

# **PREVENT & SAFEGUARDING POLICY**

Sysco are committed to ensuring that all employees, learners and others associated with the service Sysco provide are treated fairly.

## **Sysco Values**

**S** skills development; structured learning

**Y** youth investment, development and opportunity

**S** standards; searching for innovation

**C** continuous improvement; celebrating success and achievement

**O** organisational excellence and openness

## **Scope of the Policy**

The aim of this policy is to ensure:

- 1) The safety of adults at risk and young people by outlining clear procedures.
- 2) All staff members, Learners and partner organisations are clear about their responsibilities.

There are two main aspects to safeguarding and promoting welfare of children and vulnerable adults:

- Arrangements to minimise risks
- Arrangements to take all appropriate actions to address concerns – actively promoting the concept of 'safer learning.'

Within Sysco's provision adults at risk and young people could be present in any class, at any time so this prevent and safeguarding policy statement is applicable throughout all of our provision. In the case of suspected abuse initially Sysco staff will raise an incident form and submit this to the Safeguarding Officer.

The Safeguarding Officer will then work with appropriate staff members or external agencies where required to identify concerns and deal with them as quickly as possible.

## **Standards**

### **What is abuse?**

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert.

Sysco Staff are required to:

- Have a Disclosure Barring Service (DBS) check as necessary when they commence employment. Staff who are not DBS checked will not be allowed to work with adults at risk and young people unless supervised by a member of staff who has had a clear DBS check.
- Demonstrate respect for All learners as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.
- Undertake relevant training in safeguarding and Prevent, disclosure and diversity matters as appropriate.
- Ensure that all learners are aware of relevant policy on Disclosure and create a suitable and supportive environment to encourage learner disclosure of any issues which might affect the way in which they should be treated.
- Ensure all learners are aware of our safer learner policy and that they know how to complain if they become victims of harassment bullying, unfair treatment or harassment.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures.

Learners are required to:

- Help prevent inappropriate behaviour by challenging and reporting behaviour that appears to be causing distress to them or others.
- Support an open, constructive learning environment within which diversity is valued positively
- Sign a Zero Tolerance Commitment and adhere to the code of conduct.

### **Dealing with claims of abuse perpetrated by internal members of staff**

If staff are concerned about any form of malpractice they should raise the issue with their Line Manager. They can tell that person about the problem orally or put it in writing.

If they feel they cannot tell their Line Manager, for whatever reason, they should raise the issue with the next level of management.