

Safeguarding & Protecting Young People Policy

1. SCOPE OF POLICY

Atlantic Flight Training has a moral and statutory duty under the Children Act 1989, Children Act 2004 and Section 175 of the Education Act 2002 to safeguard and promote the welfare of its Cadets including those Cadets who are under the age of 18 years and also Cadets who fall into the category of vulnerable adults. In fulfilling this duty, Atlantic Flight Training has sought guidance from the following documents that establish the legal framework for Safeguarding policies:

- “Safeguarding Children in Education” DfES September 2004.
- ‘Working Together to Safeguard Children’, TSO, 2006.
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004.
- Statutory guidance on the Duty of Local Authorities to promote the education achievement of looked after children under Section 52 of the Children Act 2004.

1.1 KEY WORDS AND PHRASES

Throughout this policy the following definitions apply:

Child:	<i>a young person under the age of 18</i>
Young Person:	<i>a person between the ages of 16 and 18</i>
Vulnerable Adults:	<i>people aged over 18 who are affected by mental illness , have a learning difficulty and/or disability, or a physical disability or impairment</i>
Child/Young Person Abuse:	<i>physical, emotional or sexual abuse or neglect</i>
Significant Harm:	<i>ill treatment or the impairment of health or development compared to the health or development which might be expected of a similar age</i>
Physical Abuse:	<i>causing physical injury or failure to prevent injury</i>
Emotional Abuse:	<i>significant adverse effect on the emotional and behavioural development of a young person caused by persistent or severe emotional ill-treatment or rejection</i>
Sexual Abuse:	<i>sexual exploitation of a young person</i>
Neglect:	<i>persistent or severe neglect of a young person, or failure to protect a young person from exposure to any kind of danger</i>
Safeguarding:	<i>includes promotion of health and well-being as well as the protection of specific individuals</i>
Designated Person:	<i>the member of staff designated to liaising with the investigating agency appointed by the Director of ICL.</i>

1.2 KEY POINTS

- Under this legislation a child is classified as a person under the age of 18.
- The Academy has included vulnerable adults in the scope of this policy.
 - All staff are made aware that it is a criminal offence under the Sexual Offences Act 2003 for a person over the age of 18, in a position of trust, to enter into a sexual relationship with any learner under 18 years old, even if the relationship is consensual.
- Atlantic Flight Training recognises the necessity to carry out all necessary background on perspective and existing staff to ensure the protection of all Cadets.

- Atlantic Flight Training fully recognises the contribution it can make to protect the young people with whom it works.
- The academy is clear on its responsibility to investigate any suspected cases of abuse. All cases must be referred to the designated Safeguarding and Protection Team or authorities and investigating agencies when required.

2. SAFEGUARDING AND PROTECTING POLICY STATEMENT

Atlantic Flight Training is committed to protecting and supporting its staff and Cadets. All efforts to do should have a positive impact on staffs' and Cadets' welfare and comfort at the Academy.

The academy has a duty to safeguard and promote the welfare of all its Cadets with an emphasis on the well-being of children/young people and vulnerable adults.

Atlantic Flight Training works hard to create and uphold a safe learning environment for all of its Cadets. If there are any concerns when it comes to the well-being of the young people or vulnerable adults in the care of AFT, they should be addressed by the designated person and if needed the appropriate outside organisation/agency.

The Directors recognise their responsibility in ensuring that necessary arrangements are in place to safeguard and promote the welfare of children, young people and those deemed vulnerable adults.

2.1 MAIN ELEMENTS INCLUDED IN THE SAFEGUARDING AND PROTECTING POLICY

There are three main elements included in the Safeguarding and Protecting Policy:

- Raising Awareness - informing staff, learners and visitors about the Academy's continuing commitment to support Cadets' welfare and especially emphasize the protection of young people and vulnerable adults.
- Prevention - encouraging open communication between Cadets and members of staff to create a supportive and welcoming environment where everyone can be assured of being listened to.
- Protection - ensure all staff members and Cadets are aware of the Policies and Procedures which are in place to protect the welfare of all involved in Academy life and enforce the Policies and Procedures with a sensitive and responsible approach.

AFT's Support to the Commitment of the Policy

Any employee who could have a requirement for one to one contact with an under 18 year old on a regular basis (regular meaning 3 times a month or once a week) will require the Disclosure Baring Service enhanced check (DBS)

The academy will:

- Bring to the attention of all academy staff that there are recognised formal policies and procedures to be followed when they become aware of an issue of concern relating to safeguarding and protecting.
- Provide and/or support protection training for all academy staff.
- Maintain a rigorous policy on confidentiality; keeping relevant records in a secure Location and ensuring only staff members who have permission have access to them.
- Have and maintain a working policy about the handling of allegations of abuse by members of staff.
- Ensure that Safeguarding and Protecting concerns and referrals are handled with sensitivity and in line with the Academy's recognised procedures.
- Ensure that Cadets are aware who they can approach if they are victims of any kind of abuse and/or neglect, are worried in any way or are experiencing any kinds of difficulties.
- Ensure that Cadets are made aware of the various types of bullying that exist - emotional, physical, verbal, cyber and sexual and that they are aware of the strategies available to them to ensure their own protection and the importance of protecting others.
- Be vigilant in cases of suspected abuse and provide guidelines for staff in recognising the signs and symptoms of abuse.
- Ensure that all visitors to the academy report to the reception to be identified, register their appointment and record their arrival and departure times.
- Direct all visitors requiring course information to our website or Admission Officer if on site,
- Challenge any individual not in possession of official Academy identification.

3. SAFEGUARDING AND PROTECTING PROCEDURES FOR STAFF

- If a learner tells a member of staff that abuse is taking place he/she should be listened to and taken seriously with no judgement being passed, no leading questions asked, no promises of confidentiality given though discretion assured and everything of relevance recorded.
- As soon as it becomes clear that a learner is talking about a situation of abuse, a member of staff needs to inform him/her that as a member of staff of ICL he/she has a legal obligation to pass the information on to a member of the Safeguarding and Protection Team. There must be no promises of confidentiality made to the learner.
- It is important to let the learner talk about the case without asking leading questions. Listening with attention, acknowledging the seriousness of the situation and letting the learner know that he/she is understood are vital aspects to help the learner through this situation. As soon as possible, the member of staff who has been approached has to write down the details of what has been said to him/her. (Use the appropriate form - Safeguarding and Protection: Report an alleged abuse against child/young person/vulnerable adult).
- The member of staff approached by the learner must not, under any circumstances, investigate any accusations or take on any actions of their own accord. This includes contacting parents or outside agencies.
- Contact needs to be made with a member of the Safeguarding and Protection team as soon as possible and always on the same day. The member of staff will then be given the opportunity to explain the situation and pass on written notes to a member of the team.
- If a member of staff suspects that a learner is suffering abuse, they must discuss these concerns with a member of the Safeguarding and Protection team - the member of staff must not take on any independent actions.
- The policy, procedures and contact details of the Safeguarding and Protection team will be displayed on the Academy's notice board and in the tutorial documentation pack - Cadet Handbook.

4. PROCEDURE FOR DEALING WITH CLAIMS OF ABUSE

Guideline: How to respond if a Cadet of AFT discloses an incident of abuse.

AFT does the following to assure a sensitive approach to a Cadet who has made a claim of abuse:

- a) Listen carefully and give the Cadet full attention.
- b) Allow the Cadet to take as much time as needed to express himself/herself.
- c) Give an opportunity to the Cadet to express and explain himself/herself in his own words.
- d) Do not ask any leading questions.
- e) Do not offer confidentiality but do reassure them that discretion will be used in dealing with the matter.
- f) Show the Cadet empathy and understanding; make it clear that the Cadet has done the right thing in speaking up.
- g) Reassure the Cadet that the case will be dealt with immediately.
- h) Inform the Cadet about the next steps that will be taken.

Any conversation in which there was a disclosure of an alleged abuse must be followed up with filling in the Form of Safeguarding and Protection in order to comply with the rules and regulations. The member of staff informed must also notify a member of the Safeguarding and Protection Team as soon as possible and certainly within the same day of the claim of abuse having been made.

The Safeguarding and Protection Team will conduct an appropriate investigation into the matter, ensuring confidentiality. If needed the members of the Safeguarding and Protection Team will contact the appropriate outside agencies to remedy the situation in direct co-operation with them. The Cadet can also be referred to counselling services if the members of the Safeguarding and Protection Team believe it to be necessary and appropriate.

All the actions taken for every claim must be recorded in the effort to prevent further such incidents from happening in the future. All documentation needs to be kept as confidential and stored accordingly.

Feedback about actions taken needs to be given to the member of staff who initially reported the incident.

5. EDUCATIONAL EXCURSIONS

When the alleged abuser and victim are on the same educational excursion away from academy premises, the primary consideration is the initial protection of the claimant.

Action to ensure this should be undertaken by the member(s) of staff in charge of the excursion. Once there is no immediate risk of further abuse then a more considered approach can be taken.

Note that all offences against children up to the age of 18 years need to be reported. If an offence is thought to have been committed, staff should contact local police in the first instance, especially when the alleged abuser is a member of the local population.

6. THE RECRUITMENT AND APPOINTMENT OF STAFF

The Institution will take all reasonable steps to establish that those who have direct contact with children and young people do not present unacceptable risks to the well-being of said children and young people.

The recruitment and selection process for prospective employees will include an initial check of qualifications, experience and references. Subsequent offers of employment will be conditional; subject to a positive Criminal Record Bureau check should a member of staff have direct contact with Cadets who are under 18 years old.

6.1 Allegations of abuse against a member of staff

Any allegations of abuse made against a member of staff will be dealt with immediately. Atlantic Flight Training does not tolerate any abusive behaviour towards its staff. If such behaviour occurs the case will be investigated by the Directors and

appropriate action taken.

6.2 Training and support

AFT will ensure that all staff, especially staff members who have been designated as having particular responsibilities for responding to protection issues and concerns, attends training relevant to their role.

Staff are actively encouraged to contact members of the Safeguarding and Protection Team at any time for advice.

6.3 Record keeping

Confidential records will be kept for all stages of alleged or suspected child/young person/vulnerable adult abuse. Any member of staff who is approached by a learner alleging any kind of abuse should seek out the Designated Person as soon as possible and certainly on the same day as having received the complaint. The appropriate forms must also be filled out to ensure records for all allegations exist. These documents will be kept securely in the Staff Office where they will be placed in a sealed envelope marked IN CONFIDENCE with a reference number for the case the and date included. The envelope will then be placed in the Director's desk which is kept locked at all times and cannot be accessed without express permission from the Director himself.

No other records of alleged or suspected abuse must be kept by staff or elsewhere in the academy; this includes electronic communications which must be deleted.

Next Review Date: April 2019

**SAFEGUARDING AND PROTECTION:
REPORT AN ALLEGED ABUSE AGAINST CHILD/YOUNG PERSON/VULNERABLE ADULT**

Name of Staff Member Informed of Alleged Abuse: _____
 Date (of allegation made): _____
 Report of Abuse, breach of Safeguarding and Protection policy regarding:
 Name of Cadet: _____
 Cadet Registration No: _____
 Personal Details: _____
 Date (of form being filled in): _____

FOR OFFICE USE ONLY

Database by: _____
 AFT (signature): _____
 Sequence number of form: _____
 Forms completed by: _____
 For individual: _____

PLEASE COMPLETE SECTIONS BELOW

1. This form is CONFIDENTIAL
 2. Immediately after completion, it should be placed in a sealed envelope marked IN CONFIDENCE, dated then returned to a member of the Safeguarding and Protection team.
 3. **IMPORTANT:** the contents of this form and the discussions leading to its completion must remain confidential and should not be discussed with any members of staff, Cadets or personal acquaintances other than the nominee from the Safeguarding & Protection Team.

1. Date and Time of reporting: _____
 2. Immediate action required: Yes No - If yes, give details:

3. Reason for immediate action: _____
 4. Name of person (*staff*) reporting: _____
 5. Name of learner: _____
 6. Date of Birth: _____
 7. Details of the course: _____
 8. Name of Tutor/Teacher: _____
 9. Outline of concerns (*add another sheet of paper if required, marked clearly*):

10. Is the young person aware of disclosure of this document to members of the Safeguarding and Protection team, the Directors and any outside partnership agencies if required? Yes No
 11. Is there written consent from the Cadet to share all information provided? Yes No
 12. Add and attach any other relevant information in connection with the case.

