



# Peak Accountancy Training Safeguarding Policy

**Maintaining this document is the responsibility of Clive Pauling**

**This document will next be reviewed on: January 2024**

**Copies of this document can be found:**  
Peak Accountancy Training SharePoint

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## Scope

This policy covers the safeguarding of Children and adults at risk amongst Peak Apprentices, and all Peak Learners.

Safeguarding means the:

- Protection from abuse and neglect
- Promotion of health and development
- Ensuring safety and care
- Ensuring optimum life chances

Peak Accountancy Training recognizes that all members of staff have a crucial role to play in safeguarding the welfare of young people and vulnerable adults and preventing their abuse. Peak Accountancy Training believes that every young person has the right to a safe environment in which to thrive. This policy focuses on protection from abuse and neglect and is designed to provide a basic procedure which should be followed in the circumstances defined in the definitions section below.

This policy is to ensure that Peak's responsibilities outlined in the following are applied across our learning and apprenticeship operations. Keeping learners safe from abuse and neglect.

- The DfE publication 'Keeping children safe in education 2022'
- Children's Act 1989 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014

The 'Keeping children safe in education 2022' publication is available online at: [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101422/keeping-children-safe-in-education-2022.pdf)

## Key Contacts and Useful Links

**Designated Safeguarding Lead** – Clive Pauling (Director)

[safeguarding@peakaccountancytraining.co.uk](mailto:safeguarding@peakaccountancytraining.co.uk)

mobile 07837 712510

**Deputy Safeguarding Lead** – Suzanne Hardy (Accountancy Apprenticeship Work Based Advisor)

[Safeguarding@peakaccountancytraining.co.uk](mailto:Safeguarding@peakaccountancytraining.co.uk)

Mobile 07903 286459

Cheshire West and Chester Safeguarding Children Partnership

<https://www.cheshirewestscp.co.uk/>

Integrated Access & Referral Team I-ART 0300 123 7047

Emergency Duty Team (out of hours) 01244 977 277

Cheshire Police 0845 458 0000

Cheshire East Safeguarding Children's Partnership

[Cheshire East Safeguarding Children's Partnership \(CESCP\)](#)

Liverpool Safeguarding Children Partnership

[www.liverpoolscp.org.uk](http://www.liverpoolscp.org.uk)

Careline 0151 233 3700

Cheshire West and Chester Adult Safeguarding

[Local Safeguarding Adults Board \(LSAB\) | Cheshire West and Chester Council](#)

Community Access Team 0300 123 7034 (or out of hours: 01244 977277)

Liverpool Adult Safeguarding Board

[Home - Liverpool Safeguarding Board \(liverpoolsab.org\)](http://liverpoolsab.org)

**For other areas this link can be used to find the relevant contact numbers by entering the learner's postcode:** [Report child abuse to a local council - GOV.UK \(www.gov.uk\)](#)

Moner Ahmed | Prevent Coordinator

Liverpool City Council | Safer and Stronger Communities Team

T: 0151 233 7015 | M 07738 100441 | E: [Moner.Ahmed@liverpool.gov.uk](mailto:Moner.Ahmed@liverpool.gov.uk)

Liverpool City Council | Cunard Building | Pier Head | Water Street | Liverpool | L3 1DS

Prevent Referrals - [Declan.Sammin@liverpool.gov.uk](mailto:Declan.Sammin@liverpool.gov.uk)

Prevent DfE's regional coordinator for FE/HE,  
Nigel Lund  
North West HE & FE Regional Prevent Coordinator  
Department for Education  
Counter Extremism Division  
M 07384 452146  
[nigel.lund@education.gov.uk](mailto:nigel.lund@education.gov.uk)

Department for Education Counter Extremism Helpline: 0207 340 7264

Action Counters Terrorism Website  
[Report terrorist or extremist content online – Action Counters Terrorism](#)

Prevent online Learning:  
<https://www.etfleavers.org.uk/>

## Definitions

Definitions of types of abuse:

### **Physical abuse**

A form of abuse that may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Psychological or emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. This includes domestic abuse (Home Office Definition, 2013) Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

### **Sexual abuse**

This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, or non-contact activities, which also includes grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. All adults can also commit acts of sexual abuse, as can other children.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. This includes the failure to provide adequate food, clothing and shelter (including exclusion from home or abandonment) or to protect a child from physical and emotional harm or danger.

### **Financial abuse**

Financial abuse is defined as "The unauthorised and improper use of funds, property or any resources belonging to an individual." This includes, for example, theft or exerting improper pressure to sign over money from pensions or savings.

### **Discriminatory abuse**

The principles of discriminatory abuse are embodied in the Equality Act 2010. Discriminatory abuse links into all other forms of abuse. Discriminatory abuse exists when values, beliefs, or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals.

### **Institutional Abuse**

Learners that may be looked after or in semi-independent living arrangements. Institutional abuse is abuse that arises from an unsatisfactory regime. It occurs when the routines, systems and norms of an institution override the needs of those it is there to support. Such regimes compel individuals to sacrifice their own preferred life style and cultural diversity in favour of the interests of those there to support them, and others Repeated instances of poor care may be an indication of more serious problems.

### **Children and young persons**

In terms of this policy, 'child, children and young people' mean those under the age of 18 as defined by the Children Act 1989. This policy applies to students in this age group attending a further education course and young people.

### **Vulnerable adults**

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

This may include, but is not limited to a person who:

- Is elderly and frail
- 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.

This also applies to temporary conditions.

## Policy statement

This policy is informed by, and adheres to, the requirements of the Cheshire West and Chester Safeguarding Children Partnership, Cheshire East Safeguarding and Childrens Partnership, Liverpool Safeguarding Childrens Partnership. The policy takes in best practice and developments in the safeguarding of both children and vulnerable adults and is reviewed on at least an annual basis.

Peak Accountancy Training is committed to providing a safe space and environment in which its apprentices and learners can study and thrive to provide them with opportunities. Peak Accountancy Training will work together with other agencies to ensure the safeguarding and promotion of welfare and to complying with procedures.

This policy applies to all staff employed by Peak Accountancy Training including temporary and hourly paid, agency staff, sub-contractors and volunteers. All have a legal responsibility to take seriously any concerns about neglect or abuse that come to their attention and to follow the procedures set out below.

Students who have concerns about other students or the behavior of adults towards them can use this policy to ensure they are taken seriously.

It is not Peak Accountancy Training's responsibility to investigate abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify and liaise with the appropriate agencies sharing information so that any necessary action can take place. Any suspicion, allegation or incident of abuse must be reported to the Peak Designated Safeguarding Lead or in their absence their deputy as soon as possible and in any event within two hours.

The designated safeguarding lead is responsible for creating a culture where safeguarding is at the heart of the services Peak provide to all apprentices, learners and staff. Peak's aim is to work with all relevant parties to ensure the safeguarding of all.

The designated Safeguarding Lead is responsible for ensuring:

- That all Peak staff receive annual training and updates on safeguarding by attending a DSL related course.
- That relevant information and material is effectively communicated to staff.
- Peak Accountancy Training will operate safe recruitment procedures and ensure that DBS checks are carried out on all new staff, which are renewed on an annual basis.

The deputy safeguarding lead will be responsible in the absence of the DSL.

Peak Accountancy Training will ensure that one of the DSL or deputy DSL are always available.



## Promotion and Commitment

Peak Accountancy Training takes seriously its duty of pastoral care and will be proactive in seeking to prevent young persons and vulnerable adults becoming the victims of abuse or neglect. It will do this in a number of ways:

- Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds
- By identifying a Designated Safeguarding Lead who will lead and have overall responsibility for safeguarding young people supported by Peak staff who will have all received training in this field and who will share advice and support.
- By informing young people of their rights to be free from harm and encouraging them to talk to Peak staff if they have any concerns
- Through the apprenticeship program and an on-going program of support, at an appropriate level, to promote self-esteem, social inclusion and address the issue of safeguarding children and young people in the wider context. Safeguarding discussions are included in each 6 weekly apprentice review. Safeguarding training is set at each first apprentice review and followed up by a quiz on the second review to confirm their understanding.
- By including discussion of safeguarding in all team meetings
- By including discussion of safeguarding in all monthly catchup discussions between the work based advisors and the funding manager
- Each month the DSL produces and distributes to all apprentices a safeguarding newsletter on safeguarding issues relevant to Peak apprentices. The intention is to inform, educate and stimulate debate.

## Class attendance process

For classes held in Chester and Liverpool any non-arrival of apprentices without prior notice of lateness or absence should be reported to Peak admin. On receipt of the notification admin will:

- Contact the appropriate advisor who will then contact the apprentice.
- If the advisor is not available admin will contact the apprentice directly
- If the apprentice does not respond admin will contact the employer

If the apprentice subsequently arrives the tutor will inform admin.

For classes held live online a member of admin will:

- Log into the class 15 mins before the class start time
- Any apprentice not logging on will receive a phone call from admin
- If the apprentice does not respond admin will call the relevant advisor
- If the advisor is unavailable the employer will be called

## Reporting procedures

Any suspicion, allegation or incident of abuse must be reported to a Peak designated person with responsibility for safeguarding as soon as possible and in any event within two hours. If after careful assessment the designated person considers that there is reasonable cause to suspect abuse they must, as a matter of urgency, discuss the matter with the Social Services, the Duty Social Worker or the Police Service Child Protection Unit to determine whether it is a child protection matter. In making the assessment the designated person should refer to the guidance.

In the case of a safeguarding issue with a child the designated person shall discuss with the Social Services department what action should be taken to inform the parents of the student or child, unless to do so would put the young person or child at risk. A note of that conversation should be made.

Where in exceptional circumstances a member of staff deems there to be an immediate risk to a young person and it is not possible to contact a Peak designated person or one of the owners within the same day, they shall report the matter – normally by telephone directly to the local Social Services Department, Duty Social Worker or Police Service Child Protection Unit. The staff member shall notify Peak Accountancy Training designated person as soon as possible and normally within one working day of the action taken and submit a written report of that action and the circumstances leading to it.

A detailed reporting procedure is described below and should be followed by the member of staff:

If a safeguarding issue, allegation or suspicion of abuse is discovered or disclosed by a student, then they should inform a member of staff as soon as possible. The member of staff will then follow the process detailed below.

A member of staff discovering a safeguarding issue, allegation or suspicion of abuse will, similarly, follow the process detailed below.

The following procedure should be followed:

- If a child or young person has approached you, make sure they know they have done the right thing.
- If a student/staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the student to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to: The scale of the abuse, the risk of harm to others, the capacity of the student to understand the issues of abuse and consent.
- Listen carefully to their story and respect their rights.
- Notify the child or young person that only the people who need to know will be informed.
- Don't try to solve the situation yourself or confront anyone.
- Remember to take all claims seriously.
- Complete a Peak Disclosure Reporting Form. Write up their narrative, giving as much detail as possible. Remember to include date and time, what was said and any names and locations.
- Don't disclose any information to non-relevant parties.
- The member of staff should email the report to the Designated Safeguarding Lead using the email [safeguarding@peakaccountancytraining.co.uk](mailto:safeguarding@peakaccountancytraining.co.uk). The safeguarding lead will discuss the matter with the member of staff and carry out a risk assessment to decide on the most appropriate course of action. This would include contacting the local children's safeguarding partnership, adult safeguarding board, or the police. The written record will be stored safely within the Peak SharePoint.
- If the DSL is unavailable contact the deputy DSL.
- If neither are available and you believe the situation to warrant further action, contact a child protection agency, adult safeguarding board, or the police.

**If there is any doubt about whether or not to report an issue to Social Services, then it should be reported.**

In emergency situations (e.g., where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted. Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

## **Allegations against a member of staff**

Record in full, as soon as possible, the nature of the allegation and any other relevant information.

Report the allegation/incident to the Designated Safeguarding Lead or in their absence the deputy designated safeguarding lead as soon as possible and within two hours.

Ensure the safety of the young person in question and any others who may be at risk.

Report the matter to social services and follow guidance from the Cheshire West Children's Safeguarding Board, Cheshire East Children's Safeguarding Board, Cheshire West Adult Safeguarding Board, Cheshire East Adult Safeguarding Board, Liverpool Safeguarding Children's Partnership, Merseyside Adult Safeguarding Board. Consideration will be given by the owners as to whether the member of staff should be suspended on full pay pending the investigation.

The Owners of Peak will be responsible for any decisions on suspension. Any suspension will follow Peak procedures. The length of any suspension will be in line with Peak policies and will be as short as is possible while ensuring the safety of the child or adult. Suspension should not necessarily be an automatic response to an allegation and all allegations should be dealt with quickly, fairly and consistently.

## Written Records

The Designated Safeguarding Lead will retain a copy of all disclosure reporting forms, notes, memoranda or correspondence dealing with the matter, and any other relevant material. Copies of reports, notes correspondence will be kept secure at all times within SharePoint with access restricted to the Designated Safeguarding Lead, their deputy and Peak Owners.

The member of staff who has cause for concern shall make a full record as soon as possible using the Peak Disclosure Reporting form. The record should include the nature of the allegation and any other relevant information including:

- Date, time, and place where the alleged abuse occurred.
- Names of others present.
- Name of the complainant and, where different, the name of the young person who has allegedly been abused.
- Nature of the alleged abuse
- Description of any injuries/incidents observed.
- The account which has been given of the allegation

## **DBS checks**

Currently all existing, newly recruited staff and volunteers who have contact with students are subject to an Enhanced DBS check with the services being provided by SVS screening. On receipt of their first check, all staff are asked to enrol into the annual refresh which auto renews the enhanced DBS check each year.

## **IT Monitoring**

IT equipment provided to both staff and learners is subject to monitoring through the use of NextDNS. In addition to monitoring, filters are applied to Peak Accountancy Training systems which will restrict access to harmful content. A log will be kept and reviewed to enable patterns of inappropriate access to be identified and challenged. Attempted access to blocked content is reviewed weekly and reports are kept and filed on Peak SharePoint. The reports are overseen by the Owners.

## **Confidentiality**

Staff must not under any circumstances discuss or disclose information to any person other than those immediately involved in the case or as necessary according to the policy.

## **Monitoring**

The Designated Safeguarding Lead is responsible for ensuring that regular reports are made to the Board and Advisory Board. Each board meeting has a specific agenda item for safeguarding.

**Peak disclosure recording form**

<b>Student name:</b>
<b>Location:</b>
<b>Date of Birth:</b>
<b>Peak staff member name:</b>
<b>Date of Disclosure:</b>
<b>Name and address of carer (if relevant)</b>
<b>Educational Healthcare Plan (Y/N)</b>
<b>Do you think ethnicity is a factor in the safeguarding concern (Y/N)</b>

<b>Details of concern</b>



**Action – For safeguarding team only**

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**Version control:**

DOCUMENT CONTROL			
VERSION	DATE OF ISSUE	DATE OF REVIEW	DATE OF NEXT PLANNED REVIEW
1	June 2018	June 2018	June 2019
2	June 2019	June 2019	January 2020
3	January 2020	January 2020	January 2021
4	January 2021	January 2021	January 2022
5	July 2021	July 2021	January 2022
6	December 2022	December 2022	January 2023
7	January 2023	January 2023	January 2024