



Safeguarding Policy

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Author: Sarah Davis, CEO

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Policy Statement

Skills4Stem is committed to practices that protect all staff, candidates, apprentices and stakeholders from abuse, exploitation, bullying neglect and self-harm in relation to training provision funded by the Education & Skills Funding Agency (ESFA). This policy also covers the responsibility Skills4Stem has to protect and prevent funded candidate/apprentices from radicalisation and extremism in response to the Prevent Duty requirements.

Skills4Stem ensures the Supervisory Board, senior managers and staff and delivery partners recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding and are clear on how to identify and report any incidents.

Skills4Stem is committed to working with local safeguarding organisations, such as the local authorities, prevent coordinators, the police, Education & Skills Funding Agency and other community & referral groups to ensure the safeguarding of all candidate/apprentices.

The policy is reinforced with the Safeguarding & Prevent support guide, which details information on referral agencies, reporting procedures to follow, signs for recognising abused or at-risk candidate/apprentices and incident forms.

Accountability & Responsibility

Skills4Stem ensure delivery staff who deliver the services to candidate/apprentices have been trained appropriately, this is measured annually to ensure knowledge is retained and practice current.

Skills4Stem has appointed a senior manager with specific leadership responsibilities in Safeguarding to ensure the appropriate policies, training, monitoring and management of incidents or concerns are completed in the correct manner and are communicated to the appropriate safeguarding agencies.

Skills4Stem's senior manager designated safeguarding lead (DSL) is also the prevent lead for the company. Skills4Stem take the responsibility to ensure all support staff, delivery staff, and candidate/apprentices are supported in Prevent, through appropriate training, awareness sessions, teaching & learning materials and resource development.

The Skills4Stem senior leadership team (SLT) take overall responsibility for safeguarding & Prevent completing risk assessments, health checks and training materials for candidates and staff, the team includes the designated safeguarding lead (DSL) and deputy designated safeguarding lead (DDSL). The Prevent leads meet regularly to discuss Prevent developments, matters arising and candidate/apprentice referrals to the channel programme.

The senior leadership team (SLT) reviews all safeguarding arrangements, reports & tracking to ensure correct processes are being adhered to, safeguarding issues are

being signed off and to provide advice & support to the Skills4Stem DSL on a monthly basis.

Safeguarding & Inclusion for all is reported at each SLT meeting.

Skills4Stem ensures that:

- Risk assessments for Prevent requirements are completed on all centres and on employer's premises
- The company maintains a Single Central Record (SCR) of all staff qualifications, safeguarding training and Disclosure and Barring Service (DBS) checks

Promotion

Skills4Stem will ensure all staff, volunteers, associates, candidates, apprentices, employers and all stakeholders understand this policy. Safeguarding is an agenda item on all staff meetings, including at board level. Staff, candidate and apprentice inductions include safeguarding and prevent to ensure they all understand how to keep themselves and their peers safe. Staff will not complete the probationary period unless they can show commitment to this policy.

Types of abuse

We ensure all staff, volunteers, candidates and apprentices understand the types of abuse and how to prevent this, we will ensure all are protected against:

- Physical abuse
- Domestic abuse
- Psychological/emotional abuse
- Financial or material abuse
- Discriminatory abuse
- Organisational abuse
- Modern slavery

Reporting

Any concerns reported must be escalated to the DSL or DDSL immediately, these should be recorded at all times even if there is no further investigation at the time. The DSL or DDSL will make the decision as to what happens next in each eventuality. Confidentiality MUST never be assured.

Training

Skills4Stem ensures support and delivery staff have adequate safeguarding and prevent training and awareness. Understanding of this will be confirmed on an annual basis as part of the annual CPD plan, DSL and DDSL must be trained to Level 3 in Safeguarding.

All support and delivery staff are expected to have completed:

- Safeguarding and Prevent awareness sessions and Channel programme module as a minimum

Information supplied by: Skills4Stem Ltd. 38 Mill Street, Bedford MK40 3HD
www.skills4stem.com

- Undertake annual training on safeguarding & Prevent in order to raise awareness of keep informed of up to date legislation and issues
- Understanding of any amendments to the policy must all be confirmed by all staff as and when these take place

Disclosure & Barring Service (DBS)

Skills4Stem has a responsibility to ensure its support and delivery staff are safely employed. Therefore, all staff that frequently work in training, advice or transport have been checked through the Disclosure and Barring Service.

Ongoing monitoring of DBS checks will take place throughout the year to ensure support and delivery staff details are kept up to date. It is a contractual requirement for staff to respond to these requests for certification.

It is a requirement that DBS checks are completed every 3 years, and this is monitored & tracked as part of Skills4Stem's single central register.

ICT

Internally ICT is monitored to ensure all users are kept safe. All emails and activity can be accessed in response to allegations of abuse, this is linked to our IT, and disciplinary policy.

Review

Skills4Stem's Safeguarding policy and procedures are reviewed annually through the self -assessment and quality improvement cycle. Prevent is checked more frequently (3-6 monthly) to ensure processes and procedures are up to date in line with changes to requirements.

Skills4Stem reports all Safeguarding & Prevent activities & issues directly to the SLT. The Skills4Stem SLT has a lead representative on the board for both Prevent & safeguarding and these colleagues work closely with Skills4Stem in monitoring & addressing issues.

SAFEGUARDING PROCEDURE

Purpose

It is the purpose of this procedure to ensure that all staff, associates, volunteers, candidates and apprentices are safeguarded and Skills4Stem to provide protection for all candidate/apprentices on programme.

Responsibilities

It is the overall responsibility of Skills4Stem to

- Ensure that all employed, voluntary staff and associates have a recent DBS check.

- Ensure all staff have received training, information and support on all aspects of safeguarding including but not limited to safer recruitment practices, internet & social media safety, bullying, grooming & abuse, Prevent, exploitation and extremism.
- Ensure that all staff support available is carried out in a confidential manner.
- Ensure Prevent awareness for all staff takes place and fundamental British values are adhered to for all staff and candidate/apprentices
- Ensure referral agencies and support posters / guides are placed in prominent places for staff and candidate/apprentices to see and provide support for employers in ensuring their funded candidate/apprentices are protected and safe from abuse or extremism (and all the features these include)
- Ensure the safeguarding process is adhered to and correct documentation, evidence and support has been provided.
- Carry out internal investigation should it be appropriate.
- Monitor the progress of cases daily as required.

It is the responsibility of the Designated Safeguarding Lead to:

- Investigate, improve, monitor and review company policies and procedures.
- Take action on referrals from both internal and external sources.
- Make decisions about referrals to Social Services Child Protection Team.
- Endeavour to keep up to date with all Child/Vulnerable Adult Protection legislation.
- Chair case discussions if appropriate.
- Collect all necessary data and ensure it is kept strictly confidential and protected by password access, stored under lock and key.
- Determine if an internal investigation is required and liaise with Social Services and the Police to avoid compromising any official investigation.
- Liaise with the Chief Executive and or senior manager of the delivery partner to ensure all necessary support and guidance is available as appropriate.
- Ensure HR & recruitment practices are fit for purpose and in line with safer recruitment practices.

It is the responsibility of staff to:

- Seek urgent medical or Police assistance if needed.
- Show concern and refer on any candidate/apprentice who needs support.
- Not offer or promise confidentiality, but to record the facts without 'leading'.
- Offer support and security and not to react emotionally.
- Make a record of their concerns and refer into the Designated Safeguarding Lead or Designated Safeguarding Coordinator.
- Not discuss concerns or disclosures with anyone including parents.
- Tell the candidate/apprentice that the record will be made, and the Designated Safeguarding Lead or Designated Safeguarding Coordinator informed.
- Understand that protocols may require that they have no further involvement but will be given feedback.
- Get personal confidential support if required.

- Understand the risks of bullying, grooming, abuse, exploitation, extremism and online safety and how to support candidate/apprentices in keeping themselves safe
- Identify & signpost to organisations for support where characteristics of exploitation, extremism, bullying, abuse or grooming has been recognised

SIGNED ON BEHALF OF THE COMPANY



Sarah Davis - Chief Executive Officer

Dated: 10th June 2019

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