



SAFEGUARDING POLICY

Safeguarding Young People and Vulnerable Adults

Introduction

The Ethical Education Enterprise is committed to ensuring the protection of those who come into contact with our company. We have a duty of care and will take all reasonable steps within our power to ensure that young people and vulnerable adults are not harmed in any way.

This policy outlines our commitment to safeguarding young people and vulnerable adults, and details a thorough process to ensure the protection of all. Where concerns are divulged, The Ethical Education Enterprise will take immediate and appropriate action to address these issues.

Designated Safeguarding Officers

Joan Fielder, CEO Helping Hands, contact number 07877142622, email joan.fielderceo@helpinghandssalford.co.uk

Jill Tichborne, CEO Ethical Education Enterprise CIC, contact number 07484243710, email jill@ee-enterprise.org.uk

Implementation of this policy

The Ethical Education Enterprise will appoint staff who are deemed suitable to work with young people and vulnerable adults based on their declarations of unspent and exempt convictions. An enhanced DBS check will therefore take place prior to recruitment. Upon employment staff will be instructed to read this policy as part of their induction and sign to acknowledge their understanding and commitment. The Ethical Education Enterprise will comply with all relevant legislation when responding to a breach of this policy and any breaches will be reported to the appropriate authorities accordingly. A full record of any suspected incidents or suspicions will be maintained with accurate details of the referral process.

Role of Ethical Education Enterprise

Ethical Education Enterprise recognises that young people may face many barriers to learning. The organisation will safeguard and promote young people's welfare by focusing on preventative actions and services so that all young people are able to fulfil their potential.

Safeguarding outcomes for young people are:

- young people are safe: the effectiveness of services in taking reasonable steps to ensure that young people are safe
- young people feel safe: the effectiveness of services in taking reasonable steps to ensure that young people feel safe.

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Safeguarding is not just about protecting young people from deliberate harm. It includes issues for settings such as:

- Health and safety
- Referring for early help
- Bullying including cyber bullying
- Internet safety
- Racist abuse, harassment and discrimination
- Use of physical intervention
- Meeting the needs of children and young people with medical conditions
- Providing first aid
- Drug and substance misuse
- Educational visits
- Intimate care
- Issues specific to a local area or population, e.g. gang activity
- Site security
- Female genital mutilation
- Forced marriage
- Sexual exploitation
- Missing children
- Managing allegations against staff
- Preventing Radicalisation and Extremism (Prevent Duty)

What to do if you suspect abuse

Contract a Designated Safeguarding Officer to discuss your concerns.

Submit an accurate written report of your concerns and submit to the Designated Safeguarding Officer as soon as possible.

Our safeguarding officer may seek legal advice or referral to the appropriate authorities where necessary. Action will take place within 3 working days. All those involved will be given the opportunity to provide further information or voice their concerns.

A file will be held securely and our safeguarding officer will ensure that the information is only available to the appropriate bodies. The person reporting the information may be advised that appropriate action has taken place but no further information will be given.

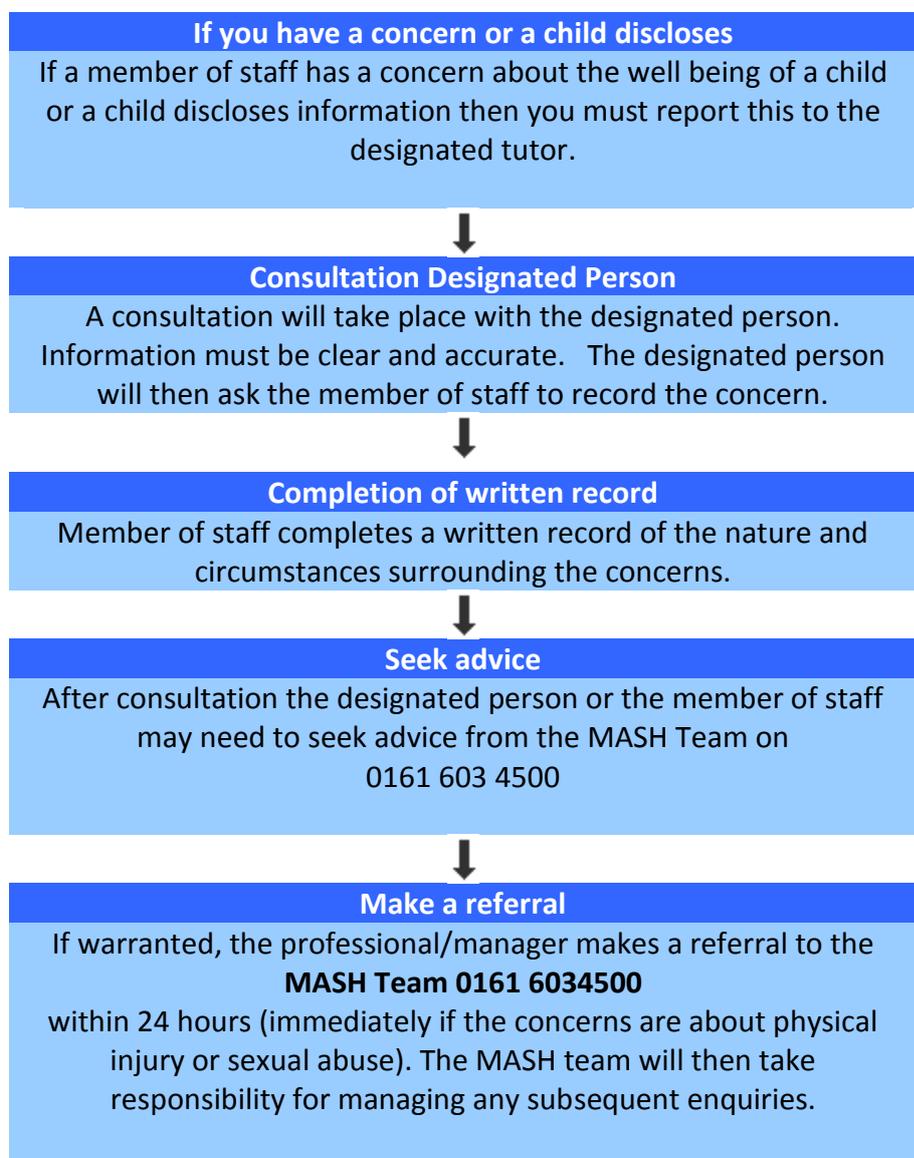
If necessary, support will be given to the person reporting the incident or those distressed by it.

All information and outcomes will be held securely by the safeguarding officer.

Procedures – Child Protection

Where it is believed that a child or vulnerable young person is suffering from, or is at risk of significant harm, we will follow the child protection procedures set out by the Salford Safeguarding Children Board. worriedaboutachild@salford.gov.uk Telephone: 0161 6034500

In our organisation we have specific procedures in place for Safeguarding to support our Staff.





If a child discloses information to a member of staff then they must listen carefully to anything the child or young person may want to say. They must not ask leading questions and must not promise to keep the matter a secret.

Staff must be aware that their records might have to be used as evidence in court, and must therefore be aware of the need to distinguish fact from opinion. However, staff must not attempt to investigate a situation themselves.

If a referral needs to be made, or consultation with any other agency then our organisation recognises where appropriate, that it is good practice to inform parents and child or actions to be taken.

In implementing the Ethical Education Enterprise policies and procedures on Safeguarding we will ensure :

- that the policies relating to safeguarding will be implemented and monitored on an on-going basis with annual evaluation of effectiveness and review. The Review will be presented as an annual report to the governing body.
- New and/or temporary staff will be made aware of the policy and procedures at induction within organisation with clarity about how safeguarding fits into whole organisation policy.

Information Sharing and Confidentiality

Information sharing and Confidentiality are issues which need to be discussed and fully understood by all those working with children and vulnerable persons.

Practitioners work together best to safeguard children and vulnerable persons where there is an exchange of relevant information between them. Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 1998, European Convention on Human Rights, Article 8*). Wherever possible, consent should be obtained before sharing personal information with third parties **but may be waived in the circumstances set out below.**

In some circumstances, achieving consent may not be possible or desirable but the safety and welfare of the named person dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

Where consent cannot be obtained to share information or consent is refused or where seeking it may undermine the prevention, detection, or prosecution of a crime the practitioner must judge from the facts whether there is enough public interest to justify sharing information. A concern in relation to protecting a child from significant harm,

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promoting the welfare of children, protecting adults from serious harm or preventing crime and disorder are all well within public interest.

The Public Interest test means that practitioners must decide whether sharing information is a necessary and proportionate response to the need to protect the child in question. The decision making process must weigh up what might happen if the information is shared against what might happen if it is not shared.

The Designated Senior Person will disclose personal information about a student to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and vulnerable persons

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

When not to share information

In some circumstances, information should not be shared with the family about the referral. For example, where evidence of abuse is likely to be removed or where a child will be placed at increased risk when parents have this knowledge.

It is the practice of this organisation to be as open and honest as possible with parents/carers about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

- Where sexual abuse or sexual exploitation is suspected
- Where organised or multiple abuse is suspected (see complex, organised, or multiple abuse procedure)
- Where fabricated or Induced Illness (previously known as Munchausen Syndrome by proxy) is suspected (see Fabricated or Induced Illness procedure)
- Where Female Genital Mutilation is the concern (see Female Genital Mutilation procedure)
- In cases of suspect Forced Marriage (see Forced Marriage procedure)
- Where contacting parents/carers would place a child, yourself, or others at immediate risk

These decisions should not be taken in isolation. Consult with your senior manager/line manager/designated safeguarding lead or the Multi Agency Hub on 0161 603 4500.

Records and monitoring

Well-kept records are essential to good practice. Our organisation is clear about the need to record any concerns held about a student or trainee within our organisation, the status of such records and when these records, or parts thereof, should be shared with other agencies.

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The designated person is responsible for collating all appropriate information on individual children and vulnerable persons

All individual child protection records are locked securely in the main Office

Monitoring of ongoing concerns is vital and will be undertaken by both staff involved in situations. The organisation will monitor the progress of children who have Child Protection Plans and will take full part in Child Protection Conferences, Core Group meetings, Strategy meetings etc.

Allegations against staff

All staff should take care not to place themselves in a vulnerable position with a child or vulnerable person. It is always advisable for interviews or work with individuals to be conducted in view of other adults.

We understand that a student/trainee 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 Head of Centre.

The Head of Centre on all such occasions will discuss the content of the allegation with Salford Local Authority Designated Officers (LADO) – 0161 6034350

If the allegation made to a member of staff concerns the Head of Centre, the person receiving the allegation will immediately inform LADO

The organisation will follow the Salford procedures for managing allegations against staff, in the Guidelines for Safe Practice and Managing Allegations outlined on the SSCB website. <http://www.partnersinsalford.org/sscb/safeppractice.htm>

Suspension of the member of staff against whom an allegation has been made, needs careful consideration, and the Head of Centre will seek the advice from the LADO.



Incident Disclosure Form

Name :			
Case Reference:			
DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and time of concern :			
Your account of the concern : (what was said, observed, reported and by whom)			
Additional information : (your opinion, context of concern/disclosure)			
Your response : (what did you do/say following the concern)			
Your name :			
Your signature :			
Date and time of this recording :			
Action and response of Safeguarding Officer Name:Date:.....			