



HCT Learning

Quality Assurance Manual

2020

Safeguarding Policy

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1 Safeguarding Policy

HCT Learning delivers training to persons aged 16 years and above. Therefore this policy has been designed to help protect young people aged under 18 and vulnerable adults from any form of unacceptable behaviour including sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures, other materials, or other forms of abuse such as physical violence or bullying.

All young people, regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation have the right to be protected from abuse. The rights, dignity and worth of all young people should always be respected. All allegations will be taken seriously and responded to quickly.

Those that deal with young people and vulnerable adults must:

- Take all reasonable steps to ensure the health, safety and welfare
- Ensure that any activities are appropriate to the age, maturity and ability of those participating
- Consistently display high standards of personal behaviour and appearance
- Ensure behaviour, language, gestures etc. are appropriate and above reproach
- Avoid spending time alone with young people or vulnerable adults including car journeys. Meetings with individuals should take place as openly as possible and always with the full knowledge of another responsible person
- Not make any unnecessary physical contact. If you accidentally hurt a young person or vulnerable adult, or cause distress in any way, report the incident as soon as possible. Parents/carers should also be informed of the occurrence
- The welfare of the young person or vulnerable adult is paramount
- All allegations should be taken seriously and treated in accordance with child protection procedures

1.1 Legal Responsibilities

HCT Learning will ensure all personnel including employees and trainers understand and comply with The Health Act 2007.

Any personnel who are in contact with a young person or vulnerable adult are made aware time alone with must be kept to an absolute minimum. Any personnel who has any doubt, concerns or are made aware of any instance of abuse of a young person or vulnerable adult has a duty of reporting it immediately and appropriately. This can be reported to Tusla and An Garda Siochana.

1.2 Entry to Training Programmes

Pre-course screening must also take place to ensure suitability for the course and appropriate supervision should be provided throughout. We will also consider whether the Trainer : Learner ratio needs to be reviewed and whether equipment needs to be modified at any stage during the course.

1.3 Reporting and Record Keeping

HCT Learning will ensure all requests for reasonable adjustments are documented and any records of instances or allegations are kept for audit and review. We will take appropriate action if there is any suspicion that anyone is physically, emotionally or sexually abusing a young person or vulnerable adult. Report any evidence or reasonable suspicion to the people or agencies whose role it is to protect them (e.g. Tusla, gardai). All reports are treated with the strictest confidence.

For further information see:

<http://www.gov.ie/>

This policy is reviewed regularly and updated annually or as and when required.