



ASSESSMENT AND TRAINING COMPANY LIMITED

SAFEGUARDING POLICY

POLICY STATEMENT

The Assessment and Training Co 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.

PRINCIPALS

The assessment and Training Company 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 Assessment and Training Company 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 any 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 the staff at The Assessment and Training Company Ltd, including full time, part-time and associate staff are responsible for safeguarding and promoting the welfare of learners.

All staff:

- All staff that comes into contact with learners in their work has 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 as required
- Familiarise themselves with the Safeguarding Policy and associated procedures
- Safeguard and promote the welfare of learners
- Alert the Designated Safeguarding Officer if they have concerns about a learner

THE ASSESSMENT AND TRAINING COMPANY LTD DESIGNATED SAFEGUARDING OFFICERS ARE:

- **Janet Locke**, Business Manager is the designated member of staff responsible for safeguarding issues.
- **Michelle Hussellbee**, Quality Manager is the Deputy Safeguarding Officer.

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**)

SENIOR MANAGEMENT:

Adrian Vaughan, The Managing Director is responsible for ensuring that:

- The Assessment and Training Company Ltd Safeguarding policy and procedures are fully implemented and followed by staff
- Safeguarding Officers have sufficient time and resources to carry out their roles
- All staff feels able to raise concerns about any safeguarding issues.
- Concerns are dealt with sensitively, effectively and in a timely manner.

What to do if someone discloses a safeguarding issue.

All staff, to which a learner discloses issues relating to safeguarding, should contact one of the Designated Safeguarding Officers 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 records of concerns, as above. Such records must be kept securely, separate from the main learner files and in locked locations.

Allegations of abuse against members of staff:

Allegations of abuse, or concerns raised against members of Assessment and Training Company staff or associates, will always be treated seriously.

The allegation must always be referred to the Designated Safeguarding Officer 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. The Designated Safeguarding Officer will also inform the Managing Director in order that Assessment and Training 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 also criminal (police) investigations and/or a vulnerable adults protection investigation, carried out by Social Services.

Reporting cases to the Independent Safeguarding Authority:

The Assessment and Training Company Ltd has a statutory duty to make reports, and provide relevant information to the Independent Safeguarding Authority (ISA) 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 ISA lies with the Designated Safeguarding Officer.

The Independent Safeguarding Authority makes barring decisions for Section 142 of the Education Act (formally known as List 99), The Protection of Children Act List (PoCA) and the Protection of Vulnerable Adults List (PoVA).

SAFE RECRUITMENT OF STAFF

The Assessment and Training Company 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.

The Assessment and Training Company 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:

- A minimum of two references, satisfactory to The Assessment and Training Company Ltd, one of which should be from a previous employer
- Documentary evidence checks to confirm nationality, residency and "right to work" status
- Enhanced CRB Disclosure
- Documentary evidence of qualifications
- Satisfactory completion of the probationary period as defined in their letter of appointment

For individuals who have lived outside of the UK, further checks are carried out, where appropriate, if a CRB Disclosure is not felt to be sufficient to establish suitability to work, young people or vulnerable adults. In accordance with the Regulations, The Business Manager keeps records of all checks carried out.

VETTING AND BARRING SCHEME

The Vetting and Barring Scheme is a new system recently introduced, so it may be subject to change and modification.

(For up-to-date information and further explanation please visit <http://www.isa.gov.org.uk/>)

The Assessment and Training Company Ltd is committed to safeguarding young people and vulnerable adults.

From July 2010 all NEW STAFF working with young people or vulnerable adults will be required to register with the Government's Vetting and Barring Scheme and be assessed by the Independent Safeguarding Authority prior to commencement of employment. Further information will be sent to all prospective staff as part of the application process.

STAFF TRAINING AND DEVELOPMENT

All staff that comes into direct contact with learners must undertake training on the subject of safeguarding and the centres procedures. This Safeguarding Policy, procedure and accompanying guidance will be issued to all new staff as part of their induction.

Resignations:

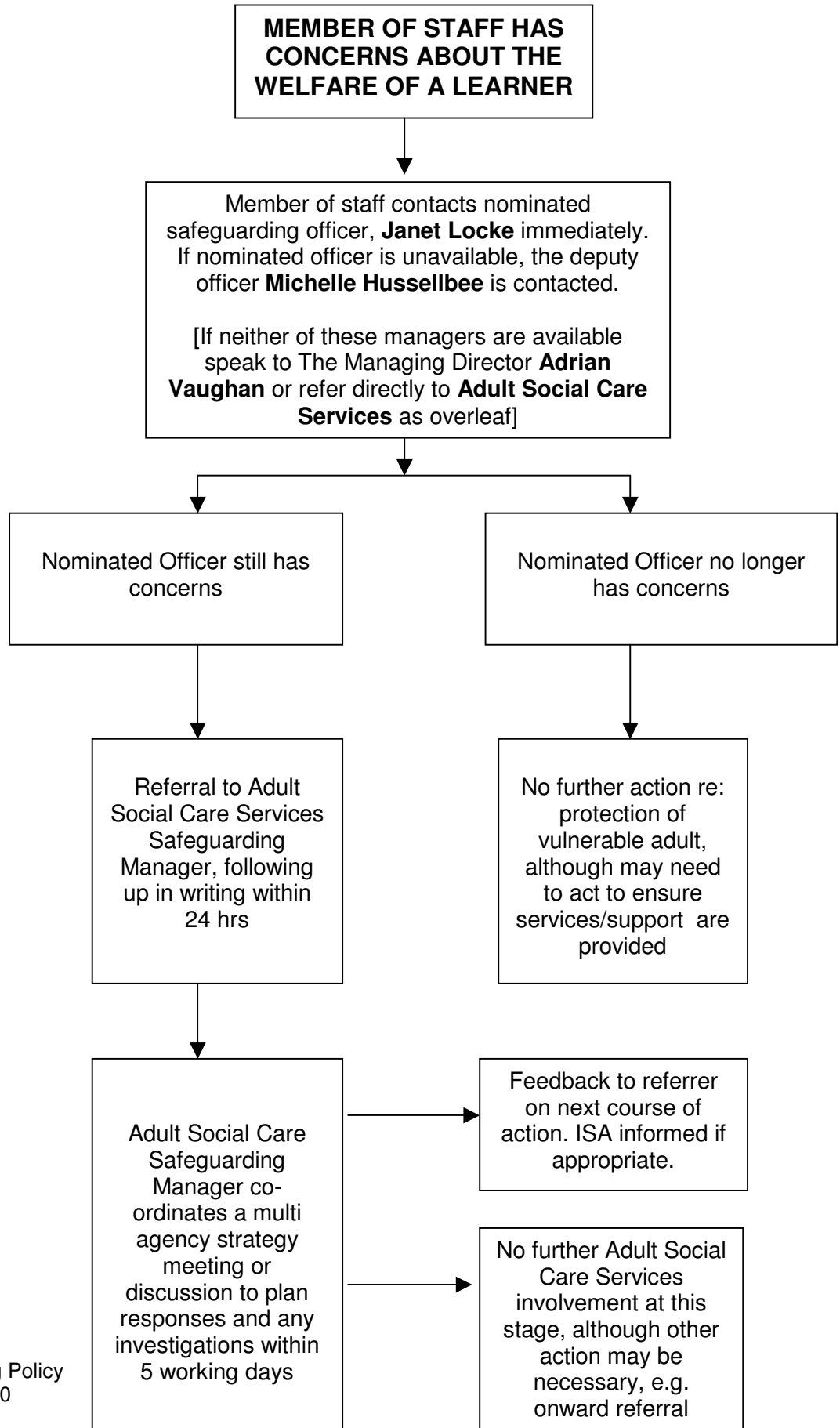
If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, The Assessment and Training Company Ltd is not prevented from following up an allegation in accordance with these procedures.

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 The Assessment and Training Company Ltd's obligation to safeguard learners and is therefore in line with the Company's equality and diversity policies.

ASSESSMENT AND TRAINING COMPANY LTD

SAFEGUARDING LEARNERS FLOWCHART FOR REFERRAL



Telephone contacts for local safeguarding boards

COUNTY	TELEPHONE
Blaenau Gwent	01495 357727
Bridgend	01656 642346
Caerphilly	01443 864798
Cardiff	02920 774600
Carmarthenshire	01267 228759
Ceredigion	01545 574212
Conwy	01492 575164
Denbighshire	01492 575164
Flintshire	01352 704966
Gwynedd	01286 679926
Isle of Anglesey; Ynys Môn	01286 679926
Merthyr Tydfil	01685 724686
Monmouthshire	01633 644644
Neath Port Talbot	01639 763333
Newport	01633 235296
Pembrokeshire	01437 776566
Powys	01597 827128
Rhondda Cynon Taff	01443 495135
Swansea	01792 636000
Torfaen	01633 648571
Vale of Glamorgan	01446 704701
Wrexham	01978 295408

ASSESSMENT AND TRAINING COMPANY LTD**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 the information asked for please fill in the parts you can and pass it on within the same working day.

1. Your Details

Name

Position

E-mail

Phone

2. Details of the Vulnerable Learner

Name

Address

Phone

3. Details of the Alleged Perpetrator

Name

Address

Phone

4. Please give details of the incident or disclosure. Try to be as factual as possible, using the alleged victims own words. Detail any action taken (including medical intervention, etc). **Continue overleaf as necessary**

Incident details **Date**..... **Time** **Location**

When completed as fully as possible please forward to the designated Safeguarding Officer.

5. This form was sent to:

Name

Address

Position

Date

Time

To be completed by receiving worker

6. Received by:

Name

Position

Date

Are you the Designated Safeguarding Officer yes no

Sent to statutory Agency Yes No

Name of Agency

Name of team within Agency

Date

Time