

# Safeguarding in BEIS

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## Safeguarding Policy

This policy applies to all BEIS staff, and any agency, contractors, students or anyone working on behalf of BEIS.

The purpose of this policy:

Is to protect young persons (anyone under the age of 18) and vulnerable adults (an adult who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation), while on BEIS premises and to provide staff with the overarching principles that guide our approach to safeguarding and child protection;

BEIS believes that young persons and vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all young persons and vulnerable adults, to keep them safe, whilst they are in our organisation.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect young persons and vulnerable adults, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

- The employee has regular, unsupervised contact with the child
- the school has identified the student as being vulnerable for educational, medical, behavioral or home circumstance reasons
- the placement will last more than 15 days over an extended timeframe, and:
  - a participant regularly works alone with a colleague or manager over long periods (anything over half a day at a time)
  - a participant works on a one to one basis in particularly isolated environments
  - a participant travels alone with a colleague or manager
  - a residential element.
- Please contact the BEIS Health, Safety & Wellbeing team if any Reasonable Adjustments are required.
- Hours of working: -
  - be limited to eight hours of working time a day and 40 hours maximum per week
  - not be permitted to work between 10pm and 6am
  - have a 12-hour rest period between each working day
  - have a 30-minute rest break if working for more than four hours and 30 minutes
  - have two days' weekly rest.

Young person's accompanying Parents/ Guardians into BEIS building.

It would not be expected that young persons in normal circumstances would accompany their parents or guardians into a BEIS building however if on occasion that was to happen the child should be accompanied by the parent or guardian at **ALL** times.

### Raising Concerns

No one working for BEIS should investigate concerns about young persons or vulnerable adult who are or may be being abused or who are at risk. However, this does not mean that we should do nothing when we learn of a concern. We all have a responsibility to make sure that concerns about young persons or vulnerable adult are passed to the agency that can help them without delay.

If anyone is concerned that a young person or vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will act to protect that person.