

SAFEGUARDING POLICY

Safeguarding of Children & Vulnerable Adults

Important:

Remember it is not up to you to decide if abuse has taken place, that is the role of Leicestershire's Social Services, BUT it is up to you to report ANY concerns to your Designated Safeguarding Lead.

We have a responsibility to respond to any issues that may concern us even if they don't involve our staff or services.

Policy Review Date: August 2020
Next Policy Review Date: August 2021

1. Policy Statement

Coalville Education Partnership considers the welfare of children and vulnerable adults to be of paramount importance. Where children are deemed to be under the age of 18, and vulnerable adults over 18 who are in need of care, support, help or assistance.

The organisation aims to create an environment in which children, young people and vulnerable adults are safe from abuse, and in which suspicion of abuse is promptly and appropriately responded to.

Abuse can be defined when a person suffers from harm, physical, emotional or social sense.

These can be:

- Physical
- Sexual
- Neglect
- Emotional
- Financial

It is a right by law for children and vulnerable adults to have protection from abuse, and such rights may require the organisation to pass on confidential information to the appropriate authorities. Disclosure in this instance must be limited to those who need to know and are in a position to offer the required protection e.g. Health or Social Care Professionals and Police.

Coalville Education Partnership considers the welfare of children and vulnerable adults is paramount. In the event of a safeguarding incident, this will become primary responsibility of anyone involved. Nothing can take the priority, if dealing with the incident means a qualification or funding opportunity will be lost, the safeguarding takes priority. There is nothing more important than the safety and wellbeing of young people and vulnerable adults who use our services.

2. Staff responsibilities

2.1 What to do if a child or young person discloses information to you

Abused children and young people are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying you are already helping the situation.

The following points are a guide to help you respond appropriately:

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions-accept that they might not want to tell you, but let them know you are always ready to listen.
- Reassure the person that they were right to tell you and **do not make promises in confidentiality**
- Be open and honest; explain to them that you will have to share your concerns with the Designated Safeguarding Lead.
- Immediately record in all details in writing, using the child or young person's own words
- As soon as possible fill out the incident reporting form (appendix 1) again including all the details that you are aware of and what was said using the child or young person's own words. Attach your original notes to the Incident Reporting Form and give these directly to an appropriate Designated Safeguarding Officer.

The process on how to respond to disclosure is detailed in the accompanying procedure to this policy, which is attached as an appendix to this document (appendix 2).

2.2 Actions to Avoid

The person receiving the disclosure should not:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered- do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Say might happen as a result of the disclosure
- Say 'are you sure this is true'? Or other doubting comments e.g. 'why did you not tell anyone before?' or 'I don't believe you'

Remember: Listen – write it down – report it

2.3 What to do if you have suspicions or see signs of abuse

You are not expected to investigate suspicions or concerns, other agencies are trained to do this.

If you have a concern about the safety or welfare of a child or young person:

- Note the concerns and your reasons using the incident reporting form
- You may choose to see your Line Manager
- Report to an appropriate Designated Safeguarding Lead
- Maintain confidentiality

DO NOT UNDERTAKE FURTHER INVESTIGATIONS

When there are on-going concerns regarding a parent or carer in relation to the alleged abuse of a child or a young person, the parent or carer should not be contacted about the

allegation of the abuse. Social Care Services and/or the police will do this at an appropriate time.

The process on how to respond to the concerns is details in the accompanying procedure document, which is listed in the appendices of this policy.

3. Safeguarding Officers Responsibilities

They have responsibility to:

- Ensure that all staff within the organisation has the relevant level of safeguarding training for their role. CEP recognises that vulnerable adults and young people come into contact with staff, not just designated trainers. Therefore all staff will have a level of safeguarding training.
- Ensure that all staff has completed a DBS check at least three yearly and appropriate risk assessments are carried out where convictions are disclosed.
- Ensure that copies of all policies and procedures, and relevant incident reporting forms are available in every premises utilised by CEP, including temporary premises.
- Receive information from staff, volunteers and others who have concerns and record them, using appropriate forms and procedures.
- Ensure that procedures for reporting concerns are followed appropriately in consultation with Social Care Services.
- Ensure that the appropriate agencies are informed.
- Ensure that information is recorded and stored appropriately.
- Provide information to staff reporting concerns about support available to them.
- Receive appropriate training.
- Ensure that policies and procedures are up to date, in particular that outside telephone numbers are correct, and the policies and procedures are reviewed at least annually in the event of a major incident.

4. After the Event

The priority is to safeguard the young person or vulnerable adult. However CEP recognises that this can be extremely stressful for the staff involved. After any incident you will be offered an interview with a Line Manager to explore further support you may need, this may include:

- Peer support
- External counselling / supervision session
- Group support session
- Additional training

CEP fosters a culture where staff are able to recognise the serious impact dealing with a disclosure or noticing signs of abuse may have on themselves. Line managers will always encourage anyone involved in a safeguarding incident to accept support.

5. If the incident involves a colleague or the practice and procedures of Coalville Education Partnership

The wellbeing and safety of our users is paramount. If your concerns relate to an employee or volunteer working for CEP, you must report this. If your concern relates to poor practice or procedures within the organisation, again you should give priority to the safeguarding of our users. If you do have such concerns, you should report the matter to a Designated Safeguarding Lead. If the concern relates to a colleague an investigation will be carried out. If it relates to systems or practice within the organisation, a review will be instigated.

You should not hesitate to pass on any such concerns. The organisation is keen to identify any procedures that lead to poor practice, and sometimes the people operating those procedures are best placed to see such dangers. You will be protected under the Whistle Blowers Legislation.

Should the concern involve the Director(s) or other Senior Managers of CEP and the person raising this feels it needs investigating, they should contact the Chair of Trustees, (contact details will be posted on the wall of the main office in each building CEP utilises.)

The Trustees will nominate a member of the Board with sufficient competency as a Safeguarding Lead. This person will attend relevant training unless they have sufficient background, and in the event of a concern being passed to the board, the nominated Trustee will be informed and asked to investigate/ advise on the action. That trustee will also undertake spot checks on the Safeguarding documents within CEP.

6. Internet Safety

CEP recognises the value of IT and Internet Usage in Learning. However, we also recognise that such usage can lead to Safeguarding issues. All learner access to the internet at CEP will be in open classrooms, on machines specifically designed for training and monitored by the Tutor leading the class. Under no circumstances should any learner be able to utilise staff machines which may have lower level safety settings.

CEP will ensure that up to date web filters are in place. However, these are not always sufficient and therefore young people accessing our training will be asked to sign an Acceptable Use Policy. In the event of any trainee downloading or uploading unsuitable material, or using the internet to bully or harass other learners or staff, their place may be terminated.

In the event of staff having concerns that a young person on one of our programmes is being groomed or bullied on the internet, they should treat that like any other disclosure or concern and follow the procedures in this Safeguarding Policy.

Appendix 1 – Incident Reporting Form

SAFEGUARDING INCIDENT REPORTING FORM

This form is used for reporting both suspicions and disclosures of possible abuse; therefore not all sections may be appropriate. Please complete with as much information as possible, using verbatim reports from people involved where possible. This information will be treated in the strictest confidence.

About you, the reporter	
Your Name:	
Your job role:	
Date that you are completing this form:	
Are you reporting the concern on behalf of someone else?	
If yes to the above, what is their name and position?	
About the child, young person or vulnerable adult	
Name:	
About the concern	
What has happened/ what are your concerns? (Please give full details, write it down word for word where possible and include physical or behavioural issues that you have noticed that may indicate abuse)	
Have you or anyone else involved spoken to the person or with their parents/family/ others involved? If so, what was discussed (record this verbatim where possible) <i>Remember, you are not expected to undertake investigations so do not worry if you do not know.</i>	



Dates and times of significant events	
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About the alleged abuser, if known

Name:	
Job position/ role	
Address, telephone and email contact details	

About other agencies involved

Are you aware of any other services or professionals who are involved with this person?	
Name of agency and professional:	
Address, telephone and email contact details:	
Details of involvement and any advice that you have received with dates:	

For Designated Safeguarding Lead use only
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DSL Name:	
Date, time, venue/method of initial staff report regarding suspicions, concerns or disclosures relating to safeguarding:	
Who was present:	
Date, time and venue of Incident Reporting Form handover:	



Who was present:	
Notes regarding DSL follow up actions:	

Young person or Vulnerable Adult makes a disclosure or you observe signs of potential abuse

Stay Calm
Do not Judge

Listen
Do not promise confidentiality
Keep questions to a minimum

Report the issue to a Safeguarding Lead

The names and contact details of the safeguarding Leads are displayed on the wall in every building utilised by CEP.

If you cannot reach a designated Safeguarding Lead, the safety of the child comes first, phone a Safeguarding Agency directly.

SAFEGUARDING LEAD WILL MAKE A DECISION ON THE NEXT STEP

Record it and pass the record on

Keep all notes and related documents and use the form at the end of the policy if possible.
Pass these to the Safeguarding Lead without delay; whilst they are in your possession ensure that they are kept confidential.

Follow up interview with Line Manager – identify support needs

DESIGNATED SAFEGUARDING LEAD

The Designated Safeguarding Leads are:

JASON KNIBBS
MARGARET FERN
JILL PORTER

Do not forget, the first priority is the safety of the young person or vulnerable adult. If you cannot contact the Safeguarding Leads please contact one of the agencies below. Keep notes and pass these on to the Safeguarding Leads as soon as possible.

IF YOU FEEL THERE IS IMMEDIATE DANGER – DON'T HESITATE – DIAL 999

If you cannot contact the Safeguarding Leads, and you feel urgent intervention is needed, phone one of the following agencies. **YOU DO NOT NEED PERMISSION FROM ANYONE TO DO THIS.**

Social Care Services emergency out of hour's service for adults: 0116 255 1606

Monday – Thursday 8:30am – 5.00pm

Outside office hours: Telephone the Emergency Duty Team: **0116 255 1606**

**Social Care Services – First Response Team Local Children's Duty Access Team:
0116 305 0005**

Local Adults Duty Access Team (office hours): 0116 305 0004