

Hairforce1 Training Academy Safeguarding Policy

1. Policy Statement

Hairforce1 Training Academy is committed to ensuring the safety and well-being of all young people and vulnerable adults who engage with our services. We take our responsibility to safeguard and protect them from harm seriously and will take appropriate action to address any concerns.

This policy outlines our safeguarding responsibilities, the types of abuse, how to recognise signs of abuse, our reporting procedure, recruitment practices, and training requirements for all staff and volunteers.

2. Safeguarding Officer

Our designated Safeguarding Officer (DSO) is responsible for handling safeguarding concerns, providing guidance, and ensuring adherence to the safeguarding policy.

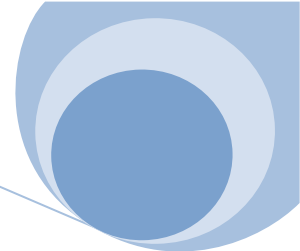
- **Safeguarding Officer:** Sue Allen
- **Contact Number:** 07966257747
- **Email:** sueallen22@hotmail.com

In the absence of the Safeguarding Officer, concerns should be escalated to the deputy safeguarding officer or management team.

3. Types and Signs of Abuse

It is essential for all staff and volunteers to be aware of the different types of abuse and their potential signs. Below are some common types of abuse that could affect young people and vulnerable adults:

- **Physical Abuse:** Deliberate harm such as hitting, shaking, or burning.
Signs: Unexplained injuries, bruises, burns, or fear of physical contact.
- **Emotional/Psychological Abuse:** Verbal abuse, intimidation, or emotional manipulation.
Signs: Low self-esteem, withdrawal, anxiety, depression, or overly aggressive behaviour.
- **Sexual Abuse:** Involvement in sexual activities without consent, including grooming and exploitation.
Signs: Difficulty sitting or walking, knowledge of inappropriate sexual behaviour, or changes in emotional behaviour.
- **Neglect:** Failing to meet basic needs such as food, clothing, or medical care.
Signs: Poor hygiene, malnutrition, or lack of appropriate clothing.
- **Financial Abuse:** Illegal or improper use of an individual's funds or resources.
Signs: Unexplained withdrawals, missing possessions, or changes in financial arrangements.
- **Radicalisation:** Exploitation of vulnerable people to adopt extreme political, religious, or ideological views.
Signs: Drastic changes in behaviour, expressing extremist views, or increased isolation.



4. Reporting Procedure for Safeguarding Concerns

All staff and volunteers must report any safeguarding concerns immediately. The steps for reporting are as follows:

1. **Recognise:** Identify any signs or disclosures of abuse or neglect.
2. **Respond:** If a young person discloses abuse, listen carefully, provide reassurance, and avoid asking leading questions. Do not promise confidentiality.
3. **Report:** Immediately report the concern to the Safeguarding Officer (Sue Allen) or Deputy Officer. Record all relevant details, including the date, time, and nature of the concern.
4. **Record:** All concerns must be recorded in the safeguarding incident log, including the steps taken and any follow-up actions.
5. **Refer:** The Safeguarding Officer will assess the concern and, if necessary, make a referral to the appropriate local authority or child protection services. The referral must be made within 24 hours of the concern being raised.
6. **Review:** Follow up with external agencies to ensure appropriate actions are taken and review internal practices for ongoing improvement.

In cases where immediate danger is suspected, the police or social services must be contacted directly by the staff member.

5. Safe Recruitment Practices

Hairforce1 Training Academy ensures that all staff and volunteers working directly with young people and vulnerable adults are safely recruited. Our safe recruitment practices include:

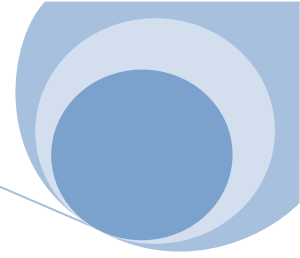
- **Enhanced DBS Checks:** All staff and volunteers must undergo an enhanced Disclosure and Barring Service (DBS) check prior to commencing work.
- **References:** At least two professional references are required for all candidates before employment.
- **Interview Process:** Candidates will undergo a thorough interview process, with safeguarding awareness and their ability to work with young people being key assessment criteria.
- **Probation Period:** All new staff and volunteers will be subject to a probationary period during which their interaction with young people will be closely monitored.

6. Staff and Volunteer Training

All Hairforce1 Training Academy staff and volunteers must receive safeguarding training as part of their induction process. Ongoing training will be provided annually to ensure that all individuals:

- Are aware of the signs and types of abuse.
- Understand how to respond to disclosures or concerns.
- Know how to report safeguarding concerns in line with this policy.
- Are familiar with the organisation's approach to managing safeguarding risks.

Any updates in safeguarding legislation or policy changes will be communicated through additional training sessions as necessary.



7. Monitoring and Review

This policy will be reviewed annually or in response to any major incidents, legislative changes, or amendments to best practices. Feedback from staff, volunteers, and partners will be incorporated into these reviews to ensure the policy remains effective and up to date