

## NATIONAL HORSERACING COLLEGE

### SAFEGUARDING LEARNERS AND VULNERABLE ADULTS POLICY

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#### PRINCIPLES

The Children Act 1989 and Section 175 of the Education Act 2002 states that all staff in the education service, including those in further education colleges have a statutory duty to promote and safeguard the welfare of children.

This document states the College's policy on the safeguarding of learners. The term learner, as included in the document is intended to include all children under the age of 18 years and all 'vulnerable adults'. Vulnerable adults are considered to be those learners who may be rendered vulnerable by the situation – for example riding race horses or living away from home for the first time, or suffering incapacity through illness or injury.

The Trust recognises its legal and moral duty to promote the well-being of learners and vulnerable adults and British values. To protect them from harm, including radicalisation and extremism and respond to abuse.

We believe that every learner regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a learner being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the learners in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended College activities. In order to achieve this, all members of staff (including volunteers, sub contractors and trustees) in this College, in whatever capacity, will at all times be proactive in learner welfare matters especially where there is a possibility that a learner may be at risk of significant harm.

The College seeks to adopt an open and accepting attitude towards learners as part of their responsibility for pastoral care. The College hopes that parents and learners will feel free to talk about any concerns and will see the NHC as a safe place if there are any difficulties at home.



Learners’ worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the learner’s welfare.

In our College, if we have suspicions that a learner’s physical, sexual or emotional well-being is being, or is likely to be, harmed, including radicalisation and extremism or that they are being neglected, we will take appropriate action in accordance with our procedures.

As a consequence, we

- assert that staff (including volunteers and sub-contractors) in the College are an integral part of the learner safeguarding process;
- accept totally that safeguarding learners is an appropriate function for all members of staff in the College;
- recognise that safeguarding learners in this College is a responsibility for all staff, including volunteers, subcontractors and the trustees;
- will ensure thorough training and supervision that all staff, volunteers and subcontractors in the College are alert to the possibility that a learner is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on learner protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-ordinating action within the College and liaising with other agencies;
- ensure (through the designated member of staff) that staff with designated responsibility for learner protection will receive appropriate training;
- will share concerns with others who need to know, and assist in any referral process;
- will ensure that all members of staff and volunteers who have suspicion that a learner may be suffering, or may be at risk of suffering significant harm, refer such concerns to the designated member of staff, who will follow the current procedures;
- safeguard the welfare of learners whilst in the College, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs;
- will ensure that all staff are aware of the learner protection procedures established by the NHC, and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of volunteers, paid employees and sub contractors that all people who work in our College are suitable to work with learners;
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a learner, harmed a learner, or acted in a way that calls into question their suitability for working with learners.

**DESIGNATED MEMBER OF STAFF**

1. The designated senior member of staff (designated person) for safeguarding in this College is:

JOANNE ELLIS

2. In their absence, these matters will be dealt with by:

MICHELLE BARDSLEY or GEORGINA SHERRY

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to learner safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and trustees to draw upon.
4. The College recognises that

- The designated person must have the status and authority within the College management structure to carry out the duties of the post – they must therefore be a senior member of staff in the College.
- All members of staff (including volunteers) must be made aware of who this person is and what their role is.
- The designated person will act as a source of advice and coordinate action within the College over learner protection cases
- The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- They should possess skills in recognising and dealing with learner welfare concerns.
- Appropriate training and support should be given.
- The designated person is normally the first person to whom members of staff report concerns.
- The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the DMBC Safeguarding Learners Board.
- The designated person is not responsible for dealing with allegations made against members of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the College and be responsible for coordinating action regarding referrals by liaising with Learners' Services and other relevant agencies over suspicions that a learner may be suffering harm.
- Cascade safeguarding advice and guidance issued by the DMBC Safeguarding Learners Board.
- Where they have concerns that a referral has not been dealt with in accordance with the learner protection procedures, ask the Head of Safeguarding to investigate further.
- Ensure each member of staff and volunteers at the College, and regular visitors such as visiting lecturers, sub contract staff are aware of and can access readily, this policy.
- Liaise with the Chief Executive to inform them of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated trustee for learner protection regarding this.
- Be able to keep detailed, accurate, secure, written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the learner protection policy in order to alert them to the fact that the College may need to make referrals. Raising parents' awareness may avoid later conflict if the College does have to take appropriate action to safeguard a learner.
- Where learners leave the College, ensure any learner protection file is retained securely.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how DMBC Safeguarding Learners Board operates and the conduct of a learner protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses at a minimum of every 3 years and then ensure that any new or key messages are passed to other staff, volunteers and trustees.
- Make themselves (and any deputies) known to all staff, volunteers and trustees (including new starters and subcontract staff) and ensure those members of staff have had training in learner protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated person immediately.

## DESIGNATED TRUSTEE

The Designated Trustee for Learner Protection at this College is:

MR JEFF ENNIS
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Learner protection is important. Where appropriate, the Trustees will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly.

The Trustees will ensure that the designated member of staff for learner protection is given sufficient time to carry out his or her duties, including accessing training.

The Trustees will review safeguarding practices in the College on a regular basis, and no less than annually, to ensure that:

- The College is carrying out its duties to safeguard the welfare of learners at the College.
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate.
- Learner protection is integrated with induction procedures for all new members of staff, volunteers and subcontractors.
- The College follows the procedures agreed by DMBC Safeguarding Learners Board.
- Only persons suitable to work with learners shall be employed in the College, or work here in a voluntary or sub contract capacity.
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action.

## RECRUITMENT

In order to ensure that learners are protected whilst at this College, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in "Safeguarding Learners and Safer Recruitment in Education", in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with vulnerable learners.
- Check that all adults with substantial access to learners at this College have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the College:

- Identity checks to establish that applicants are who they claim to be<sup>1</sup>
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

## VOLUNTEERS

We understand that some people otherwise unsuitable for working with learners may use volunteering to gain access to learners; for this reason, any volunteers in the College, in whatever capacity, will be given the same consideration as paid staff.

Where a volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with learners. However, if a

<sup>1</sup> e.g., through birth certificate, passport, new style driving licence, etc...

volunteer or subcontractor is to be in College regularly or over a longer period then they will be checked to ensure their suitability to work with learners.

### **INDUCTION & TRAINING**

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the College (including volunteers and sub contractors) will receive basic learner protection information 'What to Do If You Suspect a Learner Is Being Abused' and a copy of this policy within one week of starting their work at the College. They will be expected to complete formal certificated training within 6 months of starting their role.

New members of staff who have already undertaken formal training and have proof of this will not be expected to complete this again.

All staff will be expected to attend in-house training on safeguarding learners that will enable them to fulfil their responsibilities in respect of learner protection effectively. The College will provide this training through the designated person.

Staff will attend refresher training every **five** years, and the designated person every **three** years.

### **DEALING WITH CONCERNS**

Members of staff, volunteers and sub contract staff are not required by this College to investigate suspicions; if somebody believes that a learner may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Learners' Services and in accordance with NRC procedures.

To this end, staff, volunteers and subcontract staff will follow the procedures below:

- Upon the receipt of any information from a learner, or if any person has suspicions that a learner may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- Where a learner or young person makes a direct allegation or implies that they have been abused,
- Makes an allegation against a member of staff<sup>2</sup>

They must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or Chief Executive if an allegation about a member of staff) and agree action to take

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of DMBC Safeguarding Learners Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

### **SAFEGUARDING IN COLLEGE & THE WORKPLACE**

As well as ensuring that we address learner protection concerns, we will also strive to ensure that learners who attend the College are kept safe from harm whilst they are in our charge.

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<sup>2</sup> Allegation that the member of staff has harmed a learner, committed an offence against a learner, or behaved in a way that questions their suitability to work with learners.

To this end, this policy must be seen in light of the College's policies on:

- Personal, Social and Health Education and Sex and Relationships Education; learner protection issues will be addressed through the training programme as appropriate.
- Bullying; the College will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safe recruitment and code of conduct for staff.
- Racist incidents
- Confidentiality
- Behaviour and the College rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff

We are committed to ensuring that learners are kept safe from harm in the workplace and ensure that we address learner protection concerns. Safeguarding is a priority when placing learners and is an integral part of the regular reviews carried out by our Instructors and Roving Instructors. We ensure all placement providers hold a current licence with the British Horseracing Authority, this means they comply with their Health and Safety requirements. An onsite assessment of the appropriateness of the environment is also made by our Roving Instructors and employers must display a clear commitment to safeguarding in order to be become a placement provider. Should an incident in the workplace occur an 'NHC Learner Placement Risk Assessment' is conducted.

Learners in the workplace continue to have access to our Student Welfare Officer who can signpost to the appropriate organisation should concern arise. All learners are also made aware of Racing Welfare and NARS which are industry specific support organisations who work closely with the College.

### **BRITISH VALUES**

All staff are expected to actively promote British Values to learners, they are very important to the College and are embedded across the curriculum. We see them underpinning what it is to be a citizen in a modern and diverse Great Britain. British values are defined as:

**Tolerance** – Accept that others have the right to their own beliefs, opinions and behaviours that may be different to your own.

**Respect** – Consider the feelings, wishes, beliefs, needs and rights of others and treat them at least as well as you would like to be treated.

**Liberty** – Freedom to choose for yourself what to think, believe, do and say (without harming others).

**Democracy** – Government of the people by representatives elected by the people who all have an equal right to take part in the electoral process.

**Rule of Law** – Justice administered fairly and equally to every citizen and every organisation in accordance with the law of the land, by courts that are independent of politics, religion, money or other influence.

### **PREVENT DUTY**

This aims to stop people becoming terrorists or supporting terrorism. The College has a due regard to the need to help prevent learners from being drawn into terrorism, keeping them safe and within the law.

Radicalisation happens when a person's thinking and behaviour become significantly different from how most of the members of their society and community view social issues and participate politically and they want a drastic change in society. This is known as radicalisation. This is not necessarily a bad thing and does not mean these people will become violent. Only



small numbers of people radicalise and they can be from a diverse range of ethnic, national, political and religious groups.

If a person or group decides that fear, terror and violence are justified to achieve ideological, political or social change, and then acts accordingly, this is violent extremism.

We aim to raise awareness and understanding of Prevent of both staff and learners. College staff should be aware of signs of radicalisation and extremism and have the confidence to report their concerns to their Line Manager or the designated person. Such concerns will then be reported via one of the referral pathways below:

<b>Prevent Police &amp; Partner Referral Pathways</b>	
In an emergency	999
Non-emergency	101
Crime Stoppers	0800 555 111
Anti-terrorist hotline	0800 789 321
Child/adult Local Authority – LADO Jim Foy	01302 737748
On-line referral agencies - CEOP	
<b>SYP Prevent Officers</b>	
SGT Steve Butler – South Yorkshire Police (Doncaster named police Prevent Lead)	07786855563
SGT Joanne Batty – South Yorkshire Police	0114 2964275
PC 1173 Andy Buddle – Children & Young People Police Officer (CYPO)	
<b>LA Education Trained WRAP Trainers for Information &amp; Advice</b>	
Jayne Vose – Head of Service Learner Engagement (Prevent Lead Education WRAP trained trainer)	
Sarah Stokoe – Senior Education Safeguarding Officer (WRAP trained trainer)	01302 736743

**PHOTOGRAPHING LEARNERS**

We understand that families, carers and friends like to take photos/videos of learners undertaking College activities such as on friends and families’ days. We will support and encourage efforts to mark or celebrate learners’ success unless it presents unacceptable risks e.g. flash photography could startle a learner or horse and an accident, in which case it will not be allowed.

We will not allow others to photograph or film learners during College activities without the parent or carers permission.

We will not allow images of pupils to be used on College websites, publicity, or press releases, without express permission from the parent or carer, and if we do obtain such permission, we will not identify individual learners by name.

The College cannot, however, be held accountable for photographs or video footage taken by parents or members of the public at or during College activities.

**CONFIDENTIALITY**

The College, and all members of staff at the College, will ensure that all data about learners is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a learner or the learner’s family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a learner may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for learner protection.

### **CONDUCT OF STAFF**

The College has a duty to ensure that professional behaviour applies to relationships between staff and learners, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with learners. All staff should be aware of the dangers inherent in:

- working alone with a learner
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from learners and families, carers and friends
- contacting learners through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting learners outside College hours or College duties

If any member of staff has reasonable suspicion that a learner is suffering harm, and fails to act in accordance with this policy and DMBC Safeguarding and Standards procedures, we will view this as misconduct, and take appropriate action.

### **PHYSICAL CONTACT & RESTRAINT**

Members of staff may have to make physical interventions with learners. Members of staff should only do this if:

- The member of staff has received suitable training, OR
- It is necessary in extremis to protect the learner, or another person, from immediate danger, in which case only measures deemed reasonable in the circumstances should be taken and only if the member of staff feels able to act.

### **ALLEGATIONS AGAINST MEMBERS OF STAFF**

If anyone makes an allegation that any member of staff (including any volunteer Sub contractor or Trustee) may have:

- Committed an offence against a learner
- Placed a learner at risk of significant harm
- Behaved in a way that calls into question their suitability to work with learners

The allegation will be dealt with in accordance with current NHC procedures.

The Chief Executive, rather than the designated member of staff will handle such allegations, unless the allegation is against the Chief Executive, when the trust's designated Trustees will handle the College's response.

### **CONTRACTED SERVICES**

Where the College contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and learner protection policies and procedures, and that there are arrangements in place to link with the College on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.



## **INFORMING OTHERS**

- The safeguarding incident log will be presented at quarterly Trustee meetings.
- The safeguarding incident log will be shared with the British Horseracing Authority (BHA) on a quarterly basis. The BHA Lead Safeguarding Manager will be notified of any serious safeguarding incidents immediately.
- Where appropriate we will engage with Racing Welfare.
- The ESFA is to be notified of any serious safeguarding incidents where the institution itself, or one of its subcontractors, is subject to investigation, those that result in police investigations and Prevent referrals.