



Any Driver Limited

**Safeguarding Children and
Vulnerable Adults Policy**

PURPOSE AND BACKGROUND

The welfare of a child and vulnerable adult is paramount. Abuse is a term to describe ways in which children and vulnerable adults are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child or vulnerable adult's physical or mental health. New forms of abuse such as internet grooming, financial abuse of older people and the extreme difficulties faced by young asylum seekers, mean our policies and procedures need to be continually reviewed to keep abreast of these developments.

Abuse can occur within or outside the family including a place of learning or training. Safeguarding, if it is to have an impact, must become the responsibility of everyone. All employees, directors, board members, partners and other stakeholders have a responsibility to actively make the environment a safe and secure place for all.

DEFINITIONS

The Children Act 1989 and 2004 defines a 'child' as:

- a person under the age of 18.

The Safeguarding Vulnerable Groups Act 2006 defines a 'vulnerable adult' as:

- Person aged 18 and over, and;
- Receiving a social care service;
- Receiving a health service;
- Living in sheltered accommodation;
- Detained in custody or under a probation order;
- Requiring assistance in the conduct of his/her affairs;
- Receiving a service or participating in an activity targeted at older people;
- People with disabilities or with physical or mental health conditions.

POLICY STATEMENT

Any Driver Ltd is fully committed to providing a working and learning environment that is free from abuse and harm. It will strive to maintain a safe culture within all of its work and learning environments by: clearly identifying and communicating the roles and responsibilities within the organisation for safeguarding; having clear audited procedures in place; training staff in safeguarding procedures and by allocating sufficient resources to safeguarding; applying a zero tolerance to any form of abuse and harm. This policy is also designed to protect the staff of Any Driver Ltd against false allegations.

All children and vulnerable adults whatever age, culture, disability, gender, ethnic origin, religious beliefs and/or sexual identity have the right to

protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Any Driver Ltd will clearly identify their Designated Persons (DP), their location and contact details in formats that are easily accessible to all staff and learners. There will be a deputy in case of sickness, annual leave or in the event of an allegation made against the DP.

POLICY FOR STAFF

Any Driver Ltd is committed to a policy in which:

- Recruitment procedures comply with safeguarding best practice and will be followed in the appointment of all staff. Where staff are required to have contact with children or vulnerable adults, Any Driver Ltd will only recruit or appoint staff who are deemed suitable to work with children or vulnerable adults;
- Existing members of staff moving into roles that have a direct contact with learners will undergo an enhanced Criminal Records Bureau check;
- Any Driver Ltd staff working with children and vulnerable adults will be issued with a copy of this policy. Any member of staff found in breach of the guidance will be subject to disciplinary procedures in accordance with the Any Driver Ltd policy;
- All new members of staff and learners who are under the age of 18 will have a Young Persons Risk Assessment carried out as per the Health and Safety Policy Statement;
- As part of the initial advice and guidance session or induction session, all new learners will be shown the Safeguarding Children and Vulnerable Adults Policy. This will be followed by discussion and checking of understanding, and periodically reviewed at a formal review meeting. All new employees will be made aware of and issued with this policy as part of their induction, depending on their role;
- All children and vulnerable adults within the organisation will be informed that their assessor or tutor will be their nominated contact point for any concerns they may have regarding safeguarding. In addition, they will be given details of the DP, and asked to report any concerns to their assessor or tutor, or DP;
- The assessors and tutors must liaise with the **Designated Person Cheryl Grass** (Director of Training), with any concerns to ensure safeguarding; Staff must keep a secure and up to date record of all children and vulnerable adults either working in or learning within the organisation. They should monitor their progress on a regular basis to check they are safe from abuse and harm whilst on the

qualification.

GUIDANCE

Good Practice

- Always work in an open environment avoiding private or unobserved situations, encourage open communication;
- Treat all children and vulnerable adults equally with respect and dignity;
- Maintain a safe and appropriate distance;
- Be aware of the effect your words or actions may have.

Practices to be avoided

- Spending excessive amounts of time alone with children and vulnerable adults away from others;
- Straying from the specified task or assignment;
- Being unnecessarily inquisitive;
- Saying anything that may make a child or vulnerable adult feel uncomfortable, or that could be interpreted as aggressive, hostile or impatient;
- Being drawn into personal conversations;
- Sitting or standing too close;
- Meeting other than at the prearranged venue;
- Exchanging personal details;
- Making contact via social internet contact sites.

Practices never to be sanctioned

You should never:

- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon;
- Promise a child or vulnerable adult that their confidences will be kept secret;
- Allow children or vulnerable adults to use inappropriate language unchallenged;
- Reduce a child or vulnerable adult to tears as a form of control;
- Allow or engage in any form of touching or make suggestive comments to a child or vulnerable adult.

RESPONSIBILITY FOR THE IMPLEMENTATION OF THE POLICY

We believe that it is everyone's responsibility to remain vigilant and to ensure that children and vulnerable adults are provided with a safe and secure environment.

Staff dealing with children and vulnerable adults will be trained in how to recognise and respond to a situation where abuse is reported and how to report this or any concerns. They should try to consider and act on 5 R's:

- Recognition;
- Response;
- Reporting;
- Recording;
- Referral.

Recognition - signs and indicators of abuse may just cause concern, but it could be a direct disclosure from someone. A direct disclosure may be made to anyone within the organisation who is trusted by the individual.

Response – Appropriate response is vital. No report should ever be ignored. At this point the response is just to listen, stay calm, and not show shock or outrage at what is being disclosed. You may need to ask some questions, but these should never lead or probe, just gather enough information to ascertain if there is immediate danger or harm. Do not make any promises as to what will happen, and be clear that everything will be treated in confidence, but must be passed on to the appropriate DP.

Reporting – Immediately report your concerns or information to the DP. Once the report has been made, the responsibility will lie with the DP. You are within your rights to check that appropriate action has been taken, but confidentiality may mean that the DP may not be able to share this information with you. If for any reason you feel that the matter has not been taken forward, you can make a referral directly to the Independent Safeguarding Authority.

Recording – You should record precisely what has been alleged, using the key words and phrases used by the individual. You can also record your own observations of the individual, as well as your interpretation of the facts. This record should be passed on in person to the DP, who will store it securely, where it is only accessible to those staff with safeguarding responsibilities.

Referral - The DP should gather enough information to make a referral, if appropriate by talking to the appropriate people outside the organisation.

Whistle blowing - People are encouraged to speak up about any concerns they may have. They will be protected by the Company's whistle blowing policy, provided that it is made in good faith.

ROLES AND RESPONSIBILITIES

Roles and responsibilities are as follows:

Managing Director

- Allocate required resources and time to provide adequate safeguarding measures;
- Provide leadership in ensuring the safety of children and vulnerable adults;
- Review and approve policy annually;
- Review systems and procedures.

Director of Training

- Put in place a comprehensive training programme to ensure all staff have a competent understanding of safeguarding that is relevant to their role;
- Ensure all staff have been thoroughly vetted prior to undertaking duties;
- Audit and review each divisional areas performance against safeguarding procedures;
- Review and update safeguarding procedures;
- Make sure sub-contractors arrangements for safeguarding are comprehensive;
- Audit and review all sub-contractors performance against safeguarding procedures.

Designated Person (Cheryl Grass)

- Manage the application of safeguarding procedures in their centre;
- Act as the focal point for safeguarding in their centre;
- Ensure all staff are competent to undertake their safeguarding duties;
- Clearly communicate the safeguarding policy to all staff;
- Liaise with partner agencies as required, including Local Safeguarding Children Board (LSCB), via the Essex Coalition of Disable People;
- Ensure publicity and organisational position statement are supplied to relevant sites with up to date information on contact details;
- DP will, where necessary, inform relevant agencies of concerns over safeguarding issues as relevant to their role.

Employees/self employed trainers

- Ensure that all staff are aware of any children and vulnerable adults within their group or caseload;
- Comply with policy and procedures;
- Promote a safe learning environment;
- Ensure all learners and employers are aware of the safeguarding policy;
- Report any concerns to DP immediately or where necessary LSCB.

TRAINING

- Staff will need to undertake the LSIS Safeguarding training & assessment where necessary;
- Staff will attend training updates either internally or externally as deemed necessary by the DP;
- Staff will keep a record of their CPD affecting safeguarding issues.

SUPPORT TO STAFF

It is recognised that some disclosures might be upsetting and harrowing for some staff. Any Driver Ltd will offer appropriate support and assistance as necessary to staff involved with safeguarding issues.

SUBCONTRACTORS

All subcontractors will have a robust safeguarding policy, with a DP reporting to senior management, who give appropriate time and resources to safeguarding. They will also have an organisation position statement, and ensure that:

- Safeguarding is included in learner inductions;
- Regular reviews are carried out which confirm that the learner feels safe in the learning environment. When this is not the case, they must have a system in place to ensure that action is taken immediately and reported;
- Staff training records that reflect induction and regular training updates, confirming up-to-date knowledge of safeguarding;
- There is a clear reporting line to Any Driver Ltd;
- Records are made available for monitoring at reviews.

RESPONSIBILITY FOR MONITORING THIS POLICY

Monitoring of this policy is by the **Designated Person Cheryl Grass**. She will share best practice and report to the Managing Director.

This policy will be reviewed annually. Any changes will be communicated to all customers on programme and employees.

Legislation covered in this policy:

- Safeguarding vulnerably Groups Act 2006;
- Children Act 1989 and 2004;
- Education Act 2002;
- Safeguarding children and safer recruitment in Education 2007;
- Rehabilitation offenders

Act 1974. Additional guidance

information sourced from:

- No secrets;
- Every child Matters;
- ISA.