

VISTA TRAINING SOLUTION SAFEGUARDING STATEMENT/POLICY & PROCEDURE

Section 1

Vision statement for Safeguarding – Vista Training Solutions Ltd.

To ensure that all learners and staff have the protection of safeguarding practices and are made aware of their rights as individuals and ways to seek help and support. To promote safeguarding in all aspects of our delivery and our work to ensure full integration into our service and that of other partner organisations and other services to ensure a fully collaborative and comprehensive approach.

Through raising the profile of safeguarding and bringing greater awareness of abuse, we aim to reduce risk and thus shape a safer learning environment.

Our Responsibility

Vista Training Solutions are responsible to ensure the safeguarding of our learners, particularly those that may be termed as 'vulnerable'. We take safeguarding seriously to protect our learners from potential harm, to enable them to contribute to a safe learning environment in which learners are supported and can focus on achieving their potential.

What is Safeguarding?

Safeguarding is a moral and legal responsibility.

Safeguarding the safety and well being of learners, especially students (under the age of 18 years) and vulnerable adults, i.e.

- Protecting students and learners from maltreatment
- Preventing impairment of staff and learner's health or development
- Ensuring students and vulnerable adults are learning in circumstances where they have a provision of safe and effective care
- Ensuring their opportunities for optimum success

What is the Definition of a vulnerable adult?

The Safeguarding Vulnerable Groups Act 2006 Section 59 defines a vulnerable adult as a person aged 18 and over and:

- Receiving a social care service
- Receiving a health service
- Living in sheltered accommodation
- Detained in custody or under a probation order
- Requiring assistance in the conduct of his/her affairs
- Receiving a service or participating in an activity targeted at older people, people with disabilities (learning or physical), or with physical or mental health conditions, or someone with a diagnosed medical condition for which they are receiving ongoing treatment.

n.b. This definition can include participants whose particular circumstances make them vulnerable, e.g. a person who is leaving or has recently left care, someone with inadequate housing, someone being supported to overcome alcohol or drug dependency or use.

What is abuse?

- Neglect
- Physical abuse
- Financial abuse
- Sexual abuse
- Psychological/emotional abuse
- Discriminatory abuse
- Institutional abuse

Abuse can take many forms including forced marriage, cyber bullying, internet grooming, domestic abuse and people trafficking

Aims

The aims of the policy are to ensure that:

- Learners are kept safe and feel safe whilst undertaking on and off the job learning.
- Learners can thrive and achieve.
- There is raised safety awareness of learners through training, review and assessment.
- Greater health awareness is promoted to learners.
- Vista training solutions are responsive to the needs and concerns of learners and all matters of concern will be dealt with promptly and sensitively.

- Vista training solutions will ensure that all staff are trained and are aware of their responsibilities and are equipped to recognise signs of abuse.
- Staff and visitors can feel secure.
- Vista training solutions will keep up to date and work with other agencies to improve safeguarding provision.
- Everyone is assured that their welfare is a high priority.
- Policy and procedures will be audited regularly and monitored annually for effectiveness and amended accordingly.

Designated Person

Vista Training Solutions has a nominated Safeguarding Officer, **Emi Gjoni**, who will report directly to senior management. The designated person is responsible for liaison with appropriate partners and external bodies, promotion of awareness training, referrals and to be a source to refer to. Management will ensure that the policies and procedures are in place and allocate sufficient resources and time to safeguarding, supporting staff with concerns.

Designated Safeguarding Lead (DSL): Emi Gjoni

Contact Number: 07830 628 697

Raising Awareness

Our commitment to safeguarding is promoted and disseminated through our Customer Charter and promotes the governments requirements and the concept that training people to be safe and healthy will have a lifelong impact on themselves and society as a whole. We promote preventative action – rather than reaction.

Safer Recruitment

Vista Training Solutions will carry out safer recruiting practices to ensure that we provide a safe and secure working and learning environment. This includes meeting requirements for CRB checks to meet current legislation.

Practical Delivery

- Staff will undertake DBS (CRB) checks as necessary and records of these will be maintained and updated to ensure that they are current.
- Maintaining records of `next of kin` contact details for all learners.
- Specifically to Learners on-programme

- ✓ At Induction a full introduction will be given with contact details.
- ✓ 12 week review - discussion with assessor
- ✓ 24 week review – discussion with assessor
- ✓ 36 week review – discussion with assessor

- Learners will be made aware that any concerns can be raised at any time via their trainer/assessor or directly to the Vista of Learning office.
- Staff meetings – safeguarding will be discussed formally at staff meetings.
- Training sessions – training will be delivered all staff including trainers/assessors to meet knowledge requirements.
- 6 monthly monitoring, review and development of the policy will be undertaken.
- Positive promotion of safeguarding through signposting leaflets and website.

Staff Responsibilities

Every member of staff has a responsibility to safeguard learners

- Be aware of policy and procedures and their importance
- Listen to learners and be vigilant about their welfare
- Be confident to take action where necessary
- Report any concerns

Remember your responsibilities:

Recognition
Response
Reporting
Recording
Referral

What should staff do if they think that a learner has a safeguarding issue?

- 1) Always think clearly
- 2) Ask yourself if there 'is a change in the person'?
- 3) Is there a pattern, e.g. don't want to go home, won't remove heavy clothing on a warm day.
Start diarising and keeping some notes for your own reference
- 4) Discuss concerns with designated person or refer to designated person for action.

What to do if a learner confides in you

- Don't start to interview the person – keep it informal – LISTEN rather than ask questions.
- Remember to be professional – if the person chooses to confide in you they are taking a big step.
- For a person under 18 we all have a legal obligation to report abuse and if you are confided in you must advise the young person that you 'can't keep it a secret' – as soon as possible, sensitively.
- You cannot promise 'it will be better now' as you cannot guarantee this, however, you can say that they will get support now.
- Be a good listener and don't make comments – don't ask direct questions or prompt.
- Do not confront an alleged abuser.
- Refer to designated person in writing and dated, **within 24 hours**, with full details, the report should be signed and dated.
- In the case of an adult who is not termed 'vulnerable' provide the learner with a disclosure form and ask them to give it to you or send it directly to Jennifer Lurkins and advise Jennifer within 24 hours to expect the form and send your own report of the incident.

Reporting

Following review, where necessary the designated safeguarding officer will refer this information to the relevant authority within 24 hours of notification.

Liaison will be made with consortium lead safeguarding officers and social services as appropriate.

Records relating to safeguarding incidents will be retained in a confidential, locked file.

Complaints against Staff

If a complaint is made against a member of staff the member of staff will be suspended from their role and interviewed within 48 hours of receipt of the complaint, actions taken thereafter will be determined by a full review of each and every individual circumstance fairly and within safe recruitment guidelines and with referral with other agencies as necessary.

False Allegations

When an allegation is unfounded a confidential record will be kept of the investigation. Where the allegation has come from a learner the learner should be monitored and signposted to external counselling, as the allegation could be due to abuse from another source.

Whistleblowing

Any member of staff with any safeguarding concerns with regard to another member of staff or an employer is encouraged to share these concerns, this information will be maintained confidentially. If it is not appropriate to disclose this information to the safeguarding officer then it should be referred to the Managing Director.

Section 2 - Overall Aims

2.1 This policy will contribute to safeguarding our students and promoting their welfare by:

- Clarifying standards of behaviour for staff and students;
- Contributing to the establishment of a safe, resilient and robust ethos in the Centre, built on mutual respect, and shared values
- Introducing appropriate work within the curriculum;
- Alerting staff to the signs and indicators that all might not be well;
- Developing staff awareness of the causes of abuse;
- Developing staff awareness of the risks and vulnerabilities students face;
- Addressing concerns at the earliest possible stage; and
- Reducing the potential risks students face of being exposed to violence, extremism, exploitation, or victimisation

2.2 This policy will contribute to supporting our students by:

- Identifying and protecting the most vulnerable
- Identifying individual needs where possible; and
- Designing plans to meet those needs.

2.3 This policy will contribute to the protection of our students by:

- Including appropriate work within the curriculum;
- Implementing Student protection policies and procedures; and
- Working in partnership with students, parents and agencies.

3. Expectations

3.1 All staff will:

- Be familiar with this safeguarding policy;
- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc.
- Where appropriate, be involved in the implementation of individual education programmes, integrated support plans, Student in need plans and inter-agency Student protection plans;
- Be alert to signs and indicators of possible abuse
- Record concerns and give the record to the Designated Safeguarding Lead
- All staff will receive basic level one training at least once every three years. Key staff will undertake level two and level three training as agreed by the Governing Body where appropriate
- Do not disclose to a parent any information held on a Student if this would put the Student at risk of significant harm

3.2 All Visitors will:

- Be subject to ID and DBS checks. This includes contractors, volunteers, and Student support workers.
- Be made aware of the Safeguarding information on the back of the visitor passes

3.3 Contractors will be issued with a code of conduct which includes safeguarding contact information.

4. The Designated Safeguarding Lead

4.1 Our Designated Safeguarding Lead (DSL) on the senior leadership team is Emi Gjoni. She has lead responsibility and management oversight and accountability for Student protection and, with the Management staff, will be responsible for coordinating all Student protection activity.

4.2 When the Centre has concerns about a Student, the Designated Safeguarding Lead will decide what steps should be taken and should advise the Site Manager.

4.3 Student protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the Designated Safeguarding Lead feels their having knowledge of a situation will improve their ability to deal with an individual Student and/or family. A written record will be made of what information has been shared with whom, and when.

4.4 Student protection records will be stored securely in a central place separate. Individual files will be kept for each Student. Files will be kept for at least the period

during which the Student is attending the Centre, and beyond that in line with current data legislation and guidance.

4.5 Access to these records by staff other than by the Designated Safeguarding Lead will be restricted, and a written record will be kept of who has had access to them and when.

4.6 When a Designated Safeguarding Lead resigns their post or no longer has Student protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.

5. The Management Team

5.1 The Management Team are the accountable body for ensuring the safety of the Centre.

5.2 The Management Team will ensure that:

- The Centre operates, “safer recruitment” procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers;
- A member of the Centre’s leadership team is the Designated Safeguarding Lead;
- The Designated Safeguarding Lead attends appropriate refresher training every two years;
- The Principal and all other staff who work with students undertake training at three yearly intervals;
- Temporary staff and volunteers are made aware of the Centre’s arrangements for Student protection and their responsibilities;
- The Centre remedies any deficiencies or weaknesses brought to its attention without delay; and
- The Centre has procedures for dealing with allegations of abuse against staff/volunteers.

7. A Safer Environment

Supervision: Student reception area

7.1 Student reception is to be permanently supervised by a member of staff between the hours of 8am and 9am each day. Centre doors remain open during this time for student access.

Intruders on site

7.2 In the event of a suspected intruder on the centre premises, staff are to politely ask the person to leave the premises and are then to report this to a member of Senior Leadership Team. If students witness a suspected intruder, they are to be encouraged to inform a member of staff immediately. All members of staff that are legitimately on the premises, including ALL visitors and trainee teachers, should be wearing a lanyard/card clearly displaying their name. In the event that an intruder does not follow initial instructions to leave the premises, a member of the Senior Leadership Team should be informed immediately. In some cases, Police may then be contacted and where appropriate the Management Team may instigate a 'Lockdown procedure'.

Lockdown Procedure

7.3 Where an intruder on the premises represents an immediate concern to the welfare of staff and/or students, the Centre will instigate a Lockdown Procedure. In these cases, the Centre alarm will ring. In these cases, staff are to ensure that all students remain in classrooms/under their supervision and are to lock classroom/office doors. The 'all clear' will be sounded by the alarm ringing again.

8. Our Role in the Prevention of Abuse

8.1 We will provide opportunities for students to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

8.2 Relevant issues will be addressed through the course framework, for example self-esteem, emotional literacy, assertiveness, power, sex and relationship education, e-safety and bullying.

Other Areas of Work

8.3 Our safeguarding policy cannot be separated from the general ethos of the Centre, which should ensure that students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

9. Safeguarding Students who are Vulnerable to Extremism

9.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard students and families from violent extremism. There have been occasions nationally in which extremist groups have attempted to radicalise vulnerable students to hold extreme views including justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow

ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

9.2 Vista values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

9.3 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make students vulnerable to future manipulation and exploitation. Vista is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

10 Safeguarding Students who are Vulnerable to Exploitation, Forced Marriage, Female Genital Mutilation or Trafficking

10.1 The safeguarding policy provides the basic platform to ensure students are given the support to respect themselves and others, stand up for themselves and protect each other.

10.2 Vista keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

10.3 The staff are supported to recognise warning signs and symptoms in relation to specific issues and include these such issues in an age appropriate way.

10.4 Vista works with and engages our students and communities to talk about such issues.

10.5 The Designated Safeguarding Lead knows where to seek and get advice as necessary.

11. What we do when we are Concerned

11.1 Where risk factors are present but there is no evidence of a particular risk then our DSL advises us on preventative work that can be done within Centre to engage the Student into mainstream activities and social groups. The DSL may well be the person

who talks to and has conversations with the Student's family, sharing the Centre's concern about the Student's vulnerability and how the family and Vista can work together to reduce the risk.

11.2 In this situation, depending on the level of concern and what we agree with the parent and the Student (as far as possible) –

- The Centre will review the situation after taking appropriate action to address the concerns.

PART 2 - THE KEY PROCEDURES

Responding to Concerns about a Student

12. Involving Parents/Carers

12.1 In general, we will discuss any Student protection concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the Designated Safeguarding Lead. However there may be occasions when the Centre will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the Student.

12.2 Parents / carers will be informed about our safeguarding policy through our website: www.vistatrainingolutions.co.uk

13. Our Role in Supporting Students

13.1 We will offer appropriate support to individual students who have experienced abuse or who have abused others.

13.2 An individual support plan will be devised, implemented and reviewed regularly for these students. This plan will detail areas of support, who will be involved, and the Student's wishes and feelings.

13.3 We will ensure the Centre works in partnership with parents / carers and other agencies as appropriate.

15. Students with Additional Needs

15.1 Vista recognises that while all students have a right to be safe, some students may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug / alcohol abusing parents, new arrivals to the country whose first language is not English.

16. Responding to an Allegation about a Member of Staff

16.1 This procedure should be used in any case in which it is alleged that a member of staff, visiting professional or volunteer has:

- Behaved in a way that has harmed a Student or may have harmed a Student;
- Possibly committed a criminal offence against or related to a Student; or
- Behaved in a way that indicates he/she is unsuitable to work with students.

17. Promoting British Values

17.1 At Vista we strive to promote and teach pupils about British Values.

- Democracy
- Rule of law
- Individual Liberty
- Mutual Respect
- Tolerance of those of different faiths and beliefs

These British Values are embedded in our centres schemes of work and planning throughout the rest of our curriculum. Our relevant policies on Social, Moral and Cultural Development including British Values as well as Equality, Confidentiality, Dignity and Respect together with our Cultural, Religious, Language, Racial Diversity Policy support our focus and work in this area.