

SAFEGUARDING POLICY

Purpose of this Policy

The purpose of this policy is to demonstrate our commitment in always protecting vulnerable adults and young people from the risk of harm, and to fulfil our legal obligations as a training organisation to record and respond to disclosures in a timely manner. This may involve the use of referral agencies. This policy works in conjunction with our ICT policies to ensure online safety and welfare of all our staff and learners.

This policy should be read in conjunction with; -

- Keeping Children Safe in Education (KCSIE) – September 2023
- Working together to Safeguard children – September 2023
- Education Act 2002 (section 175) last reviewed 24th October 2023

Aim of this Policy

The overall aim of this policy is to have a set of procedures which staff and learners can easily understand and follow in the event of a disclosure being made, as well as having the confidence in Intelligencia Training to respond to concerns professionally and in a timely manner.

To achieve this, Intelligencia Training will:

- Arrange to take all reasonable measures to ensure the risks of harm to our staff and learners are minimized.
- Arrange to take all appropriate actions to address concerns about the welfare of vulnerable adults, working in full partnership with other local services if necessary. This will include mechanisms to effectively record concerns and their outcomes.
- Ensuring online safety and welfare of all staff, learners and other stakeholders.
- Have zero tolerance to any forms of online bullying or harassment.
- Have appropriate filtering and monitoring systems in place and regularly review their effectiveness. All cyber security incidents will be effectively investigated and reported upon. Inappropriate use of systems will lead to removal from training or employment.
- Ensure safe recruitment and employment practices are in place.
- Ensure there are appropriately appointed and trained personal to act as Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL), who can provide the appropriate level of advice and support on Safeguarding matters at operational and board level.
- Endeavour to create an open and accountable environment, permitting individuals to voice their concerns about inappropriate behavior and misconduct, whilst providing strong sanctions to deter abuse, harassment, and victimisation, and cover up of malpractice.
- Provide the appropriate level of training to all staff using e-learning modules and completion of accredited training courses.
- Ensure all our policies and procedures apply to all staff, learners, directors, governors, and other stakeholders who have an involvement in Intelligencia Training.
- Effectively promote this policy through operational activities, including but not limited to, staff and learner inductions, team meetings, caseload reviews, email briefings and updates, training and standardisation events and course material.
- Raise concerns about the standard of service received from referral agencies by accessing their complaint procedures and escalating, where necessary, to monitoring organisation's, such as- the Care Quality Commission and Ofsted.

Scope of this Policy

This policy applies to all staff, employers, learners, and other stakeholders who participate in a training programme with Intelligencia Training. Access to this Policy

Staff can access this policy remotely through the shared drive. In addition to this, learners will also be able to review this document on the learning portal.

Other Related Documents and Procedures

- Safeguarding Procedures
- Prevent Policy
- Whistleblowing Policy and Procedures
- Equality, Diversity, and Inclusion Policy
- GDPR – Data Protection Policy
- Caseload Reviews
- Staff Induction
- Learner Induction
- Ofsted Education Inspection Framework (EIF) Handbook
- ICT User Policy and Procedures for staff and learner
- Behaviour Policy
- Staff Code of Conduct
- Recruitment and Selection Policy and Procedures.

Responsibilities

Intelligencia Training have an organisational approach to Safeguarding, with all staff, learners and other stakeholders being responsible for reporting concerns. However, the Managing Director for Intelligencia Training will have the overall responsibility for this policy and evaluating the overall effectiveness of the procedures with the support from:

- The Designated Safeguarding Lead (DSL) who has the overall responsibility for providing a strategic overview of safeguarding arrangements within the organisation to ensure we are meeting regulatory requirements, whilst providing operational support to the Deputy Designated Safeguarding Lead (DDSL) in responding to and acting on disclosures or concerns made in relation to Safeguarding. They will also ensure that effective filter and monitoring arrangements are in place.
- The DDSL has the responsibility to respond to disclosures by undertaking the appropriate investigations, maintaining records, and escalating where necessary to the appropriate referral agencies. This may include more than one agency depending on the nature of the concern.

Staff and other stakeholders have the responsibility to report any concerns relating to Safeguarding directly to the DDSL, to ensure there is a safe environment to work and learn. As most of our learners are in permanent employment, they may wish to speak directly with their course tutor or line manager. In these situations, the staff member will escalate to the DDSL for Intelligencia Training, who will then liaise directly with employers to ensure individuals receive the support they need.

Implementation of this Policy

Intelligencia Training have a strong ethos that there is an organisational approach to Safeguarding and there is a culture that it is everyone's responsibility to protect individuals from harm.

The table below illustrates key areas where we can effectively support the implementation of this policy through operational activities, enabling us to raise awareness of safeguarding and the wider issues, such as County Lines.

heme	Statement	Evidence
Accountability, Roles and Responsibility	<p>There are clear lines of accountability within the Senior Management of the organisation that show where responsibility lies.</p> <p>There is a clear indication of who has the responsibility and at what level for different aspects of Safeguarding vulnerable adults and children.</p>	<p>The MD has strategic responsibility for Safeguarding which is reviewed as a set agenda item at Board meetings DSL and DDSL roles are effectively in place to support governance and operational activities.</p>
Rights and Values	<p>There is a clear statement through policies that demonstrate the organisation’s values and beliefs in relation to individual rights to freedom from abuse.</p> <p>It states the expectation for the whole organisation to demonstrate these values through corporate and individual behaviours.</p>	<p>Safeguarding Policy and Procedures. Equality and Diversity Policy. Complaints Policy and Procedures. Staff Code of Conduct. Behaviour Policy.</p>
Tolerance Levels	<p>There is a clear statement for all staff, learners and other stakeholders, which indicates that there is zero tolerance of abuse and other harmful behaviours.</p> <p>Policies and procedures direct both staff and learners towards taking appropriate actions when abuse and harmful behaviours occur.</p>	<p>Safeguarding Policy and Procedures. Equality and Diversity Policy. Complaint Policy and Procedures.</p>
Risk Assessment	<p>The risk management system works in relation to safeguarding vulnerable groups and protect them from risk of radicalisation.</p>	<p>Prevent Risk Assessment.</p>
Policy	<p>There is a Safeguarding Policy and procedures for safeguarding vulnerable adults which can be accessed electronically by staff, learners, employers, and other stakeholders.</p>	<p>Policy and procedures are shared on company drive and are included within our staff and learner inductions. Learners can also access through the e- learning portal.</p>
Staff Recruitment	<p>Intelligencia Training demonstrates a commitment to safe staff recruitment through their documented ‘Staff Recruitment and Selection Policy’ as well ongoing quality assurance process to support monitoring arrangements for all those undertaking teaching duties. Basic DBS checks are in situ.</p>	<p>Staff Recruitment and Selection Policy. Quality Assurance Policy and Framework. Single register- DBS checks.</p>
Capacity and Capability	<p>There is a strong commitment to training all staff, at all levels, on the issue of safeguarding through the completion of staff induction, standardisation events, online training modules and accredited qualifications.</p>	<p>CPD records. Minutes from SMT/ Board meetings Training records</p>
Information and Communication	<p>Information for staff and learners is available and accessible through the E-learning platform or shared drive.</p> <p>There is clear communication for issues of safeguarding, including reporting of allegations or concerns, which is covered at the induction stage.</p> <p>Information on safeguarding features in all communications, including formal meetings and training events. Staff are also provided information on safeguarding/ Prevent updates through email bulletins. Contact numbers for referral agencies are listed as part of the Safeguarding Procedures</p>	<p>Staff and learner Induction material Disclosure reports and logs (accessible for authorised personnel only) Minutes of meetings Standardisation and training events.</p>

Theme	Statement	Evidence
Curriculum Intent	Personal safety rights and responsibilities are embedded into the curriculum for all learners. Awareness of safeguarding and Prevent is also raised and discussed as part of learner's tripartite reviews, which are held every 12 weeks.	Learner induction and course modules - Data Protection, Mental Health First Aid and Cyber Security. Tripartite Reviews.
Online Safety	<p>Online safety is monitored through training, ensuring that all staff are aware of current online risks. They are required to undertake CPD to maintain their knowledge in this subject area.</p> <p>The application of a zero-tolerance regarding cyber bullying or inappropriate content access for staff and learners.</p> <p>Enabling appropriate internet access controls and monitoring software across all our learning and administrative systems.</p> <p>Regular network security checks to ensure compliance with our IT Security and Data Protection policies</p>	<p>CPD records/ Accredited training.</p> <p>ICT monitoring arrangements.</p> <p>ICT user (permissions).</p>

Training and Monitoring arrangements

Please refer to the safeguarding procedures which outline staff training and quality assurance processes undertaken by Intelligencia Training. Learners will gain a greater awareness of safeguarding through training material, teaching sessions and tripartite reviews.

Remote learning

Where normal face-face delivery needs to be replaced by remote learning, Intelligencia Training will continue to maintain the safety of our staff and learners through our statutory obligation and funding requirements. In this situation, several important safeguarding principles are in place:

- Regarding safeguarding, the best interests of our staff and learners will come first.
- Respond and act swiftly to any reported concerns.
- DSL or DDSL will be available via telephone or through email. Online video meetings, in place of face-face meetings will be arranged as required.

Monitoring the welfare of all our staff and learners will be conducted through normal reporting channels; -

- Webinar attendance
- Tutor/ learners contact
- Employer engagement
- Monthly tutor caseload reviews
- Meetings and catch-up sessions

Where a disclosure is made, our existing Safeguarding procedures will be followed to support any Safeguarding or welfare referral.