



Damar Training

Safeguarding Policy

NB: if you have a concern about the welfare of a learner please speak to Maria Grimsley (designated person), Robin Lindsay (deputy designated person) or Jonathan Bourne (Director) immediately – contact details inside.

Policy for Safeguarding

Further education colleges and providers of adult, community and work-based learning in England are required by the Safeguarding Vulnerable Groups Act 2006 to secure the safety of children, young people and vulnerable adults who are their learners. All of our staff are CRB checked and going forward, may also be subject to vetting by the Independent Safeguarding Authority.

Damar is committed to the principle of Safeguarding all of its learners, placing particular emphasis on young people and vulnerable adults, during their learning journey.

As a training organisation Damar recognises its responsibilities to promote the right of every young person and vulnerable adult to:-

Be healthy
Stay safe
Enjoy and achieve
Make a positive contribution
Achieve economic well being

This policy will be regularly reviewed and updated as necessary and as part of our annual self assessment. This policy will form part of the company's quality system. A copy of the policy, will be given to every member of Damar staff and displayed publicly in the reception area.

1 Organisational responsibilities

The Directors of the company accept overall responsibility for Safeguarding and delegate specific responsibilities to individual members of staff as appropriate.

All staff with delegated responsibilities will receive information, training and support as is necessary to carry out their roles.

A competent member of Damar staff will manage risk assessment for each individual and record/act on their findings as appropriate.

2 Individuals with specific responsibilities

Designated Person for Safeguarding:- Maria Grimsley (tel: 07960 814 000)

Deputy Designated Person for Safeguarding:- Robin Lindsay (tel: 07960 815 300)

Promoting the concept of Safeguarding amongst all staff:- Jonathan Bourne (tel: 07768 056 712)/ Maria Grimsley/Robin Lindsay

Staff inductions:- Maria Grimsley

Training environment and learner reviews:- Robin Lindsay/Louise Marsden

Raising learner awareness and initial reporting:- All staff, particular emphasis on Assessing Team

- The Designated Person will take responsibility for promoting positive safeguarding procedures and practice within the organisation. They will receive information from staff about concerns relating to young people and vulnerable adults, assess the information and take prompt, appropriate action. She will need to be aware of Safeguarding legislation and guidance and procedures for referral, where necessary.

It will be the Designated Person's responsibility to establish useful links with other partners, to assess staff development needs, co-ordinate necessary training and monitor Safeguarding concerns, and to maintain confidential and secure records.

3 Employee Responsibilities

Damar's training provision is a 'Regulated Activity' and as such we have very specific legal obligations regarding Safe Recruitment and Safeguarding.

Damar will promote a culture of vigilance in which all staff will be required to know their responsibilities and act accordingly.

They will be required to ensure that all of their learners are aware of our policy for Safeguarding and what they can do if they have concerns.

4 Environment

Damar will, through its embedded Health and Safety policies and procedures, ensure as safe a training environment as is reasonably practicable, both when on release to our premises and also in the workplace.

Beyond this we will ensure that there is a 'culture' of safety and well being by ensuring that:-

Safeguarding is a primary focus for all staff recruitment

All staff undergo thorough induction on legislation, code of conduct and Safeguarding.

Basic awareness training is provided for all and refreshed regularly

Safeguarding is a discussion point at team meetings

Specialist training is provided for the designated Safeguarding Person(s)

Relevant information is cascaded throughout the company using as wide a range of methods as possible

5 Recruitment

Damar commits to Safer Recruitment procedures and practice.

We will 'embed' our commitment to Safeguarding in a range of ways.

Through:-

Our advertising

Job Descriptions

Person Specifications

Application Forms

Questioning

Reference Requests

Continuing Professional Development

Ongoing Management and Training of Staff

6 The 5 Rs, Recognition, Response, Reporting, Recording and Referral

All staff will be supported towards being able to recognise behaviour that may indicate abuse or a lack of well being. Primarily they will focus on the learning and working environment, however, they should be sensitive to any signs for concern.

In the event of a concern being raised, all staff will be expected to refer their information to their Designated Person in the first instance who will then discuss at Director level and decide on 'next steps'.

Damar is committed to taking appropriate action. No report of a concern about possible abuse or lack of well being will ever be ignored. In order to determine the most appropriate response, staff will aim to establish clarity on any potential

issue and refer internally to the Designated Person. It is not the intention that staff 'lead' or 'probe' with questions, rather that they 'listen well'. Staff will be required to record their concerns and pass to the Designated Person and the Directors.

It will be the responsibility of the Designated Person and the Directors, once concerns have been reported, to make further decisions and/or any resulting actions will reside with them.

ONLY the Designated Person or the Directors can make a decision to refer a complaint or allegation, having first gathered and examined all relevant information.

NO ONE other than the Designated Person or the Directors will be expected to carry out investigations into suspicions, allegations or complaints.

7 Safeguarding and Equality

In order to provide an overall safe learning environment, Damar is committed to the principles of Equality and Diversity, in line with legislation and through its Equal and Diversity Policy. Damar will look to the law and to its own policy to reinforce its Safeguarding in areas such as access to work, bullying and harassment.