



29. RE:geon Training Limited Safeguarding children, Young People and Vulnerable Adults Policy 2023

Policy Group: General Policy

Procedure: Safeguarding children, Young People and Vulnerable Adults Policy 2023

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Related: Equal and Diversity Policy, Health & Safety Policy, Whistle Blowing Policy, PREVENT Policy

Subordinated: Safeguarding Code of Conduct.

1. DEFINITIONS

- 1.1. 'Child' means anyone under the age of 18.
- 1.2. 'Vulnerable adults' refer to a person that has attained the age of 18 and
 - Is in residential accommodation
 - Is in sheltered housing
 - Receives domiciliary care
 - Receives health care
 - Is detained in lawful custody or is under supervision as an ex-offender;
 - Receives welfare service
 - Requires assistance in the conduct of their own affairs (according to Safeguarding Vulnerable Groups Act 2006).

In practice, the definition includes persons that

- have a learning disability
- have physical or sensory impairments
- have a mental illness including dementia
- are old and frail
- are detained in custody or under a probation order
- are considered vulnerable and who may experience abuse due to problems with alcohol or drugs (or be vulnerable due to other circumstances such as being an asylum seeker).

1.3. 'Abuse' is defined as

- **Physical abuse** (including actual or threatened physical attacks, verbal assault or neglect).
- **Sexual abuse and exploitation** (including rape, other sexual assault, under age 'consensual' sex, threatened touching or inappropriate sexual remarks).
- **Emotional abuse and exploitation** (including any actions or comments which fail to show dignity and respect for the individual).
- **Financial abuse and exploitation** (including misappropriation of the personal finances of people using our services).
- **Neglect** (a failure to properly care for the physical, social and emotional needs of a child or vulnerable person and to protect them from harm).
- **Institutional abuse** where the rituals and routines mean people have to sacrifice their lifestyle to conform with those of the institution.
- **Discriminatory abuse** (including that based on a child or vulnerable adult's race, nationality, gender, sexual orientation, disability, age, personal circumstances).

2. GENERAL

- 2.1. RE:geon Training Limited is committed to providing a safe, positive and friendly environment to children and vulnerable adults. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity.
- 2.2. This policy extends to the treatment of all customers and employees of RE:geon Training Limited
- 2.3. RE:geon Training Limited abides by the legislative framework in place for safeguarding, including the Children Act of 2004, Safeguarding Vulnerable Groups Act of 2006, Rehabilitation of Offenders Act of 1974 (amended in 2001), Criminal Justice and Court Services Act of 2000 and adjacent legislation and policies. We also take into account 'Best Practices' in child and vulnerable adult safeguarding.
- 2.4. We are committed to providing a safe and accessible working and training environment that values and respects the identity and culture of each person.
- 2.5. We recognise that our duty is to proactively avoid putting customers and employees in any position whereby their safety, security and welfare are threatened.
- 2.6. We are therefore committed to
 - Providing a safe environment for children and vulnerable adults to learn and work in, as applicable;
 - Identifying children and vulnerable adults who are suffering, or likely to suffer, significant harm, and

- Taking appropriate action to see that such children, young people and vulnerable adults are kept safe.
- 2.7. We are dedicated to enabling our employees to make correct decisions regarding safeguarding issues and to deal quickly with suspicions or allegations of abuse.
- 2.8. We take any suspicion or allegation of abuse seriously and have put in place a procedure to deal with such situations.
- 2.9. All employees who will be in contact with all children, young people and vulnerable adults will be checked via the Disclosure and Barring Service.

3. PRINCIPLES OF GOOD PRACTICE

RE:geon Training Limited undertakes to:

- Treat children and vulnerable adults with care, respect and dignity;
- Recognise that those working for RE:geon Training Limited. will be perceived by children and vulnerable adults as trusted representatives of RE:geon Training Limited;
- Appoint a Safeguarding Officer who has received appropriate training and support for the role, the Designated Safeguarding Person is Sarah Lathaen, holding L3 safeguarding qualifications for this role.
- Ensure communication with children and vulnerable adults is open and clear;
- Ensure employees understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Safeguarding Officer.
- Ensure employees avoid physical contact with children except for reasons of health and safety, or under supervision.
- Always work in an open environment avoiding private or unobserved situations and encouraging open communication.
- Always put the welfare of each child and vulnerable adult first;
- Maintain a safe and appropriate distance with learners and apprentices (e.g. it is not appropriate for our employees to have an intimate relationship with a child or a vulnerable adult).
- Build balanced relationships based on mutual trust and empower children and vulnerable adults to share in decision making.
- Make learning fun, enjoyable and promote fair relationships.
- Keep up to date with teaching skills, qualifications and insurance.
- Involve parents/carers wherever possible, for example, by encouraging them to take responsibility for their children during IAG sessions.
- Be an excellent role model – this includes instructing staff not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Secure parental consent in writing to act in loco parentis - if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Support learners who have been abused in accordance with his/her agreed child protection plan.
- Notify social services if there is an unexplained absence of more than two days of a learner who is on the child protection register
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Strive to include stakeholders including learners and workers in developing and evaluating our systems, procedures and resources in relation to safeguarding;
- Establish a safe environment in which children and vulnerable adults can learn, work and develop, as may be the case.

STAYING SAFE ONLINE AND USE OF SOCIAL MEDIA

Guidance for learners and staff

- Use anti-virus software and make sure that you keep it updated.
- Check a website is secure before entering private information such as passwords or payment details - a padlock symbol or https should appear in front or after the web address in your browser.
- If you receive an email from a stranger, think before clicking on a link or an attachment - it could contain a virus.
- Unplug your webcam, cover the lens or point it at a blank wall when not in use.
- Use privacy settings to control who sees your information.
- Don't meet up with people you've met online - not everyone is who they say they are.
- Don't post anything cruel, nasty or offensive, even if you're angry. You never know how it'll affect someone and you can't take it back.

This applies to all devices from PCs, laptops, tablets, gaming stations and mobiles.

Further guidance can be sort from www.getsafeonline.org

Home Learning

- **All staff** must read *at least* Part one of '*Keeping Children Safe in Education*' 2020 - **added to 2020 update**
<https://assets.publishing.service.gov.uk/government/uploads/system/u>

[uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf](https://example.com/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf)

- As we increasingly work online, and students adapt to blended models of delivery, it is essential that children, young people and vulnerable adults are safeguarded from potentially harmful and inappropriate online material.

There are 3 main areas of risk:

content - being exposed to illegal, inappropriate or harmful material

contact - being subject to harmful interactions with other users

conduct - Personal online behaviour that may cause, or increase the likelihood of harm

- **You must ensure that you discuss with learners how to keep themselves safe online (including when they are online at home).**
- **Protocols for delivering online / remotely - NEW From 2020 UPDATE**
- Ensure you have completed your annual safeguarding training.
- All staff must read *at least* Part one of 'Keeping Children Safe in Education' 2020 (this is an appendix to the Safeguarding Policy that is available on the Gateway) and read Annex A
- You are aware of the key areas of risk for learners and ensure that they understand how to stay safe (reinforcement is key)
- Frequency of 1-1 on line sessions should be considered and they should be held during normal working hours unless in exceptional circumstances (which should be agreed with the training manager)
- If at any time you feel uncomfortable with something done or said during a 1-1 session, you should end the contact as soon as possible and report any concerns to your line manager and / or safeguarding officer
- Consider appropriate location, dress and conduct
- Be conscious of confidentiality between staff and learners when working online
- Ensure that registers are completed for any online sessions
- Parental consent should be gathered at the start of the year by the tutor to cover any recorded sessions in advance
- Ensure any concerns identified during online teaching sessions are referred following normal safeguarding reporting

Make sure you do:

- Talk to learners regularly about the benefits and risks of the online world and give them space to ask questions
- If recording videos or live streaming lessons, make sure to film in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Ensure that all online sessions with learners are conducted via Microsoft Teams (this includes 1:1 sessions)
- Test your audio and video before a session
- Record any 1-1 classes so that the video can be reviewed if any issues arise
- Be punctual and courteous. Introduce yourself and take note of other attendees' names so you can address them by name especially during first teaching sessions

- Treat this just like you would a face to face meeting with a group / 1-1 sessions
- Remind learners that all audio / video may be recorded, to safeguard both parties and this wouldn't routinely be shared
- Look at your screen, pay attention to others and when speaking make sure you look at the camera
- Use the 'blur background option' to hide any background if possible
- Mute your microphone when not needing to talk to avoid background noise
- Eat and drink during breaks not during sessions

Make sure you don't ...

- Use any personal accounts for communication with students and parents/carers
- Multi-task; your audience will be aware
- Shout; the other participants will tell you if they cannot hear
- Click your pen, tap on the desk or anything else that can detract from learning
- Position yourself with other people or pets in view; what's around and behind you can be seen
- Leave multiple applications open during the session as it may affect overall quality
- Leave applications open that may show personal or confidential information when you are sharing your screen
- Wear stripes or heavy patterns creating pixilation of images

Signed by Nadia Scott

A handwritten signature in black ink that reads "N SCOTT". The letters are cursive and somewhat stylized, with the first name "Nadia" being more prominent than the last name "Scott".

Managing Director
January 2023