

## Lynher Training Safeguarding Policy

Lynher Training is committed to the safeguarding and well-being of all our learners and recognize our responsibilities for protecting vulnerable people. Our policy applies to all staff, learners, contractors, visitors and volunteers working on behalf of or in conjunction with Lynher Training. We believe that every learner and every member of staff, whatever their background or their circumstances, should have the support they need to:

- Be healthy
- Stay Safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

### Safeguarding is Everyone's Responsibility

Lynher Training is committed to providing a safe environment for all learners, whether on their own site, an employer's site or on one of our sites, where learning can take place without discrimination and where equality and diversity are promoted. We also ensure that all learning materials are appropriate in terms of text and language. Everyone is responsible for safeguarding. Safeguarding is a proactive process of protecting and ensuring the safety and well-being of young and vulnerable people. Safeguarding may involve instances in which a young or vulnerable learner is suffering or likely to suffer from harm.

The benefits of effective safeguarding:

- When learners feel safe and secure they can concentrate on learning.
- Learners can rely on those people in positions of trust.
- Members of staff are protected from malicious and misplaced allegations.
- Members of staff are clear about individual responsibilities, roles and boundaries.
- Learners are appropriately protected and all issues are dealt with effectively.

If you have any concerns that a young person or vulnerable adult is at risk of, or is being abused, you MUST report it as soon as possible to the designated Safeguarding Officer.

When we have prior knowledge, we will always make instructors and assessors aware in advance if we have 'vulnerable adults' on a course. However, anyone can be vulnerable at one time or another, for any number of reasons. Always err on the side of caution; if in doubt, contact the Safeguarding Officer.

### Types of Abuse

Types of abuse that young people and vulnerable adults can be subjected to include:

- Physical abuse
- Psychological or emotional abuse
- Sexual abuse
- Financial and material abuse
- Discriminatory abuse
- Neglect

If you have any concerns about a young person (under 18) or vulnerable adult:

- Tell the Safeguarding Officer (Karen Howell 01822 832232/ 07709 902281)
- Do not promise confidentiality to the young person or vulnerable adult.
- Do not investigate the issue yourself.
- Make a record of any conversation as soon as you can.
- Pass this record to the Safeguarding Officer.

Safeguarding Officer – Karen Howell 01822 832232/ 07709902281

It is primarily the Safeguarding Officer who will decide on any further action which may include the involvement of other agencies, social services, parents, DBS or police.

Reviewed/updated:

- September 2011
- September 2012
- 14<sup>th</sup> August 2013
- 21st June 2014
- 28<sup>th</sup> October 2014
- 5<sup>th</sup> May 2015
- 7<sup>th</sup> June 2016
- 26<sup>th</sup> October 2016