

First Step Training Safeguarding Policy

Version 08 – 01/09/2023 – 01/09/24

First Step Training (FST) has a professional duty to provide young people and vulnerable adults with appropriate safety and protection. As the welfare of the young person/vulnerable adult is paramount, we are committed to providing safe equipment and facilities so that young people/vulnerable adults may participate in courses/programmes in a secure environment. Additionally, we promote ethical behaviour, providing young people/vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, to establish the suitability of personnel to work with young people and/or vulnerable adults.

It is ultimately the responsibility of the Head of the Centre, *First Step Training* to ensure that this policy is published and accessible to all personnel, learners and any relevant third parties. However, it is the responsibility of the Designated Safeguarding Lead's (DSL) to ensure this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

In order to provide safety, protection and security to young people/vulnerable adults throughout our operations, we will adhere to our Young Person/vulnerable adult protection policy/statement and aim to:

- protect all young people and vulnerable adults from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality
- raise awareness of young people and vulnerable adult protection issues and promote good practice.
- conduct risk assessments to minimise potential hazards to young people and vulnerable adults' welfare.
- provide support to learners who have been abused and act proactively by preventing any similar incidents through risk assessment.
- ensure all personnel fully understand their responsibilities and are provided with the appropriate training/regular updates of the legislation.
- PREVENT; make all learners aware of the dangers of terrorism and radicalisation by extremist groups. All personnel/tutors/assessors/learners will be required to complete an e-learning course on prevent as advised by the HM Government.
- Be aware of local and national risks to our learners
- Have at least one member of staff with a L2 Award in Prevent and Safeguarding Strategies.
- actively promote the fundamental **British values** of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These will be imbedded through all teaching and learning and upheld by all personnel/tutors/assessors associated with training.

In achieving our policy aims and being proactive, we have developed procedures related to the recruitment of personnel and how allegations of young people/vulnerable adult abuse should be dealt with. In light of this, we implement safe recruitment practices, in checking the suitability of personnel to work with children and vulnerable adults.



Summary of the Personnel Recruitment Procedure

Applicants are required to complete an application form (which may lead to a subsequent interview) which contains explicit information about their past. These are required to be returned to the relevant department and the member of personnel managing the recruitment process. Where applicants will take significant responsibility for safeguarding young people/vulnerable adults during activities within *First Step Training*, they will be required to complete a **Disclosure and Barring Service (DBS)** check.

Personnel are selected on their suitability to meet the job/role-related requirements and responsibilities and their ability to demonstrate that they can work safely with young people and/or vulnerable adults. Applicants will receive confirmation in writing relating to the outcome of their application/interview. If the outcome is positive, arrangements are made for induction and any relevant training, which includes clarification of activity requirements, responsibilities and young people/vulnerable adult protection procedures and further identification of training needs. New members of personnel are then required to confirm their agreement to abide by the *First Step Training* policies and procedures, including the young people/vulnerable adult protection policy, in writing. Awareness of young people/vulnerable adult protection practice will continue to be addressed via ongoing training.

All members of personnel who work with young people and vulnerable adults are required to adhere to this policy.

Centre personnel/learners/individuals identifying possible abuse must report the allegation to:

Designated Safeguarding Lead

Jodie Love

First Step Training
G14 The Bloc
38 Springfield Way
Anlaby
Hull
East Yorkshire
HU10 6RJ
01482 524089
07399 970968

Deputy Safeguarding Officer

Robert Brown

First Step Training
G14 The Bloc
38 Springfield Way
Anlaby
Hull
East Yorkshire
HU10 6RJ
01482524002
07961395379



Allegations will be taken seriously and dealt with as soon as practicable, in line with the First Step Training's young person/vulnerable adult protection procedure.

The DSL is also responsible for conducting any investigation and demonstrating the results if the young person/vulnerable adult abuse is suspected to be committed by a member of staff. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the learners' file.

In the event of an allegation of young person/vulnerable adult abuse being committed by any awarding body personnel, the DSL is required to report any allegation to the relevant awarding body. All safeguarding policies can be found on the website of each awarding body, providing advice and guidance on how to deal with the situation in the appropriate manner.

Policy and Procedure Communication

The First Step Training Safeguarding policy is available to all via the First Step Training website - <https://firststep-training.co.uk/policies-procedures/>

Links to the FST safeguarding policy can also be found in the employer and apprentice apprenticeship handbook, which is given to all employers and apprentices during the apprenticeship sign up process.

Tutors will explain the safeguarding policy, procedure, and personnel to all learners during their induction process and reinforce safeguarding practice throughout the duration of their training.

Regular safeguarding information will be shared on social media and via direct email, to keep all young people, vulnerable adults, and staff personal up to date with any key changes or emerging risks.

