LOGIC 4TRAINING

Safeguarding Policy and Procedures
(Including Child Protection and the Safeguarding of Vulnerable Adults)

1.0   Aim and Scope

1.1 Aim

The policy and procedures aim to ensure that:

- Logic4training has a safe environment in which all users, with reference to young people and vulnerable adults, can learn and in which users can operate, flourish and progress; this includes delegates who attend training courses away from Logic4training premises.
- In identifying all Logic4training users, with reference to young people and vulnerable adults who are suffering or likely to suffer harm, Logic4training takes appropriate action to ensure they stay safe during training, at home and in a work-based setting.
- This policy will explain how we keep our learners and staff safe, and how we respond to any concerns.
- This policy works in conjunction with other relevant policies (see below.)

1.2 Scope

Logic4training has a statutory and moral duty to ensure that it safeguards and promotes the welfare of all users of the training provision - with particular reference to young people and vulnerable adults receiving training at Logic4training.

Safeguarding within this policy is used to describe the protection of the health, wellbeing and human rights of individuals. Many areas are considered to fall under the definition of safeguarding, including:
- Abuse and Neglect. (abuse, Physical abuse, Emotional abuse, Sexual abuse, neglect)
- Bullying (including online)
- Drugs and Alcohol misuse
- Discrimination
- Child Criminal Exploitation
- Child Sexual Exploitation
- Peer on Peer abuse
- Eating Disorders
- Self-Neglect, Including Harm
- Homelessness
- Female Genital Mutilation (FGM)
- Forced Marriage
- Mental Health
- Neglect and Self-Harm
- Sexual Harassment
- Serious Violence
- Radicalisation and Extremism (prevent)
- Physical and mental wellbeing.

The policy and procedures apply to all learners, staff and other users of the training provision, including external contractors, remote learners, apprentices and employers where learners have work placements.

Logic4training provides a safe, non-threatening, inclusive environment in which all users can operate and learn, where they are treated with respect and dignity, feel safe and are listened to and account is taken of their wishes and feelings and where positive well-being is promoted. Logic4training has a commitment to the promotion of a culture of safety, equality, diversity and protection within all areas of the business. This will produce learners and staff who are confident, healthy, safe, emotionally resilient and personally fulfilled. The focus is on minimising the risk of harm to young people and vulnerable adults. Logic4training is aware of and takes seriously its role in overseeing the arrangements for safeguarding.

Logic4training promotes an inclusive and safe learning environment. We operate a zero-tolerance policy on sexual harassment against any Logic4training staff member or learner. We recognise that learners may have been abused in their past and may never disclose this to us, but we operate a policy of transparency and openness, to encourage supportive and understanding conversations around these topics for all Logic4training staff and learners.

Logic4training also ensures that when a learner undertakes a period of work placement or work-based learning, the environment is safe, and the risk is minimised or removed.

2.   Implementation of the Policy and Procedures

Logic4training will ensure that:

- Staff training and meeting events will take place, so all are aware of the policy and procedures e.g. staff induction, monthly management meetings, trainer and assessor team meetings where the concept, specific instructions and any special responsibilities are discussed and understood by staff.
- All staff working with Apprentices will receive Safeguarding training and will be made aware of Logic4training policies and procedures, with refresher training at least every 3 years. This is recorded and monitored through workforce development.
- There are procedures in place to identify and support all Logic4training users, particularly vulnerable groups of young people with additional learning difficulties and/or disabilities.
- All lesson observations include the opportunity to report on any safeguarding. In addition, an 'open classroom' concept where learning walks are commonplace supports safeguarding arrangements.
- Information technologies are used to guarantee policy and procedures are accessible to all Logic4training users.
- All Logic4training staff and any associates engaged for the delivery of training Apprentices will undertake the Enhanced Disclosure and Barring Check by the Disclosure and Barring Service (DBS) with updates being required every 3 years.
- All information relating to a Safeguarding disclosure or concern will be stored confidentially in a locked file.
- Any information passed on to a relevant local authority will be encrypted and shared in the strictest of confidence.
- All concerns will receive an immediate electronic report acknowledging the disclosure, high level concerns will be acted upon within an hour, moderate concerns within four hours (within working hours) and low-level concerns within one working day.
- For allegations against Logic4training staff please see the Allegations Against Staff Policy.

3. Communication flow of policy and procedures

- The policy and procedures are approved by the Logic4training Board of Directors.
- The policy and procedures are communicated to all staff through staff induction, staff intranet, email and training and refresher training.
- Logic4training has a Designated Safeguarding Lead with strategic lead responsibility for safeguarding.
- Meetings are convened if a serious safeguarding issue or concern arises.
- Staff and learner views are regularly sought regarding their safety at Logic4training premises/in the workplace.
- All learners receive clear guidance on safeguarding at induction, including the definition of safeguarding and who they should talk to at Logic4training should they have any concerns.
- Apprentices have the opportunity for discussion around safeguarding awareness, as well as wider themes such as Equality and Diversity, Prevent and British Values at review.
- Employers are issued with a copy of the Safeguarding Policy. *Note: associate trainers working on behalf of Logic4training will be provided with the Safeguarding Policy and Procedures for use as required.*
- Remote learners are provided with a copy of the Safeguarding Policy and Procedures.

4. Monitoring of implementation

- Safeguarding issues and concerns are discussed at regular Apprentice Board meetings. The Head of Apprenticeships and Funding then feeds back to the Board of Directors.
- Low level concerns will be reviewed after 28 days.
- Moderate level concerns and reports will be reviewed after 14 days.
- High level concerns will be reviewed after 7 days.

Attendance and Missing Persons

- Logic4training request all learners inform support staff of any planned absences or if they may be late.
- In the event a learner does not attend, the trainer will notify the Logic4training Safeguarding Team.
- A member of the Safeguarding team will then directly contact the learner, employer, and if appropriate, the hotel of the learner (should they be staying in a hotel.)
- If the learner is still not contactable, a member of the Safeguarding team will risk assess the urgency of the situation to help inform a timeline of events. The member of the Safeguarding team will also consult with the Designated Safeguarding Lead.
- If the learner continues to be unreachable, the Designated Safeguarding Lead will notify the police, and the individual will be reported as a missing person.
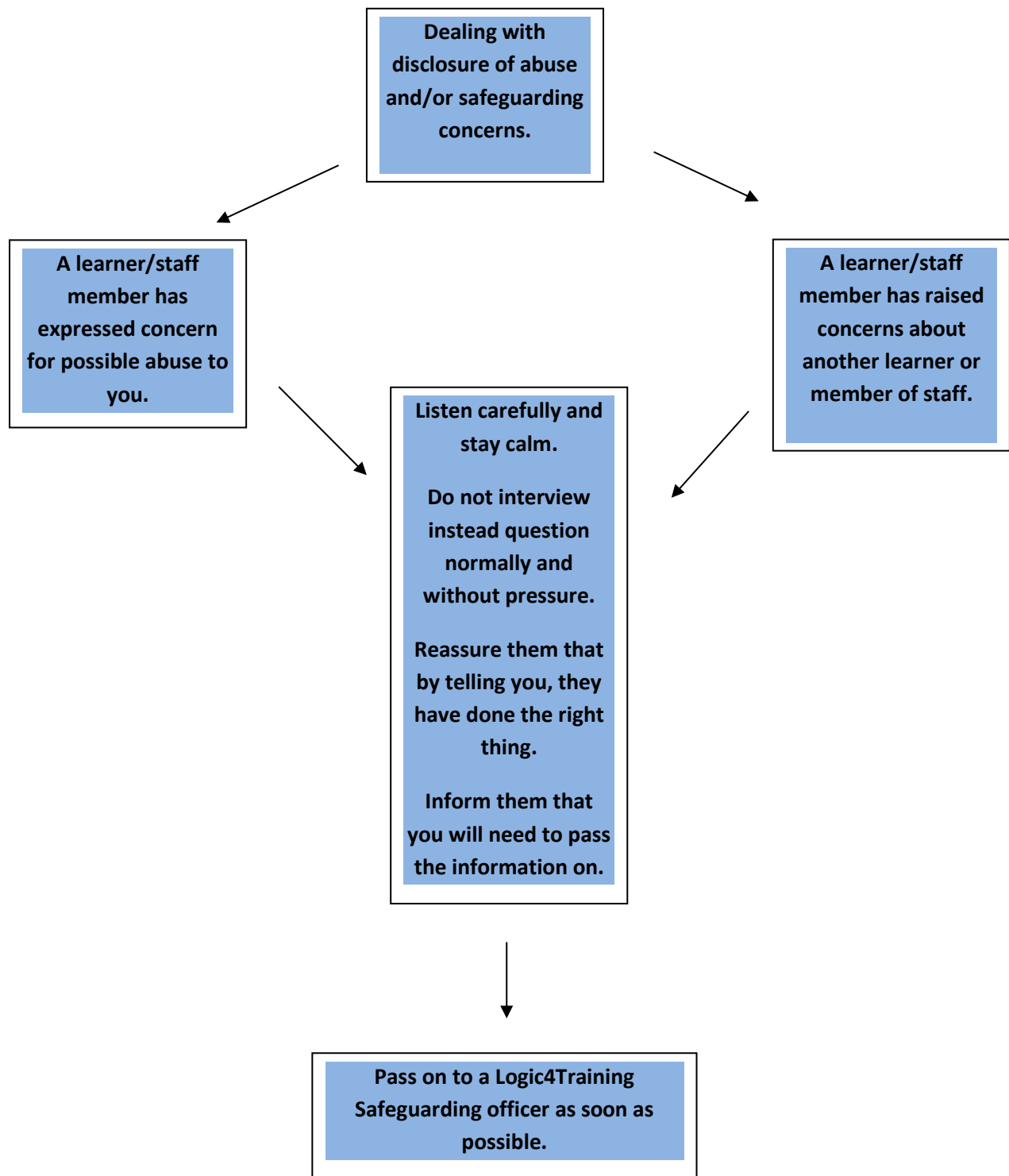
5.0 Monitoring Effectiveness

Where an allegation has been made the Designated Safeguarding Lead should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the safeguarding procedures and/or policies. Consideration should also be given to the training needs of staff.

Dealing with Disclosure of Abuse or a Safeguarding Concern

Dealing with disclosure of abuse and/or safeguarding concerns.

A learner/staff member has expressed concern for possible abuse to you.

A learner/staff member has raised concerns about another learner or member of staff.

Listen carefully and stay calm.

Do not interview instead question normally and without pressure.

Reassure them that by telling you, they have done the right thing.

Inform them that you will need to pass the information on.

Pass on to a Logic4Training Safeguarding officer as soon as possible.

The Safeguarding Officer will then record the incident and take appropriate further action.

Report to the Designated Safeguarding Lead (or Deputy Safeguarding Lead.)
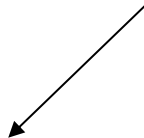
Reports not requiring further immediate action will be recorded on the Safeguarding Concerns Log and monitored by the Safeguarding Team. Concerns will be included in the monthly feedback to the Logic4Training Apprenticeships Board.
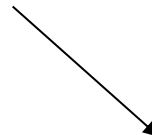
More urgent/serious concerns will be recorded on a SAPI Form.

The Designated Safeguarding Lead will refer to the relevant local authority, and issues will be reported at the monthly Logic4Training Apprenticeships Board meetings.

Designated Safeguarding Lead – Megan Killen - Head of Apprenticeships and Funding, is the designated member of Logic4training with responsibility for Safeguarding issues.

Contact Details:
Megan.Killen@logic4training.co.uk
020 8845 7222 – 319

The Designated Safeguarding Lead is responsible for liaising with the Logic4training Board with lead responsibility over matters regarding the protection of young persons or vulnerable adults, including ensuring that:

- Logic4training has procedures and policies which are consistent with the Local Safeguarding of young people and vulnerable adults board procedures.
- The Logic4training Safeguarding policy is reviewed each year.
- Challenging managers in issues relating to safeguarding.
- They know how to make an appropriate referral of any suspected or reported abuse of a young person or vulnerable adult.
- Overseeing the referral of cases of suspected abuse or allegations to all agreed relevant agencies.

Deputy Designated Safeguarding Lead – Phil Hickey, Apprenticeships Technical Manager.
Contact Details:
Phil/Hickey@logic4training.co.uk
020 8845 7222 - 212

Safeguarding Officers – Centre Managers

Name	Contact ☎
Tony Simmons (Northolt)	Tony.Simmons@logic4training.co.uk 020 8845 7222 - 310
Mark Ashley (Basildon)	Mark.Ashley@logic4training.co.uk 01268 544888 - 320
Kevin Green (Luton)	Kevin.Green@logic4training.co.uk 01582 561289 - 330
Phil Hickey (Sittingbourne)	Phil.Hickey@logic4training.co.uk 01795 505991 - 340

The Logic4training Safeguarding team is responsible for the following in relation to any users of the Logic4training training provision:

- Providing advice and support to other staff on issues relating to the protection of young persons or vulnerable adults.

- Maintaining a proper record of any referral, allegation, disclosure or concern (even where that concern does not lead to a referral.)
- Ensuring all learners and staff are aware of the Logic4training Safeguarding Policy & Procedures.
- Liaising with appropriate agencies.
- Ensuring that staff receive basic training in safeguarding issues.

Associated Information and Guidance

The procedures have been developed in co-operation with, and reference to, procedures, documents and guidance issued by the Department for Education and other relevant bodies and groups:

- Protection of Freedoms Act (2012)
- The Safeguarding Vulnerable Groups Act (2006 Schedule 4)
- Keeping Children Safe in Education (2024)
- Safeguarding Children & Young People & Safer Recruitment in Education (DfES 2007)
- The Work-related Learning Guide (DfES 2009)
- The Children's Act (1989 and 2004)
- Children and Social Work Act (2017)
- General Data Protection Regulation (GDPR) (2018)
- Sexual Offences Act 2003 (Amended 2018)
- Working Together to Safeguard Children (2023)
- Protection of Vulnerable Adults Scheme (2004)
- Equality Act (2010)
- Counter Terrorism Act and PREVENT Duty (2015) (Prevent updated 2018)

Other Safeguarding Contacts in an Emergency
(For all users of the Logic4Training provision)

If the Designated Safeguarding Lead cannot be contacted (for example out of hours) the Local Council can provide safeguarding advice and support service.

If you believe a child or adult may be immediately at risk, please call 999

Northolt:

Adults: Ealing Council – 020 8825 8000 sscallcentre@ealing.gov.uk
Emergency Duty Team - 020 8825 8000 or 5000

Children: Ealing Safeguarding Children Partnership – Ealing Children's Integrated Response Service (ECIRS) 020 8825 8000

Luton:

Adults: 01582 547730 adultsafeguarding@luton.gov.uk

Children: 01582 547653, mash@luton.gov.uk
Out of Hours: 0300 3008123

Basildon:

Adults:
- Essex County Social Care District Essex – 03456037630
- Essex Police - 101
- Modern Slavery Helpline – 08000 121 700

Children: Essex County Council Children and Families Hub – 0345 603 7627

Sittingbourne

Adults: 03000 41 61 61/social.services@kent.gov.uk
Children: Kent Safeguarding Children Multi-Agency Partnership, 03000 41 11 11/social.services@kent.gov.uk

Out of Hours: 03000 41 91 91

Further Information:

Call **116 123** to talk to Samaritans, or email jo@samaritans.org for a reply within 24 hours. https://www.samaritans.org/

Text 'SHOUT' to 85258 to contact the Shout Crisis Text Line, or text 'YM' if you're under 19. https://giveusashout.org/

National Suicide Prevention Helpline UK **0800 689 5652** https://www.spuk.org.uk/national-suicide-prevention-helpline-uk/

Campaign Against Living Miserably (CALM) – **0800 58 58 58** webchat: https://www.thecalmzone.net/get-support

Solace Women's Aid – free and confidential advice and support for women in London affected by abuse – **0808 802 5565** https://www.solacewomensaid.org/

Rape Crisis – **0808 500 2222** and online support chat. https://rapecrisis.org.uk/

Switchboard – if you identify as gay, lesbian, bisexual or transgender, **0300 330 0630** (10am – 10pm daily, phone operators will identify as LGBT+) email chris@switchboard.lgbt or use their webchat service https://switchboard.lgbt/

NSPCC– Telephone: **0808 800 5000**
www.nspcc.org.uk

Child line – Telephone: **0800 1111**
www.childline.org.uk

8.0   RELATED POLICIES AND PROCEDURES

This policy should be read in conjunction with the Employee Handbook.

This policy should be read and implemented in conjunction with the Logic4training Prevent Policy and Equality and Diversity Policy.