

SUTTON & DISTRICT TRAINING LIMITED

Safeguarding Policy

Introduction

Sutton & District Training Limited (SDT) recognises its responsibility to ensure that a safe environment is provided for all children, young adults and vulnerable adults taking part in SDT's activities. This policy specifies how we will provide a safe environment and protect children & vulnerable adults while they are taking part in SDT's projects and other services.

It also aims to protect SDT's staff, contractors and volunteers from situations where they may feel threatened or open to suspicion or accusation.

Children are young people under the age of 18. Vulnerable adults are defined as people over the age of 18, who are or may be in need of community care services because of age, illness, physical or learning disability, or those who are unable to take care of or protect themselves against harm or exploitation including those from whom English is an additional language.

Safeguarding or Child Protection – The term 'Child Protection' has been changed to Safeguarding as it reflects the wider responsibility for health & safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. Safeguarding and promoting the welfare of children is defined by the Department for Education as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children, young adults and vulnerable adults are going to be kept safe. This will include:

- Ensuring staff are properly checked when they are recruited (DBS)
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe
- Ensure staff receive refresher knowledge and skills up dates from the DSP
- Ensure that all staff who work with children undertakes appropriate training to equip them to carry out their responsibilities for safeguarding learners at least every three years which will enable them to recognise the signs and symptoms of abuse including Child sexual exploitation (CSE), Female Genital mutilation (FGM), Peer-on-Peer Abuse, and Honour-based Violence (HBV)
- Ensuring staff have the knowledge of The London Child Protection Procedures in relation to Children Who Go Missing From Care and Home
- Managers/Key Subject Leads will have undertaken Level 3 Designated Safeguarding officer training at all sites.
- Embedding within the curriculum the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that the names and contact details of the DSP/Deputy are on display for all staff, parents, pupils and visitors to the centre
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

Policy Statement

We at SDT are committed to good practice which protects children and young adults from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of children and young adults at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children or young adults being harmed.
- Create an open environment by having a "Designated Person" to whom the children or young adults can turn to if they need to talk. This person will also be the person for staff and volunteers to consult whenever they have a query or concern about a child's welfare.
- Adopt Safeguarding guidelines through codes of conduct for staff, volunteers and other learners at SDT.
- Ensure careful recruitment, selection and management procedures. These will include regular support and supervision is provided to staff/volunteers
- Ensure complaints, grievance and disciplinary procedures are included in our Management System
- Ensure good and safe working practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies, and deliver our own Safeguarding training to staff and volunteers every 3 years.
- Keep Safeguarding policies under regular review (every 3 years minimum)
- Have procedures relating specifically to bullying, field trips, radicalisation and use of electronic media and photography.

Code of Conduct

Following this simple code of conduct will allow SDT's staff working with children or vulnerable adults to avoid most situations in which they might be compromised.

You should always

- Respect the rights, dignity and worth of every individual and treat everyone with equality
- Ensure the welfare and safety of children and vulnerable people is your top priority
- Be a good role model
- Ensure that the activities you are leading are appropriate to age, maturity and ability
- Consider that children and vulnerable adults may have complicated and/or traumatic backgrounds which could make them sensitive to certain issues
- Recognise individual contributions and give positive, constructive feedback
- Remember that someone else might misinterpret your words or actions, no matter how well intentioned
- Take disclosures seriously and report them in writing as fully as possible

You should never

- Put yourself in a situation of risk; be aware of situations which may present risks and manage these.
- If possible you should not be alone with children and vulnerable adults. Where possible plan and organise the workplace so as to minimise risks and as far as possible be visible in working with children and vulnerable adults.
- Behave physically in a manner which is inappropriate or sexually provocative.
- Use actions or language that may cause a child or vulnerable adults to lose self-esteem or confidence.
- Allow allegations made by a child or vulnerable adults against you or someone else (even if the person is a child) to go unrecorded or not acted upon.
- Publish pictures of children or vulnerable adults involved in SDT's activities without ensuring you have the person's consent.

Staff Recruitment

All staff can be expected to have contact with vulnerable children and vulnerable adults so we will ensure that all staff and volunteers will:

- Be subject to a satisfactory criminal security check (DBS) before taking up their post
- Have at least two personal and work references which will be checked and in line with best practice guidance.
- Receive a personal copy of this policy upon starting their job
- Required to sign a copy of this policy to say they have read it
- Be informed in writing of any changes to this policy
- If a member of staff works at an event before a DBS check is conducted or where additional staff are brought in at short notice, then every effort will be made to ensure that they work alongside a fully DBS checked member of staff.

Physical Contact

Any physical contact between SDT's staff and children or vulnerable adults is discouraged. However, it is acknowledged that some enthusiastic children or vulnerable adults may make contact with staff spontaneously. This is unavoidable but should not be encouraged and staff should not initiate unnecessary physical contact. Circumstances under which physical contact may be necessary are outlined below:

It is acknowledged that physical contact may be necessary to prevent children or vulnerable adults hurting themselves e.g. if someone is about to fall or run into an object. The nature of the contact which has taken place should be explained to the responsible adult.

Staff must not search children or vulnerable adults, or their property, without the approval of a responsible adult who should be present at all times. Searching of a young person or vulnerable adult would only arise if it was deemed that a dangerous item was being concealed by a young person or vulnerable adult and could cause damage to others or themselves.

Physical contact may be unavoidable from SDT's first aiders administering basic medical assistance. It is standard first-aid practice to explain the purpose of physical contact before carrying it out.

Responsible adults are responsible for managing the behaviour of the children or vulnerable adults in their care and for dealing with violence or inappropriate behaviour. However, if SDT's staff are physically attacked or threatened they may take reasonable measures to protect themselves or remove the threat. If necessary SDT's staff may ask responsible adults to remove children or vulnerable adults.

Allegations

Should a child or vulnerable adult accuse a member of staff or volunteer of physical or sexual abuse, or any kind of inappropriate behaviour, this should be referred immediately to the individual's responsible adult and to the manager of SDT. Both parties' account of the incident should be recorded in writing (ideally by a different member of staff) and passed to the line manager of the accused member of staff. However neither party should be questioned at this stage - the record will simply be of what they said at the time and in fact may only be the alleged victim's account.

If a member of staff is accused of physical or sexual abuse, or any kind of inappropriate behaviour, they may be suspended from work on full pay and the incident dealt with by their line manager. Incidents may be reported to the Local Authority Designated Officer as required by government guidance (ask Matt Masters for reference and expansion of this whole section if you need it) and the police which could lead to a disciplinary action against the member of staff. However should allegations be assessed as unfounded this will be noted on the staff file, which is subject to terms of the Data Protection Act.

Medication & First Aid, Health & Safety

Staff should not give a child or vulnerable adult any kind of medication under any circumstances.

If a child or vulnerable adult requires First Aid at SDT's site, this must be provided by a qualified SDT First-Aider, with the assistance of the responsible adult where possible. If First Aid is required at an outreach event, the resident First-Aider should take charge; SDT's staff may assist if requested.

In case of a medical emergency, the responsible adult should be consulted about calling for a paramedic or ambulance, but the decision is down to the attending First-Aider.

At SDT's sites SDT's Health & Safety guidelines should be followed at all times. All members of the public, but especially children or vulnerable adults, should not be allowed access to areas identified as potentially dangerous in risk assessment.

Any case of injury or accident on SDT's sites should be reported using the accident book. Near misses should also be recorded in the accident book, which should then be passed to your line manager to complete the entry.

Photography

Photographs or videos of children or vulnerable adults (as individuals or in groups) where they could be recognised must not be taken or published without obtaining prior consent.

Disclosure

If a child or vulnerable adult discloses any information to SDT's staff suggesting that they have been physically or sexually abused, staff should take the disclosure seriously, listen to the person and accept what is being said. They should not express shock, ask questions or make promises they are unable to keep e.g. to keep the information confidential or to stop the abuse from happening. They should inform the person at the beginning of the disclosure that they will not be able to keep the information confidential.

Any such disclosure should be recorded in writing in as much detail as possible straight after the incident and reported to the line manager. It is not the responsibility of staff to act on the disclosure themselves.

If a member of staff feels a child or vulnerable adult is at immediate risk, this should be included in reporting to the line manager as soon as possible.

Management of Information

SDT complies with the principles of the Data Protection Act (1998) in the way it collects, holds and disposes of personal information. Under the Data Protection Act, anyone processing personal information must comply with eight principles of good information handling. The eight principles state that the data must be:

- 1) Fairly and Lawfully processed
- 2) Processed for limited purpose
- 3) Adequate, relevant and not excessive
- 4) Accurate and up to date
- 5) Not kept longer than necessary
- 6) Processed in accordance with the individual right
- 7) Secure
- 8) Not transferred to countries outside the European Economic area unless there is adequate protection.

For more information please see the website of the Information Commissioner's Office.

Declaration by Staff

I declare that I have received and read a copy of this policy, and that I will abide by the code of conduct.

Signature:

Date:

DEFINITIONS OF ABUSE / NEGLECT / HARM

1. Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns symptoms of or deliberately causes, ill health to a child they are looking after.

2. Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. Age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

3. Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities whether or not a child is aware of what is happening. The activities may involve physical contact including penetration or non-penetrative acts. For example, it may also include involving the child looking at, or being involved in the production of pornographic material or watching sexual activities or encouraging the child to behave in sexually inappropriate ways.

4. Child Sexual Exploitation

Child sexual exploitation is illegal activity by people who have power over children and young people and use it to sexually abuse them. This can involve a broad range of exploitive activity, from seemingly "consensual" relationships and informal exchanges of sex for attention, accommodation, gifts or cigarettes, through to very serious organised crime. Children and young people at risk of sexual exploitation are some of the most vulnerable in our society. Many have experienced abandonment or have suffered from physical and mental abuse.

5. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development such as failing to provide adequate food, shelter and clothing or neglect of or unresponsiveness to, a child's basic emotional needs.

6. Risk to self and /or others

This may include but is not exclusive to self-harm, suicidal tendencies or potential risk of harming others, which may or may not include children. This may be as a consequence of an individual experiencing a significant level of personal, emotional trauma and or stress.

7. Financial or Material Abuse

Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse of misappropriation of property, possessions or benefits.

8. Discriminatory Abuse

Is an action that denies social participation or human rights to categories of people based on prejudice. SDT does not tolerate discrimination on any grounds.

9. Forced Marriages

These are marriage relationships conducted without the valid consent of both parties, where duress is a factor. If there are concerns that student is in danger of a forced marriage the Designated Safeguarding Lead or Nominate will follow government guidelines and contact will be made with the "Forced Marriage Unit". Arranged marriage is an entirely separate issue and must not be confused with forced marriage.

10. Female Genital Mutilation (FGM)

FGM is a form of abuse which has devastating physical and psychological consequences for girls and women. Since 1985 it has been a serious criminal offence under the Prohibition of Female Circumcision Act to perform FGM or to assist a girl to perform FGM or herself. The FGM Act 2003 tightened this law to criminalise FGM being carried out on UK citizens overseas. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison.

11. Cyberbullying

Cyberbullying is the use of communication technology to torment, threaten, harass, humiliate, embarrass or otherwise harm an individual by sending or posting text messages or pictures intending to do so.

12. Bullying

May take many forms and is an act of aggression causing a person to feel threatened or intimidated because of those actions.

13. PREVENT

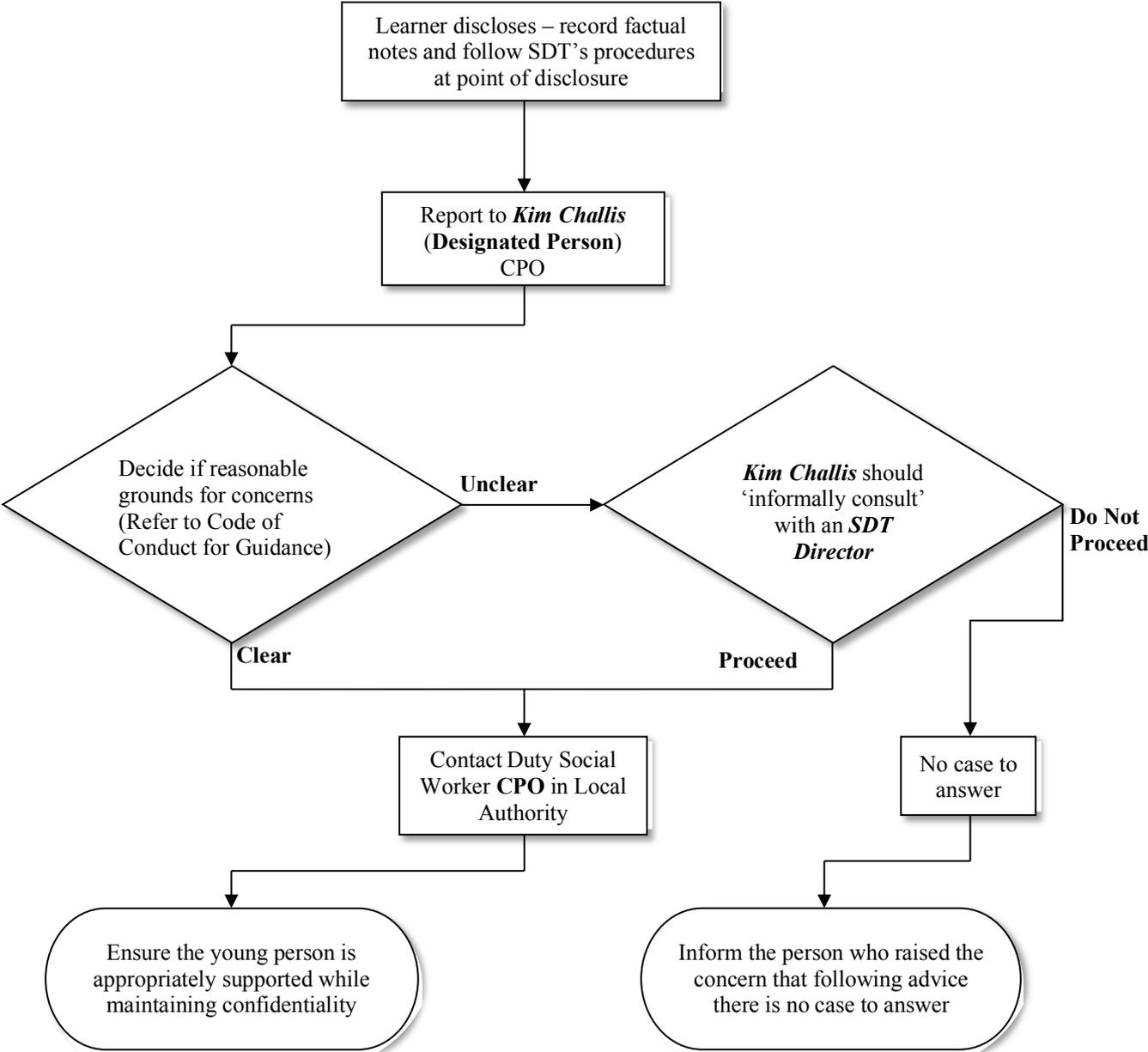
The Prevent strategy, launched in 2007, seeks to stop people becoming terrorists or supporting terrorism. It is the preventative strand of the government's counter- terrorism strategy, CONTEST.

Objectives of the Prevent strategy are to:

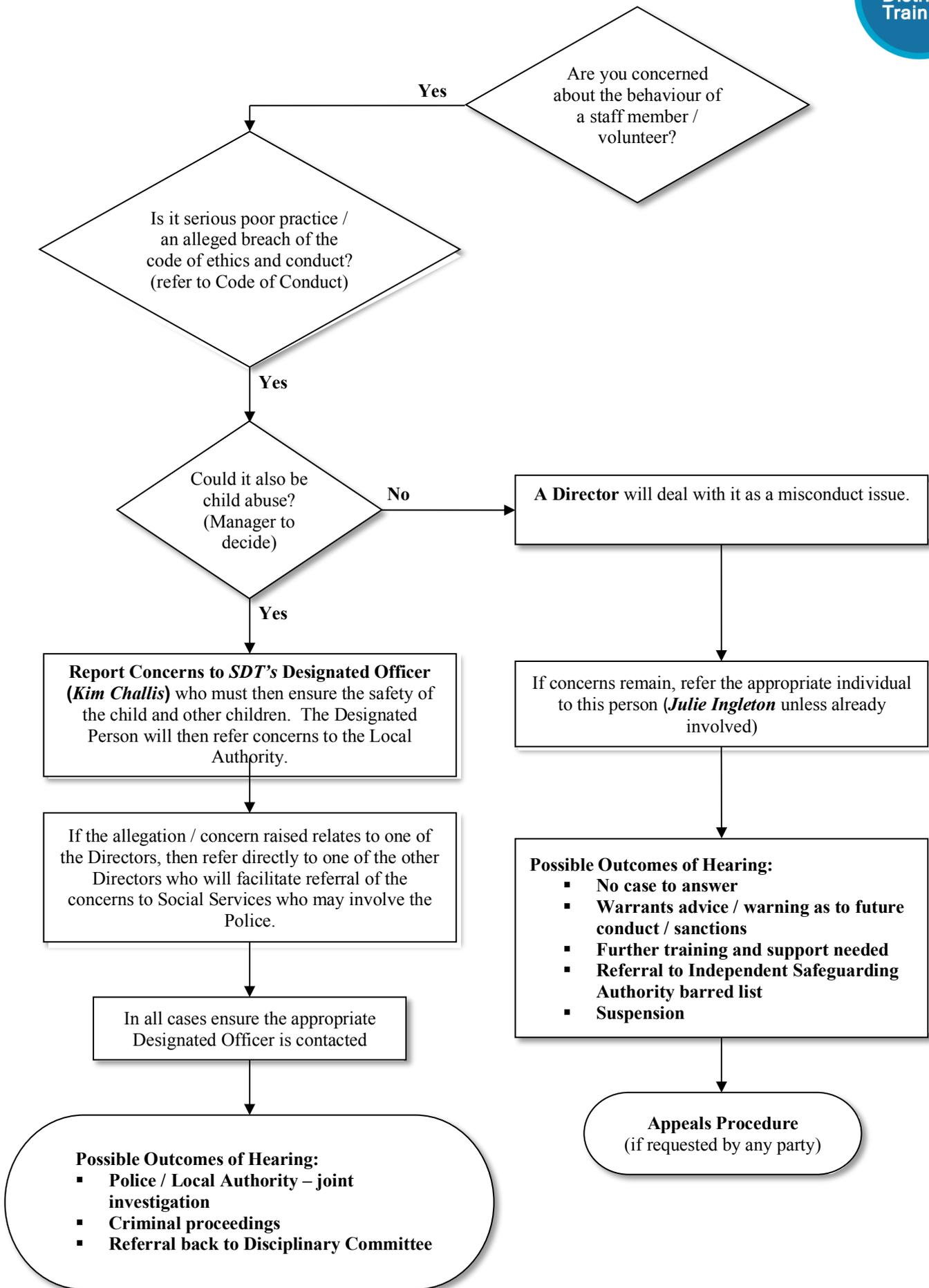
- Respond to the ideological challenge of terrorism and the threat from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation that we need to address

If there are concerns that a student is becoming radicalised and involved in an organisation which could ultimately harm the student and the community, this needs to be reported to the Designated Safeguarding Lead, Deputy Lead Officer or Safeguarding Nominates.

External Concerns flow chart



Internal Concerns flow chart



Prevent and Channel

Flow chart for reporting a concern of a vulnerable individual @SDT

It is important for you as a member of staff to know where to go if you have a concern that someone maybe on the route to radicalisation. Below is a flow chart which aims to show the process to follow.

