



Safeguarding Policy Statement

The Government's aim is for every child, young person and vulnerable adult, whatever their background or circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Our Policy requires all staff and employers who work with children and young people to promote the safeguarding and promote the welfare of young people and adults in education and training.

Rewards works in partnership with education, including schools and other work based learning organisations, working together to enhance the curriculum for children, young people and adults.

We will operate in ways that best safeguard the interests of children, young people and adults.

Rewards are committed to the principles and practices of children, young persons and adult protection:

- The needs and interests of young people and vulnerable adults are paramount.
- All people working under the auspices of Rewards carry a responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults.

Rewards will act in ways that facilitate the development of good practice by:

- Preventing abuse through safe recruitment policies and the development of safe and secure environments for learning with appropriate supervision and support and training for staff.
- Creating supportive environments, which enable young people and vulnerable adults to be able to speak out.
- Protecting young people and vulnerable adults from abuse by ensuring appropriate policies; practices and procedures are in place.
- Promote e-safety awareness and best practice within the learner population through classroom presentations, 1-1 learner support and on our e-learning websites and throughout all our centres.
- Ensuring that all workers under Rewards auspices have access to an appropriate level of information, instruction and training to ensure that the policies, practices and procedures are used and understood by all members of the organisation.



- Supporting young people and vulnerable adults who may have been abused and supporting those working with them.
- Where Rewards Training sub-contract to outside organisations, the service provider is responsible for ensuring that those working closely with or supervising young learners are DBS checked.

Rewards will also ensure that:

- We actively practice safe recruitment in checking the suitability of Rewards staff and work placement mentors who work with children and vulnerable adults. The responsibility for maintaining DBS checks for Rewards employees lies with the directors.
- We commit to raising awareness of child protection issues and equipping children and young people with the skills needed to keep them safe. The responsibility for this learning lies with their designated tutor or training advisor.
- Developing and then implementing procedures for reporting cases, or suspected cases, of abuse. The responsibility for reporting the incident to the designated person lies with the individual.
- We will investigate any reported incidences. The responsibility for investigation lies with the Designated Person or Deputy Designated Person who will report directly to the CEO.
- We will maintain a proper record of any referral, complaint or concern in respect of abuse or safeguarding (even where that concern does not lead to a referral or is not directly a safeguarding issue)
- Records will be kept in a secure folder and access will be given only to the Designated Person and Deputy Designated Person.
- Together with these records a secure risk assessment will also be kept which shows level of risk and action summaries and whether actions completed.
- Establishing safe environments in which children, young people and vulnerable adults can learn and develop.
- Primary responsibility for any school pupil attending a Rewards programme of learning remains with the home school and any incident or issue with child protection implications should be referred to the school's named person
- All staff will receive Safeguarding awareness training as part of their induction. Further training will be provided using ETF e-learning supported by frequent awareness raising sessions at team meetings.

Linked policies and procedures

- Equality & Diversity
- Health & Safety
- Lone Working
- Acceptable IT usage and online safety
- Safer Recruitment Procedure
- PREVENT



Safeguarding Incidents, Examples include:

- Physical, emotional or sexual abuse
- Bullying due to race, sexuality, faith, gender and disability
- Cyber-bullying and internet grooming in chatrooms
- Sexting (sending unwanted sexually explicit messages or pictures)
- Self-harm
- Unsafe learning environments
- Grooming
- Unsafe activities

(Note: This list is not exhaustive, these are examples only)

Named Representatives for Safeguarding

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This policy will be reviewed annually and overall responsibility for the implementation and updating of this policy currently rests with the board of directors

Terms used in this policy statement

- Child – any person between the ages of 14 and 16
- Young Person – any person between the age of 16 and 18
- Vulnerable adult – An adult (a person aged 19 or over) who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation