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## Overview

This standard is about following policies and procedures to make certain that learners and environments are safe and secure.

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## Performance criteria

### You must be able to:

1. follow organisational policy, procedure and reporting mechanisms, including the confidentiality of such information
2. follow policies and procedures for maintaining appropriate behaviour and for the safeguarding of children and adults
3. demonstrate the importance of safeguarding and of following the correct procedures
4. identify the boundaries of confidentiality before sharing information, both internally and external to your organisation
5. reassure learners of the confidentiality of any disclosure within the requirements of safeguarding procedures
6. share information with others, according to protocols for maintaining confidentiality and using organisational systems and procedures

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## Knowledge and understanding

### You need to know and understand:

1. local and national policies and legislation relating to child/vulnerable adult protection and safeguarding
2. procedures to safeguard children and adults
3. sources of appropriate information and support to help learners
4. how to assess the needs of individual staff in relation to health, safety, child protection and safeguarding laws
5. why it is important to have agreed policies for behaviour and how to implement these
6. the importance of sharing information and concerns about children and adults with others
7. how to maintain confidentiality when sharing information with others
8. the importance of having agreements about confidentiality when sharing information about children and adults with other professionals and organisations

CLDAL15

Take responsibility for the safety and security of learners and environments



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[Glossary](#)

CLDAL15

Take responsibility for the safety and security of learners and environments



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Relevant Occupations	Adult Learning Worker
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