Safeguarding Children, Young People and Vulnerable Adults Policy

PM Training is committed to safeguarding all young people and vulnerable adults who take part in training facilitated within our training centres or externally by our assessors. We believe that all young people and vulnerable adults have a right to protection from abuse regardless of their age, race, religion, ability, gender, language or sexual identity.

All reasonable steps will be taken to ensure our commitment to safeguarding is met and all suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately.

This policy is supported by the Policy held at Aspire.

Working with

and

Working with

New Version (4) SG - July 2016
Introduction

The people protected by this policy at PM Training, are aged 14 – 18 we will refer to them as young people and for the avoidance of doubt we mean our learners. PM Training is also committed to protecting any Vulnerable Adults who take part in any training either within centres or who are involved in external delivery. PM Training is fully aware of Data protection and will strive to ensure that all personal information and identities are kept confidential except where disclosures are made; this is explained within this policy.

PM’s safeguarding children, young people and Vulnerable Adults policy runs within the guidance of -

- Keeping Children Safe in Education 2015
- The Children Act 2004 (with consideration for legislative changes)
- Safer Working Practice for Adults who Work with Children and Young People 2015
- Safeguarding Children and Safer Recruitment in Education 2010
- Working Together to Safeguard Children 2015
- Information Sharing Guidance for Practitioners 2015
- TO BE FOUND ON THE PM TRAINING WEBSITE
  - PM Training - E-safety & Social Media Policy
  - PM Training - Prevent Policy
  - PM Training - Bullying & Harassment Policy
  - PM Training - ALN Policy

Roles and Responsibilities for Safeguarding, at PM Training.

Safeguarding Lead – Daniel Canavan (Director of Operations) - daniel@pmtraining.org.uk

Board Member – The nominated Safeguarding Champion is constantly updated with an overview of all matters relating to Safeguarding.

Designated Safeguarding Officer – Stella Gilbert - stella@pmtraining.org.uk

Centre Managers responsible for welfare and Safeguarding of all young people at their centre

Learner Support Colleagues responsible for welfare and Safeguarding of all young people at their centre

All managers are responsible for ensuring that colleagues follow this policy and its related procedures and receive the safeguarding training they need in line with their responsibilities

All colleagues are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of all. They must take safeguarding concerns to the designated Safeguarding Officer
In our policy we set out the principles we will follow, to ensure that, not only do we meet our obligations under the above legislation, but that we improve the outcomes for young people by the delivery of better care, services and education. This can only be achieved if young people are safe from harm; therefore safeguarding and the welfare of young people is central to our business.

In order to do this we will ensure that sufficiently experienced and competent individuals are involved in all areas of the organisation where there is any contact with learners. The Designated Safeguarding Officer will be familiar with procedures and contacts. The SCB Agency Link Person for Stoke-on-Trent can be contacted on - Tel – 01782235897.

A central register of all DBS (Disclosure- Barring- Service) checks is maintained by our Group Services HR team and a central register of all safeguarding training completed by colleagues is maintained by the PA to the Executive Team.

Finally, this policy is available to all colleagues, learners, parents and carers. It is available on request as hard copy or on the PM Training website. It will be reviewed annually to ensure that updates to legislation are reflected in practice and all colleagues are updated.

**Safeguarding young people**

**Aims:**
- To ensure all colleagues have a good understanding of safeguarding procedures, in particular recognising the signs of abuse or neglect
- To ensure multi-agency trained staff are accessible to deal with First Response referrals swiftly
- Colleague recruitment and training processes ensure that all of our young people are safe from harm
- To ensure that we work effectively with other agencies to safeguard and promote the welfare of young people

**Definition of Safeguarding**

PM Training adopts the definition used in the *Children Act 2004* and *Working Together to Safeguard Children 2015*, which can be summarised as follows:

- Protecting young people from significant harm
- Protecting young people from ill-treatment
- Preventing harm to a young person’s health or development
- Ensuring that young people grow up in conditions consistent with the provision of safe and effective care
- Undertaking that role so as to allow young people to have the best possible life chances and to enter adulthood successfully.
Definition of Abuse

Abuse and neglect are forms of maltreatment of a young person. Somebody may abuse or neglect a young person by inflicting harm or by failing to act to prevent harm.

Young people may be abused in a family setting, in an institutional setting or in a community setting.

Young people may be abused by those known to them or more rarely, by a stranger; by an adult(s) or by another young person(s).

The four categories of abuse are:

**Physical abuse** – where a young person has been physically harmed by shaking, burning, hitting, drowning, suffocating, or by a parent or carer who fabricates symptoms or deliberately induces an illness.

**Emotional abuse** – may involve bullying or conveying to a young person that they are worthless or unloved. They may be made fun of or have inappropriate expectations imposed on them.

**Sexual abuse** – where there is actual physical contact or encouragement to behave inappropriately in sexual activities or look at sexual activities.

**Neglect** – can involve inadequate food, clothing, shelter or a failure to protect.

See page 10 for further details clarifying abuse.

To fulfil our aims we will:

Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to young people

- This may be about:
  - A current situation
  - Past events
  - Allegations
  - Disclosures
  - Or a combination of one or more of these

PM Training considers each young person to be unique and as such will consider their culture, ethnic and religious background, their gender, their sexual orientation, their individual ability and any special needs they may have.

Safeguarding training and Information

All new colleagues will undertake Level 1 on line Safeguarding training for Awareness of Child Abuse and Neglect within the first week of their induction. Colleagues will be expected to refresh their level 1 training at least once every three years.

All the positions relating to Safeguarding at the beginning of this policy require that colleagues have Level 2 Safeguarding qualifications.

Safeguarding information is in built into the induction of all learners at PM Training. To ensure they have full awareness there are photo boards and information displayed around the centres.

There is Safeguarding information displayed on reception and a signing in system for visitors at Atlas Works, Hanley Business Park and ASC in Newcastle.
Safeguarding Learners when they are on Work Experience, Placement or become an Apprentice

All learners are subject to an induction when they move into a work place. This covers all aspects of Health and Safety and ensures that all learners are aware of who in the company to liaise with, regarding Safeguarding concerns. (This will be repeated with any new employer as the learner may move).

The induction paperwork also summarises PM Training’s commitment to Safeguarding, a guide to all possible Safeguarding concerns and who at PM Training can be contacted for advice and support, as well as contact details for the Stoke-on-Trent Safeguarding Board and Staffordshire Safeguarding Children Board.

When an employer invites PM Training into a company to deliver training, consideration is given to any person receiving training who is under 18 years of age. As an employee they will already have received a company induction. However in fulfilling its Duty of Care, PM Training will ensure that the Safeguarding part of our own induction is completed with the employer.

In both cases the original is retained by PM Training and a copy Emailed to the employer.

PM Training colleagues are expected to remove a young person from any placement or situation where there is a risk of danger or abuse, even if it is only suspected. This should be reported to the Safeguarding Lead or Safeguarding Officer for proper investigation.

All sub-contractors associated with PM Training must confirm their Health and Safeguarding policies and commitment as a contractual requirement.

ACTION MUST BE TAKEN, WHEN A YOUNG PERSON TELLS YOU ABOUT ABUSE OR ABUSE IS WITNESSED.

Procedure for responding to disclosure from a young person

Respond appropriately to a disclosure of abuse or neglect by a young person, they will have chosen you to disclose to for a reason

Stop other activity and focus on what you are being told,

- Responding to suspicion of abuse takes immediate priority
- Listen carefully to what is being said and do not ‘lead’ the conversation with questions, make notes if appropriate. Say as little as possible yourself.
- Reassure them that they have done nothing wrong
- Allow the young person to recall at their own pace
- Stay calm, avoid looking shocked or horrified
- Do not ‘examine’ the young person or take photographs.
- Do not promise confidentiality or agree to “keep it a secret”
- Do not give an opinion or judge what the young person is saying.
• As soon as possible write down what you have been told using the young person’s own words, note down dates, times and any names mentioned.
• Do not at this stage tell the person who is the subject of the allegation, this may put the young person at further risk or jeopardise further enquiries.
• Remember if you personally do not believe the disclosure you should still complete reports as the benefit of the doubt must always be in favour of reporting.
• Pass the information on to the Designated Safeguarding Lead at PM Training.
• It is good practice to inform parents that a referral has been made, unless in doing so the young person would be put at further risk of harm.

Safeguarding Vulnerable Adults from Abuse

At PM Training we are aware of our duty of care to vulnerable adults in relation to the Vulnerable Adults Act 2010, the Care Act 2015, the Human Rights Act 1998 and ‘No Secrets’ 2000. All learners at PM Training have the right to live their lives free from harm and we will do our utmost to ensure this is possible. We aim to empower all, to make their own choices, and to remember it is the person, who is an individual, who is most important and not always the process that is in place.

The definition of a Vulnerable Adult is –
‘a person, aged 18 years and over, who is or may be in need of community care services by reason of mental or other disability, age or illness.’
‘a person, who is or maybe, unable to take care of him or herself or may be unable to protect him or herself against significant harm or exploitation (No Secrets 2000)’.

Abuse is a violation of an individual’s human rights by any other person or persons.
Abuse is behaviour towards a person that causes him or her, harm, distress, endangers life or violates their rights

The types of abuse are-
• Physical
• Emotional/psychological
• Sexual
• Financial
• Discriminatory
• Institutional
• Neglect

Incident Reporting

Colleagues at PM Training will report all incidents where there is concern about the wellbeing, behaviour or actions of a young person or Vulnerable Adult. This does not mean that if a report is made it is automatically a Safeguarding matter but it allows colleagues to assist and monitor day to day activities and possibly prevent escalation of issues to becoming a Safeguarding matter.

The Designated Safeguarding Officer may seek advice from the First Response team. A detailed referral will then be made to children and young people’s services within 24 hours, by completing a Multi- Agency Referral Form (MARF). All meetings relating to Safeguarding a young person should be minuted, and these, along with any other related paperwork, should then be kept in a secure location. In the case of suspected abuse of Vulnerable Adults, Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership will be contacted.
Safeguarding children and young people

Stoke on Trent Advice and Referral Team (ART)
01782 235100

8.30am – 5.00pm Monday to Thursday
8.30am- 4.30pm Friday
or
Emergency Duty Team (out of hours)

Tel No. 01782 234234

Non-emergency - call Staffordshire Police on 101

Staffordshire’s First Response
0800 1313 126

8.30am – 5.00pm Monday to Thursday
8.30am- 4.30pm Friday
or
firstr@staffordshire.gov.uk

EDS (out of hours) Tel No. 0845 6042886
eds.team.manager@staffordshire.gov.uk

Non-emergency - call Staffordshire Police on 101

Staffordshire Safeguarding Children’s Board
01785 277151
or
www.staffsscb.org.uk

Staffordshire & Stoke-on-Trent Safeguarding Adults Partnership
01782 234234
or
adultprotection.@stoke.gov.uk

Adult Protection referral forms can be obtained online and should be returned to Stoke-on-Trent Adult Social Care or Staffordshire County Council, Social Care and Health.

The Police and emergency services should be called if a young person or vulnerable adult is hurt or in danger of being hurt.
Procedure for Responding Appropriately, to Witnessing abuse by Colleagues, or to a Report of an Allegation against Colleagues.

All allegations concerning colleagues will be reported to the Local Authority Designated Officer (LADO). Allegations made against colleagues will be dealt with by the Aspire HR department and the PM Training Safeguarding Lead. All Safeguarding guidelines will be followed as an investigation is completed in conjunction with the legislation listed on page 2.

Aspire has a Code of Conduct and any breaches would be addressed by HR with reference to ‘Guidance for Safer Working Practice for Adults who Work with Children and Young People’

Aspire has a ‘Speaking Out’ policy (Whistle Blowing) which will consider any disclosures by colleagues in a confidential way whilst investigating reports, thoroughly.

In line with LADO requirements, any colleague who has an allegation made against them will be suspended until all investigations are carried out, removing them from areas where there is contact with young people.

At PM Training the Safeguarding Lead has attended D01 Managing allegations against staff and volunteers working with children and young people (LADO)

Contact Details for the LADO - Staffordshire

Freephone: 0800 1313 126
(Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)
Email: firstr@staffordshire.gov.uk
In an emergency outside office hours telephone 0845 6042 886

Contact Details for the LADO – Stoke-on-Trent

The Advice and Referral Team (ART) 01782 235100
(Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)
In an emergency outside office hours telephone 01782 234234

PM Training has a rigorous colleague recruitment process in relation to its Safeguarding Policy
(Safeguarding Children and Safer Recruitment in Education 2010)

Advertisements of all positions both internally and externally will include:

- PM’s statement of commitment to safeguarding and protecting the welfare of young people
- Confirmation that the role will require an enhanced DB check
- Application forms will be used to ensure standard core data is obtained on all potential applicants, particularly in relation to gaps in employment etc.
- All interviews will be conducted by a panel
  - At least two colleagues
  - Of which one must be a manager
  - Of which one should be training in Safer Recruitment
- A minimum of two references will be requested for successful applicants, of which must be their current (or last) employer
- Where DB checks are not received prior to commencement staff will not be allowed to work alone with learners.
• Ensure each centre manager plus at least one staff member from each centre is a multi-agency trained Designated Safeguarding Officer
• Designated Safeguarding Officers attend Staffordshire Safeguarding Children’s Board (SSCB) Multi-agency Training Level 2
• Designated Safeguarding Officers refresh their Level 2 training at least every 2 years

Protecting yourself against allegations of abuse

(Safer Working Practice for Adults who Work with Children and Young People 2015)

You should keep your personal contact with young people under review and seek to minimise the risk of any situation arising where misunderstandings can occur. The following sensible precautions can be taken when working alone with young people:

• Work in a room where there is a glass panel in the door or leave the door open.
• Make sure that other adults visit the room occasionally.
• Avoid working in isolation with young people unless thought has been given to safeguards.
• Do not give out ‘personal’ mobile numbers or email addresses and do not chat to young people on social websites or engage in any form of inappropriate electronic communication with them. All use of electronic communications devices is covered in PM Training’s E Safety Policy
• Do not give young people lifts to work or home in your car.
• Do not arrange to meet them outside of working hours

Under the Sexual Offences Act 2003 it is a criminal offence for anyone working with young people in an educational setting to have a sexual relationship with a learner even when the learner is over the age of consent.

Looked after Children and Care Leavers

At PM Training we are totally supportive of all ‘looked after’ young people who attend our centres. Learner Support will liaise with social workers and care teams and will have an awareness, of the possibility, of these young people being at risk of -
Sexual Exploitation
Child Trafficking
Mental Health Issues
Drug and Alcohol Abuse
Accommodation Issues
Our overall ethos when supporting these young people is ‘Would this be good enough for my child?’.
Information Sharing

(Information Sharing Guidance for Practitioners 2014 & Working Together to Safeguard Children 2013)
PM Training colleagues work alongside other agencies to ensure full integrated support for all learners.

Child Sexual Exploitation – further supportive information can be found on the Stoke-on-Trent Safeguarding Board website

PM Training’s E-safety and Social Media Policy

The E Safety and Social Media Policy takes into account that there needs to be an awareness of the possibility of cyber bullying and the exchange of inappropriate sexual images. All colleagues are aware that this is an aspect of Safeguarding that needs to be monitored and if discovered dealt with in the same way as other Safeguarding issues.
The Signs of Abuse

At PM Training it is acknowledged that there are more subtle signs that demonstrate the possible abuse of a child/young person. Colleagues are aware that they need to be watchful for signs of self-harm, changes in appearance by altering clothing to ‘cover up’, mood swings and other changes that would cause concern.

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<tr>
<th>PHYSICAL SIGNS OF ABUSE</th>
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<tr>
<td>• Bruise marks consistent with either straps or slaps</td>
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<td>• Undue fear of adults - Fear of going home to parents or carers</td>
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<tr>
<td>• Aggression towards others</td>
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<tr>
<td>• Unexplained injuries or burns – particularly if they are recurrent and especially in non mobile babies</td>
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<td>• Any injuries not consistent with the explanation given for them</td>
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<td>• Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc</td>
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<td>• Reluctance to change for, or participate in games or swimming</td>
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<td>• Bruises, bites, burns, fractures etc which do not have an accidental/satisfactory explanation</td>
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<td>• Cuts/scratches/substance abuse</td>
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<td>• Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning</td>
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<tr>
<td>• Fabricated illness –see SSCB website for the procedure inc signs and symptoms</td>
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<tr>
<th>NEGLECT</th>
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<tr>
<td>• Exposure to danger/lack of supervision</td>
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<td>• Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.</td>
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<tr>
<td>• Injuries that have not received medical attention</td>
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<td>• Inadequate/inappropriate clothing</td>
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<td>• Constant hunger</td>
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<td>• Poor standards of hygiene</td>
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<td>• Untreated illnesses</td>
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<td>• Persistent lack of attention, warmth or praise</td>
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<tr>
<th>EMOTIONAL SIGNS OF ABUSE</th>
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<td>• Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/ aggression, extreme anxiety</td>
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<td>• Nervousness, frozen watchfulness</td>
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<td>• Obsessions or phobias</td>
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<td>• Sudden under-achievement or lack of concentration</td>
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<td>• Inappropriate relationships with peers and/or adults</td>
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<td>• Attention-seeking behaviour</td>
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<td>• Persistent tiredness</td>
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<td>• Running away/thealing/lying</td>
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<td>• Humiliating, taunting or threatening a child whether in front of others or alone.</td>
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**Persisting lack of attention, warmth or praise.**

**Shouting/yelling at a child**

**Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.**

**INDICATORS OF POSSIBLE SEXUAL ABUSE**

- Language and drawing inappropriate for age.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Regularly engages in age inappropriate sexual play.
- Sexual knowledge inappropriate for their age.
- Wariness on being approached.
- Soreness in the genital area or unexplained rashes or marks in the genital areas.
- Pain on urination.
- Difficulty in walking or sitting.
- Stained or bloody underclothes.
- Recurrent tummy pains or headaches.
- Bruises on inner thigh or buttock.
- Any allegations made by a child concerning sexual abuse.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia.
- Unaccounted sources of money.
- Telling you about being asked to ‘keep a secret’ or dropping hints or clues about abuse.

*Remember- Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors- if in doubt check it out. The most important factor is a report by the child.*