

Safeguarding Policy.

Introduction

The Rail Academy (TRA) is committed to safeguarding, promoting and supporting the protection and wellbeing of all TRA employees and Apprentices attending TRA training courses or End Point Assessments (EPAs). TRA commits to work with all stakeholders to:

- Brief all employees on the Safeguarding Policy and that safeguarding is everyone's responsibility.
- Protect all from harassment, harm, or abuse regardless of age, disability, gender, racial heritage, religious belief and sexual orientation.
- Treat all reports about abuse or neglect and allegations against persons in any position within TRA seriously and dealt with in accordance with the TRA procedures with due regard to the privacy of the individuals and their families.

Six safeguarding principles

TRA considers the following 6 principles as values to be adopted:

- **Empowerment**
People being supported and encouraged to make their own decisions and informed consent.
- **Prevention**
It is better to take action before harm occurs.
- **Proportionality**
The least intrusive response appropriate to the risk presented.
- **Protection**
Support and representation for those in greatest need.
- **Partnership**
Working in partnership with stakeholders to identify and address.
- **Accountability**
Accountability and transparency in safeguarding practice.

Designated Person for Safeguarding

TRA Operations Director

Concerns or allegations

Allegations or concerns about a member of staff, suppliers or customers must be reported to the designated person who will:

- Treat the report as a main priority and assess the situation to decide if a referral is required,
- Consider removing the vulnerable adult from the activity they are undertaking whilst the decision is being made.
- Make any referral as required and inform the Managing Director and Head of Compliance & Quality Assurance (HC&QA).

Investigation

Where allegations have been made, TRA will:

- Determine whether the matter can be properly dealt within TRA or with the other party (where relevant), or whether Police or external bodies should be involved with 3 days,
- Undertake an investigation in accordance with TRA-L2-INT-016 Investigation procedure.
- Where it is concluded that further enquiries by Police and/or other agencies could occur, TRA-L2-HRS-205 Disciplinary, Capability and Grievance Procedure could be invoked.
- Where external reporting is required to Ofqual, IfATE, ESFA or other bodies, this will be undertaken by the Business Services Manager with consideration to confidentiality requirements.


Confidentiality

It is important that information given, or disclosed, remains confidential and only passed to those persons with a valid reason for knowing.

Cath Bellamy, Managing Director

The Rail Academy

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