

Safeguarding Policy

Reviewer	Centre Manager
Approved by	Head of Centre
Last Review Date	8 th November, 22
Next Review Date	8 th November, 23
Version	2.3

This is a policy designed to evidence the commitment that One Education possesses to the practice of safeguarding vulnerable individuals during its activities. To this end, the organisation states its intent to act in a responsible manner when any allegations are made of abuse or suspicions exist of the mistreatment of others.

The organisation formally recognises the legal content of such UK legislation as:

- The Health and Social Care Act 2012
- The Children Act 1989
- The Care Act 2014
- The Safeguarding Vulnerable Groups Act 2006
- The Human Rights Act 1998

In accordance with these Acts of parliament, moral duty, and civic responsibility, all staff members are trained and able to protect persons at risk from acts of abuse, neglect, and discrimination.

With this in mind, this working policy covers recruitment and employment procedures that the organisation utilises when engaging with vulnerable adults, as well as the provision of a safe and secure learning environment. This includes employee background checks being carried out on all staff working with vulnerable learners, even in circumstances where a previous employer has already screened them.

Policy Statement

This policy and associated procedures have been designed for use by employees of One Education, enabling them to react appropriately should any concerns or reports arise regarding the well-being of vulnerable persons.

The provisions of this policy will assist staff in two distinct ways:

1. They promote behaviours, practices, and attitudes to prevent harm, abuse, and neglect from occurring to individuals.
2. They ensure that any report, allegation, or suspicion of abuse is handled in the most appropriate way, with all participants being given support where necessary.

Scope of this Policy

This policy is intended to be applicable to all learning services and interactions that involve the direct participation of One Education's staff members and the organisation's provisions.

The contents of the policy will be made accessible to clients, working partners, and all customers.

Staff are also trained to further explain the details of the safeguarding policy should a client or working partner request them.

Terminology

For the purpose of this policy and its contents, the following definitions are assumed when using the following words:

- "Safeguarding" – This describes the overall approach taken to protect children, young people, and vulnerable adults from any harm, abuse, or neglect. It is a general and legal term that covers any activity intended to:
 - Defend someone from physical harm or mistreatment
 - Promote well-being and natural development
 - Provide a safe and secure environment
 - Deliver the best outcome for personal choices
- "Child" / "Young Adult"- Words used to describe any individual who is not yet considered to have reached adulthood. In the UK, a "young adult" is considered to be applicable to anyone who has yet to have their 18th birthday.
- "Vulnerable Adult" – A term that can be used in relation to any person aged 18 or over and has one or more factors that affect their ability to self-care, which may be caused by physical impairments, illness, or mental health conditions.

This may be an applicable term for anyone who is:

- Advanced in age
 - Frail in physical stature
 - Possessing a diagnosed mental disorder
 - Living with a physical or sensory disability
 - Physically sick or ill
 - A victim of substance abuse
 - Homeless or destitute
 - Mentally challenged or has a learning disability
-
- "Abuse" – This is a term used to collectively describe intentional acts that can be considered a violation of a person's human or civil rights by another person

or group of persons. It can be a single act or repeated instances of the same behaviour and may be encountered in any type of relationship or environment. Typical examples of abuse that might be witnessed or reported in any learning environment may include:

- Physical abuse – The act of hitting, slapping, shoving, or using tangible methods to cause pain.
- Sexual abuse – Using inappropriate actions (unsolicited advances of sexual nature, forced exposure to pornography, etc.) to cause unease, distress, or injury to a person.
- Emotional and psychological abuse - Using intimidation, bullying, or humiliating behaviour that is related to discrimination and hate or designed to achieve an unlawful purpose (blackmail, theft, coercion, etc.).
- Institutional abuse – Where practitioners of community, public, or private care fail to ensure the safety, dignity, and well-being of an individual.
- Neglect – Ignoring a person's physical or mental needs to the extent that their health is severely impacted. This can result from a lack of care given by family members or professionals in an institution or practice.

An abuser can be anyone with a direct relationship with a victim, a working arrangement, or a complete stranger in a chance encounter.

- "Related Policies" – This term refers to details from this content that related to elements of other One Education policies, including those dealing with:
 - Equality & Diversity
 - Learner Recruitment
 - Data Protection
 - Complaints Policy

Our Statements of Intent

As a values-based organisation, One Education will continue to promote the necessity of safeguarding in all of its activities. To achieve this, we commit to training all of our staff to provide a learning environment in a digital and physical sense that is safe and supportive for all learners and colleagues.

As a whole unit, One Education will therefore use four principles to fulfil this organisational goal:

"We will promote a culture of value and respect for all within a supportive and safe learning environment."

This will be accomplished by:

- Performing appropriate background checks on all of our staff members and working partners.
- Provide freely accessible information for staff and students regarding our values for issues concerning equality, diversity, and respect.
- Offering opportunities for any individual to report instances of inappropriate behaviour, abuse, harassment, misconduct, or malpractice.
- Supplying details to learners about the conduct and behaviour that all staff members should exhibit towards them.
- Requesting verifiable identification and evidence of a job candidate's identity before they are considered for employment.
- Ensuring that all organisational facilities are conducive to supervision and the well-being of all participants.
- Actioning appropriate risk assessments for assigned employees and designated facilities.

"We will provide information and training on safeguarding for vulnerable adults and children."

This will be accomplished by:

- Integrating safeguarding training into routine recruitment and induction programmes.
- Promoting the conduct and behavioural standards that are expected to be shown by tutors, colleagues, and learners.
- Providing the necessary training for tutors and staff members on safeguarding techniques and identifying vulnerable persons.
- Offer guidance and support to staff and learners on actions to take when instances of abuse are suspected, reported, or witnessed.
- Distribute details and provide guidance regarding the organisational procedure for making official complaints or raising grievances.
- Assign an official safeguarding representative in all of our facilities, who will be the first contact point for any staff member or learner with any concerns in those areas.

"We will collect and analyse information from learners on matters related to feeling safe in the learning environment."

This will be accomplished by:

- Providing and promoting the use of feedback forms to provide learners with an accurate way of describing how they feel in our learning environments.
- Analysing the data that has been gathered from feedback forms and providing

improvements to services based on the findings.

"We will monitor the effectiveness of this Safeguarding Policy and review it annually."

This will be accomplished by:

- Monitoring all safeguarding practices offered and maintained by the organisation
- Identifying and promoting good practices in safeguarding with our working partners and valued customers.
- Routinely reviewing the existing contents of One Education safeguarding policy on at least an annual basis.
- Maintaining links with local and national authorities to ensure that information and practices regarding safeguarding are relevant and up to date.

Any questions, enquiries, or concerns relating to safeguarding issues can be addressed to the Centre Manager at One Education.

Officially Reporting an Incident

In the case of witnessing or being made aware of any form of abuse being perpetrated on one party by another, learners and staff members are encouraged to contact the Centre Manager.

When contact is established, the following information must be verbally shared or documented for investigation:

- Statement of what was witnessed or a summary of outstanding concerns regarding an individual's well-being.
- The circumstances that have led to this information or concerns.
- Which actions have been taken so far regarding the incident or concerns.
- Details of other individuals that have been made aware of these concerns.
- Pertinent details regarding the learner or staff member that is involved with the case.
- Full contact details for those involved if known.

The Centre Manager then holds a responsibility to use this information to write a report within 48 hours. This will be filed and escalated as appropriate. Any indication that a person is in serious physical danger or is sustaining prolonged mental abuse should result in an immediate call to Emergency Services.

