



Safeguarding & Prevent Policy & Procedure

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Author:

Director

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SAFEGUARDING & PREVENT POLICY & PROCEDURE

1. INTRODUCTION

- 1.1 This policy has been developed in accordance with the following legislation: Adult Safeguarding Vulnerable Groups Act 2006 (SOVA) and the Protection of Vulnerable Adults Act 2012 (POVA) and informed and updated by all appropriate Acts including Equality Act, Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges 2018 Children Act 2004 Care Act 2014 Section 175 Education Act 2002) 'No Secrets' (Dept of Health 2000), Working Together to Safeguard Children Guidance 2015 (DCSF), Making Safeguarding Personal for Adults Guidance 2014/15 and finally in accordance with the requirements of the Counter Terrorism and Security Act and Prevent Duty (2015).
- 1.2 The Swarthmore Trustee Body takes seriously its responsibility under the Education Act 2002 and 2011 to safeguard and promote the welfare of vulnerable people. In line with the Information Sharing Guidance 2008 they will work together with other agencies to ensure there are adequate arrangements within the Centre to identify, assess, and support those children and vulnerable adults who are suffering harm. It also acknowledges its responsibility under the Counter Terrorism and Security Act and Prevent Duty (2015) to protect young people and vulnerable adults who could be drawn into violent extremist activity. The governing body understands its duty in regards to the reporting procedures concerning The Female Genital Mutilation (FGM) Act 2003 as amended by the Serious Crime Act 2015.
- 1.3 Safeguarding is about preventing and responding to concerns of abuse, harm or neglect of vulnerable adults and children. We recognise that all staff and Trustees have a full and active part to play in protecting our students from harm and that their welfare is our paramount concern.
- 1.4 This policy covers all students including children participating in Family Learning programmes or cared for in the Crèche.
- 1.5 All staff believe that Swarthmore should provide a safe, caring, positive and stimulating environment that promotes the learning environment of the individual Students. We will empower students to create communities that are more resilient to extremism and protect the well-being of particular students or groups who may be vulnerable, promoting and reinforcing shared British values whilst creating space for open debate.
- 1.6 AIM
 - 1.6.1 Provide information and support in accessible ways to help adults understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult.
 - 1.6.2 To provide an environment in which all students feel safe, secure, valued and respected, feel confident and know how to access help if they are in difficulties.
 - 1.6.3 To raise the awareness of all teaching and other staff of the need to safeguard children and students and of their responsibilities in identifying and reporting possible cases of abuse, radicalisation and extremism.

- 1.6.4 Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse including FGM, neglect, general intolerance, radicalisation and extremism.
- 1.6.5 To provide a systematic means of monitoring students known or thought to be at risk of harm, and ensure Swarthmore contributes to assessments of need and support plans for these students.
- 1.6.6 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students and children.
- 1.6.7 To develop a structured procedure within Swarthmore, which will be followed by all members of staff in cases of suspected abuse, radicalisation and extremism.
- 1.6.8 To develop effective working relationships with all other agencies involved in safeguarding children, young people, adults with learning difficulties and others.
- 1.6.9 To ensure that all those working at Swarthmore, who have access to children and young people have been checked as to their suitability.

2. PROCEDURES

- 2.1 Swarthmore procedures for safeguarding students, children and vulnerable people will be in line with the Local Authority arrangements. We will ensure that:
 - 2.1.1 The Trustee Body understands and fulfils its safeguarding responsibilities and will appoint a named trustee lead with Safeguarding responsibilities.
 - 2.1.2 A senior member of the leadership team will be the designated lead for Safeguarding.
 - 2.1.3 Individuals from the management team or Safeguarding team will substitute for the Designated lead when required and will have received training and been briefed in this role.
 - 2.1.4 All new members of staff, volunteers and Trustees will complete essential Safeguarding training which includes Prevent as part of their induction programme. Refresher safeguarding training will be completed by all staff and Trustees every three years.
 - 2.1.5 All members of staff, volunteers and Trustees know how to respond to a, student who discloses abuse or a safeguarding concern and the procedure to be followed in appropriately sharing this information.
 - 2.1.6 All students are made aware of Swarthmore's responsibilities in regard to vulnerable person's protection procedures through publication of Swarthmore's Safeguarding Policy and inclusion in the student induction programme.
 - 2.1.7 Pre-employment checks to determine staff suitability will be undertaken for all staff recruited to work for the Swarthmore Centre and appointment will not be confirmed unless satisfactory checks have been completed. These checks will include references and eligibility checks. Barred List and Enhanced Disclosure & Barring Service Checks (formerly Criminal Records Bureau Checks).

A Barred List check and an Enhanced Disclosure & Barring Service check will be undertaken for any person recruited to work in a regulated activity. Regulated activity at Swarthmore will include:

- Tutors on Family Learning programmes
- Tutors on programmes with 16-18 year (19-25 vulnerable adults)
- Tutors on any other programmes which fall within the definition of regulated activity

2.1.8 Our procedures will be reviewed and updated annually, or sooner in response to new guidance.

2.1.9 All staff, volunteers and Trustees will be made aware by their line manager of the Safeguarding policy and procedures, the name and contact details of the Designated Lead and be given a copy of the staff Handbook to reinforce this.

3. RESPONSIBILITIES

3.1 Swarthmore recognises that it is an agent of referral and not of investigation. It is not the centre's responsibility to investigate abuse.

3.2 We have a Designated Lead who is responsible for:

3.2.1 Referring a vulnerable student if there are concerns about their welfare, possible abuse or neglect to the Local Adult or Children's Safeguarding Board (whichever is relevant to the case) using the stipulated referral procedure as soon as possible within the working day. Any person identified as being at risk of radicalisation is referred to the Channel programme through the Local Authority Channel Co-ordinator.

3.2.2 Ensuring that detailed and accurate written records of concerns about a vulnerable student are kept even if there is no need to make an immediate referral.

3.2.3 Ensuring that all such records are kept confidentially and securely.

3.2.4 Acting as a focal point for staff concerns and liaising with other agencies and professionals.

3.2.5 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending all required essential training provided by the appropriate body.

4. SUPPORTING CHILDREN AND VULNERABLE ADULTS

4.1 Swarthmore will support all children and vulnerable students by:

4.1.1 Encouraging the development of self-esteem and resilience through the curriculum

4.1.2 Promoting a caring safe and positive environment within Swarthmore

- 4.1.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children and vulnerable students
- 4.1.4 Notifying Social Care or Channel Co-ordinators as soon as there is a significant concern.

5. CONFIDENTIALITY

- 5.1 We recognise that all matters relating to safeguarding and child and student's protection are confidential.
- 5.2 The Designated Lead will disclose personal information about a child or student to other members of staff on a need to know basis only.
- 5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and vulnerable students
- 5.4 All staff must be aware that they cannot promise a child, young person or student to keep secrets which might compromise safety or well-being or that of another.
- 5.5 We will always undertake to share our intention to refer a child or young person to Social Services with their parents/carers unless to do so could put the child or young person at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Education Welfare Service or Social Services on this point.

6. SUPPORTING STAFF

- 6.1 We recognise that staff working at Swarthmore who have become involved with a child or student who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Lead and to seek further support. This could be provided for all staff by, for example, Occupational Health and/or a tutor as appropriate.
- 6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance on Safer Working Practice for Adults who work with Children and Young People in Education (revised July 2015) gives advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse.
- 6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops courses or meetings as organised by Swarthmore and/or Local Authority

7. ALLEGATIONS AGAINST STAFF

- 7.1 All staff should take care not to place themselves in a vulnerable position with a child or student. It is always strongly recommended that interviews or work

with individual children, young people, students or parents to be conducted in view of other adults (see also 6.3 above)

- 7.2 We understand that a child or student may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Director or the most senior member of staff if the Director is not present.
- 7.3 The Director on all such occasions will discuss the content of the allegation with the Safeguarding Lead.
- 7.3.2 If the allegation made to a member of staff concerns the Director the person receiving the allegation will immediately inform the Chair of Trustees who will consult as in 7.3.1 above, without notifying the Director first.
- 7.3.3 Swarthmore will follow the appropriate procedures for managing allegations against staff.
- 7.3.4 Suspension of the member of staff against whom an allegation has been made needs careful consideration and we will consult (as in 7.3.2 above) in making this decision.

8. WHISTLEBLOWING

- 8.1 We recognise that children and students cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Chair of Trustees or the Designated Lead for Safeguarding.

9. PHYSICAL INTERVENTION / POSITIVE HANDLING

- 9.1 DfE guidance on positive handling strategies (2001) and circular 10/98 "the use of force to control or restrain pupils". This guidance states that staff must only ever use physical intervention as a last resort e.g. when a child or student is endangering him/herself or others and that, at all times, it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 Staff who are likely to need to use physical intervention should be appropriately trained.
- 9.4 We understand that physical intervention of a nature which causes injury or distress to a child or young person may be considered under child protection or disciplinary procedures.

10. ANTI-BULLYING

- 10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child and young person's protection procedures.

11. RACIST INCIDENTS

- 11.1 Our policy on racist incidents is embedded in other policies and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under equality protection procedures and result in suspension and permanent exclusion/dismissal.

12. PREVENTION

- 12.1 We recognise that Swarthmore plays a significant part in the prevention of harm to our children and students by providing them with effective lines of communication with trusted adults and a culture of safety and protection.
- 12.2 Swarthmore will therefore:
- 12.2.1 Establish and maintain a culture which is understood by all staff, which enables children and students to feel secure and encourages them to talk knowing that they will be listened to.
- 12.2.2 Ensure users of the Centre know whom they can approach if they are worried or in difficulty.
- 12.2.3 Provide curriculum opportunities which equip students with the skills they need to stay safe from harm and to know to whom they should turn for help.
- 12.2.4 Ensure there are opportunities in the curriculum to promote British values to Students. British values are defined as "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs." (Prevent duty guidance HM government Dec 2014).

13. HEALTH & SAFETY

- 13.1 Our Health & Safety policy and IT Users Policy , sets out in separate documents, the consideration we give to the protection of our students both physically and, for example, in relation to internet use and trips and visits.

14. CHILDREN ON SITE

- 14.1 Swarthmore is an adult education service and so children should only be on site if attending family learning classes, in the crèche or using public areas eg the café.
- 14.2 Protocols for Children on Site:
- Children are the responsibility of the accompanying adult at all times
 - If the child is too sick for school they are too sick for here and must not be brought in
 - Children must not be left alone at any time while in the Centre
 - Parents must accompany their children to the toilet
- 14.3 Impromptu and Emergency Situations

- 14.3.1 Teaching staff may not take their own children into classrooms when they are teaching
- 14.3.2 Students are responsible for making appropriate arrangements for their childcare. The centre has a Crèche and places can be booked at enrolment.
- 14.4 Unattended Children on Site
 - 14.4.1 It is the responsibility of all staff to report an unattended child to a manager. The manager should find out the name of the child and parent and then contact the parent and ask them to remove the child from the premises. At no time should a member of staff remain alone with the child unless it is in a public space such as the café. Another member of staff should be asked to be present. No physical contact should be made with the child. The matter must be reported as a safeguarding incident.
- 15. **POLICY REVIEW**
 - 15.1 The Swarthmore Council of Trustees is responsible for ensuring the annual review of the Safeguarding Policy.