

1 Policy Statement: Health and Safety – Safeguarding Children and Vulnerable Adults

We are committed to the health, safety and welfare of our employees, our customer and our visitors. In particular we are committed to safeguarding the welfare of every child, young person or vulnerable adult who may use our service as a customer, an employee or a visitor.

This policy outlines the safeguarding responsibilities for staff employed by the ESFA.

2 Employer Responsibilities

We shall:

- Train staff about their responsibilities under safeguarding legislation, and keep that training up to date;
- Train those responsible for recruitment in safe recruitment practices;
- Appoint specialist Child Welfare Officers to advise members on safeguarding arrangements and to act as safeguarding experts on behalf of the ESFA;
- Provide for appropriate professional counselling for those CWOs who routinely deal with casework;
- Conduct DBS checks on ESFA staff and Council members only where their roles require it.

3 Employee Responsibilities

Employees shall:

- Participate in safeguarding training and implement the learning from that training;
- Refer all safeguarding matters, concerns or suspicions, whether identified personally or by a third party, to the ESFA's CWO and not attempt to resolve the matter personally;
- In the event of receiving information about a safeguarding incident or a potential safeguarding incident which is referred onwards, not disclose any information received to any party other than the CWO;
- Comply with the requirement to complete DBS checks should the role be identified as one needing such checks;
- Be responsible for updating their DBS check every 3 years;
- Inform the CEO immediately of any changes to personal circumstances, criminal record or investigation which may impact upon the post-holder's ability to safely conduct their role.

4 References and tools support the Policy

www.ESFA.co.uk/childwelfare

5 Policy Review Arrangements

This policy will be reviewed at least annually, or in the event of an ESFA staff-related safeguarding incident or “near miss”.

For office use only

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