



SAFEGUARDING POLICY STATEMENT

Zodiac fully recognises its responsibilities for child protection and this policy is in conjunction with the 'Every Child Matters. (see document Guidance for Safer Working Practice for Adults who Work with Children and Young People and Care to Learn Child Protection Policy)

The Government's aim is for every child whatever their background or their circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Our Policy requires all staff and clients who work with children and young people from birth to age 19 to promote the safeguarding and promote the welfare of young people and vulnerable adults in education and training.

Zodiac Training works in partnerships with education, including schools and other work based learning organisations working together to enhance the 14 – 19 curriculum for the young people.

We will operate in ways that best safeguard the interests of young people and vulnerable adults.

Zodiac Training is committed to the principles and practices of child and adult protection:

- The needs and interests of young people and vulnerable adults are paramount.
- All people working under the auspices of Zodiac Training carry a responsibility for safeguarding and promoting the welfare of young people and vulnerable adults

Zodiac Training will act in ways that facilitate the development of good practice by:

- Preventing abuse through safe recruitment policies and the development of safe and secure environments for learning with appropriate supervision and support for staff.
- Creating supportive environments, which enable young people and vulnerable adults to be able to speak out.
- Protecting young people and vulnerable adults from abuse by ensuring appropriate policies; practices and procedures are in place.
- Promote e-safety awareness and best practice within the learner population through classroom presentations, discussion forums and learner information posters throughout all our centres.
- Ensuring that all workers under Zodiac Training auspices have access to an appropriate level of information, instruction and training to ensure that the policies, practices and procedures are used and understood by all members of the organisation.

- Supporting young people and vulnerable adults who may have been abused and supporting those working with them.

Where members of Zodiac Training subcontract to outside organisations, the service provider is responsible for ensuring that those working closely with or supervising young learners are CRB checked. NB The understanding is we need to CRB check the individual who is given responsibility as supervisors.

Zodiac will also ensure that:

- We actively practice safe recruitment in checking the suitability of Zodiac staff and work placement mentors who work with children and vulnerable adults. The responsibility for maintaining CRB checks for Zodiac employees lies with the H R Department.
- We commit to raising awareness of child protection issues and equipping children with the skills needed to keep them safe. The responsibility for this learning lies with their designated Tutor or Training Advisor.
- Developing and then implementing procedures for reporting cases, or suspected cases, of abuse. The responsibility for reporting the incident to the Programme Manager lies with the individual.
- We will investigate any reported incidences. The responsibility for investigation lies with the Programme Manager who will report directly to a Director.
- Establishing safe environments in which children and vulnerable adults can learn and develop. The responsibility for requesting CRB checks from HR Department for Employers/placement Line Supervisors is the programme delivery team.
- Primary responsibility for any school pupil attending Zodiac programmes remains with the home school and any incident or issue with child protection implications should be referred to the school's named person.

Named Representatives for Safeguarding are:

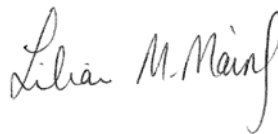
Sam Smith – HRD Director

Helen Guy – HRD Manager

This policy will be reviewed annually and overall responsibility for the implementation and updating of this policy currently rests with HR Director, Samantha Smith

Terms used in this policy statement:

- Young person – any person between the ages of 14 and 18
- Vulnerable adult – An adult (a person aged 18 or over) who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.



**Lilian Mains
Managing Director**