

FL 304 Meet requirements for the protection and safety of participants in Family Learning programmes

Introduction

What is this unit about?

This unit is about ensuring that participants are protected and kept safe according to health and safety procedures and organisational requirements

Who is this unit for?

This unit is for you if you work directly with participants in Family Learning programmes, and usually unsupervised

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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: -

- 304.1** Help to safeguard those in need or at risk of harm
- 304.2** Implement health, safety and security requirements
- 304.3** Ensure emergency procedures are followed

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Place in the NVQ/SVQ Framework

This unit is a mandatory unit at Level 3

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
Problem solving 2.1, 2.2, 2.3	Problem solving Intermediate 2

National Occupational Standards for Family Learning

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What do we mean by some of the words used in this unit	
Abuse	Where the individual (adult or child) has been physically, emotionally or sexually abused. Or has been Bullied, harassed, neglected or failed to thrive not based on illness (in children)
Colleagues	Other people who work with you in your provision, they can be working at the same level, line managers, volunteers, casual workers, paid or unpaid
Correct procedures	Those required by law, inspection agencies and the provision
Resources	All material resources including premises, and human resources , such as staff and volunteers
Safeguard	Take steps to protect children or vulnerable adults who may be in need or at risk of harm

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Element FL 304.1 Help to safeguard those in need or at risk of harm

The National Standard

Performance criteria

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

1. Recognise the indicators suggestive of abuse and/or domestic violence
2. Respond to any disclosure suggestive of abuse and/or domestic violence in accordance with policies and procedures
3. Reassure individuals of the confidentiality of any disclosure within the requirements of safeguarding procedures
4. Follow organisational policy, procedure and reporting mechanisms relating to the actual or suggested abuse of children or adults, including the confidentiality of such information
5. Help individuals to access appropriate information and support
6. Recognise and respect the individual's decisions and preferred course of action or non-action where appropriate

National Occupational Standards for Family Learning

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Element FL 304.2 Implement health, safety and security requirements

The National Standard

Performance criteria

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

- 1 Assess the health, safety and security of the premises before the start of any programmes
- 2 Identify and remove any hazards that can be eliminated
- 3 Ensure that participants are aware of and follow all health, safety and security procedures
- 4 Encourage participants to recognise and report any health safety and security issues
- 5 Provide information about safety and security to enable participants to make informed decisions about participation
- 6 Monitor, review and make improvements to health safety and security procedures in line with changing circumstances

Element FL 304.3 Ensure emergency procedures are followed**The National Standard**

Performance criteria

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

1. Remain calm and assess the situation
2. Check that assistance has been summoned according to organisational policy and procedure
3. Liase with relevant emergency services and make sure that any instructions are complied with
4. Make sure that reassurance is provided for participants and staff
5. Make sure the premises are evacuated according to policies and procedures
6. Provide a report of the situation and its resolution within agreed timescales and following organisational policy

What you must know and understand

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

KU3F3	The organisation's safety, protection, and emergency procedures and policies
KU3F4	Health and safety regulations in the UK country in which you work
KU3D8	Procedures to safeguard children and adults
KU3F5	Recognised industry standards and safety labelling for equipment
KU3F6	How to carry out a risk assessment
KU3F7	How to maintain safety within an inclusive environment
KU3F8	Potential hazards and how to minimise these
KU3F9	Procedures to follow in an emergency; the importance of remaining calm and following procedures
KU3F10	Fire regulations for the premises in which you are working
KU3F11	Why it is important to have agreed policies of behaviour within the group and how to implement these
KU3D5	Indicators of abuse/domestic violence and your organisation's policy in relation to this