

KEITS Training Services Ltd is committed to ensuring that all learners should feel safe for the duration of their learning programme with us. However as they are often in a work situation, either employed/work experience or volunteering, some of the responsibility will lie with the employer. This document outlines the joint responsibilities and aims of KEITS and employers, as well as identifying what you should do if you have a concern. This could apply where your employee informs you of a situation/occurrence/risk either inside or outside of the work situation. There is also some guidance to help raise awareness of some of the behaviours that may constitute a safeguarding risk.

KEITS and Employers joint responsibilities to learners/employees

- The welfare of children, young people and vulnerable adults is of the utmost importance and all learners have the right to protection from abuse.
- All KEITS learners and your employees should be able to work and train in an atmosphere of fair play.
- All reasonable practical steps must be taken to protect learners/employees from harm, discrimination and degrading treatment.
- All learners/employees rights and feelings will be respected.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All learners/employers who are contracted to work with KEITS are required to agree to our policies and procedures regarding safeguarding and child protection good practice.

KEITS Aims

KEITS Directors will approve and review our policies and procedures in line with our Quality Cycle with the aim of:

- Raising awareness and promotion of welfare, safeguarding and child protection with our staff and employers that we engage with, to provide a safe environment for all KEITS learners.
- Supporting identification of children, young people and vulnerable adults at risk of significant harm and providing procedures for reporting concerns.
- Working in partnership with relevant agencies to safeguard the welfare of children, young people and vulnerable adults.
- Establishing procedures for reporting and dealing with allegations of abuse against KEITS staff or staff within stakeholders organisations.
- Safe recruitment of KEITS staff with reference to the vetting and barring scheme and the Independent Safeguarding Authority.
- Provide guidelines for KEITS staff for setting and maintaining professional boundaries.
- Providing Continuous Professional Development for staff to familiarise themselves with their safeguarding issues and responsibilities.
- Provide guidance for employers on good practice.

KEITS accepts its legal and moral obligation to provide a 'Duty of Care' to protect all KEITS learners and safeguard their welfare irrespective of disability, gender, age, religion or sexual orientation in line with Single Equality Legislation.

KEITS endeavours to provide impartial information advice and guidance for all.

KEITS has two designated safeguarding officers who will respond to issues that are brought to their attention:

Rebecca Diamond - Director 07932 976005 rebecca.diamond@keits.co.uk

Karen Hampshire - Director 07932 976013 karen.hampshire@keits.co.uk

Definition of Abuse

KEITS recognises the following as definitions of abuse:

Abuse may fall into a number of categories i.e. physical, emotional, neglect and sexual with the additional categories of acts of omission, psychological, financial or material, institutional, or professional abuse. Someone may abuse or neglect a child or young person by inflicting harm, by failing to act to prevent harm, or by failing to ensure safety and adequate care. Harm may occur intentionally or unintentionally. Children may be abused in a family, an institution or community setting, by those known to them or by a stranger. Some examples are set out below.

Physical Abuse: Actual or potential physical injury, or failure to prevent a physical injury or suffering, including intentional poisoning, suffocation and fabricated or induced illness.

Emotional Abuse: The persistent emotional ill treatment of a person as to cause severe and persistent adverse effects on a person's emotional development. This may involve conveying that they are worthless, unloved, inadequate or not valued. It may include persistent scapegoating, name calling, (racial, religious and sexual orientation), hostility and ridicule, frightening or threatening behaviour or cruelty.

Neglect or omission: The persistent failure to meet a person's basic physical or psychological need likely to result in impairment of health or development. It may involve someone failing to provide adequate food, shelter or clothing, failing to protect a child or young person from physical harm or danger or failing to provide access to adequate medical care or treatment.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. The activities may include penetrative or non penetrative acts. They may include non contact activities such as involving children in looking at, or in the production of pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Psychological Abuse: This can affect young people through humiliation, insults, bullying, threats, enforced isolation, ridicule, depriving a person of due respect, dignity, affection and can demoralise an individual.

Internet or Cyber-Bullying: This abuse may be through social networking sites, texting, e-mails and may be in the form of bullying, harassment, emotional and/or sexual.

Follow the safe cyber code:

SAFE Do not give out personal information such as name, e-mail address, phone number, address.

MEETING Do not arrange to meet someone you have only met virtually on your own.

ACCEPTING Do not accept e-mails and e-messages or open files, images from people you do not know.

RELIABLE Remember, someone on line could be lying.

TELL Your parent, employer or assessor if someone or something makes you feel uncomfortable.

Check out www.chatdanger.com

SAFEGUARDING FOR EMPLOYERS

Actions for you as an employer

- Talk to your learner/employee
- If you would prefer not to talk to them talk to your KEITS Training and Assessment Consultant
- If you would prefer not to talk to them talk to Becky or Karen
07932 976005 rebecca.diamond@keits.co.uk 07932 976013 karen.hampshire@keits.co.uk
- If you would like independent advice try www.childline.org 080011 11 or www.safelearner.co.uk