

# **CHEYNES TRAINING**

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## **Safeguarding Children, Young People and Vulnerable Adults**

Last revised February 2010

# Safeguarding Children, Young People and Vulnerable Adults

## Statement of principles

Our approach is based upon respect for all and an unreserved commitment to safety, fairness and equality of opportunity, especially for young people under the age of 18. We will work with employers to provide a safe and secure environment within which all learners can work and learn and we will make every effort to identify any learner at risk of suffering harm during their involvement with our programmes and once identified we will take appropriate action to keep them safe.

Cheynes Training has a duty of care for all learners involved in our learning programmes. We believe that all young people, especially those under the age of 18, deserve to be happy and secure in their working and learning activities and that parents or guardians need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything possible to keep young people safe from harm. Having safeguards in place not only protects and promotes the welfare of young people, especially those under the age of 18, but it also improves confidence and protects the employees and representatives of Cheynes Training.

We recognise that there could be individuals involved in our programmes who may wish to harm young people, especially those under the age of 18. It is therefore the duty of Cheynes Training to put in place safeguards to protect the children/young people we work with.

Cheynes Training also wishes to avoid placing employees and representatives in positions where abuse might be alleged and to ensure that everyone knows what the reporting structure within the organisation is should abuse be suspected. Our emphasis is not only to protect the vulnerable from abuse and neglect but to actively promote the welfare of young people, especially those under the age of 18.

As a result, Cheynes Training has drawn up a safeguarding policy and a set of procedures to put what is intended into practice. We have also developed a number of resources that are available on our website at [www.cheynestraining.com](http://www.cheynestraining.com). These resources include general information about our approach to safeguarding, this may be found on the Home Zone under the title of Safeguarding where there are links to our Safeguarding Code of Conduct, our Safeguarding Disclosure Declaration and our Safeguarding Policy (this document).

We also provide information about safeguarding for young people, especially those under the age of 18, and this may be found in the Candidate Zone under the title of 'Every Candidate Matters'. These pages contain information about the Every Child Matters initiative with links to the following:

- Safeguarding – an explanation of what this means for young people
- Focus on Wellbeing – advice to young people on how to stay fit and healthy
- Safe Surfing – information on the hidden dangers of surfing the internet
- Support Agencies – Comprehensive list of support available to young people
- Young Citizen's Passport – a guide to the law for young people

Cheynes Training has a responsibility to continually review and monitor its safeguarding policy and procedures, gaining further advice and information wherever possible. Our policy and procedures will therefore be reviewed annually and/or whenever important new developments in safeguarding takes place.

Employees and representatives of Cheynes Training should be aware of our safeguarding policy and procedures in order to help make our programmes safe for young people, especially those under the age of 18, and to understand their individual responsibilities.

William Howarth, Programme Director, 25 February 2010

## **1 Introduction**

1.1 Cheynes Training provides learning opportunities for young people including those under the age of 18 who are legally classed as children, and vulnerable adults. We work closely with employers and offer advice and guidance in areas relating to the selection and recruitment, enrolment, initial assessment, induction, planning of learning, teaching and learning, review of progress, assessment and verification, and achievement of young people.

1.2 The responsibility to safeguard children, young people and vulnerable adults extends especially to learning providers like ourselves who are required to demonstrate a strong commitment to ensuring that the health, safety and wellbeing of learners is paramount.

1.3 The employees and representatives of Cheynes Training meet frequently with young people and/or vulnerable adults who are registered on our learning programmes and we recognise that we have a moral and legal obligation to strive to protect all learners but especially vulnerable adults/those under the age of 18 who may be at risk of abuse or neglect.

1.4 The representatives of Cheynes Training include Regional Training Advisors who are not employed directly by Cheynes Training and who provide services on a consultancy basis it is vital that these representatives know and respect our policies and procedures and understand their individual responsibilities.

1.5 The representatives of Cheynes Training also include those employees and self employed individuals at the salons and academies with whom we work who are directly involved in the learning programmes operated by Cheynes Training and it is essential that these representatives also know and respect our policies and procedures and understand their individual responsibilities.

## **2 The rights of young people – our values and beliefs**

2.1 The needs of learners, especially those under the age of 18 and vulnerable adults, underpins all that we do.

2.2 All young people, especially those under the age of 18 and vulnerable adults, have the right to work, learn and develop in a caring and safe environment.

2.3 All young people, especially those under the age of 18 and vulnerable adults, have the right to be protected from abuse of all types and to expect that those in positions of responsibility will do everything possible to foster that right.

2.7 The primary duty of all adults, including the employees and representatives of Cheynes Training, whatever their nominated role, is to protect those under the age of 18 and vulnerable adults from significant harm.

2.4 The protection all young people, especially those under the age of 18 and vulnerable adults from abuse of all types should be seen as part of the general responsibility of the employees and representatives of Cheynes Training, and of the employers we work with.

2.5 Responsibility for safeguarding young people under the age of 18 and vulnerable adults must be shared because they can only be protected effectively when all relevant agencies and individuals accept responsibility and co-operate with one another.

2.6 All learning services aimed at young people, especially those under the age of 18 and vulnerable adults, delivered by the employees and representatives of Cheynes Training must be done so within an ethical and professional framework; please refer to Appendix 1 for the Cheynes Training Safeguarding Code of Conduct and Appendix 2 for the Cheynes Training Safeguarding Disclosure Declaration.

### 3 Definitions

3.1 For the purposes of the Children Act 2004, a child is a person under the age of 18. In addition, it is also a person aged 18, 19 or 20 who has been in care since the age of 16 or a person aged 18, 19 or 20 who has a learning disability.

3.2 A vulnerable adult is person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

3.3 The Cheynes Training Child Protection Officer is the person to whom employees and representatives of Cheynes Training are responsible to with regards to safeguarding young people under the age of 18.

3.4 There are four definitions of abuse which would prompt an investigation:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

3.5 Although the vast majority of young people registered on Cheynes Training programmes have reached the age of at least 16, there are occasions when we work with young people who are still under the age of 16 and it is important to note that the age of consent for sexual activity is 16 years. Any sexual activity involving persons when one or more of the persons involved is aged 15 or under is unlawful.

3.6 Underage sex may involve child abuse, and therefore require a referral to the Child Protection Officer within the organisation who then has the responsibility to report this to the appropriate bodies, e.g. the Local Authority Social Services department and/or the Police.

### 4 Responsibilities for investigating incidences of child abuse

4.1 There are two agencies with the statutory right to undertake a child protection investigation. These are the Local Authority Social Services department and the Police

4.2 The employees and representatives of Cheynes Training are not responsible for diagnosing, investigating or providing a remedial response to abuse. However, they do have a responsibility to be alert to signs that all is not well with a young person, especially one under the age of 18. Not all concerns about young people relate to abuse, there may well be other explanations. It is therefore important to keep an open mind and consider what is known about a young person and her/his circumstances. However, all employees and representatives have a responsibility to report any suspected abuse to the CPO within the organisation.

4.3 No responsible adult must ever prevent or delay making a referral if it is felt a young person, especially one under the age of 18, is at risk of significant harm. Any suspected abuse must be immediately reported to the CPO within the organisation. Be aware, however, that a member of the Cheynes Training leadership team has a responsibility to make a referral if they feel that an employee or representative of Cheynes Training is failing to appreciate a risk to a young person, especially one under the age of 18.

**Please note:** It is important to remember that a wrong course of action in response to a suspicion of abuse can have a negative impact on the outcome of a child protection investigation. For example if evidence arises which suggests an agency other than Social Services or the Police attempted to undertake an investigation (knowingly or unknowingly) it could seriously undermine a successful child protection action. Therefore the referral process should be carried out which is shown in the flowchart on page 9.

## 5 Types of abuse and neglect

A person may abuse or neglect a young person under the age of 18 or a vulnerable adult by inflicting harm, or by failing to act to prevent harm.

5.1 Physical Abuse - physically hurting or injuring another person by hitting or otherwise causing physical harm.

5.2 Sexual Abuse - where a young person under the age of 18 or vulnerable adult is used by others to meet their own sexual needs. This could range from showing pornographic material to inappropriate touching to having full sexual intercourse.

5.3 Emotional Abuse - persistent emotional ill-treatment of a person so as to cause severe adverse effects on their emotional development. It may involve conveying to a person that they are worthless or inadequate. It may involve causing a person to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment.

5.4 Neglect - where a person's basic physical and psychological needs are not met, which is likely to result in the serious impairment of their health or development (e.g. failing to protect from physical harm or danger).

5.5 Indicators of Abuse - Indications that a person may be experiencing abuse include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Deliberately avoiding Social Services for fear of the child being received into care
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else expresses concern about the welfare of a young person
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or is displaying sudden outbursts of temper)
- Inappropriate sexual awareness or engaging in sexually explicit behavior
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other young people
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. However, abuse may take many forms and be displayed in many forms. Any concerns about possible abuse involving a young person under the age of 18 or to a vulnerable adult should be raised with the Cheynes Training Child Protection Officer.

## **6 Bullying**

6.1 It is important to recognise that in some cases of abuse, it may not be an adult abusing a young person but another young person. This is often the case with bullying which may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Please note that bullying can also occur by texting, emailing or via a social networking site.

6.2 Bullying can include:

- Physical (e.g. hitting, kicking, etc)
- Verbal (e.g. name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures)
- Emotional (e.g. tormenting, ridiculing, humiliating and ignoring)
- Sexual (e.g. unwanted physical contact or abusive comments)

6.3 There are a number of signs that may indicate that a young person is being bullied:

- Behaviour changes such as reduced concentration and/or becoming withdrawn, depressed, tearful, emotionally up and down
- A drop off in performance at work or in training
- Physical signs, such as minor illnesses, difficulty in sleeping, scratches or bruising, damaged clothes
- Bingeing on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

## **7 Responding to disclosure, suspicions and allegations**

7.1 If a young person under the age of 18 or a vulnerable adult says or indicates that he/she is being abused, or information is obtained which gives concern that a young person under the age of 18 or a vulnerable adult is being abused, action should be taken immediately. The allegation must become the top priority. The person's safety is paramount.

7.2 Responding to Disclosure

7.2.1 Actions to take

The person receiving information concerning abuse should:

- React calmly so as not to frighten the young person
- Tell them that he/she is right to report the incident or incidents
- Take what is said seriously
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said by the young person
- Use open ended questions, e.g. those that require more than a 'yes' or 'no' response. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led, or words and ideas have been suggested
- Reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what has been said, heard and/or seen as soon as possible

## 7.2.2 Actions to Avoid

The person receiving information about abuse should not:

- Panic or allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative or positive comments about the alleged abuser or the allegation
- Approach the alleged abuser
- Make promises, agree to keep secrets or promise confidentiality, adults have a legal obligation to report any alleged abuse
- Delay

7.2.3 Where a disclosure of abuse has been made then the employee or representative of Cheynes Training must take the action detailed in the following sections.

## 7.3 Responding to Suspicions

7.3.1 It is not the job of an employee or representative of Cheynes Training, or an employer or senior member of the salon or academy team, to decide whether or not abuse is taking place. However, there is a responsibility to protect young persons in order that appropriate agencies can then make enquiries and take any necessary action.

### 7.3.2 Actions to take

The person suspecting an abuse should:

- Keep precise notes of events that raise suspicion.
- Any alleged abuse should be reported to the Child Protection Officer without delay

### 7.3.3 Actions to Avoid

The person suspecting an abuse should not:

- Make assumptions - it may take time to build up a picture of possible abuse.
- Make enquiries or probe for information to verify a possible abuse.

## 8 Action on disclosure or suspicion of abuse

8.1 There should always be the opportunity to discuss concerns with the Cheynes Training Child Protection Officer who will then contact the appropriate bodies where applicable.

- Never delay taking immediate action by reporting directly to the Child Protection Officer in order to protect a young person under the age of 18 or a vulnerable adult who is felt to be at risk of significant harm
- Always make a written record of concerns about a person's welfare, whether or not further action is taken
- Always make a written record of discussions about a person's welfare as soon as possible, writing down exactly what the young person has said. This should include information on their name, age and any relevant family information, details of the situation and the activity that preceded disclosure
- Also note any physical signs of abuse

8.2 The employee or representative informed of abuse should remind the person that Cheynes Training cannot guarantee confidentiality in any situation where a young person under the age of 18 or a vulnerable adult is at risk of abuse or further abuse.

## **9 Making a referral**

9.1 If someone believes that a young person under the age of 18 or a vulnerable is suffering significant harm, or is at risk of suffering significant harm, then they should immediately refer these concerns to the Cheynes Training Child Protection Officer who will then report the concerns to the relevant body, either the Social Services Department or the Police.

9.2 To understand and establish 'significant harm', it is necessary to consider:

9.2.1 The nature of the harm, in terms of maltreatment or failure to provide adequate care

9.2.2 The impact on the young person's health and development

9.2.3 The young person's development within the context of their employment and learning

9.2.4 Any special needs, such as medical condition, communication impairment or disability that may affect the young person's development and care

9.2.5 The capacity of parents to adequately support or meet the needs of the young person

9.3 It is advantageous to work with the salon or academy with the aim of ensuring their support in disclosing the alleged abuse to the Social Services Department or to the Police. However, the Child Protection Officer has the responsibility to report to the relevant bodies.

9.4 If it is suspected that the abuser may be an employee or representative of Cheynes Training, which includes employees of the salon or academy, speaking to them may place the young person under the age of 18 or the vulnerable adult at greater risk. Therefore this should be reported to the Child Protection Officer who would then take the appropriate action.

9.5 For the sake of clarity, any employee or representative of Cheynes Training may report a disclosure or suspicion of abuse to the Child Protection Officer and the Child Protection Officer will then report the suspicion of abuse to the Local Authority Social Services Department irrespective of the opinion of colleagues including members of the Cheynes Training leadership team. A referral must never be delayed or prevented from being made.

9.6 Full written records must be made of all disclosures, suspicions and actions taken as soon as possible in accordance with clause 8.1.

## **10. Failure to make a referral**

10.1 Organisations have a duty to refer individuals to the Secretary of State or, in Scotland, to Scottish Ministers, for possible inclusion on the list of those who are considered unsuitable to work with young people under the age of 18. Failure to make a referral is an offence.

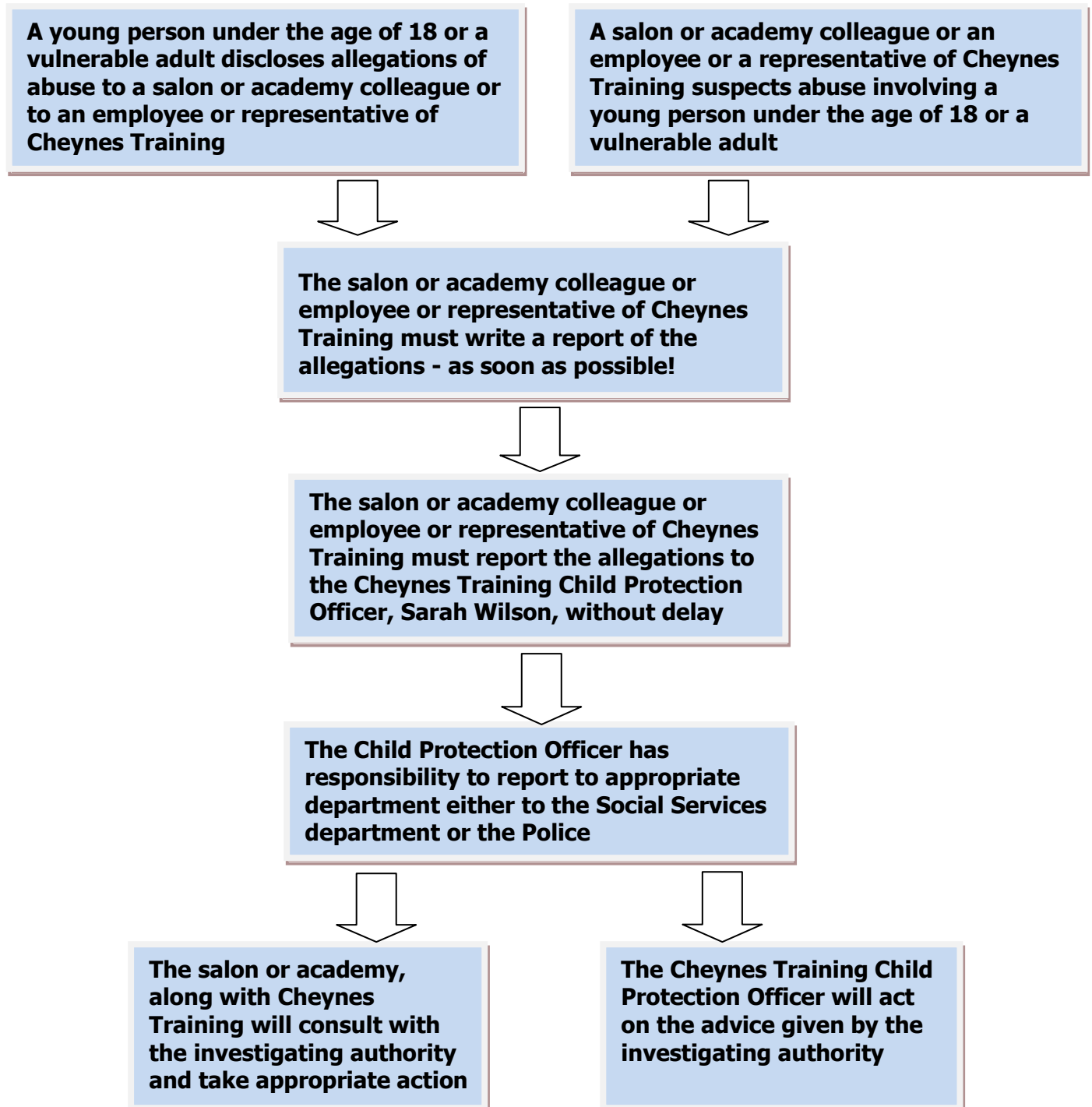
10.2 An individual who is working with young people under the age of 18 or with vulnerable adults, whether paid or unpaid, has to be referred to the Secretary of State or, in Scotland, to Scottish Ministers for inclusion on the list of individuals who are considered unsuitable to work with young people under the age of 18 when they have harmed a child or put a child at risk of harm and have been dismissed or moved away from contact with children as a consequence or would have been dismissed for that reason had they not been made redundant, retired, resigned or come to the expiry of a fixed term contract.

10.3 Those whose names which are contained within the list of individuals who are considered unsuitable to work with children will commit a criminal offence if they apply to or work with young people under the age of 18 or with vulnerable adults.

# CHEYNES TRAINING

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## Safeguarding – the referral process



The Cheynes Training Child Protection Officer is **Sarah Wilson**, telephone **0781 633 5015**

## **11 Disclosure by an abuser**

11.1 An employee or representative of Cheynes Training may come into contact with adults or young people who make disclosures about abusing a young person under the age of 18 or a vulnerable adult. These situations may be difficult to manage; however, all adults have a duty to protect the young person involved.

11.2 Where there is a disclosure or suspicion, employees or representatives of Cheynes Training should respond in line with sections 8 and 9.

11.3 Employees or representatives of Cheynes Training need to identify whether a referral should be made and any referral should be made to the Child Protection Officer.

11.4 Regardless of whether the details of both the suspected abuser and victim are known a referral should be made to the Child Protection Officer.

## **12 Safe recruitment, selection, induction of employees and representatives**

12.1 Cheynes Training will take all required steps to ensure unsuitable people are prevented from working with the young people, especially those under the age of 18, and with vulnerable adults who are registered on our programmes. To ensure the safety of all those registered with Cheynes Training, any existing employee of Cheynes Training and those Regional Training Advisors who are not employed directly by Cheynes Training who's role involves working with young people under the age of 18 in England will go through CRB checks or, in Scotland, the Disclosure Scotland system.

12.1.1 We will follow strict procedures to ensure that the employees of Cheynes Training and Regional Training Advisors who are not employed directly by Cheynes Training are suitable for any role involving working with young people, especially those under the age of 18 or with vulnerable adults.

12.1.2 We will work closely with employers to ensure that employees at the salons and academies we work with are suitable for any role involving working with young people under the age of 18, or with vulnerable adults, who are registered on our programmes. Those with a training and/or assessment role that involves limited contact in their training and/or assessment role with young people under the age of 18 or with vulnerable adults are asked to complete a Safeguarding Disclosure Declaration which will be held on record by Cheynes Training and renewed on an annual basis or more frequently if required.

12.2 Pre-recruitment requirements and information will be made available to all employees and to those Regional Training Advisors who are not employed directly by Cheynes Training and who provide services on a consultancy basis prior to them taking up any duties involving regular contact with young people under the age of 18 or with vulnerable adults.

### **12.2.1 Advertising**

Any advertising used to recruit employees and Regional Training Advisors who are not employed directly by Cheynes Training, will reflect the:

- Aims of the programme
- Responsibilities of the role
- The level of experience or qualifications required
- The positive stance on safeguarding children and young people
- That CRB or Disclosure Scotland checks will be carried out

Any offer of employment will be subject to CRB or in Scotland, Disclosure Scotland checks and references.

## 12.2.2 Pre-Application Information

Pre-application information sent to interested or potential applicants will contain:

- A role description including responsibilities, qualifications or experience required.
- An application form.

## 12.2.3 Applications

All applicants, whether potential employees or Regional Training Advisors who are not employed directly by Cheynes Training, will complete an application form which will seek the following information:

- Name, address, national insurance number (to confirm identity and right to work)
- Relevant experience, qualifications and training undertaken
- Listing of past career (to confirm experience and identify any gaps)
- Any criminal record
- Whether the applicants are known to any Social Services Department as being an actual or potential risk to children or young people
- A Disclosure Declaration to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for the role
- The applicant's consent to Criminal Records Bureau (CRB checks) or, in Scotland, Disclosure Scotland checks being undertaken where necessary
- The applicant's consent to abide by the Cheynes Training Safeguarding code of Conduct
- The form will also state that failure to disclose information or subsequent failure to conform to the Safeguarding Code of Conduct may result in disciplinary action.

## 12.3 Checks and references

12.3.1 Each person that wishes to work with people registered on a Cheynes Training programme will undergo CRB checks or, in Scotland, Disclosure Scotland checks and/or the completion of a Safeguarding Disclosure Declaration, prior to them working directly with young people under the age of 18 or with vulnerable adults.

12.3.2 Applicants whose role involves a training and/or assessment role that requires limited contact in their training and/or assessment role with young people under the age of 18 or with vulnerable adults are asked to complete a Safeguarding Disclosure Declaration which will be held on record by Cheynes Training and renewed on an annual basis or more frequently if required.

12.3.3 Applicants whose role involves regular contact with young people under the age of 18 will be required to go through the process of an enhanced CRB check or, in Scotland, enhanced disclosure, whichever applies. A copy of which will be held on record by Cheynes Training. This must be renewed at appropriate intervals.

12.3.4 For the sake of clarity, CRB checks for employees of a salon or academy working with Cheynes Training would only be required if a person is wholly or mainly employed in a teaching, training or assessment role. However, employees who have limited contact with young people under the age of 18 will be asked to complete Safeguarding Disclosure Declaration which will be held on record by Cheynes Training and renewed on an annual basis or more frequently if required.

## 12.4 Interview and Induction

12.4.1 All new employees and representatives of Cheynes Training that have direct access to working with young people under the age of 18 or with vulnerable adults will be subject to an interview where qualifications are substantiated and photo identity checked. Any offer of employment will be subject to references and CRB checks or, in Scotland, Disclosure Scotland checks.

12.4.2 All new employees and representatives of Cheynes Training will undergo a formal induction in which:

- They sign up to the Cheynes Training Safeguarding Code of Conduct
- A risk assessment will be undertaken to establish if CRB or Disclosure Scotland checks are required
- The expectations, roles and responsibilities of the job are clarified
- Child protection vulnerable adult welfare procedures are explained

## 12.5 Training

12.5.1 In addition to the checks outlined in 12.3, appropriate training will be provided to enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice and concerns of possible abuse.

## 13 Confidentiality

13.1 Confidentiality is central to the work of Cheynes Training, and the attention of all employees and representatives is drawn towards the Cheynes Training Code of Ethics, a copy of which may be found in Appendix 3.

## 14 Photographic policy

14.1 The permission of the parent or guardian should be obtained before taking pictures of any young person under the age of 18.

14.2 Any photographs that are taken should be stored securely in accordance with the Data Protection Act 1998.

14.3 Written permission must be sought from the young person under the age of 18 and the parents or guardian before any photograph is published or put to public use.

## 15 Local Safeguarding Children Networks

15.1 Cheynes Training will ensure that the Child Protection Officer has access to and appropriate links with Local Safeguarding Children Networks.

The Safe Network  
NSPCC National Training Centre  
3 Gilmour Close  
Beaumont Leys  
Leicester LE4 1EZ  
Tel: 0116 234 7217

Email: [info@safenetwork.org.uk](mailto:info@safenetwork.org.uk)

## **Safeguarding Children, Young People and Vulnerable Adults - Code of Conduct**

Statement of Principles: Our approach is based upon respect for all and an unreserved commitment to safety, fairness and equality of opportunity, especially for young people. We will work with employers to provide a safe and secure environment within which all learners can work and learn and we will make every effort to identify any learner at risk of suffering harm during their involvement with our programmes and once identified we will initiate appropriate action to keep them safe.

This Code of Conduct is designed to provide an easy-to-access reference source.

All those involved with a Cheynes Training programme are required to acquaint themselves with the Cheynes Training policies and procedures on Safeguarding Children, Young People and Vulnerable Adults.

The basic principle of good conduct is that no person involved with a Cheynes Training programme should exploit their role to gain inappropriate access to children, young people or vulnerable adults. Everyone should therefore practice the following:

All those involved with a Cheynes Training programme must:

- listen and respect everyone as an individual
- value and respect children, young people and vulnerable adults as individuals
- appropriately involve learners/Candidates in decision making
- encourage and praise achievement
- actively contribute to an organisational culture where inappropriate behaviour is not tolerated
- provide an example of the good conduct you wish others to follow
- ensure that whenever possible there is more than one adult present during activities with children, young people and vulnerable adults, or at least that you are within sight or hearing of others
- avoid transporting individual Candidate/learners alone by car
- avoid any unnecessary physical contact
- not engage in or allow any sexually provocative activities to take place
- not make or permit suggestive or discriminating remarks to/or about children, young people or vulnerable adults
- not meet children, young people or vulnerable adults outside of organised or formal interaction
- not give out personal information, or share email addresses, mobile phone numbers etc with any child, young person or vulnerable adult
- report all allegations or suspicions of abuse by seeking further support and guidance, including any allegation made against yourself or others
- ensure that any concern about inappropriate behaviour are quickly and appropriately reported to either your manager, your employer, the Regional Training Advisor or the Programme Director
- positively supporting a whistle blowing culture where any concerns about inappropriate behaviour by others towards children, young people and vulnerable adults is speedily reported to either your manager, your employer, the Regional Training Advisor or the Programme Director

**Please note:**

- Photographs or videos, including those obtained by a camera phone, must not include any Candidate unless authorised by the individual concerned. Where the Candidate is under the age of 18, parental consent must be obtained.
  - All those who come into contact with young people should be aware that some young people and vulnerable adults may behave inappropriately.
  - Sexual relationships between salon employees or Regional Training Advisors and Candidates are strictly forbidden.
  - Due to the nature of your role and for the purposes of the Rehabilitation of Offenders Act Exceptions Order 1975, please provide details of any criminal convictions, cautions etc, and the penalty or penalties imposed, whether or not regarded as spent under the Rehabilitation of Offenders Act 1974.
  - Please also include details of any criminal proceedings or investigations currently being undertaken, which involve you.
  - Cheynes Training reserves the right to request that any person involved in a Cheynes Training programme undertakes, at their own expense, a Criminal Records Bureau check.
  - Any information gathered for the purposes of safeguarding young people and vulnerable adults will be treated in confidence. The information received around disclosures will, unless there are exceptional circumstances, be securely destroyed after a period of 6 months.
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**Appendix 2 - Cheynes Training – Safeguarding Disclosure Declaration Form** 2010

All those involved with the Cheynes Training apprenticeship programme are required to read and understand the Cheynes Training policies and procedures for Safeguarding Children, Young People and Vulnerable Adults and to agree to abide by our Statement of Principles.

You are therefore asked to sign this Disclosure Declaration and return a copy to Cheynes Training in order to help Cheynes Training undertake a Safeguarding risk assessment.

I confirm that I have read and understood the Cheynes Training Safeguarding Children, Young People and Vulnerable Adults Policy and Code of Conduct, and due to the nature of my role and for the purposes of the Rehabilitation of Offenders Act Exceptions Order, 1975 I am willing to provide details of any criminal convictions and the penalty imposed, whether or not regarded as spent under the Rehabilitation of Offenders Act 1974.

**Self Declaration**

I declare that the information I have given on this form is true to the best of my knowledge and belief. I understand that my application for employment may be rejected or that I may be subject to disciplinary action for withholding relevant details or giving false information.

- I have nothing to disclose**
- I have a conviction/caution**
- I am currently under investigation or criminal proceedings are pending**
- I agree to abide by the requirements of the Code of Conduct**

Name: \_\_\_\_\_

Salon: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please provide details of unspent and spent criminal convictions including the type of offence, the date of the conviction and the sentence passed.

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Please complete this form and put it into a sealed envelope with your name and 'confidential'. This envelope should be given to the Child Protection Officer, Sarah Wilson. We guarantee that this information will only be seen by those who need to see it as part of the safeguarding process.

Sarah Wilson, Programme Manager, Cheynes Training, 15 Hope Street, Edinburgh, EH2 4EL

## Appendix 3 Code of Ethics

In conducting our business, we will strive to do the following at all times:

1. Deliver the highest standard of personal and professional conduct in our dealings with everyone we come into contact with, especially with young people under the age of 18 who take part in our training programmes.
2. Maintain loyalty to the company and pursue company objectives in ways that are consistent with the interests of, and that are fair to, the salons and academies that take part in our programme and the people they employ.
3. Encourage and promote the highest level of ethical and professional conduct within our profession and especially in the way we treat our colleagues.
4. Take responsibility for our actions at all times and keep colleagues informed of progress and, especially, of any difficulties we may experience in the course of our activities.
5. Strive to continually keep colleagues informed of matters that may adversely affect our relationship with them and their ability to do their job.
6. Maintain confidentiality of privileged information entrusted to us at all times and not to pass on any information to a third party of a private or commercially sensitive nature.
7. Communicate matters concerning our company, our suppliers and our customers in a truthful and accurate manner.
8. Recognize and discharge our responsibility to uphold all laws and regulations governing the policies and activities of our profession.
9. Be courteous and professional in our dealings with other people in our industry. Work with them for the advancement of all parts of our industry.
10. Respect the rights and interests of competitors.