

A large, light green circular arrow graphic that serves as a background for the contact information. It is a thick, stylized arrow that curves around itself, pointing upwards and to the right.

Safeguarding Policy

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Aim

The aim of this policy is to –

- ❑ Understand what safeguarding is.
- ❑ Know what constitutes a safeguarding concern.
- ❑ Know how and when to report a safeguarding concern.
- ❑ Outline the safer recruitment process.

This policy is for anyone working at, with or on behalf of EMA.

Definition

The definition of safeguarding is taking measures to protect the wellbeing, safety, and human rights of individuals in our care to live free from harm, abuse, and neglect – particularly children, young people, and vulnerable adults.

At EMA we believe everyone has the right to feel safe, in the workplace, the training HUBs and in their personal lives. EMA have a duty of care to ensure, as far as reasonably practicable apprentices feel safe and supported.

What EMA Do.

Overview

EMA will –

- ❑ Carry out the correct safer recruitment checks for all staff.
- ❑ Hold monthly safeguarding meetings and ensure safeguarding is a regular agenda item on monthly team meetings.
- ❑ Ensure staff and apprentices know their responsibilities with regards to safeguarding.
- ❑ Follow the missing in education policy/procedure.
- ❑ Adopt the correct procedures for online safety in accordance with policies.
- ❑ Adhere to all relevant legislations as outlined in Appendix A.

Safer Recruitment

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

- ❑ Right to work in the UK
- ❑ Proof of address
- ❑ DBS enhanced check
- ❑ Review of a minimum of two references including the most recent employer/place of education. Covering the last 2 years.
- ❑ Online searches may be conducted.
- ❑ All checks will be recorded on a **single central record**; this is maintained by the HR Department with the oversight from the DSL.

Review of DBS Checks

On offer accepted by new employee, DBS application link to be sent, requesting completion. Any staff member whose completed DBS we haven't received when they start employment will wear a red lanyard with their Access Card/ID Card attached and not be left in sole responsibility of learners in the building prior to the DBS check being returned.

Staff induction and ongoing Training

All staff will receive an induction which will include a safeguarding brief within the first 5 days of employment. This will include an overview of safeguarding at EMA, Prevent, British Values, how to respond to a disclosure and how to report the concern (see below).

Once the initial company induction is complete (induction duration varies dependant on job role) there will be a check of understanding carried out by one of the safeguarding team.

Staff will receive formal training annually with regular updates taking place throughout the year, led by the safeguarding team.

A mandatory KCSiE update will take place every October (sooner if guidance is released sooner). This will be to outline any changes.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The DSL and DSO's will undertake safeguarding refresher training every 2 years. Which is logged on the CSR (Central Service Record). This can be accessed via HR on request.

Recruitment of Apprentices

EMA will ensure we

- ❑ Carry out the necessary employer health, safety and suitability checks.
- ❑ Share key information with Trainer, Mentor and ALS for on-going support.
- ❑ Inform Additional Learning Support (ALS) is available where appropriate.
- ❑ Check for previous support requirements.
- ❑ Highlight to safeguarding team if learner is under 18 for further checks.

This includes -

- Contacting the previous education provider requesting information about the new apprentice for safeguarding & prevent files, attendance records & behaviour concerns.
- We will also contact any NOK of apprentices who are under 18 to ensure full disclosure of any pre-existing conditions.

Safeguarding of apprentices in the workplace

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

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

Sign In and Out

Everyone who enters EMA Training hub will be required to sign in to the sign in app.

Learners – Sign in and wear an EMA lanyard.

Staff – Sign in and wear an EMA lanyard. Any Staff awaiting DBS check would not be left unsupervised with learners.

Visitors – Should sign into the sign in app and wear the printed visitor sticker. They would not be left unsupervised with learners.

Lanyards, access cards and ID cards should be always worn in the hub by staff and learners, and those not doing so should be challenged by a member of staff. If they don't have their lanyard and ID with them they should be issued with a temporary access card which is to be signed in and out from the staff area downstairs.

Everyone must sign out whenever they leave the EMA building. Those who don't should be challenged as it happens (if possible) or as soon as possible upon return.

Child Protection

In case of concerns of serious harm to a child or young person, if immediate harm is likely, contact the police via 999. If there is reason to believe a child is at risk of harm, contact the Local authority designated officer (LADO) via the links below.

Derbyshire - cpmduty@derby.gov.uk

Nottinghamshire - <https://www.nottinghamcity.gov.uk/lado>

Leicestershire - <https://lrsb.org.uk/lado-local-authority-designated>

Please note there is a separate Local authority designated officer (LADO) for each area, based on the child or young persons home address. If they live outside of the 3 areas above, the LADO contact details should be searched on the internet.

Reporting an Incident or Making a disclosure – My Concern

If an incident should occur or a disclosure is made, this must be reported immediately to the safeguarding team.

If the concern is deemed a priority a phone call should be made to the main safeguarding number 01332 371666 and choose option 1 and give details of the disclosure to ensure it is dealt with promptly.

The incident/disclosure will be raised on My Concern.

The safeguarding team will triage the concern to the appropriate team member for support.

If it is unclear if a disclosure or issue is a safeguarding concern, it should be entered onto My Concern for the safeguarding team to investigate.

Concern updates are an agenda item at every safeguarding meeting.

Rapid Reaction Procedure

EMA Training recognises the potentially serious risks to learners, staff, and visitors in emergency or harmful situations.

Appropriate and rapid actions will take place where there is a perceived risk of an immediate threat to the building, its staff, learners, visitors, or property.

Where possible, EMA will act to ensure the safety of all personnel in the building in the following situations (this list is not exhaustive):

- If unauthorised person(s) considered dangerous, are on EMA grounds or proximity.
- In instances including domestic breakdowns where there is a danger to our learners or staff.
- In instances where personnel, learners, volunteers, or staff from within the building become a threat to the well-being of others.
- In emergency situations within the environs of the building where there is potential risk from spills or poisonous fumes.

Confidentiality

For each individual case the safeguarding team will make a judgement on what information to release to other staff. This will be done on a need-to-know basis only. EMA will comply with the Data Protection Act, but information will be shared where necessary to protect an individual. Staff should never promise confidentiality, as this may not be possible in every case.

Safeguarding Contact Procedure

EMA safeguarding operates during normal office hours – 9am till 5pm Monday to Friday and can be contacted using the following details –

- EMA landline number - 01332 371666 and select option 1.
- Email – safeguarding@ematraining.co.uk

Outside of these hours the following procedures apply –

For URGENT issues outside our operating hours please contact the following -

- In an emergency, please contact the Police on 999

Or one of the following -

- Nottingham - Duty Team – 0300 456 4546
- Derby – Duty Team - 01629 532600
- Leicester – Duty Team - 0116 454 1004

For support with Mental Health Crisis – dial 111 and select option 1 for Mental health support.

For any non-urgent concerns please report on the next working day to the safeguarding team on 01332 371666 Option 1.

The current safeguarding team are:

Role	Name	Contact
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DSL	Rebecca Perkins	01332 371666 Option 1 safeguarding@ematraining.co.uk
DSO	Paula Gregory	01332 371666 Option 1 safeguarding@ematraining.co.uk
DSO	Laura Barber	01332 371666 Option 1 safeguarding@ematraining.co.uk

Missing in Education

When a learner is due in a session (either remote or face to face) but hasn't arrived by 30 minutes after their session start time, they should be marked as absent on the register and a student absence form completed with 'unknown' marked as the reason. This will generate an automated missing in education email which is sent to the safeguarding email account to be investigated.

See associated MIE policy.

Prevent - Managing the dangers of extremism and radicalisation.

The safeguarding team will receive regular updates on current threats in relation to the dangers of extremism and radicalisation from the local Prevent Team. They will disseminate this information in sessions or resources regularly.

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

The safeguarding team will decide on the appropriate intervention to take.

This should be added as a concern on the My Concern platform.

See associated Prevent policy.

Online Safety

All devices used by EMA are equipped with appropriate firewalls, in line with the Computer Misuse Act, EMA's IT Acceptable use Policy and EMA's IT Policy.

Any inappropriate use will be reported immediately to the safeguarding team (as a concern – see above) and the IT manager. They will take any appropriate action.

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

When a learner joins a class remotely via an online platform, it is mandatory to have cameras and microphones on, to enable and encourage interaction and check welfare of the learner throughout the class.

See associated policies.

Whistleblowing Policy

EMA is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all its practices. To achieve these ends, it encourages freedom of speech. It also encourages staff to use mechanisms for reporting any serious malpractice or illegal acts or omissions by its employees or ex-employees. This policy sets out the legal protection provided to those who raise concerns and the procedures that should be followed.

See associated policy.

The NSPCC helpline can be used instead of following this process in the case of lack of confidence in reporting through chain of command.

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/>

Professionalism and Code of Conduct

Learners and staff should conduct themselves in a professional manner when in and around the EMA buildings. For further information please refer to your employee/learner handbook and EMA's code of conduct.

See associated document.

Visitors – personal/professional

Please remain responsible for your visitor whilst they are on the premises. Visitors should sign in in the normal way using the Sign In app and wear the printed visitor sticker.

Appendix

Appendix A

Keeping Children Safe in Education

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

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Protection of Children Act 1999

Where practicable, we will ensure the safety, welfare, and best interests of a child, if the child is aged under 18 years of age.

<https://www.legislation.gov.uk/ukpga/1999/14>

Health and Safety at Work Act 1974

Where practicable, we will ensure the safety of all in the workplace and on EMA premises.

<https://www.hse.gov.uk/legislation/hswa.htm>

Equality Act 2010

Legally protects people from discrimination in the workplace and in wider society.

<https://www.gov.uk/guidance/equality-act-2010-guidance>

Monitoring and Review

Date for review: **Annually**

Document Control

Document Name:	Safeguarding Policy
Version	6
Issue Date:	Jan 2024
Review Date:	July 2027
Document Author:	Rebecca Perkins
Document Owner	Rebecca Perkins
Applicability:	All Staff and Apprentices
Linked policies:	Missing in Education Policy Whistleblowing Policy Health and Safety Policy Prevent Policy EDI Policy Recruitment Policy Employer Engagement Policy E-Safety Policy Code of conduct

Version Control

Version	Date	Reason for Update
1.0	January 2024	New version Created.
2.0	11/03/2025	Contact details updated.
3.0	03/09/2025	Emergency contact details updated
4.0	08/05/2026	Sign In App Recruitment of apprentices Review of DBS Checks
5.0	16/06/2026	Sign In and Out
6.0	September 2026	DBS section updated

