

# SAFEGUARDING POLICY

Last updated: **01/06/2023**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

## Scope of the policy

This policy is provided for TTT customers, including learners and staff members who are using or delivering the courses or qualifications TTT offer.

## Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website [www.theteachertrainer.co.uk](http://www.theteachertrainer.co.uk).

## Communication of the policy

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at TTT access, read and understand the policy during their induction.

## Review of the policy

TTT will review the policy annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

## Statement of principles

TTT delivers courses for learners that are 19 years and over. We are strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. Staff members must recognise and accept their responsibilities to develop the awareness of the risk and issues involved in safeguarding. TTT recognises that it has a responsibility to protect staff from unfounded allegations of abuse. Although TTT employees do not, on a regular basis, work with children, young people or vulnerable adults, TTT will seek to ensure, where reasonably practicable, that the outcomes set out in **'Every Child Matters'** are extended to work-related learning and work-based situations, in particular that activities contribute to children and adults:

*Being Healthy | Staying Safe | Enjoying and Achieving | Making a Positive Contribution | Achieving Economic Well-Being*

## Definitions

For the purposes of this policy and procedures, children are defined in the Children Act of 2005 as a person under the age of 18 years. The Safeguarding Vulnerable Groups Act 2006 defines a 'vulnerable adult' as a person aged 18 and over and:

- receiving a social care service
- receiving a health service
- living in sheltered accommodation

- detained in custody or under a probation order
- requiring assistance in the conduct of his/her affairs
- receiving a service or participating in an activity targeted at older people, people with disabilities or which physical or mental health conditions
- any other adults whose particular circumstances make them vulnerable at a particular time

### **Accountability and Responsibility**

- Staff members are responsible for monitoring and managing incidents or concerns and liaising with the relevant safeguarding agencies when appropriate.
- TTT is responsible for ensuring that the Safeguarding Policy and procedures are in place, and that they are available for scrutiny by the relevant authorities, including various Awarding Organisations.
- TTT is accountable for the overall Safeguarding Policy of the organisation and we will act in accordance with the statutory and legislative guidance to safeguard and protect the welfare of learners and our employees.

### **Staff Training**

TTT has a duty to promote safeguarding issues and measures to staff members and ensure that they:

- analyse their own practice against established good practice and assess risk to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- follow the guidelines for staff
- undertake training on safeguarding to raise awareness of current issues and legislation
- complete DBS checks where required

### **Learners**

TTT has a responsibility to ensure safe recruitment and employment practices. We will provide information advice and guidance for learners with regards to this policy. New and existing staff members who frequently or intensively work with vulnerable adults in training, supervision, advice, etc. will be checked through the DBS service provided by the government (if necessary). All potential new employees will be subjected to pre-employment checks.