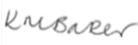





Name of Policy / Strategy:	Safeguarding Policy and Operating Practices
Written by:	Justin Speirs, Assistant Director of Curriculum & Partnerships
Implementation Date:	December 2022
Review date*:	December 2023
Associated policies, procedures & Strategies:	<ul style="list-style-type: none"> • Equality & Diversity Policy • Safer Recruitment Policy • Acceptable Use Policy • Health & Safety Policy • Prevent Risk Assessment
Amendments (include date)	25 th November 2022 – key changes/updates <ul style="list-style-type: none"> • Removal of the special measures implemented for COVID 19 lockdowns • Updated link to the most up to date Keeping Children Safe in Education guidance • The addition of checking the environment add to actions that should be taken if a disclosure is taking place • Update on staff titles

Approved by Name:	Kathryn Baker
Approved by Signature:	 <small>Kathryn Baker (Dec 14, 2022, 10:26am)</small>
Approved Date:	14 Dec 2022

Approved by Name:	Nicola Squibb
Approved by Signature:	 <small>Nicola Squibb (Feb 1, 2023, 7:54pm)</small>
Approved Date:	01 Feb 2023

Safeguarding Policy

April 2020



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.

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 – Director of Curriculum & Quality**

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.
- Induction of all staff

4.2. Deputy Designated Safeguarding Lead

Kate Priddle, Delivery 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. Senior Management Team (SMT)

The SMT 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 or deputy DSL;
- 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 & Quality
Mobile: **07766085920**

Should the Designated Safeguarding Lead not be contactable:
Kate Priddle, Delivery Manager
Mobile: **07899961542**

**Should you be unable to contact the DSL or the Deputy DSL,
please call another member of the SMT: Kathryn Baker
07794578893 or Andy Hobbs 07970835592**

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
- Check that the environment is appropriate and that you are safeguarding yourself
- Ensure the person's (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 Level 3 Designated Safeguarding Lead training every 2 years.

6.3. Business Support Manager

The Business 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

By subcontractor, SS&L refers to organisations that are contracted to deliver on the behalf of SS&L. In these cases, 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
- 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.