



Policy: 12.8 - Safeguarding Policy for the Protection of Children and Adults at Risk

Policy Version	Author	Signed off by and Date:	Review Date
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Bridge Training Limited (BTL) fully recognises its responsibility to protect and safeguard the interests of children, young people and adults at risk of harm. BTL believes that students have a fundamental right to be protected from harm and that they cannot learn unless they feel secure. We also believe that each member of staff, volunteer, work experience student working at BTL has a right to personal support and guidance concerning the protection of students. Our policy applies to all staff, work experience students and volunteers working at BTL.

There are five main elements to our policy;

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children, young people and adults at risk of harm.
- Raising awareness of child protection issues and equipping all our students with the skills needed to keep them safe. This includes an Offer of Early Help to any students found to be in need of universal services.
- Developing and then implementing procedures for identifying and reporting cases or suspected cases of abuse.
- Supporting students who have been abused in accordance with his/her agreed child protection plan
- Establishing a safe environment in which all our students can learn and develop.

BTL recognise that because of the day to day contact with children, young people and adults, staff are well placed to observe the outward signs of abuse. We will therefore;

- Establish and maintain a stable and secure environment where our students feel safe and are encouraged to talk and be listened to.
- Ensure students know that there are designated members of staff within BTL whom they can approach if they are worried.
- Include opportunities for children, young people and adults to develop the skills they need to recognise and stay safe from abuse.
- Ensure that our students are treated with respect and dignity.



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- Offer our learners the chance to receive support via external agencies at the earliest possible stage, in accordance with BTL's Offer of Early Help Policy.

BTL will follow the procedures set out by both the Gloucestershire Safeguarding Children's Board (GSCB) and the Gloucestershire Safeguarding Adult Board (GSAB) and take account of guidance issued by the Department for Education and Skills to;

- Ensure that BTL have a designated senior person for child/adult protection, who has received appropriate training and support for this role (see annex for list)
- Ensure every member of staff (including temporary, supply staff and people undertaking work experience/placements) know the name of the designated senior person responsible for child/adult protection and their role.
- Ensure all staff, volunteers and work experience/placement students understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child/adult protection.
- Ensure that parents/guardians have an understanding of the responsibility placed on BTL for child protection by setting obligations in marketing literature.
- Keep records of concerns about children, young people and adults even where there is no need to refer the matter immediately.
- Notify the relevant authority/person if there is an unexplained absence of more than two days of a child, young person or adult who has a protection plan.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child/adult protection matters including attendance at case conferences and core groups.
- Develop and then follow procedures where an allegation is made against a member of staff, volunteer or work experience/placement student.
- Ensure safe recruitment practices are always followed.

BTL recognise that children, young people and adults who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helpless, humiliated or feel some sense of blame. BTL may be the only stable, secure and practicable element in the lives of the child, young person or adult at risk. When at BTL their behaviour may be challenging and defiant or they may be withdrawn. BTL will endeavour to support the child, young person or adult through;

- Ensuring that the training courses offered at BTL provide opportunities for children, young people and adults to help them express feelings, be assertive, raise self esteem, be safe, develop an awareness of potential risks to health and well-being and understand that they are entitled to say 'no' on occasions where they feel uncomfortable



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- The BTL ethos which promotes a positive, supportive and secure environment and gives every student a sense of being valued.
- BTL will ensure that each student knows that certain behaviours are unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the student, such as social services, child and adult mental health services, the education and welfare service and psychology services.
- Ensuring that, when a student who is on a protection plan leaves, their social worker is informed and a meeting to transfer across any relevant information is made, if appropriate.

Annex

Confidentiality

Information on child/adult protection cases will only be shared within BTL with those who need it in order to ensure the safety of the person concerned.

All BTL records of child/adult protection concerns and referrals will be kept in a locked cabinet separate from the main learner file. Only the Designated Safeguarding Lead within BTL will have access to this cabinet.

Only one child and one adult protection file will be kept and will contain a maintained chronology of events. No other information of a child/adult protection matter will be kept anywhere else at BTL.

BTL acknowledge that well-kept records are essential. All staff must ensure that they record information as soon after an event as possible.

Staff Recruitment

Before confirmation of any appointment, all staff and volunteers who apply for work at BTL will be subjected to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children, young people and vulnerable adults.

References will be taken up and they will be required to give evidence of qualifications and details of previous experience and work history.

As part of this process, all potential staff will be required to declare any criminal record and a DBS (Disclosure and Barring Service) check will be undertaken. No one will be employed if considered they are unsuitable to work with children, young people or adults.



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As from January 2015, upon renewal of their DBS check, it will be mandatory for all staff to sign up to the Update Service, where their DBS status will be checked by an appointed member of staff every six months.

Allegations against Staff

Any allegation made against a member of staff, volunteer or work experience/placement student at BTL will be taken seriously and will be referred immediately to the Designated Safeguarding Lead. The investigation will be carried out by senior BTL staff ONLY to establish the facts and then the matter referred to the contracting authority. BTL will liaise with the contracting authority, social services and the police to determine if the allegation should be investigated internally or by social services/police.

Where an allegation is made against the Designated Safeguarding Lead or the Managing Director the alternate designate will inform the relevant parties as above.

Training

BTL are committed to child and adult protection training. The BTL Senior Management team and its entire staff will undertake the relevant training for their role, in accordance to section 175 of the Education Act 2002 and will attend refresher courses every two years at a minimum.

Named Staff

Designated Child Protection Lead	Marina Pulido
Alternate Designated Child Protection Lead:	Marcus Ridler
Work Placement Child Protection Lead :	Marina Pulido

Phone Numbers in Cases of emergency:

Gloucestershire Children and Families Team
(for referrals and advice for young people up to the age of 18): 01425 426565

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Local Authority Designated Officer for Allegations: 01452 426994

Gloucestershire Adult Social Care Helpdesk
(for people aged 18 and over) 01452 426868



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Linked documents

GSCB Safeguarding Children Handbook for Designated Child Protection Officers in Educational Settings
GSCB and South West Child Protection Procedures
Gloucestershire Safeguarding Adult protection procedures

Linked Policies and procedures

Offer of Early Help Policy
Staff recruitment and selection policy
Whistleblowing policy
Lone Working policy
Equal Opportunities Policy
Staff and Learner Code of Conduct Policy
Safeguarding Vulnerable Groups Statement
Vulnerable Person Welfare Concerns Procedure & Contact Details
Bullying and Harassment policy
Complaints policy
Confidentiality Policy
Managing Individuals who Pose a Risk to Children Policy (Parts 1 and 2)
Requisition of s139a Policy
E-safety and Data Security Policy
DBS Policy
Contract of Employment
Disciplinary Policy