

SAFEGUARDING POLICY

1 Policy Statement

1.1 Phoenix College fully recognises the responsibility it has regarding safeguarding and promoting the welfare of all learners, staff and employees of the companies we work with delivering education, skills and training. For the purposes of this policy, this is defined as:

- Protecting people from maltreatment
- Eliminating possibilities of radicalisation and extremism
- Preventing impairment of learners' health or development
- Ensuring that learners are growing up in circumstances consistent with the provision of safe and effective environment and care
- Undertaking that role to enable those people to have optimum life chances and enter adulthood successfully and fully participate in their peer groups and communities
- Promoting a safe environment free from the threat of terrorism, radicalisation violence and harassment, which underpins our 'Prevent Duty' Policy
- A young person is anyone under the age of eighteen.
- A vulnerable adult is: anyone aged eighteen (18) years and over who is dependent on family members, their social network, professionals or volunteers, as a result of a special need arising from the ageing process, physical or mental ill- health, learning disability or physical or sensory impairment. It is the level of dependency in respect of the meeting of basic needs that renders these adults particularly vulnerable. Vulnerable adults may be victims and/or abusers and they may themselves be in a caring role.

1.2 It is the responsibility of all members of PHOENIX COLLEGE staff to record and report concerns under this policy and to be trained in Safeguarding and to know who your Designated Senior Person is for all Safeguarding issues and matters. All Assessors and Tutors which work independently and in our employer workforce must be trained regularly in Safeguarding and know how our procedures for recording and reporting all safeguarding issues and concerns and must sign that they have read this policy.

1.3 PHOENIX COLLEGE endeavors to prevent all abusive situations occurring within its remit. Abuse can be described as:

Physical Abuse

This can include hitting, slapping, pushing, kicking, inappropriate restraint or sanction, misuse of medication or any other physical harm to vulnerable people.

Neglect

Neglect is a persistent or severe failure to meet the vulnerable person's basic needs and may include ignoring medical and or physical care needs, failure to provide access to appropriate health, social care, and or educational services. Neglect will also include withholding medication adequate nutrition and heating.

Sexual Abuse

This includes rape, and sexual assault or the vulnerable person participating in or being coerced into participating in or watching sexual activity. It is not necessary for the vulnerable person to be aware that the activity is sexual, and the apparent consent of the vulnerable person is irrelevant.

Emotional Abuse

Emotional abuse will include emotional abuse, threats of harm or abandonment, deprivation of contact, harassment, isolation and or withdrawal of services of supportive networks.

Discriminatory Abuse

Discriminatory abuse includes racist and sexual abuse that is based upon the individual's disability.

Financial Abuse

Financial abuse relates to the unauthorised and improper use of funds, money or resources belonging to the individual.

Institutional Abuse

Institutional abuse includes the practice of an abusive regime or culture which destroys the dignity and respect to which every person is entitled. It is the mistreatment of people brought about by poor or inadequate care or support, and poor practice that affects the whole setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

- 2.1 Scope: All learners enrolled at PHOENIX COLLEGE, staff, visitors, directors, carers and volunteers are covered by this policy.**

3. Legislation

- 3.1 Via this Safeguarding Policy, PHOENIX COLLEGE affirms its commitment to the current, and any subsequently enacted, legislation governing the safeguarding of children and adults, in particular: -

- (a) Human Rights Act 1998
- (b) Protection of Children Act 1999
- (c) Disability Discrimination Act 1995, 2005
- (d) Equality Act 2010 (incorporating, Race Relations Act 1976; Race Relations (Amendment) Act 2000; Sex Discrimination Act 1975
- (e) Sex Discrimination (Gender Reassignment) Regulations 1999
- (f) Special Educational Needs & Disability Discrimination Act 2001
- (g) Employment Equality (Sexual Orientation) Regulations 2003
- (h) Employment Equality (Religion & Belief) Regulations 2003
- (i) Sexual Offences Act 2003
- (j) Care Standards Act 2000
- (k) Health and Social Care Act 2008
- (l) Mental Capacity Act 2005
- (m) Domestic Violence Crime and Victims act 2004
- (n) Apprenticeships, Skills, Children and Learning Act 2009

4. Responsibilities

- 4.1 It is the responsibility of the Senior Leadership Team to ensure that this Safeguarding Policy is adhered to at all levels of the organisation.
- 4.2 It is the responsibility of all staff and enrolled learners to adhere to the Safeguarding Policy. All staff and Learners must read and understand this policy at induction and this policy must be in all learner's portfolios and explained to them at induction

5. Actions to Implement and Develop Policy

This policy is designed to provide guidance for members of staff and learners in dealing with suspicions of and incidents of abuse.

PHOENIX COLLEGE will establish, maintain and regularly review this Safeguarding Policy which has four main elements – prevention, procedures, support for learners and preventing unsuitable people working with vulnerable learners.

PHOENIX COLLEGE will:

- 5.1 Establish and maintain an ethos where learners feel secure and are encouraged to talk and are listened to.
- 5.2 Ensure learners know that there are staff at PHOENIX COLLEGE whom they can approach if they are worried or in difficulty.
- 5.3 Include support activities and opportunities for learners to develop the skills they need to stay safe from abuse and to know whom to turn to for help.
- 5.4 Provide adequate training to staff in relation to the protection of learners.
- 5.5 Ensure and/or provide a safe, secure and comfortable environment for learners to study at PHOENIX COLLEGE or in the workplace.
- 5.6 Follow the locally agreed multi-agency procedures set out in the local Safeguarding Children Board Procedural Framework
- 5.7 To work with all employers in partnership to safeguard their staff, customers and our staff especially in the care sector.
- 5.8 Follow the National guidance where appropriate e.g. Forced Marriages, Sexual Exploitation, FGM and extremism/radicalisation etc.
- 5.9 Ensure that the company has at least one designated member of staff, who has undertaken appropriate safeguarding training with a local authority. The training will be updated every two years. (DSP)
- 5.10 Recognise the importance of the role of the designated member of staff and arrange support and training.
- 5.11 Ensure that the designated member of staff will refer incidents within 24 hours requiring investigation to a LA specialist using correct reporting mechanisms.
- 5.12 Ensure that every member of staff knows the name of the designated member of staff and their role and how to contact.
- 5.13 Ensure that every member of staff knows where the PHOENIX COLLEGE Safeguarding and LSCB procedures are located.
- 5.14 Ensure that every member of staff knows:

(a) That they have an individual responsibility for safeguarding learner's concerns using the proper

(b) Where the Safeguarding Procedures and the locally agreed multi-agency procedural framework are located and that staff have the facility to become familiar with the policy.

- 5.15 Ensure that parents, guardians, employers or carers have an understanding of the responsibility placed on PHOENIX COLLEGE and staff for learner protection by setting out its obligations in appropriate organisational publications / website.
- 5.16 Provide parents, guardians and carers with clear principles of practice regarding the responsibilities placed upon PHOENIX COLLEGE and staff.
- 5.17 Provide training for all staff from the point of their induction, to be updated every three years at a minimum, so that they know:
 - (a) Their personal responsibility
 - (b) The locally agreed multi-agency procedural framework
 - (c) The need to be vigilant in identifying cases of abuse or neglect
 - (d) How to support and to respond to a learner who tells of abuse or neglect.
- 5.18 Provide a 24-hour contact for learners
- 5.19 Undertake appropriate discussion with parents, guardians or carers prior to involvement of another agency unless the circumstances preclude this.
- 5.20 Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding Safeguarding protection matters including attendance and written reports at any Safeguarding meetings.
- 5.21 Notify the local Children and Young People's Directorate team if:
 - (a) PHOENIX COLLEGE intends to exclude a young person who is subject to a child protection plan.
 - (b) When a young person on the child protection register leaves PHOENIX COLLEGE before the age of 18, PHOENIX COLLEGE, will inform the key worker.
- 5.22 Keep clear detailed written records of concerns about learners (noting the date, event and action taken), even where there is no referral. The records are to be made as soon as practicable and kept by the relevant Lead Person in a secure and locked location.
- 5.23 Ensure that staff refer safeguarding issues to the appropriate Lead Person within the timescales in the safeguarding flowchart and follow the guidance set out in 'Safeguarding – Procedure for Reporting Concerns'.
- 5.24 Ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to learners and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies. In all cases the Health and Safety and Welfare of the learner is paramount.
- 5.25 Create an organisational ethos which:
 - (a) Promotes a positive, supportive and secure environment
 - (b) Gives learners a sense of being valued
- 5.26 Liaise with other agencies which support the learners.

- 5.27 Give a commitment to develop productive and supportive relationships with parents, guardians or carers whenever it is in a learner's best interest to do so.
- 5.28 Recognise that learners may live in a home environment where there is domestic violence, drug or alcohol abuse and in need of support and protection.
- 5.29 Vigilantly monitor learners' welfare, keeping records and notifying the appropriate Safeguarding Children Board soon as there is an area of a concern and within 24 hours.

6 Preventing unsuitable people from working with vulnerable learners.

- 6.1 PHOENIX COLLEGE will operate safe recruitment practices including ensuring enhanced DBS, ISA Registration and reference checks are undertaken, prior to employment if it is a requirement in their employment role.
- 6.2 PHOENIX COLLEGE will identify at the recruitment stage the level of DBS disclosure for each of its posts. An acceptable check will be a condition of employment and staff will be required to register with the ISA in accordance with the timescales.
- 6.3 PHOENIX COLLEGE will contact the appropriate authorities in the event of an allegation being made against a member of staff and adhere to the Safeguarding Multi-Agency Procedural Framework.
- 6.4 PHOENIX COLLEGE will ensure that any disciplinary proceedings against staff relating to Safeguarding matters are concluded in full even when the member of staff is no longer employed at PHOENIX COLLEGE and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- 6.5 PHOENIX COLLEGE will ensure that all staff, volunteers and agency workers are aware of the need for maintaining appropriate and professional boundaries in their relationships with vulnerable learners, parents, guardians and carers.
- 6.6 PHOENIX COLLEGE will ensure that all staff, volunteers and agency workers are aware that any sexual relationships with vulnerable learners are improper and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).
- 6.7 PHOENIX COLLEGE will follow guidance in 'Safeguarding Children and Safer Recruitment in Education' when dealing with allegations against staff.
- 6.9 All staff and volunteers are aware that disclosure will be made to third parties where required and that they will be required to cooperate with any subsequent enquiry or investigation.

7. Monitoring and Evaluation

The CEO will on an annual basis monitor and evaluate all issues relating to Safeguarding. An annual report will be presented to the Senior Leadership Team on Safeguarding issues.

Designated Contacts: As published annually.

8 Related Policies

- Safeguarding: Designated Person Role Description
- Equal Opportunities Policy
- Staff Disciplinary Process
- Safer Recruitment Policy
- CPD Policy
- Health and Safety Policy
- Complaints Procedure

Razaq Mohammed
CEO

Staff: Please keep a copy for yourself in your staff development folder.

Learners: Please sign and keep a copy in your Portfolio

12. Contact Information

For questions or to submit a declaration, contact:

Phoenix College

Email: info@pskills.co.uk

Phone: +44 (0)20 8960 3719

Review Date: September 2025

Next Review Date: October 2027