



Accelerate People **Safeguarding Policy**

Document History

To ensure quality control and to quickly identify any changes made version control must be listed below. Including the latest version number, date of the amendment and changes made.

Document Details	
Document Name	Safeguarding Policy
Purpose of Document	This policy sets out the procedures that Accelerate People Ltd would expect to be used to ensure service providers are doing their utmost to protect children, young people and vulnerable adults with whom they work and ensure service providers protect themselves from harm and potential false allegations.
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Version History		
Version Number	Date Amended	Changes Made
V1.0	02/01/2020	Document created.
V1.1	23/09/2020	Amended for logo.
V2.1	17/11/2020	Updated to include confidentiality. Extra support links added and information on mental health.
V2.2	05/07/2021	Small amendments to wording.

This policy will be reviewed on an annual basis and, where appropriate, updated in response to input from consumers, results from internal and external monitoring arrangements, amendments in internal procedures, IfATE, ESFA and EQA actions or where developments in legislation occur.

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1. Commitment Statement

Accelerate People Ltd will:

- Provide a safe environment for all staff to work and apprentices to take End-point Assessment.
- Promote the health, safety and welfare of young people and vulnerable adults by providing opportunities for them to undertake their assessment safely.
- Respect and promote the rights, wishes, feelings and values of young people and vulnerable adults during assessment.
- Promote and implement appropriate procedures to safeguard the well-being of young people and vulnerable adults during assessment.
- Recruit, train and support staff to adopt good practice to identify and safeguard young people and vulnerable adults from abuse, harm and neglect, and to minimise the risk to themselves.
- Require staff to adopt and abide by this policy statement and the procedures set within.
- Respond to any allegations of misconduct or abuse of young people and vulnerable adults in line with this policy and the procedures set within, as well as implementing, where appropriate, the relevant disciplinary procedures.
- Ensure through safer recruitment and the Accelerate People Ltd selection processes, that the relevant checks and references that refer to candidates' suitability to have substantial access to young people and vulnerable adults are taken up for all appropriate posts.



Signature:

Name: Sam Sawyer

Position: Director

Date: 1st April 2020

2. Introduction

Accelerate People Ltd acknowledges that the welfare of children, young people and vulnerable adults is everyone's responsibility and expects all staff, learners and visitors to operate in an inclusive manner.

This policy will be updated regularly to take account of national legislative changes. In addition, it will be reviewed following any organisational changes.

This policy and the procedures set within are based on the following principles:

- The welfare of children, young people and vulnerable adults is a primary concern.
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, social-economic status, religious belief, and/or sexual identity etc. have the right to be protected from abuse, harm and neglect.
- It is everyone's responsibility to report potential radicalisation, abuse, harm and neglect. In such instances, Accelerate People Ltd will act responsibly and where applicable report concerns to the appropriate authorities.
- All incidents of alleged poor practice, misconduct or abuse, whether reported via the whistle-blowing policy or otherwise, will be taken seriously and dealt with appropriately.
- All personal data will be processed in accordance with the requirements of the General Data Protection Regulation (GDPR) (EU) 2018.

3. Scope

This document is the Safeguarding Policy for Accelerate People Ltd and takes into account all those who are in receipt of or providing different services (irrespective of age and circumstance). This policy sets out the procedures that Accelerate People Ltd would expect to be used to:

- Ensure service providers are doing their utmost to protect children, young people and vulnerable adults with whom they work
- Ensure service providers protect themselves from harm and potential false allegations

The company's Director's are the company's designated senior managers with responsibility for ensuring sufficient resources are in place and that procedures are correctly followed to support this policy and to champion safeguarding in the company.

This policy supports and reflects the legislative requirements of the following key Acts:

- Children Act (1989 & 2004)
- Education Act (2002)
- The Safeguarding Vulnerable Groups Act 2006
- Safeguarding Children (2006)
- Information sharing (2015)
- Keeping Children Safe in Education (2015)
- Working together to Safeguard Children (2015)

Vulnerable adults are defined as a person aged 18 and over who are:

- Receiving a social care service
- Receiving a health service
- Receiving a service or participating in an activity targeted at older people, people with disabilities or with physical or mental health conditions
- Living in sheltered accommodation
- Detained in custody or under a probation order
- Requiring assistance in the conduct of their affairs

As an End-point Assessment Organisation we offer a service to apprentices from the age of 16 or over. The company recognises that abuse is a violation of an individual's human rights that may occur in either a home or work environment and may take many forms. This policy aims at protecting apprentices from all forms of abuse including:

- a single act or repeated acts
- acts that are physical in nature such as being hit or misuse of medication
- acts that are sexual such as sexual assault, sexual harassment, exposure to sexual acts without consent and rape
- grooming behaviour
- domestic violence
- cyber bullying and other forms of on-line intimidation and abuse
- victimisation
- self-harm
- acts of neglect or an omission to act such as ignoring physical or medical needs, or, withholding food, drink, heating and other similar necessities
- acts that might exploit an individual – e.g. financial pressure, sexual exploitation, force marriage
- unsafe activities and environments that could increase the risk of accident and/or harm
- unsafe and unsuitable housing or homelessness
- involvement in or potential exposure to criminal activities
- possibility of radicalisation and/or extremism (see our Prevent Duty Policy)
- acts that are emotional in nature such as financial manipulation, discrimination, bullying, humiliation and threatening behaviour

4. Aim

Accelerate People Ltd aims to implement these procedures by:

- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults whilst completing their End-point Assessment (EPA)
- Providing all employees with information, instruction and training that will ensure that they are properly equipped to:
 - identify where there might be a problem
 - refer concerns to Accelerate People Ltd
 - protect themselves from false accusations of abuse, harm or neglect

- Ensuring that all suspicions or allegations involving learners and employees are dealt with effectively and efficiently, and that, where appropriate, Accelerate People Ltd disciplinary procedures are implemented
- Ensure that employees whose work is directly with learners are subject to the appropriate level of Disclosure & Barring Service (DBS) check before beginning work. This check will be repeated every three years or when we are made aware of any incidents that could effect their disclosure

5. Principles

Key principles underpinning this policy are:

- The welfare of the individual is paramount
- Everyone has the right to protection from abuse, harm and neglect
- Learners and employees know how to keep themselves safe from the dangers of radicalisation and extremism
- Employees should work in an open and transparent way
- Employees should avoid any conduct which would lead any reasonable person to question their motives or intentions

6. Background

The 'Children Act 2004' places a duty on key statutory agencies to safeguard and promote the welfare of young persons, i.e. to ensure services safeguard and promote the welfare of children, young people and adults, and ensure that anyone else providing services also provides safe practices.

In practical terms, this means that Accelerate People Ltd has a responsibility to provide a safe environment for children, young people and vulnerable adults, in which their welfare is of paramount importance. Accelerate People Ltd aims for every learner (regardless of background or circumstances) to have the support they need to stay safe, be healthy, enjoy and achieve, as well as advice on the following:

- Protection from abuse, harm or neglect
- Prevention of development or health impairment
- Living in safe circumstances
- Access to effective care

7. Sharing Concerns

Accelerate People Ltd is committed to working in partnership with parents, guardians, carers and other outside parties involved (local employers, schools, social services, local children's boards). Therefore, in some situations it is important for the Safeguarding Officer to discuss concerns with them. For example, if a learner seems withdrawn, it might be useful to communicate with a relative or social worker.

In some circumstances, a child, young person or vulnerable adult might be placed at greater risk if such concerns are shared (e.g. a parent/carer might be responsible for abuse and/or might not respond to the situation in the young person's best interests). The Safeguarding Officer will decide upon what is the appropriate action in terms of informing a parent, guardian or carer; the young person's welfare being the priority. Where appropriate escalating to external agencies.

8. What is Defined as Abuse?

Abuse occurs when a person or group of people, harms a child, young person or vulnerable adult. The following are viewed by Accelerate People Ltd as being the main categories of abuse:

- Neglect:** Where a responsible adult (e.g. a parent or carer) fails to meet an individual's basic physical needs such as food, warmth, clothing, attention and affection.
- Physical abuse:** Where a child, young person or vulnerable adult is hit, shaken or injured in some way, or where a responsible adult (e.g. a parent/carer) fails to prevent such activities from happening.
- Sexual abuse:** Where a child, young person or vulnerable adult is forced to take part in sexual activity. Such activity can include any form of sexual behaviour e.g. inappropriate touching, penetrative and non-penetrative acts, exposure to pornographic material or to its production, prostitution, the use of explicit sexual language, and encouraging a child, young person or vulnerable adult to behave in sexually inappropriate ways.
- Emotional abuse:** Where a child, young person or vulnerable adult is subjected to frequent threatening, taunting or sarcastic behaviour, bullying, the persistent withholding of affection, or extreme over-protection. Racist or sexist conduct and certain inappropriate initiation ceremonies fall within this category.
- Financial abuse:** Where a child, young person or vulnerable adult is exploited for the financial gain of an individual or organisation. Examples include identity theft and money laundering.

9. Implementing this policy

Accelerate People Ltd's staff are all trained and aware on how to recognise any indications of abuse and follow a strict procedure in the event of being alerted to potential problems. This involves formally and confidentially recording any incidents and fully cooperating with relevant specialist agencies, depending on age, where appropriate.

As an EPAO we recognise our responsibility with the delivery of End-point Assessment to optimise the safety of apprentices during the process. These measures include:

- taking up references for Independent Assessors from former or current employers
- not allowing new Independent Assessors any unsupervised contact with our apprentices until all training and DBS checks are completed
- annually reviewing our policies, procedures and practices to ensure compliance with safeguarding legislation and best practice for all age groups, especially 16-18
- making clear to our Independent Assessors and other stakeholders how to access our policy, procedures and standards relating to safeguarding
- recording and reporting all incidents covered by this policy in an accurate and timely manner to the appropriate channels
- making sure all safeguarding issues and outcomes are communicated to the Board
- developing effective links with external specialist bodies for all age groups, to promote good inter-agency work
- ensuring our Independent Assessors are fully trained and regularly updated in understanding, recognising and reporting abuse, especially to 16-18 year olds
- updating our Independent Assessors in appropriate physical contact with children and vulnerable adults
- monitoring our Independent Assessors through our quality improvement and staff appraisal systems
- protecting and not misusing photographic images that may be taken in the course of our activity

Accelerate People Ltd is committed to taking prompt and appropriate action whenever a safeguarding issue is identified. Details of our safeguarding policies and procedures are included in our guidance pack for apprentices, employers and training providers.

This policy applies to all the company's permanent employees and contracted staff. The procedures for the recruitment of employees and for managing and recording any reported incidents are in place to ensure all allegations and records are managed sensitively and confidentially. The welfare of children and vulnerable adults is paramount, confidential and sensitive and will be dealt with the utmost urgency by the designated senior managers.

10. Mental Health

Mental health is much like physical health in many respects: everybody has it and we need to take care of it. Good mental health means being able to think, feel and react generally in the ways you need and want to live your life.

Accelerate People Ltd is working with Shout for all Mental Health referrals for all age groups. <https://www.giveusashout.org/>.

Some of the things Shout are able to support with include abuse, anxiety, bullying, depression, loneliness, self-harm and suicide.

There are links to more organisations in the appendix.

Mental Health and Covid-19

Covid-19 is impacting on everyone not just people already living with mental health problems. The below links include additional support during the pandemic:

<https://giveusashout.org/latest/tips-coping-lockdown/>
<https://www.mind.org.uk/information-support/coronavirus/>

11. Contact Details

Once registered in Gateway, all learners will be made aware of the following:

- Accelerate People Ltd safeguarding and email contact details
- The contact names and details that are relevant to the Safeguarding Helpline and Samaritans. Safeguarding@accelerate-people.co.uk

Working with external contractors and partner organisations

Any contractor or sub-contractor engaged by Accelerate People Ltd in areas where they are likely to come into contact with learners and young people will be shown this policy and be asked to comply fully with the terms of this policy. Workers with the potential to come into contact with learners and young people will be subject to the appropriate level of DBS check according to their role.

12. Roles and Responsibilities

Leadership and Management

The Directors have overall responsibility for Safeguarding at Accelerate People Ltd. All board members must complete annual Safeguarding & Prevent training. The Lead IQA undertakes the role of the Senior Lead and drives the implementation of safeguarding and raising of awareness with all staff. The senior manager's are responsible for overseeing the implementation of Safeguarding & Prevent and for managing the performance of these activities. All staff are responsible for reporting any safeguarding issues or concerns.

Senior Lead

The Senior Lead reports to the Directors and Board. The Senior Lead is responsible for taking a strategic lead in how Safeguarding is implemented across the organisation. They work directly with the Directors to ensure there is a link between Safeguarding, Prevent and the Quality Improvement Plan whilst identifying training needs and the monitoring and implementation of safeguarding within the organisation.

They will also have responsibility for:

- Regularly reporting to the Senior Management Team about identified performance indicators based on safeguarding of children, young people and vulnerable adults

- Acting as the main contact within Accelerate People Ltd for the protection of children, young people, vulnerable adults and the Prevent responsibilities
- Providing information and advice on the protection of children, young people and vulnerable adults, especially 16-18 year olds
- Ensuring all relevant information is communicated to all designated persons
- Keeping abreast of developments and understanding the latest information on data protection, confidentiality and other legal issues that impact on the protection of children, young people and vulnerable adults
- Encouraging good practice and supporting procedures to protect children, young people and vulnerable adults
- Establishing and maintaining contact with local statutory agencies including the local authority, police and Prevent co-ordinators
- Taking the lead with specific allegations where there are suspicions of abuse, harm or neglect of a child, young person or vulnerable adult

Managers

Managers need to monitor staff in order to ensure that the Accelerate People Ltd safeguarding policy and procedures are adhered to. They:

- Are responsible for making sure that their staff are aware of, understand and act in accordance with this policy and related guidance, regardless of the hours their staff work
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf which involve contact with learners and young people, understand and comply with this policy
- Will through safer recruitment and selection processes, ensure DBS checks are taken up for all appropriate posts

All Employees

- Should attend appropriate Safeguarding and Prevent training if their role involves substantial access to children, young people or vulnerable adults. This training will form part of the overall staff training plan
- Should not begin any unsupervised activity involving substantial access to children, young people or vulnerable adults prior to the relevant checks being completed
- Should be aware of what constitutes appropriate and inappropriate conduct for those employees in charge of children, young people and vulnerable adults
- Should know how to contact the Senior Lead.

13. How will this Policy be Communicated?

This policy will be communicated to all staff on appointment to the organisation, and ongoing updates will be disseminated via managers and training.

Accelerate People Ltd Safeguarding is underpinned by the following principles:

- Learners first
- Independence
- Accountability and transparency

14. Principles to Safeguarding Learners

The six principles below have been incorporated into the Care Act 2014 statutory guidance and should inform all safeguarding practice:

- Empowerment – people being supported and encouraged to make their own decisions and give informed consent
- Prevention – it is better to take action before harm occurs
- Proportionality – the least intrusive response appropriate to the risk presented
- Protection – support and representation for those in greatest need
- Partnership – local solutions through services working with their communities
- Accountability – transparency in delivering safeguarding

We recognise that:

- The welfare of the learner is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some learners are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep learners safe by:

- Valuing, listening to and respecting them
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise developing and implementing an effective online safety policy and related procedures
- Recruiting staff safely, ensuring all necessary checks are made
- Providing effective management for staff and contractors through supervision, support, training and quality assurance measures
- Ensuring that we provide a safe physical environment for our learners, staff and contractors, by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely

15. Responding to Suspicions and Allegations of Abuse, Harm or Neglect

Safeguarding is the responsibility of every member of staff. There is a further responsibility to recognise, respond, report and record all suspicions of abuse, harm or neglect of children, young people and vulnerable adults. Accelerate People Ltd is committed to responding to and reporting safeguarding concerns appropriately, and trains its staff in accordance with this.

Accelerate People Ltd recognises that information received about a child, young person or vulnerable adult might fall into one of the categories below:

- Suspicion/allegation of abuse, harm or neglect where an Accelerate People Ltd member of staff is the alleged perpetrator
- Suspicion/allegation of abuse, harm or neglect where a child, young person or vulnerable adult is the alleged perpetrator
- Suspicion or allegation of abuse, harm or neglect where a third party is the alleged perpetrator
- Suspicion/allegation of inappropriate conduct (e.g. accessing pornographic images of under-18s)

Any member of staff, whether a recipient of or provider of Accelerate People Ltd services is expected to respond appropriately and report any suspicion or allegation of abuse, harm or neglect to the safeguarding officer.

The responsibility to seek advice and decide whether to refer suspicions of abuse, harm and neglect to a local authority children's service or any other applicable agency is only that of the Senior Lead, and not that of any other member of staff. In extenuating circumstances however, a member of the Senior Management Team might need to make a referral.

16. Confidentiality

Whilst respecting privacy and data protection, Accelerate People cannot guarantee confidentiality in all circumstances. If we discover anything that we believe parents/carers, social services or the police should be informed of, we will do so believing it is the best interests of the individual involved.

Accelerate People takes its obligations to report crime seriously and as a result will not remain confidential in the following situations:

- Where it is identified that a child or vulnerable adult is at risk of harm.
- Where we are told that a serious crime has been committed or is about to be committed.
- Where information regarding terrorism or drug trafficking is disclosed.
- Where we are instructed to disclose something by a court.

17. Local Authority Contact

If you think that you or someone that you know is at risk then you also have the option of contacting the local authority:

Jennie Fisher
FE/HE Regional Prevent Coordinator for London
Due Diligence and Counter Extremism Division
20 Great Smith Street
London
SW1P 3BT

Jennie.fisher@education.gov.uk

18. Responding to a Disclosure / Allegation of Abuse

If you encounter a safeguarding incident you should follow these basic guidelines, which are based on material produced by the NSPCC.

Stay calm.

Listen carefully to what is said.

Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – **do not promise to keep secrets**.

Allow the child to continue at her/his own pace.

Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.

Reassure the child that they have done the right thing in telling you.

Tell them what you will do next and with whom the information will be shared. Tell them that you will be speaking to the person who is responsible for their protection.

Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

DO NOT talk to other people about the incident. Others should only be made aware of this on a 'needs to know' basis.

19. Appendices

Definitions

Children and Young People:	Anyone under the age of 18 years
Vulnerable Adult:	Anyone over 18 who is or may be <ul style="list-style-type: none">• In need of community care services• Unable to care for themselves• Unable to protect themselves against significant harm or exploitation• Physically or mentally ill• Vulnerable due to another factor not noted above (for this reason we class all Accelerate People Ltd learners as being potentially vulnerable adults, and offer safeguarding support to all learners)
Employee:	Anyone working for, or on behalf of Accelerate People Ltd, whether paid or voluntary
Employers:	Those employing apprentices in their own workplace
Substantial Access:	Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult Where an individual has sole charge of children, young people or vulnerable adults

Useful Websites

- ACT Early - <https://actearly.uk/>
- Channel Strategy and Prevent Duty - www.gov.uk/government/publications/counter-terrorism-strategy-contest
- Child Line – www.childline.org.uk or 0800 1111
- Disclosure & Barring Service (and related links) - www.gov.uk/dbs-update-service
- Frank – www.talktofrank.com or 0300 123 6600
- Home Office - www.homeoffice.gov.uk
- Mind – www.mind.org.uk or 0300 123 3393
- Ofsted - www.ofsted.gov.uk
- Refuge – www.refuge.org.uk
- Relate – www.relate.org.uk
- Samaritans - www.samaritans.org or on 116 123
- Shout - www.giveusashout.org
- Support for victims of domestic abuse during Corona Virus – www.gov.uk/guidance/domestic-abuse-how-to-get-help
- The 'Safe Learner' concept - www.safelearner.info
- Women's Aid – www.womensaid.org.uk