



tacs

TRAINING ASSESSMENT &
CONSULTANCY SERVICES

Safeguarding Policy



POLICY AIM

TACS carries out activities which bring our employees and people working on behalf of our organisation into regular contact with children and/or vulnerable adults.

TACS is committed to creating and maintaining the safest possible environment for these people, as well as for our employees, and all reasonable steps will be taken to prevent all parties from harm.

This policy indicates the way in which TACS intends to deal with such matters and applies to all members of staff, workers or volunteers whose duties bring them into contact with children and or vulnerable adults. The policy refers to all such people regardless of gender, ethnicity, disability, sexual orientation, religion/belief, and age. Failure to comply with this policy will result in disciplinary action (for employees), and termination of the contract (for workers or volunteers).

DEFINITIONS

A child is anyone under the age of 18.

A vulnerable adult is a person aged 18 years or over who is:

- In residential accommodation provided in connection with care or nursing or receiving care or nursing at home.
- Receiving health care.
- In lawful custody or under the supervision of a probation officer.
- Receiving a welfare service of a prescribed description or direct payments from a social services authority.
- Receiving services or taking part in activities aimed at people with disabilities or special needs because of his/her age or state of health.

It may be a person who is unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation. He/she may be elderly or frail, have learning disabilities, suffer from mental illness, have a physical disability, be a substance misuser, be homeless or in an abusive relationship.

LEGAL FRAMEWORK

This Policy and associated procedures have been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989 and 2004
- Working Together to Safeguard Children July 2018
- Keeping Children Safe in Education September 2022
- Counter Terrorism and Security Act 2015
- Care Act 2014
- Equality Act 2010
- Data Protection Act 2018

The Directors and Senior Management Team take seriously all statutory responsibilities to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements are in place to identify, assess and support those young learners who are suffering harm.

LINKED POLICIES

- P013 Prevent
- P014 Bullying & Harassment
- P016 Health and Safety
- P002 Equality & Diversity
- P019 Whistleblowing
- P001 Prevention of sexual harassment
- P006 Safer Recruitment

RESPONSIBILITIES

The Managing Director:

- Has overall responsibility for the implementation of this Policy.
- Has overall responsibility for liaison with the local authority or other agencies regarding allegations made against staff including any allegations concerning the Designated Staff.
- Has responsibility to carry out a Safeguarding risk assessment.

The Head of Operations has a responsibility to:

- Embrace and promote safeguarding the welfare of young people or adults at risk.
- Ensure staff are aware of the policy and procedures and that they receive support to undertake it effectively.
- Ensure this policy is implemented within the operation.

Staff have responsibility to:

- Be aware of and implement our policy on Safeguarding.
- Promote a safeguarding ethos to provide a secure and supportive environment for all learners.
- Undertake staff development appropriate to their role in safeguarding.
- In accordance with Keeping Children Safe in Education (2022) "Safeguarding and promoting the welfare of young people is everyone's responsibility. Everyone who meets young people, and their families and carers have a role to play in safeguarding young people. To fulfil this responsibility effectively, all professionals should make sure their approach is child centered. This means they should consider, always, what is in the best interests of the young person".
- Be prepared to identify young people who may benefit from early help.
- Embed safeguarding into their curriculum and training sessions.
- Discuss safeguarding with apprentices and employers as part of the progress review process.

Staff have been made aware of the main risks and how to detect them and are encouraged to take a "professional curiosity" about the welfare of our learners and ask more proactive questions about their activities pre- and post-lockdown.

All staff have been trained in Safeguarding and policy. This training is reviewed every year and embedded into the Staff Enrichment days.

TACS DESIGNATED SAFEGUARDING LEAD (CHAMPION)

Phillipa Davies – 019138043325

CRIMINAL RECORDS (DBS)

Prospective employees, self-employed contractors and volunteers must declare all criminal convictions, however long ago; and these will be considered when deciding on their suitability for working with children and vulnerable adults. No-one will be permitted to undertake a role which involves regular contact with children or vulnerable adults without a satisfactory Disclosure Barring Service (DBS) check.

A criminal record may not prevent a person from working for TACS in any other capacity. If that person is then asked to undertake tasks which will bring him/her into unsupervised contact with children or vulnerable adults, such as work experience placements, any record must be declared to Daniel Cooper who will take appropriate advice where necessary and will decide whether this task should be allocated to another member of staff.

DBS checks are checked annually for all existing members of staff.

STAFF DEVELOPMENT

- All staff complete mandatory online safeguarding training as part of induction.
- Staff may receive additional face-to-face training through attendance at external training.
- Refresher training for all staff is mandatory every 3 years.
- All staff will receive updates via email, bulletins and at staff meetings.
- Designated Safeguarding Champions will hold or be working towards a Level 3 certificate in Safeguarding & Prevent, attending specialist training as required for this role.

REPORTING & REFERRALS

Confidentiality

Promises of confidentiality should not be given to learners as concerns and disclosures may be referred to external agencies.

REFERRAL PROCESS

1. All staff have Safeguarding responsibilities and must raise a concern with the Safeguarding Champion immediately either by phone or in person (contact details available in previous section).
2. Staff must escalate any safeguarding concerns they have regarding a learner, including welfare to the Safeguarding Champion. The basis of a concern can be wide ranging and can include:
 - a) the identification of a potential indicator of abuse
 - b) disclosed evidence of abuse by the learner
 - c) a welfare concern due to a personal disclosure by the learner to the member of staff
 - d) observation of a behavior
3. The Safeguarding Champion records the details of the disclosure on the Safeguarding Concern / Disclosure Form.
4. The Safeguarding Champion immediately completes an investigation and updates the referral source of the outcome within 24 hours of the referral.
5. The outcome decision lies with the Safeguarding Champion based on the facts presented and Legislative requirements.

6. Outcome decisions include:
7. Local Authority Child Protection Referral
 - a) Referral to the Police
 - b) Referral to Channel
 - c) Signposting to an external source of support
 - d) No escalation action but monitor the incident, disclosure, or concern.
8. If the outcome is to refer to an external body, as a national provider we will access current referral details from the relevant Local Authority website and follow the detailed referral process. This would be submitted within 24 hours of the outcome decision.
9. The Safeguarding Champion will update the Safeguarding Concerns document and record any action required and undertaken.

The Safeguarding Champions will maintain all Safeguarding Reports in a designated secure area with restricted access. In the event of learner disclosure, the staff member can offer the learner the opportunity to speak directly to the Safeguarding Champion as an alternative to themselves. The Safeguarding Champion will follow the process above.

CONCERNS REGARDING STAFF MEMBERS CONDUCT INCLUDING SUSPICION OR ALLEGATION OF ABUSE.

Any suspicion or allegation of abuse by a member of staff must be reported to the Designated Safeguarding Champion who will communicate and report to the Director for investigation. In addition, a referral will be made to the Local Authority Designated Officer who will conduct investigation under County Durham Safeguarding Board's procedures.

WHISTLEBLOWING

TACS has arrangements in place for staff to make "protected disclosures" (or whistle blowing). These are set out in the Whistleblowing Policy which is discussed and issued to new staff during their induction. Staff should report concerns in confidence to their line manager. Where a member of staff is not satisfied with the explanation given, they can take it up with the appropriate organisation or body such as the Police or Social Services. Where an incident needs to be disclosed in respect of a learner's welfare, or suspected abuse, it should be reported to one of the designated contacts for implementing the TACS Safeguarding policy. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally.

Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk

This policy will be reviewed annually.

Reviewed on: 15/5/2023.

Approved by: Daniel Cooper, Managing Director

Signature:



