



SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS POLICY

Effective from April 2014

Responsible: Richard Stirland, Construction Assessments
All staff and stakeholders

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Policy Statement

The Centre recognises that it has a statutory and ethical duty to safeguard and promote the welfare of young people and vulnerable adults attending the Centre. It will carry out these responsibilities under relevant legislation and national guidance and local procedures.

We agree that we have a responsibility for the care, welfare and safety of learners in our charge.

Centre activities.

All members of staff in this Centre, in whatever capacity, will at all time act pro-actively in learner's welfare matters. Where any member of staff fails to act in accordance with this policy, this will be dealt with as a disciplinary matter.

Purpose and Scope

In this policy, the following terms are used:

Young Person Anyone under the age of 18 years old

Vulnerable Adult Anyone aged 18 years old or over who is or may or may be in
need of community care services by reasons of mental health



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or other disability, age or illness and is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Member of staff Any member of the Construction Assessments Centre including any volunteers working in the organisation, regardless of position, role or responsibilities.

Abuse Any maltreatment, including physical, emotional and sexual abuse and neglect. In respect of vulnerable adults, it also includes financial abuse and institutional abuse.

The Centre is committed to carrying out its duty to protect and safeguard Young People and Vulnerable Adults who may have suffered harm, who may be at risk of harm or who may wish to make allegations of abuse whether that alleged abuse concerns employees of the Centre, other learners or any other person unconnected with the Centre.

As a consequence, we

- assert that members of staff (including volunteers) in the Centre are an integral part of the safeguarding process;
- recognise that abuse and neglect are likely to have significant detrimental impacts on learning, social and emotional well-being, behaviour and attendance
- Accept that safeguarding is an appropriate function for all members of staff in the Centre, and wholly compatible with their primary responsibilities.
- recognise that safeguarding children is a responsibility for all staff, including volunteers, and the Governing body;
- will ensure through training and supervision that all staff and volunteers in the Centre are alert to the possibility that a Young Person or Vulnerable Adult is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff, with knowledge and skills in recognising and acting on safeguarding concerns.
- will ensure that all members of staff and volunteers who have suspicion that a Young Person or Vulnerable Adult may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Person, who will refer on to the relevant Local Authority in accordance with local procedures
- will safeguard the welfare of learners whilst through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs
- will ensure that all staff are aware of the child and vulnerable adult protection local procedures and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our Centre are suitable to work with Young People and Vulnerable Adults
- will act swiftly and make appropriate referrals where an allegation is made against a member of staff.

The scope of this policy extends to all members of staff including volunteers, learners, visitors, sub-contractors and agency staff.



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Designated Persons

The Designated Person responsible for safeguarding Young Persons and Vulnerable Adults issues is the Centre Manager.

The responsibility of staff is not to investigate. Only individuals holding certain roles are involved with investigations of abuse or of inappropriate behaviour. Any concern at Construction Assessments Centre regarding the safeguarding of a young person or vulnerable adult should be reported directly to the Centre Manager or the Local Authority.

The Designated Person will ensure that each concern reported is recorded and dealt with, making a referral to the relevant Local Authority where the Young Person or Vulnerable Adult lives. In the case of any allegations of abuse by learners or staff, the Centre Manager will follow the guidelines in **Appendix A** to ensure that not only is the victim of the alleged abuse protected, but also the learners or staff implicated are given fair treatment and appropriate support.

The Designated Person is responsible for:

- a) receive information from and provide advice and support to other members staff, volunteers, children and young people, vulnerable adults, parents and carers on issues relating to safeguarding Young People and Vulnerable Adults
- b) assess this information promptly and take appropriate action
- c) making and overseeing the referral of cases of suspected abuse or allegations of abuse to the Local Authority, in accordance with national and local guidance
- d) dealing with individual cases, including attending (or identifying a relevant colleague to attend) strategy meetings
- e) maintaining a confidential record of any referral, complaint or concern
- f) liaising with external agencies as appropriate;
- g) ensuring that staff receive basic safeguarding training and are aware of this policy and procedures (including guidelines) in relation to safeguarding Young People and Vulnerable Adults;
- h) The Designated Person is responsible for maintaining confidential manual records of all written records created in relation to the protection of Young People and Vulnerable Adult matters.
- i) Be familiar with national and local safeguarding legislation and guidance

Procedure for Dealing with Abuse

For detailed advice, please consult **Appendix A**. In summary staff should:

- Listen carefully
- Do not promise confidentiality
- Reassure the young person/vulnerable adult that they have done the right thing
- As soon as possible, recorded the main points of what has been said, making note of date, time, place where alleged abuse took place, what the young person/vulnerable adult said and questions asked.
- Do not make suggestions or ask leading questions

At the first opportunity, the member of staff should contact one of the Designated Persons, making it clear that this is a report of abuse and that it needs to be dealt with urgently.



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Allegations against Staff or Learners

The Centre recognises that an allegation of abuse that a Young Person or Vulnerable Adult may make against a member of staff may be made for a variety of reasons but the basic principle is that the concerns will always be dealt with. The Centre recognises that the welfare of the learner is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career; however, the Centre is not an intervention authority and cannot determine the validity of any allegation. Allegations may be that a member of staff has

- Behaved in a way that has or may have harmed a Young Person or Vulnerable Adult
- Possibly committed a criminal offence against or related to a Young Person or Vulnerable Adult
- Behaved towards a Young Person or Vulnerable Adult in a way which indicates s/he is unsuitable to work with children

The allegation may arise from four areas

- The person's work with learners at the Centre
- Child or vulnerable adult protection concerns within the person's own family
- Allegations arising from any work the person does outside the Centre
- Allegations where there is no direct victim, such as downloading indecent images of children.

The Centre will operate this policy and procedure with discretion, sensitivity and confidentiality recognising its obligations to staff and learners. The Centre reserves the right to remove any learner shown to have made a proven malicious allegation of abuse against a member of Centre staff or another learner.

The Centre reserves the right to consider the appropriateness of legal action against any person, unconnected with the Centre, who makes an allegation of abuse which is subsequently proven to be malicious against a member of Centre staff or another learner.

The suspension of a member of staff or learner against whom an allegation of abuse is made will not necessarily be automatic. The Centre will consider any and all relevant information, including advice from outside agencies prior to deciding to suspend. Where a suspension is levied in accordance with this policy (and this policy only) the Centre will keep that suspension under regular review working, where necessary, with outside agencies.

All allegations against a member of staff or learner (made by any party either by a party internal or external to the Centre) should be channelled through the Centre Manager. Confidentiality will be maintained in relation to such allegations in respect of all parties.

In instances where an allegation is made against a member of staff or learner, all information relating to that allegation will be maintained confidentially by the Manager and will only be disclosed to other members of senior staff on a 'need to know basis'. In circumstances where a suspension of a member of staff or learner has been levied and subsequently lifted, the member of staff or learner concerned. In circumstances where a suspension of a member of staff or learner has been levied and subsequently lifted, the member of staff or learner concerned will receive the necessary support to facilitate their re-integration back into the Centre.



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Contracted Services

Where the centre contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the Centre on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

Categories of Abuse

Physical Abuse

Physical abuse causes harm to a Young Person or a Vulnerable Adult. It may involve, but is not limited to, hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating, otherwise causing physical harm to a Young Person or Vulnerable Adult. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury. It may include female genital mutilation. In addition, a parent or carer may feign symptoms of, or deliberately cause harm to a Young Person or Vulnerable Adult in their care.

Neglect

Neglect is the persistent or severe failure to meet a Young Person's or Vulnerable Adult's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing and/or failing to protect a Young Person or Vulnerable Adult from physical harm or danger, and/or the failure to ensure access to appropriate medical care or treatment. It may result in serious impairment of the Young Person's or Vulnerable Adult's health or development.

Sexual Abuse

Sexual abuse involves a Young Person or Vulnerable Adult being forced or coerced into participating in, or watching sexual activity. It is not necessary for the Young Person or Vulnerable Adult to be aware that the activity is sexual and the apparent consent of the Young Person or Vulnerable Adult is irrelevant. The activities may involve physical contact, including penetrative or non-penetrative acts as well as non-contact activities such as involving a Young Person or a Vulnerable Adult in looking at, or in the production of, pornographic material, watching sexual activities or encouraging Young People or Vulnerable Adults to behave in sexually inappropriate ways. It also encompasses sexual relationships between learners that are coercive, or where there are significant age or developmental differences.

Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill-treatment or rejection. It may cause severe and adverse effects on the young person's or Vulnerable Adult's behaviour and emotional development, resulting in low self worth or extremes of attention seeking behaviour, including bizarre or violent behaviour and self harming. It may involve the conveying to the Young Person or Vulnerable Adult that they are worthless or unloved, inadequate, or not valued in so far as they meet the needs of another person. Some level of emotional abuse is present in all forms of abuse, though it may also occur alone.

Bullying and Harassment

Staff and learners should be aware that bullying and harassment (including racist and homophobic bullying, sexting, and learner on learner violence) is viewed as abuse but can also be an element to any of the above four main categories of abuse. Anti-Bullying guidelines (**Appendix G**).



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Abuse and Behaviour

Because of the link between abuse and some types of poor behaviour, where a learner's behaviour is violent, bizarre or dangerous, including acts of vandalism or fire setting, staff will be alert to the possibility that this is an indicator of abuse.

Regulatory Checks

The Centre will ensure that all centre staff, volunteers and identified categories of learners (such as learner mentors) have received clearance from the Disclosure Barring Service (DBS) before they start work at the Centre. Further details about background checks can be found in **Appendix E**.

Reference Points/Training/Updating

A copy of this Policy will be made available to all new members of staff and volunteers.

Monitoring and Evaluation

Implementation and day to day working of this policy will be monitored by the Designated Person.

- Numbers of child protection concerns brought to her/his attention by staff at the Centre
- Number of such concerns that were reported to the Local Authority, and response
- Number of staff (including volunteers) who have received safeguarding training within the last year and the number who are due to receive training within the coming year.

Confidentiality

The Centre recognises that it is necessary to maintain and respect confidentiality. However, at the same time it is recognised that discussion around the issues in order to gain an understanding of the situation will be necessary by all those working with Young People and Vulnerable Adults in implementing this policy and procedure. Normally, personal information should only be disclosed to third parties with the consent of the person that the information relates to. Wherever possible, consent should be obtained in writing before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of the Young Person or Vulnerable Adult dictates that the information should be shared. All members of staff have a professional responsibility and obligation in accordance with their pastoral care obligations to share relevant information about the protection of Young People and Vulnerable Adults with a Designated Person and where requested with other appropriate professionals and/or investigative agencies.

If a Young Person or a Vulnerable Adult confides in a member of staff and requests that the information be kept confidential, it is important that the member of staff tells the Young Person in an appropriately sensitive way that he or she has a responsibility to refer cases of alleged abuse to the appropriate people in accordance with this policy. All personal information regarding a Young Person or Vulnerable Adult will be kept confidential except when:

1. it is suspected that a Young Person or Vulnerable Adult is the victim of abuse; and/or
2. it is suspected that other Young People or Vulnerable Adults are at risk from abuse.
3. It is suspected that a Young Person or Vulnerable Adult is at risk of harm either from themselves or others.
4. It is suspected that any learner may pose a risk to others
5. It is suspected that a crime has been committed by a learner



In all cases, the need to safeguard the welfare of the Young Person or Vulnerable Adult will be the primary consideration.

Learners who may pose risk to others in Centre

Where the Centre receives information from other agencies (e.g. Youth Offending Services or Police Public Protection Officers) or a learner's history indicates that they may pose a risk to other learners/staff, a risk assessment must be undertaken by appropriate professionals, involving the Designated Person(s). This will establish whether Centre is an appropriate environment for that person, and if so, what arrangements can be put in place to support that person to ensure the safety of others

Appendix A – Reporting Concerns

Initial Concerns

NEVER ASSUME THAT SOMEONE ELSE WILL TAKE THE NECESSARY ACTION

If a member of staff has initial concerns about a Young Person or Vulnerable Adult, but does not believe that they are being abused or are at risk of immediate harm s/he should if they believe it appropriate invite the learner to talk about their concerns. It is recognised that not every case will require disclosure in accordance with this policy and that at the initial concern stage it may be appropriate for a referral to be made to the appropriate Centre Learner Support Services. Sometimes a member of staff may have suspicions that go beyond the initial concern stage, such that they believe that a Young Person or Vulnerable Adult is being abused or is at risk of significant harm. A Young Person or Vulnerable Adult may also allege that s/he is being abused. In these circumstances, the procedure outlined below must be followed:

Allegation of Abuse

NEVER ASSUME THAT SOMEONE ELSE WILL TAKE THE NECESSARY ACTION

If a Young Person or Vulnerable Adult alleges

- that they have been abused,
- the fact that they are at risk of abuse and/or they suspect they are being abused
- disclose that they may be trafficked or forced into marriage.

Staff should:

- a) Listen carefully and stay calm
- b) Request that the learner provides their statement without pressure in order to be sure that what the Young Person or Vulnerable Adult is saying is fully understood by the member of staff.
- c) Reassure them throughout that by telling a member of staff, they have done the right thing.
- d) Inform them that the information must be passed on, but that only those who need to know about it will be told. Inform the Young Person or Vulnerable Adult to whom the matter will be reported (having regard to Section 5).
- e) Note the main points carefully, be factual using their own words.
- f) Make a detailed note of the
 - date;
 - time;
 - place where the alleged abuse took place;



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- what the Young Person or Vulnerable Adult said, did and the questions asked by the member of staff.
- Include a description of any injuries observed, your name the name of any other person who is present during the disclosure.

If a third party alleges that a Young Person or Vulnerable Adult

- is being abused, and/or
- is at risk of abuse and/or
- suspect they are being abused

Staff should report their concerns to a Designated Person as quickly as they can.

In instances where a learner has disabilities and/or difficulties in communicating, extra care should be taken to enable them to express themselves to a member of staff with appropriate communication skills.

Staff should not:

- Put words into the Young Person's/Vulnerable Adult's or Third party's mouth or ask leading questions
- Investigate concerns or allegations - **THE CENTRE HAS NO INVESTIGATIVE ROLE TO PERFORM IN THESE CIRCUMSTANCES**, but staff should report them immediately
- Promise confidentiality
- Forget to record what you have been told
- Fail to pass on the information to the correct person

Any concern at the Centre regarding the safeguarding of a young person or vulnerable adult should be reported directly to the Manager.

Staff must report any concerns, suspicions or disclosures of abuse as soon as possible, and within 24 hours.

If the disclosure relates to a member of staff, the person to whom the disclosure was made will discuss with the Manager who will then assess the risk to the victim and making any necessary referral.

If the disclosure does NOT relate to a member of staff, it will be dealt with directly by the Designated Person. They must report the matter by telephone as soon as possible and within 24 hours to the appropriate Local Authority where the Young Person or Vulnerable Adult lives. A written record of the date and time of the report should be made and the report must include the name and position of the person to whom the matter is reported maintaining a single copy of that report which will be safely maintained by the Designated Person on behalf of the Centre. The Designated Person or named deputy will discuss with the Duty Social Worker/Duty Manager what action will be taken to inform the parents/carers of the Young Person or Vulnerable Adult. A note of that conversation should be made.

Where there is a high risk of immediate significant harm (including kidnap, serious violence or death) to the Young Person or Vulnerable Adult, priority contact will be made with the Police, and followed up by a referral to the Local Authority.

The Centre also recognises that it has duties and responsibilities relating to the protection and fair treatment of its learners. Should allegations of abuse and or inappropriate behaviour be levelled against a learner, the Centre will afford that learner the necessary support as is appropriate in the circumstance arising.



Appendix B – Safer Recruitment

In order to ensure that learners are protected whilst at the Centre, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised. In order to achieve this, we will follow national guidance issued by the Children's Workforce Development Council, and in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with young people or vulnerable adults.
- Check that all adults with substantial access to young people or vulnerable adults have an enhanced DBS check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the centre:

- Identity checks to establish that applicants are who they claim to be
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

VOLUNTEERS

We understand that some people otherwise unsuitable for working with young people or vulnerable adults may use volunteering to gain access; for this reason, any volunteers in the centre, in whatever capacity, will be given the same consideration as paid staff. Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in centre regularly or frequently, we will treat them as if they were paid employees and check them to ensure their suitability to work with children.

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues. All new staff at the centre (including volunteers) will receive basic child protection information (eg. names of the safeguarding team and how to contact them) and a copy of this policy within one week of starting their work at the centre.

All staff will be expected to attend training on safeguarding that will enable them to fulfil their responsibilities in respect of child and vulnerable adult protection effectively. All members of staff should complete on line training within the first three months of employment. Once the course has been done, the certificate should be printed and placed in the individuals CPD file.

Appendix C - Allegations of Abuse against Members of Staff

It is essential that any allegation of abuse made against a member of staff is dealt with fairly, quickly and consistently. Any such allegations will be referred direct to the Manager as quickly as possible. These procedures apply to all staff including volunteers. The Centre, as an



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employer, recognises that it has duties and responsibilities relating to the protection and fair treatment of its staff. Should allegations of abuse and or inappropriate behaviour be levelled against an employee, the Centre will afford that employee the necessary support as is appropriate in the circumstance arising.

Receiving an Allegation from a Young Person or Vulnerable Adult in relation to the behaviour of another member of staff or another learner a member of staff who receives an allegation about another member of staff or a learner should follow the guidelines for dealing with disclosure and report it through the Centre Manager.

The Manager should:

- I. Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated with date they are received by the Manager.
- II. Record information in relation to times, dates, locations and names of any potential witnesses. This information should be kept securely.

Initial Assessment by the Manager

- I. The Manager will make an initial assessment of the allegation.
- II. In any event, where the allegation is considered to be either a potential criminal act or indicates that the Young Person or Vulnerable Adult has suffered, is suffering or is likely to suffer significant harm, the matter, or the allegation draws in question the person's suitability to work with children and/or vulnerable adults, it must be reported immediately to the Local Authority in accordance with local guidance.
- III. Where there is immediate risk of a serious incident or immediate significant harm to the Young Person or Vulnerable Adult, the Police will also be called
The Manager will not investigate the allegation. The initial assessment should be on the basis of the information received which shall determine whether or not the allegation warrants further enquiries/external investigations.

Potential outcomes are:

- a) The allegations are so serious as to require immediate intervention by the police and /or Local Authority
- b) The allegation represents inappropriate behaviour or poor practice by the member of staff or learner and is neither potentially a crime nor a cause of significant harm to the Young Person or Vulnerable Adult. If this is the outcome, the matter shall be addressed in accordance with the Centre disciplinary procedures, but only after discussion with the Local Authority.
- c) The allegation can be shown to be false because the facts alleged could not possibly be true.

Malicious Intent

If an individual makes malicious allegations, and particularly if he or she persist in making then, disciplinary action may taken against the individual in question.

Enquiries and Investigations

Child or Vulnerable Adult protection enquiries by social care or the police are not to be confused with internal, disciplinary enquiries by the Centre. The Centre reserves the right to use the outcome of external agency investigations as part of its own enquiries and/or in the application of Centre policy and procedures.



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The Centre will normally consider holding in abeyance its own internal enquiries while the formal police or social services investigations proceed here to do otherwise may prejudice the formal investigation. The Centre shall take advice from the Police or Local Authority in considering whether to proceed with an internal enquiry. Any internal enquiries shall conform to the Staff Disciplinary Policy and Procedures or the Centre Regulations in force at the time the enquiries are made. If there is an investigation by an external agency, for example the Police, the Manager shall be involved in, and contribute to, the inter-agency strategy discussions.

The Manager is responsible for ensuring that the Centre gives every assistance to the relevant agency's enquiries. He/she will endeavour to ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff or learner about whom the allegation is made.

The Manager shall advise the member of staff or learner that he/she should consult with a personal representative, for example, a Trade Union representative or a legal representative. The Manager shall keep a full written record of the action taken in connection with the allegation.

Suspension

The possible risk of harm to the Young Person or Vulnerable Adult posed by an accused individual needs to be effectively evaluated, and managed, and in some cases that will require the Centre to consider suspending the individual until the case is resolved. Suspension should not be automatic in every case where an allegation is found to warrant further enquiries.

If the individual is a member of staff, the following should be taken into account:

- is a Young Person (s) or Vulnerable Adult(s) at risk; and/or
- are the allegations sufficiently serious if proven to justify dismissal on the grounds of gross misconduct; and/or
- is suspension necessary for the good and efficient conduct of the investigation
- has the Centre been advised by a strategy meeting to suspend the member of staff
- the member of staff has bail conditions that require them to keep away from the victim or Centre property

Suspension will be in accordance with the Centre's staff disciplinary and procedures.

The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals by the appropriate person as determined by the Manager.

The suspension should remain under review in accordance with the Centre staff disciplinary procedures, or until the Centre in receipt of written confirmation from the police in relation to their intentions to pursue/not pursue a conviction in relation to the alleged offence.

If the individual is a learner, the following should be taken into account:

- is a Young Person (s) or Vulnerable Adult(s) at risk; and/or
- are the allegations sufficiently serious if proven to justify the expulsion of the learner and/or
- is suspension necessary for the good and efficient conduct of the investigation
- has the Centre been advised by the Police and/or an external agency to suspend the learner
- the learner has bail conditions that require them to keep away from the victim or Centre property



The Disciplinary Investigation

The disciplinary investigation should be conducted in accordance with the Centre's existing staff disciplinary procedures/learner regulations. The Young Person or Vulnerable Adult at the centre of the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return of the member of staff or learner to the Centre (if suspended and if appropriate).

The Manager will:

- inform the member of staff or learner against whom the allegation is made orally and in writing that no further disciplinary or other action will be taken;
- inform the parents/carers of the alleged victim that the allegation has been made and of the outcome;
- where the allegation was made by a Young Person or Vulnerable Adult other than the alleged victim, consideration to be given to informing the parents/carers of that Young Person or Vulnerable Adult; and
- prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action has been taken.

Action Where the Person is Dismissed or Resigns When in the course of an investigation against a member of staff, they are dismissed or they resign, or the Centre ceases to use their services, the Centre will refer the person forthwith to the Independent Safeguarding Authority.

Appendix D – Staff Learner Relationships

Guidelines relating to relationships between Responsible Adults and Young People or Vulnerable Adults

Members of Staff are accountable for the way in which they exercise authority, manage risk, use resources, and actively protect Young People and Vulnerable Adults from discrimination and avoidable harm.

Members of staff should develop respectful, caring and professional relationships between themselves and learners. Staff behaviour should demonstrate integrity, maturity and good judgement and demonstrate the understanding of professional boundaries. Inappropriate behaviour with or towards Young People is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person over 18 to have a sexual relationship with a Young Person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual.

General guidelines on appropriate behaviour with Young People and Vulnerable Adults

Practice to be avoided

It is the responsibility of every member of staff of the Centre to avoid the following circumstances except in emergencies.

1. Avoid spending excessive amounts of time alone with a Young Person or Vulnerable Adult away from others.
2. Avoid carrying Young People or Vulnerable Adult in your car without other people's prior knowledge.
3. Avoid giving to and receiving gifts from Young People/Vulnerable Adults and parents/carers.
4. Avoid meeting Young People or Vulnerable Adults outside of scheduled Centre duties.



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5. Avoid becoming too involved with the emotional or personal problems of learners outside the area of professional competence.
6. Restraining learners
7. Exchanging personal contact details with young and vulnerable learners upon the learner(s) leaving the centre.

Should a case arise where some of the above situations are unavoidable they should only occur with the full knowledge and consent of the staff member's line manager or someone in charge of the programme of study or the Young Person's or Vulnerable Adult's parents or guardians. For example, a Young Person sustains an injury and needs to go to hospital.

Where a member of staff has had to restrain a learner, the incident should be written up in full and details passed to the Designated Person.

Practice Never to be Sanctioned

The following will never be sanctioned. Staff will never:

1. Allow or engage in any form of inappropriate touching outside that required when delivering of some elements of the curriculum, for example, demonstrate how to hold an instrument or correct hand position.
2. Engage in rough, physical or sexually provocative games, including horseplay
3. Share a bedroom – for example, on a field trip
4. Allow or encourage Young People or Vulnerable Adults to use offensive (including racist, sexist and homophobic) language or leave suggestive remarks unchallenged
5. Make sexually suggestive comments to a Young Person or Vulnerable Adult, even in fun
6. Reduce an individual to tears as a form of control
7. Allow allegations made by a Young Person or Vulnerable Adult to go unchallenged, unrecorded or not acted upon
8. Do things of a personal nature for Young People or Vulnerable Adults, that they can do for themselves
9. Invite or allow young or vulnerable people to stay with you at your home unsupervised.
10. Disclose their own personal details such as private phone number and sensitive information.
11. Contact individual learners from their own personal social media accounts or telephone and text learners from their personal phones unless there are exceptional circumstances. These circumstances may include family members, neighbour, emergency, knowing the individual before becoming a learner. In these cases staff should disclose the information to their line manager. All contact through social media sites must be through official centre accounts.
12. Disclose to any person any confidential information about a learner or member of staff to third parties except in accordance with this policy

Appendix E – Background Checks

Arrangements for background checks when recruiting, employing and deploying staff, learners and volunteers. The Centre will have in place recruitment procedures which will ensure that every care is taken to ensure that Young People or Vulnerable Adults are protected from unsuitable people.

The recruitment procedures will apply to all staff within the Centre who may work with Young People or Vulnerable Adults. The recruitment procedures will include the following:



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- Identity check
- The post or role will be clearly defined.
- The key selection criteria for the post or role will be identified.
- The requirement to produce documentary evidence of academic/vocational qualifications.
- Obtaining professional and character references
- Verification of previous employment history
- Enhanced DBS/ISA clearance whilst maintaining sensitive and confidential use of the applicant's disclosure in accordance with the Centre's relevant policy.
- Use of a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks).

The Centre acknowledges that individuals will need to be registered with the Independent Safeguarding Authority (ISA) and will ensure that procedures are in place to meet deadlines set by the ISA. All staff will become registered with ISA as and when required by the Authority. In line with the ISA's Vetting and Barring Scheme, the Centre will not knowingly employ or use as a volunteer, a barred person. The Centre will also inform the ISA of any individual that it has dismissed from its employ, due to inappropriate behaviour or have posed a risk of harm to young people or vulnerable adults.

Appendix F – Use of Images

Use of Images (Photographs, on Film, Videotape or Mobile Phone)

1. There is evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. It is advisable that all individuals be vigilant with any concerns to be reported to your line manager.
2. Staff may use video equipment as a legitimate teaching and learning aid. However, Young People/Vulnerable Adults and their parents/carers must be made aware that this is part of the course and care will be taken in the storing of such films.
3. In accordance with the Data Protection Act 1998, an individual's image, whether it is a photograph, or on film or videotape (other than CCTV) is considered to be personal data. Therefore, it must be accorded the same sort of protection as any other personal data under the Act.
4. If at any time a person is specifically asked to take part in a film or a posed photograph while on Centre property, then written consent should be obtained prior to using the image(s). This is applicable for both learner film and photo coursework, and for photos or film used for official Centre promotions and/or publications. People specifically asked to take part in photos/films should sign a consent form. If photographs/videoing of Young People/Vulnerable Adults is to occur written consent from parent or guardian must be obtained before videoing takes place.
5. The Centre will not allow images of Young People and Vulnerable Adults to be used on websites, publicity or press releases, without express permission from the parent/carer, and if we do obtain such permission, we will not identify individuals by name.
6. The Centre cannot however be held accountable for photographs or video footage taken by parents/carers or members of the public at Centre functions.

Appendix G – Bullying



Construction Assessments

Providing National Construction Awards

REVIEWED: 9 APRIL 2019, V1

Definition of bullying

Bullying is behaviour, usually repeated over time that intentionally hurts another individual or group, physically or emotionally. This can be done by one person or a group of people.

Bullying differs from banter when:

- There is a deliberate intention to hurt or humiliate, or there is indifference about the impact on the victim
- There is a power imbalance that makes it harder for the victim to defend themselves
- It is usually persistent.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of sexual, sexist, racist or homophobic bullying and when young people with disabilities are involved. If the victim might be in danger, then intervention is required urgently.

Bullying may take the form of

- Harassment
- Cyberbullying (including “sexting” and “happy slapping”)
- Racist and religious bullying
- Sexual, sexist and transphobic bullying
- Homophobic bullying
- Disablist bullying

Name-calling; taunting; mocking; making offensive comments; kicking; hitting; pushing; taking belongings; inappropriate touching, producing offensive graffiti; spreading hurtful and untruthful rumour; or always leaving someone out of groups. It is also bullying when a young person is pressured to act against their will by others.

Hate crime – i.e. an offence committed against a person or property which is motivated by the offender’s hatred of people because they are seen as being different – can sometimes be associated with bullying.

Centre Commitment

The Centre is committed to providing a safe and supportive learning environment in which all learners are treated equally and with respect.

What to do when bullying is reported

Some bullying, for example, where it is of an overtly sexual nature, could be seen as a criminal offence or a child protection/safeguarding concern when ‘there is reasonable cause to suspect that a young person/vulnerable adult is suffering, or is likely to suffer, significant harm’. In this case the concern must be immediately and directly reported to the Designated Person.

Bullying incidents that do not fall into that category should be dealt with by teaching staff and curriculum management.

Allegations of bullying made by learners against staff. These allegations should be referred to the Manager who will deal with the allegations in line with the procedures described in **Appendix C**.