

CHILD PROTECTION AND SAFEGUARDING POLICY

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Purpose/Commitment

This policy sets out Greenlight Trainings commitment and approach to safeguarding and promoting/protecting the welfare of children and vulnerable adults at all levels of the organisation. It provides the defining framework for the organisations strategic, operational and tactical safeguarding position. Informing and guiding business direction and expectations.

As such the policy is positioned at the vanguard of business culture, development and planning. Greenlight Training is committed to promoting and advancing equality of opportunity for all. We strive to maintain an inclusive, transparent and open culture for all stakeholders. We believe it is everyone's commitment/responsibility to implement and promote this policy throughout the organisation and expect all staff and Apprentices/Learners stakeholders to sign and agree share this commitment.

Policy Scope/Promotion

This policy applies to all aspects of Greenlight Training work, onsite, remotely and across the online environment. As such the policy applies to everyone working for Greenlight Training and all Apprentices/Learners. This includes permanent and temporary employees, contractors, volunteers, self-employed and visitors.

Our policy is set out to show our commitment to promote and implement when training Apprentices/Learners. It is an important part of the Mission, Vision, Values and Strategic Plan of Greenlight Training, our policy is available to all stakeholders and is published on our website. We ensure that Safeguarding/Prevent are contained in all our policies, we do this by thinking about Safeguarding/Prevent when we write any new policy or procedure. All staff and Apprentices/Learners receive training and updates in Safeguarding and Prevent throughout their time with Greenlight Training.

Strategic Context

Greenlight Training Vision, Mission and Values provide a strong, positive and ambitious strategic environment for the promotion and success of the Safeguarding Policy. Greenlight Training's Strategic Plan is the framework for business success and sets direction through a number of strategic priorities which are themselves underpinned by a set of essential principles which include.

- Self-Reflection and Review
- Prevent Risk, Safeguarding, Equality and Diversity
- British Values
- Transparency

The core positioning of safeguarding at the vanguard of business planning and leadership is reflected in a bespoke Safeguarding Strategy which is owned and driven at SMT level. The strategy contains 3 priorities and is accompanied by an action plan. The priorities are;

- Culture - The business will foster and embed a culture of safeguarding which is built upon the organisational values and promoted through positive behaviours.
- People - The business will ensure that it invests energy, time and resource to ensure its people have the capacity, capability and support to discharge their safeguarding responsibilities and aligned behaviours. This will be promoted through positive business activities.
- Processes - The business will design, implement and deliver effective structure, process and governance to compliment the cultural and people elements of safeguarding. Business processes will be underpinned by the legal, ethical and effective collection, storage and sharing of relevant information to enable the most effective decision making leading to the best outcomes.

This means that everything we do should safeguard our Apprentices/Learners and staff and promote their welfare. This includes ensuring that the third-party providers, partners and other stakeholders we work with also have a positive safeguarding culture, trained staff and effective processes for keeping children and vulnerable adults safe from abuse, neglect and exploitation.

Legal Framework and Definitions

Greenlight Training draws relevant definitions from the governing legislation and Statutory Guidance. The following legislation and guidance provides the governing framework (not exhaustive)

- Children Act 1989
- Adoption and Children Act 2002
- Every Child Matters 2003 (Green Paper)
- Children Act 2004
- Children and Social Work Act 2017
- Working Together to Safeguard Children DfE 2018
- Keeping Children Safe in Education DfE 2021
- Care Act 2014
- Care and Support Statutory Guidance
- Skills and Post-16 Education Act 2022

Greenlight Trainings Safeguarding Policy and arrangements will aim to meet the two key principles:

- Safeguarding is everyone's responsibility: for services to be effective, each individual and organisation should play their full part; and
- A child-centred approach: for services to be effective, they should be based on a clear understanding of the needs and views of Apprentices/Learners.

Safeguarding children is defined in Working Together to Safeguard Children 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
- Taking action to ensure all children have the best outcomes A child is defined by law as a person under the age of 18 years old.

Safeguarding vulnerable adults is defined in the Care and Support Statutory Guidance issued under the Care Act 2014 as:

- Protecting the rights of adults to live in safety, free from abuse and neglect
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- People and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking into full account their views, wishes, feelings and beliefs in deciding on any action
- Recognising that adults sometimes having complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing

Policy Statement

Greenlight Training and all its staff will at all times act in a proactive and co-ordinated fashion to safeguard and protect Apprentices/Learners, staff and visitors.

Statutory and professional obligations will be discharged in a fashion which places the individual's safety and welfare at the centre of the organisations culture, actions and response. In implementing this policy Greenlight Training operates on the following principals:

1. Safeguarding is everyone's responsibility and that for services to be effective each individual and organisation must play their full part
2. The approach taken to all child safeguarding will be child centred with decisions and actions being based on a clear understanding of the needs and views of children

Recruitment

Greenlight Training carries out recruitment checks on everyone that works for us. All roles require a Disclosure and Barring Service (DBS) check and references before the individual joins us, some roles may require an enhanced DBS check. Anyone interviewed for a position with Greenlight Training, will have social profiling checks and will need to show an understanding of safeguarding that is relevant to the role that they are applying for.

Staff Training

All staff at Greenlight Training receive, and must successfully complete, appropriate safeguarding and child protection and prevent training and are trained in implementing the policy. In addition, all staff will receive regular and meaningful safeguarding, child protection and prevent updates (for

example, via e-mail, staff bulletins, meetings and training sessions). This is undertaken and checked to ensure that staff have the relevant skills and knowledge to safeguard children and adults safely.

All training provision is recorded, reviewed and updated to ensure currency and effectiveness and all staff have their training record held centrally and reviewed by the Designated Safeguarding Lead (DSL) on a quarterly basis.

Expectations of Staff – Prevention/Protection

All staff have a responsibility to provide a safe environment in which children and adults experience and learn. In addition, all staff share a responsibility to identify risk, vulnerability, harm and abuse and to act to protect and safeguard the child or vulnerable adult in accordance with Greenlight Training values and working practices.

All staff are required to undertake mandatory safeguarding and prevent training and to ensure they are up to date with their training, updates and knowledge in these areas. Staff are also expected to be familiar with the systems and working practices employed by Greenlight Training to safeguard children and adults.

Staff are specifically expected to be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help of protection. If unsure staff are expected to speak to the Designated Safeguarding Lead.

All staff working with children are expected to have and maintain the attitude that 'it can happen here'.

Staff are expected to be aware of and capable of undertaking their role in dealing with cases where;

- Children may benefit from early help
- Children are assessed as 'A Child in Need' under the Children Act 1989
- Children are assessed as 'suffering or likely to suffer significant harm' under the Children Act 1989

Greenlight Training will ensure that there is a Designated Safeguarding Lead (DSL) contactable and accessible at all times to support staff in undertaking their safeguarding roles and to lead on statutory safeguarding responsibilities under governing legislation and guidance.

Monitoring IT Usage

Staff are expected to be aware and capable of undertaking monitoring of IT usage by:-

- Establish effective online filters to block inappropriate websites.
- Use tools to monitor and report on the search terms students are searching for, and their internet usage behaviour.
- Consider the fair use of personal devices.
- Respond to concerns and alerts and are up to date with policy and practice.
- Teach Apprentices/Learners how to stay safe online with their online privacy and the content they access.

Responding to and acting on safeguarding concerns/support and guidance Greenlight Training has robust procedures to allow raising, recording and investigating concerns. All staff whether paid or voluntary along with any contractors, consultants or other persons working on Greenlight Training premises or on behalf of Greenlight Training, where they come into contact with children, young people or vulnerable adults or their parents or carers should;

- Be alert to the potential indicators of abuse, neglect, Sexual violence/Harassment and Child Sexual Exploitation.
- Be alert to the risks which individual abusers or potential abusers, may pose to children or vulnerable adults

Be alert to the impact on the child or vulnerable adult of any concerns of abuse or maltreatment.

- Be able to gather and analyse information as part of an assessment of the child's or vulnerable adult's needs
- Be alert to and respond to allegations of Child-on-Child abuse, including being to alert to online abuse and Workplace settings.

If staff have any concerns about a child's or vulnerable adult's welfare, they should act on them immediately. This means that staff will need to follow the Greenlight Trainings Safeguarding and Child Protection working practices and central to this is following the flow chart contained in those working practices. This will always involve speaking to the Greenlight Training Designated Safeguarding Lead (DSL), who is trained to deal with any issues raised by apprentices, apprentices (learners), staff and employers etc. To ensure support, assessment and record keeping is engaged.

Options for action include;

- Supporting and guiding the child or vulnerable adult internally through Greenlight Training's own welfare or pastoral support provision
- Taking immediate practical action, alone or in conjunction with others to safeguard the child or vulnerable adult and protect them from harm, threat or assessed risk
- An early help assessment
- A referral to statutory services

Review, Learning and Improving

Greenlight Training is determined to keep improving our knowledge and understanding of how to best safeguard children and vulnerable adults. We will review our own policy, practices and actions regularly to check we are acting in a legal, effective and proportionate fashion.

We will carry out regular reviews of all safeguarding cases dealt with by Greenlight Training to assess outcomes for the child or vulnerable adult against specific plans. In addition, Greenlight Training will ensure that we proactively work with other agencies to review the cases which we are managing in partnership or can contribute to.

All cases will be subject to a vigorous review for lessons learned whilst still active and at the point of closure. This will be undertaken by a team of tactical, strategic and board level leaders to ensure Greenlight Training is taking the correct actions at the correct time. The voice of the child, vulnerable

adult, parents and carers will also be sought (If appropriate) to ensure all learning is realised. Ensuring we place the child and vulnerable adult at the centre of all we do.

Greenlight Training will also ensure that it employs a robust, effective and comprehensive system for gathering, analysing and assessing information relevant to specific safeguarding cases or concerns and to non-case specific trend data which can be used to inform planning, development and training needs.

Interdependencies

This policy does not sit in isolation and needs to be viewed as part of a wider set of interconnected and dependant policies and working practices which provide for a safe, professional and effective environment where Apprentices/Learners and staff welfare is promoted and their learning and developmental outcomes are prioritised.

The Safeguarding and Child Protection Policy therefore has clear links and interdependencies with a broad range of Greenlight Training policies and working practices, the strongest connectivity is with the policies and working practices below:

- Prevent Policy and Procedure
- Monitoring and Acceptable Use of IT Systems and Usage
- Staff Recruitment Policy and Procedure
- Staff Disciplinary Policy and Procedure and Related Documents
- Complaints Policy and Procedure
- Health and Safety Policy
- Promotion of Fundamental British Values Policy
- Whistleblowing Policy and Procedure
- Lone Working Policy and Procedure
- Contingency and Critical Incident Planning Continuity Plan

Legal Duties Towards the Prevent Duty

Greenlight Training has a legal responsibility to fulfil the prevent duty statement including:

- Protect its staff, Apprentices/Learners, employers from radicalising influences.
- Ensure staff, Apprentices/Learners and employers are resilient from extreme narratives
- Identify changes in behaviours of staff, Apprentices/Learners and employers.
- Deal, in a timely fashion, with any issues raised by staff, Apprentices/Learners and employers.

Supporting Documents

The following links to source documents are useful;

- Children Act 1989 <https://www.legislation.gov.uk/ukpga/1989/41/contents>
- Adoption and Children Act 2002 <https://www.legislation.gov.uk/ukpga/2002/38/contents>
- Every Child Matters 2003 (Green Paper)
<https://www.gov.uk/government/publications/every-child-matters>
- Children Act 2004 <https://www.legislation.gov.uk/ukpga/2004/31/contents>
- Children and Social Work Act 2017
<https://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>
- Working Together to Safeguard Children DfE 2018
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Keeping Children Safe in Education DfE 2019
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Care Act 2014 <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- Care and Support Statutory Guidance <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>
- Information Sharing Advice for Safeguarding Practitioners
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Key Contacts and Signposting

- Designated Lead Safeguarding Officer (DLSO) Name: Hazel Morley Trapnell
Phone: 01752 604713
Email: hazelmt@greenlightsc.co.uk
- Health and Safety Officer Name: Denis Noble
Phone: 01752 604713
Email: dnoble@greenlightsc.co.uk
- Devon Safeguarding Board Multi-Agency Safeguarding Hub (MASH) Phone: 0345 155 1071
Email: mashsecure@devon.gov.uk
- Torbay Safeguarding Children Board Phone: 01803 208100/01803207176
Email: mash@torbay.gov.uk/tscp@torbay.gov.uk

- Cornwall Safeguarding Children Board Multi-Agency Referral Unit (MARU) Phone: 0300 1231 116

Email: multiagencyreferralunit@cornwall.gov.uk

- Somerset Safeguarding Children Board Phone: 0300 123 2224.

Email: childrens@somerset.gov.uk

Other agencies available for advice/guidance:

- Child Exploitation and Online Protection Website: www.ceop.police.uk
- Channel Referral Process

Signed:



D. Symons

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