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## Safeguarding learners: PETA Limited

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## Brief description

This example shows how PETA Limited introduced safeguarding effectively and ensured its relevance to learners in work-based learning.
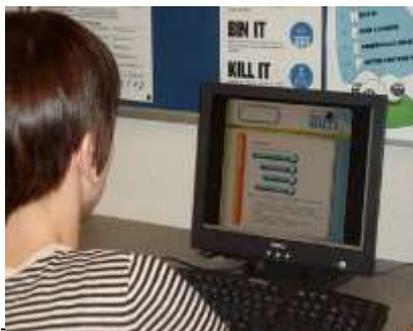
## Overview — the provider's message

'The challenge we had was how to embed safeguarding and ensure our policies resulted in meaningful action. The key was a champion to take on the role as lead designated person. It was important that our lead designated person had the charisma and personality to educate staff about our rationale for safeguarding. We also took the decision to badge safeguarding as part of our "duty of care package" for learners, which incorporates health and safety, equality and diversity and environmental issues. Everybody within PETA, including our member employers, has been very positive about the initiative.'

*Bob Hiskey, Director*

## The good practice in detail

PETA received a good grade for the management of safeguarding at their recent inspection. The main findings of the Ofsted inspection report say: 'Safeguarding is well managed and is a high priority in the business plan. Staff are well trained and supported by safeguarding champions. PETA has been particularly active in introducing safeguarding initiatives'. What



particularly impressed inspectors was the sharp focus on safeguarding throughout the organisation.

There have been very few safeguarding incidents. When they occur, they are challenged at an early stage by tutors acting as mediators with learners. The company aims to ensure that learners' awareness is raised as much as possible about all aspects of safeguarding and that they

feel safe. Since the inspection, PETA has strengthened the introduction to safeguarding during induction by introducing cyber bullying and grooming as topics. SQA Internet Safety Award at level 1 is being trialled for all foundation learners.

Some learners are employed and do not regularly visit one of the learning centres. Others may not always want to discuss issues face to face with their tutors. So, two systems were introduced to support learners. The 'speak out now' anti-bullying management system enables learners to access a confidential service where they can choose who they would like to know about the issue. For more general concerns or grievances, learners use the 'learner voice' email address'. PETA has adapted an LSIS reporting process to fit its own organisation, including a reporting flowchart that explains the process when issues arise.

Safeguarding is a key feature of business planning and support is provided to develop systems and create resources. A steering group is responsible for developing and implementing the safeguarding policies, using a focused action plan to ensure that safeguarding is embedded across the company. Activities such as progress reviews, teaching sessions, learner questionnaires and observations of teaching and learning incorporate and record safeguarding outcomes. Kevan Wayne-Morris, lead designated person for safeguarding says: 'Safeguarding is part of what being a responsible training provider is all about. We had to get over some initial resistance, including perceptions of relevance and that child protection was about children and schools. We ensured that safeguarding was put into the context of our organisation, by considering what we do and how we could make it safer. Initially a designated person was recruited from each location to form the steering group. They took our principles and embedded them in their own area, for example, ensuring that the differences between learners working in engineering and in administration were recognised. It has worked really well and staff are very positive about safeguarding and considering potential risks for learners.'

PETA has devised an impressive job role risk assessment to identify appropriate levels of training and disclosure for each job in the organisation. The chart also classifies the job role for controlled and regulated activities and risk assesses the contact time and exposure the job role has with young people and adults by different course types. The process covers the whole organisation, including board members, managers and administrators. The risk assessment provides an easy to maintain, quick reference guide for all staff, and is also used by the human resources team when recruiting new staff. Many staff have been trained and assessed to level 2 in safeguarding.

## Provider background



PETA Limited is a registered charity limited by guarantee that delivers apprenticeships, Train to Gain and Entry to Employment (E2E) programmes to about 350 learners. The company offers government funded learning in engineering, manufacturing, information and communication technology (ICT), warehousing and storage, business improvement techniques, management, customer service and administration. PETA also delivers training to pupils from local schools taking the engineering 14–19 Diploma, the engineering young apprenticeship and on the E2E programme. It has training centres in Havant, Portsmouth, Winchester and Basingstoke. The head office is in Cosham, near Portsmouth.

Are you thinking of putting these ideas into practice; or already doing something similar that could help other providers; or just interested? We'd welcome your views and ideas. Get in touch here.

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