

Safeguarding Procedure




**VARSITY
TRAINING**

Professional
Health Care Education

This policy is owned and maintained by our Senior Management Team and Director who hold responsibility for reviewing and updating this policy on an annual basis.

Name of reviewer: D Wright

Signature: 

Date of review: 08/01/2024

Next review due date: 08/01/2025



T: **01934 808591** E: **enquiries@varsitytraining.co.uk**
Pure Offices, Pastures Avenue, St Georges, Weston-Super-Mare, BS22 7SB
www.varsitytraining.co.uk

Company number: 9508899 Registered address: 253 Henleaze Road, Henleaze, Bristol BS9 4NQ

The aim of this guidance is to ensure our staff are aware of the reporting procedures that should be followed for all safeguarding concerns. All Staff are to report concerns to the DSL as soon as possible, but within 12 hours. All Concerns are to be reported using the MyConcern portal by the DSL.

Review of Safeguarding Procedure

These procedures are reviewed annually aligned with other policy reviews and the Self-Assessment Review (SAR) and when new law and /or government guidance is issued.

Sharing Information

If the allegation constitutes a criminal offence, then Varsity Training will always share the information with relevant social care agencies in order to protect the child, young person, apprentice or vulnerable adult. If there is insufficient information to enable a referral, then the reasons for this will be recorded.

Varsity Training recognises its responsibility to protect the identity of anyone reporting suspected or actual abuse and no such disclosure will be made without careful consultation and prior approval at senior level. Gaining approval for disclosure will not delay the consultative and referral process as the welfare of a child, young person, apprentice or vulnerable adult will always be the paramount consideration.

Reporting a Concern – see Process Chart

All concerns, discussions and decisions made, and the reasons for those decisions, will be recorded within the **Myconcern** portal. If in doubt about recording requirements, staff will discuss with the designated safeguarding lead (or deputy). All notes taken (in the form they are taken) WILL be retained and stored electronically.

A. If a learner raises a concern/allegation:

If the learner has a concern over their own personal welfare and wellbeing, we will listen to and record all information given as soon as possible, without passing any opinion or making any judgement or assumptions. We will take all actions required to secure the immediate safety of the child, young person or adult at risk if deemed appropriate, this may involve staying with them until a responsible adult can be located. If the person is at risk of significant harm or is being harmed, we will call the police. All concerns will be reported via **Myconcern** portal by the DSL team. The designated lead will then decide the appropriate course of action and if a referral outside the organisation is appropriate.

B. If a tutor/assessor has concerns over a learner:

This might be through observation, alleged by others or discussion. We will follow the procedure set out as point (a).

C. If a learner/ parent has a concern/ allegation about a member of Varsity staff:

All learners will be informed that if they have a concern over their own personal welfare and wellbeing and they do not feel comfortable talking to their tutor/assessor about their concerns, they are to contact the Varsity Designated Safeguarding Lead. Contact details

for the designated person are available in this policy and on Moodle. The safeguarding policy will also be available on Varsity's external website.

D. If an employer or a parent and or a carer reports a concern about their learner/child

We will ensure we listen and record the details as per a learner reporting a concern (a). We will report the issue to the designated safeguarding lead. The designated safeguarding lead will then decide the appropriate course of action, and if a referral outside the organisation is appropriate, liaise with those as appropriate.

E. If an observation of a safeguarding issue takes place within the working practices of an employer setting

We will take action to stop the activity immediately and inform the individuals of the concerns, ask them to remove themselves from the area and we will inform their Senior Management. We will take actions to secure the safety of the individual, including staying with the individual until a responsible adult can be located if required. We will inform the designated safeguarding officer for the business. We will be mindful of difference between poor practice and a safeguarding and deal with it appropriately.

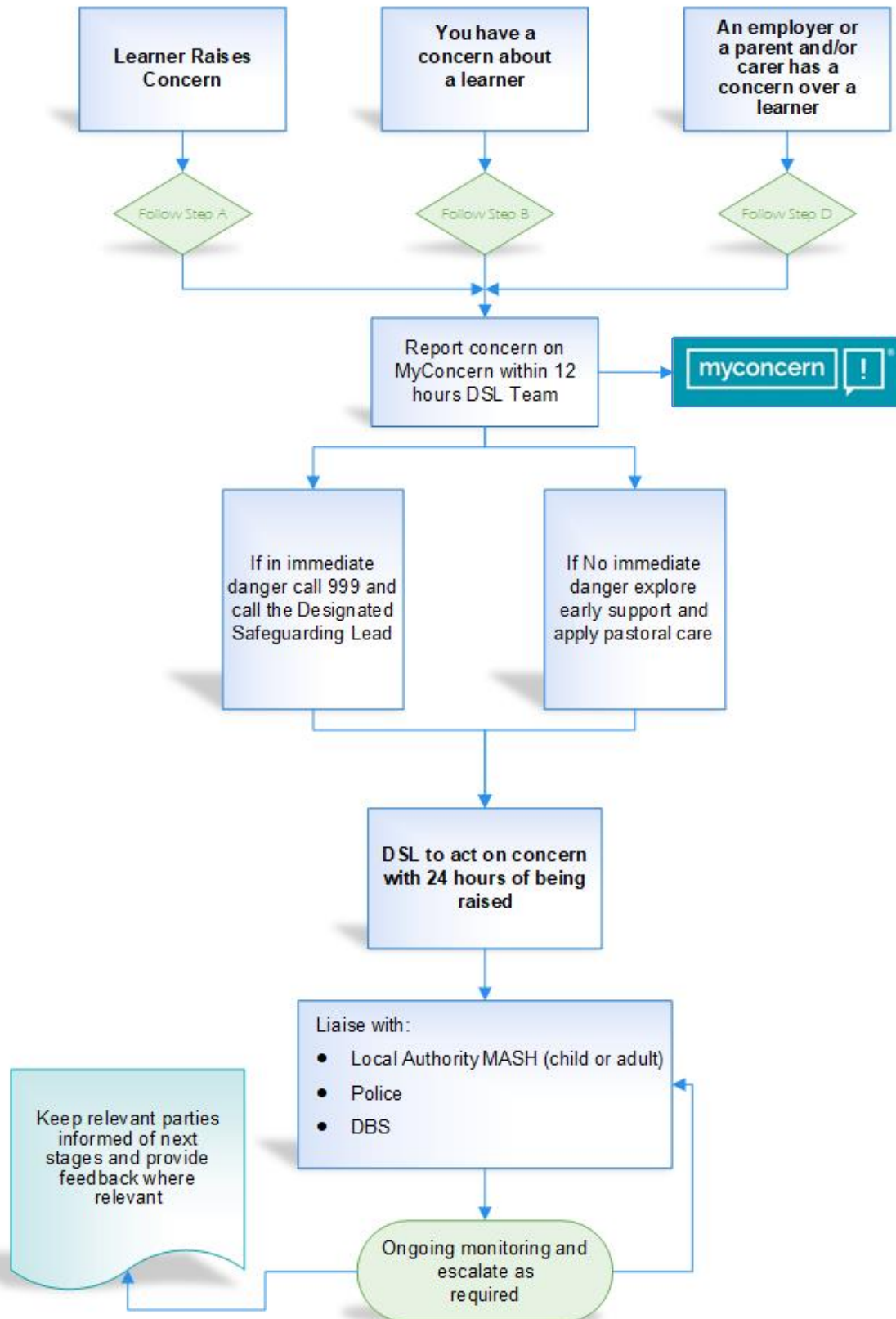
F. If a learner reports unsafe practices or safeguarding issues within their working environment

We will advise the learner to follow in house reporting or whistle blowing procedures. It may be appropriate to support the learner in speaking to the appropriate senior team members. We will report the incident to the designated safeguarding lead who will offer additional guidance and signposting for the learner and will monitor.

G. If anyone has a concern about the Designated Safeguarding Lead

This will be referred to the Deputy Designated Safeguarding Lead who will advise the Directors immediately or the HR specialist.

All Learners – Reporting Safeguarding Concerns



Further support

It is always possible that reading or talking about safeguarding will cause distress, particularly if you have had direct experience yourself. Any individual requiring further advice or support can contact the NSPCC Child Protection Helpline. This is staffed 24 hours a day, 7 days a week on 0808 800 5000.

Moodle also has links to further organisations.