

# Safeguarding Children, Young People and Vulnerable Adults Policy

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## 1. Purpose

This policy outlines the responsibilities of Capital 4 Training in relation to the protection of children, young people and vulnerable adults in response to:

- The Children Act 1989
- The Protection of Children Act 1999
- The Children Act 2004
- Working Together to Safeguard Children 2006
- What to do if you're worried a child is being abused. DfES 2006
- Safeguarding Children and Safer Recruitment in Education 2007
- Safer practice, safer learning 2007

## 2. Scope

Capital 4 Training Ltd holds as one of its highest priorities, the health, safety, and welfare of all children, young people and vulnerable adults involved in courses or activities which come under the responsibility of the company.

Throughout this policy and related procedures reference is made to “children”. This term is used to mean “those under the age of 18”. Capital 4 Training Ltd recognises that some adults are also vulnerable to abuse; accordingly, the procedures may be applied to the protection of vulnerable adults. A vulnerable adult is defined as a person ‘who is or may be in need of community care services 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’

### **WHAT IS ABUSE?**

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them, or more rarely by a stranger. The fact that the abuser is usually someone they know can make it more difficult to talk; it also makes it more important to talk to someone who can be trusted.

Abuse can be:

- **Physical Abuse**

Physical abuse causes harm. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Neglect**

Neglect is the persistent or severe failure to meet an individual’s basic physical or psychological needs, likely to result in serious impairment of their health or development. Neglect may involve a parent or carer failing to:

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- Provide adequate food, clothing, and shelter including exclusion from home or abandonment.
- Protect from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing an individual to take part in sexual activities, including prostitution, whether or not they were aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as, involvement in looking at, or in the production of, sexual online images, watching sexual activities, or encouragement to behave in sexually inappropriate ways.

- **Psychological/Emotional Abuse**

Psychological abuse may include emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

### 3. Responsibility

The directors are committed to ensuring that the company:

- Provides a safe environment for children, young people and vulnerable adults to learn in.
- Identifies children, young people and vulnerable adults who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to see that such children, young people and vulnerable adults are kept safe.

#### Designated Senior Staff

The designated senior members of staff with strategic responsibility for safeguarding is Michael Bray:

As the company's senior management team, she/he has a key duty to take a lead responsibility for raising awareness within the staff of issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for learners within the company.

She/he has received training in safeguarding issues and inter-agency working, as required by the Safeguarding Children's board, and will receive refresher training at least every two years.

She/he should keep up to date with developments in safeguarding issues including:

- Overseeing the referral of cases of suspected abuse or allegations to Children's Social Care.
- Ensuring that all staff receive basic training in safeguarding issues and are aware of the company's safeguarding procedures. Ensure that all other staff receive training as appropriate to their needs and responsibilities.

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- Providing an annual report to the directors of the company setting out how the deficiencies in procedure or policy identified by the Safeguarding Children's Board (or others) to the directors at the earliest opportunity.
- The referral of cases of suspected abuse or allegations to Children's Social Care.
- Providing advice and support to other staff on issues relating to safeguarding.
- Establishing a system for the safe, confidential storage of records maintaining a proper record of any safeguarding concerns (even where that concern does not lead to a referral).
- Ensuring that parents of children and young people within the company are aware of the company's Safeguarding Children, Young People and Vulnerable Adults Policy.
- Liaising with the LA, Safeguarding Children's Board, Children's and Adult Social Care and other appropriate agencies.
- Ensure that systems are in place to ensure that appropriate safeguards are put in place for young people on long-term work placements.

She/he will have received training in safeguarding issues and inter-agency working, as required by the Safeguarding Children's Board, and will receive refresher training at least every two years.

### Designated Staff Members

The other designated members of staff with responsibility for safeguarding issues are: Keith Brown (Safeguarding Officer) and Laura Banks (Administration Assistant)

These designated staff members will:

- Report to the senior members of staff with lead responsibility.
- Know how to make an appropriate referral.
- Be available to provide advice and support to other staff on issues relating to safeguarding.
- Deal with individual cases, including attending case conferences and review meetings as appropriate.
- Have received training in safeguarding issues and inter-agency working, as required by the Safeguarding Children's Board, and will receive refresher training at least every two years.

### Statement of Policy

- The company has a duty to ensure that staff fulfills their responsibilities in safeguarding children, young people and vulnerable adults. The company will provide a safe and secure environment for learning with appropriate supervision and support of staff.
- The company will work with appropriate agencies, and in particular the local Safeguarding Children's Boards to ensure that learners are safeguarded through the effective operation of the company's safeguarding children, young people and vulnerable adults procedures. These agencies in turn will be responsible for advising the company in any issues relating to learners.
- The company's Safeguarding Children, Young People and Vulnerable Adult Policy and procedures shall be made available to all parent(s)/carer(s) upon request.

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- The company requires all staff to familiarise themselves with the Safeguarding Children, Young People and Vulnerable Adult Policy and procedures. The company recognises that it is the responsibility of all staff to act upon any concern no matter how small or trivial it may seem in accordance with this policy and procedures.
- The company has established and will regularly review procedures for reporting suspected abuse taking account of any new government legislation, regulations or best practice documents to ensure staff are kept fully up to date with their responsibilities and duties with regard to the safety and well-being of children.
- Company staff are in regular and frequent contact with learners and are particularly well placed to observe outward signs of abuse, or unexplained changes in behavior or performance which may be indicative of abuse. All staff will be made aware of the signs of abuse and the procedures for reporting abuse to the nominated person.
- The company will deal with allegations of abuse by staff or students according to the Company Disciplinary Procedures as appropriate.
- Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the learning is overriding concern. The degree of confidentiality will be governed by the need to protect the learner.
- The company will provide a caring, supportive environment, which will enable young people and vulnerable adults to speak out.
- The company will support young people and vulnerable adults who may have been abused and support those working with them.

### **4. Training**

It is a requirement that all staff who have been employed for more than two years undertake safeguarding training every three years to ensure that they are up-to-date with changes in legislation and practice.

### **5. Records**

The company will keep clear, comprehensive records of any disclosures and/or allegations of abuse.

The company will comply with the requirements of the Data Protection Act 1998, which allows for disclosure of personal data where this is necessary to protect the interests of a learner

### **6. Review and Evaluation**

The policy will be reviewed annually by the names person and presented for agreement to the senior management team.

### **7. Related policies & procedures**

- Recruitment and selection policy
- Health and Safety
- E&D Policy