

## Safeguarding Children and Young People Policy

### **Purpose and aim**

Start Training Limited's safeguarding policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with Safeguarding issues. The policy also aims to make explicit the commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that Safeguarding concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child's well being.

### **Introduction**

Start Training Limited fully recognises the contribution it can make to safeguard and support the children and young people in its care. There are three main elements to the organisations safeguarding policy:

1. Prevention (positive atmosphere, careful and vigilant working, support to children and young people, providing good adult role models)
2. Protection (following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Safeguarding concerns)
3. Support (to children and young people and staff and to children who may have been abused)

**This policy applies to all employees/volunteers of Start Training Limited**

### **Framework**

No organisation operates in isolation.

Safeguarding is the responsibility of all adults especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Trafford Safeguarding Children Board.

'We are committed to respond in accordance with Trafford MBC Safeguarding Children Board in all cases where there is a concern about significant harm'

### **Significant Harm**

It is a Local Authority's duty to investigate (under S47 of the Children Act 1989). Where a Local Authority is informed that a child who is living, or is found, in their area is either subject to an Emergency Protection Order, Police protection or they have reasonable cause to suspect suffering or is likely to suffer significant harm they must make such enquiries as necessary to promote or safeguard the child's welfare. Children's Services Social Care undertake this responsibility on behalf of the Authority once a referral has been made.

Harm means ill treatment or the impairment of health or development; development means physical, intellectual, emotional, social or behaviour development.

Health means physical or mental health.

Ill-treatment includes sexual abuse and forms of ill-treatment which are not physical.

**Note:** Harm now includes the impairment of a child's health or development as a result of witnessing the ill treatment of another person  
(Adoption and Children Act 2002)

Parents/carers should be aware that the organisation will take any reasonable action to safeguard the welfare of its children and young people. In cases where the organisation has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Trafford Children Board Procedures and inform the Children's Services Social Care or the Police Public Protection Unit of their concern.

### **Roles and Responsibilities**

All adults working with or on behalf of children have a responsibility to protect children. Within the organisation the following individuals have special responsibilities: -

- Mrs Isharat Hill , MD - (Designated Person)
- Mrs Narmin Hugill – Quality Manager - (Nominated Deputy)

Their role is to co-ordinate all matters relating to safeguarding issues. These will include:

- Dealing with reports of abuse against children
- Dealing with complaints against staff/volunteers
- Making referrals, if appropriate, to Children's Services Social Care Initial Response Team (IRT) or for allegations to the Local Authority Designated Officer (LADO)
- Keeping the organisations service manager fully informed of all Safeguarding issues that may arise
- Ensuring all staff/volunteers receive training in Safeguarding every 3 years
- Ensuring that the Designated Person and the Nominated Deputy receive training in Safeguarding every 2 years
- Ensuring that all new staff/volunteers are properly inducted in safeguarding issues within the first month

Details of the Designated Person and the Nominated Deputy should be displayed in a public place.

In certain organisations professionals may have responsibility to make the referral direct to Children's Services Social Care/ Police, e.g. General Practitioner.

### **Procedures**

The designated person will be informed immediately by an employee, volunteer or other persons which includes the parents, child or members of the public, in the following circumstances

- Suspicion that a child is being harmed
- There is evidence that a child is being harmed

The Designated Person will keep a full record of concerns raised and make referrals to Children's Services Social Care/Police if necessary. The service manager will be kept informed at all times.

Any member of staff who is unhappy with the joint decision made with the Designated Person can contact Children's Services Social Care direct.

## Safe Organisations / Safe Staff

### Whistle Blowing

The organisation will have a Whistle Blowing Policy which provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken.

### Complaints against employees

A Safeguarding complaint involving a member of staff must be reported to the Senior Manager immediately. If the complaint involves the Senior Managers/ Designated Person then the next most senior member of staff must be informed. Consultation without delay with the LADO will determine what action follows. A multi agency strategy meeting will be arranged to look at the complaint in its widest context; a senior member of the organisation must attend this meeting.

### Training and Support

Start Training Limited ensures that the Senior Manager, Designated Person and Nominated Deputy receive training relevant to their role. The organisation must also ensure that all its employees/volunteers are kept informed about Safeguarding issues through a programme of staff information.

### Professional Confidentiality

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of Safeguarding. The organisation recognises that the only purpose of confidentiality in this respect is to benefit the child. (See Trafford Safeguarding Children Board Safeguarding Children Procedures) <http://www.tscb.org.uk/>

### Records and Monitoring

Well-kept records are essential to good Safeguarding practice. The organisation is clear about the need to record any concerns held about a child or children within its care. The organisation must have regard to its Destruction of Records criteria.

### Supporting Children

The organisation recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. Your organisation may be the only stable, secure and predictable element in the lives of some of the children under its care. The organisation, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

The organisation also recognises that some children who have experienced abuse may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support.

The organisation will endeavour to support all its children and young people through:

- The organisations ethos, which promotes a positive, supportive and secure environment and which gives all children and young people and adults a sense of being respected and valued
- A coherent management of behaviour
- Liaison with other professionals and agencies who support children and parents
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interest to do so
- The development and support of a responsive and knowledgeable staff and volunteer group whose role it is to respond appropriately in Safeguarding situations.

This policy should be read in conjunction with other related policies in the organisation. These include, for example:

- Safer Recruitment and Selection Policy
- The organisation will operate safe recruitment practice throughout the whole process
- The organisation will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with children and young people and parents as advised by the Trafford MBC for all employees
- The organisation will ensure that staff and volunteers are aware that sexual relationships with children and young people aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust)
- Behaviour Management Policy – consistently adhered to
- Anti-Bullying Policy
- Health and Safety Policy

This policy has been informed by the following:

- Children Act 1989 and Children Act 2004
- Framework for the Assessment of Children and Families
- Working Together to Safeguard Children (DCSF) 2010
- Trafford Safeguarding Children Board Procedures
- Trafford MBC procedures for dealing with allegations/complaints against staff
- Data Protection Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Freedom of Information Act 2000

This Policy will be reviewed every two years or in light of any changes in legislation and/or guidance.

<b>Date</b>	<b>31<sup>st</sup> Oct 2010</b>
<b>Reviewed</b>	<b>14<sup>th</sup> May 2011</b>
<b>Reviewed</b>	<b>8<sup>th</sup> May 2013</b>
<b>Reviewed</b>	<b>21<sup>st</sup> April 2014</b>
<b>Reviewed</b>	<b>13<sup>th</sup> May 2015</b>
<b>Reviewed</b>	<b>10<sup>th</sup> October 2016</b>



**Safeguarding/PREVENT Investigation Form**  
PRIVATE AND CONFIDENTIAL WHEN COMPLETED

Type of Investigate – Please tick appropriate box				
Safeguarding – Learner		Safeguarding – Other		PREVENT
Details of Adult/Reporting Person				
Name				
Address				
Date of Birth				
Persons Relationship with company				
Details of investigation				
Lead Investigating Officer				
Others involved in the investigation				
Method of Investigation		Date Investigation	Date Investigation ended	
1	Background (including how the investigation came about)			
2	Details of alleged abuse/risk or incident that prompted the investigation			
Chronology				
Date	Time	Source	Details	

Notes of conversation with adult at risk – use the persons own words, only write down the exact wording of the conversation. Ensure you get the persons permission to take notes

Summary

Signposting required?

Police notification required?

Managing partner notified?

Details of any notification

Details of internal review meeting

Details of recommendations

Lead investigation officer signature

Signature

Position

Date

Designated safeguarding officer signature

Signature

Position

Date