

<b>Policy – Safeguarding and Child Protection</b>		Next review date: 06/09/2024
University of Sheffield (UoS) Policy supports the AMRC Policy		
Reviewed by	Safeguarding & Welfare Team	Date: 06/09/2023
Authorised by	Anne Else	Date: 06/09/2023
Location	GDrive/KDrive/Child Protection and Safeguarding Policy	Version: 9

● **What is Safeguarding?**

Safeguarding is about ensuring that all apprentices and staff are kept safe from risk of harm and abuse. The AMRC Training Centre has put guidance and training in place to ensure that staff and learners receive appropriate guidance on safeguarding to ensure everyone is aware of what to do if an issue arises and who to go to should they require any support.

○ **Policy & Scope**

This policy sets out the arrangements the AMRC Training Centre has in place to safeguard apprentices, staff, visitors and contractors. The AMRC’s approach reflects legislation and also takes into account relevant guidance and good practice relating to the education sector.

Applies to:

- All learners
- All staff, partners, employers, visitors and contractors.

○ **Aim**

To safeguard all AMRC Training Centre staff, learners, visitors and contractors who may be experiencing or be at risk of harm and abuse.

To provide staff with guidance on procedures they should follow in the event that they suspect a learner may be at risk.

○ **Prevention**

Provide a safe environment for everyone to learn, through robust staff recruitment, policies and procedures that support safeguarding and prevent. Create a positive atmosphere which promotes the AMRC Training Centre values and provides excellent pastoral and welfare support for all learners.

The AMRC Training Centre has a responsibility to have in place rigorous processes for the recruitment of staff working directly with young people and adults. In line with the University of Sheffield recruitment policy, these processes cover interviewing of staff, DBS checks and references.

#### ○ Protection

Identify apprentices who may be at risk, likely to suffer harm by neglect, physical injury, sexual/emotional abuse or any aspects of bullying or harassment. Having a safe and nurturing environment is vital for their happiness, academic progress and mental health.

All staff to receive yearly safeguarding training to ensure all staff are aware of their safeguarding responsibilities and the referral process to protect apprentices at the AMRC Training Centre.

#### ○ Support

Take appropriate action to ensure that all apprentices are kept safe at home, in the workplace and the AMRC Training Centre. Any alleged incident of abuse raised by a young person to a member of staff must be handled in accordance with the AMRC process (see Safeguarding Flowchart). If a young person/adult makes an allegation against a member of staff, the person receiving the allegation must immediately inform the designated lead for safeguarding and complete an incident referral form. If the allegation concerns the designated safeguarding lead then a member of senior management should be informed. Support around decisions can be done so in conjunction with University Of Sheffield Central Safeguarding.

#### ○ Legislation

The AMRC Training Centre operates its Safeguarding Policy through its acknowledgement and acceptance of its responsibilities set out in:

- Children's Act Section 11 (1989, 2004, 2008 and 2014)
- Early Help Assessment (March 2014)
- Early Years Common Inspection Framework (September 2015)
- Children, Schools and Families Act (2010, 2014),
- Education Act (2002, 2011)
- Care Act (2014)
- Other associated legislation.

#### ○ Actions and Priorities

To ensure aims are met, the Director of the AMRC Training Centre, Designated Lead for Safeguarding and the AMRC Senior Management will ensure safeguarding is a high priority, approve and annually review policies and procedures with the aim of:



- Raising awareness of issues relating to the welfare of all apprentices. The promotion of a safe environment for all learners within the Training Centre and in their workplaces.
  - Embedding safeguarding, prevent, and health & safety into all aspects of the apprentices journey.
  - Ensuring that all staff are trained and supported to respond appropriately and sensitively to safeguarding & prevent issues. Ensuring that ongoing staff training and regular staff briefings take place.
  - Establishing and continually reviewing policies and procedures. This will enable the Training Centre to improve working practices, keep apprentices safe, and adapt to changes and trends.
  - Liaising with external Safeguarding & Prevent agencies and the University of Sheffield to build and maintain appropriate working relationships.
  - The safe recruitment and employment of staff in line with the University Safer Recruitment Policy. Senior management to liaise with UoS HR department to ensure the recruitment policy meet the needs of the AMRC Training Centre.
  - Providing systems to ensure the safety of visitors and contractors when attending the training centre.
  - Providing an environment where everyone feels valued, safe and respected. Where individuals are encouraged to talk, are listened to and valued.
- **Documents, Policies and Procedures Associated with this Policy are:**
- University Safer Recruitment Policy
  - Policy on Vetting & Barring and DBS disclosure
  - Data Protection Policy
  - Bullying & Harassment Policy & Procedure
  - University Disciplinary Policies & Procedures for staff & learners
  - Prevent Duty Guidance
  - Safeguarding flow process
  - Incident Referral Form – Safeguarding
  - IT policy- Forcepoint
- **Safeguarding Examples**
- A number of circumstances can be classed as a safeguarding issue. Staff should be aware of possible issues and should be reviewed and revisited in staff training to ensure a basic awareness is shared.

IT equipment - Filtering and monitoring systems are in place to block harmful and inappropriate content without impacting teaching and learning. Reports are monitored by the Safeguarding team.

Examples of safeguarding issues are:

- Emotional Abuse
- Physical Abuse
- Rape and Sexual Abuse
- Verbal Abuse
- Bullying
- Self-harm
- Neglect
- Domestic Abuse
- Suicidal thoughts/Mental health
- Eating Disorders
- On-line Abuse
- Homelessness
- Substance Misuse
- Preventing Radicalisation
- Hate Crime
- Sexual exploitation and Grooming
- Female Genital Mutilation (FGM)
- Forced Marriage
- Honour Based Violence
- Sexting
- Trafficking
- Financial Abuse
- Institutional Abuse

#### ○ Advice on Handling Disclosure

If anyone should disclose a safeguarding issue, full confidentiality should never be given. Safeguarding is strictly a need to know basis and the Safeguarding Team should be involved from the outset. It is important not to ask leading questions, or provide an opinion and is equally important to remain impartial. A supportive and caring environment should be adopted and the person disclosing information should be informed that certain staff members may need to be made aware, but is strictly a need to know basis. Full advice will be provided in safeguarding

training. The safeguarding team can be contacted at any time should anyone require further support or advice.

### ○ Responsibility

The overarching responsibility sits with the Designated Lead for Safeguarding. This is passed down to the Safeguarding Officers for the AMRC Training Centre.

The Director, Senior Management, Safeguarding Team and staff working with young people and adults should receive appropriate training to familiarise themselves with safeguarding issues and their responsibilities. Training should be given to staff on a yearly basis, and an introduction of safeguarding be given to new staff during induction. There are four members of staff and one key lead with responsibility for Safeguarding in the training centre and workplace.

The Training Centre has a PDBW/Safeguarding Focus Group which meets every month. The group is chaired by the Lead Safeguarding Officer who will disseminate information to the group to update through the management meetings.

The Focus Group consists of:

- All designated Safeguarding Officers
- Learner Support Lead
- Anyone with involvement with/responsibility for PDBW, Prevent and Safeguarding.

The group ensures that there is a robust induction in place for staff and learners with regular training and update briefs throughout the year, to remind staff and learners of their responsibilities in relation to Safeguarding, safe IT usage, Prevent and relevant legislation.

### ● Lead Responsibilities

The designated staff members for Safeguarding are:

#### ○ DSL (Designated Safeguarding Lead for the AMRC Training Centre)

**Anne Else**

Learner Support Lead

Telephone number 0114 222 9956

email: [a.else@amrc.co.uk](mailto:a.else@amrc.co.uk)

#### ○ DSO's (Designated Safeguarding Officers)

**Thomas Sidebottom**

Teaching and Learning Mentor

Telephone number - 0114 222 4989

email: [t.sidebottom@amrc.co.uk](mailto:t.sidebottom@amrc.co.uk)

**Adam Shorthose**

Teaching and Learning Mentor

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Teaching and Learning Mentor

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**Tasleem Akhtar**

Teaching and Learning Mentor

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**Linda White**

Curriculum Operations Lead

Telephone Number - 0114 2158062

The designated members of staff report to the Learner Support Lead.

The staff members with lead responsibility will receive Safeguarding Training at Level 3 and refresher training at least every two years. They will liaise with the TUOS and attend University Safeguarding and Prevent meetings, and national and regional conferences. Safeguarding Certificates are stored with the individual staff members CPD files.

○ **Responsibilities of the DSL**

- Leading and chairing Safeguarding & Prevent focus meetings
- Ensure identified Safeguarding & Prevent procedures are followed and actions are agreed, monitored and closed.
- Providing advice and support to staff and managers on issues relating to safeguarding, child protection and Prevent awareness.
- Review policies and procedures.
- Strategically lead the safeguarding requirements of the AMRC Training Centre.
- The Prevent duty key requirements are embedded into the AMRC Training Centre culture.



- Maintaining records of any referral, complaint or concern in respect of abuse, safeguarding & Prevent (even when the referral does not lead to abuse or Prevent incident).
- Overseeing the referral of cases of abuse, suspected abuse, radicalisation or Prevent issues as appropriate.
- Liaise with parents/carers/guardians as appropriate.
- Liaising with employers and parents (where necessary) in relation to Safeguarding & Prevent issues, to ensure appropriate safeguards are put in place.
- Deliver staff CPD in relation to Safeguarding and Prevent
- Correctly store and log information in compliance to data protection legislation
- Ensure all staff & managers receive basic training in Safeguarding & Prevent and are aware of the AMRC Training Centre policy and reporting process.

## ○ Responsibilities of the DSOs

The DSO's provide an annual report on any incident, escalated incidents. The DSO's are responsible for reporting deficiencies in procedures or policy.

DSO's will:

- Report to the DSL for Safeguarding & Prevent and/or external organisation, as appropriate.
- Promote the welfare of young people and adults.
- Liaise with Local Authorities, internal and external agencies in relation to Child Protection and Safeguarding Issues.
- Correctly store and log information in compliance to data protection legislation
- Support individual cases.
- Track and monitor the progress of learners who are deemed at risk of Safeguarding Concerns
- Handle referrals from staff, visitors, contractors, learners and employers and take appropriate action with the involvement of the DSL.
- Ensure CPD is up to date.
- Deliver Staff Training on Safeguarding as appropriate
- Deputise for the DSL as appropriate

The AMRC Training Centre will refer concerns to Sheffield City Council Care Service/Rotherham Local Authority MASH (Multi-Agency Safeguarding Hub) or appropriate local authority and inform the University of Sheffield Central Safeguarding.

## ● Senior Leadership Team with Safeguarding Responsibility

**Nikki Jones**

AMRC Training Centre

Director of the AMRC Training Centre

The Director is responsible for liaising with the designated member of staff, who is responsible over matters relating to Safeguarding.

- Ensuring that the AMRC Training Centre has procedures and policies which are consistent with local Safeguarding Children's Boards procedures and the Prevent Strategy.
- Ensuring that all staff follow the AMRC Training Centre Safeguarding & Prevent Policy.
- Ensuring that each year the University Governance and Industry Board are provided with a report of how the AMRC Training and its staff have complied with the policy, data on safeguarding issues, including and not limiting to a report on the training that staff and learners have undertaken throughout the year.
- Ensuring that the University Governance and Industry board are updated on a regular basis of any changes or issues and receive appropriate training every 2 years.

The University has responsibility for all allegations. If the allegation is against the Director of the AMRC Training Centre. The University of Sheffield's initial role would be to gather witness statements followed by an internal investigation (University Safeguarding Policy & Procedure).