

Learner & Apprentice Safeguarding and Welfare 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 the safeguarding and welfare of 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.


Definition of Safeguarding and Welfare

Safeguarding and welfare are related but distinct concepts that are both important for the protection and well-being of children, young people and vulnerable adults. Safeguarding means:

- protecting children, young people and vulnerable adults from abuse and maltreatment.
- preventing harm to children, young people and vulnerable adults health or development
- ensuring children and young people grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.
- Child protection is part of the safeguarding process and focuses on protecting individual children and young people identified as suffering or likely to suffer significant harm.

Welfare, on the other hand, refers to the general well-being and happiness of a person or group. Welfare means:

- meeting the needs and interests of the individual or group
- providing support and services to enhance their quality of life
- addressing any barriers or challenges that affect their learning or well-being
- promoting their personal and social development
- respecting their rights and dignity

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Safeguarding and welfare are both essential for creating a safe and positive environment for children young people and vulnerable adults, and for enabling them to achieve their full potential. However, safeguarding is more focused on preventing and responding to abuse and harm, while welfare is more focused on enhancing and supporting well-being and happiness.

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.

Responsibility and Authority


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

The designated safeguarding personnel are:

1. Susan Feltham – Designated Safeguarding Lead (DSL)
 - Quality Assurance Manager
 - 07772984014
 - susan.feltham@getsetuk.co.uk
2. Andrea Gregory – Designated Safeguarding Officer (DSO) and Deputy DSL
 - Health & Safety Officer & Apprentice Recruitment
 - 01268 270648
 - 07764 969337
 - Andrea@thelightbulb.net
- 3.Emily Casson - Designated Safeguarding Officer (DSO) and Deputy DSL
 - Coordinator
 - 01268 270648
 - 07764 969339
 - emily.casson@thelightbulb.net

Recognition of actual or suspected abuse is the responsibility of **ALL** staff and must be reported using the safeguarding form to one of the above immediately through the TLB Safeguarding Email address:

safeguarding@thelightbulb.net.

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Additionally, all welfare concerns need to be sent through the safeguarding email address using the welfare form.

Specific safeguarding meetings are held 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 that the recruitment policy is implemented around safer recruitment.
- Ensure staff fully understand safeguarding, current local issues, and their responsibilities regarding 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.

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 monthly by the safeguarding team and HR representative, and quarterly by the board. For further information on DBS checks within the company please refer to the DBS Policy and Recruitment Policy.


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.

Training is updated annually, is also ongoing in staff CPD meetings and is evidenced on the HR employee system. A central record of safeguarding training undertaken is held and reviewed 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.

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To help you recognise when to report suspected abuse or concerns the following brief list of cause for concerns has been created. However, Appendix 1 also provides guidance on the difference between a safeguarding or welfare referral. 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.

If you are concerned about the safeguarding or welfare of a learner, you must:

1. Use the Safeguarding and Welfare Referral Document (Appendix 2) to identify the next steps to take.
2. If this is a safeguarding concern complete the Learner safeguarding/ Prevent Incident Form (Appendix 3) 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.
3. If this is a welfare concern complete the Learner Welfare Referral Form (Appendix 4) to record brief, but detailed concerns.
4. 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.
5. Email the completed form to safeguarding@thelightbulb.net


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 Susan Feltham, Quality Assurance Manager, or a designated safeguarding person if available. They will then seek advice from relevant organisations and follow DFE guidance.


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Further Information

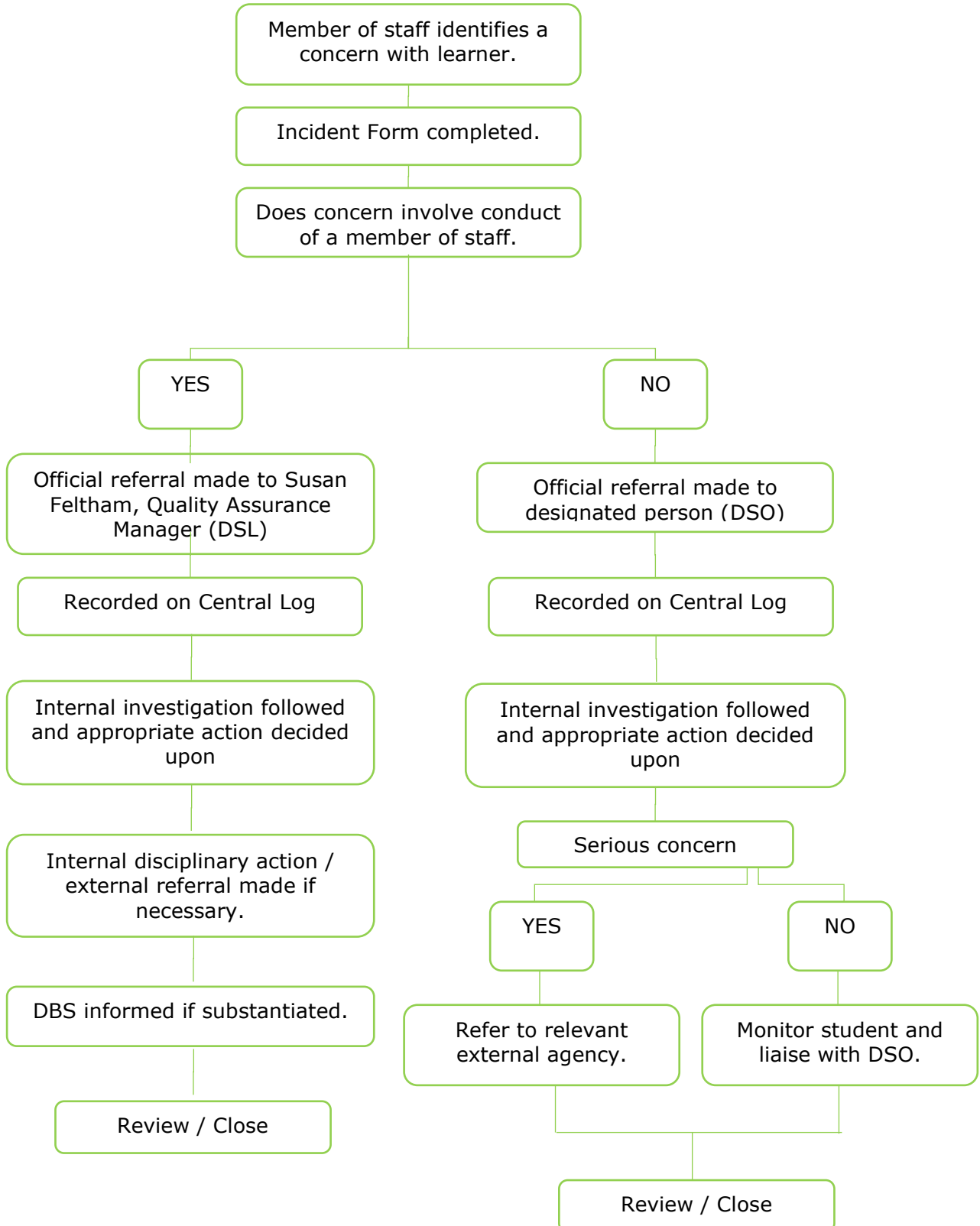
- The Essex Safeguarding Adults Board website: <http://www.essexsab.org.uk/>
- The Essex Safeguarding Children Board website: <http://www.esccb.co.uk/about/>

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Learner Protection Flow Chart




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Appendix 2:

Safeguarding or Welfare Referral?

Is the adult learner at risk of, or experiencing, abuse or neglect by another person or themselves? If yes, complete a safeguarding referral.
Is the adult learner able to protect themselves from the abuse or neglect? If no, complete a safeguarding referral.
Is the adult learner's health, well-being, or quality of life significantly affected by the abuse or neglect? If yes, complete a safeguarding referral.
Is the adult learner in need of additional support or services to meet their needs or achieve their goals? If yes, complete a welfare referral.
Is the adult learner facing any barriers or challenges that prevent them from accessing or engaging with education or training? If yes, complete a welfare referral.
Is the adult learner experiencing any personal or financial difficulties that affect their learning or well-being? If yes, complete a welfare referral.


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Appendix 3

LEARNER SAFEGUARDING/PREVENT INCIDENT FORM

(Delete as appropriate)

Learner:		Date of Birth:			
Programme:					
Employer:					
Report Raised by:				Date:	
Details of concern: (Please attach any notes using the Learner's own words)					
Evidence (if additional to the above):					
Reported to:					
Action Taken:					
Additional Support Agreed:					
Follow up Action Required (tick as appropriate)		1 Week	1 Month	3 Month	6 Month
Additional Comments					Date

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Follow up Action Required (tick as appropriate)	1 Week	1 Month	3 Month	6 Month
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Additional Comments	Date
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Follow up Action Required (tick as appropriate)	1 Week	1 Month	3 Month	6 Month
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Additional Comments	Date
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Follow up Action Required (tick as appropriate)	1 Week	1 Month	3 Month	6 Month
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Additional Comments	Date
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Director Signature:	Date:
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DSL/DSO Signature:	Date:
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Appendix 4

LEARNER Welfare Referral FORM

Name of Learner:		Date of Birth:	
Programme:			
Trainer/LDM Name:			
Report Raised by:		Date:	
Reported to:		Date:	
Details of Concerns: (tick below)			
Health issues (physical or mental)	Financial difficulties	Learning difficulties or disabilities	
Other (Please Specify)			
Additional Comments:			
Action Taken: (tick below)			
Referred to learner Safeguarding Team	Referred to external agency (e.g. social services, health services, etc.)	No action required	
Other (please specify)			
Additional Comments:			
Director Signature:		Date:	
DSL/DSO Signature:		Date:	

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