

Picassos Training Academy

Safeguarding Procedure

Revision Date: April 19

Safeguarding Procedure

All Picassos Training Academy staff, associates and self-employed status workers are required to take shared responsibility for the safeguarding and safety of children, young people and adults who might be considered as vulnerable under the new definition.

All Picassos Training Academy staff, associates and self-employed status workers are in a position of trust, in particular those who teach, instruct, train, support guide or in any way interact with young people and adults – our learners. This applies to all learners whether they are learning in our centres, or working on and Employer site.

It is your duty as a representative of Picassos Training Academy, to read and understand the safeguarding policy and to ensure that you are well briefed and able to deal with any safeguarding issue should such an event arise when the learner is learning.

Having to deal with an issue is daunting however you have a duty to do everything you can to support someone who has found courage to report an incident.

So, what would you do if you were advised by a learner of a safeguarding issue?

Remember, no report or concern about possible abuse should ever be ignored.

The following steps are designed to assist you should you be in a position where a safeguarding issue is reported to you or brought to your attention:

- Stay calm. If you are calm the adult or young person will be reassured
- Establish whether you are dealing with an allegation from a learner against a member of staff, employer, work colleague, fellow learner or another person
- Establish what precisely is alleged to have happened
- Listen carefully to what you are being told
- Do not interrupt – allow the person to speak
- Be very careful not to say anything that may suggest or prompt a particular answer
- Accept at face value what they say
- Reassure them that you are listening carefully to what they say
- **Do not** promise to 'keep a secret' what you have been told
- Make it clear that you will have to tell someone else who can help sort things out
- Reassure the individual that they have done the right thing telling you
- Tell the individual what you will do next and with whom you will share this information

- You should immediately report a safeguarding concern to a designated safeguarding person
- Remember – your role is to inform/report only and not to investigate – you must inform the designated safeguarding person who will then take the appropriate action and inform the appropriate services
- The responsibility of the designated safeguarding person is to:
 - Handle the disclosure once it is reported by you
 - Make the decision to report an allegation of abuse or suspected abuse to the appropriate services
 - Report any safeguarding issue or suspected issue to the appropriate external agencies – Police or Social Services
 - Deal with all matters in the strictest confidence

Reporting and Monitoring Procedures

- Suspected abuse or disclosure about abuse must be reported to the designated safeguarding person
- It is the duty of all staff, or anyone who reports abuse or suspected abuse, to inform only and not to investigate – the designated safeguarding person will make the decision to inform the appropriate agencies
- A safeguarding issue is to be treated as a priority over all work. It must not be ignored.
- If you suspect or are advised of a specific incident, you may ask for guidance from the designated safeguarding person.
- A verbal report should be provided to the safeguarding officer immediately, then as soon as reasonably possible an accurate written report should be provided to the designated safeguarding person who will keep a confidential record of any such incidents.
- You must speak to someone directly. Do not leave a message about a specific incident on any message service. It is your duty to ensure it is verbally reported in the first instance to a member of the safeguarding team.
- If abuse is suspected the written report should record accurately the concerns, observations, and persons present and should be signed, timed and dated.
- Record only the facts using the words of the person disclosing. Do not make judgements or have opinions. Note the time/date and context/setting of the disclosure.
- Complete a Picasso's Training Academy disclosure form within 30 minutes and hand to the designated safeguarding officer immediately in a sealed envelope
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- You should not keep copies of this information, as it must be treated in the strictest of confidence and in line with Data Protection requirements, be kept safe and restricted. The designated safeguarding person will keep all copies and all information, verbal and written, confidentially.

In the event of an incident, which must be reported, the Safeguarding Team is:

Emma Ward – Picassos Vice Principal – Designated Safeguarding Lead

Susan Tomlinson – Picassos Principal – Designated Safeguarding Lead

If you are in any doubt about what you should do or what you should say, or whom you should report an incident or suspected incident to, please contact any of the above for guidance or advice on 01924261540

