

Mandatory Policies

This document is intended to support employers who are contracting with **BACS Limited for their training provision.**

Health & Safety Policy

1. Aims and Statement of Intent

BACS Limited will seek to ensure as far as reasonably practicable that appropriate policy and procedures are in place which:

- Actively promote the health, safety and welfare of employees, students, contractors and members of the public
- Seek to support the safeguarding of young people and vulnerable adults.
- Actively promote the principle of the 'safe learner' and the 'safe working environment'
- Seek to ensure, the safety of students, delegates, staff, contractors and members of the public at the Training & Learning Venue
- Provide appropriate health and safety inductions and training to staff, students, delegates and contractors, where necessary
- Establish and maintain healthy and safe working procedures and promote the observance of all health and safety regulations through appropriate information, training and supervision
- Develop and maintain a sense of health and safety awareness and responsibility from all staff
- Consult regularly with staff to ensure the achievement of the aims of this policy
- Monitor the effectiveness of this policy in order to achieve and maintain appropriate standards of health and safety.
- Encourage the active interest of all staff, students, contractors and members of the public in the health and safety of themselves and others
- Actively monitor through audits and inspections the effectiveness of health and safety management and systems
- Aim to further reduce health and safety incidents and near misses by a process of continuous improvement
- Establish improvement targets and monitor progress
- Promote the development of students' and Delegates understanding of hazard, risk and control

3. Responsibilities

- Everyone at **BACS Limited** or on **BACS Limited** activities: staff, students, delegates, contractors and members of the public are responsible for their own health and safety and that of others. They must act responsibly, at all times and if they have any concerns about health and safety, they must raise them immediately with whoever is in control of the activity.

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4. **BACS Limited** Directors and Line Managers

All Line Managers will assist the Directors in fulfilling the requirements of this policy and statement of intent in section 1 above.

Managers, at all levels, are responsible for health and safety within the area of their management. They will with the help and assistance of colleagues and Associates within their area:

- Arrange for all **BACS Limited** inspections and where appropriate daily checks of their area of responsibility to be undertaken and actions to be followed through promptly;
- Make arrangements to act upon health and safety matters, especially those highlighted following audits and inspections, and ensure that health and safety is fully discussed at team meetings;
- Where appropriate seek to ensure the arrangements for the premises and equipment to be appropriately maintained and improved as necessary are in place and records kept accordingly;
- Consider health and safety in all purchases and acquisitions, and to ensure that appropriate safety instructions and training are in place before such equipment is used;
- Comply with the **BACS Limited** policy on health and safety, carry out suitable and sufficient risk assessments and ensure that these are reviewed, at least, annually as appropriate;
- Promote personal responsibility and effort on the part of everyone to avoid and prevent health hazards and injuries to themselves and to others who may be affected by their acts or omissions;
- Cooperate on all health and safety issues so that the **BACS Limited** and all Organisations that the Company shares facilities with, or that **BACS Limited** rent facilities from can comply with their duties, requirements and statutory obligations.

5. **Employee and Associate Responsibilities**

- Be an active member of Staff, promoting a safe working environment;
- Cooperate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard health and safety;
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- Comply with all **BACS Limited** health, safety and welfare rules and policy and undertake appropriate training as required;
- Use Personal Protection Equipment (PPE) when required to do so and promote the use by others.
- report all accidents, near misses, incidents or health and safety concerns.

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6. Students and Delegates– The Safe Learner

BACS Limited supports the integration of health and safety practices into curriculum delivery. Through our management of the learning environment, both within **BACS Limited** and in the workplace and the quality of the learning experience, students and delegates should:

- Gain an understanding of the importance of health and safety
- Understand how hazards are identified, risks are assessed and the principles of control measures
- Develop a set of safe behaviours, so that they play an active part in the learning process and acquire practical, transferable skills from their experience.

Students and Delegates must:

- Follow all safety rules and instructions issued by **BACS Limited** staff and work safely at all times
- Not interfere with anything provided to safeguard health and safety
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Comply with all **BACS Limited** health, safety and welfare rules and policy
- Use Personal Protection Equipment (PPE) when required to do so and promote the use by others.
- Report all accidents, incidents or health and safety concerns to their tutors/Instructor/Examiner/Assessor and/or work place provider.

7. Members of the public

- All members of the public, when signing in at a Facility used by **BACS Limited**, be it a known primary or secondary training site or pre-approved off-site facility, will be issued with **BACS Limited** fire evacuation instructions on arrival or the Facility owners own evacuation instructions.
- Members of the public are expected to follow any safety instructions of **BACS Limited** staff, to follow the requirements safety signs, and not to enter any prohibited area without the permission and presence of a member of **BACS Limited** staff

8. Contractors

- All contractors, when signing in at a Facility used by **BACS Limited**, be it a known primary or secondary training site or pre-approved off-site facility, will be issued with **BACS Limited** fire evacuation instructions on arrival or the Facility owners own evacuation instructions and/or on arrival contractors must be provided with an annual health and safety induction when they arrive on site and before commencing work.
- Contractors must carry out a risk assessment for their activities and prepare method statements for any activities which require it and provide these to the relevant member of **BACS Limited** staff, before commencing work. Work must be undertaken in accordance with the submitted method statement or if change is required work should cease until a revised method statement has been submitted.

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Equality and Diversity Policy

1. Policy Statement

BACS Limited is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; gender identity; transgender; sexual orientation; trade union activity; unrelated criminal convictions.

2. Purpose of the Policy

The purpose of this policy is to establish clear **BACS Limited** guidance regarding equality and diversity and to establish key principles, structures and monitoring arrangements for **BACS Limited**. The guidance will be applicable to Directors, Senior Managers and all employees, associates, students and delegates within **BACS Limited** as well as contractors, volunteers and visitors.

BACS Limited will regularly measure, review and reinforce the effectiveness of the policy through:

- The Strategic Plan
- The cycle of Self-Assessment
- Divisional Plans
- Staff and student surveys and data analysis
- Collecting and disseminating examples of good practice
- Monitoring activity

3. Supporting Policies and procedures

The principles and aims of this policy complement and are supported by other policies, procedures and information including:

For students: Student Induction into **BACS Limited**

For staff: Staff & Associate Induction and On-Going Training via Annual Competency Assessments

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Safeguarding Young Learners

1. Introduction

All **BACS Limited** staff have a responsibility for Safeguarding and for doing all they reasonably can to ensure that young people under the age of 18 and vulnerable adults are safe from harm when studying with **BACS Limited**. Safeguarding covers a variety of issues including Child Protection (and the various forms of abuse), and vulnerability to extremist ideology and radicalisation.

The significance of safeguarding is particularly so in the case of staff, volunteers, contractors and agency workers whose work brings them into regular supervision and contact with young people under the age of 18, or vulnerable adults. **BACS Limited** seek to ensure that our most vulnerable students are safe, and that **BACS Limited** complies with legislation, guidance and best practice.

All Staff, Directors and Associates working at **BACS Limited** will receive appropriate training. The degree of training depends on job role. Ensuring that all our staff receive appropriate training will ensure the students and delegates of **BACS Limited study** and learn within a safe environment, and that staff are not made vulnerable in their dealings with students and delegates.

2. Categories of staff

In terms of safeguarding, staff (including volunteers and Associates) are categorised as working in one of two kinds of posts; “regulated”, or “non-regulated”. “Regulated Posts” are where the post holder is responsible for *“teaching, training, supervising, caring for children or vulnerable adults and providing specified advice or guidance to children or vulnerable adults”*. **BACS Limited** has considered each job role within the organisation and has determined whether each post is “regulated” or not. This is set out in the Role Competency Statements for each position

3. Designated Safeguarding Person

BACS Limited has determined a number of staff with special responsibilities in relation to safeguarding children and vulnerable adults. **BACS Limited** has a Designated Safeguarding Lead – the Accountable Manager, whose role it is to oversee **BACS Limited** safeguarding strategies.

BACS Limited also has a number of key staff who undertake the role of Designated Safeguarding Person (DSP). The role of the DSP is to act as a key contact point for staff and students who are concerned that a student is, or may be, at risk of abuse. Staff or students may refer their concerns directly to a DSP or via their line manager or another colleague. The DSP will then be involved in deciding whether the concerns should be communicated to the appropriate Local Safeguarding Children Board (LSCB)

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or the police.

Because of the special responsibilities associated with this role, a Designated Safeguarding Person must complete additional training, especially in dealing with other safeguarding agencies outside of the **BACS Limited**

4. Training

4.1 Induction

'Keeping Children Safe at **BACS Limited**: What You Should Know'.

4.1.1 On induction all staff and associates are made aware of the systems within **BACS Limited** which support safeguarding. These include **BACS Limited** Child Protection Policy; Staff Conduct Policy, and the role of the Designated Safeguarding Lead.

The Induction Training summarises the contents of both policies. It sets out the range of abuse and what staff should do if they have a safeguarding concern.

4.1.2 Stage 1– Basic Awareness Training

All staff and associates must undertake this basic awareness training on appointment.

BACS Limited uses internet based software: the online ***Child Protection Basic Awareness course***, provided by the City of York Safeguarding Children Board and the North Yorkshire Safeguarding Children Board.

4.1.3 The 'Prevent' Duty

Young people are vulnerable to radicalisation and hence to getting themselves involved in illegal activities which could result in serious injury or death, either to themselves or others. All new staff are required to undertake training in the signs to watch out for which might indicate that a young person might be in danger.

4.2 Stage 2 - **BACS Limited procedures**

All staff working in 'regulated' posts must undertake 'Stage 2' training. The reason why staff in 'regulated' posts have to undertake 'Stage 2' training is because their job role is more likely to bring them on a more frequent basis into contact with children and vulnerable adults showing signs of abuse, or who wish to make a disclosure.

This training sets out the procedure staff should follow if they have a concern that a

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young person under the age of 18 or a vulnerable adult might be at risk of being abused, has suffered abuse or wishes to make a disclosure to them.

4.3 Training for Designated Safeguarding Persons (DSPs)

BACS Limited expects all staff with the role of 'Designated Safeguarding Person' to complete approved external safeguarding training as specified by the Local Safeguarding Children Boards (LSCBs).

As **BACS Limited** students & delegates come from a wide geographic area, training from a variety of LSCBs will be necessary to provide comprehensive coverage. For example, a Designated Safeguarding Person could access training from City of York, North Yorkshire, East Riding or Leeds Safeguarding Children Boards or further afield.

Where necessary regular information sharing between DSPs will take place to ensure any differences in approach by the various LSCBs are understood by the whole group.

5. Central recording and action taken for non-compliance

Safeguarding training records for all **BACS Limited** staff, Associates and volunteers will be held in HR. Compliance reports will be sent to The Accountable Manager on a timely basis. Line managers receive monthly automated reports detailing those staff who have not completed the required training or who are due refresher training. Staff will also receive reminders regarding training which has not been completed or refresher training as required.

BACS Limited reserves the right to discipline any member of staff who either:

Does not complete any of the training highlighted in 4 above in a timely manner, or
Does not undertake refresher training when this is due

Ultimately, disciplinary action may eventually result in termination of an individual's contract of employment on grounds that they persistently refuse to comply with what **BACS Limited** considers to be reasonable instruction and/or that their refusal to engage with **BACS Limited** on this issue indicates that they are potentially a 'risk' to children and vulnerable adults.

Grievance and Mediation
Harassment and Bullying
Induction
Maternity and Adoption Leave
Paternity Leave
Recruitment and Selection
Sickness Leave
Training and Development

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Performance Review
Prevent Strategy

6. Key Principles

BACS Limited believes that all forms of prejudice and discrimination* are unacceptable. In recognition of the fact that they can take a variety of forms, depending on the group against whom they are directed, **BACS Limited** Equality and Diversity Policy will embody the issues specific to discrimination on the grounds of: age, disability, gender, gender re-assignment, race, religion and other beliefs*, sexual orientation, marriage and civil partnership, pregnancy and maternity.

- Individuals who have no religion or belief are entitled to the same protection as those who have religion or belief

7. Equality and Diversity Principles within the Employment Code of Practice

BACS Limited embraces equality and diversity in all of its aspects and aims to employ a workforce, which reflects, at every level, the community which it serves. In seeking to achieve a balanced workforce at all levels, **BACS Limited** will ensure that no employee, job applicant or candidate for promotion or training will be disadvantaged, or treated less favourably because of conditions or requirements that are not related to the job. Reasonable adjustments will be made to working arrangements and premises to ensure equal access for employees or potential employees who have particular needs or who are disabled.

In order to ensure that all employees and potential employees are treated with equality and fairness at all stages of employment, and that their treatment is based solely on objective and job-related criteria, the College will ensure that equality issues are embedded into all its policies, practices and procedures.

Support to employees will be available through the Human Resources Team (including reference to independent counselling as appropriate) as well as via normal line management.

8. Equality and Diversity Principles within the Teaching and Learning Code of Practice

BACS Limited will aim to make courses accessible to as wide a range of students as possible via increased flexibility, modularisation of programmes, open/distance learning courses and outreach provision in accordance with the philosophy and practice of inclusive learning.

BACS Limited will provide impartial educational careers guidance and counselling to all students and ensure that students with learning difficulties and/or disabilities receive appropriate additional learning support to meet their individual needs.

Support to students will be available through their Assigned Progress Instructor. Specific support will be provided and/or barriers removed where reasonably practicable to enable a student with a difficulty/disability to use particular facilities or services.

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9. Scope of the Policy

The Equality and Diversity Policy covers all members of the **BACS Limited**

In ensuring that this policy is fully effective and that all **BACS Limited** employees and students & delegates are fully committed to it, **BACS Limited** undertakes to work locally in partnership with the recognised trade unions, with work based learning employers, with employees and students in general, in its development and implementation.

It is the responsibility of all staff and students to uphold **BACS Limited** policy on equality.

10. Structures

10.1 The Accountable Manager, with the help and support of the Senior Management Team, will, in so far as is reasonably practicable, manage **BACS Limited** so that:

The working environment of all employees, students, delegates and visitors is free from discrimination, and that everyone is treated fairly, with dignity and respect;

There is adequate training, instruction and supervision available or given, so that all staff will be able to manage any duties they may have effectively.

10.2 Equality and Diversity Strategy is a statutory agenda item of all Management Meetings.

11. Monitoring

BACS Limited undertakes to conduct comprehensive and effective monitoring of all aspects of staffing and the student body.

Monitoring will be undertaken, by the Compliance Director, in accordance with best practice recommendations, particularly from bodies such as the Equality and Human Rights Commission and with regard to data protection principles. The outcomes of such monitoring will be reported on to the Accountable Manager.

12. Employment

BACS Limited will undertake appropriate monitoring of its activities with the purpose of identifying areas of strength and weakness. Such monitoring will include the collection and analysis of data relating to any of the protected characteristics. Information collected and analysed will include pre, during and post-employment. It will be disaggregated in a way so as to inform relevant business-related discussions and decisions.

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13. Students & Delegates

BACS Limited is committed to involving Students & Delegates in its strategic decision-making and operational management processes. It believes that embracing Student and Delegate views and offering opportunities for Students & Delegates to have direct involvement in assessing and shaping their own Educational and Academic experience will have a significant impact on the BACS **Limited** Training success.

BACS Limited will undertake appropriate monitoring of its activities with the purpose of identifying areas of strength and weakness. Such monitoring will include the collection and analysis of data relating to any of the protected characteristics. It will be disaggregated in a way so as to inform relevant business-related discussions and decisions.

14. Positive Action

BACS Limited undertakes to follow positive action measures allowed by law to rectify disadvantages in employment or education provision.

Positive action, allows **BACS Limited** to:

- provide facilities or services (in the form of training, education or welfare) to meet the particular needs of people from under-represented groups;
- target job training at particular groups that are under-represented in a particular area of work;
- encourage applications from groups that are underrepresented in particular areas of education or work.

Positive action strategies will be kept under regular review, and they cannot be used once the particular needs have been met, or if under-representation no longer exists. **BACS Limited** will ensure that when using positive action as a strategy, it falls within the law.

15. Meeting Our Duties

BACS Limited will seek to ensure through its core values that it meets its general and specific duties under the Equality Act 2010. The general duty requires The Accountable Manager, Compliance Director, Senior management, Staff and Students and Delegates to have due regard to:

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. Advance equality of opportunity between people who share a protected characteristic and those who do not.

Foster good relations between people who share a protected characteristic and those who do not.

The Compliance Director will ensure that regular reports are made to the Accountable Manager on progress. This will include through the Equality and Diversity Self-Assessment Report, and other ad-hoc reports as requested. These reports will inform The Accountable Manager about the **BACS Limited** position with regard to meeting the requirements of the Equality Act 2010 and Human Rights Act 1998.

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Other relevant actions/activities will include:

Equality Analysis (impact assessment) of all policies, procedures, plans and proposals will take place;

- The Accountable Manager, Compliance Director and staff, Students, Delegates and their sponsors (including work placement providers) will be made aware of our Equality and Diversity Policy and the action needed for its implementation;
- Staff, Students, delegates and their sponsors (including work placement providers) will be made aware of the value placed upon equality and diversity and that action will be taken in the event of any breach of the policy;
- The Accountable Manager, Compliance Director and staff will have access to appropriate information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.

BACS Limited will also ensure that publicity materials present appropriate and positive messages about equality and diversity.

16. Complaints Procedure

Any student, potential student, Delegate, potential Delegate job applicant or member of staff may raise, either informally or formally, complaints of unfair and/or discriminatory treatment. **BACS Limited** will deal with all complaints fully, promptly and sensitively. In some cases, this may involve initiating disciplinary action.

1. Complaints from students can be raised through the Complaints Procedure.

Students

Support to students is available through their Assigned Progress Instructor. Specific additional learning support may be available to enable a student with a learning difficulty and/or disability to access their learning programme or to use particular services or facilities.

Employees

Complaints from staff can be made via the Harassment and Bullying Policy or the Grievance and Mediation Procedure. Support to staff is available through the HR Team as well via normal line management.

17. Publicising Our Policy and Progress

BACS Limited has a commitment to equality and diversity and this will be highlighted in its online publishing policies and in the Training prospectuses and all major publications.

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