



## **SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES**

This policy and set of procedures will be reviewed on an annual basis, or sooner should any major incident, organisational or legislative change arise.

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## 1. Introduction

Education Business Partnership West Berkshire (from here on known as EBP) fully recognises its responsibilities for safeguarding and child protection. Our policy applies to all staff and volunteers who represent and work in partnership with the organisation, working with children and young people.

We recognise that because of our regular contact with young learners, all adults in this organisation have an individual and collective responsibility to ensure the health, safety and welfare of children and young people, whilst involved in any activity managed by EBP. **Safeguarding is the responsibility of every adult in our organisation.**

### EBP's Commitment to Safeguarding

The EBP is committed to ensuring that:-

- the safety and the welfare of the child is paramount
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- staff and volunteers are provided with appropriate information and training about safeguarding and child protection to ensure that they feel confident to act appropriately both in terms of safeguarding themselves and young people
- all staff and volunteers know who the Designated Safeguarding Officer is within EBP and understand the procedures to follow to report any concerns about a child's safety or welfare
- all activity is carried out in a safe environment where children and young people can develop, thrive and reach their potential and that appropriate consent is sought
- the appropriate level of check is completed for adults working with children, as appropriate to their role and the level of additional supervision
- adults working with EBP understand the term 'professional boundaries' and have read the organisation's code of conduct

## 2. Scope of the policy

This policy and set of procedures applies to staff (paid/unpaid) working for, in partnership with or on behalf of EBP. This includes contracted members of staff, temporary staff and volunteers. For the purposes of this document, the term 'staff' refers to any of the above.

## 3. Working in partnership

EBP is committed to working in partnership with:

- West Berkshire Local Safeguarding Children Board & other local Partners
- Children's Social Care (for children up to their 18<sup>th</sup> birthday)
- Adults' Social Care (for vulnerable adults aged 18 and above)
- the Police
- the Disclosure and Barring Service

This policy and set of procedures works in line with the following:-

- Statutory guidance for agencies working with children and young people
  - 1.) Working Together To Safeguard Children and Young People (March 2015)
  - 2.) 'What to do if you're worried a child is being abused' DfE (March 2015)
- Legislation
  - 1.) Children Act 1989 and 2004
  - 2.) Safeguarding Vulnerable Groups Act, 2006
- Linked EBP policies
  - 1.) Code of Conduct
  - 2.) Health and Safety

## 4. Responding to concerns about the welfare or safety of a child - procedures for employers

Safeguarding is everyone's responsibility. If you are worried about a child, young person or vulnerable adult it is important that you report your concerns – no action is not an option.

### Step 1 - Reporting

- If the child, young person or vulnerable adult is in need of immediate medical attention, telephone for an ambulance. Inform doctors about the concerns.
- Report your concerns directly to a member of the EBP safeguarding team, as soon as you are able.
- In the first instance our Designated Safeguarding Officer is Michelle Smith, CEO (07778 031447 / 01635 277480).
- If the DSO is unavailable, please report to one of our Deputy DSO's  
Jane Grunseid: 01635 277496 / [janeg@ebpwb.co.uk](mailto:janeg@ebpwb.co.uk)  
Helen Roy: 01635 277488 / [helenr@ebpwb.co.uk](mailto:helenr@ebpwb.co.uk)  
Sue Stacey: 01635 279901 / [sues@ebpwb.co.uk](mailto:sues@ebpwb.co.uk)

If no-one from the EBP safeguarding team is available, contact the child's school/college and ask to speak to the Designated Safeguarding Lead / Deputy DSL.

- If you are concerned that a child, young person or vulnerable adult might be in immediate danger you must act immediately (see section 5).
- If the concern/disclosure involves reference to alleged abuse or inappropriate behaviour by an adult working with children, contact the Executive Safeguarding Lead. This is Michelle Smith, CEO (07778 031447 / 01635 277480).

## Step 2 - Recording

- Record your concerns using an 'Incident Recording Form', as soon as possible (see Appendix 1).
- Remember to record the full date and time, location, your name and role and keep your record as factual as possible. Use the child's/young person's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed on a child, record these on a body map (do not take photographs).
- If a concern/disclosure form is unavailable, handwritten notes can be made on a piece of paper. This must be retained, even if the notes are subsequently written up onto a form.
- Record what action you are taking, for example record the name of the member of the safeguarding team you have reported the concern to.
- The original concern form should be passed to the Designated Safeguarding Officer or Deputy DSO. Copies should not be retained by you.

See also ['What to do if you're worried a child is being abused' DfE March 2015'](#)

### 5. The role of the Designated Safeguarding Officer and Deputy DSO/s in our organisation

Our Designated Safeguarding Officer is Michelle Smith, CEO (07778 031447 / 01635 277480).

Our Deputy DSO's who are available in the absence of the DSO are:

- Jane Grunseid: 01635 277496 / [janeg@ebpwb.co.uk](mailto:janeg@ebpwb.co.uk)
- Helen Roy: 01635 277488 / [helenr@ebpwb.co.uk](mailto:helenr@ebpwb.co.uk)
- Sue Stacey: 01635 279901 / [sues@ebpwb.co.uk](mailto:sues@ebpwb.co.uk)

In the first instance that an adult working with a child becomes concerned about their welfare or safety or receives a disclosure of abuse from the child, contact should be made as soon as possible with the DSO or a Deputy DSO at EBP.

The DSO or a Deputy DSO will consider the following points in order to respond appropriately to the concern/disclosure:-

- If there is information which suggests that the *child or young person* is in immediate danger, contact the Multi-Agency Safeguarding Hub (MASH) within the local authority where the child/young person lives. A telephone referral to MASH will need to be followed up with a written referral (within 24 hours).

- If there is information which suggests a *vulnerable adult* may be at risk, contact the Adult Safeguarding Team.
- You may also consider contacting the police on 101 or 999.
- If there is no immediate danger to the child the DSO (EBP) will contact the Designated Safeguarding Lead at the child's school/college. The Designated Safeguarding Lead should be involved in decision-making at this stage as they may be aware of wider concerns.
- If the concern/disclosure involves reference to alleged abuse by an adult working within or in partnership with EBP, contact the Local Authority Designated Officer via the contact number for the MASH (see section 7).

## **6. Dealing with a disclosure from a child, young person or vulnerable adult**

If a child, young person or vulnerable adult discloses that he or she has been abused in some way, you should:

- Listen to what they are saying, without displaying any signs of shock or disbelief.
- Allow them to talk freely without interrupting.
- Reassure them but do not make promises about keeping the information a secret.
- Reassure them that this is not their fault.
- Only ask questions if you need to clarify, take care not to put words in their mouth by asking leading questions.
- Stress that they have done the right thing by telling you and explain what you will do next.

Additional consideration needs to be given to children, young people and vulnerable adults with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

Please remember the following:

- **You must never keep a secret.**
- **You must refer. You must not investigate.**
- **Never leave an issue overnight.**

<b>CHILD PROTECTION CONTACTS</b>	
Always try contacting Education Business Partnership first	
<b>Education Business Partnership</b>	
01635 279900 (during office hours)	
07778 031447 (out of office hours)	
Once you have spoken to someone at EBP, they will contact the Child Protection Officer at the student's school. This is usually a member of the Senior Leadership Team. If you are unable to get hold of EBP please contact the school directly.	
<b>School Designated Safeguarding Lead</b>	
Use school main line number	
If you need to contact someone out of office hours and are unable to contact EBP or the school, please telephone:	
<b>West Berkshire Children &amp; Families Social Care Services</b>	<b>Children's Services Emergency Duty Team (Out of hours)</b>
01635 503090	01344 786543 5.00pm – 9.00am
( <a href="mailto:child@westberks.gov.uk">child@westberks.gov.uk</a> )	<a href="mailto:edt@bracknell-forest.gov.uk">edt@bracknell-forest.gov.uk</a>
<b>Swindon Borough Council Family Contact Point</b>	
E-mail: <a href="mailto:fcp@swindon.gov.uk">fcp@swindon.gov.uk</a>	
Telephone: 01793 466903 (during normal office hours which are 8.30am to 4.40pm Monday to Thursday, and 8.30am to 4.00pm Friday)	
<b>The Emergency Duty Service (EDS) is available outside office hours on 01793 436699</b>	
<b>Police Child Protection Team</b>	
101 (Thames Valley) or 999 (if urgent)	

## 7. Record-keeping

Original records of concerns/disclosures made by a member of staff are handed directly to the DSO or Deputy DSO.

These are stored securely and confidentially by EBP and there is restricted access to these records.

Where appropriate, a copy may be given to the Designated Safeguarding Lead at the school or college which the child attends.

## 8. Alleged abuse by staff, volunteers or employers

- If a concern/disclosure involves reference to alleged abuse or inappropriate behaviour by an adult working as an employee of EBP, contractor, a volunteer or an employer, the Executive Safeguarding Lead should be contacted as soon as possible. This is Michelle Smith, CEO (07778 031447 / 01635 277480).
- A record should be made by the member of staff in receipt of the concern/disclosure. This should be passed to the Executive Safeguarding Lead. Copies should not be retained by you.
- If the concern/disclosure involves the Executive Safeguarding Lead, this must be reported directly to the LADO (via the contact details for MASH).
- The member of staff who is in receipt of a concern or disclosure must not discuss this with the adult involved.
- The Executive Safeguarding Lead will contact the Local Authority Designated Officer in the first instance (via the contact details for MASH).
- If a member of staff/volunteer or employer is dismissed from their role a referral will need to be made to the DBS if the outcome of an investigation is that the adult is dismissed from working with the organisation.
- Records of allegations involving staff are stored confidentially and securely.

## 9. Safer recruitment

### Step 1 - Planning and advertising

- The key responsibilities for the role are agreed, together with the skills and experience which the prospective employee/volunteer will need to have to fulfil the role.
- All job/role descriptions include reference to individual safeguarding responsibilities.
- All adverts for roles within EBP include a safeguarding statement: *“EBP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. All candidates will be subject to DBS checks along with other relevant employment checks”.*

## Step 2 - Application process

- Prospective candidates are required to complete an application form.
- Completed applications are scrutinised by a panel. A check is made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures), ensuring any gaps in employment are accounted for.

## Step 3 - References

- Two references are sought from offered candidates, and offers are subject to suitable references and DBS checks.
- References should not be from relatives of the candidate.

## Step 4 - Interviewing

- Interviews take place face to face.
- At least one safeguarding question is asked.
- Short-listed candidates who attend an interview are required to provide proof of identification.

## Step 5 - Checks completed once an appointment has been made

- The successful candidate will be offered the job/role subject to DBS checks being satisfactory. This is made clear in the letter sent to the successful candidate.
- An enhanced DBS check is completed for all new staff. DBS checks for volunteers are completed as required – depending on their role. Should a DBS check reveal information about previous convictions, this information will be considered by EBP and decisions will be made in accordance with legislation and in the best interests of children and young people.
- For adults who will be working in regulated activity (unsupervised) a check against the barred list for 1.) child and 2.) vulnerable adults will also be completed.

EBP aims to prevent people with a history of relevant and significant offending from having contact with children, young people and vulnerable adults.

Information about recruitment, including disclosure numbers and identity checks is held by EBP on a central record.

## Step 6 - Induction of new staff/volunteers

Following the appointment of a new member of staff, safeguarding and child protection induction is provided. This includes provision of:-

- Safeguarding and child protection training, which includes the procedures to follow if concerned about a child, young person or vulnerable adult.
- EBP's Safeguarding and Child Protection policy and procedures and related documents.
- Information about key safeguarding personnel within EBP and contact details.

Staff are asked to sign to acknowledge that this induction has been completed.

## 10. Safeguarding Volunteer Mentors

- Volunteer Mentors are required to complete an Application Form for the Disclosure and Barring Service prior to attending training, and will be checked every 3 years.
- Volunteer Mentors will undergo an Induction/Training Session run by EBP as appropriate.
- All Volunteer Mentors are expected to follow relevant school rules at all times.
- All Volunteer Mentors are expected to provide an equal and professional service that is non-judgemental and without favour or bias, regardless of the pupil's race, culture, gender, religion, sexual orientation, responsibilities for dependants, age, or physical/mental disability, in line with the school's policy.
- The host school is responsible for identifying young people who would benefit from a Volunteer Mentor's support. No Volunteer Mentors will identify pupils to work with.
- Volunteer Mentors will only take pupils out of school with the express written permission of the pupil's parents/carers and in line with the school's policy for such activity.
- Volunteer Mentors should be aware that, as they build good relationships with their Mentees, the young people may talk about themselves. If a pupil tells a Mentor anything that is of a delicate, sensitive or worrying nature, particularly something that leads to the belief that the child is suffering from any form of abuse, or of an illegal nature, a member of staff in the school (usually the Child Protection Coordinator or the Head Teacher) should be informed immediately.
- Volunteer Mentors should seek advice in confidence from EBP, or a School Co-ordinator, about any problems with which they feel uncomfortable.
- If a Mentee appears to have a problem but will not discuss it, Volunteer Mentors should refer to the school's Pastoral Care system which should refer to specialist agencies/support systems such as youth and community workers, Education Welfare Officers, etc.
- Volunteer Mentors should not allow themselves to be placed in any situation that may be misconstrued or leave themselves open to possible misinterpretation.
- Volunteer Mentors should meet with their Mentees in a quiet environment but in one which is not out of eye or ear-shot of other adults.
- Volunteer mentors should avoid physical contact with Mentees and should respect their personal space.

## 11. Safeguarding young people on work experience placements

This policy is for adults with direct supervisory responsibility of young people or vulnerable adults undertaking work experience. Under certain circumstances they **may** be required to obtain a Disclosure and Barring Service (DBS) Enhanced disclosure.

The following factors need to be considered when determining whether a DBS Enhanced check should take place:

- a. The placement is of an extended nature i.e. more than 15 consecutive days
- b. The placement is for a longer-term basis – over 3 weeks (extended)
- c. The employer is a sole trader, or the supervisor works mainly or entirely on his/her own e.g. building trades
- d. If the employer is working from home (with no other staff)
- e. The student is identified by the school or college as vulnerable for educational, medical or behavioural needs
- f. If the student is travelling alone with the supervisor (permission must always be gained from the parents/carers)
- g. If the placement is in an isolated location
- h. The placement involves a residential element

In cases where EBP feels a DBS check is required, this will be discussed with the relevant school or college before proceeding. It will be the decision of the education establishment as to whether a DBS check is carried out.

- All supervisory staff are expected to provide an equal and professional service that is non-judgemental and without favour or bias, regardless of the pupil's age, race, culture, religion, physical/mental disability, gender or sexual orientation, in line with the Providers Equal Opportunities Policy.
- Supervisory staff should be aware that, as they build good relationships with the learners, the young people may talk about themselves. If a learner tells a Supervisor anything that is of a delicate or sensitive nature that leads to the belief that the young person is suffering from any form of abuse they should follow the steps laid out in section 4 of this document.
- Employers should never offer advice to a student, and have a duty of care to pass on any information if there is concern for the student's welfare, and should seek advice in confidence from EBP about any problems they feel uncomfortable with.
- Staff should not interview the young person on a one-to-one basis in an enclosed office that is out of eye or ear shot of other adults.



**Appendix 1 – SAFEGUARDING AND CHILD PROTECTION INCIDENT RECORDING FORM**

<b>Date</b>		<b>Time</b>	
<b>Name of EBP staff dealing with call</b>			
<b>Name of person calling</b>		<b>Position</b>	<b>Company</b>
<b>Student Name</b>		<b>School</b>	
<b>Record of Conversation - DO NOT GIVE OPINION</b>			
<b>Next steps</b>			
Check if the following has been done			
<b>Education Business Partnership</b>		Record details of conversation and action required	
<b>School Child Protection Officer contacted</b> (usually a member of the Senior Leadership Team)		Record details of conversation and action required	
If unable to contact School Child Protection Officer contact one of the following (in this order of priority)			
<b>West Berkshire Children &amp; Families Social Care Services</b> 01635 503090			

<p><b>Children’s Services Emergency Duty Team (Out of hours)</b></p> <p>01344 786543 5.00pm – 9.00am</p>	
<p><b>Police Child Protection Team</b></p> <p>101 (Thames Valley) or 999 (if urgent)</p>	
<p><b>West Berkshire Council's Education Welfare Service</b></p> <p>01635 519094</p>	
<p><b>Swindon Borough Council Family Contact Point</b></p> <p>E-mail: <a href="mailto:fcp@swindon.gov.uk">fcp@swindon.gov.uk</a></p> <p>Telephone: 01793 466903 (during normal office hours which are 8.30am to 4.40pm Monday to Thursday, and 8.30am to 4.00pm Friday)</p> <p><b>The Emergency Duty Service (EDS) is available outside office hours on 01793 436699</b></p>	
<p><b>Police Child Protection Team</b></p> <p>101 (Thames Valley) or 999 (if urgent)</p>	



## **Appendix 2 - Definitions of Abuse (taken from Working Together, March 2015)**

### **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Neglect**

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. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and



touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.