

## **The Bauer Academy Safeguarding Policy**

**Maintaining this document is the responsibility of:** Heidi Walker, Quality Manager, Bauer Academy

This document will be reviewed on 01/06/2022

This policy outlines our vital responsibilities in creating a safe learning environment and keeping our learners safe. It also links to our Prevent Risk Assessment/Action plan, Online Learning and Communications Policy and Covid 19 Policy/Risk assessment – please refer to these documents for further guidance.

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#### **1. Our commitment**

All of our employees who work with learners have a critical part to play in keeping them safe. We recognise our duty of care in safeguarding and promoting welfare for each and every learner and nothing is of greater importance to our business. Our Safeguarding policy is applicable to employees, learners, contractors, visitors and guests working for or in conjunction with The Bauer Academy.

#### **2. Scope of policy**

This policy covers safeguarding both Children (defined as anyone under the age of 18) and adults at risk.

It covers all of our delivery, whether Apprenticeships, other publicly funded programmes, and Community Projects and is inclusive of specific safeguarding areas as defined by law. This includes the 'Keeping Children Safe in Education' policy (2016).

This Safeguarding policy also aligns to our Prevent Risk Assessment and Action Plan in line with the Government's Prevent strategy.

### 3. Key contacts:

Designated Safeguarding Lead (DSL) Heidi Walker  
[heidi.walker@bauermedia.co.uk](mailto:heidi.walker@bauermedia.co.uk)  
07523 513583

Additional Designated Safeguarding Officer and Prevent lead – Paula Whitelock  
[paula.whitelock@bauermedia.co.uk](mailto:paula.whitelock@bauermedia.co.uk)  
07739 513943

Additional contact details:  
[safeguarding@baueracademy.co.uk](mailto:safeguarding@baueracademy.co.uk)  
0203 227 4013

### 4. Definitions

***Safeguarding is the protection of children and adults at risk from abuse and neglect, promoting health and development, ensuring safety and care and ensuring optimum opportunity.***

This includes a wide range of potential risks which we will be vigilant for and seek to identify:

- Abuse (physical, emotional, financial, institutional, sexual, organisational)
- Self-neglect or self-harm
- Discrimination
- Child sexual exploitation
- Bullying and cyber bullying
- Domestic abuse
- Substance mis-use
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gang and youth violence
- Private fostering
- Female genital mutilation (FGM)

Gender-based violence  
Radicalisation  
Sexting  
Teenage relationship abuse  
Trafficking and modern slavery  
Mental health concerns

Additionally, an adult at risk is defined as being at risk of abuse or neglect because of their need for support. Alongside the safeguarding agenda above, this could be due to and not limited to any of the following:

Living in sheltered housing  
Receiving any form of health care  
Receiving a welfare service in order to support their need to live independently  
Living in residential accommodation such as a care home  
Receiving domiciliary care in their own home  
Expectant or nursing mother living in residential care  
Person under supervision of probation service

We also recognise that a person may be deemed as at higher risk of a safeguarding issue affecting them due to other factors, including:

Poor numeracy or literacy skills, or a specific learning need or needs  
Unsupportive home environment  
English not a first language  
Unsupportive employer  
From an under-represented group  
Acting as carer for another family member  
Background in offending  
Disability or social need

## **5. Our responsibilities**

The Bauer Academy's Senior Management Team (SMT) are accountable for the execution of this policy. The DSL is responsible for providing the SMT with full information and reporting relating to Safeguarding, that will be reviewed at every SMT meeting (quarterly).

The DSL is also accountable for:

- Ensuring that checks are carried out on all prospective employees (see section 7)

- Ensuring that employees are fully trained in Safeguarding procedure to the appropriate level, defined by learner facing/non-learner facing (for example central operations team)
- Maintaining links with Local Safeguarding Boards and Prevent Co-ordinators
- Recording any safeguarding issues using the Safeguarding log (see appendix i) and reporting these to The Bauer Academy's Director and General Manager in real time
- Carrying out investigations into Safeguarding and welfare concerns and liaising with external bodies such as a safeguarding board where appropriate
- Maintaining their own CPD and ensuring that they are up to date with relevant safeguarding legislation, so that their role is fulfilled competently
- Storage of all records relating to Safeguarding, including Single Central Records for employees and Safeguarding logs, in line with GDPR legislation

Bauer Academy's tutors and development coaches are responsible for:

- Checking safety and welfare with all learners at each intervention, ensuring that learners complete all safety-related learning activities within their programme, for example online Prevent training and providing them with Information and Guidance (IAG) fold out cards
- A 'quick guide to safeguarding' has been created as an easy reference for this process, based on the 5 Rs (recognition, respond, report, record, refer). See appendix ii
- Reporting any issues or concerns immediately to the DSL/ DSO

All of Bauer Academy's employees are responsible for:

- Being vigilant of the signs of neglect or abuse amongst learners
- Be aware of the safeguarding reporting procedures
- Any signs must be reported immediately to the DSL/ DSO or using the Safeguarding helpline on 0203 227 4013 or via email [safeguarding@baueracademy.co.uk](mailto:safeguarding@baueracademy.co.uk)

## **6. How to report concerns**

### **6.1 For learners**

Any concerns about yourself or other learners should in the first instance be flagged to your tutor or coach. If you would prefer not to do so, you can contact our Safeguarding helpline on 0203 227 4013 or via email [safeguarding@baueracademy.co.uk](mailto:safeguarding@baueracademy.co.uk)

During normal working hours (Monday-Friday 9 am to 5.30 pm), you should expect a reply within 30 minutes. Outside of these times we provide an automated voice message that will direct you to other external support providers.



Learners that are concerned about the behaviour of any Academy staff, are encouraged to report this on [redflag@baueracademy.co.uk](mailto:redflag@baueracademy.co.uk) This email address is given to learners during in-workshop online questionnaires.

## 6.2 For employees

**If you have concerns about a learner**, please report your concern by contacting our DSL, or via the Safeguarding helpline on 0203 227 4013 or via email [safeguarding@baueracademy.co.uk](mailto:safeguarding@baueracademy.co.uk)

**If you have concerns about an employee of The Bauer Academy**, or suspect them of any wrong-doing, you should also report this, in confidence, using the Safeguarding helpline on 0203 227 4013 or via email [safeguarding@baueracademy.co.uk](mailto:safeguarding@baueracademy.co.uk) or [redflag@baueracademy.co.uk](mailto:redflag@baueracademy.co.uk)

During normal working hours (Monday-Friday 9 am to 5.30 pm), you should expect a reply within 30 minutes. If you do not receive a reply, please flag this to the DSL/ DSO, or The Bauer Academy's Director. Allegations will be managed by the DSL and The Bauer Academy's Director/General Manager, in consultation with Bauer Media's HR team and following their grievance procedures as laid out in the Bauer Media Staff handbook.

For external contacts please see Appendix iii.

## 7. Safe recruitment

Our tutors and staff are industry experts and we expect them to display and exemplify our Academy Values and Culture Code throughout their career with The Bauer Academy. We look for demonstration of and an affinity with our Values and Culture code throughout the recruitment process. In addition, during recruitment of all staff we will ensure that:

- There is a rigorous interview process with specific questions relating to Safeguarding. All employees who are in contact with learners as part of their duties (tutors and development coaches) will be interviewed by the Academy Director in this regard
- Applicants identity and claims to academic or vocational qualifications will be verified by the hiring manager
- Gaps in employment will be queried and clarified by the hiring manager
- References will be taken up by direct contact with referees by the hiring manager
- Evidence of the date of birth and address of the applicant will be obtained by the hiring manager
- Bauer Media recruitment guidelines including probation period/review and identity checks will be followed by the hiring manager

The Bauer Academy's DSL will decide which level of DBS check is appropriate for a particular role and whether barred list checks are necessary. We will include this information on the relevant job advertisement.

Any offer of appointment will be made subject to a satisfactory DBS check, right to work, references and qualification checks. In the instance that the outcome of a DBS check has not been received prior to learner contact, a risk assessment will be carried out by the DSL and any contact with learners will be supervised by a person whose DBS outcome has been approved.

Information provided in a DBS report will be kept confidential and shared only on a need-to-know basis. We recognize that job applicants and employees need to feel confident that information about any convictions will not be disclosed unless there is a specific reason to do so. Having a criminal record would not necessarily preclude an individual from working at The Bauer Academy and the decision as to whether a person with a criminal record should be appointed, or an offer of employment withdrawn or terminated will be taken after thorough examination of the outcome of any DBS check by the DSL and The Bauer Academy's Director/General Manager. In this instance, we will thoroughly explore a conviction and its relevance for the role.

We request that all employees of the Bauer Academy tell us about any information related to their DBS clearance. Failure to do so would be seen as a breach of trust and will lead to disciplinary procedures or dismissal in line with Bauer Media's disciplinary policy.

We will ensure that DBS clearance is sought for all contracted tutors and development coaches every 2 years and for all other Bauer Academy employees, every 3 years.

A Single Central Record (SCR) will be held for all staff employed by The Academy and this will be updated on an ongoing basis. This will include CV, DBS check, GDPR, Prevent and Safeguarding training.

#### **Post Appointment:**

All staff will take part in an induction programme which will vary dependent on the nature of the role. All inductions will be documented with an induction checklist, completed within 60 days of the job commencing. The purpose of this will be to:

- Provide awareness and explanations of relevant policies and procedures
- Provide support for the role in which they have been engaged
- Provide opportunities for a new employee to ask questions or discuss concerns relating to their role or responsibilities
- Enable individual line managers and colleagues to recognise any concerns about the person's ability or suitability from the outset and address them if deemed appropriate in line with Bauer Media's H.R. policies and procedures

- Ensure that individuals are aware of reporting concerns and who the Designated Persons for Safeguarding are
- Ensure that individuals are aware of other relevant policies and procedures, e.g. Prevent, Safeguarding online policy/guide, Equality & Diversity
- Identify additional development and learning opportunities for employees

## **8. Training and Educating employees**

Our DSL and designated safeguarding officers hold a formal Safeguarding qualification and undertake regular (at least annual) CPD events in order to refresh their knowledge.

All employees of The Bauer Academy will undertake an online Safeguarding training course and complete an online exam as part of their induction.

All employees of The Bauer Academy will undertake an assessment for our Safeguarding online policy and procedures

The training received will be continually reviewed by The Academy's DSL and Director to ensure that it is up to date. Aligning with the Government's Counter Terrorism and Security Act of 2015, all staff will undertake Prevent online training and an online assessment.

Development Coaches and tutors will receive continuous training from our highly qualified Coaching lead. This will focus on wellbeing and mental resilience for our coaches, tutors and learners.

### **8.1 Training and Educating Sub-contractors/Guest Speakers**

As part of our sub-contractors and guest speaker policies, all sub-contractors and guest speakers will be provided with the appropriate training and guidance in relation to safeguarding alongside the due diligence checks that will be carried out in relation to their processes and procedures. Given the new ESFA sub-contracting rules being introduced from August 2019, we expect this activity to be minimal as all delivery will be undertaken by The Bauer Academy's team of tutors.

## **9. Academy code of conduct for employees**

The focus of your relationship with any learner must always remain professional. To ensure that this is the case, in addition to the rules and guidelines set out in the Bauer Media staff handbook, The Bauer Academy employees are strictly prohibited from:

- Befriending learners on social media sites
- Distributing personal telephone numbers or personal email addresses
- Inviting learners in to your home

- Lending money or other items to learners
- Visiting learners at home or transporting learners to and from locations (this includes travelling in a car with a learner driving)
- Using sarcasm, insults or belittling/marginalizing comments towards learners
- Using any form of sexual innuendo
- Developing personal or intimate relationships with learners
- Providing learners with alcohol, tobacco products or any form of drug or medication or assisting learners in obtaining these
- Taking illegal drugs or drinking alcohol during contact with learners
- Engaging in inappropriate physical activity or horse play

In addition, The Bauer Academy employees, especially learner-facing staff, must be mindful of the following:

- You will naturally build rapport with learners but always maintain professional boundaries
- Be respectful of all young and vulnerable learners. Listen to their concerns and sign post them to support
- Uphold confidentiality when required by the situation, but do not promise to keep secrets or ask others to do so
- Avoid spending time alone with learners in a closed environment
- Be careful when giving learners advice and instead focus support around information and guidance (IAG)
- If you feel unsafe in a situation with a learner, inform the DSL/ DSO, your line manager and leave the premises

### **9.1 Academy code of conduct for learners**

Appendix iv provides a simple code of conduct for learners to help them stay safe and get the most out of their learning journey during their programmes with The Bauer Academy. We provide our learners with information and guidance on how to stay safe online This is in addition to their employer rules and guidance, as set out in employment contracts/staff handbooks.

## **10. Future plans**

We plan to maintain and enhance our Safeguarding provision through the ongoing working group – Project Atom. This group meets on a regular basis and ensures that The Bauer Academy remains focused on and committed to the Safeguarding and welfare of its learners and employees. An output of Project Atom is that we will continue to develop content and materials to educate learners on our Safeguarding policies and practices – for example additional e-learning modules on our digital training portal Apprentix.

We have clear lines of communication to Regional Safeguarding Boards in our key training locations and have worked hard to foster good relationships with regional Prevent co-ordinators.

Safeguarding will remain a key aspect of both informal walk-throughs and formal observations carried out by The Bauer Academy quality and senior team as part of the Quality Planner. These observations will feed into our SAR (self-assessment review) and QIP (quality improvement plan).

## 11. Covid 19

In line with government guidance The Bauer Academy employees now work from home and for our learners all face to face workshops have now been changed to online learning. The Bauer Academy has created a guidance document and risk assessment that is regularly reviewed and updated, see Appendix v

## 12. Associated policies

- Prevent Policy - [Link](#)
- Equality and Diversity Policy - [Link](#)
- E-Comms Policy - [Link](#)
- Sub-contracting and Guest Speaker policy - [Link](#)
- Staying Safe Online Policy, Guide and Communication documentation – [Link](#)



Appendix iii External Safeguarding Details..



Appendix iv Code of Conduct.pdf



Appendix v Covid 19. guidance\_risk assessn

Review date:	Comments:	Sign	Date Modified:
1. 01/06/2019			
2.15.10.2020			

<b>3. 12.06.2021</b>			
<b>4.</b>			

  
Appendix i.doc

  
Appendix ii.pdf