



SAFEGUARDING POLICY

Set out below is our policy with regard to providing protection for children, young people under the age of 18 and vulnerable people of all ages from any form of unacceptable behaviour including sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures or other materials, or other forms of abuse such as physical violence or bullying.

A vulnerable adult is a person "A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation."

Source:(Law Commission - Who Decides?: Making decisions on behalf of mentally incapacitated adults 1997)

Factors of a Vulnerable Adult:

- Is elderly and frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and / or a sensory impairment
- Has mental health needs including dementia or a personality disorder
- Has a long-term illness / condition
- Misuses substances or alcohol
- Is a carer, where the person meets the definition
- Is unable to demonstrate the capacity to make a decision and is in need of care and support.

POLICY STATEMENT

The key principles of this policy are:

- That the welfare of the child is paramount,
- That procedures for handling child allegations should be consistent with current law and practice,
- That all allegations should be taken seriously,
- That the Social services and the Police are responsible for any investigations.

In order to minimise putting young people and vulnerable adults at risk centre staff, trainers, assessors, and Quality Assurers should ensure the following:

- Take all reasonable steps to ensure the health, safety and welfare of any child, or vulnerable person under our control.
- Ensure that all activities that we direct are appropriate to the age, maturity and ability of children & vulnerable adults participating.
- Consistently display high standards of personal behaviour and appearance, remembering that children & vulnerable adults may often regard us as role models, this includes ensuring the use of appropriate language at all times.

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- *Avoid spending time alone with children & vulnerable adults. Meetings with children & vulnerable adults for assessment feedback and review sessions should take place as openly as possible and with the full knowledge of another responsible person.*
- *Do not make any unnecessary contact with children & vulnerable adults. If you accidentally hurt or cause distress to a child or vulnerable adult in any way report the incident as soon as possible. Parents and/or carers should be informed of the occurrence.*
- *Record and report any allegations to the responsible person.*
- *To minimise the opportunity for children & vulnerable adults to suffer harm whilst participating in any courses you should ensure that the persons responsible for the child or vulnerable adult (organisation, employer, carer, parent) are given full information about the course programme and the supervision arrangements.*
- *If you become aware of anyone physically, emotionally or sexually abusing a child or vulnerable adult you must take appropriate action. You must report this and/or any evidence or reasonable suspicion that a child has been physically, emotionally or sexually abused (whether by an adult or another child) to the people whose role it is to protect them, whether the police, social services or other agency.*

All employees and sub-contractors should familiarise themselves with the Protection of Children Act 1999 & the Protection of Children (Scotland) Act 2003.

A copy of a practical guide to the act can be found on the Disclosure and Barring Service website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or Disclosure Records (Scotland) www.mygov.scot/organisations/disclosure-scotland/

- *Up To Speed Training & Assessment Ltd ensure compliance with the Equality Act 2010 (Refer to 003 UTS Equality & Diversity Policy) and implement the following additional measures when working with children or young persons:*
 - *Training/Assessments offered to children or young people have a full and detailed risk assessment carried out which will include reference to the immaturity of learners including factors such as physical size and weight and lack of awareness of dangers.*
 - *Pre-course screening will be conducted to ensure suitability for the course and appropriate supervision is provided.*
 - *Investigate whether the trainer : learner ratio needs to be reviewed and whether equipment needs to be modified at any stage during the course/assessment.*

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