

# A2A Training

Aspiration to Achievement



## **Safeguarding Policy**

We aim to provide a safe environment for all staff, associates, apprentices, employers, and any other stakeholders whenever possible

### **We aim to**

- protect children and young people who receive our EPA services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of A2A Training, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, associates, and apprentices.

**Legal framework** This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning)

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents.

|                           |                                                                                        |
|---------------------------|----------------------------------------------------------------------------------------|
| Safeguarding Officers     | Elizabeth Thomas<br>Deputy Louise Warren                                               |
| Our email contact details | <a href="mailto:Info@a2a-training.co.uk">Info@a2a-training.co.uk</a>                   |
| Child Protection Lead     | Elizabeth Thomas<br>Deputy Louise Warren                                               |
| ID and DBS                | All assessors will have A2A Training ID and be DBS checked prior to learner engagement |
| DBS                       | DBS are checked by the Director or Lead IQA                                            |

## **Our values**

We believe that: children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. This applies to vulnerable adults too who may use our EPA services

We recognise that the welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## **Alert procedures and processes**

All Safeguarding concerns will be reported to the SMT and/or Governance board if appropriate and suitable steps taken to enhance our procedures if needed. We log all safeguarding issues.

All staff should be made aware in the **A2A Induction training programme** of the importance of Safeguarding of all children and young people and the reporting processes that are required. Everyone should be made aware that if they see something that concerns them or they are given information that causes them to be concerned about a child, a young person or vulnerable person they should: ·

Keep calm; this will help the person

Make sure that the person is safe

Listen carefully to what is said

Reassure and take care of the person

Contact the manager and safeguarding lead as soon as possible to report the situation before taking any other action.

Considering all the information available the Quality and Compliance Manager, who is the Safeguarding Officer, will decide on the next steps, which may include taking no further action. Where no further action is taken the incident should be recorded in detail and stored securely on the A2A confidential systems. All personal data will be processed in accordance with the requirements of the Data Protection Act 1998, and in line with the Data Protection Policy and GDPR.

We will refer to outside agencies when we feel this is in the best interest of the apprentice or when needed. The Safeguarding Officer may decide that further action is necessary, this may be to seek further advice from Social Services, or to make a

referral to Social Services, to report the incident to a designated Social Worker or to report the matter to the Police if a crime is suspected.

Staff need to be aware that if they are not satisfied with the decisions made by the Safeguarding lead they can contact the Social Services Dept or the Police directly themselves to express their concerns

## **Reporting measures**

If a young person or vulnerable adult comes to a staff member with a report of apparent abuse, they should listen carefully to him/her, using the following guidelines:

- When listening to the young person or vulnerable adult staff must allow the young person or vulnerable adult to speak without interruption
- Never trivialise or exaggerate the issue
- Never make suggestions
- Never coach or lead the vulnerable adult in any way
- Reassure the young person or vulnerable adult, let them know you are glad they have spoken up and that they are right to do so ·
- Always ask enough questions to clarify your understanding, but do not probe or interrogate – no matter how well you know the young person or vulnerable adult – spare them having to repeat themselves over and over ·
- Be honest - let the young person or vulnerable adult know that you cannot keep this a secret, you will need to tell someone else ·
- Try to remain calm – remember this is not an easy thing for them to do ·
- Do not show your emotions – if you show anger, disgust or disbelief, they may stop talking. This may be because they feel they are upsetting you or they may feel your negative feelings are directed towards them ·
- Let the young person or vulnerable adult know that you are taking the matter very seriously · Make the young person or vulnerable adult feel secure and safe without causing them any further anxiety.
- It is most important that staff understand that if this situation occurs they need to listen but not to judge, comment, deny or confirm, and to ensure they do not compromise any evidence that might be later used in court.
- Staff should be confident that their concerns will be addressed appropriately and that the appropriate agencies and appropriately qualified people will be involved as required.

There are occasions where a young person or vulnerable adult may accuse a member of staff of abusing them. In some cases, this may be false or unfounded. However, in some cases the allegations may be true. If any member of staff suspects any other member of staff of abusing a learner, it is their responsibility to bring these concerns to the attention of the Managing Director. The decision to refer to outside agencies will follow the same process as any other disclosure or suspicion of abuse.

All concerns will be reported to the SMT and/or Governance board where appropriate and suitable steps taken to enhance our procedures if needed. We log all safeguarding concerns.

**We will seek to keep children and young people safe by:**

By valuing, listening to and respecting them.

By appointing a nominated Safeguarding lead for children, young people and vulnerable people and a deputy and a lead trustee/board member for safeguarding.

Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.

Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.

By recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.

By recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/fororganisations](http://ico.org.uk/fororganisations)]

By sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.

By making sure that children, young people and their families know where to go for help if they have a concern.

By using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.

By using our procedures to manage any allegations against staff and volunteers appropriately.

By creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.

By ensuring that we have effective complaints and whistleblowing measures in place.

By ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

By building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.