

# **SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY**



Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. St David's First Aid Training has a responsibility to promote the welfare of children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

The minimum age for a learner to attend a training course with St David's First Aid Training is 16, therefore learners who are age 16 and 17 are not yet adults. There may also be learners who are vulnerable adults.

Our responsibilities are twofold:

- St David's First Aid Training is committed to creating an environment that is safe and secure for learners to disclose their issues to centre staff.
- St David's First Aid Training is committed to providing protection from harm that arises from coming into contact with our staff or programmes.

We recognise that learners are with us for a brief period of time and that it may not be possible to identify concerns regarding safeguarding, as we do not see the person over an extended timeframe. However if safeguarding concerns do arise during the time the learner is on our training course we would act on those concerns.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Wales and England. A summary of the key legislation and guidance is available online from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection)

## **Recruitment of staff**

To help us achieve our safeguarding aims:

- Prior to employing a tutor a Disclosure and Barring Service (DBS) check should be sought. The number of the DBS document and the date should be recorded by St David's First Aid Training. In addition two references should be obtained.
- When new tutors are recruited they should receive safeguarding training as part of their induction process. This could be the Safety Training Awards safeguarding upskill programme.
- New tutors will be trained and supported to respond appropriately and sensitively to concerns.
- New tutors will be observed teaching and mentored before teaching a training course on their own.

- Other staff members should be aware of this policy and safeguarding training should be offered as part of their continuous professional development although a qualification is not required.

### **Designated Safeguarding Officer**

The centre Co-Ordinator Tom Molyneux is the Designated Safeguarding Officer (DSO) who will be the key point of call for all reported allegations and concerns. The DSO will be responsible for investigating any raised concerns. The DSO should have completed the STA safeguarding upskill module.

### **Code of conduct**

St David's First Aid Training will not tolerate abuse and exploitation by staff. Staff should not:

- Engage in sexual activity with anyone under the age of 18, sexually abuse or exploit children, subject a child to abuse or neglect, or engage in any commercially exploitative activities with children including child labour or trafficking.
- Sexually abuse or exploit at risk adults, subject an at-risk adult to physical, emotional or psychological abuse or neglect.
- Exchange money, employment, goods or services for sexual activity.

### **Dealing with an incident or disclosure**

If a child, young person or vulnerable adult makes a disclosure it would be taken seriously and the DSO should follow this procedure:

- Listen to the person and tell them it's not their fault.
- Tell the person that action will be taken and explain what action will be taken.
- Make comprehensive notes to ensure an accurate record of relevant evidence.
- If the DSO believes the person is at imminent risk or harm then the police should immediately be informed. This also applies if a crime has been committed or if there is a risk a crime will be committed.
- If the DSO is certain the person is not in imminent danger then the NSPCC can be contacted on their helpline 0808 800 5000.
- Cases of suspected abuse or allegations should be reported to the local Social Services Department
- Alternatively the DSO can contact the STA Designated Safeguarding Officer who can give advice and guidance to STA members.
- Reports of safeguarding concerns should be followed up promptly.
- Appropriate disciplinary measures will be applied to staff found in breach of policy.
- Support will be offered to survivors of harm caused by staff.

- Confidentiality should be maintained and information relating to the concern and subsequent case management should be shared on a need-to-know basis only.

If the person does not feel comfortable reporting to the DSO they can instead report a member of the administrative team by phoning St Davids First Aid Training on 029 2200 2200.

This policy will be reviewed annually.

Policy date: 17<sup>th</sup> April 2025

Review date: 17<sup>th</sup> April 2026

### **Contact Details**

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