



Safeguarding Children, Young People and Vulnerable Adults Policy

1 Statement of Purpose

LITE (Stockport) Ltd is determined to ensure that all necessary steps are taken to protect from harm, those children, young people and vulnerable adults who participate in our apprenticeship, or other programmes. This policy establishes the our position, role and responsibilities and clarifies what is expected from everybody involved. It very highlights the importance we place in the protection of children, young people and vulnerable adults. Every child, young person or vulnerable adult should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in this organisation.

We recognise however, that abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken. LITE Ltd recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also need to be aware of our PREVENT duty in regard to young people and vulnerable adults and consider any extreme influences that they could come into contact during their times as apprentices. Animal rights can be an emotive subject and could lead to radicalisation of students in this respect. Lite is determined to meet its obligation to ensure that we provide opportunities for children, young people and vulnerable adults to do so, with the highest possible standard of care. LITE Ltd will ensure that:-

- The welfare of the child, young person or vulnerable adult is paramount.
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff working in the organisation has a responsibility to report concerns to Jackie Shopland-Reed.

2 Key Principles

LITE (Stockport) Ltd will ensure that:

- Employers are aware of their safeguarding obligations, through guidance and training.
- Ensure apprentices have an awareness of safeguarding and understand how to access support services.
- Provide safeguarding training for all employees working with apprentices.
- Ensure staff working with young and vulnerable people are subject to an enhanced Disclosure and Barring service check.
- Maintain open channels of communication with each employer.
Apprentices may act very differently depending on their environment and may feel more comfortable discussing sensitive issues with different people.
- Respond to any allegations appropriately.
- Regularly review the policy.

A child is defined as a person under the age of 18 (The Children Act 1989).

Employers are required to:

- Familiarise themselves with relevant government legislation
- Take appropriate steps to understand what safeguarding means in practice at their organisation, in the context of the responsibilities they have for the people they employ
- Ensure that any staff working with apprentices in a position of trust are appropriate for the role and do not present any danger or threat.
- Ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service.
- If possible, identify a person to coordinate safeguarding across the organisation.

3 Responsibilities

LITE (Stockport) Ltd's Designated Safeguarding Lead (DSL) responsible for the Safeguarding of Children, Young People and Vulnerable Adults is the Manager:

Jackie Shopland-Reed. Tel 01744 24062, Mobile 07836 248604. Email jsreed@liteltd.co.uk

The Deputy Designated Person (DDP) is the Office Manager Irene Boardman. Irene@liteltd.co.uk Tel 01744 24062

- The DSL/ DPP are responsible for making all decisions regarding referrals to implementation of this policy. All staff should be vigilant to as a part of their safeguarding duties and report any concerns to the Safeguarding Officer/s
- Learner facing staff will deliver learning and assessment which reflects fundamental British values.
- We will seek to actively safeguard all learners and provide welfare support at the point of need for learners identified to be at risk of harm as defined within Keeping Children Safe in Education (2015).
- We will implement anti-bullying strategies and challenge discriminatory behaviour.
- We will respond to identified community needs.
- We will monitor our usage of IT and promote safe use of the internet.
- We will work to actively narrow the achievement gap between different groups of learners.
- We will promote a culture of vigilance and operate a whistleblowing blowing procedure which includes reference to the Prevent agenda.
- We will maintain a log of Safeguarding concerns and actions taken. This is stored in a secure folder on our server.

4 Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children, young people or vulnerable adults in order to harm them. There are some people in this organisation that will have regular contact with children, young people or vulnerable adults and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported to Jackie Shopland-Reed and the guidelines in this policy should be followed.

Good Practice means:

- Always working in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication.
- Treating all children, young people or vulnerable adults equally with respect and dignity.
- Always putting the welfare of each child, young person or vulnerable adult first.

- Maintaining a safe and appropriate distance with service users (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child, young person or vulnerable adult, or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children, young people or vulnerable adults to share in decision making.
- Keeping up to date with training, qualifications and insurance.
- Involving children/young people/ vulnerable adults/parents/carers wherever possible.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children, young people or vulnerable adults.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if LITE Ltd staff are required to transport young people in their cars.

5 If You are Concerned About a Child, Young Person or Vulnerable Adult

What should you do if a young person reports abuse to you? If someone discloses that they are being abused, whether in the home or the workshop setting, then upon receiving the information you should:

- React calmly.
- Reassure the child/ young person/vulnerable adult that they were right to tell and that they are not to blame and take what the child says seriously.
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details.
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments.
- Inform the child/young person/vulnerable adult what you will do next.
- Make a full and written record of what has been said/heard as soon as possible and don't delay in passing on the information.

The report will include the following:

- The child's, young person's or vulnerable adult's name, age and date of birth.
- The child's, young person's or vulnerable adult's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns of those of someone else.

- The nature of the allegation, including dates, times and special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's, young person's or vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so, record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If there are concerns about sharing the above information with a colleague you can contact Children's Services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000.

6 What we will do next:

It is not our responsibility to decide whether abuse has taken place or not, however we will pass on the information to the appropriate authority. We will record the information provided in our Safeguarding concern log, stored in a secure folder on our server. This will ensure that if we are asked at a later time, we can produce a full written report.

Severe and obvious cases of abuse will be reported immediately. Services for Children and Young People, Children's Social Care, have a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, they have a legal responsibility to investigate and all agencies have a duty to co-operate with those investigations. This may involve talking to the child and their family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Concerns about children, young people or vulnerable adults must not be taken lightly. The protection of children, young people or vulnerable adults is paramount and if we have any concerns about abuse or neglect or a child, young people or vulnerable adult we will the appropriate authorities:

7 Types of Abuse and Neglect

Signs/indicators of abuse and neglect are helpful if they are used with some caution. They are not necessarily evidence of abuse or neglect. However, if you are concerned about a child, young person or vulnerable adult they can

help you think about why you have that concern. Signs that may suggest physical abuse:

- Any bruising to a baby - pre-walking stage.
- Multiple bruising to different parts of the body.
- Bruising of different colours indicating repeated injuries.
- Fingertip bruising to the chest, back, arms or legs.
- Burns of any shape or size.
- An injury for which there is no adequate explanation.

Signs of possible sexual abuse:

- Something a child, young person or vulnerable adult has told you.
- Something a child, young person or vulnerable adult has told someone else.
- A child who shows worrying sexualised behaviour in their play or with other children.
- A child who seems to have inappropriate sexual knowledge for their age.
- A child, young person or vulnerable adult who may be visiting or being looked after by a known or suspected sexual offender.

Signs which may suggest emotional harm: The following signs may be present in children, young people or vulnerable adults whose parents or carers are over-critical and emotionally distant, or who are unable to meet their child's, young person's or vulnerable adult's emotional needs:

- Children whose behaviour is excessive. For example, excessive bedwetting, overeating, rocking, head banging.
- Children, young people or vulnerable adults who self harm. For example, they may cut or scratch themselves or overdose.
- Children, young people or vulnerable adults who attempt suicide.
- Children or young people who persistently run away from home.
- Children, young people or vulnerable adults who show high levels of anxiety, unhappiness or withdrawal.
- Children or young people who usually seek out or avoid affection.

Signs which may suggest neglect:

- Squalid, unhygienic or dangerous home conditions.
- Parents who fail to attend to their children's health or development needs.
- Children who appear persistently undersized or underweight.
- Children who continually appear tired or lacking in energy.
- Children who suffer frequent injuries due to lack of supervision.

Please note that these lists are possible indicators of abuse, any signs of abuse have to be considered in context.

8 Positive Ways of Protecting Children

What do children need?

- To feel safe and secure
- Health and happiness
- Appropriate affection
- Lots of smiles
- Praise and encouragement
- To be able to talk to someone
- To be listened to
- New experiences
- Respect for their feelings
- Rewards and treats.

9 Vulnerable Adults or Adults at Risk

The Adult Support and Protection Act 2007 defines 'Adults at Risk' as being adults (aged 16 or over) who are unable to safeguard their own well-being, property, rights or other interests, are at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected. This definition aims to clarify when it is appropriate to intervene, and when it is not, in order to protect those individuals, who are not able to protect themselves, from harm. It has three aspects, all of which must be satisfied before a person is covered by the provisions under the Act. This means that a person cannot be classed as an adult at risk simply by virtue of the fact that they meet one element of the definition, for example: that he/she has a disability or mental disorder. Nor is the definition so wide that it will cover a disproportionately large element of the population.

10 What is 'Harm'?

'Harm' is defined in the legislation as including all harmful conduct, in particular:

- Conduct which causes physical or psychological harm (e.g. by causing fear, alarm or distress).
- Unlawful conduct which appropriates or adversely affects property, rights or interests (e.g. theft, fraud, embezzlement or extortion).
- Conduct which causes self-harm.

Harm to others can be physical (including neglect), emotional, financial, sexual or a combination of these. This should not be read as an exhaustive list, it has been drafted broadly so as to include a wide range of behaviours. Just because a particular category of harm is not listed, this does not mean it is not included in the definition.

11 What to do if you are worried.

If you are unsure that a child, young person or vulnerable adult may be suffering but are worried, please contact the DSL or the DPP. If you are concerned that a child, young person or vulnerable adult has suffered harm, neglect or abuse, Children's services or adult social care. In an emergency outside normal office hours, please contact Emergency Social Services or the Police.

12 Promotion. Commitment and Training

The DSL and the DSPs and all staff and governors undertake training relevant to their role.

Staff : Mandatory Safeguarding Training equips staff with the ability to recognise signs that a learner or colleague might be on the path to becoming radicalised and outline the process by which concerns should be raised.

All staff commit to this policy and receive annual update training in implementing this Policy, which is included in the staff handbook. New staff need to familiarise themselves with the expectations of their roles and responsibilities. Staff will receive training during their induction. Implementation and updates to the policy are discussed in staff meetings. Relevant updates and news are shared in our news 'Bulletin'.

Apprentices: Apprentices are made aware of this policy and associated procedures at their induction with the manager. Apprentices commit to the policy as a part of the induction process. This policy is included in the apprentice handbook as well as promoted through our intranet / website. Training is provided at induction, integrated throughout the off the job training and through discussion at apprentice reviews. Apprentices are encouraged to report any concerns to a member of staff. We display posters, updated regularly, promoting Safeguarding in the training centres. Relevant updates and news will be shared in our news 'Bulletin'.

Employers:

Employers have a duty to comply with all current and future UK legislation and statutory responsibilities. There is a particular expectation that an employer should take responsibility for an apprentice's welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives.

Employers are made aware of this policy when they are considering working with us. We require all new employers to demonstrate their commitment to the promotion of Safeguarding, this is checked at the approval visit and through checks of required documentation. Commitment is a requirement of our apprenticeship agreement with employers.

We work with employers to ensure they are promoting Safeguarding within their organisations; this is checked at each review visit. Safeguarding topics and updates are discussed at twice yearly training events for clinical coaches who support apprentices in the workplace. Employers are encouraged to contact our DSL / DPP for advice and guidance relating to Safeguarding matters. This policy is included in the employer handbook as well as promoted through our intranet / website. Relevant updates and news are shared in our news 'Bulletin'

13 Use of IT:

The increasing use of the internet and digital technology has presented huge opportunities, both to enrich the learning environment for apprentices and also allowing them to expand their personal horizons. However, people are able to access and engage with online content in many ways, so they need to have the skills to be able to use the internet safely and develop appropriate online behaviours. It is paramount that people are aware of ways in which they can protect themselves online and ensure the security of their personal data. Dangers can include bullying and abuse, revenge porn, grooming, identity theft, and viruses.

LITE (Stockport) Ltd will:

- assess how apprentices may be at risk of harm using the internet or technology.
- Provide relevant training for apprentices so that they are able to work safely and effectively online.
- Help apprentices to develop an objective attitude to online information and evaluate its authenticity.
- Make sure university are trained to identify and deal with concerns about online safety
- Provide clear guidance on what is and is not an acceptable use of the internet.
- Monitor the use of IT systems in use on our premises

Employers are required to:

- Ensure apprentices are made aware their organisations policies on using the internet and technology in the workplace.
- Understand the dangers apprentices may face using technology in the workplace and act to minimise risks.

- Communicate any concerns about safety online to us.

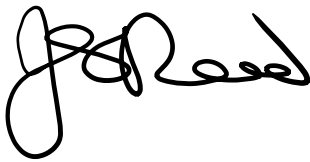
This policy should not be read in isolation but cross referenced with other Lite Ltd (Stockport) Ltd policies.

13 Policy Review

This policy will be reviewed annually in accordance with our quality assurance procedures; however the policy may be updated to reflect changing requirements or circumstances by the Manager / DSL in consultation with the staff.

Date of next review: September 2022

Signed on behalf of LITE (Stockport) Ltd

A handwritten signature in black ink, appearing to read 'J Shopland-Reed', written in a cursive style.

Jackie Shopland-Reed
Manager

Date: 07/09/2021