

## **LEARNING POLICIES AND PROCEDURES**

### **1. CHILD AND VULNERABLE ADULTS SAFEGUARDING AND PREVENT POLICY AND STRATEGY**

#### **Objective**

To ensure that children (any young person under the age of 18) and vulnerable adults have the right to be free from abuse and neglect and to be treated with dignity and respect. *These learners will be referred to as vulnerable learners within our policies and procedures.*

#### **Policy**

Crown Vocational Training fully recognises its responsibilities for protecting its learners and is fully committed to safeguarding and protecting the welfare of all vulnerable learners in line with legislation, Government and Local Authority guidance.

Preventing Extremism and Radicalisation is one element within our overall arrangements to safeguard and promote the welfare of all learners in line with our statutory duties. This policy also draws upon the Government's 'Prevent' agenda and associated briefing sheet, 'Prevent violent extremism' and DfE Guidance 'Keeping Children Safe in Education, 2024'

Our policy applies to all staff. There are five main elements to our policy:

1. Ensuring we practice "safer recruitment" by aiming to deter unsuitable candidates, by timely and thorough checking of the suitability of potential staff;
2. Raising awareness of learner protection issues and equipping all learners with the skills needed to keep them safe including keeping them safe from radicalisation;
3. Implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
4. Supporting learners who have been abused in accordance with their agreed child protection plan;
5. Providing a safe environment in which learners can learn and develop.

#### **Strategy**

We recognise that our staff may be well placed to observe outward signs of abuse because of their regular contact with learners. Crown Vocational Training will therefore:

- ensure that our policy is readily available to all staff, learners and employers through our website and written literature;
- establish and maintain an environment where learners feel secure, are encouraged to talk, and are listened to;
- ensure all our learners know who to approach if they are worried by including this information as part of the induction process and reviews;
- include opportunities in the programme for vulnerable learners to develop the skills they need to recognise and stay safe from abuse.

We will take account of legislation, Government and Local Authority guidance and:

- ensure we have a designated Safeguarding Officer who keeps up to date with current legislation, external best practice, attends the Local Authority Designated Officers meetings (when requested) and other local training opportunities;
- ensure that the designated Safeguarding Officer and deputies receive specialised and appropriate training and support to enable the staff to fulfil their role;
- ensure every member of staff knows the name of the designated Safeguarding Officer and their role;
- ensure all staff understand their duties and responsibilities in being alerted to the signs of abuse and responsibility, for referring any concerns to the designated Safeguarding Officer;

- ensure all staff receive initial safeguarding training, are appropriately trained relevant to their respective role, are able to identify and correctly take action on any issues that arise;
- notify Social Services if a vulnerable learner known to have a child protection plan has an unexplained absence lasting more than one day;
- cooperate with relevant agencies in their enquiries regarding child protection matters;
- keep confidential written records of concerns about vulnerable learners, even where there is no need to refer the matter immediately;
- process all personal data in accordance with the requirements of the General Data Protection Regulations;
- ensure all safeguarding/vulnerable learner protection records are kept securely, separate from the main learner file and in locked locations;
- ensure effective online safeguarding support systems are put in place, for example, filtering controls, use of firewalls, secure networks and virus protection;
- follow procedures where an allegation is made against a member of staff;
- ensure safe recruitment practices are always followed;
- when the need arises for a vulnerable learner to be alone with an adult, we will ensure wherever possible that sufficient safeguards are in place to ensure the safety of the vulnerable learner;
- ensure we share information both internally and with other agencies as appropriate;
- we will ensure we remedy any deficiencies in our safeguarding/child protection systems without delay.

### **Prevent**

When operating this policy, Crown Vocational Training uses the following accepted Governmental definition of extremism which is:

*'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.*

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education is a powerful weapon against this; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

Crown Vocational Training does not tolerate extremist views of any kind whether from internal sources; learners, staff or governors, or external sources; community, external agencies or individuals. Learners see our centre as a safe place where they can explore controversial issues safely and where our tutors encourage and facilitate this. We have a duty to ensure this happens.

We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our learners.

Therefore, at Crown Vocational Training we will provide a broad and balanced tutorial programme, delivered by skilled professionals, so that our learners understand and become tolerant of difference and diversity. We will ensure that they feel valued and not marginalised.

## **2. SUPPORTING VULNERABLE LEARNERS/LEARNERS "AT RISK" PROCEDURE**

### **Objective**

To ensure that vulnerable learners are identified, given appropriate and additional support, their progress carefully monitored and overseen by senior management.

### **Procedure**

Crown Vocational Training fully recognises that vulnerable/at risk learners need to be monitored carefully and timely external professional support sought when required.

Learners "at risk" may:

- be on child protection plans;
- be looked after, in homes or with foster carers;
- be living informally away from home (e.g. sofa-hopping);
- be pregnant teenagers;
- have a known drug/drink issue;
- be known to have external issues;
- those who staff are concerned about for any other reason.

The learners may have some of the following issues:

- low self esteem;
- poor education standards as a result of time out of school;
- delayed social/emotional cognitive development;
- be bullied or a bully to others;
- be prone to mental health issues;
- have behavioural issues;
- have poor attachment to others;
- have personal issues;
- have health issues.

In order that vulnerable learners are supported as fully as possible:

TUTORS/ASSESSORS will ensure:

- that learners receive a smooth, welcoming induction;
- that a training plan is completed as soon as possible in liaison with any carers and/or social workers who may be involved;
- they review the training plan regularly and monitor the learner regularly;
- they coordinate support for the learner and liaise with other professionals and carers as necessary;
- confidentiality for individual learners and only share personal information on a need to know basis;
- that, if appropriate, they provide written confirmation to assist external planning/review meetings and ensure attendance as far as possible;
- that they advise their line manager immediately when they have a serious concern about a learner, who should inform Social Services in a timely manner;
- that the designated Child Protection Officer is advised immediately of any action taken.

LINE MANAGERS will ensure that:

- regular meetings are held with tutors/assessors and the progress of vulnerable learners is discussed;
- staff report progress of all vulnerable learners;
- documented progress details are forwarded to the designated Child Protection Officer on a monthly basis;

- tutors/assessors are given sufficient training and information to provide a good quality service.

Please note that in the instance of any learner reporting abuse or a member of staff suspecting abuse, this should be reported immediately to the designated Child Protection Officer, who will take immediate action by reporting the issue to Social Services, the police and/or the LADO as appropriate.