Safeguarding policy

Purpose

ACDAP is fully dedicated to ensuring the safety, protection, and well-being of everyone involved with our organisation. This Safeguarding Policy offers a general framework and clear direction on how we are committed to protecting individuals from harm, abuse, and exploitation. Therefore, we adhere to all relevant UK laws and regulations, including "Keeping Children Safe in Education 2024," in order to create a safe and supportive environment for everyone associated with ACDAP.

Scope

The policy is applicable to staff, volunteers, contractors, associates, and any individual involved in the administration, delivery, or assessment of qualifications and services of ACDAP. This policy encompasses all scoped operations of ACDAP, irrespective of the place and form in which the transaction is conducted: in person, online, or any other form of communication.

Policy statement

The ACDAP is committed to creating a safe environment where the welfare of all individuals, including children and vulnerable adults, is a priority. We follow the principles and legal guidelines set by the UK safeguarding laws and adhere to them, making sure all individuals are protected from any sort of harm or abuse.

Relevant Laws and Legislation

Children Act 1989 and 2004

Sets the framework for the protection of children, defining the responsibilities of local authorities and other organisations in safeguarding children and young people.

Safeguarding Vulnerable Groups Act 2006

Introduces the vetting and barring scheme designed to prevent unsuitable persons from working with vulnerable adults and children.

The Education Act 2002 (Section 175)

Places a duty on educational settings to ensure that staff know of and understand safeguarding procedures for the protection and promotion of the welfare of a child.

The Care Act 2014

Sets out what the local authorities should do to enable safeguarding adults at risk and includes making provisions for promoting well-being and ensuring protection from abuse and neglect is in place.

Working Together to Safeguard Children 2018:

Provides statutory guidance on inter-agency working to safeguard and promote the welfare of children, outlining the roles and responsibilities of various agencies.

Keeping Children Safe in Education 2024

Statutory guidance for schools and colleges that sets out how to safeguard children and young people and outlines the statutory duties of schools and colleges to protect and promote their welfare.

DPA 2018 and GDPR

The Data Protection Act 2018 (DPA 2018) and General Data Protection Regulation (GDPR) ensure that personal data processing is regulated in a manner that safeguards individual's data and the rights to their privacy.

The Equality Act 2010

Protects against discrimination and provides equal and fair opportunities to deliver services and employment.

Disclosure and Barring Service (DBS) Checks

It ensures that people working with children or vulnerable adults are scrutinised against any criminal background that may prevent them from doing so.

Safeguarding responsibilities

Designated Safeguarding Lead (DSL)

Waqas Yaqoob is a senior member of staff with specific responsibility for safeguarding matters. The DSL oversees the implementation of this policy; he leads safeguarding issues and ensures this policy is in compliance with the law.

Staff training and awareness

All staff, volunteers, and contractors receive safeguarding training as part of their induction and training updates. Training emphasises when a child's welfare is at risk, how to respond and what action is required. Training includes adapted materials from the vetted contents of "Keeping Children Safe in Education 2024".

Recruitment and vetting

Thorough recruitment procedures involve the solicitation of the required DBS checks for both staff and volunteers, confirmations of qualifications and experience, and checking employee references.

Procedures for reporting safeguarding concerns

There are clear procedures for reporting safeguarding concerns. All concerns about abuse, harm, or inappropriate behaviour should be reported to the DSL or, for that matter, to any officer of safeguarding. Our Safeguarding Incident Report Form is available in Appendix 1: A system of procedures is followed by ACDAP while investigating and dealing with the above concerns.

Risk assessment and risk management

Risk assessments to identify and mitigate potential safeguarding risks within ACDAP's operation are conducted regularly, taking into account the environment, activities, and interactions involving people.

Support to individuals

Emotional support and practical help are offered to anyone reporting safeguarding concerns through signposting and addressing means and guidance on gaining access to external support services if needed.

Partnership working

ACDAP liaises with such organisations as social service, police, and other relevant bodies to make sure there is coordination. Through partnership working, these concerns are followed up to guarantee that they are responded to appropriately and in the line of good practice.

Safe environment - child-related

ACDAP promotes the safety and security of all child-related environments. We provide periodic and timely schematic reviews to promote a safe learning and working environment.

Identifying abuse - child-related

There is an in-built capacity among the staff to identify signs of abuse, both physical, emotional, sexual, and neglect. Background training identifying the needs of a child in a specific context of time would tend to include the guidelines from "Keeping Children Safe in Education 2024."

Preventative measures - child-related

Precautionary measures are put in place in order to avoid abuse, and these would be clear guidelines of behaviour, ratios of supervision, and time and day settings where free communication can occur with a child reporting their concerns. And we encourage an environment where children are easily able to tell us their concerns and know how to seek help.

Safeguarding - vulnerable adults

A vulnerable adult is an individual who is or may be in need of community care services due to mental health issues, handicap, or some other reason and is not capable of taking care of himself or herself, specifically safeguarding himself or herself from harm, exploitation, or both.

Identifying abuse - vulnerable adults

All the staff has training on the identification of the signs of abuse and neglect concerning physical, emotional, and financial abuse and neglect. Appropriate reporting and management of concerns are educated to the employees.

Support and protection - vulnerable adults

We offer support to the vulnerable adult that reports concerns or may be at risk. Liaising with other agencies and are assured that any reported situations are handled in a prompt and sensitive manner.

Safeguarding issue - vulnerable adults

All safeguarding issues and information will be treated with the utmost confidentiality. Information will only be shared on a need-to-know basis and in a manner that is in line with any legal and regulatory requirements. ACDAP works within the data protection laws to ensure that personal information is safely held and processed.

Policy review

This Safeguarding Policy is reviewed at least annually or before then, if necessary, to ensure any changes to legislation, best practices, or organisational requirements are reflected within it. All staff, volunteers, and associates are informed of any updates to the policy or policy changes.

Contact information

If anyone has any queries regarding this policy or any safeguarding concerns, please contact:
- Designated Safeguarding Lead: Waqas Yaqoob
- Email: contact@acdap.org
- Phone: 02081469696

Salman Khan
Chief Executive Officer

Appendix 2: Safeguarding Incident Report Form

This form must be used to report an allegation or suspicion of abuse that involves person(s) who are taking or delivering ACDAP qualifications and assessments, or who are connected in some other way to ACDAP. This may include ACDAP students and approved organisation staff, ACDAP members, and ACDAP staff and representatives. Please complete as fully as possible and submit securely and confidentially to contact@acdap.org.

Your name	
Your role (i.e., capacity in which you are reporting this incident)	
Your organisation	
Your e-mail address	
Your contact telephone number	
Name of organisation where incident occurred (if different from above)	
Details of allegation or suspicion Please provide as much information as possible, including as appropriate: • Names and roles of those involved (including the reporter, if not the person immediately concerned) • Date of incident • Place of incident • Nature of abuse • Your relationship to the parties involved • How you came to have a concern or suspicion, or be aware of the allegation • As far as is possible, exactly what was said in the conversation	

Have the police, any regulator or other agency been informed?	Yes (provide time and date of reporting, person(s)to whom the report was made, and any		No	
	advice taken)			

Declaration	
I confirm that the information included in this form is accurate, to the best of my knowledge	

Name		Date	

Official: To be completed by the DSO

Action taken (e.g., reports to relevant authorities; parent/carer informed)	
Date reported to Safeguarding Lead	
Note of any decisions made and justifications for these decisions	
Any follow up actions required	