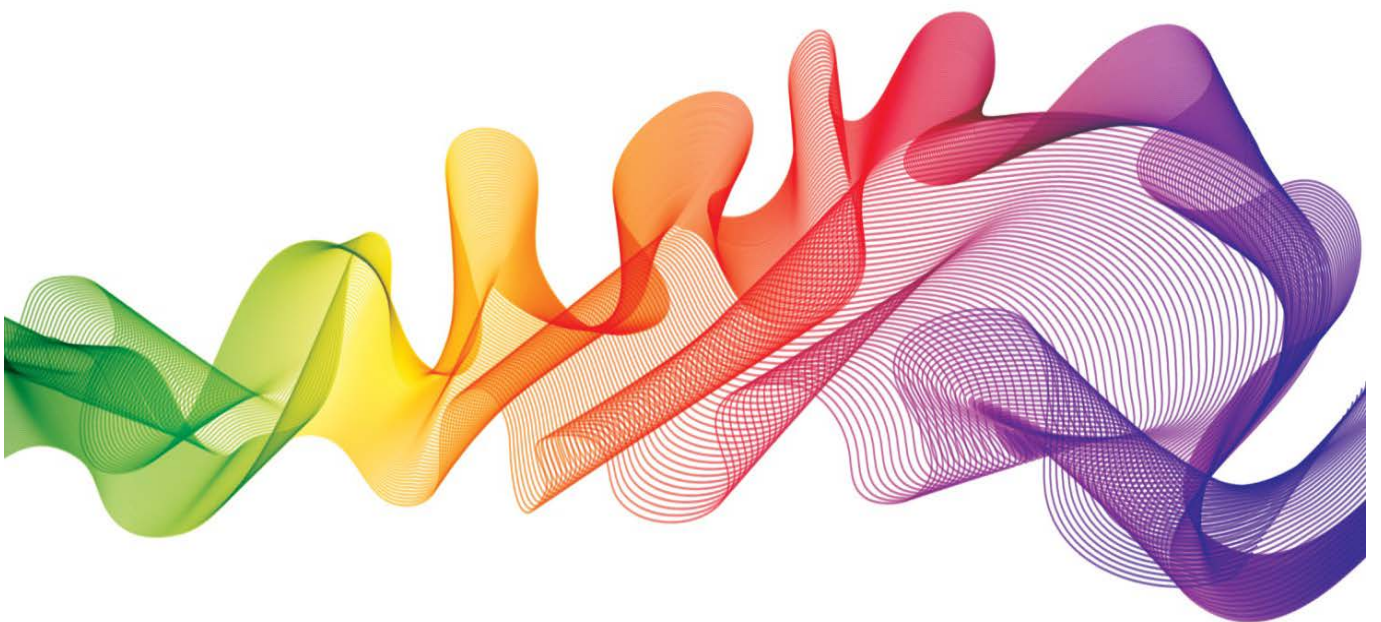


# Safeguarding Policy



<b>Contents</b>	<b>Page 1</b>
<b>Policy Statement</b>	<b>Page 2</b>
<b>Purpose</b>	<b>Page 4</b>
<b>Scope</b>	<b>Page 4</b>
<b>Definitions</b>	<b>Page 4</b>
<b>Accountability and Responsibilities</b>	<b>Page 6</b>
<b>Training</b>	<b>Page 8</b>
<b>Disclosure and Baring Service</b>	<b>Page 8</b>
<b>Statutory Framework</b>	<b>Page 8</b>
<b>Implementation</b>	<b>Page 9</b>
<b>Evaluation of Standards and Review</b>	<b>Page 9</b>

## Policy Statement

The TTE Technical Institute (TTE Group) is strongly committed to safeguarding practices that protect children, young people, learners and adults at risk from abuse, neglect, significant harm and radicalisation to extremist points of view. TTE staff recognise and accept their responsibility to develop the awareness of the risks and issues involved in all aspects of safeguarding.

This Policy has regard to the statutory guidance “Working Together to Safeguard Children 2018” and “Keeping Children Safe in Education 2018”.

TTE is committed to working with existing Local Safeguarding Childrens or Adult Boards, the Police and other health and social care partnerships and external agencies to ensure the safeguarding of its staff and learners.

The TTE Group will conduct a risk based approach to the “Prevent” duty as required under the Counter Terrorism Strategy (CONTEST) and in accordance with the requirements of the Counter Terrorism and Security Act 2015.

In accordance with this duty we will:

- Establish the use of existing mechanisms for understanding the risk of radicalisation;
- Ensure staff understand the risk and build the capabilities to deal with it;
- Communicate and promote the importance of the “Prevent” duty;
- Ensure that the “Prevent” duty is implemented effectively.

An integral element of TTE’s safeguarding ethos is encouraging staff and learners to respect the fundamental British Values of:

- Democracy;
- The rule of law;
- Individual liberty and mutual respect;
- Tolerance of those with different faiths and beliefs.

The TTE Group accepts its moral and legal responsibility to implement safeguarding and counter terrorism procedures to provide a duty of care for children, young persons, learners and vulnerable people to safeguard their well-being and protect them from abuse, neglect, significant harm or radicalisation.

This policy recognises and builds on the legal and statutory definitions of children, young persons and other vulnerable groups and will demonstrate our commitment to keeping children, young persons and adults at risk safe.,

In complying with this policy the TTE group will ensure that:

- The health, safety and welfare of the child, young person, learner and adults at risk is paramount;
- We establish and maintain a safe environment in which its learners can develop;
- Safer recruitment processes are maintained to check the suitability of staff to work with children, young people and adults at risk and that Disclosure and Barring Service (DBS) checks are carried out in accordance with current statutory requirements and in accordance with DBS guidance;
- A Designated Safeguarding Lead and Deputies (nominated persons) are appointed and trained in accordance with statutory guidance to provide adequate levels of support to staff and learners within the organisation. The nominated persons will have the autonomy to contact the appropriate agency regarding safeguarding concerns;
- We continue to develop, implement and maintain procedures for identifying and reporting cases, or suspected cases of abuse;
- Promote good practice and ensure that working practices prevent harm, abuse and coercion by providing training for all staff and raising awareness of safeguarding issues within the organisation;
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and immediately, and that adequate and appropriate levels of support are provided to those affected.
- All children, young people and learners, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse, neglect, significant harm and radicalisation;
- All children, young people and learners will be afforded respect, confidentiality (where possible) and privacy in all personal matters regarding their training and assessment;
- British Values (The Rule of Law, Democracy, Individual Liberty and Respect and Tolerance) is encouraged and promoted in all business related activities;
- All incidents of poor practice or suspicions of poor practice and allegations of abuse, neglect, significant harm and radicalisation will be taken seriously and responded to swiftly and appropriately;
- The TTE Group report all safeguarding concerns to the Local Authority Designated Officer (LADO), and the Disclosure and Barring Service (DBS) as required under statutory legislation;
- All managers have a duty to ensure that all staff for whom they are responsible are aware of and understand the importance of this policy and related procedures;
- All staff have a moral and statutory duty for the care, custody and control of any child, young person, learner or adult at risk under their supervision;

## Purpose

To ensure that all personnel involved in the TTE Group business activities deal with the sensitive issues of safeguarding in a structured way that is in line with safeguarding and counter terrorism duties, principles and statutory requirements:

## Scope

These guidelines apply to all personnel involved in the TTE Group business activities, and include, but are not limited to:

- Employees (full and part time);
- Associates;
- Contractors;
- Volunteers;
- Visitors;
- Learners

## Definitions

For the purpose of this policy the following definitions are applicable:

**‘Adults at Risk’** (formerly known as Vulnerable Adults) – anyone who is 18 years of age who:

- May have learning or physical disabilities;
- May have mental health problems;
- May be old, frail or ill;
- Cannot always take care of themselves or protect themselves without help.

**‘CONTEST’** – Abbreviation for the UK (HMG) Counter Terrorism Strategy.

**‘Channel’** – A multi-agency support programme that focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

**‘Child’** - ‘a person under the age of 18 years’ as defined in the Children Act 2004. The Safeguarding Vulnerable Groups (SVG) Act 2006 also defines a child as ‘any person who has not attained the age of 18’, regardless of the setting they are in or the service they receive.

**‘Extremism’** – vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

**‘Prevent’** – Part of the UK (HMG) Counter Terrorism Strategy, aimed at reducing the threat in the UK by stopping people becoming terrorists or supporting terrorism.

**‘Safeguarding and Child Protection’** - Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

**‘Young Person’**- ‘any person who has not attained the age of 18’ as defined in The Management of Health & Safety at Work Regulations 1999.

**‘Learner’** - any person, irrespective of age who is enrolled on a training programme with The TTE Technical Institute .

**‘Regulated Activity’** - as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended by, in particular, the Protection of Freedoms Act 2012):

- i) Regulated activity relating to children - unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on wellbeing, or drive a vehicle only for children;

Or,

- ii) Work for a limited range of establishments (“specified places”), with opportunity for contact;

Work under (i) or (ii) is regulated activity only if done regularly, for example:

- a) It is carried out frequently;
  - b) It is carried out by a person while engaging in doing any form of work;
  - c) It is carried out in connection with the purposes of the establishment;
  - d) It gives the person the opportunity, in consequence of anything he/she is permitted or required to do in connection with the activity, to have contact with children.
- iii) Regulated activity relating to adults - any activity which, if an adult requires them, lead to that adult being considered vulnerable at that particular time, for example;
    - a) Providing health care;
    - b) Providing personal care;
    - c) Providing social work;
    - d) Assistance with cash, bills or shopping;

- e) Assistance in the conduct of a persons' affairs
- f) Conveying

### **Accountability and Responsibility**

TTE has a Designated Safeguarding Lead - Ian Ward (Group Health, Safety, Security, Environment and Facilities Manager) and two additional Designated Safeguarding Persons (DSP's) – Craig Brannigan (Health and Safety Adviser) and Nicola Jones (Welfare Officer), all of who are accountable to the Group Managing Director. Incidents or concerns are reported at local levels to Managers and escalated to the Designated Safeguarding Person(s).

### Designated Safeguarding Lead

The Designated Safeguarding Lead is responsible for monitoring and managing incidents or concerns and liaising with Local Safeguarding Children's Boards (LCSB), the Police and external agencies. The Designated Safeguarding Lead has the responsibility for;

- The referral of cases of suspected abuse or allegations of abuse to the relevant investigating authorities;
- Acting as a source of support and expertise within the organisation when deciding whether to make a referral and liaising with the relevant agencies;
- Liaising with the Senior Management Team to ensure that there is always appropriate levels of cover for this role;
- Undertaking child protection and interagency training, including annual refresher training to ensure roles and responsibilities are carried out effectively;
- Ensuring staff participate in appropriate induction training;
- Maintaining accurate, secure records of referrals and concerns.

The Designated Safeguarding Lead (and Deputies) will liaise directly with the LSCB and will utilise and follow any LSCB interagency child protection and safeguarding procedures as required under statutory reporting and regulatory requirements.

The LSCB procedures can be accessed via the following link: <http://www.teescpp.org.uk/>

### The Executive Directors

The TTE Executive Director Team is responsible for responding to an annual report on safeguarding within the company. The TTE Executive Director Team will ensure that:

- There are effective safeguarding policies and procedures in place and that this Policy is made available to all staff, learners, parents and stakeholders;

- The organisation operates safe recruitment procedures and appropriate checks are carried out on all staff and volunteers;
- Procedures for dealing with allegations of abuse against members of staff or volunteers comply with LSCB and local authority and inter agency procedures;
- Senior management and all other staff and volunteers undertake appropriate safeguarding training every 3 years, this will include but is not limited to;
  - An Introduction To Safeguarding;
  - Workshop to Raise Awareness of Prevent (WRAP)
  - Channel
- Cases are reported to the Secretary of State if a person ceases to work in education and there are grounds for believing that they may be unsuitable to work with children, young people or adults at risk.

### Staff and Volunteer Responsibilities

All staff and volunteers have a responsibility to:

- Implement this safeguarding policy
- Provide a safe, secure and supportive environment;
- Listen to children, young people and adults at risk and respond in an appropriate way;
- Protect children, young people and adults at risk from abuse;
- Make referrals, preferably via the Designated Safeguarding Lead, in accordance with local LSCB procedures
- Recognise that, if at any time there is a risk of immediate or serious harm to a person, a referral should be made to the Local Authority First Contact or Police immediately.
- Undertake annual safeguarding and Prevent training as required.

### Learner Responsibilities

The provision of a safe atmosphere which enhances a learner's experience is a shared responsibility which also places responsibilities on the learner. Learners are required to:

- Show respect to staff, fellow learners, organisation property and the environment;
- Take a positive and proactive role within the organisation and online to keep themselves safe;
- Follow reasonable instructions from staff and others involved in their development and learning;



- Report any incidents of concern;
- Appreciate that they are not permitted to increase the safeguarding risks to themselves or others;
- Adhere to the learner handbook and not contravene any aspect of the learner disciplinary code;
- Cooperate with and abide by any arrangements put in place to support their behaviour.

## Training

The company will conduct annual safeguarding training and promote safeguarding protocols, principles and control measures to staff and ensure that they:

- Analyse their own practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations;
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse, neglect, significant harm or radicalisation (Safeguarding Code of Conduct for all Employees, Associates, Contractors, and Volunteers V4);
- Follow the guidelines for staff as defined within this policy and code of conduct defined above;
- Undertake annual training on safeguarding and counter terrorism to raise awareness of current issues and legislation.

## Disclosure and Barring Service

The company has a responsibility to ensure safe recruitment and employment practices. New and existing staff who are involved in regulated activity will have to be checked through the Home Office for criminal record information. The Disclosure and Barring Services will provide guidance on the requirements for DBS checks and subsequent notifications (see [QP23 Advertising and Selection of Applicants Interviews and Offers](#)).

## Statutory Framework

The TTE Group aims to meet legislative requirements and good practice in safeguarding and counter terrorism. The statutory framework under which we operate includes the:

- Counter Terrorism and Security Act 2015;
- Employment and Training Act 1973;
- Sexual Offences Act 2003;
- The Children Act 1989;
- Children Act 2004. This provides the legal framework for the protection of children and young people in the UK;

- Education and Skills Act 2008;
- The Protection of Children Act 1999 requires employers to check out criminal records before employees are allowed to come into contact with children and young persons;
- The Safeguarding Vulnerable Groups Act 2006 sets out the type of activity in relation to children and vulnerable groups for which employers and individuals will be subject;
- The Health & Safety at Work Act 1974;
- Management of Health & Safety at Work Regulations 1999;
- The Protection of Freedoms Act 2012;
- Section 5b of the Female Genital Mutilation Act 2003 (as inserted by Section 74 of the Serious Crime Act 2015);
- Keeping Children Safe in Education – (Statutory Guidance for Schools and Colleges) September 2018 <sup>\*1</sup>;
- Revised Prevent Duty Guidance – (Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism Security Act 2015 to have due regard to the need to prevent people from being drawn into Terrorism) July 2015;
- Working Together to Safeguard Children – (A Guide to Inter Agency Working to Safeguard and Promote the Welfare of Children) July 2018;
- [What to do if you're worried a child is being abused](#) - (Advice for Practitioners) March 2015;
- Teesside Child Protection Procedures - <http://www.teescpp.org.uk/>- Guidance on LSCB reporting procedures.

## Implementation

Mr Steve Grant TTE Group Managing Director has overall responsibility for the implementation of this policy and its associated procedures and supporting documentation across the organisation.

## Evaluation of Standards and Review

The TTE Group's Safeguarding Policy is reviewed annually and its provisions are monitored by the Group Board.

The review process includes, but is not limited to:

- Learner voice and feedback received from surveys, focus groups, forums and tutorials;

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<sup>1</sup> This is a key statutory document for Safeguarding, all staff are required to read Part 1(Safeguarding Information for all Staff) of this document

- Formal reflection of, and reporting on, operational safeguarding procedures, through the recording, monitoring, and analysis of safeguarding concerns related to student behaviour;
- Self-assessment and external audit and review processes;
- Staff responses to training and safeguarding processes and protocols;
- The analysis of monitoring data, consultation with the feedback from learners, clients, staff and other stakeholders to determine the impact of the policy and any action required.



Steve Grant  
Group Managing Director  
September 2018