	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	12/05/2024	Approved Date	12/05/2023

1. Policy Statement

At Shorcontrol Safety we are committed to providing a learner friendly environment where all learners and staff work together to create the optimum atmosphere for learning and personal development in which all participants feel safe and comfortable.

We believe that all 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.

The principles set out in our Code of Conducts & Ethics Policy, Equality, Diversity & Inclusion Policy, and Data Privacy & Protection Policy are foundational and inherent in the development and application to the contents of this policy.

2. Purpose

The purpose of this policy is to describe how Shorcontrol Safety ensure that Safeguarding is implemented and complies with the law as well as performing Garda Vetting. This policy is designed to help protect children and young people under 18 and vulnerable adults from any form of unacceptable behaviour including sexual misbehaviour, physical acts, inappropriate remarks, suggesting gestures, pictures, other materials, or other forms of abuse such as bullying or physical violence.

3. Scope


The scope of this policy applies to all persons who are involved in education, training and assessment of learners who are classed as children, young people, or vulnerable adults.

Individuals who are not directly employed by Shorcontrol Safety but are employed by contractors or sub-contractors of the company, who may have access or contact with learners who are classed as children, young people, or vulnerable adults will also be required to adhere to the requirements of this policy.

4. Definitions

Term	Definition
Safeguarding	Measures in place aimed to protect the health, well-being, and human rights of individuals, which allow people, especially children, young people, and vulnerable adults, to live free from abuse, harm, and neglect.
Vulnerable adult	A person who is or may be in need of community care services by reason of disability, age, or illness; and is or may be unable to take care of or be unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people aged 18 years or over.
Garda Síochána National Vetting Bureau (GSNVB)	Irish agency tasked with processing the requests to carry out retrospective vetting of current employees/tutors, and vet prospective is applicable.

5. General Policy Requirements


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Those that deal with children, young people and vulnerable adults must:

- Take all reasonable steps to ensure the health, safety and welfare of any child, young person, or vulnerable adult.
- 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 children, 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 child, 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 child, young person or vulnerable adult is paramount.
- Those providing services for young people should have a procedure for handling child protection allegations consistent with current practice.
- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs.
- No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.
- All allegations should be taken seriously and treated in accordance with child protection procedures.
- Social services and An Garda Siochana are responsible for any investigations which may arise.

5.1 Safeguarding, Garda Vetting, and Legal Responsibilities

- Shorcontrol Safety reserves the right, at our discretion, to require our employees, staff, and representatives to undergo Garda Vetting process and re-vetted if information concerning suitability to work with children, young persons, or vulnerable adults. Anyone who acquires a charge/prosecution and/or conviction or anything that may affect their suitability for employment are required to immediately notify the General Manager.
- Due to the nature which Shorcontrol Safety offers training designed to be used in the workplace; children, young people and vulnerable adults rarely participate in programmes offered at Shorcontrol Safety.
- Tutors and instructors are currently not required to undergo safeguarding training prior to administering courses for Shorcontrol Safety.
- Should the circumstance arise Shorcontrol Safety will ensure that all personnel including tutors, employees, sub-contractors, and any other representatives of the company understand and comply with the law and good practise with regard to Safeguarding.

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- Should the circumstance arise that individuals which are classified as children, young people, or vulnerable adults, do participate in training programs; Shorcontrol Safety will ensure that proper Safeguarding measures are in place, in addition to safety measures and protections ensured to all delegates, by mandating that the Head of Training and Development must undergo safeguarding training.
- We will ensure that the necessary steps are taken to ensure that all relevant personnel are Garda vetted if they are training people under the age of 18 or vulnerable adults. As part of the Safeguarding training, the Head of Training and Development must also be Garda vetted.
- Safeguarding responsibilities should they arise, shall be formalised through a signed agreement as appropriate.
- If Garda vetting becomes a requirement by any of the governing/awarding bodies, Shorcontrol Safety will ensure that all potential and current trainers, which administer the courses of said governing/awarding body, will be required to complete prior to their being allowed to administer the designated course(s).
- Any personnel who are in contact with a child, young person or vulnerable adults shall be made aware that time alone with them must be kept to an absolute minimum and avoided where reasonably practicable.
- Any personnel who have any doubt, concerns or are made aware of any instance of abuse of a child, young person or vulnerable adult has a duty to report it immediately and appropriately.

5.2 Training/ Assessment Suitability

- Under the Equality Act 2010 (unless minimum age is specified in legislation) age is a protected characteristic and cannot be discriminated against.
- Where courses or qualifications are offered to those defined as children, young people and vulnerable adults, a risk assessment must be conducted that incorporates the immaturity of learners including factors such as physical size and weight, lack of awareness and dangers.
- Pre-course screening must also take place to ensure suitability for the course and appropriate supervision should be provided throughout the course.
- The learner to tutor ration may also need to be reviewed and whether equipment needs are to be modified at any stage during the course.
- To minimise opportunities for children, young people and vulnerable adults to suffer harm of any kind whilst participating in any training or assessment activity we shall ensure that all learners are given full information about the course programme, qualification assessment and the supervision arrangements.

5.3 Reporting and Record Keeping

- Shorcontrol Safety 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 child, young person, or vulnerable adult.

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- Report any evidence or reasonable suspicion that a child, young person, or vulnerable adult has been physically, emotionally, or sexually abused to the people or agencies whose role is to protect them (e.g., parents, Garda, Tusla, social services). All reports are treated with the strictest confidence.
- It is the responsibility of safeguarding and child protection experts to determine whether or not abuse has taken place, but we will ensure anyone who comes into contact with a child, young person, or vulnerable adult to take responsibility to act appropriately and report concerns.

6. Responsibilities


Employee Title/Classification	Responsibility
Directors, Top Management, Senior Management & Committee Members	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported in relation to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's breach or violation of this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Managers and Heads of Departments	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's breach or violation of this policy.

8. Related Information and Documents

Document ID	Title
Policy Statement	<ul style="list-style-type: none"> • Mission, Vision, & Values • Quality Policy • Dignity Charter • Equality, Diversity & Inclusion
GEN-POL-001	Code of Conduct & Ethics Policy
GEN-POL-003	Equality, Diversity & Inclusion Policy
Additional Support	<ul style="list-style-type: none"> • Code of Conduct for Tutors • Code of Conduct for Learners

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External Information	<ul style="list-style-type: none"> • Garda Síochána National Vetting Bureau • Children and vulnerable persons act 2012 • Tusla • www.safeguardingireland.org
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9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
17/02/2020	Adam Romans: Quality coordinator & John Kelly; Head of Training & Development	First draft developed and released.
12/05/2023	Angela Byrne; QHSM	Redraft and release of policy.