

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK POLICY

Version: 4

Effective date: March 2025

Review date: March 2027

Safeguarding.docx

1. Introduction and scope

- 1.1. This policy outlines MKC Training's commitment to safeguard and promote the welfare of children, young people and adults at risk. Safeguarding is everyone's responsibility, and this document is intended to enable all staff to do so effectively.
- 1.2. This policy applies to all staff, including senior managers and directors, soldiers under training (SuT), apprentices or anyone working on behalf of MKC Training (MKCT).
- 1.3. Safeguarding concerns relating to SuT will be referred to the military chain of command in line with the 1 RSME Regt. Supervisory Care Directive.
- 1.4. Safeguarding concerns relating to all other MKCT trainees and apprentices will be managed in line with this policy.

2. Definitions

Safeguarding: Protecting an individual's wellbeing and human rights, enabling them to live free from harm, abuse and neglect (source: NHS)

Contextual safeguarding: An approach to understanding and responding to an individual's experiences of significant harm beyond their family and home. The approach recognises the different relationships people have in schools, peer groups, online and in their community

Adult at risk: An adult who has care and support needs and is experiencing (or at risk of experiencing) abuse or neglect

Designated Safeguarding Lead: Named person with responsibility for Safeguarding in the organisation.

3. Policy statement

- 3.1. MKCT believes that a child, young person or vulnerable adult should never experience abuse, neglect, or exploitation of any kind. We have a responsibility to promote the welfare of all individuals at risk and to keep them safe whether within or outside the home or online. We will protect individuals at risk who undergo training and apprenticeships with MKCT.

3.2. We recognise that:

- All individuals at risk, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm, abuse, neglect or exploitation.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's

welfare.

- 3.3. We will ensure all staff understand the core principles of safeguarding and child protection.
- 3.4. All staff, but especially the Designated Safeguarding Lead (DSL), should consider the context within which such incidents and/or behaviours occur. This is known as **contextual safeguarding**, which simply means assessments of children and young people should consider what wider environmental factors are present in the child or young person's life that may be a threat to their safety and/or welfare.

4. Legal Framework

- 4.1. This policy is based on law and guidance that seeks to protect children (not exhaustive)
 - Children Acts 1989 and 2004
 - Education and Training (Welfare of Children) Act 2021
 - United Nations Convention on the Rights of the Child 1992
 - General Data Protection Regulations (GDPR) 2018
 - Human Rights Act 1998
 - Sexual Offences Act 2003
 - Care Act 2014
 - What to do if you are worried a child is being abused (HM Government March 2015)
 - Keeping children safe in education - Statutory guidance for schools and colleges on safeguarding children and safer recruitment. (Revised 2024)
 - Sexual Violence and Sexual Harassment between children in schools and colleges (2021)
 - Counter-Terrorism and Security Act 2015
 - Revised *Prevent* Duty Guidance: for England and Wales (Home Office July 2015)
 - Working Together to Safeguard Children 2021
 - Protection of Freedoms Act 2012
 - Children and Families Act 2014
 - Guidance for safer working practice for those working with children and young people in education settings (Safer Recruitment Consortium October 2015)
 - Special Educational Needs and Disability (SEND) code of practice: 0-25 years

2015

- Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Police Act 1997 (Protection of Vulnerable Adults) Regulations 2013
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015

5. Principles

5.1 We seek to keep individuals at risk safe, by applying the following key safeguarding principles:

5.2 Actively promoting this policy (and wider information about safeguarding) to SuT, staff and employers through:

- Recruitment
- Induction
- Progress reviews
- Classroom learning
- Leaflets, posters, email and staff magazine

5.3 Securing commitment to the policy across the organisation by:

- Appointing a Designated Safeguarding Lead (DSL) for children and young people
- Adopting child protection and safeguarding practices through procedures

and a code of conduct for staff

- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Providing effective management systems for staff through supervision, support and quality assurance measures.

5.4 Ensuring the protection of SuT and the prevention of abuse by:

- Valuing, listening to and respecting our SuT
- Creating and maintaining an anti-bullying environment
- Maintaining effective links with parents, carers and employers
- Maintaining effective cyber security and social media policies
- Ensuring that we provide a safe physical environment for our children, young people and staff, by applying health and safety measures in accordance with the law and regulatory guidance
- Ensuring that we have effective complaints and whistleblowing measures in place
- Using our procedures to manage any allegations against staff appropriately
- Providing help and support to meet the needs of children and young people as soon as problems emerge
- Protecting children and young people from maltreatment, whether that is within or outside the home, including online.

6 Procedure for recording and investigating concerns

6.1 All potential safeguarding concerns raised by SuT, staff, employers or other stakeholders will be investigated. See **Annex A**

6.2 Where the concern relates to SuT, the investigation will be passed to the individual's Chain of Command in line with the 1 RSME Regt. Supervisory Care Directive.

6.3 Where the concern relates to non-military trainees, apprentices or staff, the DSL will coordinate the investigation.

6.4 When an individual raises a potential safeguarding concern, staff should take the following action:

- Listen to the individual and acknowledge what they say. Allow them to explain in their own words what has happened.
- Tell them that, to help them, all information must be passed on. Do not offer false confidentiality.
- Make notes, including the date and time of the discussion, and sign them. Record as much as possible.
- Reassure the individual and tell them what you are going to do next.
- Contact the DSL and pass on all notes of the discussion.
- Record and store information professionally and securely.

6.5 The DSL is responsible for further action and support. They will:

- Share concerns and relevant information with support agencies.
- Meet regularly with the individual to gather further information and keep them informed of developments, if appropriate.
- Maintain a secure record of all communications on the matter, in line with MKCT data protection guidance.
- Seek additional support and guidance as necessary.

7 Associated Policies, Procedures and Documentation

7.1 This policy should be read alongside our policies and procedures on:

- Code of conduct
- Prevent
- Complaints Compliments and Appeals
- Data Protection
- Dignity at work
- Equal Opportunities
- Occupational Health and Safety Process
- Lone working (procedure)
- Recruitment
- Social media misuse
- Whistleblowing

- Modern Slavery and Human Trafficking Statement
- Work Experience Procedure (Health, Safety and Welfare of Young Persons)

7.2 For our work with military soldiers under training, the following policies and procedures are also relevant:

- Chatham Station Directives – Supervisory Care Directive
- Army Apprentice and Functional Skills Safeguarding
- Code of practice for trainers

8. Key Contact Details

Designated Safeguarding Lead - MKCT

Jennifer Robertson

01634 822283 / jennifer.robertson@midkent.ac.uk

Military safeguarding concerns for soldiers under training:

Duty Supervisory Care NCO – 07855 079207

Unit Welfare Officer – 0300 158 2154 or 07855 079084

Out of hours welfare support – 01634 822442 or 07855 079084

Other safeguarding concerns:

Medway Council Multi-Agency Safeguarding Hub (MASH) – Telephone 01634 334466

Kent County Council Safeguarding - Telephone 03000 41 11 11

Kent and Medway Out of Hours Social Services – Telephone 03000 41 91 91

Medway Local Authority Designated Officer (LADO) – 01634 331065

Annex A

DSO – Designated Safeguarding Officer
LADO – Local Authority Designated Officer

