

Safeguarding Policy and Procedures

Last Updated:	March 2021
SMT Approval Date:	March 2020
Annual Review Date:	March 2022
Audited as part of ISO Accreditation	As per audit plan
Owner(s):	SMT/Safeguarding
Document/catalogue Reference:	SPP/03

Introduction

Designated Safeguarding Lead: Gary Robb

Second Leads: Aimee Weatherill, Megan Foster

The Encompass Group has a statutory and moral duty to ensure that it safeguards and promotes the welfare of all our organisations users, with particular reference to children, young people and vulnerable adults, receiving education and training via the Group. This document represents Encompass’s commitment to Child and Vulnerable Adult Protection responsibilities, which is underpinned by the Department for Education statutory guidance ‘Keeping Children Safe in Education’ (September 2020), the Safeguarding Vulnerable Groups Act 2006 and the Care Act 2014.

The policy and procedures apply to all staff, learners and other users; including volunteers, external contractors, and employers.

Throughout the policy and procedures, reference is made to our Groups users. This term is used to refer to all learners but with particular reference to safeguarding duties in respect of children, young people under the age of 18 years, and vulnerable adults.

The Group provides a safe, non-threatening, inclusive environment in which all its users can operate and learn where they are treated with respect and dignity, feel safe, are listened to and where account is taken of their wishes and feelings, and positive well-being is promoted. This will help produce learners and staff who are confident, healthy, safe, emotionally resilient and personally fulfilled. The focus is on minimising the risk of harm to young people and vulnerable adults. Staff will maintain an attitude of “it could happen here” where safeguarding is concerned.

The Senior Management Team and Directors are aware of and takes seriously their role in overseeing the organisations arrangements for safeguarding and has a nominated Designated Safeguarding Lead.

Encompass will be aware of external agencies with the aim of managing and reducing conflict. We aim to promote British Values and to give our learners the opportunity to mix and learn with those from different backgrounds.

The Group also ensures that when a learner undertakes a period of work placement or work based learning, the environment is safe and the risk is minimised or removed.

Learners do not have authorisation to access any equipment that belongs to Encompass, other than for the purpose of sitting their exams. In these instances, the exam laptops only run the installed examination software, which the learners cannot exit during their exam. Learners are invigilated and walk-rounds conducted to ensure no unauthorised access of equipment.

The policy and procedures apply to all subsidiaries and trading entities of Encompass Group

Implementation

The Group will ensure that:

1. Meetings/1:1s will be held which introduce staff to the concept of safeguarding and to the policy and procedures e.g. through staff induction, senior management team meetings, delivery staff bi-monthly meetings, quality and team meetings; to enable ongoing dialogue around safeguarding and related procedures, policies, and practices.
2. All staff working with or on behalf of the Group, whether employed directly or indirectly, and including volunteers and external contractors who have regular contact with learners, will receive a level of training appropriate to their role which will familiarise them with safeguarding issues, clarify roles and responsibilities and the Group policies and procedures, with refresher training every 3 years apart from the Lead(s) who will take refresher training on an bi-annual basis. This is recorded and monitored through professional development and a central staff matrix.
3. When arranging Apprenticeship programmes for young people or vulnerable adults, the employer will be made fully aware of their duties in terms of safeguarding and that learners are given guidance, prior to their work placement and/or programme, on safeguarding and the support available.
4. All lesson observations will include the opportunity to report on any safeguarding issues and safeguarding is included in the lesson observation briefings/training.
5. Information technologies (website) will be used to guarantee that policy and procedures are accessible to all users.
6. IT and Internet Usage Policies will be in place across the organisation in relation to accessing ICT, whereby internet usage will be proactively monitored in order to detect any material promoting terrorism or radicalisation with any concerns of this nature being raised via usual safeguarding reporting procedures.

Z:\Human Resources\Policy Documents Microsoft Word Versions\Safeguarding Policy and Procedure.docx

Version: 5.1

Owner: Safeguarding

Date: Mar 2021

Document uncontrolled when printed

7. All staff will complete mandatory Safeguarding Training as part of their Induction to Encompass and are made fully aware of the policy and procedures as set out in this document, along with their own roles and responsibilities within safeguarding. As part of the training they are made aware of Extremism and processes of radicalisation and how to recognise concerning behaviours and ideologies considered to be extreme.

Safeguarding through Online channels

Considerations needed to be made when following safeguarding procedures when planning remote education and teaching remotely during the Coronavirus (COVID-19) outbreak. Keeping learners and tutors safe during remote education is just as essential as keeping them safe during face-to-face learning. The same principles set for face-to-face learning apply when delivering distance learning programmes, with the following additions:

Location/environment: If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that learners and/or tutors may not have a dedicated space e.g. an office to work from. Encompass has chosen to use secure video conferencing software where the tutor can disable users microphone and video where appropriate. Learners and tutors are encouraged to think about their surroundings when joining a call. Consider blurring or changing your background if you would not want to share that information with colleagues or strangers.

Personal data: The conferencing software may require the sharing of personal data e.g. usernames/display names or email addresses. Consent to share this data will be obtained from learners prior to online delivery. If individuals are joining via an unrecognised number or username, consider using a lobby feature to allow access to make sure that the identity can be confirmed before an individual joins the call. Calls should not be made public, and the link to a call should not be posted publically.

Reporting and providing pastoral care remotely: Reporting a safeguarding concern will follow the same procedure as detailed in this policy, however, where providing pastoral care remotely it is important to consider and assess any risks with the Senior Management Team and the Operations Director. Measures to be considered could be having an additional staff member/learner representative in the call.

Safeguarding training

Mandatory refresher awareness is planned and completed annually across the business for all staff. There is a named Lead Designated Safeguarding officer at Encompass together with additional Safeguarding Officers in place. At Induction, all staff will be introduced to these personnel and shown where they can access contact details.

Z:\Human Resources\Policy Documents Microsoft Word Versions\Safeguarding Policy and Procedure.docx

Version: 5.1

Owner: Safeguarding

Date: Mar 2021

Document uncontrolled when printed

Communication Flow

1. The policy and procedures are approved by the Senior Management Team and Directors. The Group has nominated a Safeguarding Lead who represents the organisation and who reports on safeguarding at monthly meetings.
2. The policy and procedures are communicated to all staff through staff induction, email, training and refresher training.
3. The Directors and SMT assume strategic responsibility for safeguarding and a Designated Safeguarding Lead is in charge of operational safeguarding arrangements.
4. Regular team meetings are convened with safeguarding as a set agenda item.
5. Regular updates will be shared across the organisation when necessary, utilising the Hot Topics calendar to reach all users including remote workers.
6. Staff and learners' views will be regularly sought regarding their safety when in a learning setting/in the workplace.
7. Identification cards and safeguarding information will be made available to staff to support security and for what to do 'if'.
8. Publications and job adverts will have a clear statement reflecting the importance that the Group places on safeguarding, and 'Safer Recruitment' practices will be followed including having at least one member of staff on all interview panels who has undergone Safer Recruitment Training
9. Safeguarding literature for staff and learners will promote safeguarding across the Group and beyond.
10. Learners will be taught about safeguarding, through induction and tutorial sessions and through embedded learning activities.
11. All employers will be given access to the Groups Safeguarding Policy and Procedures via the website. This will also be provided to sub-contractors for reference in the case that they do not operate their own policy and set of procedures e.g. adult education budget.
12. All learners will be actively encouraged to report any safeguarding, health and welfare issues through a promoted self-referral process, using the Raising a Concern Form.

Monitoring of Implementation

The policy and procedures will be monitored by the Safeguarding Lead and reviewed annually by the Senior Management Team and Directors.

Associated Information and Guidance

The policy and procedures have been developed using guidance issued by the Department for Education, the NHS and other relevant bodies and groups, such as:

Z:\Human Resources\Policy Documents Microsoft Word Versions\Safeguarding Policy and Procedure.docx

Version: 5.1

Owner: Safeguarding

Date: Mar 2021

Document uncontrolled when printed

- Protection of Freedoms Act 2012
- The Safeguarding Vulnerable Groups Act 2006 (Schedule 4 amended 2012)
- <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Working Together to Safeguard Children (2018)
- The Work-related Learning Guide (DfES 2009)
- Keeping Children Safe in Education: September 2020
- Children & Young persons Act 2008 & Education Act 2011
- the Equality Act 2010
- Making Work Experience Work for You (June 2013)
- Data Protection Act 2018
- Children and Families Act 2014
- Information sharing: Advice for practitioners July 2018
- Protocol on responding to Extremism and PREVENT strategy (2011)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings (April 2020(accounting for online learning during the Coronavirus outbreak in the UK))
- No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse

Related Policies and Documents

The related documents below can be located on the Groups shared drive:

- Health & Safety Policy and Procedures
- Information Security Policy
- Data Protection Policy
- Recruitment Policy and Procedures
- Staff Code of Conduct
- Disciplinary Procedures
- Quality Policy
- Equality and Diversity Policy and Procedures
- Lone Working Policy and Procedures
- Whistleblowing Procedure
- IAG Policy
- Prevent Policy
- Cause for Concern Reporting Form (SRAC02)
- Modern Slavery Policy

Procedures

Procedure 1: Dealing with Disclosure of Abuse and Safeguarding Concerns

- **Purpose:** To equip all staff to respond promptly and appropriately when dealing with a disclosure of abuse against a learner or respond to a Safeguarding concern.

Z:\Human Resources\Policy Documents Microsoft Word Versions\Safeguarding Policy and Procedure.docx

Version: 5.1

Owner: Safeguarding

Date: Mar 2021

Document uncontrolled when printed

- **Note:** For learners who study on site and in the workplace
- N.B If a member of staff observes or is concerned about a learner’s behaviour or appearance, or have other types of concerns Procedure 1 and 2 will be completed within 24 hours of disclosure or within 1 hour if it is believed to be a serious risk.
- **Responsibility:** All staff (AS), Designated Safeguarding Lead/Officer (DSL/O)

Procedure 1	Timeframe	Responsibility	Doc Ref
<p>If a learner discloses a Safeguarding concern to a member of staff, the member of staff will:</p> <ul style="list-style-type: none"> a) Listen carefully and stay calm. b) Not interview the learner but question normally and without pressure, in order to be sure that there is understanding of what is being disclosed. c) Not influence or misinterpret the information given by the learner but accurately record the dialogue. d) Reassure the learner that by telling you, they have done the right thing. e) Inform the learner that the information will need to be passed on to the Safeguarding Lead/team in order to provide appropriate advice and support. Also inform the learner that information will need to be passed on to external agencies if they are deemed to be at risk of harm, particularly (but not exclusively) in relation to young people aged 18 or under in response to Child Protection Guidelines. f) Complete SRAC02 (concern form see appendix 1) form as fully and accurately as possible. g) Send the SRAC02 form (electronically wherever possible) to the relevant Safeguarding Lead: Gary@encompass.training and Line Manager, the lead will log 	<p>Procedures 1 and 2 will be completed within 24 hours of disclosure</p> <p>or</p> <p>within 1 hour if it is believed to be a serious risk</p>	<p>AS</p>	<p>SRAC02</p> <p>SRAC02</p>

<p>and action as appropriate in partnership with the Line Manager.</p> <p>Staff should not attempt to act in isolation without seeking the relevant guidance from the Safeguarding Lead and/or Line Manager.</p> <p>Action by the Safeguarding Officer/Lead then moves on to Procedure no 2.</p>			
--	--	--	--

Procedure 2: Deciding on the Next Course of Action

- **Purpose:** To equip the safeguarding Team to respond promptly and appropriately to disclosure and Safeguarding concerns.
- **Note:** For learners who study on site and in the workplace
- **Responsibility:** Designated Safeguarding Lead/Officer (DSL/O) & Line Manager

Procedure 2	Timeframe	Responsibility	Doc Ref
<p>Following on from Procedure 1 the Safeguarding Officer/Lead will:</p> <p>a) Review the information on the SRA02</p> <p>b) Decide on the next course of action with guidance and consultation with the Line Manager or at Director level Strategic and either:</p> <ul style="list-style-type: none"> • Request further information on the case, particularly in relation to suspected radicalisation/extremism • Refer to external organisations as appropriate • Record all actions in the investigation section of the SRAC02 for review by the Designated Safeguarding Lead and the Steering Group <p>The Designated Safeguarding Lead will then:</p> <ul style="list-style-type: none"> • Set the timeframes for further action and reporting back based 	<p>Procedures 1 and 2 will be completed within 24 hours of disclosure</p> <p>or</p> <p>within 1 hour if it is believed to be a serious risk</p>	<p>DSL/O DSL/Director(s)</p> <p>DSL/O</p> <p>DSL/O</p>	<p>SRAC02</p> <p>SRAC02</p>

<p>on the seriousness and complexity of the case.</p> <ul style="list-style-type: none">• Share and seek advice from the Directors if necessary.• Ensure that all actions from the point of referral are logged electronically on system and monitored regularly for updates and that there is a chronological log of the investigation.• Close the case as appropriate and archive.			
--	--	--	--

Appendix 1 Safeguarding – Raising a Concern Form

Please complete this form if you have any concerns about a learner (Pastoral, Medical or Safeguarding). Complete within 24 hours if learner is not at immediate risk, if learner is at immediate risk complete within 1 hour.

Learner Name			
Day and Date		DOB	
Member(s) of Staff Noting Concern & Role		Place of Work	

Concern (Please describe as fully as possible, if there are dates and times the learner states previous to this date i.e. to when the disclosure is made, please record them).

Encompass

Group

Please send this form electronically to the Designated Safeguarding Lead (Gary Robb) when completed.

ACTIONS TAKEN		
Date	Persons Taking Action	Action

--	--	--

Any Other information:

