



IMS Policy Statements

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

SAFEGUARDED POLICY STATEMENT

1. SCOPE

- 1.1 Seaton Rail Limited (SRL) is both an employer and a provider of goods and services.
- 1.2 SRL has a duty under the Children Act 1989 and section 175 of the Education act 2002 to ensure that young persons and vulnerable adults are able to study and work in a safe environment.

2. OBJECTIVES

- 2.1 To safeguard young persons and vulnerable adults who may be in need of protection and to enable SRL to meet its duties under the Children Act 1989 and section 175 of the Education Act 2002.

The policy aims to ensure that:

- All our young people and vulnerable adults feel safe and are protected from harm.
- SRL staff, visitors and young people/vulnerable adults are aware of their expected behaviours whilst on SRL premises.
- Young people and vulnerable adults know how to raise concerns.
- All staff recognise the indicators that suggest a young person/vulnerable adult is suffering or at risk of abuse, neglect or harm.
- SRL staff are able to give an appropriate response to any concerns raised.

3. INTRODUCTION

- 3.1 This policy is designed to provide a secure framework for all staff working at SRL, in safeguarding and promoting the welfare of those young people/vulnerable adults who attend our training centres and is applicable to all other situations where young people/vulnerable adults may attend a SRL site.
- 3.2 Safeguarding is not just about protecting young persons from deliberate harm, it includes managing a young person/vulnerable adult's health and safety and protecting young people/vulnerable adults from bullying, racist abuse, harassment and online abuse, and helping young people to avoid missing education.
- 3.3 The witnessing of abuse may have a damaging effect on those who are party to it, as well as the person subjected to the actual abuse, and may have a significant impact on the health and emotional well-being of the individual.
- 3.4 Abuse can take place in any family, workplace, institution or community setting, by telephone or on the internet. The effects of abuse can be difficult to recognise as young people/vulnerable adults may behave differently or seem unhappy for many reasons, as they move through the stages of life or their family circumstances change.
- 3.5 It is important that staff at SRL staff know the indicators of abuse and to be alert to the need to understand what action one should follow. Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. Often multiple issues will overlap.

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- 3.6 Our safeguarding arrangements are reported on a yearly basis to the board of directors and our safeguarding policy is reviewed annually, to keep it in line with local and national guidance/legislation.

4. ETHOS

- 4.1 SRL aims to ensure that anyone who uses our facilities, including all young people/vulnerable adults, feel that they will be listened to, and that appropriate action taken to address any concerns that they may raise.
- 4.2 SRL intends those young persons or vulnerable adults will be able to talk freely to any member of staff if they are worried or concerned.
- 4.3 SRL has clearly defined responsibilities for ensuring that we create a safe environment within which every young person/vulnerable adult has the opportunity to achieve their learner outcomes.
- 4.4 All staff either through training or induction know how to recognise a disclosure from a young person or vulnerable adult and will know how to manage this. However, SRL cannot make promises not to disclose secrets.

5. RESPONSIBILITIES AND EXPECTATIONS

- 5.1 The Managing Director has a legal responsibility to ensure that SRL has the following:
- An effective safeguarding policy and processes to manage safeguarding and respond to allegations, made available to staff, and monitoring for compliance with the latest legislation.
 - A Designated Safeguarding Officer who has responsibility for dealing with all safeguarding issues at SRL.
 - Appropriate vetting of SRL educational staff, to ensure they are safe to work with young people/vulnerable adults.
 - Training to ensure educational staff are competent in safeguarding.
- 5.2 **SRL Designated Safeguarding Officer (DSO)** is responsible for ensuring that all safeguarding issues raised are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging safeguarding training for all staff who regularly and frequently work with young people and that the training takes place at least every three years.
- 5.3 All adult staff at SRL shall act immediately on any child protection (CP) concerns raised. If staff are concerned that a young person may be at risk or is actually suffering abuse, they should report this to the DSO immediately. If a young person/vulnerable adult may be at immediate risk and the DSO is unavailable, you are required to contact children's social care or call 999.

The DSO is: David Seaton (Training and Development Manager) Tel: 07908 534205

email; david@seaton-rail.com

6. RECOGNISING CONCERNS – SIGNS AND INDICATORS OF ABUSE

- 6.1 **Abuse** is defined as a form of maltreatment of a young person/vulnerable adult. Somebody may abuse or neglect a young person by inflicting harm. A young person may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by

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others (e.g. via the internet). They may be abused by an adult or adults or another young person or young persons.

6.2 The following indicators listed under the categories of abuse are not an exhaustive list.

6.2.1 Physical abuse; a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young person.

6.2.2 Emotional abuse; the persistent emotional maltreatment of a young person/vulnerable adult such as to cause severe and adverse effects on the young person's emotional development. It may involve conveying to a young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on them. These may include interactions that are beyond a young person's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the young person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing the young person frequently to feel frightened or in danger, or the exploitation or corruption of others. Some level of emotional abuse is involved in all types of maltreatment of a young person, although it may occur alone.

6.2.3 Sexual abuse involves forcing or enticing a young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a young person in looking at, or in the production of, sexual images, watching sexual activities, encouraging a young person to behave in sexually inappropriate ways, or grooming a young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young persons.

6.2.4 Neglect; the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may involve a parent or carer failing to (i) provide adequate food, clothing and shelter (including exclusion from home or abandonment); (ii) protect a young person from physical and emotional harm or danger; (iii) ensure adequate supervision (including the use of inadequate care-givers); or (iv) ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a young person's basic emotional needs.

(Source: Keeping Children Safe in Education September 2016).

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7. PROCEDURES FOR SRL STAFF

7.1 What to do if you are concerned- If you are concerned about a young person or vulnerable adult, inform the DSO immediately.

7.2 What to do if you are approached regarding an allegation

7.2.1 If a young person/vulnerable adult makes an allegation or disclosure of abuse against anyone it is important that you:

- Stay calm and listen carefully, so that you can recall what you have been told
- Reassure them that they have done the right thing in telling you
- Do not investigate or ask leading questions. (However, you may be asked to gather enough information to contribute to good decision-making and an assessment of risk)
- Let them know that you will need to tell someone else
- Do not promise to keep what they have told you a secret
- Inform the DSO as soon as possible
- Make a written, signed and dated record of the allegation. Do not include your opinion without stating it is your opinion. Provide the record to the DSO without delay

7.3. MANAGING ALLEGATIONS

7.3.1 Allegations may be made against staff that are working with or may come into contact with young people/vulnerable adults at SRL.

7.3.2 If an allegation is made, this should be brought to the immediate attention of the DSO. In the case of the allegation being made against the DSO, this is to be brought to the immediate attention of the Managing Director.

Dependent on the allegation being made, the DSO will:

- Refer to the Local Authority immediately and follow up in writing within 48 hours.
- Consider safeguarding arrangements of the young person to ensure they are away from the alleged abuser.
- Consider the rights of the staff member, for a fair and equal process of investigation.
- Act on decision(s) made in any meeting with the Local Authority.

8. SAFE RECRUITMENT

8.1 When recruiting staff, SRL will ensure that the recruitment panel includes someone with the required recruitment and selection training, to ensure that the recruits are appropriately qualified and have the relevant employment history, references and vetting checks, in compliance with the Key Safeguarding Employment Standards.

9. TRAINING

9.1 All members of staff required to work with young people/vulnerable adults will have regular access to safeguarding training. As part of the induction, SRL will issue safeguarding information and will update staff as appropriate, e.g., via the staff handbook, this policy and any related policies. The DSO will undertake further safeguarding training at least every two years, to update

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their awareness and understanding, and to enable SRL to ensure its safeguarding arrangements are robust.

10. RECORDS AND MONITORING

- 10.1 Staff that come into regular contact with young people/vulnerable adults will be recorded on a register, kept and monitored by the Managing Director.
- 10.2 Any safeguarding information recorded will be kept securely. Copies of referrals and meetings, core groups and reports will also be stored securely.

11. REFERENCING

- 11.1 Keeping Children Safe in Education 2016.

Issued by:

A handwritten signature in black ink, appearing to read 'shane seaton', is written over a large, diagonal watermark that says 'UNCONTROLLED WHEN PRINTED'.

Shane Seaton

Managing Director

Date: 9th January 2023

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