



SAFEGUARDING POLICY

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AMENDMENT HISTORY

Issue	Date	Author	Description of Change
1.0	19/10/14	S Margison	First Issue
1.1	18/05/15	S Margison	Change of address
1.2	23/11/15	E.Williams-Margison	Review & Update
1.3	12/12/16	E Williams-Margison	Review & Update
1.4	12/08/20	E Williams-Margison	Review & Update

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1 INTRODUCTION

1.1 Purpose

This document defines the Safeguarding Policy adopted by Semester: Learning & Development Ltd.

1.2 Scope

The Safeguarding Policy is applicable to all employees and associates of Semester: Learning & Development Ltd when operating on behalf of Semester: Learning & Development Ltd, without exception.

1.3 Review

The document will be reviewed annually from the date of first issue.

1.4 Definitions

CRB Criminal Records Bureau

1.5 Related Documents

Semester: Learning & Development Ltd Recruitment of Ex-Offenders Policy
Semester: Learning & Development Ltd Data Protection Policy

1.6 Stakeholders

The people mentioned in Table 1 are process stakeholders. Stakeholders are responsible for ensuring that their respective teams buy into the process.

Name	Role	
Scott Margison	Director	Business Sponsor
Eleanor Williams-Margison	Director	

Table 1 – Stakeholders

2 SAFEGUARDING POLICY

2.1 The Policy

It is the policy of Semester: Learning & Development Ltd to safeguard the welfare of all employees and associates by protecting them from neglect, and from physical, sexual and emotional harm. This is extended to candidates who engage with Semester: Learning & Development Ltd as part of a learning and development programme.

Semester: Learning & Development Ltd is committed to:

- Taking into account in all its considerations and activities, the interests and well-being of employees, associates and candidates.
- Respecting the rights, wishes and feelings of employees, associates and candidates with whom it is working.
- Taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse.

2.2 Responsibilities

Semester: Learning & Development Ltd employees and associates have a responsibility to ensure that candidates are protected from harm. It is their responsibility to ensure that:

- Their behaviour is appropriate at all times.
- They observe the rules established for the safety and security of young and vulnerable people.
- They follow the procedures following suspicion, disclosure or allegation of child abuse.
- They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with candidates are appropriate.
- The Code of Behaviour is followed at all times.

2.3 Criminal Records Bureaux/Disclosure Scotland

Semester: Learning & Development Ltd employees or associates are not generally required to undertake CRB/Disclosure Scotland checks. Although some candidates may be between the ages of 16 and 18, for the purposes of CRB/Disclosure Scotland they are deemed as adults as they are in full time employment.

There may be occasions where Semester: Learning & Development Ltd employees and associates are required to undertake a CRB/Disclosure Scotland check. Where this is required, Semester: Learning & Development Ltd will facilitate the checks. Semester: Learning & Development Ltd employees and associates who have a CRB/Disclosure Scotland check carried out on them need to be aware of the Semester: Learning & Development Ltd Recruitment of Ex-Offenders Policy.

3 CODE OF BEHAVIOUR

The following points must be followed by all at all times:

- **DO** wear appropriate dress at all times. (Upper body must remain covered at all times; hi-visibility jacket only is not acceptable).
- **DO** remember that someone else might misinterpret your actions, no matter how well intentioned.
- **DO** report the following occurrences to Scott Margison (Director) Eleanor Williams-Margison (Director) immediately:
 - If a young person (an employee under the age of 18) tells you about abuse by someone else.
 - If you receive an allegation about an adult or about yourself.
- **DO NOT** rely on your good name to protect you.
- **DO NOT** believe “It could never happen to me”.
- **DO NOT** have inappropriate physical or verbal contact with others.
- **DO NOT** make suggestive remarks or gestures, even in fun.
- **DO NOT** use abusive or threatening language.
- **DO NOT** investigate allegations.

If a disclosure is made to you, or an allegation made against you, record only the facts of what were said, where and when. These should be provided to Scott Margison/Eleanor Williams-Margison.

Director Contact Details			
Name	Telephone - Land Line	Telephone - Mobile	Email
Scott Margison	01792 296322	07853236330	Scott.margison@semesterlearning.com
Eleanor Williams-Margison	01792 296322		eleanor@semesterlearning.com

Table 2 – Director Contact Details