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## **Safeguarding Policy**

### **Aim**

Kilberry Computing Ltd. trading as iAccess will ensure you are aware of and understand your responsibilities, that of others, signs there might be a safeguarding concern, along with the reporting procedures for all safeguarding issues. All our employees who work with learners have a crucial role to play in shaping their lives. You have a unique opportunity to interact in ways that both affirming and inspiring. This policy has been produced (and is supported by Information, Advice and Guidance), to help you to establish safe and responsive environments which safeguard all and reduce the risk of you being unjustly accused of improper or unprofessional conduct. We all have a duty of care to safeguard and promote welfare, and to enhance awareness of the broader welfare spectrum, specifically the issues facing young people in society.

### **Scope**

This policy covers safeguarding of both our learners and staff and those persons in settings in where we practise which fall into the category of adults at risk. It is inclusive of specific highlighted safeguarding agenda areas – as defined by law, and in the wider context all our students and learners. This policy also aligns our compliance with the Government Prevent strategy.

### **Definitions**

Safeguarding is the protection of children and adults at risk from abuse and neglect, promoting health and development, ensuring safety and care, and ensuring optimum life chances. The Safeguarding Agenda includes a wide range of potential risks such as Abuse (physical, emotional, financial, institutional, sexual, and organisational) Self-neglect, Discrimination, Child sexual exploitation, Bullying AND cyberbullying, Domestic abuse, Substance misuse, Fabricated and induced illness, Faith abuse, Forced marriage, Gang and youth violence, Private fostering, Female genital mutilation (FGM), Gender based violence, Radicalisation, Sexting, Teenage relationship abuse, Trafficking and modern slavery, Breast ironing, mental health concerns

### **Our responsibility**

We all have a responsibility to ensure that children, young people and adults at risk are protected from harm, informed about potential risks to their welfare, and understand how to seek help. We ensure all concerns are dealt with timely and appropriately. We also have a responsibility to minimise the risk of allegations against you

All staff is expected to comply with any DBS check request and to have a good understanding of what constitutes a safeguarding or welfare concern and how to provide support, guidance in such instances and the channels for escalating a concern. To assist you in this, on-going training and



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awareness, as well as continuous information, advice and guidance will help you to feel confident in proactively promoting safeguarding and understanding your individual responsibilities.

#### Disclosure and Barring Service Checks

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office and its primary purpose is to help employers make safer recruitment decisions and appointments. By conducting checks and providing details of criminal records and other relevant information, DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those less than 18 years old) or adults at risk.

Depending on the type and regularity of contact with children or adults at risk involved in a particular role, employers are entitled to make appropriate types of enquiry about the applicant's criminal record and seek a disclosure through a Standard DBS or Enhanced DBS check.

As a DBS check forms part of our recruitment process, we encourage all candidates to declare anything relevant to the type of disclosure required for the role they applied for. Once an offer has been made, candidates should tell us of any further details of convictions, including those that normally would be considered as spent, cautions or reprimands.

As part of our safeguarding obligations, we will re-apply for the appropriate types of DBS checks on a regular basis during employment with iAccess. All employees undertake a Safeguarding Induction. The training received is continually reviewed to ensure most appropriate and up to date training is given. Aligning with the mandatory duty surrounding the Governments Counter Terrorism and Security Act 2015 all staff undertake Prevent training aligning with their role within iAccess.

Periodic updates surrounding key safeguarding concepts are communicated via the internal communication channels. Monthly focus topics are also distributed via these internal communication channels to raise awareness and promote discussion in all areas under the wider safeguarding agenda including areas such as radicalisation, mental health issues, positive relationships, and staying safe on the internet, which will educate employees alongside giving greater knowledge to be passed onto learners.

#### **Reporting**

Information regarding a concern, allegation or disclosure is to be recorded on the Safeguarding Adults at risk and Children Reporting Form Completion of this form should be initiated as soon as possible by the person who has first-hand information. Information can be progressively added as more information is gained. The report should be brought to the attention of the Safeguarding officer as soon as possible. The officer is responsible for advising the Managing Director and also passing information regarding the report to local or appropriate safeguarding agencies or the Police.

#### **Referral**



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The designated person will then take the decision of what course of action should be taken. Only the designated person should be taking the decision to make referrals outside of the organisation.

#### Key Contacts

The safeguarding and prevent officer/manager

Madalina Leptiher

[mleptiher@i-access.uk](mailto:mleptiher@i-access.uk)

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#### Review

This policy is reviewed annually by  
Kilberry Computing Ltd. trading as iAccess Management Team  
Safeguarding policy 0.8

