

SAFEGUARDING POLICY

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Introduction

This policy sets out the approach that Gold Tap Training will take when recruiting employees to posts involving work with the public, which may include vulnerable adults.

Gold Tap Training is committed to the equality of opportunity for all job applicants and aims to select people for employment on the basis of their skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

Gold Tap Training is committed to its obligation through best practice to ensure the safety of the public in which employees may face on a regular basis.

Through this obligation, Gold Tap Training are required to complete background checks on workers to whom it is relevant.

Definitions

“Vulnerable adults”

A vulnerable adult is identified as an individual, 18 years of age and older who is considered to be more vulnerable than others. Examples of this include but are not limited to the following:

- A individual who is considered to be elderly
- An individual who is registered as disabled
- An individual for any reason who is unable to take care of themselves
- An individual who is unable to protect themselves from exploitation.

These examples include those who suffer from the effect of poor mental health, learning difficulties, short or long term medical conditions.

Each individual who is categorised as ‘vulnerable’ should be considered on a case by case basis.

Background Checks:

DBS Checks

Legally, Gold Tap Training are only allowed to request a Basic Disclosure in relation to a job applicant or worker. Basic disclosure provides details of unspent convictions only.

The company requires job applicants for the following posts to produce on request or give the company permission to apply via a Responsible Organisation for a basic disclosure, showing details of unspent criminal convictions:

- Trainers
- All office based positions



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Process for DBS checks

To enable the job applicant to carry out the DBS check (other than where a basic disclosure only is required), Gold Tap Training will provide the applicant for the post with an application form and ask them to complete and return the form to the organisation along with documents proving their identity. This is usually completed online

Gold Tap Training will send the completed form to the DBS together with the application fee. Once the check has been carried out, the DBS should send the certificate to the applicant. Gold Tap Training will ask the job applicant for sight of the DBS certificate.

Offers of employment

An offer of employment for a post involving work with vulnerable adults will be conditional on the job applicant satisfying the company's usual requirements for employment (for example to provide satisfactory references and evidence establishing their right to work in the UK).

In addition, the offer of employment will be conditional, where required, on satisfactory completion of DBS checks, depending on the post in question. Where the job applicant refuses to agree to an application to the DBS or a DBS check is completed but the job applicant refuses to allow the company to see the DBS certificate, they will be treated as not having satisfactorily completed the DBS check.

Not all criminal convictions will be a bar to employment. The results of a DBS check will be considered on an individual basis and Gold Tap Training will act in a proportionate manner when deciding whether or not to proceed with the appointment to the post in question. However, the protection and safeguarding of vulnerable adults is the company's primary concern.

Data protection

Gold Tap Training processes information about an individual's criminal convictions in accordance with its data protection policy. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the company's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Once an individual is recruited, information about their criminal record gathered in the course of the vetting process will not be transferred to their personnel file.

The company is also committed to going through the proper DBS channels to establish whether or not an individual has a criminal record. The company will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.



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Antiradicalisation and Extremism

Gold Tap Training is fully committed to safeguarding and promoting the welfare of all its staff and clients and we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Aims and Principles

Gold Tap Training endeavours to ensure that staff are fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen here and ensure that we work alongside other professional bodies and agencies to ensure that individuals are safe from harm.

Definitions

- Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.
- Extremism is defined as the holding of extreme political or religious views.

Although serious incidents involving radicalisation and extremism have not occurred it is important for Gold Tap Training to be constantly vigilant and remain fully informed about such cases should they arise and any concerns should be reported to Humna Resources. If staff believe there is an immediate risk to someone's safety, emergency services must be contacted straight away.