Safeguarding Policy

1. Introduction

All our employees who work with our learners have a crucial role to play in shaping their lives. We have a unique opportunity to interact in ways that are both affirming and inspiring. This policy has been produced (and is supported by Training, Advice and Guidance), to help everyone to establish a safe and responsive environment which safeguard all. We all have a duty of care to safeguard and promote Health & Wellbeing of our colleagues, our Learners and our Apprentices. ioda makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. ioda always consider Health & Wellbeing, as well as Safeguarding, which lends itself to early interventions being made.

ioda may come into contact with children and/or Adults at Risk (previously vulnerable adults) through the following activities: Training Delivery, Professional Coaching and during Business Support Functions.

This policy seeks to ensure that ioda undertakes its responsibilities with regard to protection of children and/or Adults at Risk and will respond to concerns appropriately. The policy establishes a framework to support all employees, Trainers and Coaches in their practices and clarifies the organisation's expectations.

2. Key Contact

Lead Designated Officer – Lisa Reynolds
Lisa.reynolds@ioda.com 07584 232672
Deputy Safeguarding & Health & Wellbeing Lead – Bethany Brown
Bethany.Brown@ioda.com 01937 831414

3. Legislation

The principal pieces of legislation governing this policy are:

- Equality Act 2010
- Care Act 2014 and Statutory Guidance issued under the Act
- Human Rights Act 1998
- Mental Capacity Act 2005
- Working Together to Safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998

- The Police Act – Criminal Records Bureau 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974
- Modern Slavery Act 2015

Guidance to be considered:

- ESFA Apprenticeship Agreement for Training Providers (Spring 2020, Version 1.0)
- The Education Inspection Framework (2019)
- Inspecting safeguarding in early years, education and skills settings (2019)
- Further education and skills inspection handbook

4. Definitions

Safeguarding is about embedding practices throughout ioda to ensure the protection of children and/or Adults at Risk wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse
- Online

Definition of a Child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Adults at Risk

An adult at risk is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance. Alongside the Safeguarding Agenda above this could be due to, and not limited to a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless
- Is living in sheltered housing
- Receiving a service due to their age or disability
- Living in residential accommodation such as a care home
- Receiving domiciliary care in their own home
- Has a gambling addiction
- Person under supervision of probation service

While the definitions of a child and adult at risk give the rationale for legislative intervention, it is important to note that a person may be deemed at higher risk of a safeguarding issue affecting them due to other factors, examples:

- Poor numeracy and literacy skill, or specific learning need
- Unsupportive home environment
- English not a first language
- Unsupportive employer
- Under-represented group
- Acting as a carer for another family member
- Background in offending
- Disability or social need

PREVENT

Prevent is a strand of the Government's counter-terrorism strategy CONTEST.

It is about safeguarding individuals from being drawn into terrorism, ensuring those vulnerable to extremist and terrorist narratives are given appropriate advice and support at an early stage. Prevent is no different to any other form of safeguarding from harm. See the Prevent Policy for more information.

Domestic abuse

Although not technically a Safeguarding issue, ioda have the same threshold for an intervention and therefore class it as a requirement of all employees to act.

Domestic abuse is perhaps most commonly thought of as violence between intimate partners, and it can also be a Safeguarding issue. It can take many other forms and be perpetrated by a range of people. This section sets out the overlaps between safeguarding and domestic abuse and the approaches and legal frameworks for domestic abuse that can be used in the safeguarding context.

The terms 'domestic violence' and 'domestic abuse' are often used interchangeably, but ioda prefer the term 'domestic abuse' as it is felt to be a more inclusive way to describe a range of behaviours, which include violence as well as all other forms of abuse.

Definition of domestic abuse

The Home Office (March 2013) defines domestic abuse as:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional'.

'Controlling behaviour' is a range of acts designed to make a person subordinate and/ or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

'Coercive behaviour' is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim'.

5. Responsibilities

- Our MD - to ensure policies are implemented and followed, and sufficient time and resources are allocated to employees to carry out their responsibilities.
- Designated Safeguarding Lead – to maintain links with Local Safeguarding Children's Boards and Prevent Coordinators, inform and advise all parties on legislation changes and current safeguarding themes, plan and implement training for all employees. Carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as safeguarding board where appropriate. Support and coordinate escalation process. Overall management of safeguarding issues and report to the CEO

on any issues that arise. Review procedures and policies on a timely basis. Maintain own CPD to ensure their role can be fulfilled competently.

- **Our Coaches & Trainers** - to check safety and welfare with all learners at each visit/communication, ensuring learners feel safe, in order that they can reach their potential. You must be aware of any safeguarding indicators and if identified follow the Safeguarding Process Map below. Keep up to date with the Safeguarding Training.
- **Support Teams** - You must be mindful of indicators that there may be a safeguarding issue should you come into contact with a colleague, a learner or potential learner either on the telephone, online or in person. If identified follow the Safeguarding Process Map below. Keep up to date with the Safeguarding Training.
- **All staff** (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

The designated senior manager/lead officer is Lisa Reynolds (Managing Director)

The organisation commits resources to providing safer recruitment practices. This includes DBS check on staff (paid or unpaid) whose roles involve contact with children and/or Adults at Risk. In addition, all coaches and trainers who are associated with the Apprenticeship Programmes are required to have a Basic DBS certificate as a minimum. This is to be renewed every five years. Qualification, References and Identity checks are also carried out.

In order to avoid DBS gaps, the organisation will continuingly monitor staff behaviour. In addition to checks on recruitment for roles involving contact with children/Adults at Risk, for established staff regular reviews and supervision will take place.

Service delivery contracting and sub-contracting

This policy applies to all contracting and sub-contracting.

6. Communications training and support for staff

ioda commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to safeguarding

Induction will include all staff being presented and talked through the policies within the staff handbook.

Training

All staff who, through their role are in contact with children and/or Adults at Risk, will have access to safeguarding training at an appropriate level. Members of the BST and Workplace Coaches are offered Mental Health Awareness training.

Safeguarding Lead - Level 3 Safeguarding Officer qualification and undertake regular CPD events and standardisation meetings in order to keep updated with legislation and refresh their knowledge.

All employees undertake a Safeguarding Induction and internal training programme. The training received is continually reviewed to ensure most appropriate and up to date training is given. Aligning with the mandatory duty surrounding the Governments Counter Terrorism and Security Act 2015 all staff undertake Prevent training aligning with their role within ioda.

Periodic updates surrounding key safeguarding concepts are communicated monthly via the internal communication channels. Quarterly focus topics are also distributed via these internal communication channels to raise awareness and promote discussion in all areas under the wider safeguarding agenda including areas such as radicalisation, mental health issues, positive relationships, and staying safe on the internet, which will educate the team alongside giving greater knowledge to be passed onto Apprentices and Learners via the Enrichment sessions.

There is reference to Safeguarding and Health & Wellbeing in all team meetings.

> Refer to the Safeguarding and Prevent Training Log which details the ongoing training programme.

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: regular briefings via team meetings and email.

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. If ioda staff are faced with this, further support structure will be sought.

7. Reporting

The process in raising and reporting safeguarding concerns at ioda is either through the confidential reporting system – see ioda Confidential Reporting Policy or through the raising of a Health & Wellbeing Form. Everyone is encouraged to raise a concern, whether that be through the formal process or informally, via the ioda office or any ioda member of staff.

8. Allegations management

ioda recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations will be in tandem with our clients safeguarding procedures. After the incident has been raised, an immediate risk assessment will be carried out by Lisa Reynolds who will then carry out an investigation.

After the raising of a concern, Lisa Reynolds will carry out an immediate risk assessment and take appropriate action.

Monitoring

The organisation will monitor all safeguarding aspects.

9. Managing information

Information will be gathered, recorded and stored in accordance with the following policies: Information Security and Data Protection Policy; Confidential Reporting Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and Adults at Risk. The public interest in safeguarding children and Adults at Risk may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the designated senior manager.

All staff must be aware that they cannot promise anyone that they will keep secrets, if they feel in contravenes this policy.

10. Conflict resolution and complaints

ioda is aware of our clients' policy on resolution of professional disagreements in work relating to the safety of children/Escalation Policy and if necessary, this will be taken forward by Lisa Reynolds

Conflicts in respect of safety of Adults at Risk will also be taken forward by Lisa Reynolds.

11. Communicating and reviewing the policy

ioda will make clients aware of the Safeguarding Policy, when required, within contract negotiations.

Signed off: Lisa Reynolds 

Previous Review date: November 2026

Review date: November 2027

Safeguarding Policy

