

Safeguarding Policy

Best Practice Training & Development offers consultancy, skills training and professional certification to meet a wide variety of business and learner needs.

These services are offered to all organisations and individual learners where we have the skills and competence to be of assistance.

The safety and welfare of all course attendees is of the utmost importance. Furthermore, we have a duty of care and a legal obligation to safeguard and promote the welfare of our learners.

This Safeguarding Policy is relevant to all learners who:

- 1) Are under the age of 18 years old
- 2) Have a learning difficulty and/or disability
- 3) Have a health or mental health issue
- 4) Do not have English as their first language

This policy is made known to all our staff including all Best Practice consultants, trainers, assessors and all learners and course delegates.

Recognition of Abuse or Neglect

Abuse or neglect of a young person or vulnerable adult is caused by inflicting harm or by failing to prevent harm. This may be abuse in a family or community setting, by those known to them or strangers. The following are the types of harm that can be inflicted on a young person or vulnerable adult.

- Physical injury
- Sexual abuse
- Emotional abuse
- Physical neglect
- Bullying, harassment and Intimidation

Our policy implements the legislation enshrined in the following Acts:

- The Children and Young Persons Act 2008
- The Children Act 1989 and 2004
- The Human Rights Act 1998
- Protection of Children Act 1999
- Care Act 2014 – Safeguarding adults at risk of abuse or neglect

This means that in the design and provision of programmes, we make every reasonable effort to ensure that our consultants, trainers and assessors are fully conversant with the above areas and are able to follow the procedure below.

When a young person / vulnerable adult consults with one of our consultants, trainers or assessors

It is possible a young person or vulnerable adult may seek assistance to share information about abuse or neglect, or talk spontaneously either individually or in a group setting. In these situations the procedure outlined for our consultants, trainers and assessors is to:

- Listen carefully to him/her
- Not to directly question him/her.
- Allow him/her to give an unprompted account; do not stop a young person / vulnerable adult who are freely recalling important events.
- Make a precise record of the information they witnessed while taking care to record the timing, setting and people present, as well as the young person / vulnerable adult's presentation as well as what was said. It may be needed later as evidence.

- Use his/her own words where possible.
- Explain that we cannot promise *not* to speak to others about the information that was shared.
- Reassure them, explaining you are glad they shared the information and that they have not done anything wrong. Also explain you will need to get help to keep him/her safe.
- Ask him/her not to repeat their information to anyone else.
- Refer the situation to the Managing Director or Head of Operations.

This Safeguarding Policy is made known to all our staff including all Best Practice consultants, trainers, assessors and all learners and course delegates. All staff have a legal responsibility under safeguarding to make sure that they have undertaken training as identified by their leaders and managers and refresh annually.

The Safeguarding Policy is the responsibility of the Managing Director to implement. The Managing Director will take the appropriate action, seeking advice and making referrals to relevant external agencies as appropriate.

Young person/ young adult means those under 18 years of age including all those up to their 18th Birthday – they are designated as a 'child' within the terms of the Children Act 1989.

If any learner feels they have not been treated in accordance with the Safeguarding Policy or by a member of Best Practice's own staff, they should put a complaint in writing and send it to:

David Allenstein or Nina Griggs
Best Practice Training & Development Ltd
First Floor, Centre Block
Hille Business Centre
132a St Albans Road
Watford
WD24 4AE

David.allenstein@bestpractice.uk.com

Nina.griggs@bestpractice.uk.com

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