

<b>Policy Title</b>	<b>Safeguarding Policy</b>		
<b>Policy Reference Number</b>	<b>6</b>		
<b>Person responsible / signature</b>	<b>Designated Safeguarding Lead:- Donna Rady Designated Safeguarding Officers:- Marie Byatt Karen Ford</b>		
<b>Policy revision</b>	<b><i>Date</i></b>	<b><i>Planned Review</i></b>	<b><i>Amendments</i></b>
<b><i>Rev 0</i></b>	<b><i>Feb 19</i></b>		
<b><i>Rev 1</i></b>	<b><i>June 19</i></b>		
<b><i>Rev 2</i></b>	<b><i>Sept 19</i></b>	<b><i>Dec 20</i></b>	<b><i>Office address changed</i></b>
<b><i>Rev 3</i></b>	<b><i>Sept 20</i></b>	<b><i>Sept 21</i></b>	<b><i>Logo updated</i></b>
<b><i>Rev 4</i></b>	<b><i>Sept 21</i></b>	<b><i>Sept 22</i></b>	<b><i>No changes required</i></b>
<b><i>Rev 5</i></b>	<b><i>May 2022</i></b>	<b><i>Sept 22</i></b>	<b><i>Officer Name change</i></b>
<b><i>Rev 6</i></b>	<b><i>Sept 2022</i></b>	<b><i>Sept 23</i></b>	<b><i>No changes required</i></b>
<b><i>Rev 7</i></b>	<b><i>Sept 2023</i></b>	<b><i>Sept 24</i></b>	<b><i>Full review</i></b>

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## **S R Partnership LTD Statement**

**S R Partnership LTD** seeks to create a safe environment where children, and vulnerable adults are not at risk of any form of abuse. This is consistent with the human rights principles and irrespective of any aspect of their identity, including but not limited to age, disability status, economic background, ethnicity, gender, religion or belief, or sexual orientation, will not experience harm or exploitation during their contact with any representatives of S R Partnership Ltd.

**S R Partnership LTD** has adopted a whole organisational approach to Safeguarding and is committed to fulfilling its responsibilities and promoting the welfare of **all learners** and ensuring that their safety and well-being is a priority.

This policy sets out **S R Partnership LTD's** commitment to Safeguarding arrangements and provides a clear framework for all staff in fulfilling that obligation. The policy aims to reassure and protect staff or associates of **S R Partnership LTD** who work in an environment where we promote the welfare of all learners and will also detail the skills required to identify potential abuse and how to record and report it.

## **Introduction and overview**

1. Safeguarding is protecting children, young people and vulnerable adults from abuse or neglect. Children and vulnerable adults may meet **S R Partnership LTD** staff, at the company's offices or at the candidate's places of work or work placements.
2. **S R Partnership LTD's** core business is to deliver NVQ qualifications in construction with adults aged 19 years and above.
3. All individuals acting on behalf of **S R Partnership LTD** are responsible for the safety of children and vulnerable adults, to ensure that the most vulnerable members of our society are protected. It is important that all staff of **S R Partnership LTD** know how to spot possible signs of abuse and neglect and how to report a safeguarding concern, to ensure that any allegation or incident is investigated promptly.

## **Key Definitions**

1. **Safeguarding** is the process of protecting children and vulnerable adults from abuse or neglect, preventing impairment of their health and development, enabling children to have the best life chances and enter adulthood successfully.
2. **Child** is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, does not change their status or entitlements.
3. **Vulnerable Adults and "Adults at Risk"**. An adult is any person aged 18 or over. Some adults may be vulnerable and entitled to be safeguarded because they are unable to protect themselves against significant harm or exploitation. It is

recognised that any adult can suffer neglect or be subjected to abuse. There are many factors which can increase an adult's vulnerability: The cause of vulnerabilities includes, mental health issue, dementia, a physical disability, a learning disability, domestic violence, physical abuse, a condition within the autistic spectrum, frailty, or a serious illness, suffering a bereavement, emotional, psychological abuse, radicalisation.

4. **Adults** who are in the care system are regarded as vulnerable until the age of 25 years.
5. **Staff** refers to all staff directly employed by **S R Partnership LTD** and all those acting on behalf of **S R Partnership LTD**, including all employed staff members, assessors, and volunteers.
6. **Abuse** is a violation of an individual's human and civil rights by any other person which may result in significant harm.
7. **Types of Abuse.** Abuse comes in many forms and includes Physical abuse, sexual abuse, Domestic Violence, Psychological abuse, financial abuse, Modern Slavery, Discriminatory abuse, neglect, and Organisational/Institutional abuse.
8. **Neglect.** The persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, whether it be adequate food, clothing, hygiene, supervision, or shelter. It is likely to result in the serious impairment of the child or vulnerable adults' health or development.

### **S R Partnership LTD's implementation of this Policy**

1. Safeguarding is about the actions that **S R Partnership LTD** takes to promote a safer environment and culture. This means **S R Partnership LTD** will:-
  - promote the welfare of children, young people, and adults.
  - work to prevent abuse from occurring.
  - seek to protect and respond well to those that have been abused.
2. **S R Partnership LTD** has 2 Designated Safeguarding Officers these are Marie Byatt and Karen Ford. The Designated Safeguarding Lead is Donna Rady. The designated safeguarding phone number is **07935 574113** and the secure Safeguarding email address is [safeguarding@srpartnership.co.uk](mailto:safeguarding@srpartnership.co.uk).
3. The details of the Safeguarding Officers are widely available to all staff members and Candidates and are displayed on the Safeguarding notice board at **S R Partnership LTD** Offices where it can be seen by all Candidates on induction and on the website.

4. This Safeguarding Policy applies to all staff, assessors and third parties acting on behalf of **S R Partnership LTD**. All staff have a responsibility to **Recognise, Respond, Report, Record and Refer** any abuse whilst engaged on **S R Partnership LTD** business, and must immediately report any concerns about a learner's welfare to the Designated Safeguarding Officer. In all instances, the reporting of suspicions or incidents will be kept confidential. All reports will contain sensitive data and are subject to the General Data Protection Regulations.
5. This Policy will be reviewed on an on-going basis and in accordance with changes to legislation. The formal review and on-going development of the policy will be led by the Designated Safeguarding Team and Senior Management Team on a yearly basis. (Unless new legislation deems it necessary to amend earlier).
6. The Safeguarding team meets on a quarterly basis to discuss any concerns or allegations that have arisen and updates to legislation, policies and procedures.
7. Candidates are informed of safeguarding during their induction process, and this is embedded throughout the "learner journey", continually raising awareness. Safeguarding details are also included in the Candidate induction pack.
8. There are robust procedures for reporting and handling allegations or concerns about possible abuse and/or neglect.
9. **S R Partnership LTD's** safe recruitment practices are in place to ensure all staff involved in regulated activity are subject to the appropriate DBS clearance procedures and references.
10. Risk assessments and associated internal controls for activities involving Learners are in place. Registers are kept and stored, password protected and with the appropriate cyber security.
11. There are appropriate safeguarding training and behaviour protocols when working with children and vulnerable adults for staff. This is refreshed on a 2 yearly basis.
12. Staff have also had training in and amplify the four Fundamental British Values. These values are part of the candidate induction process and run throughout the NVQ process between assessor and candidate.
13. Records are maintained, and information is shared appropriately on a need-to-know basis. All information relating to a concern is kept confidential and secure, with appropriate password protection and cyber security on all safeguarding information, emails and files.

14. The Safeguarding Team will identify any Learner needing pastoral support and signpost them to the appropriate PLACE/AGENCY and hold a list of agencies where a candidate can be referred.

### **Online safety, filtering and monitoring**

- **S R Partnership LTD** makes every effort to ensure that access to inappropriate material and websites on the internet via the companies IT network is discouraged and, where possible, blocked.
- **S R Partnership LTD** ensures appropriate filtering and monitoring systems are in place on all work IT devices to protect candidates and staff from harmful online material.
- **S R Partnership LTD** is committed to educating candidates in the safe use of online resources through its induction programme. Computer activity within the company is always monitored and improper use will result in disciplinary action for both staff and candidates.
- The Managing Director, Sonia Rawlings and the Designated Safeguarding Lead, Donna Rady have overall strategic responsibility for filtering and monitoring and will make prompt changes where needed. This will be reviewed on a yearly basis should there be no reason to review earlier.
- **S R Partnership LTD's** Safeguarding Team work closely with its IT provider to ensure that any risks are identified, and reviews and checks are carried out. Reports are completed.

### **Professional Curiosity**

Professional curiosity is about having the capacity and communication skills to explore and understand what is happening with an individual or family. It is about asking more and using proactive questioning and to challenge.

- Assessors and staff will have training on professional curiosity on asking the questions should they see anything that may give them cause for concern about any vulnerable adult that may be a victim of domestic abuse, sexual abuse, modern slavery, and harassment and bullying etc.

## **Related Legislation**

The safeguarding Policy affirms its commitment to the current and any subsequent enacted legislation governing safeguarding adults, the following list is not exhaustive: -

- Keeping Children Safe in Education 2023
- Prevent Duty Guidance for further education 2015.
- Further Education Skills Handbook 2019//2023
- Care Act 2014
- General Data Protection Regulations 2018
- Human Rights Act 1998
- Disability Discrimination Act 1995 / 2005
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Special Educational Needs and Disability Discrimination Act 2001
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion & Belief) Regulations 2003
- Sexual Offences Act 2003
- Protection of Children Act 1999
- Criminal Justice and Court Act 2000
- Safeguarding of Vulnerable Groups Act 2006
- The Children Act 2004
- Rehabilitation of Offenders Act Exceptions Order 1974

<b><u>Related Policies</u></b>
• Recruitment Policy
• Prevent Risk Assessment
• Modern Slavery and Human Trafficking policy
• Complaints policy
• Employer handbook
• Whistleblowing policy
• Equality and Diversity Policy
• ICT E-Safety Policy
• Prevent Policy