

Safeguarding Learners, Children, Young People and Vulnerable Adults Policy

Section1: Introduction and Purpose

- A. HGV TRAINING SERVICES LTD is fully committed to promoting the rights of children, young people and vulnerable adults; notably their rights to be protected from harm, abuse, radicalisation and exploitation, and to be involved in any decisions which directly affect them.
- B. HGV TRAINING SERVICES LTD aims to ensure that all children, young people and vulnerable adults are protected and kept safe from harm while they are actively engaged in learning; and that they are supported in their understanding of how to keep themselves safe outside of the learning environment.
- C. HGV TRAINING SERVICES LTD is committed to maintaining procedures and practices which safeguard and promote the welfare of all learners and staff by ensuring the safeguarding policy meets, wherever relevant, the Department for Education's statutory guidance.
- D. Throughout the policy and procedures, reference is made to 'children and young people'. This term is used to mean everyone under the age of 18.
 - i. Safeguarding and promoting the welfare of children means, in this context: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
- E. Reference is also made to 'vulnerable adults'. A vulnerable adult, in this context, is a person aged 18 years or over who is, *or may be*, in need of community care services by reason of mental health or other disability, age or illness and who is, *or may be*, unable to take care of themselves or protect themselves against significant harm or exploitation.
- F. The policy recognises that the welfare and interests of learners and staff are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or belief, ethnicity, disability, sexual orientation or socio-economic background, all learners and staff have a positive and enjoyable experience during their time connected to HGV TRAINING SERVICES LTD, in a safe and welcoming environment.
- G. HGV TRAINING SERVICES LTD acknowledges that some learners with protected characteristics, including learners with disabilities, those from ethnic minority communities and from the LGBTQ+ community, can be particularly vulnerable to abuse; and we accept the responsibility to take reasonable and appropriate steps to promote and ensure their welfare.
 - i. HGV TRAINING SERVICES LTD defines "Protected characteristics" in line with the Equality Act (2010)
- H. This policy recognises that the process of radicalisation, as outlined by the Government's Counter Terrorism Strategy CONTEST, is a safeguarding concern. Accordingly, the Prevent element of CONTEST is thoroughly embedded as a part of HGV TRAINING SERVICES LTD safeguarding policy and procedures.
 - i. This policy acknowledges that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group.

- ii. HGV TRAINING SERVICES LTD is committed to helping prevent individuals from being fully radicalised and entering into the criminal space, by adopting all relevant aspects of the Prevent Duty including the Channel referral procedure.

Section 2: Policy Statement

To achieve the objectives defined in the introduction, HGV TRAINING SERVICES LTD will:

- A. Establish, maintain and promote a clear and accessible procedure for escalating all safeguarding concerns Designated Person
- B. Provide all staff with access to training materials and guidance on handling safeguarding incidents and creating a safe and welcoming environment for learners
- C. Monitor the safety of the environment and the management of safeguarding and learner welfare (including use of the escalation process) as a part of a rigorous Quality Management procedure
- D. 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
- E. Monitor progress toward action plans associated with the Prevent Risk Assessment and any other welfare related risk assessment(s)
- F. Ensure that confidential, detailed and accurate records of any safeguarding concerns are maintained and securely stored
- G. Adopt a safe recruitment, selection and pre-employment practice, including the vetting of staff and volunteers
- H. Ensure that all staff are aware of their individual responsibility to provide a safe and inclusive environment
- I. Ensure that all staff understand their roles and responsibilities in respect of safeguarding, and are provided with appropriate learning opportunities to help them:
 - i. recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns
 - ii. identify learners who may benefit from early help and pastoral support, thus building a culture of prevention
- J. Commit to the ongoing review of the success and impact of safeguarding practice, as a part of the Quality Assurance process
- K. Address, without delay, failure on the part of any member provider or staff member to comply with the policy and procedures – which may ultimately result in dismissal/exclusion from the organisation or a termination of contract
- L. Implement fair and robust procedures in place for dealing with allegations of abuse or inappropriate conduct by staff or any individuals associated with HGV TRAINING SERVICES LTD

Section 3: Recruitment and Training of Staff

- A. **Recruitment.** In order to safely recruit, HGV TRAINING SERVICES LTD will:
 - i. Thoroughly screen and check staff qualifications and suitability to work prior to appointment.
 - ii. Undertake DBS checks at the appropriate level for all successful applicants appointed into positions dealing with children, young people or vulnerable adults.
 - iii. Maintain records of all DBS details on a single, central register

- iv. Follow an appropriate referencing procedure, not accepting references from inappropriate sources
- B. **Training.** In order to ensure that staff are continuously able to work in the best interests of all learners, HGV TRAINING SERVICES LTD will:
 - i. Provide all staff with access to online safeguarding and Prevent Duty training as a mandatory part of induction to HGV TRAINING SERVICES LTD, confirming their understanding by requiring evidence of certification; and refresh this training on an annual basis.
 - ii. Provide further opportunities to increase understanding of safeguarding legislation and practice, including the Prevent Duty, during periodic face to face training and CPD sessions
 - iii. As detailed in section 4 of this document, provide ad-hoc support and training to staff members via the Designated Person.

Section 4: Allocation of Designated Persons

- A. In accordance with the Policy Statement described in Section 2 of this document, HGV TRAINING SERVICES LTD will:
 - i. Allocate a senior Designated Person and deputy/ies responsible for the protection of children, young people and vulnerable adults, and provide them with appropriate training.
 - ii. Allocate a safeguarding team to support the Designated Person in fulfilling their responsibilities
 - iii. Ensure that the Designated Person and deputy/ies understands their responsibility to refer any child, young person or vulnerable adult with protection concerns to the statutory agencies (i.e. police and/or social work)
 - iv. Ensure that every member of staff and every individual associated with HGV TRAINING SERVICES LTD knows how to contact the Designated Person and deputy/ies informally and how to raise a formal concern via the procedure detailed in section 5.
- B. The role of the designated person. The appointed Designated Person will be an individual with the appropriate seniority and understanding required to:
 - i. Ensure they, or an appointed deputy, are accessible at all times during opening hours should any safeguarding concerns arise.
 - ii. Refer all cases of suspected abuse to local authority social care services, Channel programme, Disclosure and Barring Service, or Police, as required.
 - iii. Maintain detailed, accurate, and secure written records of any concerns and referrals raised by member providers; including follow up checks to verify ongoing welfare.
 - iv. Liaise with the Senior Management Team as appropriate to consistently keep them apprised of the management of safeguarding incidents, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
 - v. Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral; by liaising with relevant agencies – including, but not limited to, the Regional Prevent Coordinator for Further Education and the Safeguarding Children and Adults Boards local to the member provider in question.

- vi. Ensure the business' safeguarding policy is reviewed annually, the procedures and implementation are updated and reviewed regularly, and the Senior Management Team and all staff are consulted on/aware of amendments and republication.
- vii. Support the Quality Team in Self-Assessment, by reporting any deficiencies in procedure or policy identified the earliest opportunity.
- C. Designated Person contact details. The Designated Person with lead accountability for Safeguarding within HGV TRAINING SERVICES LTD is James Morington, Quality Manager. James can be contacted at james.morington@insite.training or through safeguarding@insite.training

Section 5: Safeguarding Referral Procedure.

- A. As referenced in Section 2 of this document, HGV TRAINING SERVICES LTD will adopt a Safeguarding referral procedure as detailed below. This procedure will cover, but is not limited to, disclosures of abuse and/or trauma, disclosures of self-neglect and/or mental ill health/self-harm/suicidal thoughts, disclosures of concerns about others (including those related to radicalisation); and allegations of abuse relating to individuals working for or affiliated with HGV TRAINING SERVICES LTD.
- B. It is mandatory for all members of staff to follow this procedure in the case of any safeguarding incidents – advice should not be sought as an alternative from Team Leaders or any other individual. Other relevant staff may be consulted in order to agree a resolution; however, all incidents must be logged in the same way.
- C. The procedure is as follows:
 - i. All concerns must be reported to the designated safeguarding lead (see section 4C) either by:
 - a) Phone: 0330 818 8888 (Monday-Friday 10am-6pm, excluding Bank Holidays)
 - b) Email: safeguarding@insite.co.uk
 - c) Online form: This is provided to staff separately as it is not approved for use by external agencies or individuals.
 - ii. If the concern relates to the designated safeguarding lead, then then concern should be made directly to the Managing Director, Ben Bristow, or the CEO James Clifford.
 - iii. If the concern relates to all senior members of staff, then a concern should be raised to the local authority in line with their safeguarding policy and procedure.
 - iv. If the concern relates to an emergency or there is belief that an individual is at immediate risk of harm, then the emergency services must be contacted via 999 before the concern is raised to the relevant individual.
 - v. The designated safeguarding lead must acknowledge the concern within 2 working days to the individual who raised the concern.
 - a) If you raised a concern and did not receive an acknowledgement within 2 working days, then you must raise the concern again
 - b) If the concern is not acknowledged verbally, or in writing, after being raised twice then the concern must be escalated to the Managing Director or CEO
 - vi. The safeguarding lead must record the concern on the Safeguarding & PREVENT log

- vii. The safeguarding lead must record all actions taken in relation to the concern on the Safeguarding & PREVENT log
- viii. The designated safeguarding lead should record any and all lessons learned from a safeguarding incident and report them as part of the management review procedure.
- ix. The senior management team will be responsible for ensuring that all agreed actions are carried out, documented, and reviewed in line with the quality management procedure.

Section 6: Guidance for Staff.

As referenced in section 3B of this document, guidance for staff is provided in safeguarding training and through ad hoc support.

Section 7: Disclosure of Criminal Convictions

- A. As outlined in section 3 of this document, DBS checks are carried out as a matter of course and in accordance with DBS guidelines. If a member of staff discloses a new criminal conviction implemented after they have commenced employment, the matter will be handled dependent on the nature of the conviction and in accordance with HR policies.
- B. If a learner enrolled by any member provider discloses any criminal convictions which may have an impact on safeguarding other learners, the Designated Person at the member provider must be appraised of the matter using the procedure described in section 5.0. In some instances, the learning programme may be put on hold until a further investigation can be undertaken. The final decision on suitability for programme will be made by the Designated Person, with support accessed from any relevant individuals (for example, the learner's Probation Officer).

Section 8: Contravention of Policy

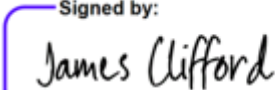
Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under HGVT TRAINING SERVICES LTD disciplinary procedure.

Section 9: Policy Review

This policy will be reviewed annually by the designated safeguarding lead and CEO

Approved by: James Clifford

Position: CEO

Signed by:

C8B281B235D84A7...

Signed:

14-Apr-26 | 4:41 PM BST

Date: 14/04/2026