



ROYAL ENGINEERS VOCATIONAL EDUCATION AND TRAINING TRUST
SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY AND
PROCEDURE STATEMENT
ROYAL ENGINEERS CONTINUOUS PERSONAL DEVELOPMENT

The Royal Engineers Continuous Personal Development (RE CPD) Team is the operating division of the Royal Engineers Vocational Education and Training Trust (REVETT). REVETT and the RE CPD Team are committed to ensuring that all learners, employees and others associated with the organisation are treated fairly

1. Scope of the policy

The aim of this policy is to ensure:

- 1.1 The safety of soldiers aged under 18 and vulnerable adults whilst on REVETT administered qualification programmes
- 1.2 REVETT Trustees, staff & associate staff members and partner organisations are clear about their responsibilities for the safeguarding of soldiers under their care
- 1.3 The link between REVETT and existing Army safeguarding support networks are understood and work effectively

2. The policy

REVETT will:

- 2.1 Promote a safe environment for soldiers within its care to raise awareness of safeguarding issues and keep themselves safe.
- 2.2 Ensure all soldiers are aware of the policy and that they know who to go to if they, or one of their peers require support
- 2.3 Ensure safe recruitment through staff & associate staff completing a CRB check prior to working unsupervised with young people, or vulnerable adults.
- 2.4 Allocate a Safeguarding Officer and deputy to co-ordinate matters that arise and ensure that they receive adequate training.
- 2.5 Work with the Army welfare structure and external agencies to take prompt and appropriate action on safeguarding issues.
- 2.6 Ensure that staff are aware of the procedures and provide ongoing training for staff at all levels of the organisation.
- 2.7 Investigate, and if necessary, take appropriate action against any member of staff or associate staff who do not abide by the terms set out in the policy, or associated policies on soldier welfare.
- 2.8 Review the policies and procedures on a regular basis.

3. Definitions

Child/young person – any soldier below the age of 18

Vulnerable adult – any soldier displaying signs of stress or trauma and who may be in need of additional support

Soldier – the term ‘soldier’ for this policy covers individuals who are involved in a qualification or training programme that is administered through the RE CPD Team, across all training sites and establishments.

4. Procedures

Reference should be made to the safeguarding procedures diagram (5.)

- 4.1 If a soldier discloses significant personal problems to a member of staff, they should be acknowledged and their comments taken seriously.
- 4.2 If possible, and with the agreement of the soldier, a record of the conversation should be recorded, but kept confidential at all times.
- 4.3 The soldier should be made aware that there may be a legal obligation to pass the information on to further authorities.
- 4.4 The RE CPD designated Safeguarding Officer (Quality Manager RE CPD) or their deputies should be informed of the issue immediately.
- 4.5 The designated Safeguarding Officer or their deputies have the responsibility to decide what further action should be taken.
- 4.6 This would usually involve passing the details to the soldier’s Troop Commander/Commanding Officer who would inform the unit Welfare Officer, who can provide trained, specialist support to the individual.
- 4.7 The Commanding Officer/Welfare Officer will take the necessary action to inform wider authorities if deemed necessary.
- 4.8 If the disclosure is made against a member of the RE CPD Team, the matter will be passed to CE RE CPD, and onwards to board of Trustees.

Reference is made to the following documents:

Ministry of Defence policy

JSP 834 – Safeguarding Children, 28 July 2009

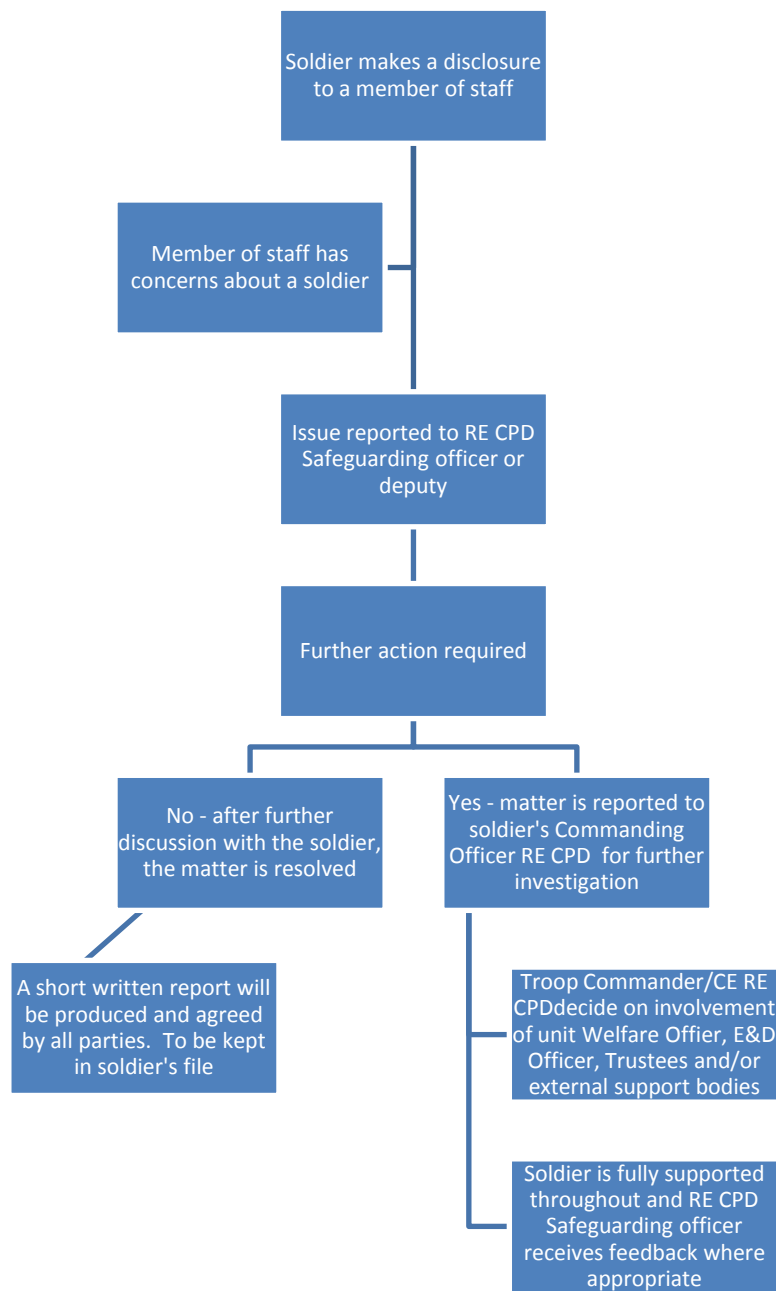
JSP 893 – Policy of Safeguarding Vulnerable Groups, 15 February 2010

RE CPD policy

Equal Opportunities and Diversity policy statement

RSME Qualification Handbook – Bullying & Harassment policy and Equal Opportunities policy statements

5. RE CPD SAFEGUARDING CHILDREN AND VULNERABLE ADULTS SUPPORT PROCESS



5.1 Useful contact details:

- RE CPD Safeguarding Officer – 01634 822086 or 94661 2086
- RE CPD Safeguarding Deputy (Brompton) – 01634 822329 or 94661 2329
- RE CPD Safeguarding Deputy (Minley) – 01252 863526 or 94261 3526
- Army's confidential support line – UK 0800 731 4880, Germany 0800 1827 395
- www.ssafa.org.uk

5.2 If a soldier approaches you to discuss a concern they have:

- Be sure to listen and make a record of the conversation
- Do not promise confidentiality
- Pass all notes to the designated Safeguarding Officer or deputy. Do not take the matter further yourself.
- Do not make promises you cannot keep