
Safeguarding Policy

Document security classification: Staff

Purpose and Scope

Floorskills Limited is committed to operating a proactive and reactive approach towards safeguarding the welfare of children, young people and adults who, through the delivery of our services, we have some form of contact with. This is also applicable to staff and volunteers.

We will:

- Promote positive personal welfare and safety
- Provide support (including utilising signposting)
- Respond promptly and effectively to any concerns.

In accordance with guidance set out in 'the Education and Training (Welfare of Children) Act 2021 and 'The Prevent Duty', Floorskills will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them. Additional guidance referenced.

Working Together to Safeguard Children 2015; Children Act 1989 & 2004; The Children (Northern Ireland) Order 1995; Children (Scotland) Act 1995; Children and Young People (Scotland) Act 2014; Social Services and Wellbeing (Wales) Act 2014; Human Rights Act 1998; Care Act 2014; Adult Support and Protection (Scotland) Act 2007; Protection of Older People in Wales 2014; Safeguarding Vulnerable Adults: A Shared Responsibility 2010 (Northern Ireland); The Counter-Terrorism and Security Act 2015; The Prevent Duty (England, Wales and Scotland). (The difference of legislation across the four nations in the UK is recognised).

We are committed to the principles outlined in 'Working together to Safeguard Children – July 2018, 'Keeping Children Safe in Education – September 2019' and 'The Prevent Duty' and implements policies, practices and procedures which promote safeguarding and the emotional and physical well-being of children, young people and staff

This policy includes and has been developed to:

- How Floorskills promote and get engagement towards this policy
- Establish best practice across Floorskills Limited
- Train employees implementing the policy
- Protect and prevent abuse towards our apprentices

-
- Ensure Floorskills Limited applies a robust safeguarding framework within legislative and guidance parameters
- Reflect Floorskills Limited Values
- Enable all staff to act appropriately if any concerns are identified relating to the welfare of an individual
- Provide a clear process for reporting and recording concerns and clear process for apprentices getting support and or guidance
- Monitor our IT usage

“Safeguarding is everyone’s business” (Care Act 2014) and all Floorskills Limited employees and volunteers have a responsibility regarding safeguarding towards children, young people and adults (to include clients, learners, internal and external staff). This policy provides a framework for exercising our duty of care appropriately and effectively, should any concerns be identified that may impair, or be likely to impair, someone’s development or health, quality of life, or if someone is at risk of significant harm (including all forms of abuse).

This policy, and any associated documents, applies to all employees and volunteers of Floorskills Limited, regardless of role or position.

It is recognised all supply chain partners providing a service for Floorskills Limited have a requirement to have their own safeguarding policies reflecting legislative requirements and best practice. All supply chain partners must ensure their employees and sub-contractors follow their policies.

This policy will be reviewed biannually or following relevant developments within legislation, guidance and lessons from Serious Case Reviews (SCRs).

Promotion of the Policy

The policy is published on Floorskills website/ Intranet

All staff, apprentices, learners, and employers will receive a safeguarding induction and all staff, apprentices and learners will receive ongoing safeguarding training (see section 15) when the safeguarding and protection of children and vulnerable adults’ policy will be promoted, and the content disseminated.

The virtual learning zone, learner and employer handbooks also contain a summary of the safeguarding and protection of children and vulnerable adult policy.

Roles and Responsibilities

The Safeguarding Champion retains responsibility for the overall implementation and management of this policy, alongside providing relevant reporting to the Managing director.

The Safeguarding Champion is also the Single Point of Contact (SPOC) with regards to our duties under the Prevent Strategy (2011) and is the Designated Safeguarding Officer (DSO).

They are also the lead for: Mental Capacity and Deprivation of Liberty Safeguards; Child Sexual Exploitation (CSE) and Female Genital Mutilation (FGM).

The Managing director has accountability for ensuring Floorskills Limited fulfils its safeguarding responsibilities. All employees and volunteers across all divisions have a responsibility to ensure they adhere to this policy.

In addition, managers are responsible for promoting and monitoring the application of this policy across their team(s).

Regular reviews of the use and application of this policy, across all divisions and offices, will be undertaken by the Safeguarding Champion. All relevant associated policies, procedures and information will be available in the Safeguarding section on Floorskills Limited www.floorskills.co.uk

The Safeguarding Champion is available for support and guidance regarding the application of this policy. In the absence of the Safeguarding Champion, the Deputy Safeguarding Champion will be available.

All staff

All staff will read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and review this guidance at least annually.

Through staff induction, monthly meetings (where safeguarding is a mandatory agenda item) annual staff training, our website and virtual learning zone, all staff will be aware of:

- Our systems which support safeguarding, including this safeguarding policy and protection of children and vulnerable adults' policy, the staff code of conduct, the role and identity of the designated safeguarding lead (DSL) and deputy, the behaviour policy, and the safeguarding response to apprentices or learners who go missing from training.
 - The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.
 - The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play.
-

- What to do if they identify a safeguarding issue or a child, young person, vulnerable adult, apprentice or learner tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), indicators of being at risk from or involved with serious violent crime, FGM and radicalisation.
- How to provide a safe environment in which apprentices and learners can learn and train.

- All members of staff know what to do if a child/vulnerable adult tells them he/she is being abused or neglected. Members of staff know to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate. Members of staff know they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child.

Definitions and Language

For the purposes of this policy, the following terms are defined as such:

- **Child:** “every human being below the age of 18 years”(Article 1, United Nations Convention on the Rights of the Child) Acknowledgement that Adult Support and Protection (Scotland) Act 2007 states adult “means a person aged 16 or over” (Section 53(1))
- **Young people:** The United Nations uses ‘young people’ to refer to those aged between 15 and 24 years.
- **Adult:** an adult is aged 18 and older. Depending on their circumstance, they may also be an ‘adult at risk’, for which this policy will use the following definition: “an adult who is an older person; or is affected by disability, illness, or physical or mental infirmity; or has an impairment of, or disturbance in, the functioning of the mind or brain; and as a result, may be unable to safeguard their own well-being, property, rights or other interests. In addition, an adult is at risk if: “another person’s conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm” (Adult Support and Protection (Scotland) Act 2007 s.3(2))
- **Safeguarding:** “the action we take to promote the welfare of children and protect them from harm” (Working Together to Safeguard Children 2013, p.7). For the purposes of this policy, ‘safeguarding’ means the action we take to promote the welfare of children, young people and adults and protect them from harm
- **Welfare:** “physical and mental health and happiness” (Cambridge Online Dictionary, 2016)

- **Concern:** anything that may cause worry about another person or contributes to a person feeling uncomfortable or unsure about the safety or welfare of someone else or themselves (including indications of potential radicalisation and expressions of extremist views)
- **Harm:** “ill-treatment or the impairment of health or development” (Children Act 1989 s.31(9 & 10)). For the purposes of this policy, this definition is applied to children, young people and adults. This policy also recognises that harm applicable to children and young people includes “impairment suffered from seeing or hearing the ill-treatment of another” (Children Act 1989 as amended by Children and Adoption Act 2002) The definition of harm also includes abuse in all its forms and bullying. For the purposes of this policy, the following types of abuse and bullying, as provided by the Social Care Institute for Excellence (SCIE) for adults (2016), and as provided by the National Society for Prevention of Cruelty to Children (NSPCC) for children and young people (2016) are recognised:

The definition of concerns includes:

Adults	Children and Young People
Neglect or acts of omission	Neglect
Sexual Abuse	Sexual abuse
Physical abuse	Physical abuse
Domestic abuse	Domestic abuse
Psychological / Emotional abuse	Emotional abuse
Financial or material abuse	Online abuse
Modern Slavery	Child sexual exploitation (CSE)
Discriminatory abuse	Female Genital Mutilation (FGM)
Organisational or institutional abuse	Bullying and Cyberbullying
Self - neglect	Child trafficking
Hate crime	Grooming
	Harmful sexual behaviour

For full definitions of these, refer to Safeguarding Guidance document.

The above table does not provide an exhaustive list of concerns that are relevant to this policy.

Other concerns to be noted can include:

- Homelessness
- Depression
- Suicidal thoughts and intent
- Self-harm or injury
- Eating disorders
- Use of substances
- Cyber-bullying
- Radicalisation.

It is recognised that abuse and bullying can occur online for adults as well as for children and young people.

Confidentiality

Floorskills Limited is not afforded powers of being able to keep private any information relating to a safeguarding concern. Therefore, a key component to any professional relationship between Floorskills Limited employees and members of the public accessing our services is the sharing of our confidentiality status: i.e. If a concern is identified or raised, that indicates a child, young person or adult is being harmed, or is at risk of being harmed, or requires additional support, that concern will be shared with a manager.

This may also result in a referral to an external agency, such as health services, the police or social services. No concerns relating to a potential safeguarding issue can be kept private.

This policy recognises information sharing is a significant element to effective safeguarding practice: “Early sharing of information is the key to providing an effective response where there are emerging concerns” (Care and Support Statutory Guidance 2014, p. 239, s.14.34). When information relating to a concern is shared, it must be: within the values and principles of care and trust; safety and dignity; on a ‘need to know’ basis and within information sharing guidelines. (For more details, see Safeguarding guidance document).

Recognising abuse and taking action

Staff, volunteers must follow the procedures set out below in the event of a safeguarding issue.

Please note – in this and subsequent sections, you should take any references to the DSL to mean “the DSL (or deputy DSL)”.

If a child or vulnerable adult is suffering or likely to suffer harm, or in immediate danger

Make a referral to children’s social care or adult care and/or the police **immediately** if you believe a child or vulnerable adult is suffering or likely to suffer from harm, or in immediate danger. **Anyone can make a referral.**

Tell the DSL as soon as possible if you make a referral directly.

Contact the relevant partner immediately to report a concern that a child or vulnerable adult is in immediate danger

Birmingham & Solihull Local Authority

Children’s Social Work Services

Central Duty Team: 03000 411111 (Front Door)

(for under 18's)

or email social.services@birmingham.gov.uk.

Out of Hours Number:

0121 4649001 amhpoutofhours@birmingham.gov.uk

Concerns about an adult

Call 03000 41 61 61 (text relay 18001 03000 41 61 61)

Call Police

101 (or 999 if there is an immediate risk of harm)

For all other Local Councils following the link to the GOV.UK webpage for reporting child abuse to your local council:

<https://www.gov.uk/report-child-abuse-to-local-council>

Please inform the DSL or deputy of any referrals made to the safeguarding partners.

If a person makes a disclosure to you

If a person discloses a safeguarding issue to you, you should:

Listen to and believe them. Allow them time to talk freely and do not ask leading questions.

Stay calm and do not show that you are shocked or upset.

Tell the person they have done the right thing in telling you. Do not tell them they should have told you sooner.

Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.

Write up your conversation as soon as possible in the discloser's own words. Stick to the facts, and do not put your own judgement on it.

Sign and date the write-up and pass all records, including originals on to the DSL.

Alternatively, if appropriate, make a referral to children or adult social care and/or the police directly and tell the DSL as soon as possible that you have done so.

If you discover that FGM has taken place or an apprentice or learner is at risk of FGM

The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

FGM is illegal in the UK and a form of abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that an individual has already been subjected to FGM, and factors that suggest an individual may be at risk, are set out in appendix 4.

Any tutor who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on an apprentice or learner **under 18** must immediately report this to the police, personally. This is a statutory duty, and the tutor will face disciplinary sanctions for failing to meet it.

Unless they have been specifically told not to disclose, they should also discuss the case with the DSL and involve children's social care as appropriate.

Any other member of staff who discovers that an act of FGM appears to have been carried out on an apprentice or learner **under 18** must speak to the DSL and follow our local safeguarding procedures.

The duty for tutors mentioned above does not apply in cases where an apprentice or learner is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine apprentices or learners.

Any member of staff who suspects an apprentice or learner is *at risk* of FGM or suspects that FGM has been carried out or discovers that an apprentice or learner **aged 18 or over** appears to have been a victim of FGM must speak to the DSL and follow our local safeguarding procedures. Please see flowchart on page 13).

If you have concerns about an apprentice or learner (as opposed to believing a child, young person or vulnerable adult is suffering or likely to suffer from harm, or is in immediate danger)

Figure 1 below illustrates the procedure to follow if you have any concerns about an apprentice or learner's welfare.

Where possible, speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL or deputy is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team. And/or take advice from local authority children's social care, adult care or the Local Safeguarding Children Multi-Agency Partnership. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000. Share details of any actions you take with the DSL as soon as practically possible.

Make a referral to local authority children's social or adult care directly, if appropriate (see 'Referral' below). Share any action taken with the DSL as soon as possible.

Early help

If early help is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to

support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner.

The DSL will keep the case under constant review and Floorskills will consider a referral to local authority children's social or adult care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

Referral

If it is appropriate to refer the case to local authority children's social care, adult care or the police, the DSL will make the referral or support you to do so.

If you make a referral directly, you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child or vulnerable adult's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the situation improves.

Safeguarding Referrals to Designated Safeguarding Lead (DSL) (Guidance for staff)

All referrals to the DSL must be made through the safeguarding email besafe@floorskills.co.uk using the safeguarding report form

If the safeguarding concern is urgent, you must contact a Designated Safeguarding Lead (DSL) or Designated Safeguarding Officer (DSO) immediately so that action can be taken. Please remember to return to the safeguarding report form once you have spoken to a DSL and complete the relevant details.

The Safeguarding Form can be found on our website / intranet Complete all sections fully before submitting the referral, then please email the form to besafe@floorskills.co.uk and this will either be picked up by the designated safeguarding lead or the deputy.

The relevant the DSL or deputy responsible will update you on action taken and progress, though it will not always be appropriate to share full details.

Emailed forms to safeguarding will help us to track and monitor our safeguarding practice and report on areas of concern and our responses.

For what do to if you have a concern- please see over page.

At all stages, the child, young person, vulnerable adult, apprentice, or learner's circumstances will be kept under review. The Designated Safeguarding Lead (DSL), deputy and staff will re-refer if required to ensure the **child's, young people, vulnerable adult, apprentice or learner's safety is paramount:**

Actions

All concerns relating to the safeguarding of children, young people and adults must be recorded and appropriate actions taken in a timely manner. In the first instance, information relating to the concern will be shared with the safeguarding champion (in required situations, it will be emergency services). Details on time scales can be found in the Safeguarding guidance documents. All concerns must be reported via the Concern Report Form, available online via the company one drive. All reports are sent to the besafe@floorskills.co.uk who in turn go to the Safeguarding Champion and Deputy

Data Protection

All information relating to concerns will be stored and monitored in line with Floorskills Limited Data Protection and Document Retention policies. The information must be viewed only by relevant persons and on a 'need to know' basis.

Recruitment

Employees will be recruited and selected according to with Floorskills Limited Recruitment and Selection Policy, reflecting best practice recommendations from guidance such as The Warner Report (1992), the Richard Enquiry (2004), and lessons identified in Serious Case Reviews (SCR). All relevant positions within with Floorskills Limited will be subject to satisfactory checks, including references, employment checks and with the Disclosure and Barring System (DBS) Check (England and Wales), Disclosure Scotland and Access NI (Northern Ireland), where required.

Training and Awareness

- All with Floorskills Limited employees and volunteers will receive training on safeguarding awareness, through a combination of online and face-to-face training, with ongoing support being provided by the line manager and the Safeguarding Champion
- Updated alerts will be included in regular communications to staff and supply chain partners
- Safeguarding awareness will feature in Personal Development Reviews (PDRs)
- All offices will have safeguarding posters clearly on display for staff and members of the public
- People accessing our services will be made aware of our safeguarding policy verbally and through written format

Contact Details

Safeguarding Champion/ Designated Safeguarding Officer / Single Point of Contact:
Emma Bourne, 01564 703900, emma@floorskills.co.uk, besafe@floorskills.co.uk

Deputy Contact:

Simon Kenney, simon@floorskills.co.uk, besafe@floorskills.co.uk

The Designated Person will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide support and training for staff and volunteers
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure the Floorskills safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the Floorskills reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Liaise with the Managing Director about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and up-dated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.

SAFER RECRUITMENT OF STAFF

Floorskills undertakes to ensure that their staff are fit to work in a training provider setting with children and vulnerable adults. It also reserves the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its Apprentices and Learners.

Floorskills has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff and require the following checks to be made prior to appointment:

- a minimum of two references, satisfactory to Floorskills, one of which should be from a previous employer
- documentary evidence checks of identify, nationality, residency and “right to work” status
- enhanced DBS (Disclosure & barring service) check with barred list information*
- documentary evidence of qualifications
- satisfactory completion of the probationary period

- where subcontractors are delivering courses on of Floorskills, the provider must provide written assurance that all relevant staff will be DBS checked

In accordance with the Regulations, records of all checks carried out are kept in a single central record.

*If a DBS check is delayed for any reason the staff member will not be subject to lone working with apprentices aged under 18. They must always have a member of staff present who is fully DBS checked until the point they receive a full DBS check.

WORKING WITH OTHER AGENCIES

Floorskills has developed effective links with other relevant agencies, for example, Durham County Council Social Services and Children's Social Care, co-operates as required with any enquiries regarding child protection issues.

STAFF DEVELOPMENT AND TRAINING

Floorskills's Safeguarding policy, procedure and accompanying guidance will be issued to all new staff as part of their induction. All staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive training or briefings on for example, Guns and Gangs, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Preventing Violent Extremism through mandatory Safeguarding Level 1 training and update briefings with a refresher every 3 years.

Training

The DSL will provide an annual report to the SMT detailing safeguarding training undertaken by all staff and will maintain up to date registers of who has been trained.

All staff

The DSL will ensure that all new staff and volunteers are appropriately inducted on Floorskills safeguarding policies, procedures, referral and reporting systems and that they know how to implement them.

All staff members (including temporary staff) will receive appropriate safeguarding and child/vulnerable adult protection training (organised by the DSL) which will enable them to:

- **Recognise** potential safeguarding and child/vulnerable adult protection concerns involving apprentices, learners and adults (colleagues, other professionals and parents/carers)
 - **Respond** appropriately to safeguarding issues and take

action in line with this policy

- **Record** concerns in line with Floorskills policies
- **Refer** concerns to the DSL and be able to seek support external to Floorskills if required

All staff members (including temporary staff) will undertake safeguarding and child, young person and vulnerable adult protection training at induction, including on whistle-blowing procedures, to ensure they understand Floorskills safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated (at least annually) and will be in line with advice from safeguarding partners.

All staff members (including temporary staff) will receive appropriate ongoing training to ensure they are aware of a range of safeguarding issues (see definition of safeguarding) and are aware that behaviours linked to the likes of drug taking, alcohol abuse, and peer on peer abuse such as bullying and sexting can put children/vulnerable adults in danger. The staff training will also include Floorskills responsibilities, protection procedures, online safety, safe working practice and external reporting mechanisms.

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify those at risk of being drawn into terrorism and to challenge extremist ideas.

All staff members (including temporary staff) will receive regular safeguarding and child/vulnerable adult protection updates through e-Bulletins, monthly staff meetings, briefings or online training (as required, but at least annually), to provide them with relevant skills and knowledge to safeguard children/young people/vulnerable adults effectively.

Staff will also receive regular safeguarding and child, young person and vulnerable adult protection updates (for example, through emails, online training, e-bulletins, the virtual learning zone and staff meetings) as required.

All staff members (including temporary staff) will be made aware of our expectations regarding safe and professional practice via the code of conduct which is provided and discussed as part of the induction process.

Floorskills recognises the expertise which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis.

Opportunity is therefore provided for all staff to contribute to and shape safeguarding arrangements and the safeguarding policies and procedures as part of the Safeguarding board review.

Contractors who are providing services relevant to apprenticeship or training will also receive safeguarding training.

Volunteers will receive appropriate training.

All delivery staff will be trained to promote and provide health, sexual health, and relationship education as part of the curriculum.

Local Threats

Knowledge of local threats are gained through partnership work and cascaded to the staff, apprentices, and learners.

The DSL and deputy

The DSL and deputy will undertake lead child protection and safeguarding training at least every 2 years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, online training, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

Recruitment – interview panels

At least one person conducting any interview for a post at Floorskills will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

Training and Education for Apprentices and Learners

All learners must have Safeguarding included in their Induction Programme and be made aware of:

- Floorskills policies related to safeguarding, the prevention of extremism and radicalisation, complaints, bullying and harassment, equality and diversity and acceptable use of IT
- Their responsibility for their own and others' safety
- Online-Safety (Internet, text, websites, safe from cyber bullying, grooming and radicalisation)
- How to maintain own wellbeing and who to talk to if they have concerns
- How to report any instances related to Safeguarding, Child Protection, sexual violence and sexual harassment, FGM, radicalisation or contact with extremist groups
- How to report instances of bullying and harassment and that reporting procedures are clear

Floorskills raises awareness of the government **Run, Hide, Tell** campaign to further promote how to keep learners and apprentices safe within and outside training and work environments.

Curriculum and Staying Safe

We recognise that Floorskills plays an essential role in helping apprentices and learners to understand and identify the parameters of what is appropriate child, young person and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

We will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that apprentices and learners have the resilience, a range of contacts and strategies to ensure their own protection and understand the importance of protecting others. This will include online safety.

Apprentices and learners will be educated about a range of safeguarding concerns through planned curriculum and tutorials, yet with flexibility to include emerging risks and threats to apprentice and learner safety. This will include, but is not limited, to bullying (including cyber bullying), radicalisation, child sexual exploitation (CSE), Child criminal exploitation (CCE), sexual abuse, FGM, neglect, online safety, gender-based violence/sexual assaults, peer on peer abuse and sexting.

Systems have been established to support the empowerment of apprentices and learners to talk to a range of staff. Apprentices and learners at Floorskills will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

Specific systems outside of expected day to day learning activity and support will include:

- Safeguarding email address
- Apprentice/Learner Voice
- Health and Wellbeing advice and guidance
- Referral to counselling service

Relationship, Health and Sex Education

Floorskills acknowledges the importance of relationship, health and sex education, particularly for young adults and will embed this as part of the curriculum, including providing links to suitable and supportive referral agencies. The virtual learning zone will include relevant resources to promote healthy relationships, health and sex education. Staff are trained to embed discussions into teaching and learning sessions and during tutorial

sessions. Learners/apprentices will be offered suitable pastoral support by trained staff where required

Employer Induction

Floorskills will work closely with employers to ensure the protection and safeguarding of apprentices and learners. All employers will receive an induction including the safeguarding and protection of children, young people and vulnerable adults and will know how to recognise the signs and symptoms of abuse and neglect. This induction includes who to contact if they have any concerns about an apprentice or learner, this information can be found in the employer handbook, on our website and on the virtual learning zone.

Our General Manager/ Tutor will be in regular contact with the employer this includes but is not restricted to when:

- They visit the place of work for assessment purposes.
- Conducting Learner Progress Reviews and Welfare Checks
- Liaising with the employer for feedback on apprentice and learner progression
- Obtaining employer satisfaction feedback
- Conducting employer inductions
- Conducting health and safety and safeguarding reviews of the workplace

SAFER RECRUITMENT OF APPRENTICES AND LEARNERS

Floorskills undertakes to ensure that its Apprentices and Learners are suitable to study in a training provider setting. It also reserves the right to refuse entry to any applicants whom it has a reasonable belief may pose a risk to Apprentices and Learners. To ensure this is addressed appropriately Floorskills will:

- Help to facilitate DBS checks for Apprentices and Learners going in to relevant industries (education, working with vulnerable adults, charities, healthcare etc)
- Attend case conferences at all feeder schools & colleges (if required)
- Complete relevant risk assessments of ex-offenders

WHAT TO DO IF YOU SUSPECT SOMEONE IS BEING ABUSED

All staff, volunteers and others working in direct contact with Apprentices and Learners in Floorskills environment must be alert to the signs of abuse. Anyone who suspects that abuse is taking place inside or outside of Floorskills setting, or to whom a learner discloses issues relating to safeguarding, should contact one of the Designated Safeguarding Officers immediately.

The Lead Designated Safeguarding Officer is: Emma Bourne and deputy is Simon Kenny

Staff who are not Designated Safeguarding Officers, but who are approached with concerns about a child or vulnerable adult, must bring the concerns raised to the attention of the Designated Safeguarding Officers immediately.

All staff to whom a learner discloses issues that may be related to safeguarding must keep written records of concerns. Such records must be kept securely, separate from the main learner files and in locked locations.

The Lead Designated Safeguarding Officer will develop effective links with relevant agencies and co-operate as required with any enquires regarding child or vulnerable adult protection matters, including attendance at case conferences.

ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

Allegations of abuse, or concerns raised against members of staff, will always be treated seriously. The allegations need to be applied with common sense and judgement. All cases must be referred to the Designated Safeguarding Officer who will follow the Safeguarding Procedure in the same way as for other safeguarding allegations. The Designated Safeguarding Officer will take the appropriate steps to ensure the safety of the child or vulnerable adult, and any others who may be at risk. The Designated Safeguarding Officer will also inform The MD and Directors in order that training provider procedures may be followed, and an investigation is carried out. If the allegation or concern is against the Designated Safeguarding Officer, it should be reported to the MD. Where there is a complaint against a member of staff, the MD will be informed and involved. This may result in possibly criminal (police) investigations and/or a child/vulnerable adult's protection investigation, carried out by Social Services.

See also: Grievance Policy
Staff Handbook

REPORTING CASES TO THE DISCLOSURE AND BARRING SERVICE (DBS)

Floorskills has a statutory duty to make reports and provide relevant information to the DBS where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the Designated Safeguarding Officers.

RESIGNATIONS

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, Floorskills is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to

reach a conclusion in cases relating to the welfare of children or vulnerable adults, including those where the person concerned refuses to co-operate with the process

WHISTLEBLOWING

Floorskills has an established Whistleblowing procedure for enabling staff to share, in confidence with a Designated Assessor, concerns they may have about instances of suspected malpractice in Floorskills. Malpractice can include fraud and financial irregularities, criminal offences being committed, that have been committed or that are likely to be committed, endangering the health or safety of individuals, and can also include concerns around the protection of children or vulnerable adults. The procedure is intended to provide safeguards to enable members of Floorskills staff to raise concerns without fear of adverse repercussions. Floorskills recognises that it may be difficult to express concerns about colleagues and is fully supportive of Whistleblowing for the sake of a child or vulnerable adult and will provide support and protect those who “blow the whistle”. This procedure is, accordingly, intended to provide safeguards to enable members of staff to raise concerns about malpractice in connection with Floorskills. The aim is to provide a rapid mechanism under which genuine concerns can be raised internally, and, if necessary, externally without fear of adverse repercussions to the individual. It is also intended to promote throughout Floorskills a culture of openness and a shared sense of integrity by inviting all employees to act responsibly to uphold the reputation of Floorskills and maintain public confidence.

SUPPORT FOR STAFF

Floorskills is aware that safeguarding cases can be distressing and that staff who have been involved may find it helpful to talk about their experiences, in confidence, with one of the Designated Safeguarding Officers or with a trained counsellor. Staff wishing to be referred for counselling should discuss with their line manager.

RADICALISM AND EXTREMISM

Floorskills values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. Floorskills seeks to protect its candidates and staff from all messages and forms of violent extremism and ideologies including those linked to, but not restricted, to the following: Far Right/Neo Nazi, White Supremacist ideology, Islamist ideology, Irish Nationalist and Loyalist paramilitary groups and extremist Animal Rights groups.

Floorskills is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

ONLINE SAFETY & MONITORING

Floorskills has an Online Safety Policy which recognises that Online Safety is a safeguarding issue not an ICT issue. The purpose of internet use in the Floorskills is to help raise educational standards, promote candidate achievement, and support the professional work of staff as well as enhance the school's management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and Floorskills has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of Floorskills to ensure that every young person/ apprentice in its care is safe and this applies equally to the 'virtual' or digital world.

Floorskills will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. (Please refer to our Prevent Policy)

We provide all apprentices with guidance on the use of Internet as part of their induction and Digital resilience and On-line safety is included within apprentice handbooks. This includes acceptable use of IT policy and E-Safety.

We monitor IT usage daily and have internal filtering and IT flagging systems to ensure unauthorised or inappropriate sites are not accessed. Any unauthorised access is captured within our IT incident log and investigated accordingly

Signed:



Name: Matt Bourne

Title: Director