



<b>Policy:</b>	<b>Safeguarding and Child Protection Policy</b>
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<b>Approved by:</b>	<b>Victoria Harte</b>
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**CATEGORY:** Safeguarding and Child Protection  
**TYPE:** Policy  
**TITLE:** Safeguarding and Child Protection Policy  
**PERSON RESPONSIBLE:** Director

## Policy Statement

Axia Solutions Ltd is strongly committed to safeguarding learners and promoting practices to protect children, young people and adults at risk from abuse, neglect or significant harm. Axia Solutions Ltd expects all staff, governors and visitors to recognise and accept their responsibility to maintain a vigilant and safe environment for all.

The company maintains a professional attitude of '**it could happen here**' where safeguarding is concerned. Everyone has a responsibility to protect learners and to report anything that might suggest a child or adult is being abused or neglected **without delay**.

It is our willingness to work safely and to challenge inappropriate behaviours that underpins this commitment. The organisation will seek to work in partnership with employers, and other agencies to improve the outcomes for learners who are vulnerable or in need.

This policy should be shared with all staff, learners, employers and other interested parties. The policy can be provided upon request and is also made publicly available via our website.

## Purpose

Axia Solutions Ltd has a statutory and moral responsibility to safeguard and promote the welfare of young people and vulnerable adults receiving education and training with Axia Solutions Ltd. This policy describes the responsibilities of Axia Solutions Ltd in response to current legislation and guidance and is interlinked with all other policies to ensure safeguarding is promoted and implemented throughout the business.

The purpose of this policy is to identify clear responsibilities and accountabilities for safeguarding at Axia Solutions Ltd and ensure open channels of communication between all parties where a child or adult may be at risk. This will provide a learning environment that will allow learners to flourish, progress and achieve the best outcomes.

## Key Principles

Learners' needs and welfare are paramount at Axia Solutions Ltd. All young people and vulnerable adults have a right to be protected from abuse and neglect and have



their welfare safeguarded. Learners should be listened to and their views and wishes should inform any assessment and provision for them. Staff should always act in the **interests of the learner** in order to protect them.

***‘Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.’ (Keeping Children Safe in Education)***

All staff are encouraged to report any concerns that they have and **not see these as insignificant**. On occasions, a referral is justified by a **single incident** such as an injury or disclosure of abuse. More often however, **concerns accumulate over a period of time** and are evidenced by building up a picture of harm; this is particularly true in cases of emotional abuse and neglect. In these circumstances, **it is crucial that staff pass on concerns** in accordance with this procedure to allow the Designated Safeguarding Lead to build up a picture and access support for the learner at the earliest opportunity.

## **Nominated Safeguarding Roles**

### **Axia Solutions Ltd Designated Safeguarding Lead (DSL)**

*Yvonne Licata – Internal Quality Manager*

The Designated Safeguarding Lead takes **lead responsibility** for safeguarding and child protection (including online safety). Their responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children.

### **Axia Deputy Designated Safeguarding Lead (DDSL)**

*Victoria Harte – Director*

Safeguarding activities can be delegated by the DSL to the DDSL but the ultimate responsibility for child protection remains with the DSL.

### **Newcastle & Stafford College Group (NSCG) Designated Safeguarding Lead**

*Lesley Morrey - Director of Student Engagement and Partnerships*

The Newcastle and Stafford College Group DSL has no direct responsibility for safeguarding or child protection at Axia Solutions Ltd but is available to the Axia DSL and DDSL for support and guidance and will cascade safeguarding updates to organisations staff.

### **Axia Solutions Ltd Board of Governors**

*Full details of board members can be found on our website.*



The Axia Solutions Ltd Board of Governors are accountable for ensuring the effectiveness of all policies and procedures, including Safeguarding. They are also responsible for ensuring organisational compliance with all regulatory requirements, including (but not limited to) Safeguarding, Safer Recruitment Procedures, Whistle blowing and the Prevent Duty.

## Implementation

Axia Solutions Ltd recognises that scrutiny, challenge, and supervision are key to safeguarding learners. Set out below is how the organisation discharges its statutory responsibilities relating to safeguarding and promoting the welfare of learners.

### Safer Recruitment and Selection

- Axia Solutions Ltd follows Safer Recruitment practice including posting appropriate advertisements, scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references and checking previous employment history.
- The interview panel for any post will include at least one member of staff who has undertaken training in Safer Recruitment
- When employing an applicant appropriate checks will be conducted, including required Disclosure and Barring Service (DBS) checks to ensure suitability for the role and evidence the candidate is not barred from working with children or adults at risk. Evidence of this will be held on our Single Central Record. DBS checks are maintained in line with legal requirements.

### Staff Training and Commitment to Safeguarding

- At Axia Solutions Ltd we have robust Safeguarding training in place for all staff, which is monitored by the DSL, DDSL and overseen by NSCG's DSL. All staff receive Level 1 Safeguarding training as required, access to KCSIE, and receive regular updates through meetings, CPD activities and emails to develop and support robust safeguarding practices amongst all staff.
- Axia Solutions Ltd has **clear induction processes** for all staff and all required documents and policies are provided both at induction of new staff, and on a yearly refresh basis for current staff. These documents include Part 1 of KCSIE, Code of Conduct; the role of the DSL along with this Safeguarding Policy and other related documents.
- Guidance about acceptable conduct and safe practice will be given to all staff during induction. These are sensible steps that every adult should take in their daily professional conduct with learners. All staff are expected to carry out their work in accordance with this guidance and are made aware that failure to do so could lead to disciplinary action.
- **All** staff at Axia Solutions Ltd will be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.
- **All** staff at Axia Solutions Ltd will be aware that safeguarding incidents and /or behaviours can be associated with factors outside the learning / work environment.
- **All** staff are made aware of extremism and processes of radicalisation, including how to recognise concerning behaviours and ideologies considered extreme, and the responses required in terms of the usual safeguarding reporting procedures



alongside the Prevent duty. They are given access to the DfE guidance “Work-Based Learners and the Prevent Statutory Duty.”

- **All** staff are made aware of the potential for child-on-child abuse (we prefer to use the term “peer-on-peer abuse” as it encompasses all of our learners), including sexual violence and sexual harassment, and the expectations placed on them as described in part 5 of Keeping Children Safe in Education
- **All** staff, but especially the Designated Safeguarding Lead/ Deputy at Axia Solutions Ltd will consider whether young people / vulnerable adults are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and individuals can be vulnerable to multiple harms including, but not limited to, sexual exploitation, criminal exploitation and serious youth violence.
- We recognise the stressful and traumatic nature of safeguarding and child protection work and will provide an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

## Early Help

- Axia Solutions Ltd is committed to working with other agencies to provide **early help** for young people and vulnerable adults before they become at risk of harm.
- **All** staff are made aware of the early help process and **understand their role in it**. (KCSIE). This includes identifying emerging problems, liaising with the designated safeguarding lead /deputy and sharing information with other professionals to support early identification and assessment.
- Every member of staff working at the organisation are advised to maintain an attitude of ‘**professional curiosity and respectful uncertainty**’ where safeguarding is concerned.

## Raising concerns and Multi-Agency working

- **All** staff have equal responsibility to report their concerns about a learner or the behaviour of any adult **without delay** to the Designated Safeguarding Lead.
- **Appendix 1 – “What to do at Axia Solutions Ltd if you are worried a learner is in need of help or protection”** details the process that will be followed to protect learners when a safeguarding concern is raised.
- Whilst the Designated Safeguarding Lead will normally make referrals to Children’s Services, **any staff member can refer their concerns to children’s social care** directly in emergencies or if they feel they need to do so. (**Staffordshire Children’s Advice & Support on 0800 1313126**). Details for out of hour contacts or other support can be found in Appendix 2.
- Axia Solutions Ltd understands its responsibility to **request a statutory assessment** lead by a social worker for any young person in need, as defined under the Children Act 1989, who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services.
- Axia Solutions Ltd will work in **partnership with other agencies** to promote the welfare of young people and vulnerable adults and protect them from harm, including the need to share information to safeguard them.
- Axia Solutions Ltd will **work with other agencies** to ensure any actions that are part of a multi-agency coordinated plan are completed in a timely way.
- Axia Solutions Ltd will follow the Staffordshire Safeguarding Children’s Board’s (SSCB) procedures and provide them with information as required [SSCB](#)



- Should a learner registered with Axia Solutions Ltd living outside of the local authority be deemed to be at risk Axia Solutions Ltd would liaise with the SSCB to ensure compliance with out of area Local Authority frameworks.

### **Supporting and guiding learners**

- We will provide opportunities for learners to develop skills, concepts, attitudes, and knowledge that promote their safety and well-being.
- Learners are given comprehensive guidance at induction on how to keep safe and how to access safeguarding support if required.
- Learner's welfare and protection from harm is considered for individuals who are undertaking a work based learning programme.
- Staff are encouraged to promote the safeguarding policy and procedures with learners through discussion at the initial induction and ongoing reviews as well as through curriculum delivery.
- All our policies which support our ethos of safeguarding, will be interlinked with this Safeguarding Policy.

### **Supporting and guiding employers**

- Axia Solutions Ltd work with employers to ensure they meet their commitment regarding learners being kept safe when in the workplace and to promote good safeguarding practice.
- Health and Safety checklists are carried out in relation to work-based learning employer premises to ensure a safe and secure workplace for learners.
- An information booklet titled 'Safeguarding for Employers' is issued along with a "Notice, Check, Share" poster to be displayed in the workplace. We also ensure this Safeguarding Policy is given to employers and line managers for any work-based learners.
- Staff are encouraged to promote the safeguarding policy and procedures with employers through discussion at the initial induction and ongoing reviews.

### **Remote Learning and Online Safety**

- The Axia Solutions Ltd Online/E-Safety policy identifies the usage and expected behaviour of staff and learners when online.
- Axia Solutions Ltd monitors online activity within its network to ensure that inappropriate sites are not accessed by learners or staff. This is managed by monitoring and filtering software, FortiGuard.
- Learners complete the Education and Training Foundation (ETF) Side by Side online course - Staying Safe Online. Online safety is discussed with learners at regular reviews as well as teaching learners how to get support and report abuse if they do encounter difficulties online.
- When learners are asked to learn online the organisation refers to the ETF document '[Creating a Safe Space online for Teaching and Learning](#).' The organisation uses the links and resources provided by the DfE; [Safeguarding in Remote Education](#) to ensure a safe and secure place for online learning.

## **Review**



Axia's Safeguarding policy is reviewed annually (or sooner should legislation/guidance change), to determine the impact of the policy and actions required. The policy was last reviewed in January 2023.



## Associated Information, Guidance and Legislation

[Axia Further Safeguarding Support and Guidance](#)

[Axia Solutions Ltd Policies and Procedures](#)

[Keeping Children Safe in Education](#)

To be read alongside

- Statutory guidance - [Working Together to Safeguard Children](#)
- Departmental advice - [What to do if you are Worried a Child is being Abused- Advice for Practitioners](#)
- Departmental Advice - [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)

**Inspecting Safeguarding in Early Years Education and Skills Settings –**  
<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills/inspecting-safeguarding-in-early-years-education-and-skills>

**Prevent Duty Guidance** - <https://www.gov.uk/government/publications/prevent-duty-guidance>

**Additional Prevent Duty guidance for further education and skills providers** (from the Education and Training Foundation) - <https://preventforfeandtraining.org.uk>

**Work-based learning DfE Guidance** - <https://www.gov.uk/government/publications/work-based-learners-and-the-prevent-statutory-duty>

**CONTEST Strategy (Prevent)** - <https://www.gov.uk/government/publications/counter-terrorism-strategy-contest-2018>

**Counter-Terrorism and Security Act 2015** -  
<https://www.gov.uk/government/collections/counter-terrorism-and-security-bill#related-documents>

**Equality Act 2010** - <https://www.gov.uk/guidance/equality-act-2010-guidance>

**Vetting and Barring Scheme (VBS) revised guidance 2012** -  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

**Education Act 2011** - <http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

**The Care Act 2014** (Sections 42-46) -  
<https://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>

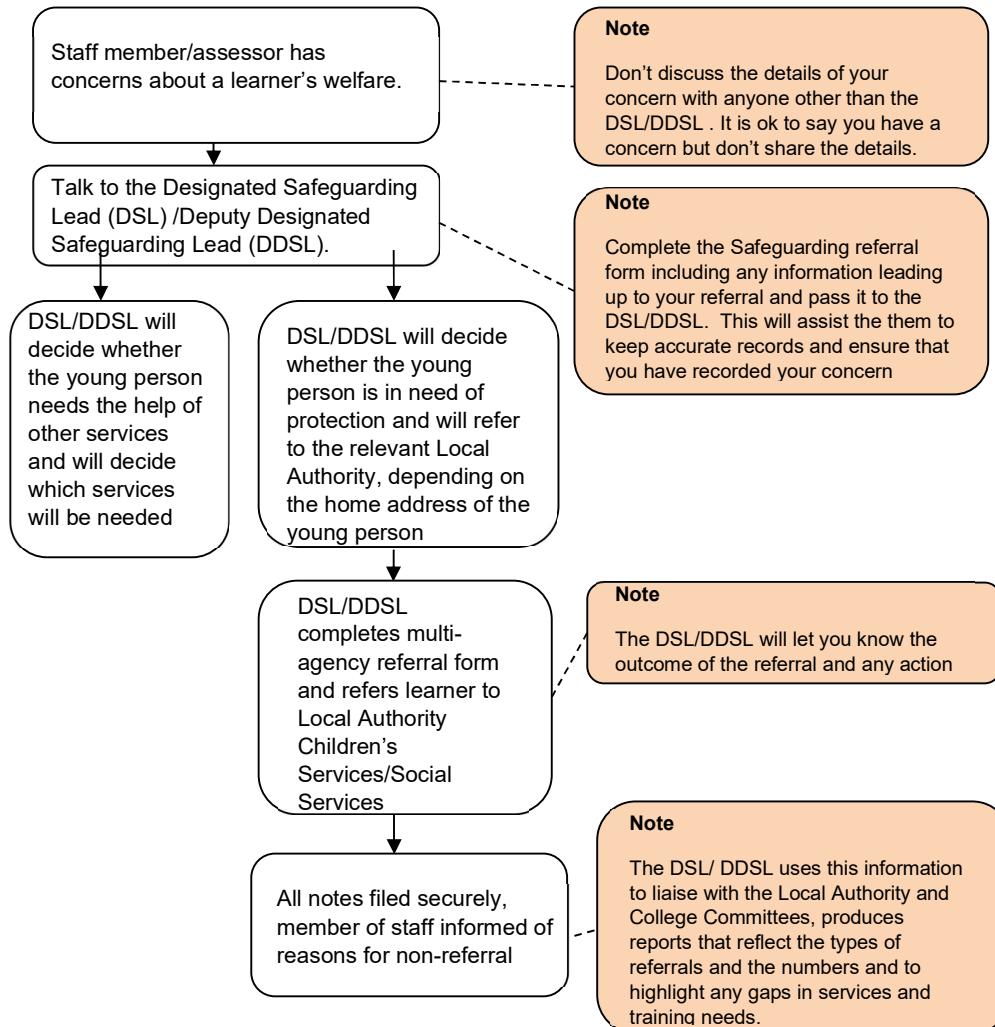
**The Care Act 2014 Guidance 14: Safeguarding** -  
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>





## APPENDIX 1

# What to do at Axia Solutions Ltd if you are worried a learner is in need of help or protection



## APPENDIX 2

### Key Contacts

#### Axia Safeguarding Contacts

Title	Name	Telephone	Email	Availability
Designated Safeguarding Lead	Yvonne Licata	01782 572777 Ext – 208	yvonnell@axia-solutions.com	08:30 – 17:00
Deputy Designated Safeguarding Lead	Victoria Harte	01782 572777 Ext – 200	victoriah@axia-solutions.com	08:30 – 17:00
NSCG Designated Safeguarding Lead	Lesley Morrey	01785 275407	lesley.morrey@nscg.ac.uk	08:30 – 17:00

***If a learner is at risk of immediate harm you must call 999.***

#### Out of hours contacts

For concerns out of office hours whereby a learner is in danger call the relevant number below.

Organisation	Telephone	Notes
Staffordshire Children's Advice and Support Services	0800 13 13 126	Previously known as First Response
Multi Agency Safeguarding Hub (MASH)	Police 101	
Emergency Duty Service	0345 604 2886	Out of hours only
Stoke on Trent local authority referrals	01782 235100	

## Staffordshire Single Point of Contact (SPOC) Details

Prevent Leads	Contact Name	Email Address
<b>Cannock</b>	Karla Vowles	<a href="mailto:KarlaVowles@cannockchasedc.gov.uk">KarlaVowles@cannockchasedc.gov.uk</a>
	Oliver Greatbatch	<a href="mailto:olivergreatbatch@cannockchasedc.gov.uk">olivergreatbatch@cannockchasedc.gov.uk</a>
<b>East Staffs</b>	Mike Hovers	<a href="mailto:Michael.hovers@eaststaffsbc.gov.uk">Michael.hovers@eaststaffsbc.gov.uk</a>
	Sal Khan	<a href="mailto:sal.khan@eaststaffsbc.gov.uk">sal.khan@eaststaffsbc.gov.uk</a>
<b>Lichfield</b>	Susan Bamford	<a href="mailto:Susan.Bamford@lichfielddc.gov.uk">Susan.Bamford@lichfielddc.gov.uk</a>
<b>Newcastle</b>	Georgina Evans	<a href="mailto:Georgina.Evans@newcastle-staffs.gov.uk">Georgina.Evans@newcastle-staffs.gov.uk</a>
<b>South Staffs</b>	Maggie Quinn	<a href="mailto:M.Quinn@sstaffs.gov.uk">M.Quinn@sstaffs.gov.uk</a>
<b>Stafford</b>	Victoria Cooper	<a href="mailto:vcooper@staffordbc.gov.uk">vcooper@staffordbc.gov.uk</a>
<b>Staffs Moorlands</b>	David Smith	<a href="mailto:david.smith@staffsmoorlands.gov.uk">david.smith@staffsmoorlands.gov.uk</a>
<b>Tamworth</b>	Joanne Sands	<a href="mailto:joanne-sands@tamworth.gov.uk">joanne-sands@tamworth.gov.uk</a>
<b>Staffordshire County Council (Safer Communities)</b>	Fiona Chapman	<a href="mailto:fiona.chapman@staffordshire.gov.uk">fiona.chapman@staffordshire.gov.uk</a>
<b>Staffordshire Police Prevent Team</b>	Sgt. Darren McGrath	<a href="mailto:prevent@staffordshire.police.uk">prevent@staffordshire.police.uk</a>

## Whistleblowing Contacts

All staff are provided with the Axia Solutions Ltd Whistleblowing policy and there is a culture at Axia Solutions Ltd to raise concerns about poor or unsafe practice and such concerns are addressed professionally and sensitively in accordance with agreed whistle blowing procedures. Further guidance on whistle blowing can be found in the staff handbook.

Below are contacts should a member of staff not feel able to raise concerns regarding child protection failures internally.

Title	Telephone	Email	Availability
<b>Staffordshire LADO</b>	0800 1313126	<a href="#">Online Enquiry Form</a>	
<b>Staffordshire Education Safeguarding Advice Service</b>	01785 895836	esas@staffordshire.gov.uk	09:00 – 16:00
<b>NSPCC Whistleblowing helpline</b>	0800 028 0285	help@nspcc.org.uk	08:00 – 20:00

**Victoria Harte**

**Director**

Reviewed annually	
Last Review Date	May 2023
Next Review Date	September 2023