



SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK POLICY

Version	4
Effective Date	March 2019
Reviewed	Dec 2023
Next review	Dec 2024

Summary of Changes

Ser	Issue	Date	Summary of changes
1	3	May 2023	Annex A process flow summary added
2	4	Dec 2023	Addition of this summary of changes table Minor updates to policy references in 8.1 Reference to JSP 822 volume 4: care & welfare in training added to 8.2

1. Our Safeguarding policy

- 1.1. This policy applies to all staff, including senior managers and directors, trainees, apprentices or anyone working on behalf of MKC Training Services (MKCTS).
- 1.2. Safeguarding concerns relating to military trainees under MKCTS training will be referred to the military chain of command in line with the 1 RSME Regt. Supervisory Care Directive.
- 1.3. Safeguarding concerns relating to other MKCTS learners and apprentices will be managed in line with this policy.

2. Key Contact Details

Designated Safeguarding Officer - MKCTS

Dr John Dynes
01634 822386 / john.dynes@midkent.ac.uk

Military trainee safeguarding concerns:

Duty Supervisory Care NCO – 0785 507 9207
Unit Welfare Officer – 01634 822966
Out of hours welfare support – 01634 822442

Other trainee and apprentice safeguarding concerns:

Medway Council Multi-Agency Safeguarding Hub (MASH) – Telephone 01634 334466
Kent County Council Safeguarding - Telephone 03000 41 11 11
Kent and Medway Out of Hours Social Services – Telephone 03000 41 91 91

3. The purpose of this policy:

- To protect children, young people and vulnerable adults who undergo training and apprenticeships with MKCTS.
 - To provide staff with the overarching principles that guide our approach to safeguarding and child protection.
- 3.1. MKCTS believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe.

- 3.2. Safeguarding incidents and/or behaviours can be associated with factors outside the MKCTS provision.
- 3.3. All staff, but especially the designated safeguarding lead, should be considering the context within which such incidents and/or behaviours occur. This is known as **contextual safeguarding**, which simply means assessments of children and young people should consider whether wider environmental factors are present in the child or young person's life that are a threat to their safety and/or welfare.

4. Legal Framework

- 4.1. This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:
- Children Acts 1989 and 2004
 - Education and Training (Welfare of Children) Act 2021
 - United Nations Convention on the Rights of the Child 1992
 - General Data Protection Regulations (GDPR) 2018
 - Human Rights Act 1998
 - Sexual Offences Act 2003
 - What to do if you are worried a child is being abused (HM Government March 2015)
 - Keeping children safe in education - Statutory guidance for schools and colleges on safeguarding children and safer recruitment. Revised 2022
 - Sexual Violence and Sexual Harassment between children in schools and colleges (2021)
 - Counter-Terrorism and Security Act 2015
 - Revised *Prevent* Duty Guidance: for England and Wales (Home Office July 2015)
 - Working Together to Safeguard Children 2018
 - Protection of Freedoms Act 2012
 - Children and Families Act 2014
 - Guidance for safer working practice for those working with children and young people in education settings (Safer Recruitment Consortium October 2015)
 - Special Educational Needs and Disability (SEND) code of practice: 0-25 years –
 - Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
 - Police Act 1997 (Protection of Vulnerable Adults) Regulations 2013
 - Safeguarding Vulnerable Groups Act 2006
 - Mental Capacity Act 2005
 - Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- 4.2. We recognise that:
- All children, young people and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
 - Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
 - Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

5. Procedure

We seek to keep children, young people and vulnerable adults safe by applying the following key safeguarding principles.

- 5.1. Actively promoting this policy and wider information about safeguarding to trainees, staff and employers through
 - Recruitment
 - Induction
 - Progress reviews
 - Classroom learning
 - Leaflets, posters, email and staff magazine
- 5.2. Securing commitment to the policy across the organisation by:
 - Appointing a Designated Safeguarding Lead (DSL) for children and young people.
 - Adopting child protection and safeguarding practices through procedures and a code of conduct for staff.
 - Recruiting staff and volunteers safely, ensuring all necessary checks are made.
 - Providing effective management systems for staff through supervision, support and quality assurance measures
- 5.3. Training our staff in line with our safeguarding policy through the induction process and ongoing training.
- 5.4. Ensuring the protection of trainees and the prevention of abuse by:
 - Valuing, listening to and respecting our trainees.
 - Creating and maintaining an anti-bullying environment.
 - Maintaining effective links with parents, carers and employers.
 - Maintaining effective cyber security and social media policies.
 - Ensuring that we provide a safe physical environment for our children, young people and staff, by applying health and safety measures in accordance with the law and regulatory guidance.
 - Ensuring that we have effective complaints and whistleblowing measures in place.
 - Using our procedures to manage any allegations against staff appropriately.

6. Recording and investigating concerns

- 6.1. All potential safeguarding concerns raised by trainees, staff, employers or other stakeholders will be investigated. See Annex A
- 6.2. Where the concern relates to military trainees, the investigation will be passed to the individual's Chain of Command in line with the 1 RSME Regt. Supervisory Care Directive.
- 6.3. Where the concern relates to non-military trainees, apprentices or staff, the MKCTS Designated Safeguarding Officer will coordinate the support.
- 6.4. When an individual raises a potential safeguarding concern, staff members should take the following action:
 - Listen to the individual and acknowledge what they say. Do not offer false confidentiality. Allow them to explain in their own words what has happened.
 - Tell them that, in order to help them, all information must be passed on.
 - Make notes, including the date and time of the discussion and sign them. Record as much as possible.
 - Reassure them and tell them what you are going to do next.

- Contact the Designated Safeguarding Officer and pass on all notes of the discussion.
- Record and store information professionally and securely.

6.5. The Designated Safeguarding Officer is responsible for further action and support. They will:

- Share concerns and relevant information with support agencies.
- Meet regularly with the individual to gather further information and keep them informed of developments if appropriate.
- Maintain a secure record of all communications in line with MKCTS data protection guidance.
- Seek additional support and guidance as necessary.

7. Promoting the policy

7.1. Safeguarding and associated policies and procedures will be shared with trainees and staff during induction and reinforced through ongoing training and reviews.

7.2. The policy is available via the MKC Training Website and MKCTS Human Resources intranet.

8. Associated Policies, Procedures and Documentation

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

- Code of conduct policy
- Prevent policy
- Complaints Compliments and Appeals policy
- Data Protection policy
- Dignity at work policy
- Equal Opportunities policy
- Occupational Health and Safety policy statement
- Lone working policy and procedure
- Recruitment Policy
- Social media misuse policy
- Whistleblowing policy

8.2. For our work with military trainees, the following policies and procedures are also relevant:

- Chatham Station Directives – Supervisory Care Directive
- Army Apprentice and Functional Skills Safeguarding
- JSP 822 (volume 4: Care & Welfare in training) [Defence direction and guidance for training and education \(JSP 822\) - GOV.UK \(www.gov.uk\)](#)
- Code of practice for trainers

9. Policy Validity

9.1. This policy is reviewed in accordance with the review plan detailed on the Front Cover.

10. Policy Owner and Reviewer

10.1. The Senior Manager responsible for this policy is the Improvement and Innovation Lead (Designated Safeguarding Officer).

Annex A

DSO – Designated Safeguarding Officer
 LADO – Local Authority Designated Officer

