



## **Beats Learning Safeguarding Policy and Procedure**



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## 1. Introduction

**Beats Learning** was originally formed to help people at risk of social exclusion achieve a qualification in music or performing arts. Beats Learning has since evolved and broadened its programme to include ESOL, Employability, Traineeship and a variety of Apprenticeships.

**Beats Learning** offers our learners an alternative to mainstream college. We teach in small groups with experienced, supportive staff who are trained to understand some of the problems our students face.

**Beats Learning** want to ensure that each learner is given individual attention and care. Our tutors and support workers work with each learner to create an individualised plan to ensure that you and your learning are supported. Whether you suffer from mental health issues, physical disabilities, or need little or no support, we will endeavor to create an encouraging and safe environment for you to learn.

## 2. Purpose & Aims

2.1 The purpose of Beats Learning Safeguarding policy is to ensure every vulnerable adult and child is safe and protected from harm. This means we will always work to:

- Protect adults, children and young people from maltreatment.
- Prevent impairment of adults, children and young people's health or development, including mental health.
- Identify adults, children and young people who may be in need of extra help.
- Ensure that all members of staff, consultants, visitors, supporters, consultants, partners are able to assist adults, children and young people to be safe.

2.2 This policy gives a clear direction for those working for, and on behalf of Beats Learning on the expected behaviour and our responsibilities to safeguard and promote the welfare of all adults, children and young people.

2.3 Beats Learning fully recognises the contribution it can make to protect adults and children from harm and supporting and promoting the welfare of those coming into contact with our organisation. The elements of our policy are prevention, protection and support.

2.4 This policy applies to all those working for, and on behalf of Beats Learning.

### 3. Legislation & Statutory Guidance

In developing this policy and any associated procedures and guidance, we have made reference to the following legislations/guidance:

- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.
- The Care Act 2014, which provides a framework for the care and protection of adults.
- The Rehabilitation of Offenders Act 1974
- Working Together to Safeguard Children (2018)
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006

### 4. Definitions

The terms "child" and "children" refer to anyone under the age of 18.

Safeguarding and promoting the welfare of children or adults means:

- Protect adults, children and young people from maltreatment.
- Preventing impairment of children's or vulnerable adult's health or development.
- Taking action to enable all children and vulnerable adults have the best outcomes.

Abuse is a form of maltreatment of a child or adult. Somebody may abuse or neglect an adult or child by inflicting harm, or by failing to act to prevent harm.

Adults and children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect is a form of abuse and is the persistent failure to meet a child or vulnerable adult's basic physical, and/or psychological needs, likely to result in the serious impairment of that individual's health or development. Neglect may occur during pregnancy as a result of material substance abuse. 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.

- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.  
<https://www.legislation.gov.uk/ukpga/2004/31>
- The Care Act 2014, which provides a framework for the care and protection of adults.  
<http://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>
- The Rehabilitation of Offenders Act 1974  
<https://www.legislation.gov.uk/ukpga/1974/53>
- Working Together to Safeguard Children (2018)  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006  
<https://www.legislation.gov.uk/ukpga/2006/47/schedule/4>

It may also include neglect of, or unresponsiveness to a child or vulnerable adult's basic emotional needs.

## 5. Our Ethos

- 5.1 The child's welfare is of paramount importance as outlined in The Children's Act 2004. Beats Learning will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe.
- 5.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise staff at Beats Learning play an important role as they are in a position to identify concerns. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.
- 5.3 All staff will, through training, know how to respond to a disclosure from a child and how to record and report this information.
- 5.4 At all times we will work in partnership with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018) and Local Safeguarding Children Board /Local Safeguarding Child Partnership procedures.
- 5.5 We adhere to the six principles of adult safeguarding as outlined by The Care Act 2014.
- 5.6 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- 5.7 The rights, dignity and worth of all adults will always be respected.

5.8 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns.

5.9 All allegations will be taken seriously and responded to quickly in line with Local Safeguarding Children Board/Local Safeguarding Child Partnership procedures.

- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children. <https://www.legislation.gov.uk/ukpga/2004/31>
- The Care Act 2014, which provides a framework for the care and protection of adults. <http://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>
- Working Together to Safeguard Children (2018) <https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>
- Local Safeguarding Adults Board: <https://www.cityoflondon.gov.uk/services/adult-social-care/Pages/safeguarding-adults.aspx>

## 6. Roles & Responsibilities

**It is the responsibility of every member of staff and regular visitor to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children and vulnerable adults. This includes the responsibility to provide a safe environment**

Roles	Name	Contact details: (e-mail)	Contact phone:
Designated Safeguarding Lead (DSL)	Daniel	daniel@beatslearning.com	+44 (0) 7415178399
Deputy Designated Safeguarding Lead (DDSL)	Dee Warwick	dee@beatslearning.com	
Senior Safeguarding Lead	Milly Wildish	milly@mawsafeguarding.co.uk	07917 321230

## 6.2 The role of the Designated Safeguarding Lead

- The safeguarding policy is in place and is reviewed annually, is available to the public and has been written in line with statutory guidance and the requirements of the Local Safeguarding Child Partnership and Local Safeguarding Adults Board's (LSAB) procedures.
- A senior member of staff is designated to take the lead responsibility for safeguarding.
- All staff and consultants receive a safeguarding induction and are provided with a copy of this policy and the code of conduct.
- All staff undertake appropriate child protection training relevant to their role.
- Procedures are in place for dealing with allegations against members of staff and consultants who work with children in line with statutory guidance.
- Safer recruitment practices are followed to prevent individuals who may pose a risk to children from having access to children within the organisation.
- Any weakness with regard to safeguarding arrangements that are brought to their attention will be remedied without delay.
- Policies and procedures, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff.
- All staff and consultants feel able to raise concerns about poor or unsafe safeguarding practice and such concerns are addressed sensitively in accordance with agreed internal procedures.
- Liaison will take place with the Designated Officer for the Local Authority (commonly known as 'LADO') in the event of an allegation of abuse being made against a member of staff where their role involves working with children.

6.4 The DSL will carry out their role in accordance with the responsibilities outlined in Working Together to Safeguard Children (2018). The DSL will provide advice and support to other staff. Any concern for a Child/adult's safety or welfare will be recorded in writing and given to the DSL.

6.5 During opening hours, the DSL and/or a deputy will always be available for staff to discuss any safeguarding concerns. If a DSL is not available in person, we will ensure that they are available via telephone and/or any other relevant media.

6.6 Through appropriate training, knowledge and experience our DSL will liaise with Police, the Local Authority Designated Officer (LADO), Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB) where necessary, and make referrals of suspected abuse.

6.7 The DSL will maintain written records ensuring that they are kept confidential and stored securely.

6.8 The DSL is responsible for ensuring that all staff members, trustees, consultants, and everyone associated with Beats Learning, are aware of our policy and the procedure they need to follow. They will ensure that all staff, consultants and regular visitors have received appropriate safeguarding information during induction and that appropriate training needs are identified.

- Local Safeguarding Adults Board: <https://www.cityoflondon.gov.uk/services/adult-social-care/Pages/safeguarding-adults.aspx>
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children. <https://www.legislation.gov.uk/ukpga/2004/31>
- The Care Act 2014, which provides a framework for the care and protection of adults. <http://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>
- Working Together to Safeguard Children (2018) <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- SEND (Special Educational Needs and Disability): <https://send.excellencegateway.org.uk/>
- Local Authority Designated Officer (LADO): <https://www.islingtoncs.org/node/2580>
- Police: <https://www.met.police.uk/advice/advice-and-information/caa/child-abuse/how-to-report-possible-child-abuse/>

## 7. Training & Induction

7.1 When new staff or consultants join our organisation, they will be informed of the Safeguarding arrangements in place. They will be given a copy of Beat Learning safeguarding policy along with the code of conduct and told who our DSL and Deputy DSL are. All staff and consultants are expected to read and sign the code of conduct.

7.2 Every new member of staff or consultant that comes into regular contact with children will receive safeguarding training during their induction period. This programme will include information relating to how to manage a disclosure from a child, how to record concerns, and the remit of the role of the DSL. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability relating to their work

with children and/or vulnerable adults.

- 7.3 Guidance about acceptable conduct will also be given to all staff and consultants during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and consultants are expected carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.
- 7.4 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities. In order to achieve this, we will ensure that:
- All staff members and consultants will undertake appropriate safeguarding training based on their role.
  - All staff members and consultants will receive safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required to provide them with the relevant skills and knowledge to safeguard children effectively.
- 7.5 All regular visitors, supporters, customers will be given a set of our safeguarding procedures. They will be informed of whom our DSL and Deputy DLS are and what the recording and reporting system is.
- 7.6 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance accessible via the Police, Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB) procedures.
- 7.7 Our DSL will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children or vulnerable adults coming into contact with Beats Learning.

## 8. Procedures for Managing Pathways- Help & Support

- 8.1 Beats Learning adheres to safeguarding procedures that have been agreed locally with the Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB). Where we identify vulnerable adults or children and families in need of support, we will carry out our responsibilities in accordance with the Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB) for guidance.
- 8.2 Every member of staff (including consultants) working at Beats Learning are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child or vulnerable adult, staff members should always act in the interests of the child or vulnerable adult and have a responsibility to take action as outlined in this policy.
- 8.3 All staff members are encouraged to report and record any worries and concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, worries and concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on worries and concerns in accordance with this policy to allow the relevant authorities to build up a picture and intervene with support at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.
- 8.4 It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.
- 8.5 The DSL should be used as a first point of contact for worries, concerns and queries regarding any safeguarding concerns at Beats Learning. Any member of staff or visitor who receives a disclosure of abuse or suspects that a child or vulnerable adult is at risk of harm must report it immediately to the DSL. In the absence of a DSL, the matter should be brought to the attention of the DDSL for Safeguarding.
- 8.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed procedures.
- 8.7 Following receipt of any information raising concern, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.

8.8 The DSL will decide whether to make a referral to the Police, Local Authority Designated Officer (LADO), Local Safeguarding Child Partnership and or Local Safeguarding Adults Board (LSAB) when there are safeguarding concerns.

8.9 If a referral to Local Authority Designated Officer (LADO), Local Safeguarding Child Partnership and or Local Safeguarding Adults Board (LSAB) has not met the threshold for support or statutory intervention, the DSL will make a full written record of the decision and outcome.

8.10 If, at any point, there is a risk of immediate serious harm to an adult or child, a referral should be made to the Police. Anybody can make a referral.

8.11 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Police, the Local Authority Officer (LADO), Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB) if:

- The situation is an emergency and the DSL and the DDSL for Safeguarding are unavailable
- They are convinced that a direct report is the only way to ensure the adult or child's safety.

8.12 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Senior Safeguarding Lead. If any member of staff does not feel the situation has been addressed appropriately after this point, they should contact the Local Authority Designated Officer (LADO) or Local Safeguarding Child Partnership and or Local Safeguarding Adults Board (LSAB) directly with their concerns.

8.13 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and staff must never tolerate or dismiss concerns relating to peer-on-peer abuse.

8.14 We recognise that children and adults with special educational needs and disabilities (SEND) can face additional safeguarding challenges. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the adult or child's disability

- Adults or children with SEND can be disproportionately impacted by things like bullying- without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

8.15 At Beats Learning we recognise that our staff are well placed to identify concerns to help prevent child sexual exploitation and have a vital role in identifying signs that sexual exploitation may be taking place. Any staff member that has a concern regarding sexual exploitation should inform the DSL who will liaise with Police, the Local Authority Officer (LADO), Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB).

8.16 At Beat Learning we recognise that our staff may be placed to identify concerns to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV). If staff have a concern regarding a child or adult that might be at risk of HBV they should inform the DSL who will liaise with the Police, the Local Authority Officer (LADO) Local Safeguarding Child Partnership and or the Local Safeguarding Adults Board (LSAB).

8.17 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other form of vulnerability in today's society. At SSAT we will ensure that:

- Through training, staff and consultants have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise.
- The DSL has received relevant training in this area and will act as the point of contact for any concerns relating to radicalisation and extremism.
- The DSL will make referrals to Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB) and will represent our organisation at meetings as required.

## 9. Records & Information Sharing

9.1 If staff are concerned about the welfare or safety of any child or vulnerable adult at Beats Learning, they will record their concern on the agreed reporting procedure.

Any worries or concerns should be passed to the DSL without delay.

9.2 Any information recorded will be kept in a secure cabinet or electronically. These files will be the responsibility of the DSL/DDSL. The information will only be shared on a basis of 'need to know in the adult's or child's Interests' and on the understanding that it remains strictly confidential.

## 10. Safer Recruitment

- 10.1 At Beats Learning we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to appointment. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks where we are required to do so and use any other means of ensuring we are recruiting and selecting the most suitable people to work with vulnerable adults and or children
- 10.2 We will maintain a record of all safer recruitment checks carried out in line with Statutory requirements and in line with our Data Protection policy.
- 10.3 We will ensure that those responsible for recruiting staff have completed appropriate 'safer recruitment' training. At all times we will ensure that safer recruitment practices are followed in accordance with our statutory requirements.
- 10.4 For those staff and consultants who have new or historical entries on their DBS that may raise concerns of a safeguarding nature but not exclude them from being able to undertake their role, a risk assessment will be completed and kept on file outlining any measures that will be in place to manage any assessed risk.

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## 11. Managing Allegations against Staff & Consultants

- 11.1 Our aim is to provide a safe environment which secures the wellbeing of children and vulnerable adults. We do, however, recognise that sometimes allegations of abuse are made.
- 11.2 We recognise that allegations, when they occur, are distressing and difficult for all concerned. We also recognise that some allegations are genuine and that there are individuals who deliberately seek to harm or abuse children or vulnerable adults.
- 11.3 We will take all possible steps to safeguard vulnerable adults or children and to ensure that those working for or on behalf of our organisation are safe to work with children and vulnerable adults. We will always ensure that the procedures outlined by Working Together to Safeguard Children are adhered to and will seek appropriate advice from the Designated Officer of the Local Safeguarding



Child Partnership and Local Safeguarding Adults Board (LSAB) where appropriate.

11.4 If an allegation is made or information is received about any member of staff (or volunteer) who works with children (both within our organisation or outside our organisation) who has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children\*

\*In addition, staff should also alert the Designated Safeguarding Lead and Head of the organisation if an individual who is working in London has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not need to directly relate to a child (see Chapter 7 of the London Child Protection Procedures for further guidance).

- the member of staff receiving the information should inform the DSL and/or the head of the organisation. This includes concerns relating to agency and supply staff, trainees and consultants.

11.5 The DSL will seek advice from the Designated Officer for the Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB) where appropriate within one working day. No member of staff will undertake further investigations before receiving further advice.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns within the Organisation should contact the Designated Officer for the Local Safeguarding Child Partnership and Local Safeguarding Adults Board (LSAB) directly.

11.7 Beats Learning will refer to the Disclosure and Barring Service (DBS) for any member of staff who has harmed, or poses a risk of harm, to a child or vulnerable adult. This referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from our Human Resources department.

#### **Local Authority Designated Officer**

Name	Phone Number	Email



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## 12. Link with other Policies

This policy forms part of an overall set of policies and procedures that fall under our safeguarding umbrella. Please see below the additional policies in place that underpin our safeguarding practice:

- Whistle Blowing
- Safer Recruitment
- Equality and Diversity Policy
- Complaints
- Data Protection & GDPR