



SAFEGUARDING POLICY

References:

- A: Rehabilitation of Offenders Act (ROA) 1974
- B: The Children Act 1989 and The Children Act 2004
- C: DBS Checks - Eligibility Guidance Dec 2012
- D: Working Together to Safeguard Children Act (2013)
- E: Safeguarding and protecting children and young people (A guide and good practice exemplification for awarding bodies 2006)

This policy is designed to help protect children and young people aged under 18 and vulnerable adults from any form of unacceptable behaviour including sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures or other material, or other forms of abuse such as physical violence or bullying.

A vulnerable adult is a person³: "Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or be unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people aged 18 years or over.

KEY PRINCIPLES

- The welfare of the child is paramount;
- Those providing services for young people should have a procedure for handling child protection allegations consistent with current practice;
- All allegations should be taken seriously and treated in accordance with child protection procedures;
- The Social Services and the police are responsible for any investigation.

Where issues are raised with regards to any child, young person or vulnerable adult direct to CONSTRUCTION TRAINING ASSESSMENTS these will be referred to the relevant authority (including the Disclosure and Barring Service).

POLICY

CONSTRUCTION TRAINING ASSESSMENTS will provide advice and guidance in accordance with Safeguarding and Protecting Children and Young People - a guide and good practice exemplification for awarding bodies.

Those that deal with children, young people and vulnerable adults must:

- take all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult - a special Risk Assessment must be carried out for all Candidates who are under 18, in accordance with Relevant Awarding Organisation Policies;
- ensure that any activities are appropriate to the age, maturity and ability of those participating;
- consistently display high standards of personal behaviour and appearance;
- ensure behaviour, language, gestures etc. are appropriate and above reproach;





Construction Training Assessments

- avoid spending time alone with children, including car journeys. Meetings with individual children should take place as openly as possible and always with the full knowledge of another responsible person;
- not make any unnecessary physical contact. If you accidentally hurt a child or vulnerable adult, or cause distress in any way, report the incident as soon as possible. Parents/carers should also be informed of the occurrence; and,
- record any allegations.

To minimise opportunities for children or vulnerable adults to suffer harm of any kind whilst participating in assessments, CONSTRUCTION TRAINING ASSESSMENTS will ask all Clients and potential Clients whether they have any Candidates who are under 18 or who may, in any way, be perceived as vulnerable. CONSTRUCTION TRAINING ASSESSMENTS will give the Client full information about the course and will request that Managers or Supervisors be present during assessments. Assessors will be alerted to any issues and will check that Managers or supervisors will be present during planning and any other time deemed appropriate.

CONSTRUCTION TRAINING ASSESSMENTS staff will take appropriate action if any form of abuse (physically, emotionally or sexually) of a child or vulnerable adult is suspected. Report any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused to the CONSTRUCTION TRAINING ASSESSMENTS Centre Manager; the appropriate people or agencies whose role is to protect them (e.g. parents, police, DBS, social services) will then be informed.

CONSTRUCTION TRAINING ASSESSMENTS staff are to familiarise themselves with the terms of the Protection of Children Act 1999 and the Protection of Children Act 2003 for Scotland. Providers are advised to satisfy themselves as to the suitability of any instructor or assessor that may be working with children or vulnerable adults. For further information see <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren> <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

COURSE SUITABILITY

Under the Equality Act 2010 unless minimum age is specified in legislation you cannot discriminate based upon age alone (age is a protected characteristic). CONSTRUCTION TRAINING ASSESSMENTS will carry out a full and detailed risk assessment if it ever plans to offer courses to those defined as children or young people. Such a risk assessment must incorporate the immaturity of trainees including factors such as physical size and weight and mental lack of awareness of dangers. Pre-course screening will take place to ensure suitability for the course and appropriate supervision will be provided throughout.

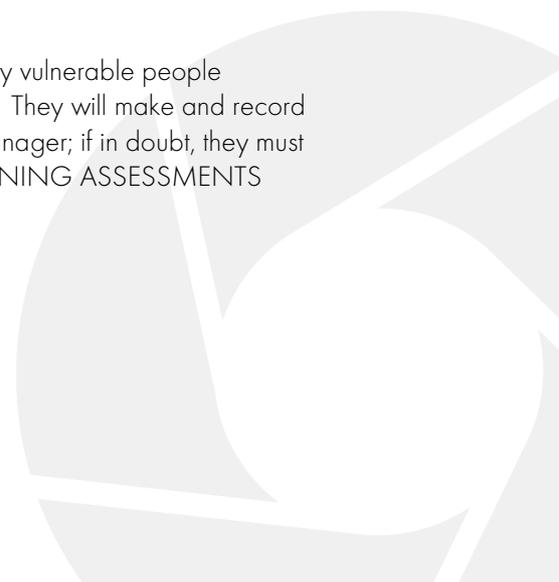
CONSTRUCTION TRAINING ASSESSMENTS PROCEDURES

CONSTRUCTION TRAINING ASSESSMENTS staff are to identify potentially vulnerable people including amongst own staff or Client Companies, prior to work taking place. They will make and record notes about the people and the situation, then discuss this with the Centre Manager; if in doubt, they must always seek advice from the Centre Manager. The CONSTRUCTION TRAINING ASSESSMENTS process to be followed is:



Construction Training
Assessments

☎ 0343 414 8990
@ info@ctaassessments.co.uk
West Stockwith Business Park, Stockwith Road
Doncaster, South Yorkshire, DN10 4ES





Construction Training Assessments

1. Pre-contract the Centre Manager or Lead IV will ask the Client through a questionnaire and discussion, whether there are any staff to be assessed who are under 18, or who could be considered to be vulnerable in any way. Any individuals will be discussed and appropriate arrangements made, eg, Client Managers or Supervisors will always be present during an assessment.
2. During induction, dates of birth will be checked to ensure all Candidates are 18 or over. If any queries arise, such as an IV or Assessor suspecting that a Candidate may be vulnerable, the issue will be reported to the Centre Manager who will then discuss with the Client, and take appropriate action.
3. During assessment, if any queries arise, such as an IV or Assessor suspecting that a Candidate may be vulnerable, the issue will be reported to the Centre Manager who will then discuss with the Client, and take appropriate action.

Complaints will be recorded and CONSTRUCTION TRAINING ASSESSMENTS procedure must be followed. Timely reporting of incidents or suspicions is essential. The Social Services and the Police are responsible for any investigation that may be deemed appropriate. If an incident constitutes an emergency then dial 112 or 999 for the police or ambulance services.

RECORDING INFORMATION

All referrals must be recorded in writing within 48 hours and communicated to the appropriate authorities – typically the Police, and inform Relevant Awarding Organisation as advised by the Police or other official authority.

VULNERABLE ADULTS

Details of the alleged abuse should be recorded. Information recorded should include:

- Factual information, for example times, dates names of people
- Whether information was gathered face to face, by telephone in person or via a third party

Retain rough notes, letters, emails or other documents which might be supporting evidence. All referrals must be recorded in writing within 48 hours and sent to Relevant Awarding Organisation. The Centre Manager is to record any actions and outcomes.

GOOD PRACTICE

Do:

- Stay calm and take the person seriously
- Reassure the person and tell them you're glad they have told you
- Reassure the person that what has happened is not their fault-the abuser is responsible
- Be honest about your position; who you have to tell and why
- Report the information to CONSTRUCTION TRAINING ASSESSMENTS's Centre Manager
- Keep the person fully informed about what you are doing and why
- Give the person information about confidential sources of help (if appropriate)





Do not:

- Make promises that you can't keep
- Interrogate with lots of questions
- Cast doubt on what a person tells you. Remember it has taken a lot of courage for them to tell you
- Say anything which might make the person feel responsible for the abuse, for example why they haven't told anyone before
- Communicate anger without saying it's the abuser you feel angry towards (the person may think you are angry with them)
- Contact the alleged abuser or gossip about the incident with others
- Allegations and/or concerns about a staff member or volunteer
- CONSTRUCTION TRAINING ASSESSMENTS staff must be referred - see guidance at the Child Welfare Information Gateway website. This referral should take place if:
 - the adult working with a vulnerable adult has harmed a child or vulnerable adult; or,
 - the adult working with vulnerable adults may harm a child or vulnerable adult in a way that indicates they are unsuitable to work with vulnerable adults

CHILDREN (17 OR UNDER)

The following details must be recorded:

- Full name of child or young person (Check spelling of name; consider any other names child known by)
- Age
- Accurate date of birth
- Any siblings (If known)
- Parent/guardian's name (Check surname is accurate)
- Home address
- Tel. no if known
- Particular circumstances (For example-language barrier; context of disclosure)
- What prompted concerns-include dates, times etc
- Physical or behavioural signs
- Is manager expressing their own concerns or those of others/Record details of other person if applicable
- Has child or young person been spoken to? If so what was said
- Have parents/guardian been contacted? If so what was said
- Has an alleged abuser been named/Record details of alleged abuser if known
- Has anyone else been consulted/Record details if applicable

GOOD PRACTICE

Do:

- Take the child or young person seriously and tell them so
- Tell the child or young person you're glad they have told you
- Reassure child or young person that what has happened is not their fault-the abuser is responsible
- Be honest about your position; who you have to tell and why
- Keep the child or young person fully informed about what you are doing and why
- Give the child or young person information about confidential sources of help (if appropriate)





Do not:

- Make promises that you can't keep
- Interrogate a child or young person with lots of questions
- Cast doubt on what a child or young person tells you. Remember it has taken a lot of courage for them to tell you
- Say anything which might make the child or young person feel responsible for the abuse, for example why they haven't told anyone before
- Communicate anger without saying it's the abuser you feel angry towards (the child may think you are angry with them)
- Panic (When you are faced with the reality of abuse there is often a feeling of needing to act immediately). Actions taken too hastily can be counterproductive

ALLEGATIONS AND/OR CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER

An CONSTRUCTION TRAINING ASSESSMENTS staff member must be referred to the appropriate authority in the following circumstances:

- The adult working with children has harmed a child or young person
- The adult working with children may harm a child or young person in a way that indicates they are unsuitable to work with children

ROLE AND RESPONSIBILITY OF THE CENTRE MANAGER

Protection:

- Refer cases of alleged or suspected abuse to the Police and any other relevant investigating authorities.
- Act a source of first-call support and advice within CONSTRUCTION TRAINING ASSESSMENTS when deciding whether to make a referral though liaison with appropriate agencies - if in doubt, the Centre Manager is to contact the Police and ask for advice.

RAISING AWARENESS AND TRAINING:

- Ensure relevant CONSTRUCTION TRAINING ASSESSMENTS staff have access to and understand CONSTRUCTION TRAINING ASSESSMENTS's Safeguarding Adult Protection Policy and procedures.
- Ensure the CONSTRUCTION TRAINING ASSESSMENTS staff induction includes safeguarding and adult protection and how to report concerns;
 - Ensure accurate detailed written records of referral or concerns are kept; and, Refer cases of alleged or suspected abuse to the relevant investigating authorities Act a source of support, advice and expertise within CONSTRUCTION TRAINING ASSESSMENTS when deciding whether to make a referral though liaison with appropriate agencies

