

FIFTH Movement LTD Safeguarding Policy 2023 - 2024

Name of organisation: FIFTH Movement LTD

Last Reviewed: September 2023

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Designated Safeguarding Lead	Chloe Ward	Senior Management	Jared Berndt
Position	Operations Manager	Position	Managing Director
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FIFTH Movement abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

We recognise the welfare of children is paramount in all the work we do and in all the decisions we take.

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

FIFTH Movement Ltd will:

- Protect children and young people who receive FIFTH Movement's services from harm. This includes the children of adults who use our services.
- Provide staff and self-employed staff, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of FIFTH Movement Ltd. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

<p>1. Introduction</p>	<p>FIFTH Movement Ltd makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>FIFTH Movement LTD comes into contact with children and young people through the following activities: Delivery of services e.g., extra-curricular clubs, lunchtime clubs, wellbeing workshops and forest school with Primary and Secondary schools. Alongside holiday camps ran for children aged 5 – 11 outside of school term time.</p> <p>This policy seeks to ensure that FIFTH Movement LTD undertakes its responsibilities with regards to protection of children and young people and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation’s expectations.</p>
<p>2. Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> • Working together to safeguard Children 2010 • The Children Act 1989 • The Children Act 2004 • The Adoption and Children Act 2002 • Safeguarding Vulnerable Groups Act 2006 • Care Standards Act 2000 • Public Interest Disclosure Act 1998 • The Police Act 1997 • Mental Health Act 1983 • NHS and Community Care Act 1990 • Rehabilitation of Offenders Act 1974
<p>3. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and young people wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender, or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse <p>Definition of a child: A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p>

<p>4. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance provided in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>Senior Management – Jared Berndt has the responsibility to ensure:</p> <ul style="list-style-type: none"> • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • Sufficient resources are allocated to ensure that the policy can be effectively implemented <p>The Designated Senior Manager/lead officer is Chloe Ward. This person’s responsibilities are:</p> <ul style="list-style-type: none"> • Promoting the welfare of children and young people • Ensure staff (paid and unpaid) have access to appropriate training/information • Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately • Keep up to date with local arrangements for safeguarding and DBS • Take forward concerns about responses
<p>5. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> • Whistleblowing – Ability to inform on other staff/practices within the organisation • Grievance and disciplinary procedures to address breaches of procedures/policies • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Staff induction <p>Safe recruitment</p> <p>FIFTH Movement LTD ensures safe recruitment through the following processes:</p> <ul style="list-style-type: none"> • Job or role descriptions for all roles involving contact with child/young people will contain reference to safeguarding responsibilities. • All staff (paid or unpaid) must provide an up-to-date Enhanced DBS or apply for one through our trusted third-party service, Care Check (Including provision of relevant ID documents to be seen by a member of the office team.) • No formal job offer is made until after checks for suitability are completed. <p>Disclosure and Barring Service Gap Management</p> <p>The organisation commits resources to providing Disclosure and barring service checks on staff (paid or unpaid) whose roles involve contact with children and young people.</p> <p>In order to avoid DBS gaps, the organisation will ensure that established staff and roles are regularly reviewed through</p> <ul style="list-style-type: none"> • A 3-year rolling programme of re-checking DBS’s is in place for holders of all identified posts.

	<ul style="list-style-type: none"> Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / young people will be subject to a DBS check.
<p>6. Communications training and support for staff</p>	<p>FIFTH Movement LTD commits resources for induction, training of staff (paid and unpaid) where needed, effective communications and support mechanisms in relation to Safeguarding.</p> <p>Induction will include</p> <ul style="list-style-type: none"> Discussion of the Safeguarding Policy (and confirmation of understanding) Ensure familiarity with reporting processes, the role of Designated Senior Manager (and who acts in their absence) Initial training on safeguarding including safe working practices, understanding child protection where needed <p>Communications and discussion of safeguarding issues</p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"> SMT meetings One to one meetings (formal or informal) Provision of a clear and effective reporting procedure which encourages reporting of concerns
<p>7. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at FIFTH Movement LTD .</p> <p style="text-align: center;">Seek medical attention for the child if needed and inform Medic there may be child protection concern.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Communicate your concerns with your Designated Safeguarding Lead or Senior Management if the Designated Safeguarding Lead is not reachable. Complete Safeguarding concern report form.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Safeguarding Lead makes decision on immediate referral to or consultation with Children’s Social Care or Police; records actions taken / agreed (including who will inform parents).</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If needed seek advice from the Children and Families helpdesk or Adults helpdesk.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded.</p>
<p>8. Allegations Management</p>	<p>FIFTH Movement Ltd recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p>

	<p>Individual alerted to concerns reports to Safeguarding Lead – Chloe Ward or Senior Management if DSL Is not reachable, safeguarding incident report form is completed.</p> <p style="text-align: center;">↓</p> <p>Safeguarding Lead (if appropriate in consultation with Children’s Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Poor practice/breach of code of conduct Possible child abuse/criminal offence</p> <p style="text-align: center;">↓</p> <p>Inform subject of concerns of intention to pass information to employing / deploying organisation safeguarding lead in line with safeguarding policy <u>OR</u> disciplinary investigation held for internal staff.</p> <p style="text-align: center;">↓</p> <p>Contact safeguarding lead in employing / deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc’ing the individual <u>OR</u> Outcome of disciplinary process (e.g. no case to answer, advice or warning given, training / support required, other sanctions, or exclusion).</p> </div> <div style="width: 45%;"> <p>If urgent or a high level of risk to children, either contact Children’s Social Care or Police direct to refer or contact the safeguarding lead in the individual’s employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies and seek confirmation when this <u>OR</u> for internal staff Safeguarding lead consults with/refers to Children’s Social Care/Police and follows this up in writing within 24 hours. Full disciplinary investigation undertaken and hearing held. has been undertaken. If not agreed - contact statutory agencies directly.</p> </div> </div> <p>FIFTH Movement Ltd recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document.</p>
<p>9. Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • Checking that policies are up to date and relevant • Reviewing the current reporting procedures in place • Monitoring whether concerns are being reported and actioned
<p>10. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies - Data Protection Policy and Confidentiality Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>

11. Conflict resolution and complaints	<p>FIFTH Movement LTD is aware of the policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy and if necessary, this will be taken forward by the Designated Senior Manager.</p>
12. Communicating and reviewing the policy	<p>FIFTH Movement Ltd will make clients aware of the Safeguarding Policy through the following means</p> <ul style="list-style-type: none"> • A statement to clients and customers about safeguarding arrangements is displayed on the FIFTH Movement website. • Agreement with each client that the safeguarding policy will be adhered to by all staff and provided upon request. <p>This policy will be reviewed by Chloe Ward, Designated Safeguarding Lead, every year and when there are changes in legislation.</p>
13. Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for FIFTH Movement Ltd.</p> <p>Please complete the details below and return this completed form to FIFTH Movement Ltd.</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>