

UKTD Safeguarding Policy		
Issued By: Theresa Wisniewski Managing Director	Issue No: v10	Date of Issue: June 2017
Approved by: Senior Management Team	Signature 	Date of next Review: June 2018

Safeguarding Policy

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POLICY STATEMENT

1. UKTD will carry out its responsibilities under all current legislation, regulations and guidance relative to the protection of children, young people and adults at risk (formerly vulnerable adults) undertaking apprenticeships and traineeships.
2. UKTD make it a priority to ensure that the health and safety and wellbeing of all learners undertaking apprenticeships or traineeship is in place throughout the learners programme.
3. UKTD have a responsibility and have committed as a company and individually to ensure that its staff are trained and fulfil their responsibilities to safeguard and promote the wellbeing of all children, young people and adults at risk, to prevent child abuse and report any abuse suspected, observed or divulged.
4. During their induction, UKTD advise all learners about the standard of behaviour and conduct they can expect from staff and what to do if they experience or suspect abuse.
5. UKTD will work with the appropriate agencies and in particular the LSCB (Local Safeguarding Children's Board), as required for additional support and advice, to ensure that children, young people and adults at risk are safeguarded.
6. UKTD recognise that any child, young person or adult at risk can be subject to abuse and all allegations of abuse will be taken seriously and treated in accordance with UKTD procedures.
7. UKTD recognise and encourage that it is the responsibility of all staff to act upon any concern no matter how small or trivial it appears.
8. UKTD recognise its responsibility in implementing, maintaining and carrying out regular reviews to ensure that the procedures work to prevent or notify of suspected abuse.
9. UKTD have in place a strict Code of Conduct for all delivery staff working directly with children, young people and adults at risk. This can be found in both the Safeguarding Policy and Procedure documents, and is discussed with all delivery staff at induction and through relevant training.
10. UKTD is committed to supporting and training all staff who work with, or come into contact with apprentices and traineeships, children, young people and adults at risk, and to provide appropriate supervision and support these learners.
11. UKTD will prepare and implement an action plan through the SIR document to ensure that it fulfils our duty to protect children, young people and adults at risk and all of our learners.

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SCOPE AND PURPOSE

This Safeguarding Policy, together with the accompanying Safeguarding Procedure applies to all employed staff, freelance contractors, volunteers and others who work in or on behalf of UKTD.

The purpose of this policy is to ensure that:

- We protect young people and adults at risk who access our delivery/apprenticeships
- We provide staff with full knowledge and support to be able to recognise and effectively report and escalate any safeguarding concerns quickly
- All safeguarding concerns raised are dealt with appropriately and only closed when we are certain the matter has been fully dealt with and the learner is now safe
- Employers and managers, at the work placements where we offer our services, are equally taking responsibility for the same principles of safeguarding and have similar policies and procedures in place.

UKTD has appropriate procedures in place for responding to situations in which they believe that a child or adult at risk has been abused or is at risk of abuse, which also cover circumstances in which a member of staff, volunteer or other worker is accused of, or suspected of, abuse.

UKTD recognises that it has, through its staff, a duty to take such steps as are, in the circumstances of an educational establishment, reasonable to see that children and adults at risk are safe from harm.

UKTD also recognises that children and adults at risk may suffer harm from sources outside the company's control. Where signs of such harm are apparent, UKTD encourage these to be reported to the appropriate external agency.

This policy aims to:

- Establish and maintain an environment where young people and adults at risk feel secure, are encouraged to talk, and are listened to when they have a worry or concern.
- Ensure young people and adults at risk know that there are staff at UKTD that they can approach if they are concerned.
- Include opportunities within their time at UKTD for young people and adults at risk to develop the skills they need to recognise and stay safe from abuse.
- Inform staff, employers and others working at UKTD about their responsibilities for safeguarding young people and adults at risk and ensure that learners are not put at risk by non UKTD visitors and that relevant checks will be carried out.

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- Enable everyone to have a clear understanding of how these responsibilities should be carried out.

LEGAL FRAMEWORK

UK Training and Development (UKTD), being a provider of work based learning in receipt of ESFA/ESF funding, recognises that it has a legal duty to ensure so far as is reasonably practicable, the health, safety and welfare of children, young people and adults at risk.

In order to protect young people and adults at risk from harm, UKTD will act in accordance with the following legislation and guidance:

- Keeping Children Safe in Education (DfE 2016)
- Working Together to Safeguard Children (DfE 2015)
- What to do if you're worried a child is being abused (DfE 2015)
- Prevent Duty (Counter-Terrorism and Security Act 2015)
- Serious Crime Act 2015
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 / 2004
- Education Act s175 (2002) / (2011)

DEFINITIONS

Children - in law, a child is anyone under the age of 18. There is no legal definition of a 'young person' but UKTD recognise that this term is often used when referring to 16 – 18 year olds.

Adult at Risk (formerly known as Vulnerable Adult) – is someone aged 18 or over who is, or may be, in need of community care by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Safeguarding – describes the broader preventative and precautionary approach to planning, and the procedures that are necessary to be in place to protect children, young people and adults at risk from any potential harm or damage.

Safeguarding is defined as:

- Protection from abuse and neglect
- Promotion of health and development
- Ensuring safety and care
- Ensuring optimum life chances

Neglect – is the inability or persistent failure to meet the physical or psychological needs of a child, young person or adult at risk, and could as a result cause serious problems to a child, young person or an adult's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child, young person or adult at risk from physical

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harm or danger, or failure to give access to appropriate medical care or treatment and can also include the lack or responsiveness to basic emotional needs.

Abuse is behaviour towards a person that either deliberately or unknowingly causes that person harm or endangers their life or their human or civil rights. It can be passive or active and can also be a one-off, or something that is repeated.

Examples of abuse may include, although not limited to, the following:

- Neglect
- Sexual abuse or inappropriate relationships /grooming
- Physical abuse, including female genital mutilation (FGM)
- Psychological or emotional abuse
- Exploitation including financial abuse,
- Child sexual exploitation (CSE) and trafficking
- Domestic abuse / violence
- Inappropriate parenting
- Substance abuse
- Bullying and cyberbullying
- Honour based violence (HBV)
- Forced marriage
- Fabricated or induced illness
- Gang and youth violence
- Radicalisation
- Gender based violence
- Mental health concerns
- Self harm, risky behaviour
- Unsafe activities and environments
- Victimisation due to race, sexuality, faith, gender or disability

RESPONSIBILITIES

All UKTD staff, including other workers and volunteers, are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop, because they have daily contact with the children and young people. It is everyone's responsibility to be aware of the important role that UKTD carries out in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

Specific Areas of Responsibility:

- **Managing Director** – to ensure that:
 - UKTD have effective safeguarding policies and procedures and that they are implemented and followed
 - Sufficient time and resources are allocated to the Designated Safeguarding Officers, for them to carry out their roles effectively
- **The lead Designated Safeguarding Officer** - has overall responsibility for co-ordinating action within UKTD, liaising with outside agencies and ensuring

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staff receive training. In addition, the LDSO is responsible for liaising with Local DSOs so appropriate and safe closure of escalated cases can be agreed.

It is the role of the Lead DSO and local DSOs to:

- escalate all concerns raised in their region and by their staff to the Managing Director and the Lead DSO
- promote positive safeguarding procedures and practice
- receive information and offer advice about safeguarding concerns; maintain secure records; and take appropriate action
- be familiar with national and local safeguarding guidance and referral procedures
- assess the development needs of staff and the co-ordinate training
- keep all staff and volunteers informed of good practice and development
- monitor safeguarding cases in the organisation
- maintain own CPD to ensure their role can be fulfilled competently
- carry out investigations where appropriate and refer to appropriate bodies and organisations such as LSCB who can provide additional advice, guidance and support and assist in supporting the learner

DESIGNATED SAFEGUARDING TEAM

Designation	Name	Contact Details
Designated Safeguarding Lead	Helen Blackbourn	07875 665934 helen.blackbourn@uktd.co.uk
Local Safeguarding Officers	Dean Bridge	07711 348237 dean.bridge@uktd.co.uk
	Michelle De-ath	07791 617816 Michelle.de-ath@uktd.co.uk
Safeguarding Support Line	07891 712904 safelearner@uktd.co.uk	

- **Wellbeing Group** – to assist in the development and implementation of learner safeguarding activities, and prepare/recommend actions to the Management Team to be implemented across the Company.
- **Human Resources** – to ensure safer recruitment practices are carried out, including eligibility to work in the UK, DBS checks and Children’s Barred List check on staff. Freelance training consultants will also be required to provide a recent DBS check, and checks must be received before staff are allowed to work unsupervised with learners. HR will also manage and maintain the Single Central Record of staff check records, and take up references.

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- **Placement Health & Safety Assessors & Marketing Team** - to carry out full Health & Safety Assessments at employer premises; gather in-house assessor/trainer details and ensure that a commitment statement is signed by them; and carry out learner risk assessments.
- **Management Team** – to approve the Safeguarding Policy and Procedure and ensure that all staff members are aware of the policy and fully engage in safeguarding training and development opportunities.
- **All UKTD Staff are to:**
 - adhere to UKTD’s Safeguarding Policy and Procedures; ask questions if not fully understood; and attend Safeguarding Training as required
 - be vigilant to the signs of abuse and share any concerns with a Designated Safeguarding Officer
 - maintain the correct behaviour and project a professional image at all times
- Learner Contact Staff will also:
 - ensure learners always feel safe and secure during visits and that feedback is given with positive reinforcement
 - check the safety and welfare of learners at each visit and report back any concerns to a Designated Safeguarding Officer straight away
 - report any issues of concern, or suspicions that are raised during learner visits, to the Designated Safeguarding Person (DSO) straight away.

CODE OF CONDUCT FOR UKTD STAFF

UKTD recognise that the welfare of all learners is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst learners attend our activities and we will adhere to the following code of conduct:

- Avoid any unnecessary physical contact at all times.
- Never be left alone with a child, young person or adult at risk wherever possible. Always carry out all activities openly within the workplace, centre or a public place.
- Never allow yourself to travel with a learner in a car except in an absolute emergency, and then always inform your line manager at the start of your journey and when you have arrived.
- It is very important to always give constructive guidance and use appropriate language with children, young people and at risk adults, as they can be very impressionable.
- Do not accept learners as ‘friends’ on Facebook or other social networking sites. If you wish to use social networking for learning, set up a professional profile under your work email address and ensure that you have the authorisation of your line manager first.
- Do not give out personal telephone numbers

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- Do not have personal relationships with learners
- UKTD recognises that reporting a safeguarding incident or concern can be both stressful and challenging; however, all staff are encouraged to contact a Designated Safeguarding Officer straight away with any concerns that may be a safeguarding issue.
- All complaints, allegations or concerns will be taken seriously and UKTD will implement actions outlined in the accompanying Safeguarding Procedure.

PREVENT DUTY - PROTECTING CHILDREN FROM RADICALISATION

UKTD recognises the positive contribution we can all make towards promoting British Values (Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance) and protecting our learners from radicalisation to violent extremism.

UKTD follows the Prevent Strategy and trains all teaching and support staff to be aware of and if required, act to reduce the threat to the UK from terrorism by stopping young and vulnerable people becoming terrorists or supporting terrorism.

Section 26 of the Counter-Terrorism and Security Act 2015, places a duty on many bodies including Training Providers and other educational establishments, to ensure they have due regard, knowledge and training to prevent people being drawn into terrorism.

Some possible indicators of radicalisation could be:

- Use of inappropriate language
- Possession of violent extremist literature
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If a staff member has a significant concern about a learner, they should discuss it with a member of the Safeguarding Team.

Whilst we actively train and recognise that most significant threats are currently those associated with organisations such as IS in Syria and Iraq, Al Qaida, and other associated groups, there are also other extremist groups that also pose a continued threat to young and vulnerable people and we strive to educate all staff and learners and keep an active Prevent Improvement Plan in place that is regularly reviewed by the Safeguarding Chief Officer and team.

External Speakers - It is the responsibility of any UKTD staff member who organises external speakers or events, to ensure that a safe learning environment is provided for learners by completing and submitting to the Lead Safeguarding Officer, a completed Prevent Duty, External Speaker/Event Risk Assessment form (FS0276), as part of the safeguarding and risk assessment process.

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Channel - Channel is a key part of the local Prevent strategy. It is a multi-agency approach designed to protect and provide support for vulnerable individuals who are at risk of being drawn into terrorism. UKTD seek expert advice for training, support and access to Channel through the PNN Community Prevent Co-ordinator who also provides additional support; through the Gov.uk recommended JISC Training WRAP (Workshop to Raise Awareness of Prevent), and the ETF Safeguarding and Prevent training modules.

WHISTLEBLOWING (DISCLOSURE) POLICY

UKTD encourages a responsible and transparent approach to working with children and at risk groups, and will promptly respond to all concerns raised under this Policy and Procedure. There will be no repercussions where concerns are reported in good faith (believed to be true at the time and not made for personal gain) but not taken any further by UKTD or external authorities, unless found to be vexatious. Refer to the full Whistleblowing Policy (PP0047a) for further details.

SAFER RECRUITMENT OF UKTD STAFF

UKTD carries out a safer recruitment process and ensures that all appropriate checks are carried out on new staff who will work or come into contact with young people or adults at risk, in line with the Disclosure and Barring Service (DBS) requirements.

The purpose of the Safer Recruitment Policy is to set out the requirements of UKTD's recruitment process which aims to:

- Clearly convey to any prospective applicants that UKTD are committed to the safeguarding of children, young people and at risk adults
- Deter prospective applicants who are unsuitable to work with children / young people or at risk adults
- Attract the best possible applicants to vacancies
- Identify and reject applicants who are unsuitable to work with children and young people or at risk adults

In order to safeguard our learners, any unsupervised contact with learners will require an Enhanced DBS check and Children's Barred List check.

A Single Central Record is held in the Human Resources Department detailing the checks carried out on staff and Agency Staff, including DBS clearance. As part of our safeguarding obligations, we will re-apply for the appropriate types of DBS checks on a 3 year basis during employment with UKTD.

All recruitment advertisements include a statement confirming UKTD's commitment to safeguarding, and job descriptions include a statement confirming employee's safeguarding responsibilities.

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KEEPING LEARNERS SAFE

UKTD offer an apprenticeship recruitment service and in some instances will find employees for employers as part of our service. It is recognised that this creates a greater duty of care, and in order for UKTD to ensure employers are suitable to receive an apprentice, a Service Level Agreement is undertaken in order to clarify expectation in relation to health and safety, and safeguarding of learners.

Health and safety vetting and monitoring is carried out during learner induction. This involves a discussion between the UKTD Training Consultant and the employer and learner, and allows for the trainer to be confident in the employer's ability to keep the learner safe during their employment and also to help educate the learner in looking after their own welfare and that of others while at work.

Learners are made aware during their induction of UKTD's relevant policies, who the Designated Safeguarding persons are and how to report a concern. We are also developing a dedicated support site and safeguarding forum on Onefile (eportfolio) to signpost learners to information, advice and guidance for a wide range of support needs. Learner activities are in place as a compulsory part of each apprenticeship to develop their knowledge and understanding of basic safeguarding, equality and diversity and health and safety legislation.

UKTD also have a dedicated phone line and secure email address for Safeguarding issues (07891 712904 / safelearner@uktd.co.uk) and this is monitored by our LDSO.

All safeguarding concerns are discussed with the Managing Director and recorded by the Lead Designated Safeguarding Officer. Appropriate action is taken as a result of the meetings and discussions held between the Lead DSO and Managing Director regarding each case. Local DSOs and staff will be given advice and guidance on each case, as appropriate.

UKTD hold monthly meetings and have a dedicated team to address Safeguarding, Prevent, Equality & Diversity and Health & Safety. We recognise that information, advice and guidance is not available 24 hours a day, 365 days per year, and for this reason we are developing the eportfolio platform, Onefile, for staff and learners to be able to access Information, Advice and Guidance. Learners will be guided on Onefile about what to do in the case of an emergency or where the situation cannot wait until a working day, for example over a weekend, Christmas and Easter holidays.

THE '5 Rs' - WHAT TO DO IN THE EVENT OF A DISCLOSURE

'Recognise'

UKTD staff should be concerned about a child, young person or at risk adult if he or she displays signs of abuse and/or neglect, or where they may have disclosed harm to others.

Concern about safeguarding issues should include any area where the health,

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physical or emotional wellbeing of a child, young person or adult is at risk. This could also include alcohol or drug dependency, bullying etc.

'Respond'

If a learner discloses to a member of staff that he or she has been abused in some way, the staff member or other person working at UKTD should:

- Listen to what is being said and stay calm without displaying shock or disbelief.
- Accept what the learner is saying.
- Allow the learner to talk freely and do not use leading or probing questions, or put words into the person's mouth (Note: If a case goes to court, using leading or probing questions will invalidate the case).
- Reassure the learner but **do not** make promises that may later be impossible to keep.
- Do not promise confidentiality as it might be necessary to discuss with or refer to an external agency.
- Do not try to investigate the matter
- Reassure the person that what has happened is not their fault and that they did the right thing to tell.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told - if you are unsure find out from the Designated Safeguarding Person.

'Report'

Report all concerns to your local Designated Safeguarding Officer (DSO) or Lead DSO immediately in person or by telephone, even if you have only heard rumours about abuse, harm or neglect, or if you have your own suspicions but do not have evidence. If the DSO or Lead DSO are not available, you should contact the Managing Director. However, if you are just seeking advice and there is no immediate concern, you may report suspected issues using the SIR report recording process.

'Record'

Make sure your written record is precisely what has been alleged including the key phrases and words that the individual has used. You are not expected to remember every detail of the conversation, so if you have not had the opportunity to make notes during the conversation, it is extremely important that you write up immediately afterwards using the SIR Form if possible. Any hand written notes should be typed up at your earliest convenience and should include the original handwritten notes and submitted immediately to your DSO. Alternatively, you can submit your concern to the Safe Learner email address to: safelearner@uktd.co.uk.

'Refer'

It is not the responsibility of individual members of staff to investigate or make judgements on suspected instances of risks of harm to the welfare of children,

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young people or adults at risk. That is a matter for the Lead DSO and Managing Director to follow up with either the relevant external agencies, or with HR if it is to be investigated internally. UKTD's Safeguarding Procedure will be followed.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury) where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services should be contacted immediately. Where a crime is taking place, or has just occurred, or is suspected, the police must be contacted immediately and the Managing Director informed. Where there are concerns for an individual regarding radicalisation and extremism, the DSO Community Prevent Co-ordinator or local Police Prevent Officer should be contacted immediately to action a referral to Channel.

WHAT HAPPENS NEXT – DSO PROCEDURE

Once the Lead DSO has all the information available, the Lead DSO will discuss next steps with the Managing Director. A decision will then be made as to whether there is a requirement to contact the LSCB (HSCB) and seek support and advice from the Local Authority Designated Officer (LADO) to agree what further action is necessary. This may include:

- Seek further support and advice from the LSCB local to the learners location
- Undertake further investigation under the direction of the LADO or support any investigation carried out by the LSCB
- Make a referral to an appropriate agency as signposted.
- Report the matter to the police if a crime is suspected.

Using internal procedures, an investigation will take place, the report will be supported and carried through or closed if satisfactorily addressed.

All safeguarding concerns are discussed with the Managing Director and recorded by the Lead Designated Safeguarding Officer. Appropriate action is taken as a result of the meetings and discussions held between the Lead DSO and Managing Director regarding each case.

Local DSOs and staff will then be given advice and guidance on each case, as appropriate.

If a referral is made, this will be confirmed in writing to the appropriate agency within the agreed time span.

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ALLEGATIONS AGAINST A MEMBER OF STAFF

UKTD recognises that an allegation of child abuse against a member of staff may be made for variety of reasons and the facts of the allegation may or may not be true. Any allegations received will be treated with sensitivity and care, and investigated thoroughly.

Such an allegation may be made against a member of staff, volunteer or someone working with learners, identifying that he or she has:

- Behaved in a way that has, or may have harmed a child, young person or at risk adult.
- Possibly committed a criminal offence against/related to a child, young person or at risk adult.
- Behaved towards a child, young person, or at risk adult in a way that indicates he/she is not suitable to work with these groups.

The person learning of the allegation should record the nature of the disclosure using the SIR Form and provide any other relevant information, and immediately report it to the Lead DSO or Local DSO who will escalate this immediately to UKTD Managing Director and HR Manager for immediate investigation.

Where members of UKTD staff are involved and depending on the content of the report, one of the following could happen:

- Leave of absence on full pay.
- Suspension of that particular member of staff.
- Staff member not allowed to work alone with learners.

Following the findings of the internal investigation, UKTD's Disciplinary Procedure may be commenced.

Where the situation involves a learner's employer, a meeting will be arranged between the employer and a senior member of staff to discuss the issues and try to resolve them, if possible without involving the learner.

If in this situation the learner needs to be contacted, this should be made by the Designated Safeguarding Officer (DSO) using either their home phone number or a personal mobile and not the employer's telephone.

OTHER SITUATIONS OF CONCERN

If you are concerned that a learner of UKTD, or a company who has an association with UKTD or any other person not related to UKTD is harming or abusing a child or adult at risk, you must report your concerns immediately to your local Designated Safeguarding person. Please refer to this section in the Safeguarding Procedure for further details and guidance.

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UKTD SAFEGUARDING COMMITMENT

UKTD wish to promote ways in which individual staff members, and also the employers with whom we work, can put their own measures into practice to ensure, so far as is reasonably practicable, the health, safety and welfare of children and vulnerable groups. This will be achieved by:

- Ensuring that UKTD's Safer Recruitment Policy is followed and that a clear message is sent out that UKTD is committed to safeguarding.
- Providing new staff with robust training during induction on UKTD Safeguarding, Health & Safety and Equality & Diversity Policies.
- Providing a clear Code of Conduct for staff to follow, to avoid poor professional practice and also to protect staff from the risk of false allegations of abuse.
- Providing staff with ongoing training and opportunities to undertake Safeguarding and Equality & Diversity qualifications.
- Ensuring opportunities are available for all children, young people and at risk adults to participate in learning in an enjoyable and safe environment, regardless of their age, culture, disability, gender, language spoken, racial origin, religious belief, sexual orientation, or financial circumstances.
- Taking all reasonable steps to protect children, young people and at risk adults from harm by abuse (physical, sexual, psychological, emotional or financial) neglect or discrimination and to respect their rights, wishes and feelings.
- Taking swift action and appropriate measures to investigate all suspicions, allegations of poor practice or abuse. In all instances a full investigation will be carried out by an unbiased staff member qualified at management level.
- Ensuring all children, young people and at risk adults are given the opportunity of developing their skills and understanding towards becoming a safe learner.

RELATED POLICIES AND PROCEDURES

HS0005	UKTD Safeguarding Procedure (v6, Jun 17)
HS0007	UKTD Prevent Policy (v1, May 17)
HS0001	UKTD Health & Safety Policy (v14, May 17)
HS0002	UKTD Safer Recruitment Policy (v3 Apr 17)
HR0007	UKTD Disciplinary Procedure (v3 Jun 17)
HR0010	UKTD Grievance Procedure (v3, Aug 17)
PP0047a	UKTD Whistleblowing Procedure (v3, Apr17)
PP0059	UKTD Data Protection Policy (v1, Nov 16)
HS0005a/b/c	UKTD SIR Report Forms (v3, Sep 17)