



Safeguarding Policy

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Aim

The aim of this policy is to –

- 🟢 Understand what safeguarding is.
- 🟢 Know what constitutes a safeguarding concern.
- 🟢 Know how and when to report a safeguarding concern.
- 🟢 Outline the recruitment process.

This policy is for anyone working at, with or on behalf of EMA.

Definition

The definition of safeguarding is taking measures to protect the wellbeing, safety, and human rights of individuals in our care to live free from harm, abuse, and neglect – particularly children, young people, and vulnerable adults.

At EMA we believe everyone has the right to feel safe, in the workplace, the training HUBs and in their personal lives. EMA have a duty of care to ensure, as far as reasonably practicable apprentices feel safe and supported.

What EMA Do.

Overview

EMA will –

- 🟢 Carry out the correct safer recruitment checks for all staff.
- 🟢 Hold monthly safeguarding meetings and ensure safeguarding is a regular agenda item on monthly team meetings.
- 🟢 Ensure staff and apprentices know their responsibilities with regards to safeguarding.
- 🟢 Follow the missing in education policy/procedure.
- 🟢 Adopt the correct procedures for online safety in accordance with policies.
- 🟢 Adhere to all relevant legislations as outlined in Appendix A.

Safer Recruitment

All staff will complete the following checks prior to starting work with EMA Training Ltd:

- 🟢 Right to work in the UK
- 🟢 Proof of address
- 🟢 DBS enhanced check process will be instigated
- 🟢 Review of a minimum of two references including the most recent employer/place of education. Covering the last 2 years. If this is not possible, we would need to gather evidence of why they have been out of employment – ie maternity leave.
- 🟢 Online searches may be conducted.
- 🟢 All checks will be recorded on a **single central record**, this is maintained by the HR Department with oversight from the DSL and MD.

Review of DBS Checks

All staff DBS checks will be applied for on day 1 of employment with EMA. The staff member will wear a red lanyard and not be left in sole responsibility of learners in the building prior to the DBS check being returned.

Staff induction and ongoing Training

All staff will receive an induction which will include a safeguarding brief within the first 5 days of employment. This will include an overview of safeguarding at EMA, Prevent, British Values, how to respond to a disclosure and how to report the concern (see below).

Once the initial company induction is complete (induction duration varies dependant on job role) there will be a check of understanding carried out by one of the safeguarding team.

Staff will receive formal training annually with regular updates taking place throughout the year, led by the safeguarding team.

A mandatory update will take place every October. This will be to outline any changes set out in [Keeping Children Safe in Education](#).

DSL's and DSO's will undertake formal off site training every 2 years. Which is logged on the CSR (Central Service Record) and on the [Safeguarding Training Matrix](#).

Governance

To ensure continuity and correct management of all safeguarding practices and processes we complete the following –

What	When	Why
Safeguarding Meetings	Monthly	Team updates, discuss SG cases and training requirements (minimum)
Board Meetings	Quarterly	Discuss any SG cases Report number of welfare cases (staff and learners)
Team Meetings	Monthly	Legal Updates Prevent, SG, or British Values Topic Ongoing in-house training.

Recruitment of Apprentices

EMA will ensure we

- ✔ Carry out the necessary H&S checks.
- ✔ Share key information with Trainer, Mentor and ALS for on-going support.
- ✔ Highlight to safeguarding team if learner is under 18 for further checks.

- 📌 Inform Additional Learning Support (ALS) is available where appropriate.
- 📌 Check for previous support requirements.
- 📌 Contact previous education provider requesting information about the new apprentice which includes safeguarding when confirmation of placement has been received. We will also contact any NOK of apprentices who are under 18 to ensure full disclosure of any pre-existing conditions.

See associated policy.

Safeguarding of apprentices in the workplace

All new apprentices and employers will receive an induction to Safeguarding before starting their apprenticeship.

At each review EMA will check on the safety of the apprentice.

At regular intervals EMA will check whether the employer meets the requirements of EMA and ensures the apprentice is in a safe working environment.

See associated policy.

All apprentices aged under 18 will have the following risk assessments:

- 📌 Appropriate risk assessment at employer
- 📌 Contact most recent previous educational establishment for safeguarding records.
- 📌 Contact with parent/guardian.

Child Protection

In case of concerns of serious harm to a child or young person, if immediate harm is likely, contact the police via 999. If there is reason to believe a child is at harm, contact the Local authority designated officer (LADO) via the links below.

[Derbyshire](#)

[Nottinghamshire](#)

Reporting an Incident or Making a disclosure – My Concern

If an incident should occur or a disclosure is made, this must be reported immediately to the Designated Safeguarding Lead (DSL) and or relevant DSO.

If the concern is deemed a priority (see associated SOP) a phone call should be made to the main safeguarding number - 07432891854 or call the main EMA landline number, 01332 371666 and choose option 1 and give details of the disclosure to ensure it is dealt with promptly.

The incident/disclosure will be raised on My Concern. See SOP.

The DSL will triage the concern to the appropriate team member for support.

If it is unclear if a disclosure or issue is a safeguarding concern, it should be entered onto My Concern for the safeguarding team to investigate.

See associated Safeguarding SOP.

Concern updates are an agenda item at every safeguarding meeting.

Emergency Response Procedure

EMA Training Ltd (EMA) recognises the potentially serious risks to learners, staff, and visitors in emergency or harmful situations.

Appropriate and rapid actions will take place where there is a perceived risk of an immediate threat to the building, its staff, learners, visitors, or property.

Where possible, EMA will act to ensure the safety of all personnel in the building in the following situations:

- 📌 If unauthorised person(s) considered dangerous, are on EMA grounds or proximity.
- 📌 In instances including domestic breakdowns where there is a danger to our learners or staff.
- 📌 In instances where personnel, learners, volunteers, or staff from within the building become a threat to the well-being of others.
- 📌 In emergency situations within the environs of the building where there is potential risk from spills or poisonous fumes.

See associated Emergency Response SOP.

Confidentiality

For each individual case the DSL will make a judgement on what information to release to other staff. This will be done on a need-to-know basis only. EMA will comply with the Data Protection Act 2018, but information will be shared where necessary to protect an individual. Staff should never promise confidentiality, as this may not be possible in every case.

Safeguarding Contact Procedure

EMA safeguarding operates during normal office hours – 9am till 5pm Monday to Friday and can be contacted using the following details –

EMA landline number - 01332 371666 and select option 1.

Email – safeguarding@ematraining.co.uk

Outside of these hours the following procedures apply –

For URGENT issues outside our operating hours please call the Police on 999 or the Local Duty Team on 03004 564546 or 01629 532600. For any non-urgent concerns please report on the next working day to the DSL on 07342 891854

See associated Safeguarding SOP.

Missing in Education

When a learner is due in a session (either remote or face to face) but hasn't arrived by 30 minutes after their session start time, they should be marked as unknown on the register. This will generate an automated missing in education email which is sent to the safeguarding email account to be investigated.

In the case of mentor reviews, mentors should follow the same procedure, but the initial concern should be raised via direct email.

See associated MIE policy.

Prevent- Managing the dangers of extremism and radicalisation.

Staff and learners at EMA will take part in an induction, which will include recognising the dangers of extremism and Radicalisation.

The DSL will receive regular updates on current threats in relation to the dangers of extremism and radicalisation from the local Prevent Team. They will disseminate this information in sessions or resources regularly.

If there is an incident where extremism and radicalisation are noted, the incident must be reported to the DSL immediately.

The DSL will decide on the appropriate intervention to take.

This should be added as a concern on the My Concern platform.

See associated Prevent policy.

Online Safety

All devices used by EMA are equipped with appropriate firewalls.

In line with the Computer Misuse Act and EMA's IT Policy.

Any inappropriate use will be reported immediately to the DSL (as a concern – see above).

They will take any appropriate action.

All personal details are maintained securely and meet the requirements of GDPR.

When a learner joins a class remotely via an online platform, it is mandatory to have cameras and microphones on, to enable and encourage interaction and check welfare of the learner throughout the class.

See associated IT policy.

Whistleblowing Policy

EMA is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all its practices. To achieve these ends, it encourages freedom of speech. It also encourages staff to use mechanisms for reporting any serious malpractice or illegal acts or omissions by its employees or ex-employees. This policy sets out the legal protection provided to those who raise concerns and the procedures that should be followed.

See associated policy.

The [NSPCC helpline - https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/](https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/) can be used instead of following this process in the case of lack of confidence in reporting through chain of command.

Professionalism and Code of Conduct

Learners and staff should conduct themselves in a professional manner when in and around the EMA buildings. For further information please refer to your employee/learner handbook and EMA's code of conduct.

See associated document.

Visitors – personal/professional

Please remain responsible for your visitor whilst they are on the premises. Visitors should wear a red lanyard and sign in in the normal way using the Sign In app. If someone is found wearing a red lanyard unsupervised, please challenge them or contact the safeguarding team.

Appendix

Appendix A

[Keeping Children Safe in Education 2023](#)

This is the statutory guidance for schools and colleges including further education providers from the Department of Education.

[Protection of Children Act 1999](#)

Where practicable, we will ensure the safety, welfare, and best interests of a child. A child is aged under 18 years of age.

[Health and Safety at Work Act 1974](#)

Where practicable, we will ensure the safety of all in the workplace and on EMA premises.

[Equality Act 2010](#)

Legally protects people from discrimination in the workplace and in wider society. The

Monitoring and Review

Date for review: **Annually**

Version Control

Version	Date	Reason for Update
1.0	Jan 2024	New version Created.
2.0	Oct 2024	Changes – DBS process clarified Governance Added