

## **Safeguarding Policy**

Skills College UK are committed to safeguarding all children, young people and vulnerable adults that come into contact with the Company or a representative. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/ young person / vulnerable adult is paramount.

We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and associates are involved in the delivery of our programmes. The Safer Recruitment policy outlines the reference checks and the DBS screening which all new employees complete prior to engaging with learners 1-2-1. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

We enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, board, associates, volunteers and anyone working on behalf of the Company) to have read, understood and adhere to this policy and related procedures.

### **Aims of the Safeguarding policy**

Skills College UK will take every reasonable step to ensure that children, young people and vulnerable adults are protected where:

- our own staff are directly involved in a project or programme;
- we broker the relationship between a client and a subcontractor or employer;
- we contract an associate/ organisation to work with in a vulnerable setting;
- we work in partnership with another organisation or agency.

We will endeavour to safeguard children, young people and vulnerable adults by:

- valuing them, listening to and respecting them;
- adopting this policy and adhering to our associated procedures and code of conduct for staff;
- recruiting all staff, volunteers and associates safely by ensuring that all the necessary checks are made as outlined in the Skills College UK Safer Recruitment policy
- sharing information confidentially and securely about safeguarding and child protection with all key stakeholders;
- providing effective management of staff and associates through supervision, support and training.

## Roles and responsibilities

The designated person within the company responsible for Safeguarding is the Commercial Training Manager, Luke Barrow. Luke regularly delivers Safeguarding training to the team and has recently completed the Level 3 Certificate in Designated Safeguarding Officer qualification.

The role of the designated person is to:

- assume overall responsibility for safeguarding and child protection for Skills College UK;
- help the wider Skills College UK team understand the key issues in relation to safeguarding within education;
- be a point of contact within the organisation for stakeholders in relation to safeguarding and child protection;
- be aware of local statutory safeguarding procedures and networks;
- make decisions about safeguarding and report directly to the owners;
- receive and assess information from staff and associates who have a safeguarding concern;
- It is not the role of the designated person or Skills College UK to decide whether abuse has taken place or not. The responsibility of the designated person or Skills College UK is to ensure that concerns are shared, and appropriate action taken.
- It is Luke's responsibility to ensure the Safeguarding Log (see appendices) is up to date with all incidents and concerns

## Recruitment and training of staff

Skills College UK has a robust Safer Recruitment policy which outlines the recruitment procedure to ensure a fair recruitment process takes place and to reduce the risk of potential harm and abuse to our learners and other members of staff. To access this policy please contact [richard@scuk-ltd.co.uk](mailto:richard@scuk-ltd.co.uk)

## Handling concerns

If a member of staff / associate has any reason to suspect that a child, young person or vulnerable adult is being subjected to physical, emotional or sexual abuse, then these steps must be followed:

- report the matter to Luke Barrow and the owners;
- the SCUK Safeguarding Form is to be used for all concerns (see appendices 2)
- Luke Barrow and the owners will assess the nature of the suspicions or the disclosure;
- Luke Barrow and the owners will consult the team member at the venue involved;
- Skills College UK staff must not attempt to investigate the matter themselves. This is the responsibility of social services and / or the police;

- if an allegation is made against a member of the Skills College UK team, we will act swiftly and there will either be a criminal investigation, and/or a disciplinary or misconduct investigation.
- all inquiries and complaints will be treated with upmost confidence and only members of staff, learners and external authorities who need to be informed will be;

## Images and Documentation

The collection of images for promotional purposes by Skills College UK employees, or those authorised to do so on the company's behalf, is acceptable providing permission has been granted by the individuals who will be photographed/videoed.

Adults (including parents / guardians of children below the age of consent) and young people (over the age of consent) should be aware of:

- the purpose for which the images will be used;
- the length of time that they will be used for or that the use may be for an indefinite period;
- good practice is that permission is not requested for any period longer than two years.

Images should not be stored on the hard drive of PCs or laptops beyond the duration of the project. Even during this period, it is recommended that they are stored on removable storage devices such as pen drives / CDs.

Once the project has been completed, then the images should be dated and archived. They should be stored in a locked cabinet or drawer. They should be erased / destroyed as soon as there is no further use for them.

## Contact Us

For further information on the contents of this policy, please contact us at [info@scuk-ltd.co.uk](mailto:info@scuk-ltd.co.uk)



**Appendix**

Appendices 2: Safeguarding Form

**Skills College UK: Safeguarding Form**

**Form Number: \_\_\_\_\_**

Section A – Your personal details	
Full Name	
Learner Registration Number	
Address	
E Mail	
Contact Telephone Number	
Next of Kin (Name and Relationship)	
Next of Kin Contact Number	

Section B – Your programme details	
Place of work	
Start date	
Name of Tutor / Assessor	



Section C – Please outline the safeguarding incident in as much detail as possible

Safeguarding incident

*Incident continued....*

Are you happy for SCUK to contact your Next of Kin?

Yes / No

If no, is there another member of the family we can contact:

Are you happy or do you feel SCUK can contact a regulatory body? E.g. Police

Yes / No

If no, why not?

## Section D - Declaration

I confirm that the information given on this form and any supporting documentation is true to the best of my knowledge and belief.

Print Learner Name

Signature

Date

Print SCUK Member of Staff Name

Signature

Date