



<b>Name of Policy / Strategy:</b>	<b>Safeguarding Policy and Operating Practices</b>		
<b>Written by:</b>	Justin Speirs, Assistant Director of Curriculum & Partnerships		
<b>Approved by:</b>	SS&L Board	<b>Date:</b>	19 <sup>th</sup> May 2020
<b>Implementation Date:</b>	May 2020		
<b>Review date*:</b>	May 2021		
<b>Associated policies, procedures &amp; Strategies:</b>	<ul style="list-style-type: none"> <li>• Equality &amp; Diversity Policy</li> <li>• Recruitment &amp; Selection Policy</li> <li>• Acceptable Use Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Prevent Risk Assessment</li> </ul>		
<b>Amendments (include date)</b>	<p><b>May 2020 – key changes/updates</b></p> <ul style="list-style-type: none"> <li>• Updated relevant links to legislation, policy and guidance</li> <li>• Updated 'Scope' to highlight who the policy applies to</li> <li>• Updated roles and responsibilities</li> <li>• Removed detail of Safer Recruitment, which now forms part of the Recruitment &amp; Selection Policy</li> <li>• Removed detail of Acceptable Use Policy, which is covered by its own policy</li> <li>• Removed section on identifying safeguarding concerns, which is covered in training</li> <li>• Added reference to COVID-19 response</li> </ul>		

<b>Approved by Name:</b>	<b>Susie Simon-Norris</b>
<b>Approved by Signature:</b>	
<b>Approved Date:</b>	<b>May 19<sup>th</sup> 2020</b>

# Safeguarding Policy

April 2020



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## 1. Policy Statement

SS&L is fully committed to providing a safe learning and working environment where all learners and staff are free from harm and abuse. A culture of vigilance is actively promoted through appropriate training and clearly defined roles, responsibilities and procedures for safeguarding. SS&L recognises 'Prevent' as an intrinsic part of safeguarding.

**COVID-19:** Specialist measures are being put in place to ensure the health and safety and well-being of staff, learners and visitors to SS&L. This includes supporting staff and learners throughout the lockdown period, as well as planning for an exit from lockdown.

## 2. Background

This policy has been drawn up in accordance with legislation, policy and guidance that seeks to protect children, young people and vulnerable adults from harm and abuse.

SS&L's policies and procedures cover arrangements not just for meeting the welfare and safeguarding needs of children, but also the needs of vulnerable adults and young people as well as ensuring appropriate practices for staff recruitment and selection. SS&L recognise that it forms part of the wider safeguarding system for children. This system is described in statutory guidance [Working Together to Safeguard Children 2018](#).

In September 2019, the Department for Education and Skills updated the statutory guidance document [Keeping Children Safe in Education](#). This document focuses on the safeguarding and promoting the welfare of children under the provisions of the [Children Act 2004](#).

In accordance with the [Counter-Terrorism and Security Act 2015](#), there is a statutory duty on training providers to "have due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. To fulfil this duty, SS&L has a presence on Somerset's Prevent Board to receive regular updates regarding local concerns and share best practice.

## 3. Scope

This Safeguarding Policy applies to:

- all SS&L staff or anyone working on behalf of or volunteering for SS&L, whether they work in a SS&L centre or off site;
- all learners, whether they are in a SS&L centre or off site at another designated venue;
- all learners, whether a child, a young person or an adult;
- all learners on work experience and work placement programmes;
- to all working arrangements, such as subcontracts with other organisations, whether the activity is carried out at a SS&L centre or off site;

## 4. Roles and Responsibilities

### 4.1. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) with lead responsibility for safeguarding is **Justin Speirs – Assistant Director of Curriculum & Partnerships**

**The DSL is responsible for:**

- overseeing the referral of alleged harm or abuse to the relevant agencies;
- providing advice and support to staff on issues relating to safeguarding;
- maintaining records of any safeguarding referral, complaint or concern;
- ensuring all staff receive initial and follow up safeguarding;
- implementing, monitoring and reviewing SS&L's Safeguarding Policy & procedures.

### 4.2. Deputy Designated Safeguarding Lead

**Caro Buttivant, Quality & Learning Support Manager**, will act as Deputy DSL.

However, the responsibility for safeguarding, as set out above, will remain with remain with the Designated Safeguarding Lead and will not be delegated. This role will provide short-term cover for the DSL, should the DSL not be available.

### 4.3. Operational Safeguarding Lead

**Andy Hobbs, Head of Operations**, will lead on all operational functions relating to safeguarding.

**The Operational Safeguarding Lead is responsible for:**

- implementing, monitoring and reviewing SS&L's Safer Recruitment Policy & procedures;
- implementing, monitoring and reviewing SS&L's Health & Safety Policy & procedures;
- implementing, monitoring and reviewing SS&L's IT Usage Policy & procedures.

### 4.4. Board of Directors

**The Board of Directors** will agree and approve SS&L's Safeguarding Policy and supporting procedures, while providing leadership and scrutiny to ensure the safety of all learners and staff.

### 4.5. Executive Leadership Team (ELT)

**The ELT** will ensure safeguarding is appropriately resourced to ensure the safety of learners and staff. The ELT will also manage any complaints made against staff.

### 4.6. Line Managers

**Line managers** will manage the implementation of safeguarding procedures in their area and ensure that safeguarding is a standing agenda item in all team meetings.

### 4.7 All Staff

All staff are responsible for:

- complying with SS&L's Safeguarding Policy and procedures, including training requirements;
- promoting a safe learning environment;
- immediately referring any issues or concerns to the DSL.

## 5. Reporting a Safeguarding Concern

### 5.1. Learners Raising a Concern

Learners can raise a concern by:

- speaking with their tutor or another member of staff;
- contacting the Designated Safeguarding Lead directly;
- clicking on the 'Report a Concern' icon on the desktop of any SS&L computer.

## 5.2. Staff or Partners Raising a Concern

Staff or partners can raise a concern by:

- speaking with their line manager;
- contacting the Designated Safeguarding Lead directly.

## 5.3. Contact Details for Reporting a Concern

**The Designated Safeguarding Lead:**  
 Justin Speirs, Assistant Director of Curriculum & Partnerships  
 Wells office: **01749 677786**  
 Mobile: **07766085920**

**Should the Designated Safeguarding Lead not be contactable:**  
 Caro Buttivant, Quality & Learning Support Manager  
 Taunton office: **01823 785909**  
 Mobile: **07919540703**

**Should you be unable to contact the DSL or the Deputy DSL,  
 please call 0330 332 7997 and the Customer Advisor Team will  
 put you in contact with someone from the Executive  
 Leadership Team.**

The designated safeguarding lead can also be contacted via email on: [jspeirs@sslcic.co.uk](mailto:jspeirs@sslcic.co.uk)

## In an emergency situation, always call 999 in the first instance

**If an act of abuse or neglect of an adult with safeguarding needs or child is identified or suspected then the SS&L staff member should:**

- Stop everything else and concentrate on what you are observing or being told
- Ensure the persons (and any others) immediate safety
- Do not promise confidentiality or agree to keep something secret
- Do not investigate yourself and avoid asking leading questions
- Obtain the necessary information to make an informed referral
- Refer the matter to the Designated Safeguarding Lead
- Inform your line manager

## 6. Training and Development

### 6.1. All Staff

Safeguarding and Prevent training are mandatory for all staff, including all tutors and assessors engaged with SS&L learners via subcontracting or partnership arrangements. Comprehensive on-line training programmes for Safeguarding and Prevent are required to be undertaken by all staff every 3 years. Safeguarding updates are delivered annually to all staff, those staff not attending are required to be complete via Moodle.

## **6.2. Designated Safeguarding Lead Training**

The Designated Safeguarding Lead is required to undertake nationally recognised DSP update training (e.g. NSPCC) every 2 years.

## **6.3. HR Support Manager**

The HR Support Manager is required to undertake nationally recognised Safer Recruitment training every 3 years.

## **7. Apprenticeships & Traineeships**

Employers have a duty to comply with UK legislation and their statutory responsibilities. There is an expectation that employers should take responsibility for apprentices' welfare in the workplace and to seek appropriate advice when they feel an apprentice may be at risk outside of work.

SS&L appreciate that for some organisations this can be a complicated and confusing area and therefore will provide support to the employer to:

- familiarise themselves with relevant legislation;
- understand what safeguarding means in practice, in the context of their responsibilities;
- demonstrate a commitment to the principles of the Prevent Duty;
- demonstrate a commitment to British Values and adhere to the Equality Act 2010;
- ensure apprentices are aware of their policies, including their IT policy;
- have an appointed person to coordinate safeguarding across their organisation.

SS&L will ensure that both the employer and the apprentice are aware of the processes for reporting any safeguarding concerns, as outlined in this policy.

## **8. Subcontractors**

It is a requirement that any sub-contractors of SS&L will:

- ensure their staff are trained in safeguarding and Prevent
- ensure relevant staff have DBS (with reference to the SS&L DBS policy)
- have access to SS&L on-line training on request

Monitoring of safeguarding and the *Prevent* agenda will be robustly carried out in regular reviews of sub-contracted delivery.

## **9. Associated Policies & Documents**

Equality & Diversity Policy

Recruitment & Selection Policy

Acceptable Use Policy

Health & Safety Policy

Prevent Risk Assessment

## **10. COVID-19**

Specialist measures are being put in place to ensure the health, safety and well-being of staff, learners and visitors to SS&L. This includes supporting staff and learners throughout the lockdown period, as well as planning for an exit from lockdown.

This will include, but not limited to:

- Providing tutors/assessors with guidance on how to deliver safely online
- Sharing digital copies of safeguarding and Prevent documents where hardcopies cannot be shared due to lockdown restrictions
- Highlighting key policies and procedures that support measures being put in place
- Implementing additional drop-in sessions to continue to monitor delivery through alternative delivery methods