

## Introduction

Fuel Learning delivers training and development opportunities to employed adults (over the age of 18) through courses, nationally recognised qualifications and apprenticeships. We recognise that we have a responsibility to protect all learners, in particular those that have the potential to be vulnerable. We are committed to ensuring that our learning programmes offer a safe and secure environment, where people feel supported, respected and valued.

The term 'Safeguarding' embraces both child and vulnerable adult protection and preventative approaches to keep our learners, staff, employers and all children safe. Safeguarding encompasses students' health and safety, welfare and wellbeing. Fuel Learning is committed to Safeguarding and expects all staff to share this commitment. We require the employers we work with to support this commitment and to have suitable procedures in place.

Fuel Learning will safeguard and promote the welfare of children and vulnerable adults in compliance with the DFE guidance 'Keeping Children Safe in Education (2023)' and associated guidance 'Working together to Safeguard Children (2023)' in addition to the 'Care Act 2014'. Fuel Learning also complies with the statutory guidance 'The Prevent Duty (The Counter-Terrorism and Security Act June 2015)' and 'Social Media for Online Radicalisation (July 2015)' and this Policy should be read in conjunction with these procedures and guidance.

Through our policies, procedures and ongoing training we will ensure that all staff, volunteers and associates play a full and active part in protecting learners from harm and ensure their welfare is of paramount importance to us. We have based our policy on the following principles:

- Learners have the right to learn in a safe and welcoming environment
- Learners have the right to expect someone in a position of responsibility to listen to them when they need to express themselves
- All learners, regardless of age, disability, gender, racial heritage, marital status, religion or belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse and should be valued and respected as individuals
- Learners will understand that discrimination or bullying in any form is strictly unacceptable and that we will not tolerate language or behaviour which is racist, homophobic, sexist or otherwise offensive
- We adopt robust safeguarding guidelines through clear procedures and a code of conduct for learners, staff and the employers we work with
- We share information, as appropriate, in a confidential manner
- Learners have a ready point of contact, referral or support, such as the Designated Safeguarding & Prevent Lead, as well as their facilitator and/or assessor
- All staff and learners understand what radicalisation and extremism are and why we need to be vigilant
- We will ensure that our staff have an awareness of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation and how this might be identified early on.

## *Purpose and background*

This policy sets out our approach to safeguarding the wellbeing of all learners.

Fuel Learning will:

- Aim to protect, as far as possible, the wellbeing of adults who may be considered vulnerable, by ensuring that appropriate arrangements are in place to provide a safe and secure learning environment.
- Assign a Designated Safeguarding & Prevent Lead and a Deputy to manage all safeguarding issues
- Offer support at all stages in any safeguarding disclosures or incidents.

## *Scope and responsibilities*

As a provider of government funded training we have a duty to safeguard our learners and to take steps to ensure the safety of all children (under 18) and vulnerable adults at all times.

All staff are responsible for creating an environment that promotes wellbeing and ensures personal safety. Staff will act promptly in accordance with this policy and inform the Designated Safeguarding & Prevent Lead or the Deputy of any issues of suspected or reported abuse or concerns of radicalisation.

Those involved in recruitment and selection are required to take reasonable steps to recruit and select staff, associates or volunteers carefully and safely, assessing the risk, referring to our procedures without exception and seeking advice where necessary.

All procedures will, as a minimum standard, be in line with any guidelines and policies of the Disclosure and Barring Service and the Data Protection Act 2018.

Fuel Learning will:

- Appoint staff in line with rigorous procedures detailed in our Safer Recruitment Policy, including DBS checks at an appropriate level
- Ensure that all staff, associates and volunteers who work for Fuel Learning are aware of the need to remain alert to any signs and indicators associated with abuse and radicalisation
- Ensure all staff are appropriately trained; attend regular refresher training; receive additional information, as appropriate, to ensure there is continual learning and development in relation to safeguarding
- Ensure that any disclosures are treated with the utmost sensitivity and all details are kept as confidential as possible with the Designated Safeguarding & Prevent Lead only informing others as and when there is a need.

## *Responsibilities of employers*

It is the responsibility of the employers we work with to:

- Understand their responsibilities around Safeguarding and the Prevent Duty
- Be aware of our Safeguarding & Prevent Policy and reporting procedures in relation to their employees/our learners.

## Designated Safeguarding & Prevent Leads

### Victoria Harris

Designated Safeguarding & Prevent Lead  
Tel: 07720 634 365

### Kate Baker

Deputy Safeguarding & Prevent Lead  
Tel: 07311 382 520

E-mail: [safeguarding@fuellearning.com](mailto:safeguarding@fuellearning.com)

The Designated Safeguarding & Prevent Lead will:

- Make recommendations for changes to this policy and associated procedures taking into account legislative changes to the Board of Directors
- Undertake regular and appropriate training
- Make the decision to investigate any allegations or concerns
- Address any immediate protection issues
- Carry out any internal investigations regarding Safeguarding
- Respond as required to any Prevent concerns
- Make the decision to refer to appropriate external agencies, i.e. Police, Social Services, Local Safeguarding Board, Ofsted, Counter Terrorism Unit and/or Channel
- Ensure all staff, volunteers, associates and governors are trained appropriately

### Safeguarding learners

Learners will be fully supported in raising their levels of awareness and understanding in relation to:

- Safeguarding and the Prevent Duty
- Managing their own safety, health and wellbeing
- Reporting any issues or concerns

### Guidance for staff in handling Safeguarding concerns

If staff, volunteers or associates witness abuse (verbal, physical, bullying etc), have concerns, or are given sensitive information relating to safeguarding or radicalisation, they should:

- Take seriously any concerns raised
- Re-assure the learner that they have done the right thing
- Take positive action to ensure the protection of individuals involved
- Ensure that information is handled in a confidential manner, however don't promise confidentiality as the matter will need to be discussed with the Safeguarding and Prevent Lead and could be escalated to external agencies if necessary
- Try not to ask questions, if you must, make sure they are open-ended questions to clarify the situation
- Inform the Designated Safeguarding & Prevent Lead, or in their absence, the Deputy Safeguarding & Prevent Lead as soon as possible.

If any employer, learner or stakeholder has any cause to be concerned regarding the behaviour of a staff member of Fuel Learning they should contact the Designated Safeguarding & Prevent Lead immediately.

