

Insite Training Services Limited

SAFEGUARDING LEARNERS, CHILDREN, YOUNG PEOPLE, AND VULNERABLE ADULTS

POLICY AND PROCEDURE

1.0 INTRODUCTION/PURPOSE

1.1 Insite is fully committed to promoting the rights of children, young people, and vulnerable adults, protecting them from harm, abuse, radicalization, and exploitation, and ensuring they are involved in decisions that affect them. Insite aims to keep all learners and staff safe from harm and to support their understanding of how to stay safe outside of the learning environment. As the safeguarding lead, Emma Boakes is responsible for ensuring that our safeguarding policy complies with the Department for Education's statutory guidance (Keeping Children Safe in Education).

1.2 Throughout the policy, "children and young people" refers to everyone under 18 years of age. Safeguarding and promoting their welfare means protecting them from maltreatment, preventing impairment of their health or development, providing safe and effective care, and enabling them to have the best outcomes.

1.3 The policy also recognizes "vulnerable adults" as people aged 18 years or over who may be in need of community care services because of mental health or other disability, age, or illness and may be unable to take care of themselves or protect themselves against significant harm or exploitation.

1.4 Regardless of age, gender, religion or belief, ethnicity, disability, sexual orientation, or socioeconomic background, Insite aims to provide a positive and enjoyable experience for all learners and staff in a safe and welcoming environment. We recognize that some learners, including those with disabilities, from ethnic minority communities, or from the LGBTQ+ community, can be particularly vulnerable to abuse, and we accept the responsibility to promote and ensure their welfare.

1.5 This policy recognizes that the process of radicalization is a safeguarding concern. The Prevent element of the Government's Counter Terrorism Strategy CONTEST is thoroughly embedded in Insite's safeguarding policy and procedures. We are committed to helping prevent individuals from being radicalized and entering into criminal activities by adopting all relevant aspects of the Prevent Duty, including the Channel referral procedure.

2.0 POLICY STATEMENT

To achieve the objectives outlined in this policy, Insite will:

- Appoint Emma Boakes as the designated safeguarding lead and ensure a clear and accessible procedure for escalating all safeguarding concerns is established, maintained, and promoted.
- Provide all staff with access to training materials and guidance on handling safeguarding incidents and creating a safe and welcoming environment for learners.
- Monitor the safety of the environment and the management of safeguarding and learner welfare (including use of the escalation process) as part of a rigorous Quality Management procedure.
- Provide all staff with training and guidance on compliance with the Prevent Duty and support in undertaking Prevent Risk Assessments and action planning where required. Monitor progress

toward action plans associated with the Prevent Risk Assessment and any other welfare-related risk assessment/s.

- Maintain confidential, detailed, and accurate records of any safeguarding concerns and ensure they are securely stored.
- Adopt safe recruitment, selection, and pre-employment practices, including the vetting of staff and volunteers.
- Ensure all staff are aware of their individual responsibility to provide a safe and inclusive environment.
- Provide appropriate learning opportunities to help all staff recognize, identify and respond to signs of abuse, neglect, and other safeguarding concerns, identify learners who may benefit from early help and pastoral support, and build a culture of prevention.
- Commit to the ongoing review of the success and impact of safeguarding practice as part of the Quality Assurance process.
- Address any failure

3.0 HOW TO RAISE A SAFEGUARDING CONCERN

3.1 All staff members have a responsibility to report any safeguarding concerns they have regarding learners, children, young people, or vulnerable adults. The following steps should be taken:

Step 1: Report the concern to your line manager or the designated safeguarding lead, Emma Boakes, as soon as possible.

Step 2: Provide as much information as possible, including names, dates, times, locations, and any other relevant details.

Step 3: Do not investigate the concern yourself, as this may compromise any subsequent investigation.

Step 4: If the concern relates to Emma Boakes, report it to another senior member of staff.

Step 5: If a staff member is unsure whether to report a concern, they should discuss it with their line manager or Emma Boakes.

3.2 All safeguarding concerns will be taken seriously and handled with sensitivity and confidentiality. Insite will follow the appropriate statutory guidance for dealing with the concern, including making a referral to the relevant agency, such as the local authority, police, or social care services.

3.3 All staff members are required to cooperate fully with any investigation or inquiry related to a

safeguarding concern. Failure to do so may result in disciplinary action.

3.4 Staff members should not discuss safeguarding concerns with anyone other than those directly involved in the investigation, including the relevant authorities, unless they have been given permission to do so by Emma Boakes or the investigating agency.

- 3.5 Insite will provide support to staff members who raise a safeguarding concern, including access to counselling or other appropriate services.
- 3.6 Insite will ensure that all staff members are aware of this policy and understand their individual responsibility to safeguard learners, children, young people, and vulnerable adults. Regular training and updates will be provided to ensure that staff members are up-to-date with current safeguarding practices and procedures.
- 3.7 Insite will review this policy annually to ensure that it remains effective and in line with statutory guidance.