

FL 203 Help to keep participants safe and secure

Introduction

What is this unit about?

This unit is about making sure that you follow the systems and procedures that are put in place for the safety and protection of participants. This includes adults and children

Who is this unit for?

This unit is for you if you work directly with participants in Family Learning programmes. You are likely to have access to supervision for most of your work

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Principles and values

You must work within the principles and values of the sector in order to achieve this unit.

Value 1 Family Learning is inclusive and is to be offered as a universal provision with open access.

Value 2 Family Learning recognises and values diversity of culture, race, relationships and beliefs.

Value 3 Equal partnership is the basis for all developments in Family Learning; all learners and educators, regardless of generation, recognise that learners and educators can frequently exchange roles.

Value 4 Family Learning recognises that it is acceptable to make mistakes, which are part of the process of reflective learning.

Value 5 Achievements within Family Learning benefit the wider learning community through promoting change and empowering individuals and communities.

Value 6 Family Learning raises aspirations and all outcomes of the process, including those that may not be overt, are of equal significance and importance.

Value 7 Family Learning operates within a culture of mutual respect for individuals, communities, colleagues and agencies.

Content of unit.

The elements are: -

- 203.1** Follow procedures in relation to safeguarding, security and safety
- 203.2** Recognise threats to safety and security
- 203.3** Follow emergency procedures

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Place in the NVQ/SVQ Framework

This unit is a mandatory unit at Level 2

Links to Key and Core Skills

This unit will provide some evidence for the following QCA Key Skills:

| Key skills | Core skills |
|----------------------|---------------------------------|
| Communication 1.1 | Communication Intermediate 1 |

| What do we mean by some of the words used in this unit | |
|--|--|
| Procedures | Steps your organisation says need to be taken in certain situation |
| Processes, practices and outcomes | How you do things, what you do and what you achieve |
| Risk | The seriousness of a hazard and its likelihood to cause harm |
| Risk assessment | Probability and the impact of a situation that could be dangerous |

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Element FL 203.1 Follow procedures in relation to safeguarding, security and safety

The National Standard

Performance criteria

To meet the national standard you must show that you:-

1. Follow policies and procedures for the safeguarding of children and vulnerable adults
2. Follow instructions to implement safety and security procedures at the start and end of sessions
3. Follow instructions to ensure that the premises are secure against intruders
4. Help to ensure that participants know and understand the procedures to follow in case of fire or other emergency
5. Identify and report any specific issues for participants in relation to safety and security
6. Use equipment, furniture and materials according to the manufacturers instructions
7. Identify and report any faults according to organisational policy and practice

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Element FL 203.2 Recognise threats to safety and security

The National Standard

Performance criteria

To meet the national standard you must show that you:-

1. Recognise the signs and symptoms of abuse in children and adults
2. Work within the risk assessment of the environment
3. Recognise potential hazards and report these promptly, according to procedures
4. Encourage participants to be aware of any risks
5. Recognise and report safety issues that are external to the group and those that may be internal to the group
6. Follow policies in relation to agreed acceptable and unacceptable behaviour in the group

National Occupational Standards for Family Learning

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Element FL 203.3 Follow emergency procedures

The National Standard

Performance criteria

To meet the national standard you must show that you:-

1. Remain calm and follow safety procedures and instructions
2. Summon assistance according to organisational policy and procedure
3. Reassure participants and encourage them to remain calm
4. Lead participants to a place of safety at the earliest opportunity
5. Encourage participants and to help and support each other
6. Provide a report of the situation for your line manager if required

National Occupational Standards for Family Learning

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What you must know and understand

To be competent in this unit, you must know and understand the following:-

| | |
|---------------|--|
| KU2F1 | The organisation's safety, protection, and emergency procedures and policies |
| KU2F2 | Health and safety regulations in the UK country in which you work |
| KU2F3 | Recognised industry standards and safety labelling for equipment |
| KU2F4 | How a risk assessment is carried out and the importance of following it |
| KU2F5 | How safety is maintained within an inclusive environment |
| KU2F6 | Potential hazards and how to minimise these |
| KU2F7 | Procedures to follow in an emergency; the importance of remaining calm and following procedures |
| KU2F8 | Fire regulations for the premises in which you are working |
| KU2F10 | Why it is important to have agreed policies of behaviour in an emergency situation within the group and how to implement these |
| KU2D1 | Indicators of abuse/domestic violence and your organisation's policy in relation to this |
| KU2F9 | The organisation's policy on reporting incidents and emergencies and the importance of recording accurately and legibly |