

CONTENTS

B-Skill Safeguarding & Child Protection Policy	
1	Introduction
2	Overall Aims
3	Objectives of the Policy
4	Expectations
5	Accountability, Roles and Responsibilities
6	Definition of Children, Young People and Adults
7	What is Regulated Activity?
8	B-Skill Apprentices & Learners on other B-Skill Programmes
9	B-Skill's Role in the Prevention of Abuse
10	Safeguarding learners who may be vulnerable to extremism and radicalisation
11	Safeguarding learners who may be vulnerable to exploitation, forced marriage, female genital mutilation or trafficking
12	ICT Usage and Monitoring
13	Safer Recruitment & Selection of Staff, Associates and Volunteers
14	Staff Support
15	Staff Involvement and Development
16	Apprentice/Learner Involvement
17	Partner and Subcontractor Provision
18	Related Policies and Documents
19	Review of Safeguarding & Child Protection Policy

1 Introduction

Safeguarding is defined as:

- Protecting children, young people and adults from maltreatment or things that are bad for their health or development
- Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account

The Safeguarding & Child Protection Policy for B-Skill Limited reflects the importance of our responsibility to safeguard and promote the welfare of all our apprentices, learners, staff and associates by protecting them from physical, sexual or emotional abuse, neglect and bullying. We are committed to providing a caring, friendly and safe environment for all our apprentices and learners so that they can learn in a relaxed and secure atmosphere. We believe every apprentice/learner should be able to participate in all learning and social activities in an enjoyable and safe environment and be protected from harm.

B-Skill is committed to safeguarding and promoting the welfare of children, young people and adults in all its training activities. In the interests of good practice B-Skill believe we should have a clear policy, associated procedures and guidance to work with children, young people and adults. B-Skill recognises that it has a duty to assist in the development of its staff, associates, apprentices and learners to recognise their responsibilities through guidance, support and training, to minimise risk and avoid situations where abuse or neglect may take place.

B-Skill provides opportunities for young people and adults to learn new skills, gain confidence and maximise their potential. The learning programmes we deliver help young people prepare for the world of work, gain qualifications and give many adults employed in elementary positions their first formal qualifications. Promoting safe working practices and an understanding of rights and responsibilities at work are key components of all learning programmes. B-Skill understands there are two main aspects to safeguarding and promoting welfare of learners; minimising risks and having arrangements in place to address concerns.

All staff, associates, partners, subcontractors and volunteers have an important role to play in the safeguarding of children, young people and adults and protecting them from harm, abuse or neglect.

Decisions taken in relation to safeguarding matters take into account and comply with the Mental Capacity Act 2005, to uphold an individual's rights, empower their voice and protect them from harm. In particular, the five Key principles of the Mental Capacity Act (2005):

An individual must be assumed to have capacity unless it is established that they lack capacity.

An individual must be given all reasonable support to enable capacity.

An individual is not to be treated as unable to make a decision if they are deemed to be making an 'unwise' decision. (People with capacity are free to make unwise decisions).

Any act or decision made on behalf of an individual who is established to lack capacity in a specific area, must be done in their Best Interest.

Any act or decision carried out in an individual's Best Interest must be the least restrictive option, respecting their rights and freedoms at all times.

Title: B-Skill Safeguarding & Child Protection Policy

2 Overall Aims

This policy will contribute to the safeguarding of children, young people and adults with care and support needs' / 'adults at risk of harm' promoting their welfare by:

- Clarifying standards of behaviour for staff, associates, partners, subcontractors and volunteers
- Contributing to the establishment of safe working and learning environments built on mutual respect and shared values
- Developing staff awareness of the causes of abuse
- Developing staff awareness of the risks and vulnerabilities their apprentices and learners
- Addressing concerns at the earliest possible stage
- Developing awareness in employers, partners, subcontractors and volunteers
- Alerting staff and associates to the signs and indicators that all might not be well
- Reducing the potential risks apprentices and learners may face in terms of exposure to violence, extremism, exploitation or victimisation

This policy will contribute to supporting our apprentices and learners by:

- Identifying and protecting the most vulnerable
- Identifying individual apprentice/learner needs where possible
- Designing and adapting plans to meet the needs of our apprentices and learners on other B-Skill programmes

3 Objectives of the Policy

- Defining roles and responsibilities with regards to safeguarding
- Ensuring we practice safe recruitment in checking the suitability of staff, associates and volunteers who have access to children, young people or adults who may be considered as vulnerable
- Raising staff awareness of Safeguarding issues such as minimising risk, recognising abuse, and treating all apprentices and learners on other B-Skill programmes with respect
- Equipping apprentices and learners on other B-Skill programmes with the skills needed to keep themselves safe in the workplace
- Providing clear, comprehensive, easily understood procedures for dealing with allegations of abuse
- Raising awareness of how to deal with requests for help and support on a confidential basis
- Establishing a safe environment for all staff, associates, apprentices and learners
- Working in partnership with local Safeguarding boards and Child Protection agencies where applicable

4 Expectations

All staff, associates, partners, subcontractors and volunteers will:

- Be familiar with this safeguarding policy and all related policies, procedures and guidelines
- Be subject to and adhere to Safer Recruitment processes and checks
- Undertake training as provided by B-Skill in relation to safeguarding when required – safeguarding training is mandatory
- Be alert to signs and indicators of possible abuse (see HR026e for definitions of abuse)
- Be involved in the implementation and integration of support plans for all apprentices and learners

- That a concern is reported immediately to a Safeguarding Officer (see Safeguarding & Prevent Officer Contacts List) providing a clear written account as soon as possible
- Treat a concern confidentially and discretely; information should not be shared with others

5 Accountability, Roles and Responsibilities

The welfare of children, young people and vulnerable adults is everyone's responsibility. B-Skill does not investigate individual child protection or adult cases or referrals. B-Skill is not the statutory authority for the conduct of enquiries into specific cases; therefore B-Skill staff and associates need to follow the B-Skill safeguarding procedures to ensure that all allegations or suspicions of abuse or significant harm to a child, young person or vulnerable adult is reported immediately so it may be dealt with swiftly and appropriately.

Each Safeguarding Officer is responsible and accountable for ensuring that where a child, young person or vulnerable adult needs help, support and guidance, this will be provided as soon as possible. The Safeguarding Officer will support an employee or associate who has identified/raised a safeguarding concern to them. They must immediately report an identified safeguarding concern to the Designated Safeguarding Lead immediately.

It will be the responsibility of the Designated Safeguarding Lead or Designated Safeguarding Deputy Lead (in the absence of the DSL), in consultation with the Senior Designated Safeguarding Lead and the Safeguarding Officer overseeing the incident, to make the decision and report the case to the relevant statutory agency. B-Skill will share all relevant information with the respective statutory agency (Police or Social Services) as appropriate.

Specific roles and responsibilities concerning Safeguarding are detailed below:

The B-Skill Safeguarding & Prevent Team is Headed Up by:

Designated Safeguarding & Prevent Lead – Head of Quality & Curriculum

The Designated Lead – reports directly to the executive directors (CEO & Finance Director) and reporting into the Board & Non-Executive Directors on a quarterly basis; taking leadership responsibility for the organisation's safeguarding and Prevent arrangements; working closely with the Deputy Designated Safeguarding Leads, Safer Recruitment Officer (also a Deputy Designated Lead) and a team of Safeguarding Officers.

Designated Safeguarding & Prevent Lead & Deputies:

Designated Safeguarding Lead – Head of Quality & Curriculum & Executive Team member

Trained Deputy Designated Safeguarding Lead – Quality Assessor – Excellence in Quality team member

Trained Safeguarding Leads - Heads of Operations - Executive Team members

Safer Recruitment Officer – Head of HR & Executive Team member

Operational Managers & Specialists are trained safeguarding & Prevent Officers and they will:

Be the first point of contact by members of staff, apprentices & learners, and are responsible for creating and driving a positive culture and ethos where safeguarding is an important part of everyday life.

Work closely with staff, particularly delivery staff to educate and embed safeguarding and Prevent across all areas of provision, supporting learner-facing staff/tutors/coaches with safeguarding/Prevent reported incidents.

Undertake regular and appropriate training for their role as a Safeguarding & Prevent Officer

Play a part in the review the Safeguarding Policies and Procedures and their on-going effectiveness and update at least annually or sooner if required.

Title: B-Skill Safeguarding & Child Protection Policy

Share and disseminate information, knowledge and good practice across the business and lead by example.

Meet on a regular basis to review all matters in relation to safeguarding & Prevent, including minute discussions at team meetings and disseminate/share the minutes with attendees

The Designated Safeguarding Lead will:

Oversee, advise and support with all safeguarding concerns and guide on reporting, referrals and which agencies should be involved.

Work with the deputy SGLs to ensure that each on-going concern is monitored on a regular basis (monthly) and ensure summary reports on situations are provided by the respective operational head until the concern is resolved or closed.

Draw up a full Safeguarding & Prevent Board Report for submission to the Board of Directors for Board Meetings.

Work closely with all members of the Safeguarding & Prevent Team and organise regular team meetings.

Undertake regular and appropriate training for the role and ensure all Safeguarding Officers are up to date with their training

Work with the safeguarding & Prevent officers to make/support decisions on how to investigate allegations or concerns about abuse

Support Safeguarding & Prevent Officers to address any immediate protection issues

Have access to safeguarding files which are otherwise restricted

Oversee all internal investigations regarding Safeguarding/Prevent and provide/arrange support to any Safeguarding Officer responsible for a safeguarding matter.

Deputy Designated Safeguarding & Prevent Leads

Nominated Deputy leads will take up the role and responsibilities of the Designated Safeguarding Lead as detailed above, in the absence of the Designated Safeguarding Lead

Safeguarding & Prevent Officers will:

Be responsible and accountable for managing and monitoring a reported safeguarding concern throughout, and support employee/associate who has reported a concern

Ensure a safeguarding concern is documented appropriately, providing guidance to the employee/associate reporting the concern so that it is treated in confidence and with discretion

Be responsible and accountable for embedding safeguarding across their area(s) of responsibility

Take an organisational approach and promote safeguarding so it is embedded into apprentice, learner and staff practice

Ensure that clear safeguarding objectives are set for all apprentices and learners so that they have the confidence and feel empowered to keep themselves safe

Undertake appropriate safeguarding & Prevent awareness training so that they may fully understand and undertake their role including reporting and referral processes

Safeguarding Officers will notify the Designated Safeguarding Lead/Deputy on safeguarding issues and keep them updated during the monitoring of the incident to its close

Work with the Head of Quality & Curriculum to ensure safeguarding is included and appropriately addressed within in the Continuous Improvement Plan (CIP) all self-assessment activities and the Self Assessment Report (SAR).

The Safe Recruitment Officer will:

Undertake regular and appropriate training for the role

Review B-Skill's Recruitment and Selection Policy, Procedures and all relative documentation on a bi-yearly basis or sooner where legislative changes require an earlier review

Ensure B-Skill's recruitment policies and procedures comply with current legislation and Safeguarding policy requirements

Title: B-Skill Safeguarding & Child Protection Policy

Ensure that all staff involved in the recruitment, selection and interview processes are suitably trained and knowledgeable in Safer Recruitment practice and requirements

Ensure that all staff involved in the recruitment process meet the Safer Recruitment Procedures and abide by them

Understand the role of the Disclosure and Barring Service and comply with its vetting and barring requirements

Ensure that current DBS disclosures are provided for inspection at interview and again at induction; copies are held confidentially and as appropriate for all B-Skill workers who will come into regular contact with learners

Ensure DBS disclosures for all B-Skill staff/workers are updated every three years unless DBS is held on DBS update service.

Ensure that a risk assessment is carried out with any member of the operational delivery team where a Disclosure is not readily available

Advise all staff, associates, partners, subcontractors and volunteers of any changes in legislation regarding Safeguarding & Prevent

Facilitate/source timely safeguarding & Prevent training for the Safeguarding & Prevent Team as appropriate; and for all staff and associates including refresher training and implementation of procedures.

Evaluate training to ensure it continues to be suitable and appropriate

Include/invite/promote safeguarding training initiatives with partners and subcontractors

Facilitate, drive and monitor internal audits of Safeguarding practice and procedures working closely with the Head of Quality & Curriculum, the Quality Team and Operational Delivery Managers and Specialists to roll out audits across all delivery including partnership and subcontractor delivery

Ensure that staff, associates, employers, partners and subcontractors are issued with copies of B-Skill Safeguarding, Child Protection & Prevent policies procedures and supporting documentation as appropriate; that they sign the declaration to confirm their understanding and commitment to its content.

Senior Managers, Managers, Coordinators and Specialists will:

Take responsibility and accountability for ensuring that apprentices and learners are working within a safe, secure and healthy environment; in particular, ensuring the following:

This policy and supporting documentation is brought to the attention of staff and associates within their team

Safeguarding & Prevent information is cascaded to all apprentices and learners on other B-Skill programmes as part of their learning programme

Ensure that this policy and associated procedures and documents are implemented effectively and consistently across all delivery

Ensure risks are assessed and that appropriate risk reduction measures are developed and implemented for all work tasks and activities

Liaise with the Excellence in Quality team to ensure that Safeguarding & Prevent is included in Schemes of Work, Lesson Plans, Observations, Handbooks, Induction Handbooks and the learner journey

Liaise with the Safer Recruitment Officer to ensure that staff and the delivery team have appropriate instruction, training and development to enable them to fulfil their Safeguarding responsibilities and to work safely including online

Monitor the performance of the training and delivery team by various tools and methods for example One to One process, Observations of Teaching and Learning, Observations of Assessment and IQA field visits as appropriate to ensure policy requirements and Company standards are being met/adhered to and good practice shared

Title: B-Skill Safeguarding & Child Protection Policy

Ensure that any incident of suspected or alleged abuse is dealt with appropriately and timely and reported to the Designated Safeguarding Lead or DSL Deputy(s) in line with the above procedures

Lead by example and abide by the Code of Conduct

Set a good example by promoting responsible and respectful attitudes amongst employees, associates, apprentices, learners, partners and subcontractors

Direct Delivery Staff and Associates

Attend all training provided by B-Skill in relation to safeguarding and Prevent when requested and in a timely manner – safeguarding and Prevent training is mandatory

Be alert and know how to identify signs of abuse and risk to any apprentice or learner and take responsibility for referring a concern immediately to your manager who is a trained Safeguarding & Prevent Officer. Operations managers are trained to Safeguarding & Prevent Lead level and should also be notified as appropriate about a suspected safeguarding concern within their area of provision. They will advise the Designated Safeguarding Lead or Safer Recruitment Officer as appropriate – in particular, if the safeguarding issue relates to a member of staff, this must be reported to the HR Manager immediately (the HR Manager is the Safer Recruitment Officer and a trained Safeguarding & Prevent Lead).

Be aware and raise awareness with your apprentices/learners of potential geographical threats which may be a risk within their geographical location; monitor how these threats may change within the community/locality and ensure that apprentices and learners are supported. Be prepared to listen to and take seriously the concerns of apprentices, learners or carers (where appropriate)

Write down and detail clearly the apprentice/learner's own words - not your interpretation

Abide by the Code of Conduct and ensure apprentices/learners respect the Code of Conduct. Maintain clear records as necessary and with discretion

Ensure all paperwork is treated confidentially and provided to the Designated Safeguarding Lead or DSL Deputy encrypted or password protected, who will maintain all documentation in a secure environment. Records need to be kept for 6 years or until the child reaches the age of 25. Adult records to be kept for 6 years.

Always set a good example to apprentices/learners on other B-Skill programmes by your own exemplary behaviour

6 Children, Young People and Adults

As an FE provider B-Skill is legally required to Safeguard and promote the welfare of children, young people and adults.

A child is legally defined as any person who is under the age of 18 years.

A young person (in the UK) a person generally from 14 to 17 years of age.

An adult is a person who is 18 years or over.

A vulnerable adult is described as a person aged 18 years or over, who is in receipt of or who 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.

In law a child is a child until their 18th birthday and this applies to all domestic legislation. There is no legal definition of a young person and different programmes work with 'young people' of different age groups, for example 16-18, 19+. There is no official age at which a 'child' becomes a 'young person'.

The Children Act 1989 applies to anyone under the age of 18. Adults with care and support needs (including those with disabilities) are protected under the Care Act 2014 and other adult safeguarding frameworks.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

7 What is Regulated Activity?

Regulated activity is any activity of a specified nature that involves contact with children, young people or adults on a frequent and intensive basis. Such activities include teaching, training, care, supervision, advice and guidance, treatment and transportation.

Types of activity which can be classed as regulated activity relating to adults are:

Health care for adults provided by, or under the direction or supervision of a regulated health care professional

Personal care for adults involving hands-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks

Social work – provision by a social care worker or social work which is required in connection with any health services or social services

Assistance with an adult's cash, bills or shopping because of their age, illness or disability via a third party

Assisting in the conduct of an adult's own affairs under a formal appointment

Conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work arranged via a third party

Types of activity which can be classed as regulated activity relating to children are:

Unsupervised Activities – teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children

Work for a limited range of establishments ('specified places') with opportunity for contact; for example, schools, children's homes, nurseries and child care premises.

8 B-Skill Learners

As a provider of 16-18 Apprenticeship programmes, B-Skill L&D coaches, tutors, staff and associates will come into contact with young people.

B-Skill may also provide training programmes in prisons and YOI's, where some L&D coaches, tutors, staff and associates will come into contact with adults and young people detained in custody.

Although our main adult training programmes are with employed adults who would not normally fall into any of the above categories we should all be aware that a proportion of apprentices or learners who may experience challenges such as language difficulties – where the apprentice/learner's first language may not be English - and may be the subject of potential discrimination and racial abuse; or have a poor understanding of their rights and responsibilities at work. Also, some of our apprentices and learners may come into contact with adults as part of their daily work in care homes and hospitals. These adults may have mental health difficulties or a disability that puts them into the legal definition of 'vulnerable'.

9 B-Skill's Role in the Prevention of Abuse

B-Skill will provide all apprentices and learners with opportunities to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

B-Skill staff and associates are encouraged to treat one another with respect and dignity, work in a safe environment, have a voice and be listened to. All our policies which address areas of potential harm such as bullying and harassment (including peer-on peer/child-on-child abuse) and equality, diversity and inclusion are linked to bring about a whole organisational approach.

Definitions of Abuse may be found in document HR026e.

10 Safeguarding Apprentices and Learners who may be vulnerable to extremism and radicalisation

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and adults - who may be vulnerable due to their regulated activities - from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people in particular to hold extreme views including views justifying political, religious, sexist or racist violence, or to direct them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

B-Skill values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. All individuals have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or leads to violence and harm of others, goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the UK may include the exploitation of vulnerable people, to involve them in terrorism or in an activity in support of terrorism. The normalisation of extreme views may also make children, young people and adults vulnerable to future manipulation and exploitation. B-Skill is clear that this exploitation and radicalisation should be viewed as a safeguarding/Prevent concern.

B-Skill seeks to protect children, young people and vulnerable adults against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right, Neo Nazi, White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The B-Skill Safeguarding & Prevent Officers will work with managers, specialists and staff to support them in the assessment of levels of risk within the organisation and at apprentice and learner sites and to put actions in place and discuss risk with employers, partners and subcontractors as appropriate, where it is considered that apprentices and learners may be at risk of radicalisation and the wider community including risks such as gangs, exploitation in local areas, risky online networks;

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason, the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example, they may address mental health, learning difficulties, relationship or drug/alcohol issues.

11 Safeguarding apprentices and learners who may be vulnerable to exploitation, forced marriage, female genital mutilation or trafficking

Our safeguarding policy provides the basic platform to ensure that children, young people and vulnerable adults are given the support to respect themselves and others, stand up for themselves and protect each other.

B-Skill has regular contact with Prevent Teams, Northumbria Police and other Police authorities, agencies and organisations to keep up to date on the latest advice and guidance in relation to keeping individuals safe from other vulnerabilities and forms of exploitation.

Our staff and associates are supported and given guidance and training to help them recognise warning signs and be aware of apprentices and learners who may be considered vulnerable and therefore susceptible to being exploited. This may include experts or members of the safeguarding & Prevent team talking to staff and provision of training and awareness sessions.

The Designated Safeguarding & Prevent Leads, Deputies and Officers know where to go for further advice and guidance as appropriate.

Where there are risk factors suspected or present, this must be immediately reported to the respective Head of Operations who is a trained Designated Safeguarding & Prevent Lead.

B-Skill will work in partnership with appropriate agencies in the best interests of the apprentice/learner and we will cooperate with any enquiries that take place as a result of a risk factor being investigated.

All B-Skill staff and associates working within our organisation have a duty to report any suspected, potential safeguarding concerns about an individual's behaviour towards a colleague or learner immediately.

12 IT Usage and Monitoring

B-Skill acknowledges that filtering - the selective disabling of access to external websites - might compromise the ability for staff, apprentices and learners to undertake research freely. It must balance its support for learning and research freedom within the law against its obligation to protect B-Skill, its staff, apprentices and learners from the risk of harm, radicalisation, cyber-bullying, grooming or scams that might arise from accessing certain sites.

B-Skill work with Smart IT who are contracted to support with desktop and telecoms including the upload of ESET Anti-Virus protection onto all laptops and telecoms and an email filtering system which provides individual users with a daily report enabling them to preview, block or allow senders as appropriate. Administrators are restricted to one person and Smart IT for the whole organisation. Smart IT provide DrayTec web filtering. This is a highly customisable system matching keywords/specific sites by web site category, digital content type, IP Filtering, Filtering HTTPS with DNS and Network Level Safe Search.

B-Skill Microsoft license provides a strong threat management system with detection and reporting on phishing, malware and malicious links. Quarantine Reports are generated on a daily basis by Smart IT and sent to users who determine where information specific to their own use, be released or blocked.

B-Skill also works with Waymark IT who provide a comprehensive security system and secure cloud services support and maintenance in relation to security and compliance and identity. B-Skill has access to alerts and service assurance including data loss prevention, data governance, threat management, data privacy and reporting. Searches can be run on all reportable activities in our organisation and threats will be identified. B-Skill has added Windows Advanced Threat Protection which can provide automation of this process.

B-Skill achieved and continue to maintain the Cyber Essentials Certificate (since October 2020).

B-Skill provide information and training to staff, apprentices and learners on the risks and dangers of accessing banned sites and on-line material.

There are guidelines in place which outline acceptable use and conduct by apprentices and learners in relation to the use of Applications and accessing social media; and the consequences of abusing those guidelines and causing distress to other learners or staff. (See Use of Social Media Messaging Apps HS020 and Social Media Policy – Learners & Employees QSP050.)

B-Skill has in place various initiatives and wider learning information which includes uploading of videos and webinars onto the Aptem and Equal systems to support and educate apprentices and learners to keep safe online (including grooming, cyber bullying, extremist content, AI, Deep Fakes, misinformation). This also includes, strict vetting of premises, and ensuring procedures and protocols are in place to detect and report on-line breaches. Safe use of Teams and Zoom guidelines are in place to reinforce keeping apprentices and learners safe and vigilant during remote sessions.

13 Safer Recruitment and Selection of Staff, Associates & Volunteers

Safer recruitment practice includes scrutinising applicants, verifying identity and academic and/or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

All recruitment materials will include reference to B-Skill's commitment to safeguarding & Prevent and promoting the wellbeing of our apprentices and learners.

When selecting and recruiting staff the B-Skill Recruitment Policy will be adhered to by all those involved in the interview process which includes;

- A statement in all job descriptions regarding B-Skill's commitment to Safeguarding & Prevent
- At interview candidates will be questioned about their understanding of Safeguarding & Prevent
- Candidates must provide a recent copy of their DBS Check/evidence to HR & Quality at interview and at Induction where a copy/record is be taken and held confidentially
- All staff, associates and volunteers, who will have access to children, young people or adults will be DBS checked in line with current DBS and Barring requirements in place - organised by the HR Department
- DBS Checks will be carried out every three years (unless on DBS Update Service) as appropriate for all B-Skill delivery staff who have direct contact with children, young people and adults
- B-Skill's policies and procedures for Safeguarding and Prevent are covered in staff induction

Title: B-Skill Safeguarding & Child Protection Policy

- All staff, associates and volunteers will undertake regular training as appropriate in relation to recruitment, selection and interviewing skills – this training is mandatory
- HR staff will be qualified in safer recruitment and will undertake regular refresher training as appropriate

14 Staff Support

B-Skill recognise the stressful and traumatic nature of child and vulnerable adult protection work. We will support staff by encouraging them to talk through their anxieties with a member of the Safeguarding team – usually the DSL/deputies or HR Manager. HR will help and sign-post staff who may need further support as appropriate.

B-Skill has a trained Mental Health First Aider in post to support employees. B-Skill also have in place an Employee Assistance Programme (EAP) delivered by Health Assured. This is a confidential employee benefit paid for by B-Skill designed to help our staff deal with personal and professional problems. This service can be accessed in the event that a member of the team has found dealing with a safeguarding or Prevent matter stressful and would benefit from further and external support.

15 Staff Involvement and Development

- In ensuring all our staff and associates have the appropriate knowledge and understanding of Safeguarding, B-Skill will;
- Carry out initial assessment of staff and associates at induction to identify their individual training needs in relation to safeguarding and understanding of Prevent
- Carry out regular one to ones where training and development needs will be identified and improvement monitored
- Provide relevant initial and ongoing training according to job role, and in particular for those staff who have regular access to children, young people or adults
- Involve staff in the development and implementation of the safeguarding policy and practice

16 Learner Involvement

When reviewing and developing Safeguarding & Prevent documentation and materials, B-Skill will where possible and as appropriate:

- Involve apprentices and learners in discussions relating to the review and update or development and design of appropriate materials relating to Safeguarding and Prevent
- Develop methods for engaging apprentices and learners in discussions about the implementation of the B-Skill safeguarding & Prevent information and documentation, by way of learner surveys and learner forums, to encourage participation and input from apprentices and learners.

17 Partner and Subcontractor Provision

All operational delivery directors/managers have a duty to ensure that each partner or subcontractor they work directly with, is made aware of B-Skill's requirements in relation to Prevent and Safeguarding, without exception. All Operational managers, coordinators and specialists working with partners and subcontractor organisations must ensure the following:

- All organisations delivering training on behalf of B-Skill should be made aware of the B-Skill Safeguarding & Prevent policies and be provided with copies

Title: B-Skill Safeguarding & Child Protection Policy

- It is the responsibility of each Operational manager to ensure partner/subcontractor organisations they work with/are responsible for have their own safeguarding policy and procedures in place. These will be reviewed by Human Resources, Head of Quality & the Excellence in Quality team for appropriateness and audited for effectiveness. If a partner/subcontractor does not have their own policies and procedures in place, they will be provided with copies of B-Skill policies and procedures and they will be expected to adopt them.
- Partners and Subcontractors have access to the B-Skill SharePoint system and should be specifically directed to the SharePoint Library where the following Sections contain useful information:
 - Safeguarding & Prevent
 - Health, Safety & Wellbeing
 - Equality Diversity & Inclusion
- Partners/Subcontractors are required to report Safeguarding issues or concerns (including Health & Safety incidents/accidents) immediately to the B-Skill Operational manager responsible for the area of provision. The B-Skill HR Manager should also be immediately advised; in line with the required reporting requirements, and in accordance with Funding body guidelines. At regular intervals the Operational managers will identify where refresher training is required by that partnership organisation.
- Regular visits, audits and observations will be carried out either announced or unannounced, at partner/subcontractor premises by member(s) of the Excellence in Quality Team or Operational managers, or an appropriate nominated member of the Excellence in Quality & ObservationTeam.

18 Related Policies and Documents

All staff, associates and volunteers are expected to take time to read the related documents as listed below:

Policy/Document	Reference
• <i>Safeguarding & Prevent Policy</i>	<i>HR026(2)</i>
• <i>Safeguarding & Prevent Officer Contacts</i>	<i>HR 026a</i>
• <i>Safeguarding Code of Conduct</i>	<i>HR 026b</i>
• <i>Safeguarding Procedures</i>	<i>HR 026c</i>
• <i>Safeguarding Disclosure Forms</i>	<i>HR 026d/HR 026dd</i>
• <i>Definitions of Abuse</i>	<i>HR 026e</i>
• <i>Slavery & Human Trafficking</i>	<i>HR 026f</i>
• <i>Safeguarding Reporting & Monitoring</i>	<i>HR 026g</i>
• <i>Recognising Abuse</i>	<i>HR 026i</i>
• <i>Indicators of vulnerability to Radicalisation</i>	<i>HR 026j</i>
• <i>Cyber-safety</i>	<i>HR 026k</i>
• <i>Staff Behaviour Policy</i>	<i>HR 026l</i>
• <i>Prevent Referral Guide</i>	<i>HR 026m</i>
• <i>Public Interest Disclosure Procedure (Whistleblowing)</i>	<i>HR 020</i>
• <i>Health and Safety Policy</i>	<i>HR 023</i>
• <i>Recruitment Policy</i>	<i>HR 005</i>
• <i>Data Protection and GDPR Policy</i>	<i>HR 021</i>
• <i>Keeping Safe System</i>	<i>HR 040</i>
• <i>Social Media Policy - Learners & Employees</i>	<i>QSP 050</i>

- *Use of Social Media Messaging Apps*

HSMS 028

19 **Review of Safeguarding & Child Protection Policy**

This Safeguarding & Child Protection Policy will be reviewed on an annual basis or earlier if required due to changes in legislation or best practice.

A handwritten signature in black ink, appearing to be 'Paul Wileman'.

Paul Wileman
CEO B-Skill Limited