

Purpose

This safeguarding policy outlines the responsibilities of Poultec Training in relation to the protection of all learners and staff, but particularly children, young people and vulnerable adults in response to:

- The Children Act 1989
- The Protection of Children Act 1999
- The Children Act 2004
- Working Together to Safeguard Children 2006
- What to do if you're worried a child is being abused. DfES 2006
- Safeguarding Children and Safer Recruitment in Education 2007
- Safer practice, safer learning 2007
- Keeping children safe in Education 2022
- Data protection act 1998 / General Data Protection Regulations (GDPR) 2018
- Working Together to Safeguard Children (HM Government 2015)
- Counter-Terrorism and Security Act 2015

Scope

Poultec Training is dedicated to the health, safety, and welfare of all learners, including children, young people and vulnerable adults involved in courses or activities which come under the responsibility of the company.

This safeguarding policy covers all Poultec Training customers whether they are based at one of its training centres or in workplace learning, covering all aspects of a learner's programme regardless of where it takes place. It is the responsibility of all Poultec staff to understand their role in supporting the safeguarding policy across all aspects of provision and for familiarising themselves with the appropriate procedures and other policies that support this overarching document.

What is Abuse?

Abuse and neglect are forms of maltreatment.

Abuse can be:

- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

- Psychological / Emotional abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- Organisational abuse – including neglect or poor care practice within an organisation or specific care setting, such as a hospital or care home. It can also be in relation to care provided in your own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Self neglect – this covers a wide range of behaviour such as neglecting to care for your personal hygiene, health or surroundings and includes behaviour such as hoarding.
- Domestic abuse – including psychological, physical, sexual, financial, emotional, or so-called ‘honour’ based violence.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Trafficking and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Radicalisation – this is the process by which a person comes to support terrorism and extremist ideologies. Extremism, defined under the Prevent Duty is a vocal or active opposition to British Values.

Responsibility

Poultec Training is committed to ensuring that the company:

- Provide a safe environment for children, young people and vulnerable adults to learn in.
- Identifies children, young people and vulnerable adults who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to see that such children, young people and vulnerable adults are kept safe.

Designated Staff

The Designated Safeguarding Leads – Leroy Burrell and Michelle Bugg hold strategic responsibility for the safeguarding processes and procedures are robust and consistently applied and that Poultec Training fulfils its legal duties within the legislation.

As the company’s senior representatives, they will be responsible for taking the lead for raising awareness within the staff of issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for learners within the company.

The Designated Safeguarding Leads are supported by Safeguarding Officers – Michael Bayle and Clare Smith.

The Designated Safeguarding Leads are responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant authority.
- Ensuring that all staff receive basic training in safeguarding issues and are aware of the company’s safeguarding policy and procedures.

- Report to Directors of the company setting out how any deficiencies in the procedure or policy have been identified.
- Providing advice, guidance and support to staff on issues relating to safeguarding.
- Oversee the population and maintenance of Safeguarding records on CPOMS.
- Ensuring that employers and employees working with Poultec Training are aware of the company's Safeguarding Policy.
- Liaising with the LA, Safeguarding Children's Board, Children's and Adult Social Care and other appropriate agencies as and when required.
- The designated Safeguarding leads and Safeguarding Officers are required to receive regular training in safeguarding issues and inter-agency working, as required.

Key Principles

Poultec Training will ensure that all staff fulfil their responsibilities in safeguarding all learners, in particular children, young people and vulnerable adults. We will ensure that:

- All people will be treated with respect and with courtesy by staff and customers in an environment that is free from harassment or discrimination.
- All training rooms, facilities and equipment will comply with legislative health and safety standards and provide a safe and secure environment for learning with appropriate supervision and support of staff.
- Poultec Training will work with learners, employers and other agencies to promote a safe and healthy culture to ensure that learners are safeguarded through the effective operation of the company's Safeguarding Policy. The company's Safeguarding Policy will be made available to all engaged parties.
- Poultec Training will develop partnerships to proactively protect students at risk of abuse, neglect or at risk of radicalisation.
- Staff will be trained and have a clear understanding of personal safety and good safeguarding practices as well as what factors may make learners vulnerable to a range of safeguarding concerns and can recognise outward signs of abuse, or unexplained changes in behaviour or performance which may be indicative of abuse. All staff will be made aware of the signs of abuse and the procedures for reporting abuse.
- Poultec Training will work with learners to promote their own personal health, well-being and safety including their safety online.
- Poultec Training will work proactively to raise awareness of radicalisation and extremism in order to prevent people from being drawn into terrorism and promote British Values.
- Learners and employers will receive confidential advice, guidance and support for a range of issues that they may face. They will be signposted to external agencies where specialist support is required.
- Poultec Training will support students to have personal resilience and be able to make informed and sensible decisions about their safety and well-being in an attempt to prevent them from being exploited and or abused.
- Poultec Training has established and will regularly review procedures for reporting suspected abuse taking account of any new legislation, regulations or best practice to ensure staff are kept fully up to date with their responsibilities and duties with regard to the safety and well-being of children.
- Poultec Training will deal with any allegations of abuse by staff according to the Company Disciplinary Procedures as appropriate.

- Learner attendance is monitored and where learners have failed to attend courses, the tutor contacts the learner (or parent/guardian if required). Patterns of non-attendance or concerns based on non-attendance are reported to the Designated Safeguarding Lead.
- All Poultec staff, including contractors will adhere to the 'Safeguarding Code of Conduct for Staff' and the 'Online Learning Code of Conduct'.

Preventing Extremism and Radicalisation

There is no place for extremist views of any kind on any of the courses or programmes delivered by Poultec Training. Our learners must consider our courses as a safe environment where they can explore controversial issues safely and where our staff encourage and facilitate this.

Poultec Training recognises that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and so should be addressed as a safeguarding concern.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by learners or staff will always be challenged and where appropriate dealt with in line with our disciplinary policy and procedure.

As part of the wider safeguarding responsibility Poultec Training staff will be alert to:

- Disclosures by learners of their exposure to the extremist actions, views or material of others outside Poultec, such as in their homes or community groups
- Graffiti symbols, writing or artwork promoting extremist messages
- Learners accessing extremist material online, including through social networking sites
- Parental reports of changes in behaviour or actions and requests for assistance
- Local authority services or police reports of issues affecting learners
- Learners voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or hate terms to exclude or incite violence
- Intolerance of difference, whether secular or religious or (in line with our equality policy) views on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practises on others
- Anti-western or Anti- British views

Poultec Training will strive to eradicate the myths and assumptions that can lead to some learners becoming alienated and disempowered, especially where the narrow approaches learners may experience elsewhere make it harder for them to challenge or question these radical influences. We will ensure that all of our teaching approaches help our learners build resilience to extremism and give learners a positive sense of identity through developing critical thinking skills. We will ensure that all of our staff are equipped to recognise extremism and are skilled and confident enough to challenge it.

We will be flexible and adapt our teaching approaches, as appropriate, to address specific issues as they become relevant to the current issues of extremism and radicalisation.

We apply the following key principles across all of our activities:

- Making a connection with learners through good teaching and a learner centred approach
- Facilitating a safe and inclusive learning environment
- Equipping learners with the appropriate skills, knowledge and awareness

Reporting of Concerns

Poultec staff are not expected to undertake any investigation in relation to child protection issues but should document and report immediately to a Designated Safeguarding Lead who will involve relevant parties/authorities as required. Reporting should be made via CPOMS; a secure online system. Details of investigation outcomes and referrals will be added to the record by the DSL.

Safer Recruitment

Poultec Training will comply to all legislative requirements in relation to staff recruitment and comply to Safer Recruitment best practices. All staff who are part of the recruitment process will have been trained in Safer Recruitment and receive regular refresher training.

All staff will undergo the appropriate pre-employment checks including DBS checks for their role where applicable and undertake mandatory safeguarding training appropriate to their role. Staff will understand the principles of safe working practices, and how not to put themselves in situations that compromise themselves or learners. All new employees will receive an appropriate induction, including safeguarding training.

DBS checks will be repeated every five years; records of checks will be maintained by the Designated Safeguarding Leads. Staff are expected to report anything that may impact the status of a DBS check to the DSL.



Edward Bales
Managing Director
2nd September 2024

Policy Review	This policy will be reviewed annually by the Senior Management team or when there are changes in the workplace such as new tools, systems or conditions.
Approval Dates	This version takes effect from: 2 nd September 2024