This document sets out the arrangements the AMRC Training Centre has in place to safeguard learners (including those 18 years of age and above) within the AMRC Training Centre. The AMRC’s approach reflects the legislative context and also takes account of relevant guidance and good practice relating to the education sector. The document has been changed to supersede the Safeguarding Policy title.

Prevention

Provide a safe environment for young people and adults to learn, through robust staff recruitment, policies and procedures that support safeguarding & prevent. A positive atmosphere which promotes the AMRC Training Centre values and provides excellent pastoral and welfare support for all learners.

The AMRC Training Centre has a responsibility to have in place rigorous processes for the recruitment of staff working directly with young people and adults. In line with the University of Sheffield recruitment policy, these processes cover interviewing of staff, DBS checks and references.

Protection

Identify any young people and adults with additional needs, who may be at risk, likely to suffer harm by neglect, physical injury, sexual/emotional abuse or any aspects of bullying or harassment.

All staff shall be aware that they have a professional responsibility to share information with the Learner Support Lead and designated person(s) and/or other agencies where there is a matter of safeguarding for a young person.

Support

Take appropriate action to ensure that all young people and adults with additional needs are kept safe, both at home, workplace and the AMRC Training Centre. Any alleged incident of abuse raised by a young person to a member of staff must be handled in accordance with the AMRC process. If a young person/adult makes an allegation against a member of staff, the person receiving the allegation must immediately inform the designated person and complete form (1). If the allegation concerns the designated person then the Learner Support Manager must be informed.
Legislation

AMRC Training Centre operates its Safeguarding Policy through its acknowledgement and acceptance of its responsibilities set out in:

- Early Help Assessment (March 2014)
- Early Years Common Inspection Framework (September 2015)
- Children, Schools and Families Act (2010, 2014),
- Care Act (2014)
- Other associated legislation.

The AMRC recognises that young people, adults will only raise concerns in an environment where it is permissible. All staff should be aware that they have a duty to raise concerns where they exist about the attitude or actions of colleagues and that they can do so under the Child Protection Disclosure procedure.

To ensure these aims are met, the Director of the AMRC Training Centre and AMRC Senior Management will ensure safeguarding is a high priority, approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of young people and adults with additional needs and promotion of a safe environment for all learners within the Training Centre, with the employer. This will be achieved through embedding safeguarding, prevent the prevent duty and health & safety into our teaching, learning and the learner workplace.

- Follow procedures to ensure that all staff are trained and supported to respond appropriately and sensitively to safeguarding & prevent issues. This will be achieved by ongoing staff training and regular staff briefings.

- Identifying young people and adults who have additional needs or are at risk of harm and provide procedures for reporting concerns. This will be achieved by linking into all staff areas of the provision and workplace, to ensure the reporting processes followed.

- Establish and continually review, to ensure clear procedures for reporting and dealing with allegations of abuse, against members of staff and or learners. Along with clear processes on how to deal with extremism, radicalisation and in the event of an incident to understand the process to follow.

  This will include seeking timely advice from external Safeguarding & Prevent agencies or University of Sheffield Lead, and the Police in cases of radicalisation, when learners are potentially at risk of any harm. See flow chart

- The safe recruitment and employment of staff (University recruitment procedure followed) of staff. This will be by the University HR team and all management and staff involved in the recruitment process following policy & procedures.
• Provide systems to ensure the safety of visitors and all who visit the Training Centre. This will be achieved by working with the Health & Safety Advisor for the AMRC Training Centre and the AMRC Health & Safety Manager to ensure all risks are adequately controlled and regularly reviewed as necessary.

• Provide an environment where everyone feels valued, safe and respected. Where individuals are encouraged to talk and are listened to and valued. This will be achieved through learner forums and learner one to one reviews.

Documents, Policies and Procedures Associated with this Policy are:

• University Safer Recruitment Policy
• Policy on Vetting & Barring and DBS disclosure
• Data Protection Policy
• Bullying & Harassment Policy & Procedure
• University Disciplinary Policies & Procedures for staff & learners
• Prevent Duty Guidance
• Safeguarding flow process
• Incident Referral Form – Safeguarding
• IT policy- Forcepoint

Scope

This policy applies to all learners, staff and employers offering/involved in delivering qualifications.

The policy provides definition and examples of Safeguarding & Prevent and how this applies to learners and staff.

The process and AMRC standards required for safeguarding are described in the policy and procedures.

It is in place to ensure that the AMRC is proactive in ensuring that learner's wellbeing, care and safety is managed effectively.

Aim

To safeguard all AMRC Training Centre learners experiencing or be at risk of harm

To provide staff with guidance on procedures they should follow in the event that they suspect a learner may be at risk.

Applies to:

• All learners
• All staff, partners, employers, visitors and contractors

Responsibility
The overarching responsibility sits with the Director. This is passed down to the Safeguarding Officers for the AMRC Training Centre.

The Director, Senior Management and staff working with young people and adults with additional needs, receive appropriate training to familiarise themselves with Safeguarding issues and their responsibilities, along with the AMRC Training Centres procedures and policies, with refresher training at least every three years. There are four members of staff and one key lead person with responsibility for Safeguarding in the training centre and workplace.

The Training Centre has a PDBW/Safeguarding Focus Group which meets every month. The group is chaired by the Lead Safeguarding Officer/Quality Manager who will disseminate information to the group to update through the management meetings.

The Focus Group consists of:

- All designated Safeguarding Officers
- Learner Support Lead
- Anyone with involvement with/responsibility for PDBW, Prevent and Safeguarding.

The group ensures that a there is a robust induction in place for staff and learners with regular training and update briefs, throughout the year, to remind staff and learners of their responsibilities in relation to Safeguarding, Safe IT usage, Prevent and relevant legislation.

**Lead Responsibilities**

The designated staff members for Safeguarding are:

**DSL (Designated Safeguarding Lead for the AMRC Training Centre)**

Anne Else

Learner Support Lead

Telephone number 0114 229956 email: a.else@amrc.co.uk

**DSO's (Designated Safeguarding Officers)**

Thomas Sidebottom

Teaching and Learning Mentor

Telephone number - 0114 222 4989 email: t.sidebottom@amrc.co.uk

Chloe Fairman

Teaching and Learning Mentor

Telephone Number – 0114 2158060 email: c.fairman@amrc.co.uk

Sam Dougherty

Teaching and Learning Mentor

Telephone number – 0114 229956 email: a.else@amrc.co.uk
The designated members of staff report to the Learner Support Lead. The lead member of staff (AE) chairs the Safeguarding Focus Groups and liaises with Managers and staff. Key duties include: lead responsibility for raising awareness with staff of issues relating to the safeguarding and welfare of young people and adults and the promotion of a safe environment for all those learning in the Training Centre.

The staff members with lead responsibility will receive Safeguarding Training at Level 3 and refresher training at least every two years. They will liaise with the TUOS and attend University Safeguarding, Prevent meetings, national, regional meetings and training updates. Safeguarding Certificates are stored with the individual staff members CPD files.

**Responsibilities of the DSL**

- Leading and chairing Safeguarding & Prevent focus meetings
- Ensure identified Safeguarding & Prevent procedures are followed and actions are agreed, monitored and closed.
- Providing advice and support to staff and managers on issues relating to safeguarding, child protection and Prevent awareness.
- The Prevent duty key requirements are embedded into the AMRC Training Centre culture.
- Maintaining records of any referral, complaint or concern in respect of abuse, safeguarding & Prevent (even when the referral does not lead to abuse or Prevent incident).
- Overseeing the referral of cases of abuse, suspected abuse, radicalisation or Prevent issues to (The University safeguarding department/ Sheffield City Council/Police or Channel) as appropriate.
- Ensuring that parents of young people and adults with additional learning needs are aware of the AMRC Training centre policy where required/necessary.
- Liaising with employers and parents (where necessary) in relation to Safeguarding & Prevent issues, to ensure appropriate safeguards are put in place.
- Inform Safeguarding lead or officer of any issues out in company that aren’t being dealt with, at company level.
- Deliver staff CPD in relation to Safeguarding and Prevent
- Correctly store and log information in compliance to data protection legislation
- Ensure all staff & managers receive basic training in Safeguarding & Prevent and are aware of the AMRC Training Centre policy and reporting process.

**Responsibilities of the DSO’s**

The DSO’s provide an annual report on any incident, escalated incidents. The DSO’s are responsible for reporting deficiencies in procedures or policy.
DSO’s will:

- Report to the lead person responsible for Safeguarding & Prevent, the Police or in cases of radicalisation Channel Scheme as appropriate.
- Promote the welfare of young people and adults with additional needs.
- Liaise with Local Authorities, internal and external agencies in relation to Child Protection and Safeguarding Issues.
- Correctly store and log information in compliance to data protection legislation
- Support individual cases.
- Track and monitor the progress of learners who are deemed at risk of Safeguarding Concerns
- Handle referrals from Staff, Visitors, Contractors, Learners and employers and take appropriate action with the involvement of the DSL.
- Ensure CPD is up to date. Attend training in Safeguarding & Prevent issues and will receive training every 2 years and attend national conferences for updates as required.
- Deliver Staff Training on Safeguarding as appropriate
- Deputise for the DSL as appropriate

The AMRC Training Centre will refer concerns to Sheffield City Council Care Service/Rotherham Local Authority MASH (Multi-Agency Safeguarding Hub) or appropriate local authority and inform the University of Sheffield.

**Senior Leadership Team with Safeguarding Responsibility**

**Nikki Jones**  
AMRC Training Centre  
Director of the AMRC Training Centre  
01142 229939

**Jon Barker**  
AMRC Training Centre  
Quality Manager  
01142 2158060

The Director is responsible for liaising with the designated member of staff, who is responsibility over matters relating to Safeguarding.

- Ensuring that the AMRC Training Centre has procedures and policies which are consistent with local Safeguarding Children’s Boards procedures and the Prevent Strategy.
- Ensuring that all staff follow the AMRC Training Centre Safeguarding & Prevent Policy.
- Ensuring that each year the University Governance and Industry Board are provided with a report of how the AMRC Training and its staff have complied with the policy, data on safeguarding issues, including and not limiting to a report on the training that staff and learners have undertaken throughout the year.
- Ensuring that the University Governance and Industry board are updated on a regular basis of any changes or issues and receive appropriate training every 2 years.
The University has responsibility for all allegations. If the allegation is against the Director of the AMRC Training Centre. The University of Sheffield’s initial role would be to gather witness statements followed by an internal investigation (University Safeguarding Policy & Procedure).

**Service Level Agreement – Rolls Royce**

As part of the Service Level Agreement the AMRC have in place with Rolls Royce, any Safeguarding cases or concerns, including or that have an effect on Rolls Royce Apprentices, must be directed to Tina Howe within 24 Hours.

**Tina Howe** Safeguarding and Funding Lead-Apprentice Development Team
Tel : 01332 (2)49080 Mobile: 07826910016
Email : tina.howe@rolls-royce.com

**Other contacts if the Rolls Royce Apprenticeship Lead if unavailable:**

**Gemma Parker** Apprentice Development Leader
Gemma.Parker@Rolls-Royce.com
M +44 (0)7760 377905

**Graham Kett** Apprentice Development Leader
Graham.Kett@Rolls-Royce.com

**Safer Recruitment Policy**

The AMRC Training Centre aims to attract, reward and retain the best available people and to make the maximum possible use of abilities of all its employees whilst ensuring it Safeguards and promotes the welfare of young people and adults with additional needs receiving training at the Centre. In accordance with the University of Sheffield’s Safer Recruitment Policy & Procedure.