

Safeguarding Policy

Safeguarding our Learners

In order to protect young people and vulnerable adults from harm A & S Transport Training will act in accordance with the following legislation and guidance:

- Safeguarding Vulnerable Groups Act 2006
- The Children Acts 1989 and 2004
- Education Act (2002), section 175
- Rehabilitation of Offenders Act 1974 Law
- Sexual Offences Act 2003
- Safeguarding Children and Safer Recruitment in Education (2007) Law
- HM Government 'Working Together to Safeguard Children. (2006)
- Prevent Strategy (2011)

A & S Transport recognises that it has, through its staff, a duty to take such steps as are, in the circumstances of a training establishment, reasonable to see that children and vulnerable adults are safe from harm. DBS checks to be made by registering any staff that come into contact with young people and Vulnerable Adults.

This policy aims to:

- Establish and maintain an environment where young people and vulnerable adults feel secure, are encouraged to talk, and are listened to when they have a worry or concern
- Inform staff, employers and others working at A&S Transport Training about their responsibilities for safeguarding young people and vulnerable adults.
- Enable everyone to have a clear understanding of how these responsibilities should be carried out
- Protect from abuse and neglect
- Promote health and development
- Ensure safety and care

A & S Transport Training is committed to the following:

- To ensure opportunities for all young people and vulnerable adults to participate regardless of their age, culture, disability, gender, language, racial origin, religious belief, sexual orientation, or financial circumstances, in the courses on offer in an enjoyable and safe environment
- To take all reasonable steps to protect young people and vulnerable adults from harm by abuse (physical, sexual, psychological or emotional), financial, (money or material), neglect and discrimination and to respect their rights, wishes and feelings

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- To take action swiftly and appropriately, to investigate all suspicions and allegations of poor practice or abuse. In all instances a full investigation will be carried out by an unbiased staff member qualified at management level
- To provide all young people and vulnerable adults with the opportunity to develop their skills and understanding towards becoming a Safe Learner.

Responsibilities of Directors, staff and contractors:

- Ensure that learners always feel safe and secure during visits and maintain the correct behaviour, feedback with positive reinforcements and project a professional image at all times. Report any issues that are raised with them, situations they think are worthy of investigation or suspicions
- Avoid any unnecessary physical contact at all times
- Young people and vulnerable adults are very impressionable, it is important to give constructive guidance and use appropriate language
- Never be left alone with a young person whenever possible, always carry out all activities openly within the workplace, centre or a public place
- We recognise that the welfare of all learners is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.
- The company recognises that reporting a child or vulnerable adult welfare related incidence or concern can be both stressful and challenging but encourages people to contact the A&S Transport Training Ltd's Director, at the earliest opportunity, in matters relating to significant harm. All complaints, allegations or concerns will be taken seriously.
- Report any concerns immediately to an A&S Transport Training Ltd's Director
- Make a written record of precisely what have been alleged using key phrases and words the individual used.
- This record should then be passed to an A&S Transport Training Ltd's Director without delay.
- It is not the responsibility of individual members of staff to investigate or make judgements on suspected instances of risks of harm to the welfare of a child or vulnerable adult. That is a matter for the relevant external agencies, or, in appropriate cases, the company.
- In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services should be involved. Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately and A&S Transport Training Ltd's Director informed.
- Allegations against a member of staff:
- Where an allegation is made against a member of staff, volunteer or someone working with learners identifying that he or she has:
 - Behaved in a way that has, or may have harmed a young person or vulnerable adult
 - Possibly committed a criminal offence against/related to a young person or vulnerable adult
 - Behaved toward a young person or vulnerable adult in a way which indicates s/he is unsuitable to work with children or vulnerable adults

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- The person learning of the allegation should record the nature of the allegation and any other relevant information and immediately report it to A&S Transport Training Ltd's Director.