



POLICIES & PROCEDURES

Safeguarding Policy

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Reviewed by: David Bendell
Signed: *D Bendell*

Next Review Date: September 2025



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INTRODUCTION

This document sets out Oxford Energy Academies responsibilities for staff and representatives with regards to young and vulnerable adults. It is for both internal and external use. It relates to all situations, where Oxford Energy Academies may meet young and/or vulnerable adults.

Oxford Energy Academies is committed to ensuring the safety and wellbeing of all young people and adults in its care and seeks to ensure that all staff and learners have access to a safe and stimulating environment in which they can fulfil their potential.

This policy outlines how Oxford Energy Academies complies with its legal obligations to protect young people and vulnerable adults from harm in accordance with relevant national and local guidance. We are committed to taking a full and active role in the multi-agency response to vulnerable adults' protection concerns.

This policy applies to all staff (including temporary or agency staff), volunteers, contractors and Governors at Oxford Energy Academies where all have a statutory, and moral, responsibility to take seriously any young or vulnerable adult concerns that come to their attention.

PURPOSE

For the purpose of this Policy, the term 'representatives' refers to anyone who is contracted to act on behalf of Oxford Energy Academies and who come into contact with learners or receive learners' work for assessment purposes.

Young adults are defined as being under 18 however, Oxford Energy Academies recognises its duty of care to all learners and defines 'vulnerable adults' as those adults with special educational needs, mental health needs, or a disability which means that they are not able to protect their own rights and/or are vulnerable to exploitation or harm from others.

Oxford Energy Academies understands that the legal definition of a 'vulnerable adult' may differ slightly from this in that it limits the definition to those accessing 'regulated services' as defined in the Safeguarding Vulnerable Adults Act (2006), however notwithstanding this, we seeks an inclusive and supportive environment which provides support to all those who require it, regardless of whether they have been given opportunity to access appropriate services.

Oxford Energy Academies aim is to:

- Value, listening to and respect learners.
- Maintain policy, procedures, and a code of conduct (where applicable) for staff and representatives.
- Recruit representatives safely by ensuring all necessary DBS checks (by the Disclosure and Barring Service) and prohibition orders are made in line with current Government guidance and legislation.
- Update staff and representatives on the relevant policy and procedures and providing access to relevant information.

- Ensure that all assessments, communications, documentation, records, materials, personnel deployment, processes, and procedures, in no way undermine the interests of young and/or vulnerable adults, but actively seek to protect them.
- Respecting confidentiality whilst sharing information about concerns with agencies who need to know and appropriately involving parents, employers, carers, young and/or vulnerable adults.
- Providing effective support and management for staff and representatives.
- While primarily intended to safeguard young and/or vulnerable adults; this safeguarding policy also serves to protect staff and representatives from unsubstantiated allegations of improper conduct.

DEFINITIONS

Young Adults

For the purposes of this Policy, the term “young adult” refers to a learner who has not yet reached their eighteenth birthday in England, Wales, and N. Ireland and their sixteenth birthday in Scotland.

Vulnerable adults

For the purposes of this policy the term “vulnerable adult” refers to someone over the age of 18, or 16 in Scotland, to whom ‘regulated activity’ is provided.

Safeguarding

Safeguarding and promoting the welfare of young people is defined in ‘Working Together to Safeguard Young People’ as:

- Protecting young adults and/or vulnerable adults from maltreatment
- Preventing people from being drawn into terrorism
- Preventing impairment of young adults and/or vulnerable adults health or development
- Taking action to enable young adults and/or vulnerable adults to have the best outcomes

Harm

A young person or vulnerable adult may be at risk of harm due to factors within their family, in an institution they attend or are a member of, or in the community.

Harm may be perpetrated by someone known to the victim, such as in Domestic Violence cases, or by a stranger, by an individual or by a group and is often referred to as ‘abuse’.

There are many types of abuse and often more than one type may be taking place with complex, interlinked issues meaning that the cycle of harm is difficult to break, for both the victim and the perpetrator, and understanding this context is essential for professionals seeking to support young adults and/or vulnerable adults.

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups

Terrorism

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Extremism

Extremism is defined in law as: ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas’. (Counterterrorism and Security Act 2015)

Abuse

It is generally accepted that there are five main forms of abuse. The following definitions are taken from Working Together to Safeguard Young Adults (HM Government 2006) and Safeguarding Young Adults: Working Together under the Children and Young Adults Act 2004.

Abuse and neglect are forms of maltreatment of a young adult. Someone may abuse or neglect a young adult by inflicting harm, or by failing to act to prevent harm. Young adults may be abused in a family, institutional setting or community setting; by those known to them, or by a stranger. They may be abused by adults or another young adult or young adults.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a young adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness. An important indicator of abuse is where bruises or injuries are unexplained, or the explanation does not fit the injury.

Emotional Abuse is the persistent emotional ill treatment of a young adult such as to cause severe and persistent adverse effects on the young adult’s emotional development. It may involve making a young adult feel or believe they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve serious bullying causing young adults frequently to feel frightened or in danger, or the exploitation or corruption of young adults. Some level of emotional abuse is involved in all types of ill treatment of a young adult, though it may occur alone.

Sexual Abuse involves forcing or enticing a young adult to take part in sexual activities, including prostitution whether or not the young adult is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may also include non-contact activities, such as involving young adults in looking at pornographic material or watching sexual activities or encouraging young adults to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a young adult's basic physical and psychological needs, likely to result in the serious impairment of the young adult's health or development. It may involve a parent or carer failing to provide adequate food, shelter, and clothing, failing to protect a young adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a young adult's basic emotional needs.

Young Adult on Young Adult Sexual Violence and Harassment

All staff should recognise that young adults are capable of abusing other young adults. It can happen both inside and outside of college and online. It is important that all staff recognise the indicators and signs of young adult on young adult abuse, how to identify it and report it.

All staff should be clear as to the Safeguarding and Disciplinary policies and procedures with regards to young adult on young adult abuse. Staff should maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a young adult, staff should always act in the best interests of the young adult.

Oxford Energy Academies is committed to providing a safe environment for all learners to learn and thrive, it is therefore important for all staff to challenge inappropriate behaviours between peers being aware that sexual violence and harassment can also occur through a group of young adults sexually assaulting or sexually harassing a single young adult or group.

Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable.

Staff should:

- make clear that there is a Zero Tolerance approach to sexual violence and sexual harassment, and that it is never acceptable. Downplaying certain behaviours for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for our learners and in worst case scenarios a culture that normalises abuse leading to students accepting it as normal and not coming forward to report it.
- recognise, acknowledge, and understand the scale of harassment and abuse and that even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported.
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Staff should not assume a colleague or another professional will take action and report information that might be critical in keeping children safe.

Young adult on young adult abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between peers

- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault, (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment
- non-consensual sharing of nudes and semi nudes' images and/or videos
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element.

Lesbian, Gay, Bi or Trans + (LGBTQ+)

The fact that a person may be LGBTQ+ is not in itself an inherent risk factor for harm. However, young adults who are LGBTQ+ can be targeted by other young adults. In some cases, a young adult who is perceived by other young adults to be LGBTQ+ (whether they are or not) can be just as vulnerable as young adults who identify as LGBTQ+.

Risks can be compounded where young adults who are LGBTQ+ lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.

Female genital mutilation or FGM is a severe form of violence against women and girls. It is abuse and therefore, a safeguarding matter. FGM is an offence under the Female Genital Mutilation Act 2003 and since October 2015 there has been a statutory duty to report actual or suspected cases.

All suspected cases will be referred as part of Oxford Energy Academies existing safeguarding obligations. Any girl or woman presenting with FGM is considered to be a potential victim of crime and will be referred to the Police and relevant support services.

Oxford Energy Academies is committed to protecting our students from sexual predators and paedophiles. Where there is evidence or suspicion of any student being involved in sexual exploitation this matter will be reported to the Police and relevant support services.

Sexual Exploitation and Criminal Exploitation

Sexual Exploitation and Criminal Exploitation are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a young adult into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence.

Sexual Exploitation and Criminal Exploitation can affect young adults, both male and female and can include young adults who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

It is important for staff to note that the abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual, and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

All staff need to know some of the following indicators that may signal that young adults are at risk from or are involved with serious violent crime.

These include:

- young adults who appear with unexplained gifts or new possessions
- young adults who associate with other young people involved in exploitation
- young adults who have older boyfriends or girlfriends
- young adults who suffer from sexually transmitted infections or become pregnant
- young adults who suffer from changes in emotional well-being
- young adults who misuse drugs and alcohol
- young adults who go missing for periods of time or regularly come home late
- young adults who regularly miss college.

Vulnerable Adults Abuse

Adult abuse is:

- A violation of an individual's human and civil rights by any other person or persons.
- Any behaviour towards a person that deliberately or unknowingly causes him or her harm, endangers their life or violates their rights.
- Physical, sexual, emotional, financial or through neglect or discrimination.
- Perpetrated by an individual, a group or an organisation.
- Financial Abuse, Discriminatory Abuse & Institutional Abuse.
- Financial abuse is abuse or misuse of possessions or money. Indicators may be an unusual shortage of money to pay bills, to buy food or to maintain adequate living conditions.
- Discriminatory abuse is harassment or similar discriminatory or derogatory treatment, which is racist, sexist or refers to disability.

Institutional abuse or practice abuse is neglect due to bad or poor care practice or unsatisfactory professional practice and low standards

Knife Crime

Knife crime has a huge impact on young adults and the communities in which they live not just in London but nationally. It is important to remember that knife crime does not exist in a vacuum and young adults who are victims or perpetrators may also be experiencing multiple vulnerabilities.

Knife crime is a term used commonly in the media to refer, primarily, to street-based knife assaults and knife-carrying. However, there are many different criminal offences relating to knives.

For example:

- it is an offence to threaten or cause harm to a person with a bladed weapon
- some bladed weapons are prohibited from being sold or purchased, including to anyone under the age of 18
- offences such as robbery or assault can be aggravated if a knife is involved
- it is also an offence to carry a knife in a public place without good reason.

Oxford Energy Academies staff have a responsibility to ensure the safety of all learners whilst on the premises through policies and practice. Oxford Energy Academies has a zero-tolerance approach to students found in the possession of bladed objects.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required. Young adults and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Young adults are also increasingly being targeted and recruited online using social media. Young adults can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network. A number of the indicators for Sexual Exploitation and Criminal Exploitation as detailed above may be applicable to where young adults are involved in county lines.

Regulated Activity

This definition is taken from the Joint Council for Qualifications (JCQ) ‘Principles for safeguarding young adults and vulnerable adults (Autumn 2014) document.

‘Regulated activity’ is a broad term which applies to:

- Specified unsupervised activities relating to vulnerable adults (e.g., teaching, training, instruction, care or supervision) which are carried out on a frequent (as a rule at least once a week), or intensive (more than three days in any 30-day period) basis.
- Certain work in a specified place which provides the opportunity for frequent contact with vulnerable adults.
- Certain specified positions (e.g., An Oxford Energy Academies governor) and functions.

COMMITMENT

Oxford Energy Academies, as the leading provider of Plumbing, Gas and Electrical qualifications in Oxfordshire, is committed to safeguarding the interests of young and/or vulnerable adults. Oxford



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Energy Academies believes that anyone who participates in any learning activities is entitled to do so in an environment that is both safe and enjoyable.

Oxford Energy Academies will give equal priority to keeping all learners and staff safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

PRINCIPLES

Learners

Oxford Energy Academies recognises that it plays a significant role in the prevention of harm to all its learners and endeavours to provide safe communication opportunities, creating a culture of openness and support ensuring all opportunities to teach about keeping safe, recognising and understanding what constitutes harm or unacceptable behaviour in arrange of relationships and how to protect themselves.

Oxford Energy Academies understands that technology plays a significant role in many safeguarding cases and takes appropriate action to ensure it can monitor all systems in order to identify and intervene where necessary.

LEGISLATION

Oxford Energy Academies follows a safe recruitment policy ensuring all employees are processed through DBS checks (by the Disclosure and Barring Service) and prohibition orders.

It is also an offence for anyone knowingly to employ a person in a capacity, either on a voluntary or a paid basis.

This policy will enable Oxford Energy Academies to deliver actions and services with procedures which are in accordance with:

- Safeguarding Vulnerable Groups Act 2006.
- Protection of Freedoms Act 2012.
- Prevent Duty 2015
- Care Act 2014
- Data Protection Act 2018 (including GDPR)
- Protection of Freedoms Act 2012
- Section 26 (1) of the Counter Terrorism and Security Act 2015
- Mandatory Reporting of Female Genital Mutilation -Procedural Information 2020
- Sexual Offences Act 2003 - Position of Trust
- Protection of Freedoms Act 2012
- Young adult care (Disqualification) Regulations 2018
- Criminal Justice and Court Services Act 2000: Section 26 and Schedule 4 - Offenders and individuals banned from working with young adults and/or vulnerable adults.
- Considered unsuitable or banned from working with young adults under section 142 of the Education Act of 20025.

For the purposes of this policy, young adult refers to everyone under the age of 18. The Care Act 2014, which covers England, defines the person who should be subject of a safeguarding enquiry as an adult who:

- needs care and support community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- It may also include adults who are vulnerable for some other reason, for example those who have caring responsibilities, special educational needs, addiction, or who have suffered abuse or trauma.

Any person up to the age of 24 with a current Educational Health and Care Plan in place is treated as a young adult for the purposes of safeguarding & young adult protection legislation.

REGULATION

Oxford Energy Academies operates as a training provider within the regulatory requirements of the awarding organisations/bodies.

The Director will:

- review any safeguarding concerns that are reported by members of staff, representatives, or external sources (e.g., learners, parents, or employers).
- make a judgement about what action, if necessary, should be taken in relation to any reported concern.
- meet with managers on an annual basis to review the policy and monitor implementation and progress.
- act as a source of advice on safeguarding matters.
- co-ordinate with the appropriate authorities or agencies about suspected or actual cases of young adult or vulnerable adult abuse.
- provide guidance and support to those dealing with any issues about safeguarding young adults or vulnerable adults involving the inappropriate behaviour or actions of a member staff of Oxford Energy Academies or representatives.
- advise on safeguarding training within Oxford Energy Academies

PROCEDURES

Safer Recruitment and Training

Oxford Energy Academies ensures that all appropriate measures are applied in relation to everyone who works in the College who is likely to be perceived by the student as a safe and trustworthy adult.



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Safer recruitment practice includes:

- scrutinising applicants
- verifying identity, academic and vocational qualifications
- obtaining professional references
- checking previous employment history
- ensuring that a candidate has the health and physical capacity for the job
- undertaking interviews and checking the candidate against the Disclosure & Barring Service (Enhanced DBS) As part of the recruitment process, staff will provide all details of:
- any changes to the status of their registration with any relevant regulatory body.
- any unspent convictions for the purposes of the Rehabilitation of Offenders Act.
- whether any young adult has been removed temporarily or permanently from their care because of young adult protection proceedings.
- it complies fully with its obligations under the Data Protection Act 1998.
- ensuring that information contained in the Disclosure is available only to those who need to have access in the course of their duties.
- Oxford Energy Academies reserve the right to reject any applicant who refuses to complete the Disclosure Declaration.
- full disclosure for representatives involved in regulated activity

The information received will be treated with the utmost confidentiality and will only be used by the director to reach a conclusion as to whether a contract of services should be offered to the applicant.

Oxford Energy Academies complies fully with the relevant criminal records checking guidelines issued within the UK by the Disclosure & Barring Service (England & Wales)

<https://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>

Oxford Energy Academies shall reject any applicant who refuses to complete a criminal records check.

CODE OF CONDUCT

Oxford Energy Academies require that representatives always behave appropriately.

To provide guidance as to what constitutes appropriate behaviour in terms of safeguarding young adults and vulnerable adults, Oxford Energy Academies produced this Code of Conduct.

Recruitment of ex-offenders - having a criminal record will not bar an applicant from working with the Oxford Energy Academies.

Oxford Energy Academies will not unlawfully discriminate against any individual based on information revealed in the Disclosure documentation. Any action taken based on such information will depend on the nature of the role and the circumstances and background of the offence.

ROLES AND RESPONSIBILITIES



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All members of Oxford Energy Academies, including staff, governors, apprentices, learners and contract staff, are responsible for safeguarding and promoting the welfare of young adults and vulnerable adults, and must consider, at all times, what is in their best interests.

All Staff

All staff who come into contact with young Adults and vulnerable adults in their everyday work have a duty to safeguard and promote the welfare of young adults and vulnerable adults. Staff will be trained to understand their responsibilities. Failure to comply with these responsibilities will be seen as a serious matter which may lead to disciplinary action. New employees will receive initial training through the induction process.

All staff should be aware that young adults may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, young adults may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the Director if they have concerns about a young adult. It is also important that staff determine how best to build trusted relationships with young adults which facilitate communication.

All staff must comply with the following responsibilities to:

- complete safeguarding training annually
- read Keeping Young Adults Safe in Education, Part One
- read the Safeguarding for Young Adults and Vulnerable Adult Policy and associated procedures
- safeguard and promote the welfare of young adults and vulnerable adults
- alert the Director if they have concerns about a young adult or vulnerable adult
- ensure they follow the Staff Code of Conduct

As part of the mandatory online training all staff must read and understand Part 1 of Keeping Young adults Safe in Education. If the Director is not available any staff member who has a concern about a young adult's welfare should liaise with their manager following the referral processes.

Director

The Director is responsible for:

- the College's Safeguarding policy and procedures being fully implemented and followed by staff
- all staff feel able to raise concerns about the safety of young adults and vulnerable adults
- such concerns are dealt with sensitively, effectively and in a timely manner and staff are given sufficient time and resources to carry out their roles and responsibilities regarding safeguarding

- Governors and staff receive regular safeguarding training and updates

The Governing Body

Governors must ensure that:

- Oxford Energy Academies comply with its duties under the legislation
- An appropriately Governor Safeguarding Lead is appointed and training undertaken
- Appropriate policies and procedures are in place and the Safeguarding Policy is updated annually and is available to the public
- Safeguarding arrangements consider the procedures and practice of the relevant local authorities
- all members of staff undergo safeguarding training at induction and on a regular basis thereafter
- opportunities exist for the expertise of staff to contribute to and shape safeguarding arrangements and policy
- appropriate filters and monitoring systems for online safety are in place, including sexting
- all learners are taught about safeguarding, including whilst online, through teaching and learning opportunities
- Oxford Energy Academies has processes for ensuring safe recruitment and dealing with allegations of abuse against members of staff
- The learners wishes and feelings are considered in determining action and support

It is vital that any member of Oxford Energy Academies and representatives who suspects that a young adult or vulnerable adult is at risk of harm or abuse, take personal responsibility to report their concerns. Not reporting concerns may put young adults and vulnerable adults at further risk of harm. It is not Oxford Energy Academies responsibility to investigate a young adult or adult safeguarding concern but to review the information provided and, where necessary, escalate to the relevant authorities.

SAFE PRACTICE

Safe working practice ensures that all learners are safe and that all staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions; work in an open and transparent way, work with other colleagues where possible in situations open to question, discuss and/or take advice from college management over any incident which may give rise to concern and report any incidents following College safeguarding procedure.

Staff are expected to apply the same professional standards regardless of gender, sexuality or disability, and are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.



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Oxford Energy Academies staff having concerns about another member of staff should report these concerns to the Director, where staff members have concerns about the Director, these will be reported to a Governor.

Oxford Energy Academies staff having concerns about safeguarding practices should feel able to raise concerns about poor or unsafe practice and potential failures in the Oxford Energy Academies safeguarding processes and that such concerns will be taken seriously by the Director.

Staff can view the whistleblowing policy and procedures within the Policy section on the U Drive available to all staff. Appropriate whistleblowing procedures are in place for concerns to be raised with Oxford Energy Academies Director.

STAFF DEVELOPMENT AND TRAINING

All staff and workers who come into direct contact with learners must undertake initial training on the subject of safeguarding, PREVENT, Oxford Energy Academies procedures and attend a refresher session yearly.

All new starters must complete the on-line Safeguarding and Prevent training within their probationary period and will be asked to indicate that they have read and understood its contents. All existing staff have completed mandatory Safeguarding and Prevent training.

PREVENT STRATEGY

Oxford Energy Academies is an inclusive organisation that actively promotes our shared values based on Integrity, Excellence, Equality and Respect. The Government has placed a duty on educational establishments including Further and Higher Education Colleges that they have a key role in helping prevent people being drawn into terrorism, which includes violent extremism but also non-violent extremism.

The Prevent strategy has three specific strategic objectives:

- Respond to ideological challenge of terrorism and the threat faced from those who promote it
- Prevent individuals from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation that need to be addressed.

Oxford Energy Academies will continue to empower its staff and learners to create communities that are resilient to extremism and protecting the wellbeing of particular people who may be vulnerable to being drawn into violent extremism or crime. Oxford Energy Academies will also continue to promote the development of spaces for free debate where shared values can be reinforced whilst protecting staff and learners from the risk of harm and abuse.

CONFIDENTIALITY AND SHARING INFORMATION



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Data Protection legislation (including GDPR) does not prevent, or limit, the sharing of information for the purposes of keeping young adults and vulnerable adults safe.

Fears about sharing information must not be allowed to stand in the way of promoting the welfare and protecting the safety of young and vulnerable adults. As with all data sharing, appropriate organisational and technical safeguards should still be in place.

RESPONDING TO A SAFEGUARDING CONCERN

Concerns about safeguarding young and vulnerable adults may arise in different situations. Staff and representatives may:

- witness or observe something first hand.
- receive information by phone/email/letter/in person.
- receive learners work that raises potential safeguarding concerns.

Oxford Energy Academies will give equal priority to keeping all learners and staff safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

The following guidance must be followed if staff or representatives receive an allegation of young or vulnerable adult abuse or if a disclosure or allegation of abuse is being made to them by a young or vulnerable adult.

Staff should:

- listen to what is being said with an open mind.
- not ask probing or leading questions designed to get them to reveal more.
- never stop a person who is freely recalling significant events.
- check their understanding of the situation, without being investigative.
- explain that they cannot keep such information confidential, and that they have a responsibility to report what has been said to Oxford Energy Academy. It is important to record if the person has consented to having the information shared.
- make a note of the discussion, taking care to record the timing, setting and people present as well as what was said.
- ensure that any medical attention needed is addressed as a priority.

REPORTING INFORMATION

Staff and representatives must inform the director via and record as much information as possible about the situation.

This should include:

- What has happened?
- Where and when?
- Who was involved?
- Any contact details?
- What action, if any, has so far been taken?

Staff and representatives must pass on what information they have, even if the informant has only divulged a little or will not give their details. The information may join up with reports from someone else.

All information should be treated as confidential, and staff and representatives must not to talk about this information with anyone other than the Director as rumour spreads quickly, can be damaging and might even hinder any investigation that may result.

The Director may discuss any raised concerns with staff and representatives and decide what action to take. They will not start a safeguarding investigation but will make sure if necessary that the relevant authorities have the information they need to decide themselves what to do next.

The Director will treat all information received with complete discretion and will maintain as much confidentiality as possible whilst making sure that action is taken to safeguard a young adult or vulnerable adult.

All information given will be treated seriously and with respect for the person providing it.

Procedure for allegation against a member of Oxford Energy Academies

If an allegation of abuse is being made against an Oxford Energy Academies representative in all instances, representatives must inform the director immediately in person and (via e-mail).

If Oxford Energy Academies receive an allegation against a representative, they will inform the representative in question and may suspend them from their contractual duties while the matter is investigated.

Any allegation will be scrupulously investigated, having regard to confidentiality.

Information sharing

If the allegation could constitute a potential risk of abuse to a young or vulnerable adult, then Oxford Energy Academies will always share the information with relevant agencies, to protect the young or vulnerable adult.

If there is insufficient information to enable a referral, then the reasons for this will be recorded.

Oxford Energy Academies recognises its responsibility to protect the identity of anyone reporting suspected or actual abuse and no information will be made available externally without careful consultation and prior approval at director Level.

Further support

It is always possible that reading or talking about safeguarding will cause distress, particularly if staff or representatives have had direct experience themselves.

Any individual requiring further advice or support can contact the NSPCC Young adult Protection Helpline. This is staffed 24 hours a day, 7 days a week on 0808 800 5000.

IMPLEMENTATION

To ensure and achieve the successful implementation of this policy, Oxford Energy Academies will:



Director: Dave Bendell

Avenue One, Station Lane, Witney, Oxon. OX28 4YB

Email: info@oxford-energy-academy.co.uk

Telephone: 01993 771155

VAT: 125657310

- issue the Safeguarding policy statement to all its representatives, staff and partner organisations to ensure that it should be available on request to learners and other interested parties.
- Provide development activities/updates appropriate to the needs of representatives when required.
- Ensure that issues concerning safety and confidentiality are addressed as an integral part of qualification development, review, and assessment guidance.
- The director will oversee the development and implementation of the policy and to advice on changes and amendments as appropriate.

Although the legal context is different for vulnerable adults, much of the following information on the types of abuse and neglect of young adults is also applicable to vulnerable adults.

CODE OF CONDUCT

As a representative, you must:

- Listen to, value and respect everyone as an individual.
- Appropriately involve learners in decision making.
- Encourage and praise achievement.
- Actively contribute to an organisational culture where inappropriate behaviour is not tolerated
- Provide an example of the good conduct you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with young and vulnerable adults or at least that you are within sight or hearing of others.
- Not give out personal information, or share email addresses, mobile phone numbers etc with any young adults or vulnerable adult.
- Report all allegations/suspensions of abuse by seeking further support and guidance, including any allegation made against yourself or other staff.
- Ensure that any concerns about inappropriate behaviour are quickly and appropriately reported on to the Safeguarding Leads within Oxford Energy Academy.
- Be aware that some young and vulnerable adults may behave inappropriately.
- Any sanctions and approaches to discipline used must be appropriate to age and understanding.
- Not engage in sexual relationships with learners (which may in any event constitute a criminal offence).

As a representative, you must avoid:



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- Being alone or out of sight of others. Where privacy is required, the door should be left ajar having ensured that others have been informed and are within earshot.
- Never transport learners by car on one's own.
- Have unnecessary physical contact.
- Engaging in or allowing sexually provocative games or activities.
- Making or permitting suggestive or discriminating remarks to/or about young adults or vulnerable adults.
- Meeting young adults or vulnerable adults outside of organised/formal interaction.
- Participating in or tolerating any bullying.
- Taking any photographs or videos which include any participant unless authorised by the appropriate member of staff and the learner/parental (for young adults) consent has been given.