

➤ All serious cases of harm should be reported to either local Police or Social Services who will log the report and make further investigations; our Designated Officer will report this on the learner's behalf if the employer and learner have not done so themselves.

➤ If in doubt contact our Designated Officer for advice.

How to deal with a young person who discloses information: -

- Listen Non-judgmentally.
- Stay calm.
- Ask open ended questions to clarify but do not investigate.
- Avoid giving any opinion of offering advice.
- Do not promise confidentiality - explain you may need to talk to someone immediately.
- Reassure the young person, but avoid unnecessary contact.
- Inform the Designated Officer at Beneast Training as soon as possible.
- Maintain confidentiality, do not discuss with others.
- Record what the young person said using their own words. Sign and date the record.

Designated Officer Contact details

Judith Dodson
Head of Safeguarding

Head office

Beneast Training Ltd
Coleridge Road
Blackpool
FY1 3RW

Other Contacts

Lancashire Safeguarding Children Board

Room 503/504
East Cliff Country Offices
East Cliff JDO
Preston
PR1 3EA
01772 530283

Blackpool Local Safeguarding Children Board

Children & Young People's Department
Progress House
Clifton Road
Blackpool
FY4 4US
01253 588296

0845 500 6400

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Beneast  Training

Safeguarding for Employers

An Employer's Guide for Safeguarding Employed Learners

Safeguarding for Employers

Beneast Training is committed to safeguarding and promoting the welfare of all learners including young people and vulnerable adults. Employers also have a responsibility to the learners they employ. We also recognise that we have a duty to help employers, staff and learners to recognise their responsibilities, through guidance, support and training.

As the employer of a learner, it is important that you understand your responsibilities to the learner and what safeguarding means to you.

What is Safeguarding?

Safeguarding is defined by the Children's Act 1989 and means that:

Agencies and organisations working with young or vulnerable adults take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised.

Who do we need to safeguard?

Any learner employed by your company and undergoing training and education with Beneast Training and in particular learners who are under the age of 18 and any vulnerable adults over the age of 19.

Why is Safeguarding necessary for employed learners?

Work Based Learning providers have not been specifically named (in the Children's Act) however in their duty to safeguard and protect they do have a common law duty of care to take such steps that the young/vulnerable adult/learner is safe at all times. This does not just mean within the workplace, but

also means to be able to identify and act on problems outside of the learners work.

It is the responsibility of the employer to ensure the team working alongside any learners is free from convictions and of sound character and judgement and will not pose any threat or danger to learners.

Roles and responsibilities of employers and staff:

- To understand what is meant by safeguarding and promoting the welfare of learners and the different ways in which they can be harmed.
- Be aware of the Statutory duty to safeguard and promote the welfare of the learners (in accordance with the Children Act 2004)
- Be familiar with guidance and procedures within Beneast Training. For example, who to report suspected harm to etc, and appreciate own roles and responsibilities.

The types of harm could be:

- Physical
- Emotional or Psychological
- Neglect
- Sexual Abuse or Exploitation
- Cyber and Financial Bullying

Particular indications of harm could be:

- Showing wariness and distrust of adults
- Inconsistent explanation of injuries
- Low self esteem
- Aggressive or demanding behaviour
- Abusing alcohol or drugs
- Suicidal feelings or attempts at suicide
- Difficulty concentrating

- Being withdrawn
- Reluctant to go home

Factors contributing to harm could be:

- Isolation and lack of family support
- Stress or taking care of a family member
- Drug and alcohol problems
- Low self esteem and self confidence
- Poor childhood experiences

The presence of one or more of these factors does not by itself prove that a learner is being harmed or is at risk of harm but it can alert you to the possibility that they may be at risk. More serious effects will occur if no one takes action to stop the harm and protect the learner.

Procedures to be used when harm is suspected

- Employees working closely with young or vulnerable learners should be alert to the possibilities of harm.
- It is the duty of staff to **INFORM ONLY, NOT TO INVESTIGATE** - this is the role of the Police or Social Services.
- If an employer or any staff member, in the course of their work has a learner safeguarding issue brought to their attention, it must be treated as a priority and the Designated Officer at Beneast Training must be contacted as soon as possible. **Please see the guidance overleaf on how to deal with a disclosure**
- Our Designated Officer will then take the advice from the appropriate organisation for the best course of action. Remember the main priority is to protect learners from harm.