



**York Eco Business Centre, Amy Johnson Way,  
Clifton Moor, YORK, YO30 4AG**

**Tel: 01904 693111**  
**[www.activ8learning.co.uk](http://www.activ8learning.co.uk)**

**Charity Number 111626    Company Number 5535863**

**PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY**  
(SAFEGUARDING)

*"Child protection is everybody's business"*

**1. Declaration**

Activ8 Learning is committed to uphold the rights of the child as proclaimed in the United Nations Convention and as reflected in the relevant National Occupational Standards. We place the child at the centre of the process for all professions within the children's workforce, additionally Activ8 Learning is required by the Safeguarding Vulnerable Groups Act 2006, to secure the safety of children, young people and vulnerable adults through Activ8's learning activities

The Company does not work directly with children or provide services to them, however Activ8 Learning is committed to the principle of safeguarding of all of its learners, placing particular emphasis on young people and vulnerable adults, during their learning journey.

Nevertheless, we will do what lies within our power to assist the protection from abuse of children who attend the settings where we carry out our work. We will ensure that all relevant Activ8 Learning staff (volunteers and learners) are DBS checked and registered as required with the Independent Safeguarding Authority as suitable to be in contact with children and vulnerable adults. In our training work, we will promote safe practice in work with children and vulnerable adults in all relevant contexts.

**2. Aims of the policy**

2.1 To ensure that all relevant Activ8 Learning staff are registered with the DBS and are cleared to be in contact with children and vulnerable adults

2.2 To ensure that no Activ8 Learning staff, in the course of their work for Activ8 Learning, enter into situations that could give rise to concerns regarding the protection of children and vulnerable adults.

2.3 To ensure that all Activ8 Learning staff understand and carry out their responsibilities in relation to protection concerns that may come to light in the course of their work.

2.4 To ensure that appropriate child and / or vulnerable adult protection policies and procedures are in operation in all settings where we work.

2.5 To ensure that all training and assessment programmes reinforce good protection practice for all learners.

### **3. Implementation of the policy**

3.1 The majority of Activ8 Learning staff go into playwork, early years, childcare and other kinds of care settings solely for the purpose of carrying out training or assessment of adult learners. They are not normally registered as staff or volunteers in the setting and thus cannot take any responsibility for looking after children or vulnerable adults there. This must be made clear to staff in settings if necessary. Except as provided in para. 3.2 below, Activ8 Learning staff must never allow themselves to be the sole adult present with children or vulnerable adults, either singly or in groups.

3.2 Workplace based assessors employed by Activ8 Learning, who are carrying out their assessment duties in a workplace where they are also employed as care staff and are DBS checked and ISA registered in that capacity, should follow the protection policies and procedures of the care setting employer. Such policies and procedures may provide for sole supervision in certain defined circumstances.

3.3 All Activ8 Learning staff whose work takes them into playwork, early years or childcare settings, must be alert for signs and symptoms of possible child abuse and must follow relevant Local Safeguarding Children Board (LSCB) procedures for reporting concerns.

3.4 If a child who attends a setting for whose staff Activ8 provides training or assessment makes a full or partial disclosure of abuse to a member of Activ8 staff, it is the responsibility of that Activ8 staff member to respond appropriately to the child and to follow LSCB reporting procedures.

3.5 All playwork, early years and childcare settings whose staff are assessed for professional qualifications by Activ8 Learning, must provide evidence that they operate effective child protection policies and procedures, must participate in the Vetting and Barring Scheme, and must where appropriate be OfSTED registered.

3.6 All Activ8 Learning learners who work with children or vulnerable adults must provide evidence before embarking on a vocational qualification that they hold an enhanced DBS check certificate and are ISA registered.

3.7 All Activ8 Learning tutors, assessors and verifiers must ensure that training and assessment on protection of children and vulnerable adults are carried out rigorously in accordance with the relevant National Occupational Standards and LSCB policy.

## **4. Responsibilities under this policy**

### **4.1 Trustees / Directors**

The Trustees are responsible for

- (a) establishing this policy;
- (b) monitoring its effectiveness;
- (c) playing a part in any disciplinary proceedings taken as a result of it;
- (d) reviewing it at intervals of not more than three years;
- (e) keeping their personal behaviour in line with Section 3.1 above, when visiting settings on Company business;
- (f) maintaining confidentiality about any personal information they receive in connection with protection of children or vulnerable adults.

### **4.2 Centre Manager**

The Centre Manager is responsible for the day-to-day implementation of this policy by:

- (a) communicating the policy to staff and learners (this duty may be delegated);
- (b) ensuring that all relevant Activ8 Learning staff have DBS certificates (this duty may be delegated);
- (c) ensuring that where appropriate, prospective learners have DBS certificates and their settings have protection policies and procedures (this duty may be delegated);
- (d) ensuring that the required confidential records are kept (this duty may be delegated);
- (e) reporting child protection concerns, when necessary, to statutory agencies on behalf of Activ8 Learning (this duty may be delegated);
- (f) liaising as required with the LSCB and other external bodies;
- (g) reporting to the Trustees any incidents or issues arising from the implementation of this policy, with due regard for confidentiality;
- (h) initiating staff disciplinary measures if required;
- (i) maintaining appropriate personal behaviour in settings, as outlined in para. 3.1 above;
- (j) maintaining confidentiality about personal information.

### **4.3 Quality Managers**

Quality Managers are responsible for supporting staff in carrying out the policy by:

- (a) ensuring through the staff supervision and appraisal process that staff are carrying out their responsibilities under the policy;
- (b) ensuring that all Activ8 Learning staff receive appropriate training to carry out their responsibilities under this policy (this duty may be delegated);
- (c) ensuring that any Activ8 Learning staff dealing with protection concerns receive appropriate personal support (this duty may be delegated);

- (d) maintaining appropriate personal behaviour in settings, as outlined in para. 3.1 above;
- (e) updating personal knowledge and awareness of protection issues so that Activ8 Learning policies and procedures are revised in line with best practice as necessary;
- (f) maintaining confidentiality about personal information.

#### 4.4 Administrative staff

Administrative staff are responsible for maintaining confidential records as required by Managers and for generally assisting Managers in implementing the policy. They are required to maintain strict confidentiality regarding all personal information about individuals.

#### 4.5 IQA (Internal Quality Assurers)

IQA's are responsible for

- (a) verifying that learners fully meet the National Occupational Standards for knowledge and occupational competence in protection of children and / or vulnerable adults;
- (b) providing guidance to Assessors, when needed, about the standards required and how to evidence them;
- (c) supporting Assessors who find themselves dealing with protection concerns arising from their work;
- (d) ensuring that any such concerns are reported in line with para. 5 below;
- (e) updating personal knowledge and awareness of protection issues;
- (f) undertaking other duties delegated by Managers in implementing this policy;
- (g) maintaining appropriate personal behaviour in settings, as outlined in para. 3.1;
- (h) maintaining confidentiality about personal information.

#### 4.6 Assessors

Assessors are responsible for

- (a) thoroughly assessing learners' knowledge and occupational competence in protection of children and / or vulnerable adults as required by the relevant National Occupational Standards;
- (b) reporting any concerns about protection in line with para. 5 below;
- (c) updating personal knowledge and awareness of child protection issues;
- (d) maintaining appropriate personal behaviour in settings, as outlined in para. 3.1;
- (e) maintaining confidentiality about personal information.

#### 4.7 Learners

Learners who work in regulated settings must provide evidence that they possess an enhanced DBS check certificate before embarking on programmes of learning with Activ8 Learning. Learners are also responsible for

- (a) following the protection policies and procedures of their setting;
- (b) providing evidence to their Assessor that they meet the requirements of the National Occupational Standards in relation to protection of children and / or vulnerable adults
- (c) updating personal knowledge and awareness of protection issues, including attending training when required.
- (d) maintaining appropriate personal behaviour in settings;
- (e) maintaining confidentiality about personal information.

## **5. Reporting of concerns about child protection**

- (a) All Activ8 Learning staff who come across a protection concern in the course of their work have a duty to ensure that the concern is reported, following the guidelines in this paragraph.
- (b) The primary responsibility for the welfare of children and / or vulnerable adults, in settings where Activ8 Learning works, lies with the settings themselves. Any member of Activ8 Learning staff who detects a protection concern, whether arising from signs and symptoms or from disclosure, must therefore always report the concern to the responsible member of staff of the setting concerned.
- (c) Any member of Activ8 Learning staff who detects a protection concern must make a written report of the incident causing concern, as soon as possible after the event. One copy of this report should be given in confidence to the member of staff responsible in the setting. A second copy of the report should be given in confidence to the Centre Manager of Activ8 Learning.
- (d) The Centre Manager will file the report securely as a confidential document, in case it is required for a subsequent protection investigation.
- (e) The Centre Manager will report concerns under LSCB procedures if there is reason to believe there are serious child protection concerns and that suitable action is not being taken by the setting. Low-level concerns may become serious if more than one child is involved or the same child is involved on more than one occasion. Co-operation with the setting should always be sought before a decision is taken to report to the LSCB.
- (f) Only the Centre Manager or other named officer appointed by her / him may report a child protection concern to the LSCB on behalf of Activ8 Learning.

## **6. Support for personnel dealing with child protection concerns**

- (a) Any member of Activ8 Learning staff encountering a situation of uncertainty about safety of a child or vulnerable adult should discuss the issue confidentially with either their IQA, Quality Manager or the Centre Manager, who will advise about possible action.
- (b) The relevant Quality Manager will ensure that any members of Activ8 Learning dealing with protection concerns are offered confidential support.

## **7. Monitoring and review**

- (a) The Centre Manager will report immediately to the Chair of Trustees any incident where Activ8 Learning may be involved in an investigation relating to protection of children and /or vulnerable adults
- (b) The Centre Manager will report immediately to the Chair of Trustees any apparent misconduct by Activ8 Learning staff in relation to protection issues.
- (c) The Centre Manager will report annually to the Trustees about any issues arising from the implementation of this policy.
- (d) The Trustees will review this policy at intervals of not more than three years.

## **8. Prevent Duty**

As part of the safeguarding and Prevent Duty and the Equality Act 2010 of staff and volunteers have a duty to demonstrate and help develop values which underpin an awareness of social and moral responsibility in modern Britain.

Complying with the Prevent Duty including promoting and exemplifying British values: i.e. democracy, rule of law, individual liberty, tolerance and mutual respect and different faiths and beliefs. This includes complying with the Equality Act 2010 by not discriminating against the following nine groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All staff and volunteers must attend safeguarding and Prevent Duty training

All staff and volunteers are expected to up hold the values embedded within the Equality Act at all times. All staff and volunteers should use any relevant opportunities to promote the values of democracy, rule of law, individual liberty, tolerance and mutual respect for different faiths and beliefs

All staff and volunteers must report any safeguarding and Prevent concern to the Centre Manager

Because staff have regular direct contact with their learners they may get to know them well. Staff may witness activity and behaviour or receive information which other staff are not privy to. Staff should use their professional judgement to decide when concerns should be referred to the team. If in doubt report your concerns

Identification of concerns may include, although this list is not exhaustive:

- Expression of views which are discriminately against protected groups or individuals
- Third party reports of concerns about behaviour e.g. plans to travel abroad or extremist activities
- Evidence of discriminately treatment of other groups or individuals
- Evidence of bullying behaviour or harassment
- Evidence of non-compliance with the providers expectations of behaviour
- Processing accessing extremist materials
- Evidence of family concern about vulnerability to extremism
- Expression of extremist views including on Facebook
- Use of extremist language
- Threats of violence

### **9. Date of adoption and review**

This policy on dealing with child protection (safeguarding) was adopted by the Directors / Trustees of Activ8 Learning on: 1<sup>st</sup> August, 2015

Signed on behalf of Chair of Trustees:

B Linford

A handwritten signature in black ink, appearing to read 'B Linford', with a small dot to the right of the signature.

Date of next review: Sep 2020