



Safeguarding of Children & Vulnerable Adults Protection Policy

Any learner under the age of 18 is deemed to be a child in the eyes of the law. The term vulnerable adult refers to any person, over the age of 18, in need of community care or support services because of old age, mental health issues, physical disability, hearing, seeing and/or communication difficulties, learning disabilities or the inability to protect themselves from significant harm or being taken advantage of.

Integer Training Limited is committed to improving and promoting best practice throughout the organisation and ensuring that the wellbeing of learners is safeguarded and that they are protected from harm. This in turn will promote opportunities for them to thrive and benefit from their learning experience and foster a culture where learners are valued and their right to be safe is respected. Safeguarding is everyone's responsibility.

Under this policy abuse and neglect are defined as forms of maltreatment to any learner. This may be by omission or commission, i.e., inflicting harm or failing to prevent harm. We recognise a learner can be abused in a family, institution or community setting by those known to them or, more rarely, by a stranger. Abuse may be by an adult(s) or another child(ren). The main categories of abuse are neglect, physical abuse, sexual abuse, emotional abuse and financial abuse.

The safeguarding of learners also includes protection from harassment (including e-safety), forced marriage or honour based violence, Female Genital mutilation, breast binding, cuckooing, radicalisation or Child Sexual Exploitation (CSE) will includes sexting.

Responsibilities - INTEGER TRAINING LTD will:

1. Promote the health, safety and welfare of children and vulnerable adults by providing opportunities for them to take part in activities safely.
2. Promote the health, safety and wellbeing of all those who use its services, including learners, staff, volunteers and visitors. We will exercise our duty of care by working to embed an awareness and response mechanism throughout the whole organisation and train individuals to recognise the signs and symptoms of abuse and how to raise concerns.
3. Respect and promote the rights, wishes and feelings of children and vulnerable adults.
4. Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
5. Recruit staff who are qualified, approved, suitably competent and who have been vetted by our systems and procedures, including renewals of vetting systems and DBS certification
6. Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
7. Require members to adopt and abide by this Safeguarding of Children & Vulnerable Adult Protection Policy and these Procedures.
8. Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
9. Promote and embed the Government's strategy to all stakeholders to stop people becoming involved in violent extremism or supporting terrorism, in all its forms by raising and delivering awareness in 'Prevent'. *(For further information refer to the Prevent Policy)*

10. Review and evaluate this Policy and these Procedures on a regular basis in accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within Integer Training Limited as a national training provider.

- Following any issues or concerns raised about the protection of children or vulnerable adults within Integer Training Limited
- In all other circumstances, at least annually.

Safeguarding of Children and Vulnerable Adults - Procedures for reporting suspected abuse, radicalisation and concerns

Cause for concerns may include:

- Signs of physical abuse, e.g., bruising
- Signs of sexual abuse or concerns with regards to CSE (Child Sex Exploitation)
- Signs of emotional abuse or concerns with regards to mental health/self-harm/suicidal thoughts
- Suspicions of abuse or radicalisation due to changes in behaviour
- Disclosure by learners where a member of staff believes the learner to be at risk of harm or radicalisation
- Any obvious signs of neglect
- Use of inappropriate language
- Possession of inappropriate literature including online access
- Expression of extremist views or association with known extremists or seeking to recruit others to extremist ideology
- Cuckooing (when drug dealers take over the home of a vulnerable person in order to use it as a base for drug dealing)
- FGM (Female Genital Mutilation)
- Fabricated or induced Illness (FI); this is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.

In the event of a concern, staff must:

- Record brief, dated notes of information received and observations made
- Contact the Designated Safeguarding Officer, Jacky Maynard on 01288 357357 or one of the designated deputies, as follows:

Sandeep Dawar (Midlands) on 0121 340 2312
Saima Rashid (London) on 0208 911 4873

- Maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols
- Stop any other activity and focus on what you are being told, or have just seen. Responding to suspicion of abuse takes immediate priority

Staff must not:

- Attempt to deal with the situation themselves
- Do not promise confidentiality or agree to 'keep it a secret'. Explain clearly what you expect will happen next; you can assure them that you will only tell those you have to tell to try to get the matter dealt with. You can and should express support and reassurance to the person giving you the information particularly if it is a child or young person, that the matter will be dealt with quickly and appropriately.
- It is absolutely vital that you avoid any action that could jeopardise subsequent investigations, including legal proceedings. In particular, avoid asking leading questions.

The Designated Safeguard Office (DSO) and safeguarding deputies can be contacted on the above numbers between the hours to 9am and 5pm Monday to Friday.

In the event of an incident occurring outside of these hours or in the unusual event that no safeguarding officers are available contact the local safeguarding board for the area in which the incident has occurred.

In an emergency or if a crime has been committed:

Call 999 in an emergency or if someone is in immediate danger.

Otherwise, Call 101 to report crime and other concerns that do not require an emergency response

To report adult abuse in **BIRMINGHAM** call 0121 303 1234 (Birmingham City Council)

To report adult abuse in **ILFORD** call 020 8708 7333 (Redbridge Council)

To report adult abuse in **COVENTRY** call 024 7683 3003 (Coventry City Council)

Serious threats to national security, such as terrorism and espionage, should be reported to the Security Service on 0800 789 321

All incidents reported in this way will still need to be recorded on Integer's paperwork/systems for legal purposes by the staff member; the DSO must also be informed.

Information will be maintained in a confidential password protected area accessed only by designated officers and will be shared on a need to know basis to support learners and training teams.

Action that will be taken by the Designated Safeguarding Officer (DSO)

When a report is made to the DSO it will be clear in some cases that an immediate referral must be made to the Local Area Safeguarding Board within one working day of receiving the report of an allegation. In the event of concerns not being appropriate for referral then the learner will be monitored through an appropriate member of staff in liaison with the Safeguarding Officer. Safeguarding issues will be raised at Governance, Senior Management Team and Health & Safety meetings, as appropriate.

Staff will receive support as required.

Allegations made against staff, volunteers or governors

All staff and volunteers are recruited in accordance with Integer's Safer Recruitment Policy and within the DBS/Vetting and Safeguarding guidelines.

All learners need to be protected from grooming, forming inappropriate relationships, exploitation (particularly through the internet), physical abuse, violence, bullying, harassment, victimisation, recruiting or being enticed into extremist organisation/activities, etc. This protection covers all full-time, part-time and work-based learners in all settings.

When an allegation is made against a member of staff, that action should be reported immediately to the DSO or the Managing Director of INTEGER TRAINING who will inform the relevant Local Authority Designated Officer (LADO) if it is found that the allegation requires escalation.

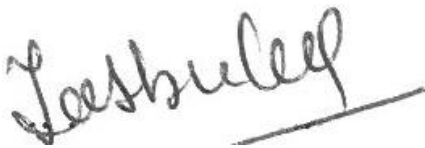
If an allegation is made against the DSO or Managing Director then it should be reported immediately to the Governor of INTEGER TRAINING who will inform the relevant Local Authority Designated Officer (LADO) if it is found that the allegation requires escalations.

If no further action is appropriate in relation to the allegation i.e. the case is concluded, INTEGER TRAINING will ensure that this is recorded and kept on the accused persons confidential personnel file and a copy will be given to the person concerned.

INTEGER TRAINING is committed to working with other agencies to ensure that people are safeguarded. People who use the services of INTEGER TRAINING have a right to live and work in environments free from abuse, neglect and discrimination.

INTEGER TRAINING will bring to the attention of the social services and police any concerns or allegations identified through any part of its work.

Declaration: I will review and revise this policy as necessary and at regular intervals:

A handwritten signature in black ink, appearing to read 'Jasbir Behal', written over a horizontal line.

Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 6 January 2020

Version No: SAFE20010601 Review Date: January 2021