



# **Safeguarding Policy**

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**Responsibility: Envisage Business Partners**

**Version 2**

## **Aim**

Envisage recognises that team members and learners have an important role to play in safeguarding the welfare of children, young people and vulnerable adults and in preventing their abuse and to report any incidents of actual or suspected abuse

Further information is available from:

“What To Do If You’re Worried A Child Is Being Abused” (Department of Health 2003) which sets out guidance on child protection and states that everyone who works with children should be aware of the need to alert the social services, NSPCC or the police when they believe a child has been abused or is at risk of abuse.

The Department for Education and Skills publication, “Safeguarding Children in Education” offers specific guidance to the governing bodies of further education institutions.

## **Purpose**

Envisage has a duty to support all learners, and has additional duties regarding the protection and support of learners in the 16 to 18 age range and vulnerable adults. The Children Act 1989 defines a child as a person up to the age of 18. Young people in the 16 to 18 age range are becoming increasingly independent and less obviously in need of protection but their need for protection may still be acute. Envisage recognises its responsibilities and supports team members in responding promptly and appropriately.

## **PREVENT Duty**

Envisage will adhere to the Prevent strategy (Counter Terrorism and Security Act 2015). The focus on this will be for partners to:

- Establish mechanisms for understanding the risk of radicalisation
- Ensure staff understand the risk and build the capabilities to deal with this
- Communicate and promote the importance of duty
- Ensure staff implement the duty effectively

## **Scope - WHO may be covered by this policy**

Any young person up to the age of 18 years and vulnerable adults, regardless of whether they are an Envisage learner or not.

Children/young people with special educational needs who have particular challenges and difficulties eg physical or mental impairment (including communication difficulties) that might mask possible abuse.

The Ofsted publication; ‘Safeguarding children and young people and young vulnerable adults policy’ states that adults are considered vulnerable if they receive a health, personal or social care service from a professional.

In the event of an adult learner disclosing past abuse, Envisage recommends that the learner be supported in seeking counselling through an appropriate support service / organisation.

## **Scope - WHO protects and supports**

All Envisage team members share the duty of care.

The police and social services have a primary responsibility in the field of child protection. The Children's Act 1989 places a duty on local authorities to take steps to protect children in appropriate circumstances and gives certain powers to the police so that they can take action to protect children.

## **WHAT is covered**

Abuse may be physical, sexual, emotional or through neglect.

Forced marriage comes under the definition of domestic violence and is a safeguarding issue. Team members need to be aware of the distinction between an arranged marriage (where the parties consent to the marriage) and forced marriage where there is no consent and emotional and physical pressure is used.

Bullying, cyber-bullying and physical self harming are all situations where young people are at risk and may need protection

All complaints, allegations or suspicious must be taken seriously. Envisage will consider action in the following situations:

Where learners, in the 16 to 18 age range, are at risk, regardless of whether this occurs within or away from our courses.

Where information is disclosed to a member of staff (in the course of their duties with Envisage) with regard to the abuse or suspected abuse of someone under the age of 18 (be that a learner or sibling, child of a learner, neighbour etc.)

Where a learner over 18 discloses past or current abuse.

It is essential that children and young people have the right of access to adults who will respect their confidences; adults who will not judge, intervene and act, except in certain serious circumstances, without the young person's agreement.

## **HOW - Responding to an allegation or suspicion of child abuse**

The young person should be advised/reminded of the limits to confidentiality as soon as it becomes apparent that there is an allegation or suspicion of abuse. If the young person is the complainant and it quickly becomes apparent that the situation may need to go further, staff are advised to keep questions to the minimum necessary to understand what is being alleged. Staff must avoid leading questions as these will cause problems for subsequent investigation and any court proceedings. (Leading questions are questions which suggest the answer to the respondent).

The emphasis should be on supporting the young person into and through the next steps in the process. Please refer to the reporting flowchart at the end of this policy. Any details of an incident or allegation should be recorded on Envisage's 'safeguarding reporting form'.

The suspicion/allegation/incident should be reported to the Envisage partners as soon as possible; if the Envisage Partners cannot be contacted within 2 hours of the initial concern arising, then the person making the report must report the matter to the Local Safeguarding Board (numbers of both Sheffield & Rotherham are contacted in the 'Useful Contacts' section of this policy) as soon

as possible about the action taken. It is important that team members should not feel they have to manage the situation alone.

The Local Safeguarding Board will be able to provide all necessary advice and support to help deal with the incident. Additional advice or support can be sought through the 'useful contacts' section of this policy.

The learner should be kept informed of actions taken at all stages of the procedure except in very rare circumstances. Maximum support should be offered and provided to them if requested. In most instances, the Envisage partners will meet with them to consult and explain what is being done prior to telephoning the Local Safeguarding Board.

## **HOW - Responding to allegations where confidentiality should not be breached**

In situations where the team member is confident that the circumstances are such that confidentiality does not need to be breached, Social Services do not need to be informed immediately, but the team member should still make a written record of the details on our 'safeguarding reporting form' and notify the Local Safeguarding Board. This should be explained to the young person with the emphasis that no further action will be taken without their consent.

The team member should then act upon the recommendations given by the Local Safeguarding Board

In these situations team members should be advising the learner to seek further help from an appropriate counselling or other support service and helping them to access this support. For many learners on-going support and counselling will be essential.

## **HOW - Maintaining confidentiality**

All Envisage team members have a duty to ensure the confidentiality of information relating to both learners and colleagues. However, Envisage also has a duty of care and responsibility to its learners and team members, and hence in serious circumstances will have to breach a person's confidentiality; learners must be informed of this position.

The circumstances in which an individual's normal right to confidentiality will have to be breached will include the following:

When inaction could lead to the child or vulnerable adult, or any other person, being harmed

When inaction could infringe the rights of other children or vulnerable adults who have not been consulted

When Envisage is under a legal duty to pass information to another agency

The presumption in such cases is that the information will be shared with the appropriate team members. Envisage may seek advice from those Agencies contained in the 'useful contacts' list in difficult or complex cases.

Team members should not discuss incidents of a confidential nature with anyone else, however, it may be important to ensure that other team members involved are made aware that the learner may need support.

## **HOW - Allegations about team members**

Any suspicion, allegation or actual abuse of a child/vulnerable adult by a member of staff must be reported to the Envisage partners as soon as possible.

On being notified of any such matter, the Envisage partners shall:

Take such steps as he/she considers necessary to ensure the safety of the child/vulnerable adult in question and any other who might be at risk

Report the matter to the Local Safeguarding Board. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the Local Authority Social Services Department within 24 hours.

Ensure that the person who reported the original concern completes a report of the matter.

The team member may be suspended pending further investigation.

## **How - Whistle blowing Policy and Procedure (see separate procedure)**

Our whistle blowing procedure is designed to give our team members a clear process to follow in order to bring matters of concern to attention if they genuinely believe something is wrong.

## **HOW – allegations of abuse by another learner**

Team members should follow the same process as for allegations of abuse by a team member. Each case would have to be dealt with individually but the alleged abuser would, in most instances, be suspended from the course and the police informed.

A learner found to have abused or groomed a young learner for abuse would be permanently excluded

## **HOW – Recording**

A written factual record should be made as soon as possible of the key details regarding the allegations or disclosure, and actions taken. The record should be factual and objective and not based on opinions, thoughts or impressions. This should be recorded on our 'safeguarding reporting' form

The Envisage partners shall retain a copy of:

- The form
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material
- Records will be securely retained for 10 years after the date of the incident.

## **HOW - Vetting and training staff**

Envisage recognises its duty to vet team members through taking up references from past employment, requiring proof of qualifications and satisfactory explanations for gaps in CVs. All Envisage team members with regular access to young people are DBS checked.

Information will be provided to all team members to ensure that they have an understanding of child and vulnerable adult abuse, Envisages' responsibilities for safeguarding and that they are aware of the policy. The information provided will also relate to requirements of partner colleges and awarding body safeguarding policies, training and procedures where applicable.

## **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help our team members to;

- analyse their own practice against established good practice, to ensure their practice is not likely to result in allegations being made;
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse;
- respond to concerns expressed by a child or vulnerable adult
- work safely & effectively with children and vulnerable adults

Appropriate training may be arranged to enable individuals to recognise their responsibilities with regard to good practice and reporting of suspected poor practice or concerns of potential abuse and how to work safely and effectively with children and vulnerable adults.

### **Promoting Good Practice with Children and Vulnerable Adults**

It is possible to reduce situations in which abuse can occur and help protect team members by promoting good practice. Team members should avoid taking on the responsibility for tasks for which they are not appropriately trained.

The following guidelines should be used to promote good practice

- Work in an open environment - avoid private or unobserved situations. (e.g. no secrets)
- Treat all children/vulnerable adults equally, and with respect and dignity
- Maintain a safe and appropriate distance from young people (e.g. it is not appropriate to have an intimate relationship or to share a room with them)
- Build balanced relationships based on mutual trust which empowers young people to share in the decision making process
- Ensuring that if any form of manual/physical support is required, it should be provided openly. Young people should always be consulted and their agreement gained
- Keep up to date with the appropriate technical skills and qualifications
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure that equipment and facilities are safe to use
- Ensure that use of photographic and filming equipment is appropriate
- Ensure that high standards are maintained at all times

### **Practice to be Avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of the Envisage Partners or the young person's parent or guardian, for example do not:

- spend excessive time alone with young people away from others
- take young people alone on car journeys, however short
- take any young people to your home

### **Envisage Staff should never:**

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a young person, even in fun
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- Do things of a personal nature for a young person that they can do for themselves
- Invite or allow a young person to stay at their home

## **HOW – Abuse observed by team members or learners in the workplace**

Team members visiting learners on placement, or in their place of work, also have a duty of care to the service users.

If the team member observes significant abuse of children or vulnerable adults, they should immediately report the incident to the manager on duty. If this isn't possible then the Envisage tutor should follow the reporting procedure shown in the flow chart at the end of this policy

In less serious cases, team members are advised to report back to the Envisage partners who will decide what the appropriate action should be. At all stages, confidentiality must be maintained.

The 3 options in situations such as this are:

- No action on this occasion.
- Envisage partners to contact the manager and diplomatically express the concerns
- Envisage partners to contact the appropriate Local Authority or Local Safeguarding Board

Whatever action is taken, consideration must be given as to whether Envisage can/should maintain a working relationship with the establishment either as a placement option or for NVQ assessment.

Learners on placement should be advised to contact Envisage if they are concerned that a child or vulnerable adult has been abused. Great care needs to be taken to support the learner and decide the appropriate course of action.

## **HOW – Review**

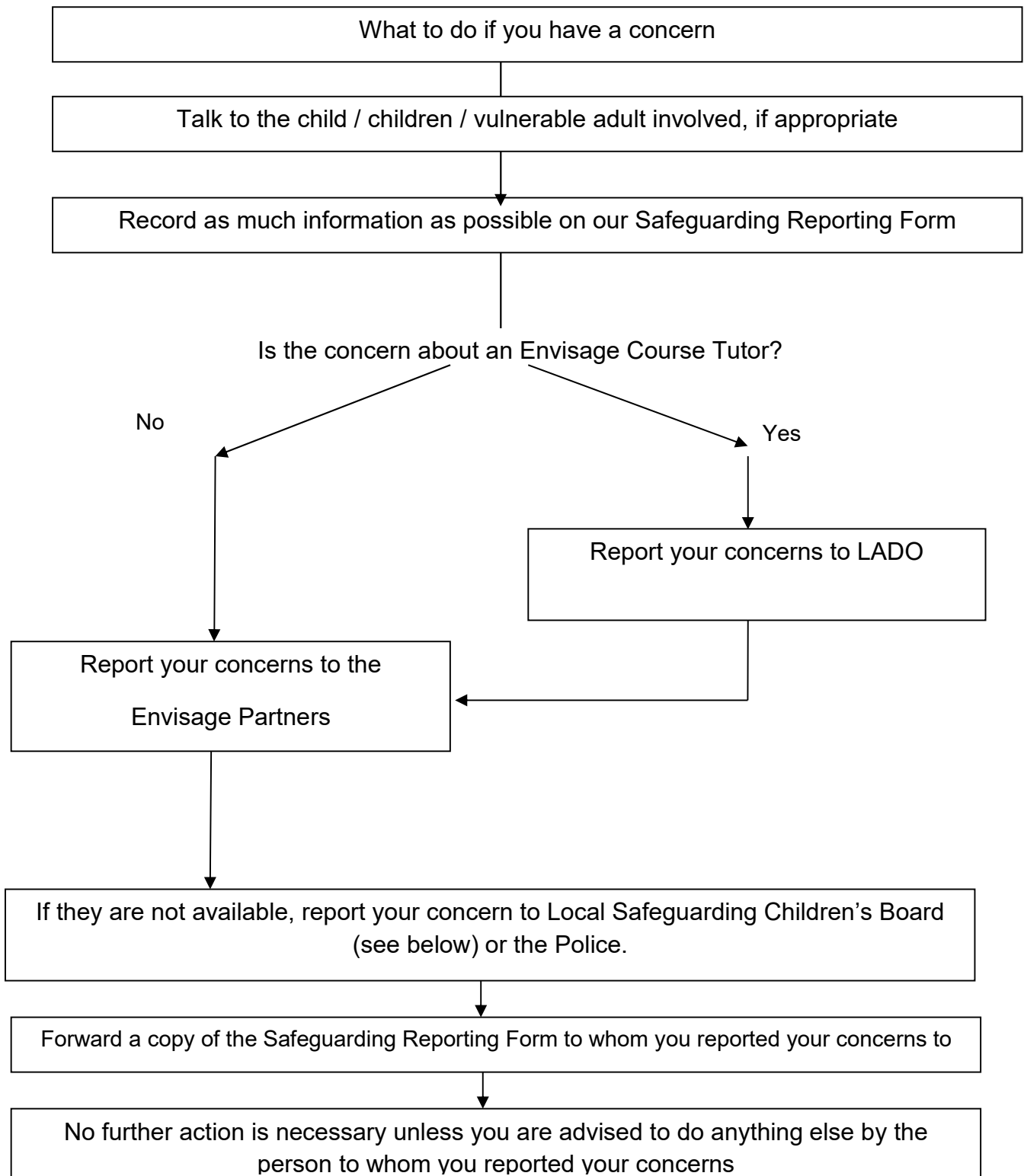
The Envisage partners will produce a report at the end of each academic year recording the number and nature of any incidents should they occur. This will be reported through annual self assessment.

The Envisage partners as required, and in response to any major changes in legislation or significant events will review this working practice.

This policy will be reviewed annually.



## Flowchart for Reporting Safeguarding Concerns



## Useful Contacts

Dave Ireson – Envisage Designated safeguarding lead - 07899973650 -  
dave@envisagetraining.co.uk

The Child Protection in Sport Unit (CPSU) 0116 234 7278 [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

NSPCC Helpline 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

ChildLine 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

Disclosure and Barring Service 01325 953795  
(Previously known as the CRB) [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/)

Ofsted (Education or Adult Skills) 0300 123 4234 [www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
General helpline including childcare 0300 123 1231  
Email: enquiries@ofsted.gov.uk

Police In an emergency 999 or 112 or in a non emergency 101

## Local Safeguarding Children Board

0114 2734934 (Sheffield)

01709 382121 (Rotherham)

## Glossary of Terms

**Local Authority Designated Officer (LADO)** The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has;

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

## Other Agencies

Children's Services and the Police have a statutory duty to ensure the welfare of children and work in partnership with Local Safeguarding Children Boards. Children's Services work jointly with the Police in dealing with all safeguarding concerns.

**Local Safeguarding Children Board (LSCB)** LSCB's are responsible for local arrangements for protecting children and young people. They provide inter-agency guidelines for child protection. The main responsibilities of the LSCB as set out in section 14 of the Children Act 2004 are to co-ordinate and quality assure the safeguarding children activities of member agencies.

**Office for Standards in Education (Ofsted)** Ofsted has responsibility (in the majority of circumstances) for the regulation of providers of childcare services; nurseries, playgroups and pre-schools, crèches, out of school care and childminders for children up to the age of 8, in addition to its role of inspecting schools. Ofsted investigates (where applicable) any complaints made in relation to any of these services and takes any necessary action when a service does not meet the minimum standards or other registration requirements.

**Childline** This is a free 24 hour counselling service for children and young people up to and including 18 in the UK provided by the NSPCC.

**National Society for the Prevention of Cruelty to Children (NSPCC)** The NSPCC provides expert help and advice if you are worried about a child or young person.

**Child Protection in Sport Unit (CPSU)** The CPSU provides help and advice to anyone involved in sports activities with children and young people.

**Disclosure and Barring Service (DBS)** The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).