

SAFEGUARDING POLICY

No one shall be subjected to torture or to inhuman or degrading treatment or punishment

Introduction

Omnibus Training Solutions is committed to ensuring that the welfare of children and vulnerable adults are safeguarded by its staff and directors.

It is recognised that all staff employed by Omnibus Training Solutions have a duty to prevent any physical, sexual or emotional abuse of all children or vulnerable adults with whom they come into contact. Our company seeks to plan its work so as to reduce to a minimum any situation that might give rise for concern.

Omnibus Training Solutions complies with the Data Protection Act 1998 that allows for the disclosure of personal data where it is necessary to protect the interests of a vulnerable adult.

Omnibus Training Solutions recognises its responsibilities under the Children Act 1989 and the protection of Children Act 1999 and the responsibilities under the act of the education and training providers that the company works with, in partnership or collaboration. For the purpose of this statement a child is a person under the age of 18

Omnibus's designated leads are DBS checked and complete safeguarding training every 2 years, and then transpires this to all staff via an in-house training session. Online courses are sourced for the trainers / assessors to undertake.

Definition

The definition of a vulnerable adult is defined as a person who:

1. Receives personal care or support to live independently in his or her own home or a care home
2. Receives any health or social services
3. Has a substantial learning or physical disability
4. Has a physical or mental illness, chronic or otherwise. Including addiction to alcohol or drugs
5. Has a substantial reduction in physical or mental capacity due to illness or advanced age

Danielle Griffiths/Natalie Collins are designated as the persons responsible for ensuring that appropriate

action is taken in cases of alleged abuse.

Safeguarding is the responsibility of all our staff. We must Recognise, Respond, Report, Record and Refer any related issues to the appropriate authorities.

This statement applies to all staff, partner organisations, learners and visitors to our company.

Pre-Employment Processes

All new staff, where relevant, will comply with the following procedures:

- Confirmation of identity. Appropriate documentation will be requested. (Omnibus Training Solutions will retain relevant photocopies of the documents).
- References. References are required and are verified when necessary.
- Disclosure. Candidates are required to disclose all unspent convictions and a further check is made with the Criminal Record Bureau.

Disclosure Barring Service (DBS)

All relevant staff will be asked to undergo a criminal Records Bureau (DBS) check. Where a DBS check is required the employee/ prospective employee will be asked to complete a DBS Disclosure Application Form and produce evidence of identity to one of the Omnibus Training Solutions nominated staff members. The DBS check may take several weeks to complete. The disclosure will give details of any criminal record or other related matters which have been recorded.

Once the disclosure has been obtained from the DBS, Danielle Griffiths will consider if the disclosure is satisfactory to enable the employee to commence or continue their employment with Omnibus Training Solutions. If there are issues raised in the disclosure, Danielle Griffiths will invite the individual to meet to discuss the disclosure form and its content. If it is determined that the employment should not commence or continue, Danielle Griffiths will notify the employee in writing within five working days of the meeting taking place.

All our staff are rechecked three years after their original disclosure date as advised by (Ofsted) and must advise their line manager if they have been convicted of an offence subsequent to the date of their last DBS disclosure.

At the appropriate time the college will comply with the international safeguarding policy regarding DBS registration.

Appropriate Behaviour

All learners are entitled to appropriate behaviour from Omnibus Training Solutions staff. The following behaviour by a trainer would be a cause for concern:

- **Meeting alone with a learner**
- **Asking excessively personal questions**
- **Sending offensive material or making suggestive remarks**
- **Suggesting a personal relationship could develop**
- **Bullying or being aggressive**
- **Any physical contact that could be interpreted as of a sexual nature**
- **Asking for money or favours**

In a case of a member of staff being accused of inappropriate behaviour the staff member will be suspended with pay pending an investigation under the disciplinary and grievance procedure. Should a police investigation be pending, the disciplinary procedure may not be carried out until after the investigation is completed.

If a learner feels another learner is showing inappropriate behaviour they should inform their tutor who will ask Danielle Griffiths/ Natalie Collins to investigate.

All staff employed by the Omnibus Training Solutions has a duty to report any suspicion of abuse or concern that a child or vulnerable adult is at risk of abuse by a person employed by the institution to Danielle Griffiths/ Natalie Collins. Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the vulnerable adult or child is their first concern.

Once Danielle Griffiths/ Natalie Collins is satisfied that there are clear grounds for suspicion or evidence of abuse is apparent he/she will pass this information on immediately, and in writing within 24 hours to the appropriate agencies.

Danielle Griffiths/ Natalie Collins is responsible for ensuring that information on each case is recorded, including all notes, and kept in a safe and secure place.

Always remember the 5 R's when dealing with safeguarding:

RECOGNITION, RESPONSE, REPORTING, RECORDING, REFERRAL.

If the allegation concern Danielle Griffiths/ Natalie Collins then the matter will be referred to the Governing Body.



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**Skills
Funding
Agency**

Local Council Contact Details:
London Borough of Croydon
Sarah Hornsey
Safeguarding Adults Co-ordinator
FR 4:01
Taberner House
Park Lane
Croydon CR9 2BA

020 8726 6000 ext 47209
Or 020 8760 5790

Reviewed by

Signed.....

Next Review Date – 01/06/2016



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One solution for all your training needs

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Skills Funding Agency



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