

AIM

Haddon Training is committed to ensuring that all of our learners are safe and protected, we have a duty to safeguard and promote our learners' welfare and this policy aims to set out the specific requirements and expectations that we have in place to keep learners safe when they live on the employer's premises.

REGULATIONS AND LEGISLATION

We recognise that learners who live on the employer's premises may be at greater risk of harm than other learners' and in writing this policy we have ensured that we comply with all relevant legislation including:

The Health and Safety at Work Act
Keeping Children Safe in Education
Working Together to Safeguard Children

Whilst the work that employers carry out with learners meets the definition of 'regulated activity' as set out in Keeping Children Safe in Education, there is no clear guidance as to the requirements to carry out DBS checks for these employers.

Paragraph 182 of Keeping Children Safe in Education, provides the clearest guidance that can be aligned to learners living on site: 'Schools and Colleges are not able to request an enhanced DBS Check with barred list information for staff supervising children aged 16-17 on work experience.'

Haddon Training enforces Enhanced DBS checks in the following circumstance: Where a learner under the age of 18, or between the age of 18 and 25 with an EHCP, shares accommodation with another party who is over the age of 18, this/these party/parties will be required to undertake an Enhanced DBS Check.

Haddon Training will facilitate the completion of this DBS check as laid out in the process for dealing with shared accommodation, however the responsibility of the cost of such check will be covered by the employer.

ROLES AND RESPONSIBILITIES

Business Development Advisor / Manager

The Business Development Advisor / Manager is responsible for identifying through the engagement and booking process the details of any individuals sharing accommodation with potential learners under the age of 18 and passing these details to the DSL responsible for DBS checks.

Employer

The employer is responsible for providing living accommodation that is to an acceptable standard as set out in the Landlord and Tenant Act 1985 and complies with all Government regulations around renting a property.

Trainer Coach

The Trainer Coach is responsible for carrying out the Living on Site Checklist and providing the appropriate Information, Advice and Guidance to the employer and learner regarding the acceptable standards.

Should the Trainer Coach have any concerns or be in anyway dissatisfied with the standard of accommodation provided, they should raise this immediately with their Line Manager.

Area Manager

The Area Manager is responsible for providing a second line check of any accommodation provided where the Trainer Coach is unable to assess safety.

Designated Safeguarding Officer

The DSO has responsibility for conducting a review of locations where learners live on site if there are any concerns raised.

Designated Safeguarding Lead

The DSL has overall responsibility for any concerns raised around Safeguarding, including those concerns that relate to accommodation.

PROCESS

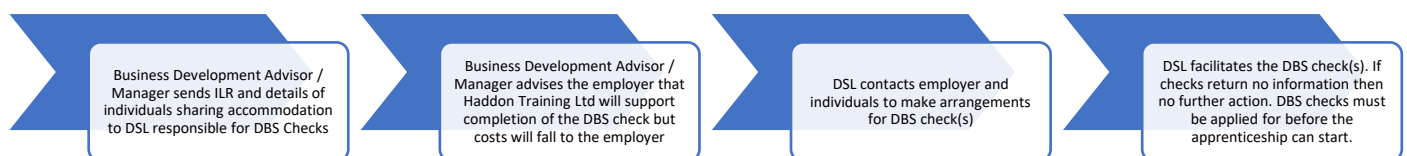
When a learner is identified as 'living on site' a 'Living on Site Check' is completed. This check will be formally reviewed a minimum of once every 6 months, however the Trainer Coach will check the standard of accommodation on a monthly basis and if any concerns are apparent then the formal check will be brought forward to facilitate discussion and guidance with the employer.

SHARED ACCOMMODATION

When a learner who is under 18, or 18-25 with an EHCP, lives on site then arrangements for shared accommodation must be reviewed.

If the learner shares accommodation with any other person then the learner is entitled to lockable bedroom and bathroom doors. Such locks should take account of up to date fire regulations and should allow easy access and egress in the event of an emergency.

If the learner shares accommodation with an individual over the age of 18 this individual must consent to and undertake a DBS Check. This scenario will be easily identifiable through the booking and engagement process and the following stages will be followed:

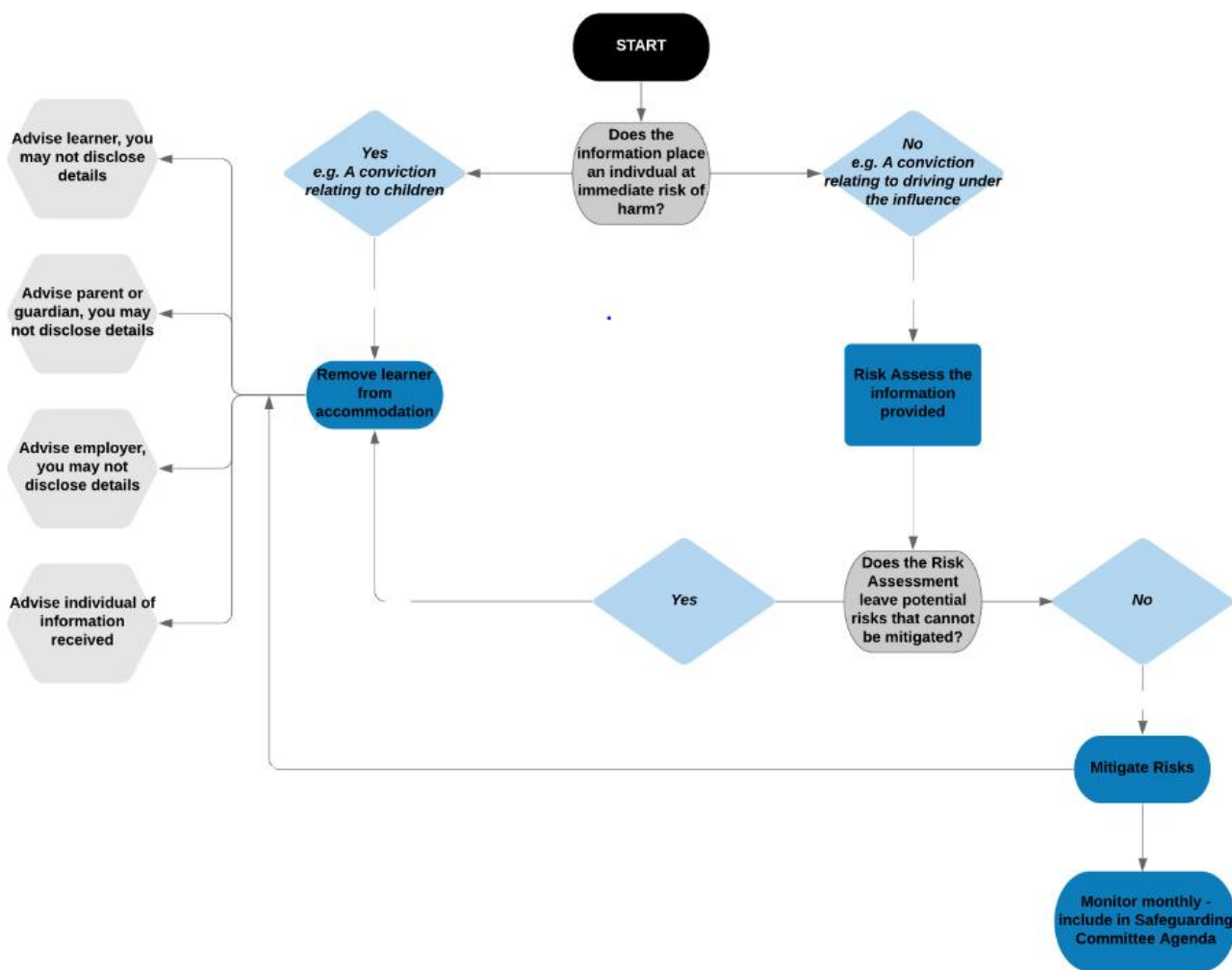


If the Enhanced DBS check provides no information on the individual then no further action from the DSL is required and the Trainer Coach will continue to monitor the quality of living accommodation and arrangements for shared accommodation on a monthly basis with a formal review each six months.

If the Enhanced DBS check provides information, then the Safeguarding Committee will be immediately informed, and the information will be Risk Assessed by the Safeguarding Committee

RISK ASSESSMENTS

Where a DBS Check for an individual who shares accommodation with a learner returns information then the DSL who receives the DBS check will use the following flow chart:



MINIMUM STANDARDS

When accommodation is checked either at the beginning of the programme, or on an interim arrangement, there are some basic standards that must be present for the accommodation to be fit for purpose, these are set out in the Living on Site Check and may include but are not limited to:

Safe

There should be no undue risks as a result of the accommodation provided

Running water

All learners are entitled to accommodation that has running water

Heat

All learners are entitled to accommodation that is heated to a reasonable standard

Electricity

All learners are entitled to accommodation with access to electricity

HEALTH & SAFETY & SAFEGUARDING FOR: LEARNERS WHO LIVE ON SITE



Private toilet and bathroom facilities

All learners are entitled to private toilet and bathroom facilities that are of a reasonable standard

Lockable entrances

All learners should be able to secure their property from unwelcome visitors.

Shelter from the elements

All accommodation should fully shelter learners from the weather

Free from noxious smells, noise and garbage

All accommodation should be free from any offensive or dangerous smells, including garbage

MONITORING ARRANGEMENTS

Trainer Coaches are expected to informally review accommodation at each monthly visit, should this review cause any concerns then a formal Living on Site Check must take place as a basis to facilitate discussion and risk assessments with the employer. Should the monthly review not cause any concerns then the accommodation will be subject to the formal checks every 6 months.

LINKED POLICIES

Health and Safety Vetting Policy

Safeguarding Policy

Living on Site Check

Living on Site Model Answers

This policy has been approved and authorised by:

Name: Lindsay Howlett

Position: Director of Education

Date: 14th July 2020

Signature:

A handwritten signature in black ink, appearing to read 'Lindsay Howlett', is written over the signature label.