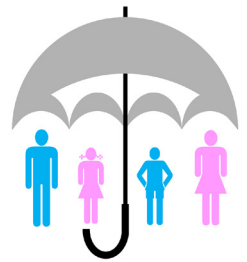




# Welcome to Avensys UK Training SAFEGUARDING ADVICE

Avensys UK Training Ltd are committed to safeguarding and meeting the needs of all, including young people and vulnerable adults. This leaflet will provide some useful advice and information when in contact with members of the public and Apprentices. More detailed information is contained within our Safeguarding Policy or from our Safeguarding Lead.

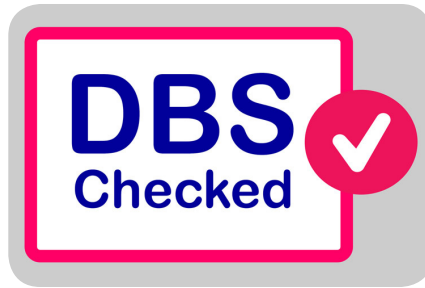


## Our Aim:

- Keep our Apprentices, Learners and employers safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- Encourage those working closely with our Apprentices and Learners to work safely and responsibly and to monitor their own standards and practice.
- Support and manage clear expectations of behaviour and codes of practice.
- To give a clear message that unlawful or unsafe behaviour is unacceptable and that where appropriate, disciplinary or legal action may be taken.
- Minimise risk of misplaced or malicious allegations made against our employees and associates who work with young people and vulnerable adults.
- Reduce the incidence of positions of trust being abused or misused.

## Disclosure and Barring Service

The Disclosure and Barring Service is a non-departmental public body of the Home Office of the United Kingdom. The DBS enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially work involving children, young or vulnerable adults. This provides wider access to criminal record information through its disclosure service for England and Wales.



Avensys UK Training Ltd vet and promote safe working practices by ensuring all employees have been subject to these checks before working closely with anyone relating to Training provision. DBS documentation is kept with the employee records held within Human Resources.

Our responsibilities – Avensys UK Training Ltd must not knowingly employ a barred person. As an employer, we have a duty of care and legal responsibility to inform the ISA of any person/s who may be removed from regulated activity, or if they leave employment while under investigation for allegedly causing harm or posing a risk of harm.

## Behaviours

Appropriate relationships should be based upon mutual trust and respect. If you are working closely or on a one-one basis, you will have boundaries. Ensure when working closely or on a one-one basis that you are visible and/or heard by others.

### DO NOT

- Offer to give out personal details including phone numbers.
- Exchange private emails.
- Engage on social media, unless in an official capacity.
- Go to their home without authorisation/consent.
- Offer transport unless supervised by another colleague.

### DO

- Remain professional.
- Ask for advice if you're unsure.
- Speak to any member of the training team.
- Report anything regardless if you think it's not an issue to raise.

## Responsibilities

It is your responsibility as an individual coming into direct contact with young and/or vulnerable adults through everyday work, whether paid or voluntary, to have a duty to safeguard and promote the welfare of all.

## Sharing information

Avensys UK Limited respects your privacy and is committed to protecting your personal data. The privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

## What should I do if I am worried, have concerns or are confided in?

If you become concerned about comments made by a young or vulnerable person, visual signs of abuse or changes in behaviour please report this to a member of the training team.

For disclosure purposes you will need to write the details down and tell them you will be recording the content of the information disclosed.

### DO NOT

- Ask leading questions and don't criticise or share your opinion.
- Promise confidentiality, you will be passing this onto someone who can help and reassure them that they can get help.
- You can request a form from the office to record this and pass onto the Safeguarding Lead.

### DO

- Reassure the person that you will listen, record and accept what is being said.
- Include, exact wording/phrase used.
- Allow the person to talk freely
- Sign and date the record
- Pass this onto the appropriate Safeguarding Lead or Authorities.

Safeguarding Lead: Donna Dawson & Deputy Safeguarding Lead: Joe Bowen  
can be contacted on:

T: 07734 605 283

E: [donna.dawson@avensysmedical.co.uk](mailto:donna.dawson@avensysmedical.co.uk)

W: [www.avensysmedical.co.uk/training](http://www.avensysmedical.co.uk/training)

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Kidderminster, DY11 7RA