

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.

Section	Page Number
Introduction – commitment to safeguarding	2
Scope of the policy	2
Working in partnership	3
Procedures to follow if concerned about the safety or welfare of a child, young person or vulnerable adult	3
The role of the Designated Safeguarding Officer	4
Useful contact details	6
Record-keeping	7
Alleged abuse by adults working in/with the EBP	7
Safer recruitment procedures	7
Safeguarding Volunteer Mentors	9
Safeguarding young people on work experience placements	10
Training	11
Safeguarding when working remotely	11
Appendix 1 – Incident Recording Form	13
Appendix 2 – Definitions of Abuse (from Working Together 2018)	15

1. Introduction

Education Business Partnership (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

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 Safeguarding Children Partnership & other local Partners
- Children's Social Care (for children up to their 18th 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:-

- **Legislation**

- 1.) Children Act 1989 and 2004
- 2.) Safeguarding Vulnerable Groups Act 2006

- **Statutory guidance for agencies working with children and young people**

- 1.) Working Together To Safeguard Children and Young People (July 2018)

- **Non-statutory guidance**

- 1.) 'What to do if you're worried a child is being abused' DfE (March 2015)

- **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 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 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
Lucy Aitchison: 01635 279271 / lucya@ebpwb.co.uk
Lesley Stewart: 01635 279245 / lesleys@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 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 279275).

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 277275).

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

Lucy Aitchison: 01635 279271 / lucya@ebpwb.co.uk

Lesley Stewart: 01635 279245 / lesleys@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.**

CHILD PROTECTION CONTACTS	
<p>Always try contacting Education Business Partnership first, unless you deem the situation to be an emergency in which case call an ambulance or the police (via 999)</p>	
<p>Education Business Partnership</p> <p>01635 279277 (during office hours)</p> <p>07778 031447 (out of office hours)</p>	
<p>Once you have spoken to someone at EBP, they will contact the Designated Safeguarding Lead 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.</p>	
<p>School Designated Safeguarding Lead</p> <p>Use school main line number</p>	
<p>If you need to contact someone out of office hours and are unable to contact EBP or the school, please telephone:</p>	
<p>West Berkshire Children & Families Social Care Services</p> <p>01635 503090</p> <p>(child@westberks.gov.uk)</p>	<p>Children's Services Emergency Duty Team (Out of hours)</p> <p>01344 786543 5.00pm – 9.00am</p> <p>edt@bracknell-forest.gov.uk</p>
<p>The Children's Single Point of Access Reading</p> <p>0118 937 3641</p> <p>(includes out of hours contact details)</p> <p>ChildrensSinglePointofAccess@reading.gcsx.gov.uk</p>	
<p>Swindon Borough Council Multi Agency Safeguarding Hub (MASH)</p> <p>E-mail: Swindonmash@swindon.gov.uk</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>The Emergency Duty Service (EDS) is available outside office hours on 01793 436699</p>	
<p>Police Child Protection Team</p> <p>101 (Thames Valley) or 999 (if urgent)</p>	

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 279275).
- 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 enhanced 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 enhanced DBS checks.
- References should not be from relatives of the candidate.
- Where possible, references are sought prior to interview

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 enhanced 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.
- A staff code of conduct

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 section is applicable to 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.

12. Training

Members of the EBP safeguarding team complete safeguarding and child protection training every three years, in line with the requirements laid out by the West Berkshire Safeguarding Children Partnership. This ensures that they have the appropriate level of knowledge and understanding to fulfil the role of Designated Safeguarding Officer and Deputy DSO.

This safeguarding and child protection policy and set of procedures is disseminated to all EBP staff and trustees, who are asked to read and confirm their understanding of the content. The policy is distributed on an annual basis, following review. In addition, employers providing work experience, mentors and volunteers are provided with a copy of this policy and procedures.

13. Safeguarding when working remotely

The role of staff and volunteers

In your role at EBP you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring that when presenting remotely there is nothing that could be deemed personal or inappropriate in the background- if in doubt utilise the blur background function.
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the designated safeguarding officer
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation

- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people. Virtual content should be delivered where possible into a school setting, not an individual's home.
- if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults- If there is a situation where virtual delivery needs to take place in the young person's home, more than one person should be present in the room at all times at the EBP side.
- School email addresses must be used, ideally that of the teacher/contact. Under no circumstances must an EBP member of staff or volunteer communicate via a student's personal email, or social media account.

Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive or including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Appendix 1 – SAFEGUARDING AND CHILD PROTECTION INCIDENT RECORDING FORM

Date		Time	
Name of EBP staff dealing with call			
Name of person calling		Position	Company
Student Name		School	
Record of Conversation - DO NOT GIVE OPINION			
Next steps			
Check if the following has been done			
Education Business Partnership	Record details of conversation and action required		
School Designated Safeguarding Lead contacted (usually a member of the Senior Leadership Team)	Record details of conversation and action required		
If unable to contact the Designated Safeguarding Lead contact one of the following (in this order of priority)			
West Berkshire Children & Families Social Care Services 01635 503090			
Children's Services Emergency Duty Team (Out of hours) 01344 786543 5.00pm – 9.00am			
Police Child Protection Team			

101 (Thames Valley) or 999 (if urgent)	
West Berkshire Council's Education Welfare Service 01635 519094	
Swindon Borough Council MASH E-mail: Swindonmash@swindon.gov.uk Telephone: 01793 466903 (during normal office hours which are 8.30am to 4.40pm Monday to Thursday, and 8.30am to 4.00pm Friday) The Emergency Duty Service (EDS) is available outside office hours on 01793 436699	
Police Child Protection Team 101 (Thames Valley) or 999 (if urgent)	

Appendix 2 - Definitions of Abuse (taken from Working Together, July 2018)

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.

Reviewed February 2020 (virtual safeguarding content added November 2020)
Next review: January 2021