

	Procedure Reference : ACP/044	
	Title : Safeguarding	
Issued By: E Hughes <i>E Hughes</i>	Issue Date 30/08/2018	Revision: 5
Checked By: D Whitehouse <i>D Whitehouse</i>		

Safeguarding Learners

Doosan Babcock Limited takes their responsibility to safeguard learners very seriously, and the purpose of this document is to outline the procedure in responding to concerns regarding the safeguarding and protection of all learners.

Induction of Learners and Vulnerable Adults

All new learners will be issued with information to raise awareness in the following topics during their induction. These are shown in Appendix 1:-

- Types of abuse
- Possible outcomes of reported incidents
- Reporting mechanism for safeguarding

Making Referrals

In the event that a learner should confide in a member of staff any incident(s) of abuse or welfare issue(s), then it is the responsibility of that staff member to advise the learner that he/she is duty bound to report the information to a Designated Safeguarding Officer (DSO), within either the Training Department or relevant business unit.

The Company has three Appointed Designated Safeguarding Officers:

Christine McLackland (Selby):	01757 293312
Susan Parker (Tipton):	0121 530 5169
Phil Carruthers (Tipton)	07795358422
Morag Henderson	01418853606

The DSO will first determine whether the reported matter is indeed a safeguarding issue or some other issue.

The DSO may decide further investigation is needed and organise a meeting with any appropriate parties such as learners, parents, trade unions representatives, assessors or the complainant. Once a disclosure has been made and on completion of any additional investigation taking place, a further meeting will be held to identify the final outcome. The DSO will suitably record matters in either case whether it transpires as a safeguarding issue or not.

Note: In the event of a true safeguarding issue the DSO or their deputy is / are duty bound to make referrals to the Independent Safeguarding Authority or Local Authority Designated Officer (LADO).

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For adult’s safeguarding reporting to the local authorities (over 18 years of age):

In an emergency call the police on 999. To report suspected abuse contact Sandwell Council's Enquiry Team on 0121 569 2266 between 9am and 5.30pm Monday to Thursday, and 9am to 5pm on Fridays. Email: Sandwell_enquiry@sandwell.gov.uk or write to Sandwell Council Enquiry Team PO Box 15825, Oldbury B69 9EL; or ring the Emergency Duty Team on 0121 569 2355 out of normal office hours. sandwell_assist@sandwell.gov.uk

For children’s safeguarding reporting to the local authorities (under 18 years of age):

Multi Agency Safeguarding Hub (MASH) 0121 569 3100 (24hrs)
LADO – 0121 569 4770 (office hours)

The possible outcomes of reported concerns are:-

- No action – in the event of concerns not falling within the definition of safeguarding
- Referral to internal HR Department – in the event of some other matter of concern excluding safeguarding
- Inform Independent Safeguarding Authority – Only in the event of a true safeguarding concern

Staff must be aware that when a learner discloses anything to them they must make it clear to the learner/s involved that they cannot guarantee confidentiality due to legal safeguarding obligations. All staff should inform learners that they cannot guarantee to consult particular individuals (i.e. parents) first, or to keep learner’s concerns confidential, as referral may be required by law to relevant safeguarding authorities.

A sheet giving advice for talking and listening to Learners and Vulnerable Adults and Record Keeping is shown in Appendix 2.

The Training Managers, are responsible for ensuring that government regulatory changes to safeguarding processes are cascaded to all members of staff responsible for training delivery of learners within the organisation as and when they occur or on a two yearly basis organise refresher workshops to refresh delivery and administrative staff of the company procedure and their responsibilities. All new delivery and administrative staff will be inducted in the Training Departments Safeguarding Policy

Recruitment, supervision and training for staff

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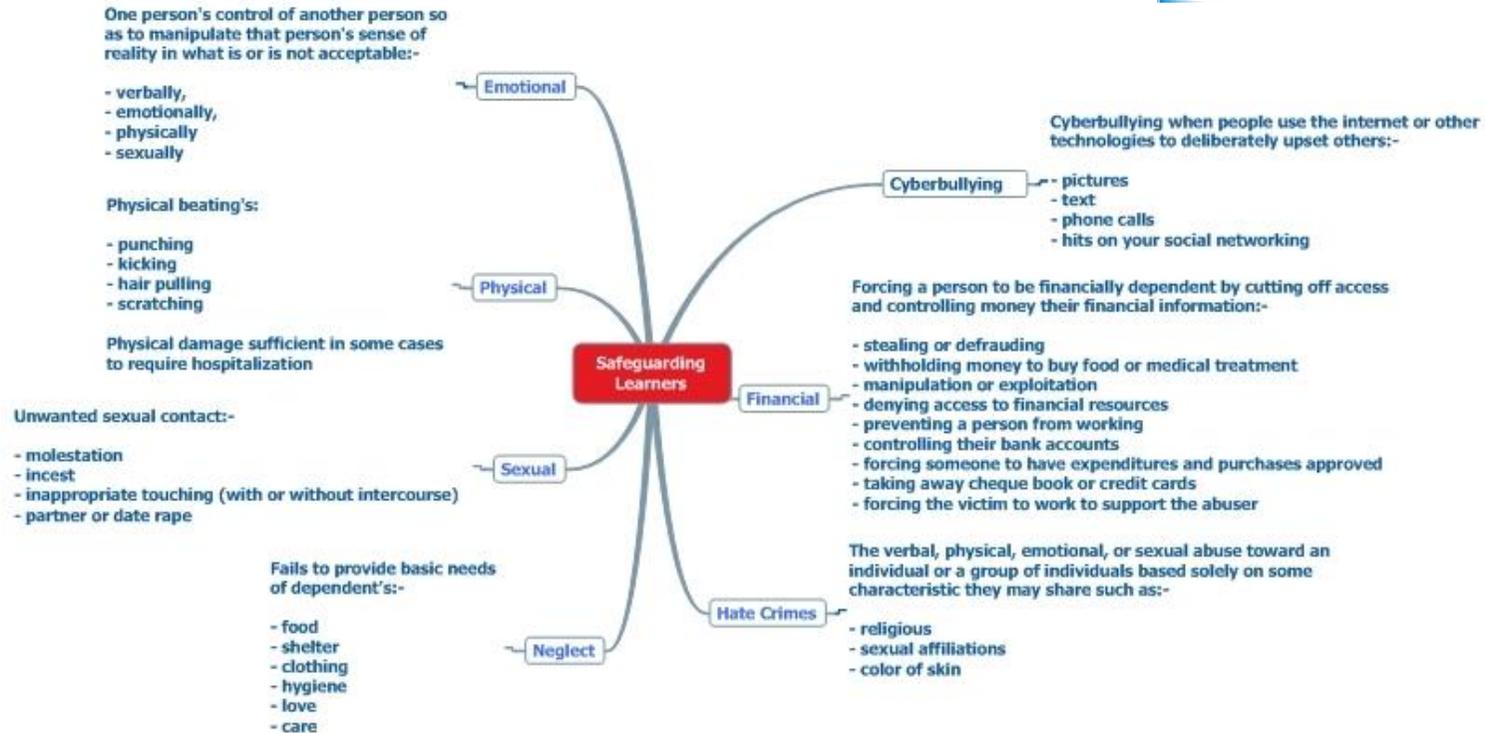
Doosan Babcock Limited ensures that Disclosure and Barring Service check (DBS) are undertaken in line with HR policy that references are taken up and obtained and that qualifications are verified for all members of staff in day to day contact with learners and vulnerable adults.

Newly appointed staff within the COE Training Department will have initial training in Safeguarding including Prevent, as part of their induction programme, and given a copy of the company Safeguarding and Prevent Policy.

New staff will also attend the Level 1 Safeguarding and Promoting the Welfare of Children and Young People training programme (or current equivalent).



Types of Abuse



Contact Numbers:-

Victim Support:- Tel 0845 30 30 900
 Rape Crisis:- Email info@rapecrisis.org.uk
 NCPCCC:- Tel: 0808 800 5000 or e-mail: help@nspcc.org.uk
 Childline:- Tel 0800 1111

Talking to and Listening to Learners:

If a learner chooses to disclose, you SHOULD:

- ◆ Be accessible and receptive;
- ◆ Listen carefully and uncritically at the learner's pace;
- ◆ Take what is said seriously;
- ◆ Reassure the learner that they are right to tell;
- ◆ Tell the learner that you must pass this information on;
- ◆ Make a careful record of what was said.

You should NEVER:

- ◆ Take photographs or examine an injury;
- ◆ Investigate or probe aiming to prove or disprove abuse- never ask leading questions;
- ◆ Make promises to learners about confidentiality or keeping 'secrets';
- ◆ Assume that someone else will take the necessary action;
- ◆ Jump to conclusions or react with shock, anger or horror;
- ◆ Speculate or accuse anybody;
- ◆ Confront another person (adult or learner) allegedly involved;
- ◆ Offer opinions about what is being said or about the persons allegedly involved;
- ◆ Forget to record what you have been told;
- ◆ Fail to pass the information on to the correct person;
- ◆ Ask a learner to sign a written copy of the disclosure.

For learners with communication difficulties or who use alternative/augmented communication systems, you may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in exactly the same manner as for other learners.

Record Keeping

Well kept records are essential in situations where it is suspected or believed that a learner may be at risk from harm.

Records should:

- ◆ State who was present, time, date and place
- ◆ Use the learner's words wherever possible
- ◆ Be factual/state exactly what was said
- ◆ Differentiate clearly between fact, opinion, interpretation, observation and/or allegation
- ◆ Be written in ink and signed by the recorder