

Martec training

Safeguarding Policy

Martec training part of Marson Garages (Wolstanton) Ltd delivers Apprenticeships, Foundation Learning, Train to Gain and Privately funded courses. Established in 1982, Martec is well known in Staffordshire for delivering qualifications in the Motor Vehicle Sector.

Policy Statement

Martec is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. Staff recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding.

The company also recognises that it has a responsibility to protect staff from unfounded allegations of abuse. The company is committed to working with existing local safeguarding or adult safeguarding boards and other health and social care partnerships to ensure the safeguarding of its learners.

Definition

For the purposes of this policy and procedure children are defined in the Children Act of 1989 as a person under the age of 18 years. The Safeguarding Vulnerable Groups Act 2006 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, people with disabilities or with physical or mental health conditions

Accountability and Responsibility

Martec has a trained Safeguarding Officer and a Safeguarding Manager from the senior management team who is accountable to the Chief Executive and Board. Incidents or concerns are reported at local level to Managers and escalated to the Safeguarding staff.

The Safeguarding team are responsible for monitoring and managing incidents or concerns and liaising with safeguarding agencies. The Martec Board are responsible for responding to an annual report on safeguarding within the company.

Training

The company has a duty to promote safeguarding issues and measures to staff and ensure they:

- Analyse their own practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse (Code of Conduct)
- Follow the guidelines for staff (Quick Guide)
- Undertake annual training on safeguarding to raise awareness of current issues and Legislation.

Criminal Record Bureau Checking

The company has a responsibility to ensure safe recruitment and employment practices. New and existing staff who frequently or intensively work with children, young people and vulnerable adults in training, supervision, care, advice, treatment and transport have to be checked through the Home Office for criminal record information. In February 2009 the new Independent Safeguarding Authority (ISA) will reform all current vetting and barring practices.

Statutory Framework

Martec aims to meet legislative requirements and good practice in safeguarding. The statutory framework under which we operate includes the Children Act 1989. This provides the legal framework for the protection of children and young people in the UK. The Protection of Children Act 1999 requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children. The Safeguarding Vulnerable Groups Act 2006 sets out the type of activity in relation to children and vulnerable adults for which employers and individuals will be subject. From 2008 **Ofsted** inspectors make a judgement on procedures for safeguarding learners meeting current government requirements. They comment on policy, procedures, vetting and training as impact on learners dictates.

Review

Martec's Safeguarding Policy is reviewed annually and its provisions monitored by the Board and Quality. The review process includes analysis of monitoring data, consultation with and feedback from learners, clients, staff and other stakeholders to determine the impact of the policy and any action required.

Relevant Documents

This policy and procedure should be read in conjunction with the Quick Guide for Staff, the Safeguarding Poster for learners and the Code of Conduct for Staff. A very useful reference guide for staff is Safer Practice, Safer Learning from the National Institute of Adult and Continuing Education (NIACE) www.niace.org.uk

ANTHEA BRADBURNE
MANAGER

On behalf of Marson Garages (Wolstanton) Limited T/A Martec Training

Date January 2011 CENTRE