Safeguarding Policy

Quick contacts

Role/organisation	Name/area	Telephone/email	When to contact
Designated Safeguarding Lead (DSP)	Joanne Jurkiw, Operations Manager and DSP	Joanne@swet.org.uk 01656 744572	All safeguarding concerns, advice and internal escalation
Senior manager/Director	Philip Spratt, Company Director	Phil@swet.org.uk 01656 744572	Serious concerns, concerns involving staff, or escalation if DSP unavailable
Local Authority Designated Officer (LADO)	Bridgend Education Designated Officer for Safeguarding Education Engagement Team Manager Neath Port Talbot	01656 643347 csprofessionalconcerns@bridgend.gov.uk 01656 642407 megan.apsee@bridgend.gov.uk Neath Port Talbot: 01639 686802 spoc@npt.gov.uk	Allegations or concerns about an adult working with, or volunteering with, children
Local authority children's services/MASH	Bridgend and Neath Port Talbot	Bridgend: 01656 642320 mashcentra@bridgend.gov.uk Neath Port Talbot: 01639 686802 spoc@npt.gov.uk	Concerns that a child may be at risk of harm

Local authority adult safeguarding team	Bridgend: https://www.bridgend.ac.uk/about-us/policies/safeguarding-young-people-and-vulnerable-adults/ Neath Port Talbot https://www.wgsb.wales/	Bridgend: Bridgend (Adults) - 01656 642477 AdultsafeguardingMASH@bridgend.gov.uk Neath Port Talbot: 01639 686802 thegateway@npt.gov.uk or spoc@npt.gov.uk	Concerns that an adult with care and support needs may be at risk of abuse or neglect
Police/emergency services	999/101 as appropriate	999 in an emergency	Immediate danger, serious harm or suspected criminal offence

1. **Purpose**

This Safeguarding Policy sets out how South Wales Electrical Training, SWET (the Business) seeks to protect the wellbeing, safety and rights of individuals who may be affected by its activities.

The purpose of this policy is to ensure that the Business acts responsibly where there is a risk of harm, abuse, neglect or exploitation, and that appropriate steps are taken to identify, respond to and manage safeguarding concerns in a lawful and proportionate manner.

SWET recognises that safeguarding is both a legal and ethical responsibility and that it must be balanced carefully with obligations relating to confidentiality and data protection.

2. **Scope**

This policy applies to all staff, workers, contractors and anyone acting on behalf of SWET.

It applies to all activities of the Business and to any interaction with individuals where safeguarding concerns could arise, including customers, clients, service users, suppliers and members of the public.

This policy applies whether contact takes place in person, remotely, online or through third-party arrangements.

This document should be read in conjunction with the Wales Safeguarding Procedures, https://safeguarding.wales/en/

Social Services and Well-being (Wales) Act 2014 https://www.gov.wales/sites/default/files/publications/2022-01/working-together-to-safeguard-people--code-of-safeguarding-practice_0.pdf

Keeping Learners Safe (March 2022) https://www.gov.wales/sites/default/files/publications/2020-12/Keeping%20learners%20safe%20a%20summary%20version.pdf

Children's Act 2004 https://www.legislation.gov.uk/ukpga/2004/31/notes/division/1/1

Safeguarding Adults Key Legislation and Government Initiatives (Also refer to the definitions tab on the right) https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/

PREVENT Counter Terrorism strategy https://www.counterterrorism.police.uk/what-we-do/counter-terrorism/prevent/

and other SWET policies, in particular:

- ***Staff Code of Conduct***
- ***The Whistle Blowing Policy***
- ***The Social Media Policy***
- ***Health and Safety Policy***

In addition, the risk assessments should be read and updated frequently.

The Local Authority hosts safeguarding information pages on their website to provide information to the public. The intranet site has direct links to Cwm Taf Morgannwg Safeguarding Board.

https://www.cwmtafmorgannwgsafeguardingboard.co.uk/En/Home.aspx

3. Statement of commitment

SWET is committed to acting in a way that protects individuals from harm and promotes their wellbeing.

The Business will take safeguarding concerns seriously, respond appropriately where risks are identified,

and ensure that its staff understand their responsibilities.

Safeguarding will be approached in a way that is proportionate to the nature of the Business and the level of contact it has with individuals, while recognising that even low levels of contact may still give rise to safeguarding risks.

4. What is safeguarding?

Safeguarding involves protecting individuals from harm, abuse, neglect or exploitation, and taking appropriate action where concerns arise.

This may include concerns relating to physical, emotional or psychological harm, financial abuse, neglect, exploitation, or risks arising from unsafe environments or practices.

Safeguarding may arise in a wide range of contexts, including direct service delivery, provision of advice, interaction with customers, or through third-party relationships.

Where SWET may work with children, (persons under the age of 18) safeguarding includes protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with safe and effective care, and taking action to enable children to have the best outcomes.

5. Roles and responsibilities

Where appropriate, SWET will designate a specific individual as the Designated Safeguarding Person (DSP), with responsibility for overseeing safeguarding concerns and escalation.

The Business will also nominate the Director who must be contacted only if the DSP is unavailable, if urgent action is required and the DSP cannot be reached, or if the concern relates to the DSP.

Overall responsibility for safeguarding sits with the Designated Safeguarding Lead, who is responsible for ensuring that appropriate arrangements are in place and kept under review.

Managers are responsible for ensuring that safeguarding risks within their area are understood and managed appropriately, and that staff are aware of how to identify and report concerns.

All staff and contractors are responsible for remaining alert to safeguarding issues, acting responsibly, and raising concerns in accordance with this policy.

6. Identifying safeguarding concerns

Staff should remain aware of situations in which an individual may be at risk of harm.

This may include signs of distress, disclosures of harm, unusual or concerning behaviour, unexplained injuries, indications that a person is being controlled or coerced, or information suggesting that an individual may be vulnerable or at risk.

Safeguarding concerns may arise directly through interaction with individuals, or indirectly through information received in the course of business activities.

If staff are unsure whether something is a safeguarding concern, they must seek advice from the DSP or, if the DSP is unavailable, the Director. Staff should not ignore a concern because they are uncertain whether it meets a formal threshold.

Where SWET works with, or comes into contact with, children or young people (persons under 18), all staff must treat safeguarding as a priority and must be alert to signs of abuse, neglect or exploitation. Any concern relating to a child must be treated as a safeguarding concern and handled in accordance with this policy.

Where SWET works with, or comes into contact with vulnerable adults/adults with care and support needs, staff must consider issues of capacity, dependency and and potential coercion. Any indication that a vulnerable adult may be at risk of harm, abuse or exploitation must be treated as a safeguarding concern and escalated accordingly.

A more detailed list of potential safeguarding concerns and a step-by-step response checklist is attached in Appendix 1.

7. Responding to safeguarding concerns

Where a safeguarding concern is identified or suspected, staff must report it immediately in accordance with section 9.

The person receiving the report, normally the DSP or Director, will consider the concern, assess the level and immediacy of risk, and determine what further action is required.

This will normally include recording the concern, considering whether immediate protective steps are needed, and deciding whether escalation to external authorities is required.

Any action taken will be guided by the seriousness and immediacy of the risk, and the need to protect individuals from harm.

Where there is a risk of serious or immediate harm, staff must contact emergency services (999) without delay and then inform the DSP or Director in the DSP's absence as soon as possible.

Where a safeguarding concern relates to a child or vulnerable adult/adult with care and support needs, SWET will consider whether a referral to the relevant safeguarding authority is required. This may include referral to the local authority safeguarding team, children's services, adult safeguarding team, social services, the LADO, police or other appropriate agencies.

In cases involving children (persons under 18), SWET will co-operate with local authorities and other safeguarding agencies in accordance with applicable legal duties and safeguarding frameworks.

A more detailed list of potential safeguarding concerns and a step-by-step response checklist is attached in Appendix 1.

8. Confidentiality and information sharing

SWET recognises the importance of confidentiality and will handle personal information in accordance with applicable data protection laws.

However, confidentiality is not absolute. Information may be shared where it is necessary to protect an individual or others from harm, or where there is a legal obligation to do so.

Any decision to share information will be made carefully, taking into account the potential risks and benefits, and information will be limited to what is necessary for the purpose of safeguarding.

Where appropriate, consent will be sought before sharing information. However, this may not be possible or appropriate where there is a serious or immediate risk, where seeking consent could increase risk, or where there is another lawful basis for sharing information.

Where a safeguarding concern arises, SWET may share personal information without consent where this is necessary to protect an individual from harm or to comply with a safeguarding obligation. Any such disclosure will be limited to relevant information and made to an appropriate recipient.

All disclosures made for safeguarding purposes will be recorded, including the reason for the disclosure, the information shared, and the recipient, in order to demonstrate accountability.

Where a concern raises both safeguarding issues and other matters, such as customer service or employment concerns, SWET will ensure that the safeguarding elements are identified, recorded and handled separately and with appropriate priority.

9. Escalation and reporting

Safeguarding concerns must be reported immediately to the Designated Safeguarding Person. If that person is unavailable, the concern must be reported immediately to the Director. The correct forms for reporting are in the Safeguarding folder on the server.

If none of the above are available, and there is any risk that delay may place a person at risk of harm, the concern must be escalated directly to the relevant external agency (contact information on the first page), including emergency services where appropriate.

SWET will ensure that concerns are considered and, where necessary, escalated to appropriate external bodies, such as local authorities, safeguarding teams, healthcare providers or law enforcement.

Records will be kept of safeguarding concerns and any actions taken.

SWET will operate a defined safeguarding escalation process. Safeguarding concerns must be reported immediately to the DSP or other nominated senior individual in accordance with this policy.

The DSP or other nominated senior individual will be responsible for assessing concerns, determining whether external referral is required, and ensuring that appropriate action is taken without undue delay.

Where an allegation or concern relates to a person working or volunteering with children, including an employee, contractor, agency worker, volunteer or self-employed person acting for SWET, the Business will consider whether the LADO should be contacted in accordance with local procedures. Making contact with the LADO must not delay contacting the police or children's services where immediate safeguarding action is required.

10. Working with third parties

Where the Business works with third parties, it will take reasonable steps to ensure that they operate in a manner consistent with appropriate safeguarding standards.

This may include carrying out proportionate due diligence, setting expectations in contracts, and monitoring performance where appropriate.

Where third parties provide services that involve contact with children or vulnerable adults/adults with care and support needs, the Business will require those third parties to maintain appropriate safeguarding policies, procedures and training.

SWET may require evidence of safeguarding arrangements, including policies, training records or relevant certifications, as part of its selection and ongoing oversight of such suppliers.

SWET will take appropriate action where a third party fails to meet safeguarding expectations, including requiring remedial action or, where necessary, terminating the relationship.

11. Training and awareness

SWET will ensure that staff receive appropriate guidance on safeguarding, including how to recognise concerns and how to respond.

The level of training will be proportionate to the nature of the Business and the level of contact with individuals.

Where SWET works with children (persons under 18) or vulnerable adults/adults with care and support needs, safeguarding training will be provided to relevant staff. This training will cover recognising signs of abuse, responding to disclosures, and the internal escalation process.

Refresher training will be provided periodically to ensure that staff remain aware of safeguarding responsibilities and current expectations.

12. Monitoring and review

The Business will review its safeguarding arrangements periodically to ensure they remain effective and appropriate.

This may include reviewing incidents, feedback, and any changes in legal or regulatory expectations.

SWET will maintain records of safeguarding concerns and will review those records periodically to identify patterns, risks and areas for improvement in its safeguarding arrangements.

13. Review

This policy will be reviewed regularly to ensure that it remains appropriate, up to date and aligned with the Business's activities and any applicable legal or regulatory requirements.

14. Ownership and approval

This policy is owned by the Designated Safeguarding Person who is responsible for ensuring that it is implemented and kept under review.

The policy is approved by the Director and forms part of SWET's overall governance and compliance framework.

Appendix 1 - Examples of safeguarding concerns and response checklist

The following examples are not exhaustive. A concern does not need to fit neatly into one category before it is reported. If in doubt, staff must seek advice from the DSP or other nominated safeguarding contact.

Staff should not investigate, challenge the alleged perpetrator, promise confidentiality, or delay reporting while trying to gather more information.

Examples of possible safeguarding concerns:

- **Physical harm:** Unexplained injuries; repeated injuries; signs that a person has been hit, pushed, restrained or otherwise physically harmed; a person appearing afraid of someone responsible for them.
- **Emotional or psychological harm:** Threats, intimidation, humiliation, coercive behaviour, controlling behaviour, isolation, harassment, bullying, cyberbullying, or a person appearing frightened to speak freely.
- **Neglect or acts of omission:** A person being left without appropriate food, clothing, shelter, supervision, hygiene support, medical care or medication; repeated missed essential appointments; unsafe living or working conditions affecting a person at risk.
- **Financial or material abuse:** Theft of money or property; pressure to hand over money, bank cards, passwords or possessions; unexplained financial transactions; scams or misuse of money by

someone in a position of trust.

- **Exploitation:** A person being pressured, manipulated or forced into activity or arrangements that appear harmful, unsafe or not freely chosen, including where there are signs of grooming, dependency, debt, threats or coercion.
- **Discriminatory abuse:** Harassment, degrading treatment or unfair treatment connected with protected characteristics or personal circumstances.
- **Organisational or institutional concerns:** Unsafe practices, poor supervision, repeated failure to follow procedures, staff ignoring concerns, or a service environment that places individuals at risk.
- **Online or digital safeguarding concerns:** Online grooming, threatening messages, coercive contact, sharing of harmful material, cyberbullying, or concerning online contact with a child or vulnerable adult/adult with care and support needs.
- **Radicalisation:** When individuals adopt extreme beliefs, often influenced by social networks, online content or feelings of isolation.
- **Allegations against staff or others acting for the Business:** Any concern that someone working for, volunteering with, or representing the Business has harmed, may have harmed, or may pose a risk to a child or vulnerable adult/adult with care and support needs.

Step-by-step response checklist

- Is anyone in immediate danger or at risk of serious harm? If yes, call 999 or the relevant emergency service without delay.
- Listen carefully if someone discloses a concern. Reassure them that they have done the right thing by speaking up, but do not promise confidentiality.
- Do not investigate, confront the alleged perpetrator, or ask leading questions.
- Report the concern immediately to the DSP. If the DSP is unavailable, report it to the Director.
- If no safeguarding contact is available and delay may increase risk, contact the relevant external agency directly by using the contact information on page 1.
- Make a factual record as soon as possible, using the person's own words where relevant. Record dates, times, people involved, what was seen or heard, actions taken and who was informed.

- Keep the information confidential and share it only with those who need it for safeguarding purposes.
- Follow any instructions from the DSP, Director, emergency services or relevant local authority safeguarding team.