



## Abberton Rural Training (ART)

### Policies & Procedures

Document Ref: SAFEP Version: 1

Title: **Safeguarding Policy (ART)**

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## 1. SCOPE

This policy seeks to ensure that Abberton Rural Training (ART) undertake its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately.

ART makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Our policy is that no-one shall work with children, young people or vulnerable adults within ART **who**:

- Has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children, young people and vulnerable adults' Act
- Has been convicted of or has received a formal police caution concerning sexual offences against children, young people and vulnerable adults.
- Is registered on any barred lists

This means that:

All who work with children, young people and vulnerable adults under Abberton Rural Training will be required to be checked through the Disclosure and Barring Service (DBS) with an Enhanced Disclosure, and are expected at all times to conform with good practice in their work. All DBS checks should be reconfirmed every three years unless registered with the update service.

## 2. RESPONSIBILITIES

All Abberton Rural Training staff or representatives are expected to uphold the highest levels of professional conduct in their dealings with children, young people or vulnerable adults. Staff must receive Safeguarding training a minimum of every three years, with an update in training should any legislation or information require to be updated.

Abberton Rural Training has a Designated Safeguarding Lead, the Programme Manager, who must attend Designated Safeguarding Lead Training or Refresher Training a minimum of every two years.

All staff or representatives have responsibility to:

- Know who to pass on concerns to
- Be aware of signs and symptoms of harm
- Pass on any welfare concerns using the required procedures
- Ensure risks assessments are carried out for training and assessments
- Keep accurate records of all information including time, date, reason for suspicion and signature.
- All incidents are to be reported to the Designated Safeguarding Lead and recorded in the Incident log, with an Incident Report completed.
- Any incidents arising should be investigated to ensure continued safety, and the staff member or representative should be suspended pending further investigation if there is any suspicion of possible risk.

### **3. DEFINITIONS**

In relation to children, young people and vulnerable adults, Abberton Rural Training adopts the definition used in the Children Act 2004 and the Department for Education (DfE) guidance document: Working Together to Safeguard Children which define safeguarding and promoting children, young people and vulnerable adults's welfare as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

A vulnerable adult is a person aged 18 years or over (as defined in the Safeguarding Vulnerable Group Act) who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:

- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Significant harm can take four forms:

- Physical harm
- Emotional harm
- Sexual harm
- Neglect

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns
- A vulnerable adult or child discloses abuse, or describes what appears to be an abusive act
- Someone else expresses concern about the welfare of a vulnerable adult or child
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper
- Inappropriate sexual awareness or sexually explicit behaviour
- Distrust of adults
- Difficulty in making friends
- Eating disorders, depression, self-harm

#### **4. PRINCIPLES**

All who work for or represent Abberton Rural Training must follow Abberton Rural Training principles when in contact with children, young people or vulnerable adults to:

- Ensure the health, safety and welfare of any child or vulnerable adult
- Minimise the risks of harm to the welfare of children and vulnerable adults
- Adopt a relaxed, informal and friendly approachable manner
- Ensure behaviour, language, gestures etc. are appropriate and above reproach
- Always work in an open environment, avoiding private or unobserved situations
- Keep a physical and professional distance
- Treat all children and vulnerable adults equally, with respect and dignity
- Ensure that any activities are appropriate to the age, maturity and ability
- Consistently display high standards of personal behaviour and appearance
- Where there are concerns about children and vulnerable adults' welfare, take immediate and appropriate action to address those concerns
- Record any allegations.

When in contact with children and vulnerable adults, staff/instructors must not:

- Engage in horseplay
- Allow or engage in inappropriate touching of any kind
- Make sexually suggestive comments

- Have children or vulnerable adults on their own in a vehicle. Where circumstances require this another member of staff or appropriate person must travel in the vehicle
- Spend time alone outside of the normal training/ classroom situation
- Engage in a personal relationship beyond that appropriate for a normal instructor/ learner relationship
- Interaction with learners through a social networking site unless this has been agreed as part of managing collaborative learning

## 5. The Prevent Duty

Radicalisation is the process by which individuals come to support terrorism or violent extremism. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group.

Abberton Rural Training seeks to safeguard individuals from radicalisation, which is the process by which individuals come to support terrorism or violent extremism. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. Children and vulnerable adults may be more susceptible to radicalisation.

The Prevent training video should be viewed by all staff and students at the commencement of their employment or training.

Possible behaviour indicators are:

- Discriminatory language or actions towards specific groups or people with a particular protected characteristic
- Possession or sharing of violent extremist literature
- Showing or sharing online material of an extreme nature to others
- Behavioural changes (for example, becoming withdrawn)
- Expression of extremist views
- Association with known extremists
- Seeking to recruit others to an extremist ideology in respect of safeguarding individuals from radicalisation

Where Abberton Rural Training suspects that individuals are involved in radicalisation the police will be notified.

- assessing the risk of children being drawn into terrorism.
- demonstrate that they are protecting children, young people and vulnerable adults from being drawn into terrorism by having robust safeguarding policies.
- ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.

- make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- expected to ensure children are safe from terrorist and extremist material when accessing the internet

## **6. PROCEDURE IN THE EVENT OF A DISCLOSURE**

All allegations or suspicions of abuse must be taken seriously. It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.

- Any concerns should be discussed with the Abberton Rural Training Designated Safeguarding Lead as quickly as possible but definitely within 24 hours
- An incident report should be completed by the staff member receiving the report which must include an accurate account shall be made as soon as possible of the nature of the allegation
  - Name, position and contact details of the person reporting the incident
  - Name of child or vulnerable adult, contact details and date of birth
  - Parent/ Guardian/ Carer contact details
  - Date and time of what has occurred and the time the disclosure was made
  - Details of the incident/ allegations/ suspicions.
- Abberton Rural Training will consider any report, seeking legal advice where necessary, and will take action which may involve referral of the incident to the appropriate people or authorities including the Essex Children Safeguarding Board or Essex Adult Safeguarding Board. The Essex Effective Support Windscreen identification documentation for risk and the Family Operations Hub Partner Access Map information should be used and followed as appropriate, which should be led by the Designated Safeguarding Lead if available. In the absence of the Designated Safeguarding Lead the staff member should follow the procedure as displayed on the board in the administration office.
- Incidents are required to be reported to the Chair of the Board of Trustees as soon as possible, by the Designated Safeguarding Lead to advise of actions taken and if further action is required and in summary to the Board of Trustees
- Abberton Rural Training will keep all sensitive information secure.

## **7. LEGISLATION**

## **Education Act 2002**

Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

## **Counter Terrorism and Security Act 2015**

Section 26 Applies to schools and other providers; To have due regard to the need to prevent people being drawn into terrorism.

## **Statutory Guidance**

**Working Together to Safeguarding Children (2015)** covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of Children. It also provides the framework for Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of local services, including safeguarding arrangements in schools.  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Keeping Children Safe in Education (2016)** is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children.

Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies, pupil referral units and maintained nursery schools.

College means further education and sixth form colleges under the further and higher education act 1992 and relates to under 18's, but excludes 16-19 academies and free schools.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## **Prevent Duty Guidance – England and Wales**

Covers the duty of schools and other providers in section 29 Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people being drawn into terrorism.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

## 8. DBS Checks

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The DBS are responsible for:

- Processing requests for criminal records checks (DBS checks)
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland.

Disclosure Scotland was established in 2002 to provide criminal records checks under Part V of the Police Act 1997. It became an Executive Agency of the Scottish Government on 1 April 2009 operating on behalf of Scottish Ministers.

Disclosure Scotland issues certificates - known as 'Disclosures' - which give details of an individual's criminal convictions, or state that they have none. Enhanced and PVG Scheme Disclosures, where appropriate, will also contain information held by police forces and other Government bodies. They also manage the Protecting Vulnerable Groups Scheme on behalf of Ministers.

The principal pieces of legislation governing this policy are:

- The Children Act
- The Protection of Children Act
- The Adoption and Children Act
- The Children and Adoption Act
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act
- Care Standards Act
- Public Interest Disclosure Act
- The Police Act
- Mental Health Act
- NHS and Community Care Act
- Rehabilitation of Offenders Act.
- DfES Safeguarding Children and Safer Recruitment in Education