

# Safeguarding Policy

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## Policy Statement

Best Practice People Ltd aims to adopt the highest possible standards and take all reasonable steps in safeguarding the welfare of young people and vulnerable adults, and preventing their abuse. This policy focuses on protection from abuse and neglect and is intended to support staff working at Best Practice People Ltd. Other policies linked with this policy includes: Whistle Blowing, Complaints, Information Sharing, Disciplinary, Health and Safety and Equality and Diversity.

## Objectives

Best Practice People Ltd is committed to:

- Ensuring that the welfare of children, young people and vulnerable adults is paramount at all times
- Maximising people's choice, control and inclusion and protecting their human rights
- Working in partnership with others agencies in order to safeguarding children, young people and vulnerable adults
- Ensuring safe and effective working practices are in place.
- Supporting staff within the Best Practice People.

## Definitions

### Child, Children and Young People

In terms of this policy, "child, children and young people" mean those under the age of 18 as Defined by The Children Act 1989. This policy applies to students in this age group attending a further education course and young people aged 16 - 18 who attend courses in relation to their apprenticeships.

### Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- is living in residential accommodation, such as a care home or a residential special school
- is living in sheltered housing
- is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999
- is receiving domiciliary care in their own home
- is receiving any form of healthcare
- is under the supervision of the probation services
- is receiving a specified welfare service, namely the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability

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- is an expectant or nursing mother living in residential care
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services, or
- requires assistance in the conduct of their own affairs.

This also applies to temporary conditions.

### Staff

Staff means all employees, full-time, part-time, teaching staff, and all agency, franchise, contract and volunteer staff working for or on behalf of Best Practice People Ltd.

### Abuse

Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. In all forms of abuse there are elements of emotional abuse. Vulnerable adults may also suffer additional types of abuse such as being manipulated financially or being discriminated against. Other examples of abuse include inflicting physical harm such as hitting or misuse of medication, rape and sexual assault or exposure to sexual acts without informed consent, emotional abuse such as threats, humiliation and harassment, exploitation, ignoring medical or physical needs, withholding of necessities of life such as food or heating. This list is not definitive.

### Coverage

This policy applies to all staff, learners, temporary staff, part-time workers as well as all people who work on behalf of Best Practice People Ltd.

### DESIGNATED PERSON

The Designated person within Best Practice People, is;

**NAME Grant Basson                      Contact number: 07807 058006**

Grant Basson shall be made known to learners, employees and subcontractors as the designated person to whom concerns will be addressed. If the concern is about the designated person, please report it to the Director at Best Practice People.

### Responsibilities of Best Practice People Ltd

- Best Practice People has accepted the principles laid by the Safeguarding Vulnerable Groups Act 2006 and the Children Act 2004
- To take action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure that the agreed safeguarding adults, children and young people procedures are followed at all times.
- Provide support, advice and resources to staff in responding to safeguarding issues.
- Inform staff of any local or national issues relating to safeguarding adults and children.
- Ensure staff are aware of their responsibilities and attend training and to support staff in accessing these events.
- Ensuring that our organisation has a dedicated staff member with an expertise in safeguarding adults and children.
- Ensuring staff have access to appropriate consultation and supervision regarding safeguarding adults and children.

This policy will be reviewed every 12 months by Best Practice People Limited. Last Update: 1st August 2024

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- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- Ensure that information is available for people that use services, family members setting out what to do if they have a concern
- Ensure that all employees who come in contact with vulnerable adults and a child, children and young people have a DBS check in line with the requirements of the Independent Safeguarding Authority Vetting and Barring Scheme.

### **Responsibilities of all staff**

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of a vulnerable adult, a child, children or a young person.
- Participate in safeguarding training and maintain current working knowledge.
- Discuss any concerns about the welfare of a vulnerable adult, a child, children or young people with their manager.
- Contribute to actions required including information sharing and attending meetings.
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use services.
- Remain alert at all times to the possibility of abuse.
- Recognise the impact that diversity, beliefs and values of people who use services can have.

### **Training**

All staff should receive basic safeguarding awareness training at a level according to their role and this should be refreshed as a minimum every three years.

### **Reporting Abuse**

The following procedure details the actions to be taken by both the complaint and Staff:

- If staff suspects a vulnerable person is being abused or is at risk of abuse, they are expected to report concerns to Centre Manager (unless they suspect that the Centre Manager is implicated – in such circumstances the whistle blowing policy should be followed).
- If at any time staff feel the person needs urgent medical assistance, they have a duty to call for an ambulance or arrange for a doctor to see the person at the earliest opportunity.
- If at the time staff have reason to believe the vulnerable person is in immediate and serious risk of harm or that a crime has been committed the police must be called.
- A report form must be completed where there are allegations of abuse and sent to the Human Resource Division at Best Practice People.
- All service users/learners need to be safe. Throughout the process the service users/learners needs remain paramount. This process is about protecting vulnerable adults, children and young people and prevention of abuse.

### **Alleged abuser and victims who are both service users/learners**

It is important that consideration be given to a co-ordinated approach and partnership working, where it is identified that both the alleged abuser and alleged victim are service users/learners.

Where both parties are receiving a service, staff should discuss cases and work together, however meetings with both the alleged abuser and alleged victim in attendance are not considered appropriate.

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### **Allegation of abuse staff member**

Employees should be aware that abuse is a serious matter that can lead to a criminal conviction. Where applicable the disciplinary policy of Best Practice People will be implemented.

### **Confidentiality and information sharing**

It is important to identify an abusive situation as early as possible so that the individual can be protected. Withholding information may lead to abuse not being dealt with in a timely manner. Confidentiality must never be confused with secrecy. The Staff has a duty to share information relating to suspected abuse and the Chief Executive Officer at Best Practice People will decide whether to refer the case to the relevant body (e.g. Social Services, the Police)


Consent is not required to breach confidentiality (capacity issues must be considered) and make a safeguarding referral where;

- A serious crime has been committed
- Where the alleged perpetrator may go on to abuse others
- Other vulnerable adults are at risk in some way
- The vulnerable adult, child, children and young person is deemed to be in serious risk
- There is a statutory requirement e.g. Safeguarding Vulnerable Groups Act 2006, Children's Act 2004, Mental Health Act 1983, Care Standards Act 2000
- The public interest overrides the interest of the individual
- When a member of staff of a statutory service, a private or voluntary service or a volunteer is the person accused of abuse, malpractice or poor professional standards.

If a worker has any doubt about the legality of sharing information, they must in the first instance consult the Human Resources Division dealing with safeguarding issues.

### **Monitoring**

The Human Resource Department will be responsible for monitoring this policy.

Signed	
Name	Grant Basson
Position	CEO
Date	03/07/2020