

FL 403

**Take responsibility for the safety
and security of participants, staff
and environments**

Introduction

What is this unit about?

This unit is about ensuring that policies and procedures are in place and staff are appropriately trained to make certain that participants, staff and environments comply with health and safety requirements

Who is this unit for?

This unit is for you if you are responsible for safety and security

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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: -

- 403.1** Comply with statutory health and safety requirements
- 403.2** Ensure that staff have regular, updated training for health, safety and child protection
- 403.3** Develop systems and procedures for sharing information in relation to safeguarding children and vulnerable adults

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Place in the NVQ/SVQ Framework

This is a mandatory unit at Level 4

Links to Key and Core Skills

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

| Key skills | Core skills |
|----------------------------------|----------------|
| Communication C1. 1, | Intermediate 1 |
| Problem solving 2.1, 2.2, 2.3 | Intermediate 2 |

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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 |
| Continuing professional development | Ongoing training and professional updating, this can be through formal certificated qualifications or less formal training opportunities |
| 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 |
| Statutory and regulatory requirements | Legal requirements, requirements based on regulations |
| Systems | Arrangements, planning and organisation, the way you do things |

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Element FL 403.1 Comply with statutory health and safety requirements

The National Standard

Performance criteria

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

1. Maintain policies and procedures for the health and safety of participants and staff, in accordance with local and national policy, regulatory requirements and current guidance
2. Maintain policies and procedures to ensure that the safety of the environment complies with regulatory requirements
3. Maintain policies and procedures to ensure the safeguarding of children and vulnerable adults, in accordance with local and national policy, regulatory requirements and current guidance
4. Carry out risk assessments on participants, staff and environments to meet regulatory requirements
5. Monitor and review the effectiveness of policies and procedures, obtaining feedback from all those involved
6. Facilitate changes to policies and procedures as a result of the monitoring and review process to ensure continuous improvement

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Element FL 403.2 Ensure that staff have regular, updated training for health, safety and child protection

The National Standard

Performance criteria

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

1. Maintain policies to ensure regular and updated staff development and training
2. Assess the learning needs of individual staff in relation to health, safety and safeguarding children and vulnerable adults
3. Identify approved training and development opportunities for health and safety, and safeguarding children and vulnerable adults
4. Facilitate access to training and development opportunities for individual staff members
5. Ensure staff receive approved training on local child and vulnerable adult safeguarding policies and alerting procedures
6. Work with other professionals and agencies to support staff training and development
7. Monitor the quality of training and development by obtaining feedback from staff who have attended

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**Element FL 403.3 Develop systems and procedures
for sharing information in relation
to safeguarding children and
vulnerable adults**

The National Standard

Performance criteria

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

1. Develop systems and procedures that enable staff and others to voice their concerns about specific children or families
2. Ensure that the systems and procedures are in line with local and national policy, regulatory requirements and current guidance
3. Clearly identify the boundaries of confidentiality before sharing information about children and vulnerable adults, both internally and external to your organisation
4. Share confidential information with colleagues, correctly using organisational systems and procedures
5. Share information with other agencies and professionals, within agreed boundaries of confidentiality
6. Regularly monitor, review and update the systems and procedures to ensure compliance with local and national policy is regulatory requirements and current guidance

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What you must know and understand

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

| | |
|--------------|--|
| KU4F1 | Health and safety legislation and regulations in your home country |
| KU4F2 | Fire regulations for the premises used by your organisation |
| KU4F3 | Local and national policies and legislation relating to child protection |
| KU4F4 | How to carry out a risk assessment and the importance of all staff knowing how to do this |
| KU4F5 | How to maintain safety within an inclusive environment and the importance of all staff knowing how to do this |
| KU4F6 | Potential hazards and how staff can minimise these |
| KU4F7 | How to assess the needs of individual staff in relation to health, safety and child protection laws |
| KU4D1 | Training and development opportunities that are approved by local health or social services departments, or other agencies responsible for child protection the local area |
| KU4F8 | Why it is important to have agreed policies of behaviour within the group and how to implement these |
| KU4D2 | The importance of sharing information and concerns about children and families with colleagues; how to maintain confidentiality in such circumstances |
| KU4D3 | The importance of having agreements about confidentiality when sharing information about families and children with other professionals and agencies |
| KU4F9 | Ways in which you can monitor and review will policies and procedures and the importance of regularly updating these |