofthe line manager is to support the member of staff, trustee or volunteer involved with the incident and to ensure the correct procedures are followed. The line manager could, if agreed with the staff member dealing with the incident, make contact with the designated Adult Protection Lead in the first instance. The line manager must ensure that all staff within their team are familiar with the organisation's vulnerable adult protection procedures and ensure that all staff undertakes training, where appropriate.

Training Trainingwill be provided, as appropriate, to ensure that staff are aware of these procedures. Specialist training will be provided for the member of staff with vulnerable adult protection responsibilities.

Complaints procedure

Theorganisationhasacomplaints procedure available to all staff.

Recruitment procedure

The organisation operates procedures that take account of the need to safeguard and promote the welfare of vulnerable adults, including arrangements for appropriate checks on new staff.

PREVENT STRATEGY

Prevent is a strand of the Government counter terrorism strategy. The UK faces a range of terrorist threats. All the terrorist groups who pose a threat to us seek to radicalise and recruit people to their cause. Guidance is issued under Section 29 of the said Act. The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health

A system of threat level has been created which represents the likelihood of an attack in the near future. The five levels are:

Critical- an attack is expected imminently
Severe – an attack is highly likely
Substantial – an attack is a strong possibility
Moderate – an attack is possible but not likely
Low – an attack is unlikely

We have a part to play in fostering shared values and promoting cohesion. We should focus on the risks of violent extremism, which represents the greatest threat at national level, while recognising that other forms of violence and extremism can and do manifest themselves within other training settings. This strategy has five key objectives:

1. To promote and reinforce shared values; to create space for free and open debate; and to listen and support the learner voice.
2. To break down segregation among different student communities including by supporting inter-faith and inter-cultural dialogue and understanding, and to engage all students in playing a full and active role in wider engagement in society
3. To ensure student safety and that Be Inspired Training Ltd is free from bullying, harassment and discrimination
4. To provide support for students who may be at risk and appropriate sources of advice and guidance
5. To ensure that students and staff are aware of their roles and responsibilities in preventing violent extremism.

In order to achieve these objects we will ensure:

Leadership and Values

To provide an ethos which upholds core values of shared responsibility and wellbeing for all students, staff and visitors and promotes respect, equality and diversity and understanding. This will be achieved through:

- Promoting core values of respect, equality and diversity, democratic society, learner voice and participation
- Building staff and student understanding of the issues and confidence to deal with them
- Deepening engagement with local communities
- Actively working with local authorities, police and other agencies

Teaching and Learning

To provide a curriculum which promotes knowledge, skills and understanding to build the resilience of students, by undermining extremist ideology and supporting the learner voice. This will be achieved through:

- Embedding equality, diversity and inclusion, wellbeing and community cohesion
- Promoting wider skill development such as social and emotional aspects of learning
- A provision adapted to recognise local needs, challenge extremist narratives and promote universal rights
- Teaching and learning strategies which explore controversial issues in a way which promotes critical analysis and pro social values
- Encouraging active citizenship and learner voice.

Student Support

To ensure that staff are confident to take preventative and responsive steps working with partner professionals, families and communities. This will be achieved through:

- Establishing strong and effective student support services
- Listening to what is happening in the community
- Implementing anti-bullying strategies and challenging discriminatory behaviour
- Helping learners and staff know how to access support
- Supporting at risk students through safeguarding and crime prevention processes
- Focussing on narrowing the attainment gap for all learners

Managing Risks and Responding to Events

To ensure that we monitor risks and are ready to deal appropriately with issues which arise. We will do this through:

- Understanding the nature of the threat from violent extremism and how this may impact directly or indirectly on Be Inspired Training Ltd
- Responding appropriately to events in local, national or international news that may impact on learners and communities

- Ensuring measures are in place to minimise the potential for acts of violent extremist
- Ensuring plans are in place to respond appropriately to a threat or incident
- Developing effective ICT security and responsible user policies

British values are defined as democracy, rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. The Prevent duty also reminds providers of the need to promote the Equality duty to learners. This gives tutors a chance to explore how the British values apply to learners' lives and work. This might relate to how we achieve change in British society through democracy, employment and health and safety laws which protect us all at work; the extent of our liberty in this country and the need to respect others' faith or atheism.
There are four British Values:

- Democracy
- Rule of Law
- Individual Liberty
- Mutual respect for and tolerance of those with different faiths

Learners responsibility:

- Attend work and training as agreed
- Advise the employer of sickness or absence and their apprenticeship support
- tutor when appropriate
- Agree annual leave with their employer and advise their apprenticeship
- support Tutor
- Contact tutor immediately if employment ceases or changes
  Learners need to provide evidence for absence to be authorised
  If off sick for longer than 7 days, fit to return to work evidence is required

Employers
We aim to collaborate with its employers to encourage employers to promote and highlight safeguarding and prevent to all its employees. We aim to:

- Review policy and procedures to ensure that it encompasses how the employer will manage young learners. For example, a mentor, buddy system etc. Review training to all staff, especially consideration with young learners to ensure that
- training is fit for purpose and taking into consideration lack of experience, potential awareness of their awareness of risk Risk assessments to take into account young learners and to put in place any support required such as a
- buddy / mentor/ training etc Supervision arrangements for young learners to
- ensure that employers had adequate provision for young apprentices Promote
- up to date training either with us through e-learning / workshops or signposting
- employers to other alternative providers / e-learning opportunities Safeguarding
- champions / buddies Signposting to help lines / charities etc.

Reporting ‘safeguarding’ concerns

Initial cause forconcernform which must be discussed with Line Manager/ Safeguarding Lead or Member of the Senior Management Team within 24 – 48 hours (*If out of hours – Inform on-call manager who will in turn inform member of senior management team*).

Date:
Time:
Name of individualcauseforconcernisabout:
Age (if known):
Address (if known):
Describe yourconcernandactiontaken:
Observations to support causeforconcern:
Description andlocationofanyvisiblemarks,bruisingetc:
Name of allegedabuser,relationshipwithlearner(ifknown):
Name of personcompletingform:
Signature:
Name of LineManager: Date:
Signature: Date: