

Safeguarding and Wellbeing Policy

1. General

BMS Performance Training and Education Limited is committed to promoting and protecting the rights of all staff and learners and ensuring they are treated with dignity and respect. The company will strive to provide a safe learning environment for all learners, particularly those who are under the age of 18 years or are identified as vulnerable adults.

This Safeguarding and Wellbeing Policy explains:

1. The principles behind this policy
2. How BMS Performance Limited ensures it is compliant with the policy
3. How disclosures are reported, managed and monitored
4. Changes to our privacy policy
5. How to contact us

2. The principles behind this policy

The safeguarding and wellbeing of learners is of our primary concern. All learners and staff have a right to protection from abuse. Children, young people and vulnerable adults have a right to safeguarding from abuse.

It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Lead and the responsibility of the statutory authorities to conduct an investigation.

All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

All personal data will be processed in accordance with the Data Protection Act. Please see BMS Performance Training and Education Limited's [Privacy Policy](#) for more information about this.

Abuse is any behaviour that deliberately or unknowingly causes harm, endangers life or violates the individual's rights. Abuse may be physical, sexual, psychological, financial, domestic, modern slavery or neglect.

The Children's Act 1989 defines a 'child' as a person under the age of 18. The Safeguarding Vulnerable Groups Act 2006 Section 59 defines a 'vulnerable adult' as a person aged 18 and over and:

- Receiving a social care service
- Receiving a health service
- Living in sheltered accommodation
- Detained in custody or under a probation order
- Requiring assistance in the conduct of his/her affairs
- Receiving a service or participating in an activity targeted at older people
- Persons with disabilities (learning or physical)
- Persons with mental health conditions.

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3. How BMS Performance Training and Education ensures it is compliant with the policy

3.1 Governance

The Managing Director, David Bill, is responsible for the oversight of the company’s Safeguarding and Wellbeing Policy.

Managers and Development Coaches are responsible for ensuring all staff and learners are informed of the policy at enrolment and understand their responsibilities for reporting any concerns.

The Quality Manager, Katie Rooney, is the Designated Safeguarding Lead (DSL) and Rochelle Hewitt is the Deputy Safeguarding Lead (DDSL) with the responsibility for issues arising under this policy.

All employees of the company are required to take responsibility for the safeguarding of young people and vulnerable adults and the welfare of learners and staff.

3.2 Employees

BMS Performance Training and Education Limited has a process in place to check the suitability of staff to work with learners or to deliver learning in settings where there are children/young people or vulnerable adults. On application employees complete a declaration and disclosure form detailing any offences. Prior to commencing a Disclosure and Barring Service (DBS) check is made on new employees. New employees may start employment whilst awaiting clearance, but restrictions will apply to direct contact with children of vulnerable adults. DBS checks will be renewed every 3 years from the DBS date, with the DSL keeping a central log.

All employees must report any criminal offences subsequent to their employment to the Designated Safeguarding Lead.

3.3 Training

Training for all employees on safeguarding and wellbeing are included in the induction for all staff and an annual update on the policy will be included in team meetings.

All employees of BMS Performance Training and Education Limited are in positions of trust with learners and external employers. Staff at all times need to be aware of this and act accordingly.

3.4 Identification and reporting

Where possible BMS Performance Training and Education Limited will identify vulnerable adults and ensure that the appropriate support measures are in place. A central safeguarding log and wellbeing log is kept up to date regularly by the DSL and DDSL. When a learner has identified a wellbeing issue their Development Coach is the appropriate person to discuss and explore any support mechanisms to support their continuation on programme, with the support of the DSL/DDSL. For safeguarding disclosures, a separate log is kept by the DSL whereby Coaches are contacted regularly for update. When required a formal disclosure is made to the relevant authorities / police if required.

Any employee of BMS Performance Training and Education Limited with concerns regarding an individual whom they believe or know to be vulnerable must contact the DSL/DDSL.

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3.5 The role of the Designated Safeguarding Lead and Deputy Safeguarding Lead is:

- To receive information from learners and employees who have any safeguarding concerns and record it.
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter appropriate.
- Make a formal referral to a statutory safeguarding agency or the police if required
- To maintain a single central register of all staff and colleagues who liaise with learners or have access to learner data.
- To ensure all staff have updated DBS checks, as aligned with the requirements set out in this policy.
- To ensure all staff safeguarding and Prevent training is updated annually.

4. Partnerships

BMS Performance Training and Education Limited will work in partnership with local safeguarding boards and welfare statutory agencies in relation to any investigation under these procedures.

5. How disclosures are reported, managed and monitored

The *Managing a Disclosure of Abuse* flowchart gives full details of this process and timescales.

- All employees must be alert to possibilities of abuse.
- It is the duty of the employees to be alert only **not to investigate**.
- If employees during their work have a safeguarding issue brought to their notice this must be treated as a priority over all other work.
- Guidance about a specific incident may be obtained from the Designated Safeguarding Lead.
- An oral, then written report should be provided to the Designated Safeguarding Lead who will keep a confidential record of any such incidents.
- Reports of abuse will be made to the relevant statutory agencies responsible for investigations.

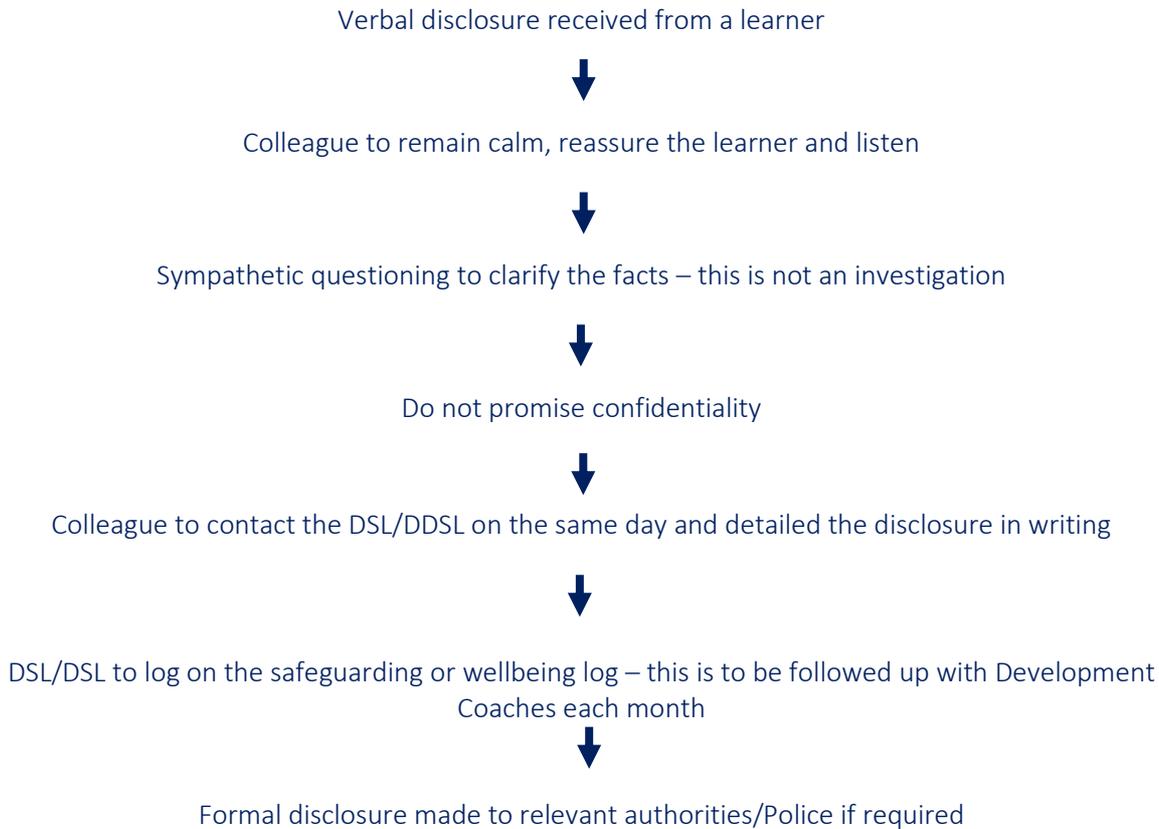
For monitoring and tracking purposes, all disclosures are recorded in the Safeguarding and Wellbeing Log, which is maintained by Katie Rooney.

This details:

- Name of the learner
- Date of concern
- Summarises the allegations and whether this has led to a formal disclosure.
- Regular updates on learner's wellbeing.

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6. Managing the disclosure of Abuse



7. Changes to our Safeguarding and Wellbeing Policy

We keep our policies under regular review, and we will place any updates on our website. This Safeguarding and Wellbeing Policy was last updated in April 2021.

8. How to contact us

Please contact us if you have any questions about our Safeguarding and Wellbeing Policy:

By email: yourvoice@bmsperformance.com

By phone: 01925 645 300 / 07800 681 821

By post: Designated Safeguarding Lead
BMS Performance Training and Education Limited
310 Europa Boulevard
Gemini Business Park
Warrington
WA5 7XR

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