



1.4 Safeguarding Policy

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Document Author:	Tracey Mosley
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Applicability:	All academic and business functions
Linked policies:	Equality, Diversity and Inclusion Health and Safety Safeguarding Anti-Slavery Missing in Education Lone Working Prevent Data Protection Privacy Notice Extremism and Radicalisation Policy

Document Control

Version	Date	Reason for Update
1.0	September 2017	Created
1.1	Nov 2018	Update content – various to reflect current practices
1.2	Dec 2019	Update content – various to reflect current practices
1.3	Dec 2020	Update content – various to reflect current practices
1.4	Jan 2021	Update content – various to reflect current practices
1.5	May 2021	Update content – various to reflect current practices
1.6	Jan 2022	Update content – various to reflect current practices
2.0	February 2022	Updated to show Well-being definition
2.1	January 2023	Update of contacts

Introduction

Safeguarding at EMA is about:

- Protecting health, wellbeing and human rights, enabling a person to live free from harm, abuse and neglect.
- Empowerment, apprentices being supported and encourage to make their own decisions and informed consent
- Prevention, identifying risks and taking action before harm occurs
- Proportionally, responding with the least intrusive response, appropriate to the risk, which meets the need of the apprentice

We will ensure:

- robust safeguarding arrangements are in place
- as far as reasonably possible, everyone is free from harm and their rights and feelings are respected
- everyone who works with EMA Training Ltd understands their rights and responsibilities in respect to safeguarding including high standards of expected apprentice behaviour (Code of Conduct Policy)
- all understand how to promptly recognise and respond to signs of abuse, neglect or other safeguarding concerns
- safeguarding records are confidential and accurate including welfare –[Safeguarding Incident Record](#) and [Mental Health First Aid Record](#)
- effective signposting to experts.

EMA Training Ltd must meet our legal responsibilities, these include:

Keeping Children Safe in Education 2021

This is the statutory guidance for school and colleges including further education providers from the Department of Education.

Protection of Children Act 1999

This Act is about ensuring the safety, welfare and best interests of a child. A child is aged under 18 years.

Health and Safety at Work Act 1974

This Act is about ensuring the safety of all in the workplace.

Equality Act 2010

This Act is about preventing unlawful discrimination. Protected characteristics in this Act are:

Age	Race
Disability	Religion or belief
Gender reassignment	Sex
Marriage or civil partnership	Sexual orientation
Pregnancy and maternity	

*Any subsequent amendments to these Acts are included within this policy.

Checking of staff to ensure suitability to work at EMA Training Ltd

All staff will complete the following checks prior to starting work with EMA Training Ltd:

- Right to work in the UK
- DBS enhanced check (where appropriate)
- Review of a minimum of two references including the most recent employer/place of education
- All checks will be recorded on a **single central record**, this is maintained by the HR department with the oversight from the DSL and CEO.

Reporting an incident/making a disclosure

If an incident should occur or a disclosure is made, this must be reported immediately to the Designated Safeguarding Lead (DSL) and or DSO's.

The incident/disclosure email sent to the DSL using the safeguarding@ematraining.co.uk address

The DSL will decide with appropriate support where needed from the CEO, on the most appropriate action and record using the [Safeguarding Incident Record](#)

DSL: Tracey Mosley

Contact Details: 07723 315368

Email: safeguarding@ematraining.co.uk

DSO: Louisa Hampson

Contact Details: 07774 097937

Email: safeguarding@ematraining.co.uk

DSO: Paula Gregory

Contact Details: 07888 387675

Email: safeguarding@ematraining.co.uk

DSO: Rebecca Perkins

Contact Details: 07432 891854

Email: safeguarding@ematraining.co.uk

Safety Online

All devices used by EMA Training Ltd are equipped with appropriate firewalls.

In line with the Computer Misuse Act and EMA Training's IT Policy, device use will be monitored and reported on a monthly basis by IT Support. Any inappropriate use will be reported immediately to the DSL (as an incident). They will decide any appropriate action.

All personal details are maintained securely and to meet the requirements of GDPR.

All safeguarding incidents will be logged on Safeguarding Record Form and MHFA records maintained by the DSL

Any users under the age of 18 will not left in breakout rooms on Teams/Zoom without appropriate supervision. **(Direct chat line to the Trainer and mobile number):**

Managing the dangers of extremism and radicalisation

All those at EMA Training Ltd will take part in an induction, which will include recognising the dangers of extremism and radicalisation. ([Extremism and Radicalisation Policy](#))

The DSL will receive regular updates in current threats in relation to the dangers of extremism and radicalisation. They will disseminate this information regularly to all.

If there is an incident where extremism and radicalisation are noted, the incident must be reported to the DSL immediately.

The DSL will decide on the appropriate intervention to take.

Overview of safeguarding

Safeguarding is a standard agenda item at delivery, full team and Board meetings.

Safeguarding team have a monthly meeting.

There will be a dedicated discussion about safeguarding at all meetings to ensure any patterns and trends may be identified and intervention is prompt.

Monthly update email sent to all includes training and learning resources.

Staff induction and training

All staff will receive an induction. Safeguarding responsibilities at EMA Training Ltd are included within this.

All staff including apprentices will receive regular and appropriate updates about safeguarding through training and emails.

All apprentices will regularly discuss their understanding of safeguarding to ensure they know how to stay safe and what to do should an incident occur.

Appropriate resourcing to manage safeguarding effectively.

EMA Training Ltd will provide appropriate resources to ensure arrangements for safeguarding are robust.

Recruitment of Apprentices by the Recruitment Officers

Carries out welfare assessments.

Shares key information with Trainer, Mentor and ALS for on-going support.

Offer Additional Learning Support (ALS) where appropriate.

Contact previous education provider requesting information about the new apprentice which includes safeguarding when confirmation of placement has been received.

Safeguarding of apprentices in the workplace

All new apprentices and employers will receive an induction to Safeguarding before starting their apprenticeship.

At each review EMA Training Ltd will check on the safety of the apprentice.

At regular intervals EMA Training Ltd will check the employer meets the requirements of EMA Training Ltd and ensures the apprentice is in a safe working environment. ([Employer Engagement Policy](#))

All employers with apprentices aged under 18 will have appropriate risk assessments in place.

Safeguarding for Additional Support and Welfare Cases

All additional support cases to be reported to DSL and ALS via the pen-portrait information.

Additional support cases are recorded on an 'At Risk' register maintained by ALS Lead using the following **RAG** rating process and reviewed at the monthly safeguarding meeting:

- **Red** – Needs a discussion with DSL, High Risk of moving from a welfare issue to a safeguarding issue
- **Amber** – More structured plan and weekly communication
- **Green** – Light touch support and fortnightly engagement

Further Contact Details

MHFA – Julie O'Callaghan – 07825 255 122 – safeguarding@ematraining.co.uk

ALS – Rebecca Perkins - 07432 891 854 – als@ematraining.co.uk

Signed by Tracey Mosley, CEO

