

Safeguarding of Children & Vulnerable Adults

HETA are committed to safeguarding and promoting the welfare of children and vulnerable adults. HETA expects all staff to share this commitment. Staff accept and recognise their responsibility to provide an environment which promotes the safety of the learner at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children/vulnerable adults being harmed.
- Include apprentices as part of the Risk Assessment Process. There is no specific Risk Assessment on Young Persons & Vulnerable adults, but all risk assessments take this in to consideration when being carried out.
- Create an open environment by identifying a 'Designated person' to whom the children/vulnerable adults can turn to if they need to talk.
- Ensure all staff are aware of the 'Designated person' and the process of reporting concerns to them.
- Adopt learner centred and democratic teaching styles.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support & supervision is provided to staff.
- Ensure all staff have a regular DBS disclosure check and/or checks required by the ISA.
- Ensure complaints, grievance and disciplinary procedures are kept up to date.
- Share information about concerns with learners and parents and others who need to know.
- Ensure good and safe working practices.
- Be involved in training made available through the LSCB.
- Keep this policy and relative procedures under regular review (every 3 years minimum).
- Have procedures relating specifically to bullying.
- Have documents available for parents and learners clearly outlining their rights and responsibilities.

Note:

- Adult learners attending short course programmes 1-5 days per session are unlikely to present any significant risk to our under-18 year old learners. They are usually in separate rooms and have lunch and refreshment breaks independently of the main apprentice programme. They are not significantly different from visitors.
- Adults that are attending day release courses mixed with apprentices on a medium long term basis will be required to sign a "disclosure" form regarding learning alongside young people. Failure to sign will result in HETA not accepting their booking.

Signed: *Iain Elliott* Chief Executive. Date: *18/02/16*