



Safeguarding Policy

1. Introduction

Doctore On Track Training Services Ltd makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Doctore On Track Training Services Ltd may encounter children and/or vulnerable adults through delivery of assured rail training and assessments and the delivery of traineeship/apprenticeships.

Whilst most of our training/assessment events involve adults who would not ordinarily be regarded as vulnerable, the Company treats all our adult learners (18+) as vulnerable whilst in training and assessment activity because of the power differential between candidates and the Trainers / Assessors. Some learners and/or apprentices can be slightly short of their 18th birthday and therefore remain children in the eyes of the law.

This policy seeks to ensure that Doctore On Track Training Services Ltd undertakes its responsibilities regarding the protection of children and/or vulnerable adults and shall respond to concerns appropriately.

The policy establishes the framework to support unpaid staff in their practices and clarifies the organisations expectations.

2. Legislation

The principal legislation governing this policy are:

- Working together to safeguard children 2010
- The children Act 1989
- The adoption and children Act 2002
- The children act 2004
- Safeguarding vulnerable groups act 2006
- Care standards act 2000
- Public interest disclosure act 1998
- The police act-CRB 1997
- Mental health 1998
- NHS and community care Act 1990
- Rehabilitation of offenders Act 1974

3. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, children and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.



It can take several forms, including:

- Physical abuse
- Sexual abuse
- Emotion abuse
- Bullying
- Neglect
- Financial (or material abuse)

Definition of a child:

A child is under the age of 18 (as defined in the united nations convention on the rights of a child)

Definition of Vulnerable adults:

A vulnerable adult is a person ages 18 years or over who or may be unable to take care of themselves or protect themselves from harm or being exploited.

This may include a person who:

- Is elderly and fragile
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Doctore On Track Training Services Ltd classifies all learners as vulnerable when in the learning setting.

4. Responsibilities

All personnel (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. Doctore On Track Training Services Ltd has an expectation to promote good practice by being excellent role models, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

Doctore On Track Training Services Ltd's Managing Director, Katie Baker, is responsible for ensuring the periodic review of this policy and for its enforcement.

Rachael Neave is the Designated Safeguarding Lead.

The DSL as well as being responsible for being sensitive to signs of safeguarding issues and responding without undue delay to observed incidents or reports of safeguarding issues and determining a course of action in relation to any report. Such action shall commence by considering the need to distance any victim/alleged victim away from harm, preserve any evidence and, where necessary, advise the relevant authorities. In Rachael's absence, safeguarding matters shall be escalated directly to the deputy Angela Stevens, Office Manager.



Individual trainers and assessors shall ensure that the policy is briefed-out at the introductory phase of all training/assessment events; policies shall be available for inspection, displayed in venues and that they are sensitive to the signs of safeguarding issues and respond without undue delay to observed incidents or reports of safeguarding issues. Trainers are responsible for identifying safeguarding issues and reporting to the Safeguarding lead.

5. Implementation

The scope of this policy is broad ranging, and, in practice, it will be supported by other policies, procedures and practice within the organisation. These include, but are restricted to:

- Health and safety policy
- Equality and diversity policy
- Complaints and grievances policy
- Anti-slavery and human trafficking policy
- Data protection policy
- Trainer / Assessor Observations

6. Safe Recruitment & Selection Principles

Doctore On Track Training Services Ltd ensures safe recruitment and selection of all personnel at all levels. The key processes include the validation of CVs, qualifications and experience, and use of referencing. The same procedures shall be used for any sub-contracted staff.

7. Communications, Training and Support

Doctore On Track Training Services Ltd commits resources for induction, training of staff, effective communications and support mechanisms in relation to safeguarding.

8. Professional Boundaries

Professional boundaries define the limits of a relationship between a Manager/Trainer/ Assessor and a Learner/Candidate. Doctore On Track Training Services Ltd expects personnel to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- There shall be no giving/ receiving of gifts/ rewards/ money or selling/ buying of items unless approved by the MD
- Personal relationships between directors/managers/trainers/assessors and candidates shall be avoided and, where conflict of interest is, or could be, created shall be notified to the MD
- Use of abusive language is not allowed
- Inappropriate behaviour /language is not allowed
- Use of punishment or chastisement is not allowed
- Use of punishment or chastisement is not allowed
- Passing on of personal contact details for personal reasons is not allowed
- Accepting gifts/reward/hospitality from an organisation as an inducement for either doing/not doing something is not allowed

The above professional boundaries shall apply to incidents of “traditional” face to face type of contact and contact via internet-based contact/communication methods e.g. social media.



9. Reporting

Safeguarding concerns are expected to be rare. For this reason, any safeguarding matter shall be notified immediately to Rachel Neave or, in her absence, Angela Stevens. Safeguarding Monitoring Form OTP/F/041 is available to report incidents or allegations. This should be sent straight to Rachel Rach@dotts.co.uk

10. Allegations management

Doctore On Track Training Services Ltd recognises its duty to report concerns or allegations against any personnel within the organisation or by a professional from another organisation. The Company recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the independent safeguarding authority (ISA), according to the ISA referral guidance document and to take advice on how to proceed with investigations.

Doctore On Track Training Services Ltd is aware that there may be circumstances requiring the resolution of professional disagreements in work relating to the safety of children/vulnerable adults. The Company has a grievance/complaints policy which can be made available and used in such circumstances.

11. Monitoring

Doctore On Track Training Services Ltd shall monitor the following safeguarding aspects:

- Safe recruitment practices including references applied for new staff
- Records made and kept of supervision sessions
- Training-register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current policy in place

12. Managing information

All information will be gathered, recorded, stored and retained in accordance with Doctore On Track Training Services Ltd Data Protection Policy and Data Retention Policy.

13. Policy Review

Doctore On Track Training Services Ltd shall make all personnel and candidates aware of this safeguarding policy by its publication to all workers and it being briefed and displayed at all training/assessment venues.

This policy will be reviewed by Katie Baker, or such person nominated, either annually or when there are changes in legislation.

Signed

Managing Director
31st December 2024