

Charlton Premier Skills
SAFEGUARDING POLICY AND PROCEDURES
2025

INTRODUCTION

Charlton Premier Skills and its subsidiaries are committed to safeguarding and promoting the welfare of children, young people, and adults. This policy aligns with the Children Act 2004, the "Working Together to Safeguard Children" guidance (2018), and other relevant legislation.

This document outlines responsibilities across all levels of the organisation, including board members, senior management, staff, volunteers, and partner agencies. It also includes guidelines on safeguarding training, monitoring, and procedures for handling concerns.

Related Policies:

- Safer Recruitment
- Staff and Volunteer Code of Conduct
- Online Safety
- Anti-Bullying
- Whistleblowing
- Use of Images and Photography

SECTION 1: SAFEGUARDING POLICY

1.1 Principles

- The welfare of children is paramount.
- All children have the right to protection from harm, neglect, and exploitation.
- Children should be heard, respected, and supported.
- Staff must act when they have concerns about a child's welfare.

1.2 Legal Framework

- Children Act 1989, 2004
- Education Act 2002
- Sexual Offences Act 2003
- Counter Terrorism and Security Act 2015 (PREVENT Duty)
- Working Together to Safeguard Children 2018

1.3 Accountability and Responsibilities

All individuals within Charlton Premier Skills are responsible for safeguarding. The leadership team, particularly the Designated Safeguarding Lead (DSL), holds overall accountability.

1.4 Definitions

- **Safeguarding:** Protecting children from harm and promoting positive outcomes.
- **Child:** Anyone under 18.
- **Child in Need:** Children whose health or development is likely to be significantly impaired without services.
- **Significant Harm:** Threshold for statutory intervention.
- **Child Protection:** Measures to prevent and respond to abuse.
- **Radicalisation:** Process by which individuals come to support extremist ideologies.

1.5 Adults Working with Children

- Clear boundaries must be maintained.
- Allegations against staff will be investigated thoroughly and fairly.

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Board of Directors

- Appoint a Lead Safeguarding Director.
- Review safeguarding annually.

2.2 Executive Team

- Ensure safeguarding procedures are in place.
- Monitor staff training and compliance.

2.3 Designated Safeguarding Lead (DSL)

- Provide advice and training.
- Refer concerns to social care or the police.
- Maintain accurate records.

2.4 Managers and Coordinators

- Ensure all activities are risk-assessed.
- Monitor staff and volunteer engagement with children.

SECTION 3: SAFEGUARDING PROCEDURES

3.1 Concern Reporting

- Concerns must be recorded factually.
- Shared immediately with the DSL.

3.2 Disclosure by a Child

- Listen without judgment.
- Do not promise confidentiality.
- Document the disclosure verbatim.
- Inform the DSL immediately.

3.3 Allegations Against Staff

- Report to DSL and Executive Lead.
- Follow internal and statutory processes.

SECTION 4: RISK ASSESSMENT

- Each activity and venue must be assessed.
- Staff should report hazards or safety issues.
- Allegations against staff or volunteers are subject to risk-based assessment.

SECTION 5: TRAINING

- Induction safeguarding training for all staff and volunteers.
- Level 1 safeguarding within 6 months.
- Refresher training every two years.
- Advanced training for DSLs every three years.

SECTION 6: MONITORING

- All safeguarding activities and concerns are reviewed quarterly.
- Reports are submitted to the Executive Team and Board.
- DBS checks are required for all relevant staff and volunteers.

SECTION 7: INFORMATION STORAGE AND SHARING

- Information must be securely stored.
- Shared only with those who need to know.
- Complies with Data Protection laws.

SECTION 8: SAFE WORKING PRACTICES

- Avoid lone working unless necessary.

- Maintain appropriate professional boundaries.
- Avoid giving personal contact details to children.
- Log all 1:1 sessions and ensure visibility.

Appendix: Key Safeguarding Contacts (To be customised)

- Designated Safeguarding Lead: Dennis Ssemwogerere | Programmes@charltonpremierskills.org.uk
- Deputy DSL: Dennis Ssemwogerere | Programmes@charltonpremierskills.org.uk
- Lead Safeguarding Director: Dennis Ssemwogerere | Programmes@charltonpremierskills.org.uk
- Local Authority Contact: Royal Borough of Greenwich Council

Contact Children's Services | Telephone: [020 8921 3172](tel:02089213172) | Email: mash-referrals@royalgreenwich.gov.uk

Approved by:

Dennis Ssemwogerere, Chair of Board of Directors

Date: 18/04/2025

When applicable, this policy is reviewed annually or when required and approved by the Board of Directors.