

Safeguarding

Information for Employers

Access and Safeguarding

Access are committed to safeguarding and promoting the welfare of all learners including young people and vulnerable adults. Employers also have a responsibility to the learners they employ. We also recognise that we have a duty to help employers, staff and learners to recognise their responsibilities, through guidance, support and training.

As the employer of a learner, it is important that you understand your responsibilities to the learner and what safeguarding means to you.

The following information should provide answers to some of the questions you may have. If they are not answered here, please get in touch with us using the contact details provided.

What does safeguarding mean?

Safeguarding regulations have been around for a while, across a wide range of legislation, but were brought together by the Safeguarding Vulnerable Groups Act 2006. This legislation provides definitions of children and vulnerable adults, and sets out the legislative framework of measures to protect them from harm.

Why do we need extra arrangements?

It depends on what policies you already have in place, but for many employers it is likely that there will be no extra arrangements; but any learner employed by you and undergoing training with Access is included in the legislation.

So why is safeguarding necessary for employed learners?

Providers of government funded training now have a duty to safeguard their learners and to take such steps that try to ensure the safety of its learners (children or vulnerable adults) at all times. As part of that duty, we will talk to you about what you can do to ensure that learners are not exposed to threats or dangers. It is the responsibility of the employer to ensure employees working alongside learners are free from convictions and of sound character and judgement and will not pose as any threat or danger to learners. Further information can be found at website www.isa-gov.org.uk.

What are my responsibilities?

- To understand what is meant by safeguarding and promote the welfare of learners.
- Be aware of your statutory duties towards the welfare of children and vulnerable adults.
- Be familiar with our guidance, in particular, the reporting arrangements.

What types of harm are covered by the term safeguarding?

The types of harm could be:

- Physical
- Emotional or Psychological
- Financial Exploitation
- Neglect
- Sexual Abuse or Exploitation
- Cyber Bullying

What do we do if we suspect, or are told about, harm?

- Employees working closely with children or vulnerable learners should be alert to the possibilities of harm
- Staff should inform only—and not investigate or offer advice
- If any member of staff has a safeguarding issue brought to their attention, they must treat it as a matter of urgency and contact our Designated Person (Christine Scott) or deputy (Alan Dent), as soon as possible, using the contact details below
- Remember the main priority for all of us is to protect learners from harm

What do I do if a child, young person or vulnerable adult discloses information?

- Listen without making judgements
- Stay calm
- Try not to ask questions, but if you have to, make sure they are open-ended questions to clarify understanding and not to probe or investigate
- Don't give an opinion or offer advice
- Don't promise confidentiality - explain you may need to talk to someone else
- Re-assure the learner that they have done the right thing
- Record what the learner said, using their words where possible. Sign and date the record
- Inform our Designated Person or deputy as soon as possible and pass on the written record
- Maintain confidentiality and do not discuss with others

Support from Access

Access has developed a number of policies to protect learners and staff. These include:

- A Safeguarding Policy to guide staff on how to be vigilant about spotting any signs of harm or potential harm and what to do about it.
- A Health and Safety Policy to help ensure that learners are protected and looked after in their workplace.
- An Equality and Diversity Policy to ensure learners are treated fairly and appropriately in the workplace.
- An E-Safety Policy to provide safeguards and raise awareness to enable learners to control their online experiences.

We also:

- Hold regular training sessions for our staff to keep them up to date on legislation and on all of the above policies.
- Provide training and awareness raising for learners on Health and Safety, Equality and diversity and keeping safe at learner inductions and progress review meetings.

We have appointed Designated Person(s) - **Christine Scott** (telephone: **0191 490 4650** / email: cscott@accesstraining.org) and **Alan Dent** (telephone: **0191 490 4654** / email: adent@accesstraining.org) to handle issues or concerns about learner safety or welfare. These concerns can be raised by employers, learners or Skills Advisers.