



Damar Training

## **Our Policy for Safeguarding and promoting learner welfare**

**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.**

**Version: July 2014**

## Contents

<b>1</b>	<b>Policy for Safeguarding and promoting Learner Welfare</b>	<b>2</b>
<b>2</b>	<b>Organisational responsibilities</b>	<b>2</b>
<b>3</b>	<b>Individuals with specific responsibilities</b>	<b>2</b>
<b>4</b>	<b>Environment</b>	<b>3</b>
<b>5</b>	<b>Staff Recruitment</b>	<b>3</b>
<b>6</b>	<b>The 5 R's, Recognition, Response, Reporting, Recording and Referral</b>	<b>4</b>
<b>7</b>	<b>Safeguarding and Equality</b>	<b>4</b>
<b>8</b>	<b>Documents Supporting the policy</b>	<b>4</b>

## 1. Policy for Safeguarding and Promoting Learner Welfare

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 DBS checked.

Damar is committed to safeguarding and promoting the welfare of all of our learners, placing particular emphasis on young people and vulnerable adults during their learning journey. As a training provider Damar recognises its responsibility 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 is regularly reviewed and updated as necessary and as part of our annual self-assessment. It forms part of our wider quality system and is embedded in our other core quality and procedural documents. A copy of the policy is given to every member of Damar staff, is displayed publicly in the reception area and is available for download from our website.

## 2. Organisational responsibilities

Our directors accept overall responsibility for safeguarding and promoting the welfare of our learners and delegate specific responsibilities to individual members of staff as appropriate.

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

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

## 3. Individuals with specific responsibilities

Designated Person for Safeguarding: Maria Grimsley (tel: 07960 888 149)

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 Last updated 1st July 2012

Training environment and learner reviews: Robin Lindsay

Raising learner awareness and initial reporting: all staff, particular emphasis on training team.

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

It is 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.

#### **4. Environment**

Through our embedded health and safety policies and procedures, we 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 wellbeing by ensuring that:

- Safeguarding is a primary focus for all learner 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).  
Last updated 1st July 2012
- Relevant information is cascaded throughout the company using as wide a range of methods as possible.

#### **5. Staff Recruitment**

Damar commits to safer recruitment procedures and practice.

We will continue to embed our commitment to Safeguarding in our organisation in a range of ways, including 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 are supported towards being able to recognise behaviour that may indicate abuse or a lack of wellbeing. 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 wellbeing 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. Last updated 1st July 2012

## 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 our Policy for Equality and Diversity. Damar will look to the law and to its own policy to reinforce the safeguarding of learner welfare in areas such as access to work, bullying and harassment.

## 8. Documents Supporting the Policy

Damar has a number of policies and documents which support this policy:

- Self-assessment report
- Damar staff handbook
- Damar assessor guide
- Damar recruitment guide
- Quality Assurance Policy
- Health and Safety Policy