

# Consalia Limited

## Safeguarding

Version number	Date of issue	Reason for update
V1.0		Draft for staff awareness
V1.1	15 <sup>th</sup> January 2019	
V1.2	5 <sup>th</sup> February 2019	Updated with Safeguarding Officer certificates
V1.3	6 <sup>th</sup> February 2019	Internal review

# Consalia's Safeguarding Policy

## 1. Statement of Intent

Consalia is fully committed to providing a safe and secure environment for all its employees, apprentices, students and visitors who access its facilities and services. This is achieved by ensuring there are appropriate arrangements in place to discharge our duty to provide a safe and secure environment, to prevent abuse and to respond effectively to reported abuse.

Consalia's values of acting with integrity, purpose and respect are embedded within its approach to safeguarding and in the working practices and accountability of its staff. Consalia is committed to working in partnership with other organisations (as appropriate) to facilitate this.

Safeguarding, in this policy, is described as putting in place "arrangements to take all reasonable measures to ensure that risks of harm to 'vulnerable adults' are minimised". The Policy notes that a person can become vulnerable as a result of specific circumstances or situation which may increase the risk of exploitation.

The policy is intended to give a framework for Consalia employees, apprentices, students and visitors and contractors in the unlikely event that a safeguarding issue arises and to provide a framework to help prevent occurrences.

In the discharge of its functions, and in implementing this policy, Consalia will remain mindful of its duty of care and other legal obligations, such as those it owes under the Health and Safety at Work Act 1974, the Data Protection Act 1998, the Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, the Protection of Freedoms Act 2012, the Counter Terrorism and Security Act 2015.

## **2. Promoting the safeguarding policy**

We bring our safeguarding policy to the attention of our employees to ensure that staff know what is expected of them and each year we have a refresher session on all of our policies, including safeguarding. All new staff are made aware of the policy.

Staff training in safeguarding takes place annually.

We make apprentices and students aware of our safeguarding responsibilities and how they can contact our safeguarding office if they have any concerns or issues.

All policies relevant to our apprentices and students are able to view and download on the Consalia website in the 'policies' section.

## **3. Our policy and key principles**

Consalia accepts its responsibility to safeguard vulnerable adults who participate in Consalia's eco-system. Consalia's learners are adult learners, all 18+ and therefore, Consalia recognises that safeguarding could apply (though not exclusively) to its activities as follows:

- Psychological safety of our apprentices and students
- Personal wellbeing of our apprentices and students
- Bullying and Harassment (including e-safety)
- Health & Safety in the moment
- Radicalisation (please see our Prevent policy)

Consalia believe that people, whatever their protective characteristics, have the right to protection from abuse, and a right to be safe in the activities that they choose. The protective characteristics as defined by the Equality Act (2010) are as follows; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation.

At all times Consalia staff will show respect and understanding for the rights of vulnerable adults, their safety and welfare and conduct themselves in a way that reflects this. We will take all safeguarding concerns including suspicions and allegations of exploitation, harm or abuse (including radicalisation) seriously and will report concerns promptly.

This policy describes the systems and arrangements in place to create and maintain a safe learning environment for all our apprentices, students and staff. It identifies actions that should be taken to redress any concerns about the safety and welfare of vulnerable adults.

Our apprentices and students are all employees working for one of our client organisations and as such, there may be limitations to the level of safeguarding support we can provide. However, if any member of staff has any concerns about a safeguarding matter relevant to our apprentices and students (disclosed, reported or suspected incidents such as bullying, harassment, discrimination) they should contact the Safeguarding Officer as soon as possible. The Safeguarding Officer will handle the matter with support and discretion and progress with the employer accordingly.

#### **4. How we safeguard our apprentices and students**

- We ensure that all our staff are carefully selected and fit to work in a training provider setting.
- Consalia's Safeguarding policy 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 through Safeguarding training and update briefings.
- Once we have recruited our staff, we ensure that they are all well informed, trained, supervised and supported.
- Consalia recognises that it has a commitment to ensure that all employees have a clear understanding of their roles and responsibilities when working with apprentices and students.
- We assess all risks carefully and take all necessary steps to minimise and manage the risk.
- We let apprentices and students know how to voice any concerns or complaints they might have.
- Consalia will work closely with employers to ensure that the external workplace is a secure and productive environment for the apprentice, and that employers have adequate safeguarding policies in place.
- Any issues identified or raised will be managed bringing in the appropriate expertise to support the apprentice.

## 5. Good Practice Guidelines for Safeguarding

We recognise the importance of having guidelines in place to help our staff recognise where there are immediate safeguarding concerns about our apprentices, students and vulnerable adults and also to protect staff from positions where false allegations may occur. Staff working at Consalia are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of an apprentice/student staff members should always act in their interest.

We promote this by training staff to be aware of good practice. This could include, for example:

**Relationships.** All staff should be aware that they should never

- Allow or engage in inappropriate touching of any form
- Make sexually suggestive comments about or to a vulnerable adult even in fun.
- Tolerate oppressive or bullying behavior
- Let allegations that our apprentices, students make be ignored or go unrecorded
- Allow our apprentices and students to use inappropriate language unchallenged.
- Answer inappropriate questions about the staff member's personal life or situation, no matter how it is framed or how persistent the enquiry

**Contact with apprentices, students and vulnerable adults.**

All staff should be aware that they

- Do not spend excessive amounts of time alone with vulnerable adults away from others
- Do not take vulnerable adults to your home.
- Never meet up with vulnerable adults outside of your work for the University unless it is with the full knowledge of your manager
- Never enter a house or training facility when a vulnerable adult is on their own.
- Do not share personal or sensitive information with vulnerable adults unless appropriate to the situation

## 6. Responsibilities

All members of Consalia's community, including staff, volunteers, employers, apprentices, students and contract staff are responsible for safeguarding and promoting the welfare of our apprentices and students, so that they are able to identify vulnerable adults who may be in need of help or protection.

Staff are expected to:

- understand their responsibilities and be aware of the signs of personal well-being and psychological safety issues, abuse, neglect, extremism and radicalisation.
- familiarise themselves with the Safeguarding policy and associated procedures
- safeguard and promote the welfare of vulnerable adults
- alert the Safeguarding Officer(s) if they have concerns about a vulnerable adult

The Safeguarding Officer and Line Managers have a duty to ensure adequate training is undertaken and information provided.

**Designated Safeguarding Officers:**

Designated Senior Members of Staff for Safeguarding are:

Our Academy Director - Louise Sutton - email [lsutton@consalia.com](mailto:lsutton@consalia.com)

Our Apprenticeship Manager - Phil Linter – email [plinter@consalia.com](mailto:plinter@consalia.com)

The Designated Person(s) will:

- Act as the first point of contact with regards to all safeguarding matters
- Attend up-dated training every two-three years
- Provide support and training for staff
- Support staff to make effective referrals to agencies where there are concerns about the welfare of a vulnerable adult
- Keep copies of all referrals to agencies related to safeguarding vulnerable adult
- Ensure that all staff 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 Consalia's safeguarding records
- Ensure that all staff and volunteers understand and are aware of the reporting and recording procedures and are clear about what to do if they have a safeguarding concern
- Ensure that the Safeguarding Policy is regularly reviewed and up-dated
- Keep up to date with changes in policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding

## **7. What to do if you suspect someone is at risk being abused**

All staff, volunteers and others working in direct contact with apprentices must be alert to the signs of safeguarding issues and abuse. Anyone who suspects that abuse is taking place inside or outside of a Consalia setting, or to whom an apprentice discloses issues relating to safeguarding, should contact one of the Designated Safeguarding Officers immediately. Staff who are not Designated Safeguarding Officers, but who are approached with concerns about a vulnerable adult, must bring the concerns raised to the attention of the Designated Safeguarding Officers immediately.

All staff to whom a learner or apprentice 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.

## **8. How we respond to safeguarding issues and implementation of the policy?**

Staff are trained to stay calm, not to panic and not to show disapproval if someone reports an allegation to them. They should listen carefully, and follow our Safeguarding procedure, by completing our Consalia Safeguarding Concern form.

Any concerns/referrals must be reported to the Safeguarding Officer within 24 hours. All Managers need to ensure that information is added and updated within 48 hours of the concern. The Safeguarding Officer will then process the form in accordance with Consalia's procedures. All concerns received by the Safeguarding Officer are to be stored centrally.

Any employee who suspects that a colleague may be committing a safeguarding offence or abusing an employee, apprentice or student should act on their suspicions. Action should also be taken if it is felt that colleagues are not following proper codes of conduct. This action serves to protect apprentices and students, but also colleagues from false accusations. This process advises:

- Write down the details of the incident on the Consalia Safeguarding Concerns form, following the guidelines set out in these procedures
- Pass the report to our Safeguarding Officer at the earliest opportunity.

- The Safeguarding Officer will take appropriate action to ensure the safety of the person who may be at risk.
- If the matter relates to poor practice, appropriate procedures should be followed.
- If the matter relates to abuse, the matter should be referred to Social Services and the suspension of the employee pending the outcome of an internal investigation into the allegations.

Consalia acknowledges that this is an extremely sensitive issue for employees and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a vulnerable adult or behaving inappropriately.

Any information/documentation provided to the Safeguarding Officer will be kept safe and in confidence, and only those who need to know will have access to this information. (e.g. designated Safeguarding Officer and/or Course director). All recorded concerns are required to be stored for 7 years. In addition, all referral details are required to be kept for 3-5 years). We work hard to ensure that our policies and procedures are stringent.

Depending on the safeguarding situation the Safeguarding Officer may consult with the Safeguarding Team at our university delivery partners and/or employers and will consult where appropriate with the local authority designated officer (LADO) and/or Police.

**Consalia's Safeguarding Concern Form can be found at:-**

[https://consalia.sharepoint.com/:w:/r/sites/Apprenticeships/\\_layouts/15/Doc.aspx?sourcedoc=%7B94BD3C3A-8926-414F-A876-FB0A0D2670A8%7D&file=Consalia%20safeguarding%20Concern%20Form.docx&action=default&mobileredirect=true](https://consalia.sharepoint.com/:w:/r/sites/Apprenticeships/_layouts/15/Doc.aspx?sourcedoc=%7B94BD3C3A-8926-414F-A876-FB0A0D2670A8%7D&file=Consalia%20safeguarding%20Concern%20Form.docx&action=default&mobileredirect=true)

We partner with both Middlesex and Leeds Trinity Universities and in the programmes we deliver in partnership with them we adopt their Safeguarding Policies. For further information click on the following links:

[https://www.mdx.ac.uk/\\_data/assets/pdf\\_file/0031/197842/Safeguarding\\_Policy\\_GP\\_S3.pdf](https://www.mdx.ac.uk/_data/assets/pdf_file/0031/197842/Safeguarding_Policy_GP_S3.pdf)

[http://www.leedstrinity.ac.uk/Key%20Documents/Safeguarding\\_Child\\_Protection\\_Policy\\_Jan\\_18.pdf](http://www.leedstrinity.ac.uk/Key%20Documents/Safeguarding_Child_Protection_Policy_Jan_18.pdf)

## **9. Review**

This policy is due for review in February 2020.