



**birmingham**  
electrical training

# Safeguarding Policy

**Date Implemented**

September 2017

**Version**

1.0

The Government's Every Child Matters (Safeguarding Young People) Agenda requires all organisations involved with services to children and young people to protect them from harm and to help them achieve what they want in life.

As a leading at work based learning provider BET undertakes to make every effort to ensure all its apprentices are:

- provided with a safe learning environment, both in the work place and at the training centre;
- informed on issues including safe practices which prevent harm, abuse and maltreatment;
- Involved in the continuous review and improvement of the services provided by BET.
- Aware of the Prevent Duty and know how to recognise and report signs of radicalisation and extremism

Our policy applies to all staff, company Directors, visitors and volunteers working in the organisation. There are six main elements to the policy:

- Ensuring we practice safe recruitment in checking the suitability of staff to work with vulnerable young people.
- Raising awareness of our safeguarding policy and equipping young people with the skills needed to keep them safe.
- Implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting young people who have been abused.
- Establishing a safe environment in which young people can learn and develop.
- Implementing the Prevent Duty through our Prevent Policy and delivery of Prevent training to both learners and staff

We recognise that because of the day to day contact with young people, staffs are in a good position to observe the outward signs of abuse. The organisation will therefore:

- Establish and maintain an environment where young people feel secure and feel they are listened to.

Ensure young people know that there are adults in the organisation whom they can approach if they are worried.

Following Safeguarding and DCSF guidance we will follow procedures to:

- Ensure we have a designated senior person for safeguarding of vulnerable adults who has received appropriate training and support.
- Ensure we also have a deputy person in this role.
- Ensure every member of staff (including temporary and voluntary staff) knows the name of the designated senior person responsible for safeguarding.
- Ensure all staff receive training and refreshers to understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for safeguarding.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding safeguarding matters.

- Keep written records of concerns about young people.
- Ensure all records are kept securely; separate from the main learner file and in locked locations.
- Follow procedures where an allegation is made against a member of staff.
- Ensure safe recruitment practices are always followed
- Recognise that peer-on-peer abuse can manifest in many ways and work to keep learners free from bullying, harassment and radicalisation
- Ensure learners are aware of the e-safety policy

The organisation will endeavour to support young people through:

- The content of the curriculum
- The BET ethos which promotes a positive, supportive and secure environment and gives young people a sense of being valued.
- A clear behaviour policy that will particularly support vulnerable learners.
- Liaison with external agencies such as the Local Authority, social services and other specialist providers.
- Every BET apprentice is provided with support and guidance from a designated Training Officer.
- Designated Learning Support Co-Ordinator who is able to offer Pastoral Support

This policy should be read alongside our policies and procedures on:

- Prevent
- Role of Designated Safeguarding Officer
- Recording and Information Sharing
- Staff Code of Conduct
- Safer Recruitment
- E-Safety
- Whistleblowing
- Health & Safety

**Contact Details:**

Designated Safeguarding Officer

Jack Sims

[Jack.sims@betltd.co.uk](mailto:Jack.sims@betltd.co.uk)

0121 280 2073

Deputy Designated Safeguarding Officer

Don Cross

[Don.cross@betltd.co.uk](mailto:Don.cross@betltd.co.uk)

07985 276 666

Child Exploitation and Online Protection Agency

[www.ceop.police.uk](http://www.ceop.police.uk)

NSPCC Helpline

0808 800 5000

Birmingham Safeguarding Emergency Duty Team

0121 675 4806

Police Anti-Terrorist Hotline

0800 789 321

**We are committed to reviewing our policy and good practice annually.**

**This policy was last reviewed on 10 March 2017**