

Safeguarding and Welfare Policy

Provek is committed to promoting and protecting the rights of all staff and students and ensuring they are treated with dignity and respect. The company will strive to provide a safe learning environment for all students, particularly those who are under the age of 18 years or are identified as vulnerable adults.

This Safeguarding and Welfare Policy explains:

1. The principles behind this policy
2. How Provek ensures it is compliant with the policy
3. How disclosures are reported, managed and monitored
4. Changes to our privacy policy
5. How to contact us

We have tried to keep it as simple as possible, but if you're not familiar with terms, or if you have any questions, please contact us.

The principles behind this policy

The safeguarding and welfare of students is of our primary concern. All students and staff have a right to protection from abuse. Children, young people and vulnerable adults have a right to safeguarding from abuse.

It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding and Welfare Officer and the responsibility of the statutory authorities to investigate.

All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

All personal data will be processed in accordance with the Data Protection Act. Please see Provek's Privacy Policy for more information about this. Abuse is any behaviour that deliberately or unknowingly causes harm, endangers life or violates the individual's rights.

Abuse may be physical, sexual, psychological, financial or neglect. The Children's Act 1989 defines a 'child' as a person under the age of 18.

The Safeguarding Vulnerable Groups Act 2006 Section 59 defines a 'vulnerable adult' as a person aged 18 and over and:

- Receiving a social care service
- Receiving a health service
- Living in sheltered accommodation
- Detained in custody or under a probation order
- Requiring assistance in the conduct of his/her affairs
- Receiving a service or participating in an activity targeted at older people
- Persons with disabilities (learning or physical)
- Persons with mental health conditions

How Corndel ensures it is compliant with the policy

Governance

The Managing Director, Andrew Delo is responsible for the oversight of the company's Safeguarding and Welfare Policy.

Managers and coaches are responsible for ensuring all staff and students are informed of the policy at induction and understand their responsibilities for reporting any concerns.

The Operations Manager, Shannon Douglas is the Designated Safeguarding and Welfare Officer with the responsibility for issues arising under this policy.

All employees of the company are required to take responsibility for the safeguarding of young people and vulnerable adults and the welfare of students and staff.

Employees

Provek has a process in place to check the suitability of staff to work with learners or to deliver learning in settings where there are children/young people or vulnerable adults. On application employees complete a declaration and disclosure form detailing any offences. A DBS check is carried out on new employees. New employees may start employment whilst awaiting clearance, but restrictions will apply to direct contact with children or vulnerable adults.

All employees must report any criminal offences subsequent to their employment to the Safeguarding and Welfare Officer.

Training

Training for all employees on the Safeguarding and Welfare will be included in the induction for all staff and an annual update on the policy will be included in team meetings.

All employees of Provek are in positions of trust with students and external employers. Staff always need to be aware of this and act accordingly.

Identification and reporting

Where possible Provek will identify vulnerable adults and ensure that the appropriate support measures in place. This is most likely to be when the person presents to or is referred to and clearly has mental health difficulties or a disability that puts them into the legal definition of 'vulnerable'.

Any employee of Provek with concerns regarding an individual whom they believe or know to be vulnerable must contact the Designated Safeguarding Officer.

The role of the Designated Safeguarding Officer is:

- To receive information from employee's who have any safeguarding concerns and record it;
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate;
- Make a formal referral to a statutory safeguarding agency or the police.

Partnerships

Provek will work in partnership with local safeguarding boards and welfare statutory agencies in relation to any investigation under these procedures.

How disclosures are reported, managed and monitored

The Managing a Disclosure of Abuse flowchart below gives full details of this process and timescales.

- All employees must be alert to possibilities of abuse
- It is the duty of the employees to be alert only **not to investigate**
- If employees during their work have a safeguarding issue brought to their notice this must be treated as a priority over all other work
- Guidance about a specific incident may be obtained from the Designated Safeguarding Officer
- An oral, then written report should be provided to the Designated Safety Officer who will keep a confidential record of any such incidents
- Reports of abuse will be made to the relevant statutory agencies responsible for investigations.

For monitoring and tracking purposes, all disclosures are recorded in the Safeguarding and Welfare Log, which is maintained by Shannon Douglas.

This details:

- Name of the learner,
- Summarises the allegations and whether this has led to a formal disclosure

Managing the disclosure of Abuse



Changes to our Safeguarding and Welfare Policy

We keep our policies under regular review, and we will place any updates on this web page. This Safeguarding and Welfare Policy was last updated in January 2019.

How to contact us

Please contact us if you have any questions about our Safeguarding Policy: By email: adminsupport@provek.co.uk

By phone: 01635 524610

By post: Safeguarding Officer, Provek Ltd

12 Thatcham Business Village

Colthrop Way

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