Safeguarding and Wellbeing Policy

General

BMS Progress LLP is committed to promoting and protecting the rights of all staff and learners and ensuring they are treated with dignity and respect. The company will strive to provide a safe learning environment for all learners, particularly those who are under the age of 18 years or are identified as vulnerable adults.

This Safeguarding and Wellbeing Policy explains:

- The principles behind this policy
- How BMS Progress LLP ensures it is compliant with the policy
- How disclosures are reported, managed and monitored
- The role of the Designated Safeguarding Lead
- Changes to our privacy policy
- How to contact us

1. The principles behind this policy

The safeguarding and wellbeing of all learners is of our primary concern. All learners and staff have a right to protection from abuse. Children, young people and vulnerable adults have a right to safeguarding from abuse.

Abuse is any behaviour that deliberately or unknowingly causes harm, endangers life or violates the individual’s rights. Abuse may be:

- physical
- sexual
- psychological
- financial
- domestic
- modern slavery
- neglect
- discriminatory abuse
- organisational or institutional abuse
- self-neglect.

It is everyone’s responsibility to report any concerns about abuse to the Designated Safeguarding Lead and the responsibility of the statutory authorities to conduct an investigation.

All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

All personal data will be processed in accordance with the Data Protection Act. Please see BMS Progress LLP’s Privacy Policy for more information about this.

The Children’s Act 1989 defines a ‘child’ as a person under the age of 18. The Safeguarding Vulnerable Groups Act 2006 Section 59 defines a ‘vulnerable adult’ as a person aged 18 and over and:

- Receiving a social care service
• Receiving a health service
• Living in sheltered accommodation
• Detained in custody or under a probation order
• Requiring assistance in the conduct of his/her affairs
• Receiving a service or participating in an activity targeted at older people
• Persons with disabilities (learning or physical)
• Persons with mental health conditions.

Statement on sexual harassment and consent

BMS Progress affirms that all harmful sexual behaviour is unacceptable. Staff at BMS Progress must report to the DSL concerns about sexual harassment and violence and online sexual abuse, amongst learners and colleagues.

BMS Progress, the DSL and DDSL take concerns seriously and they will be dealt with swiftly and appropriately. Comprehensive records of concerns will be kept and recorded on the safeguarding log. Where appropriate a learner’s employer will also be informed of the concern.

All staff will be made aware of this policy and procedure and when joining the organisation complete CPD on sexual harassment and consent. This will be updated every year, along with safeguarding and Prevent training.

BMS Progress will work to prevent sexual harassment and violence and online sexual abuse between learners using a whole-provider approach which includes the following with respect to relationship and sex education:

• an effective behaviour policy,
• pastoral support
• a carefully planned curriculum.

BMS Progress is aware that some factors increase the vulnerability or potential vulnerability of learners, for example:

• mental ill health,
• domestic abuse, children/young people with additional needs,
• learners from groups at greater risk of harm (including vulnerable adults).

BMS Progress will work with such learners to ensure that barriers to making a disclosure, are identified and addressed. This includes working closely with all staff to ensure the embody the principles of this policy and are fully aware of how safeguarding reporting procedures.

2. How BMS Progress LLP ensures it is compliant with the policy

2.1 Governance
The Managing Director, David Bill, is responsible for the oversight of the company’s Safeguarding and Wellbeing Policy.

Managers and Development Coaches are responsible for ensuring all staff and learners are informed of the policy at enrolment and understand their responsibilities for reporting any concerns.

The Head of Quality and Curriculum, Katie Rooney, is the Designated Safeguarding Lead (DSL) and Rochelle Hewitt is the Deputy Safeguarding Lead (DDSL) with the responsibility for issues arising under this policy.

All employees of the company are required to take responsibility for the safeguarding of young people and vulnerable adults and the welfare of learners and staff.
2.2 Employees

BMS Progress LLP has a process in place to check the suitability of staff to work with learners or to deliver learning in settings where there are children/young people or vulnerable adults. On application employees complete a declaration and disclosure form detailing any offences. Prior to commencing a Disclosure and Barring Service (DBS) check is made on new employees. New employees may start employment whilst awaiting clearance, but restrictions will apply to direct contact with children of vulnerable adults. DBS checks will be renewed every 3 years from the DBS date, with the DSL keeping a central log.

All employees must report any criminal offences subsequent to their employment to the Designated Safeguarding Lead.

2.3 Training

Training for all employees on safeguarding and wellbeing are included in the induction for all staff and an annual update on the policy will be included in team meetings.

All employees of BMS Progress LLP are in positions of trust with learners and external employers. Staff always need to be aware of this and act accordingly.

BMS Progress will train all staff to be aware of the signs that a child/young person who is a learner is being neglected or abused.

BMS Progress will train all staff to be confident about what to do if a learner reports that they have experienced sexual harassment, online sexual abuse or sexual violence involving another learner.

BMS Progress will ensure that learners are taught about safeguarding risks, including online risks.

BMS Progress will support learners to understand what constitutes a healthy relationship, both online and offline.

BMS Progress will provide this training and development in an age-appropriate way, taking account of the age and vulnerability of the learners involved.

3. Identification and reporting

Any employee of BMS Progress LLP with concerns regarding an individual whom they believe or know to be vulnerable must contact the DSL/DDSL.

Where possible BMS Progress LLP will identify vulnerable adults and ensure that the appropriate support measures are in place. A central safeguarding log is kept up to date regularly by the DSL and DDSL. When a BMS colleague raises that there is a safeguarding concern with a learner they will discuss with the DSL/DDS and explore any support mechanisms to support their continuation on programme. When required a formal disclosure is made to the relevant authorities/police if required.

4. The role of the Designated Safeguarding Lead and Deputy Safeguarding Lead is:

- To receive information from learners and employees who have any safeguarding concerns and record it.
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter appropriate.
- Make a formal referral to a statutory safeguarding agency or the police if required.
• To maintain a single central register of all staff and colleagues who liaise with learners or have access to learner data.
• To ensure all staff have updated DBS checks, as aligned with the requirements set out in this policy.
• To ensure all staff safeguarding and Prevent training is updated annually.

5. Partnerships

BMS Progress LLP will work in partnership with local safeguarding boards and statutory agencies in relation to any investigation under these procedures.

6. How disclosures are reported, managed and monitored

The Managing a Disclosure of Abuse flowchart gives full details of this process and timescales.

• All employees must be alert to possibilities of abuse.
• It is the duty of the employees to be alert only not to investigate.
• If employees during their work have a safeguarding issue brought to their notice this must be treated as a priority over all other work.
• Guidance about a specific incident may be obtained from the Designated Safeguarding Lead.
• An oral, then written report (via the safeguarding referral form) should be provided to the Designated Safeguarding Lead who will keep a confidential record of any such incidents.
• Reports of abuse will be made to the relevant statutory agencies responsible for investigations.

For monitoring and tracking purposes, all disclosures are recorded in the Safeguarding Log, which is maintained by Katie Rooney.

This details:

• Name of the learner
• Date of concern
• Summarises the allegations and whether this has led to a formal disclosure to the relevant authority.
• Regular updates on learner’s wellbeing.
Managing the disclosure of Abuse

Verbal disclosure received from a learner

Colleague to remain calm, reassure the learner and listen

Sympathetic questioning to clarify the facts – this is not an investigation

Do not promise confidentiality

Colleague to contact the DSL/DDSL on the same day and detailed the disclosure in writing, via safeguarding referral form

DSL/DDSL to log on the safeguarding log – this is to be followed up with Development Coaches regularly

Formal disclosure made to relevant authorities/Police if required

7. Online Safety and IT usage

Please see our Online Safety Policy for details on how we safeguard learners online.

8. How to contact us

Please contact us if you have any questions about our Safeguarding and Wellbeing Policy, or would like to raise a concern:

By email: katier@bmsprogress.com

By phone: 01925 645 300 / 07800 681 821

By post: Designated Safeguarding Lead
BMS Progress
310 Europa Boulevard
Gemini Business Park
Warrington
WA5 7XR

9. Policy details

We keep our policies under regular review, and we will place any updates on our website. This Safeguarding and Wellbeing Policy was last updated in October 2022.
All learners will be expected to agree to this policy when enrolling on their apprenticeship.

**Review schedule:** Annually - at the end of the academic year

**Next review date:** 1st August 2023

**Person responsible for policy:**

David Bill, Managing Director  
BMS Progress LLP  
310 Europa Boulevard, Warrington, WA5 7XR