



Learner & Apprentice Safeguarding Policy

Purpose and Explanation of the Policy

The purpose of the policy is to ensure that the TheLightBulb adheres to its legal obligation and social responsibility in relation to safeguarding children, young people and vulnerable adults. This is in accordance with legislation such as the Safeguarding Vulnerable Groups Act 2006 and in practice and policy directed by the Governments publication, Keeping Children Safe in Education 2016.

TheLightBulb is committed to improving and promoting best practice throughout the organisation and ensuring that the wellbeing of learners/apprentices is safeguarded, that they are protected from harm and feel that TheLightBulb provides them with a safe environment. This will in turn promote opportunities for them to thrive and benefit from their learning experience. TheLightBulb believes that all individuals have a right to freedom from abuse and harm and promotes this throughout the organisation. TheLightBulb have a separate Prevent Policy which covers radicalisation and extremism and an e-safety policy to cover IT usage and safety online.

The policy is promoted through initial and ongoing training for new/existing staff, it is included on the agenda for all CPD meetings and our Hot Topics are updated regularly to include current issues so ensuring all staff and learners/apprentices are committed to protecting vulnerable others.

The term learner within this document refers not only to young people but to any learner enrolled at TheLightBulb and or engaged in any activity on our premises.

Under this policy abuse and neglect are defined as forms of maltreatment to any learner. This may be by omission or commission i.e. inflicting harm or failing to prevent harm. We recognise a learner can be abused in a family, an institution or community setting by those known to them or more rarely by a stranger. Abuse may be by an adult or a peer.

Risk Indicators

The four main categories of abuse are:

1. Neglect.
2. Physical.
3. Sexual.
4. Emotional.

Responsible person Suzanne Tilling Managing Director	Revision Date 03/10/2022	Rev. No. 17	Reviewer's Initials: SJT
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Responsibility and Authority

The organisation has ultimate responsibility for learner protection and will ensure that the arrangements for safeguarding learners/apprentices are effective, robust and reviewed on a regular basis. As such two members of staff have been designated as Safeguarding Personnel. They have responsibility for this policy.

The designated safeguarding personnel are:

1. Suzanne Tilling – Designated Safeguarding Lead (DSL)
 - Managing Director
 - 01268 270648
 - Suzanne@thelightbulb.net

2. Andrea Gregory – Designated Safeguarding Officer (DSO)
 - Health & Safety Officer
 - 01268 270648
 - 07764 969337
 - Andrea@thelightbulb.net

3. John Walsh – Designated Safeguarding Officer (DSO)
 - Contracts Manager
 - 01268 270648
 - 07957075467e
 - John.walsh@thelightbulb.net

Recognition of actual or suspected abuse is the responsibility of **ALL** staff and must be reported to one of the above immediately.

Specific safeguarding meetings are held bi-monthly with the Safeguarding Lead and the DSO where all safeguarding cases, processes and policies are reviewed.

Learner protection issues will be reviewed at staff meetings and input from all staff on ways in which to raise awareness will be welcomed.

In addition to advance safeguarding and achieve commitment to the policy across the organisation we will:

- Promote the policy to staff, through meetings, forums, training and continued reinforcement by leading by example
- Ensure staff fully understand safeguarding, current local issues and their responsibilities in regard to safeguarding requirements
- Equip managers to promote and ensure safeguarding is fully embedded within the organisation
- Provide a safe environment for our staff and learners which is free from abuse
- Train staff at all levels to implement this policy

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Disclosure and Barring Service

All staff and associates will be required to undergo DBS checks as a matter of course and contracts will be terminated should the results of these be of an unsatisfactory nature. A central record is held and reviewed bimonthly by the safeguarding team and board. For further information on DBS checks within the company please refer to the DBS Policy.

Employee References

Two references will be taken up for each new member of staff prior to their start date with TheLightBulb. One of these references should be from the applicant's current or last employer and in the case of someone leaving school or with only one previous employer then an education reference and/or a character reference from a school/college staff member will be sought.

Training to Ensure the Protection of learners/apprentices and employees and Prevention of Abuse

The Department for Education has published Prevent duty guidance: for further education institutions in England and Wales for further guidance on the Prevent duty. All employees undertake Prevent and Safeguarding in FE training prior to their start date with TheLightBulb; in addition, delivery staff undertake further training in forced marriage, female genital mutilation and child sexual exploitation.

Training is updated annually, is also ongoing in staff CPD meetings and is evidenced via the staff training plans. A central record of safeguarding training undertaken is held and reviewed bi monthly by the safeguarding team.

Procedure for Reporting Suspected Abuse or Concerns

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should always speak to the designated safeguarding lead.

To help you recognise when to report suspected abuse or concerns the following brief list of cause for concerns has been created. However anything that gives you a concern must be reported regardless of its presence on this list:

- Signs of physical abuse for example bruising.
- Suspicions of abuse due to changes in behaviour.
- Disclosure by a learner where a member of staff then believes the learner to be at risk of harm.
- Any obvious signs of neglect.
- Any deterioration in health.
- Any signs of bullying or harassment.

In the event that you are concerned about the welfare of a learner you must:

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1. Use the Safeguarding Incident Form to record brief, but detailed, notes of the observations you have made or information received. If there has been a disclosure the notes must be in the learner's own words.
2. Contact one of the designated safeguarding personnel for further advice or speak to your Line Manager who will support and advise you and may contact the designated person on your behalf.

The designated member of staff will refer information to, or seek advice from, other relevant organisations as appropriate, for example Children's Social Care, Police or another agency. There is an expectation that concerns for young adults should be shared with parents/carers unless by doing so the learner might be placed at greater risk of harm.

In the event of the concerns not being appropriate for referral to an outside agency at that stage then the learner will be monitored through an appropriate member of staff in liaison with the designated safeguarding person and where appropriate signposted to support organisations.

Staff will receive support as required.

Allegations Made Against Staff or Associates of TheLightBulb

If an allegation is made against a member of staff or associate it should be reported immediately to Suzanne Tilling, Managing Director, or a designated safeguarding person if available. They will then seek advice from relevant organisations and follow DFE guidance.

Further Information

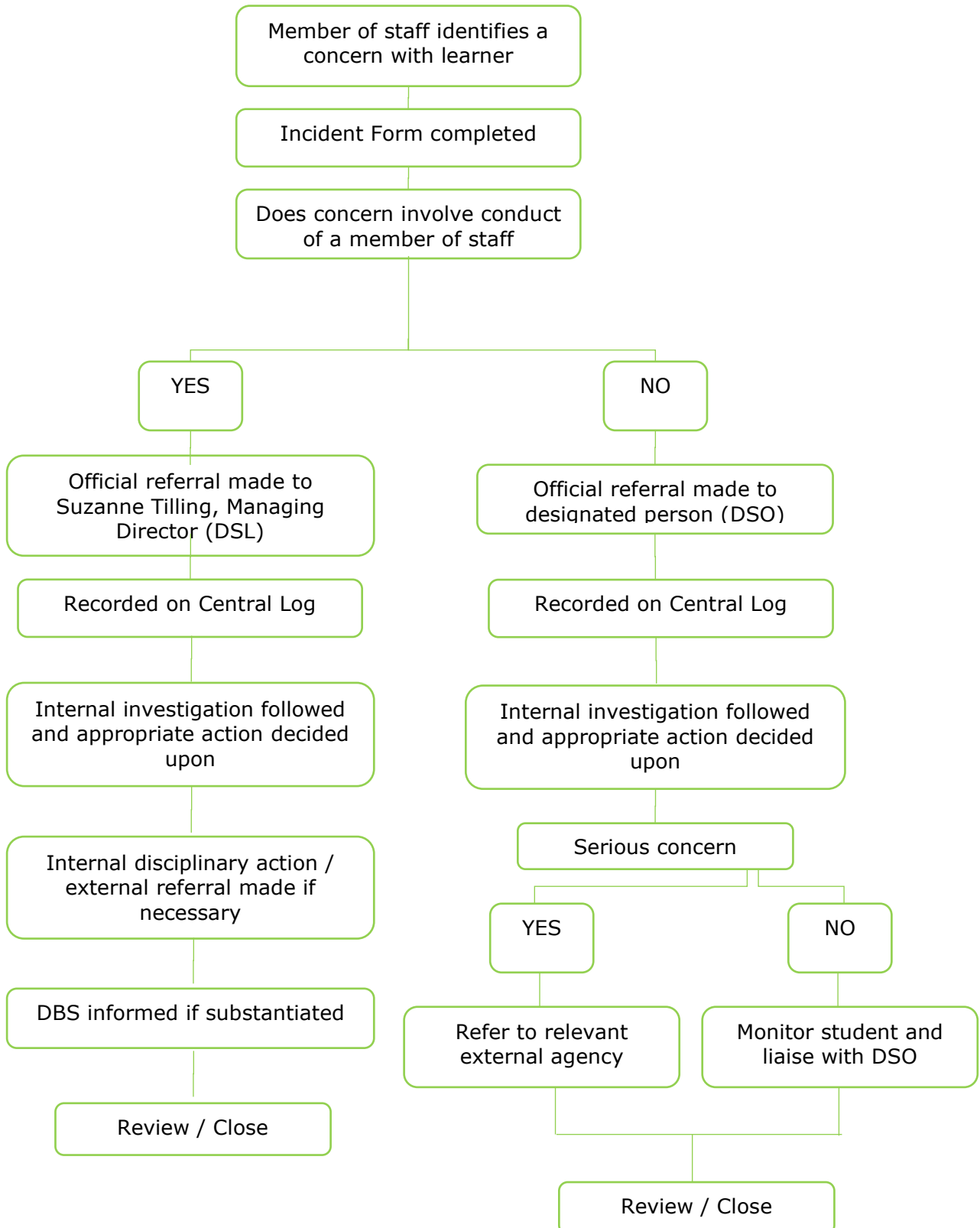
- The Essex Safeguarding Adults Board website: <http://www.essexsab.org.uk/>
- The Essex Safeguarding Children Board website: <http://www.esccb.co.uk/about/>
- ESFA Contact: Andrea Clarke - Manager, FE Territorial Team, Essex & East London, Andrea.CLARKE@education.gov.uk telephone 07979 937978.

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Learner Protection Flow Chart



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Safeguarding/Prevent Incident Form

Learner:									
Programme:									
Employer:									
Report Raised by:					Date:				
Details of concern:									
Evidence (if additional to the above):									
Reported to:									
Action Taken:									
Additional Support Agreed:									
Follow up Action Required			1 Week		1 Month		3 Month		6 Month
Director Signature:					Date:				