

Safeguarding and Child Protection Policy

May 2019 v1

SCCU Ltd fully recognises its responsibilities for safeguarding children/vulnerable adults and providing appropriate safety and protection. As the welfare of the child/vulnerable adult is paramount, we are committed to providing safe equipment and facilities so that children/vulnerable adults may participate in courses/programmes in a secure environment. We promote ethical behaviour, providing children/vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, to establish the suitability of personnel to work with children and/or vulnerable adults.

SCCU Ltd Designated Safeguarding Leads (DSL):

Ben Butler

Email: bbutler@sccu.uk.com

lmorrissey@sccu.uk.com

Telephone: 07572 258964

Liam Morrissey

Email:

Telephone: 07984 539107

Alternatively, any safeguarding concerns can be reported to safeguarding@sccu.uk.com

Definition

The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. Safeguarding and promoting the welfare of children and vulnerable adults is defined as:

- Protection from abuse and neglect
- Ensuring safety and care
- Ensuring optimum life chances
- Promotion of health and development

Safeguarding encompasses learner health and safety, preventing and dealing with abuse, bullying, providing first aid, security (including e-safety), safeguarding from drugs, substance and alcohol abuse. This policy encompasses all aspects of safeguarding including due regard to the prevention of young people becoming extremist or being radicalised.

Aims

In order to provide safety, protection and security to children/vulnerable adults throughout our operations, we will adhere to our Safeguarding Policy and aim to:

- Protect all children and vulnerable adults from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality.
- Establish a safe environment in which learners can learn and develop.
- Raise awareness of child and vulnerable adult protection issues and promote good practice.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Conduct risk assessments to minimise potential hazards to children's and vulnerable adults' welfare.
- Provide support to learners who have been abused and act proactively by preventing any similar incidents through risk assessment.
- Ensure all personnel fully understand their responsibilities and are provided with the appropriate training/regular updates of the legislation.
- Ensure we practice safe recruitment in checking the suitability of staff and volunteers.
- To review this policy and procedures annually.

We recognise that because of the day to day contact with learners, SCCU Ltd staff are well placed to observe the outward signs of abuse. The company will therefore:

- Establish and maintain an environment where learners feel secure, are encouraged to talk, and are listened to.
- Ensure learners know that there are adults within the organisation whom they can approach if they are worried.
- Include opportunities in the training programmes for learners to develop the skills they need to recognise and stay safe from abuse.

Procedures

We will also endeavour to follow the procedures set out by the guidance issued by the authorities:

- To ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Safeguard Lead (DSL).
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at case conferences.
- Keep written records of concerns about learners, even where there is no need to refer the matter immediately.

- Ensure all records are kept securely; separate from the main learners file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that learners who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The organisation may be the only stable, secure and predictable element in the lives of learners at risk. When at SCCU Ltd their behaviour may be challenging and defiant or they may be withdrawn. The company will endeavour to support the learner through:

- The content of the training programme.
- The company ethos which promotes a positive, supportive and secure environment and gives learners a sense of being valued.
- The SCCU Ltd Staff Code of Conduct which is aimed at supporting learners in the training centre. The organisation will ensure that the learner knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the learner such as the Multi-Agency Safeguarding Hub (MASH), Social Services, Adult Safeguarding Team, Child and Adult Mental Health Service, and the Education Welfare Service.
- Ensuring that, where a learner on the child protection register leaves, their information is transferred to the new provider immediately and that the learner's social worker is informed.

Safeguarding action may be needed to protect children and learners from:

- Physical abuse
- Sexual abuse

- Emotional abuse
- Substance misuse
- Forced marriage
- Radicalisation and/or extremist behaviour
- Teenage relationship abuse
- Poor parenting (particularly in relation to babies and young children)
- The impact of new technologies on sexual behaviour (e.g. sexting)
- Issues that may be specific to a local area or population, for example gang activity and youth violence
- Neglect
- Fabricated or induced illness
- Female genital mutilation (FGM)
- Child sexual exploitation and trafficking
- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/ violence against women and girls
- Other issues not listed here but pose a threat to children, young people or vulnerable adults

Procedure in the event of cause for concern

On becoming aware of a potential safeguarding issue where a child or vulnerable adult is suspected of being at risk SCCU Ltd staff will:

- Meet with the child or vulnerable adult where appropriate to begin the support process.
- Complete a 'Logging a Safeguarding Concern' form immediately.
- Discuss the contents of the form and details of the concern with the company Designated Safeguarding Leads (DSL) Ben Butler or Liam Morrissey. Where appropriate the relevant senior manager to be notified and included in discussions.
- The interests of the child or vulnerable adult are paramount and any urgent medical need should be addressed as a priority.

- Where agreed with Ben Butler or Liam Morrissey and, where appropriate the senior manager, concerns will be referred to the Local Safeguarding Children Board (LSCB), local social services and/or police.
- Where further external advice and guidance is required the NSPCC can be contacted – 0808 800 5000, or the Multi-Agency Safeguarding Hub – 02476 788555.

Child Protection

SCCU Ltd recognises that all children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to protection from harm and abuse. SCCU Ltd shall take the necessary measures to comply with the Criminal Justice and Court Services Act 2000 and all other relevant Acts and Regulations.

Underpinning Principles:

- All young people regardless of age, gender, race, religion, sexual orientation, ability or disability have the right to be protected.
- All young people have the right to participate within a safe environment.
- Adults working on behalf of SCCU Ltd will provide a safe, positive, and fun experience for all those involved.
- All staff will be supported in their job roles and their responsibility towards the duty of care for young people. Staff will also receive extra training and education in terms of best practice and how to manage welfare issues.
- All accusations will be taken seriously and will be dealt with swiftly and appropriately.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the staff's responsibility to report any concerns.

SCCU Ltd will monitor the conduct of staff to identify any inappropriate behaviour and shall act accordingly and, if necessary, in accordance with its disciplinary procedures.

The organisation shall not allow staff to have access to children, young people

and vulnerable adults where there is any knowledge of that person or persons having any criminal conviction involving children or who are disqualified from working with children. SCCU Ltd will remind all staff of their duties to disclose such information, as required by the Criminal Justice and Court Services Act 2000.

SCCU Ltd will keep detailed statements and evidence of events should they take place which are relevant to the acts above in the event of an incident or allegation under this policy. In the event of a child, young person or a vulnerable adult on work experience/training with this organisation, the information will be immediately passed on to the learner's educational institution or primary carer as appropriate.

SCCU Ltd and its staff shall treat all incidents with absolute confidentiality. The organisation shall comply with the Data Protection Act 1998 for the safe and secure storage of all information relating to children's personal details, or details resulting from any incident or allegation arising within the scope of this policy.

This policy applies directly to all individuals working on behalf of SCCU Ltd (in a paid or voluntary capacity).

Training

SCCU Ltd is committed to its responsibilities for safeguarding. Staff will be trained to understand why it is necessary to protect children and vulnerable adults and the potential issues that they may encounter.

This policy and procedures forms part of the staff handbook and is used at new staff induction.

Safeguarding training for staff is organised with local authorities.

This policy is reviewed annually.

Summary of the Personnel Recruitment Procedure

In achieving our policy aims, we have developed procedures related to the recruitment of personnel and how allegations of child/vulnerable adult abuse

should be dealt with. In light of this, we ensure safe recruitment practice in line with national legislation. This involves checking the suitability of personnel to work with children and vulnerable adults and ensuring any unsuitable behaviour is reported and managed using relevant allegations procedures.

Applicants are required to complete an application form (which may lead to a subsequent interview) which contains explicit information about their past. These are required to be returned to the relevant department and the member of personnel managing the recruitment process. Where applicants will take significant responsibility for safeguarding children during activities within SCCU Ltd, they will be required to complete a Disclosure and Barring Service (DBS) check.

Personnel are selected on their suitability to meet the job/role-related requirements and responsibilities and their ability to demonstrate that they can work safely with children and/or vulnerable adults. Applicants will receive confirmation in writing relating to the outcome of their application/interview. If the outcome is positive, arrangements are made for induction and any relevant training, which includes clarification of activity requirements, responsibilities and child/vulnerable adult protection procedures and further identification of training needs. New members of personnel are then required to confirm their agreement to abide by the SCCU Ltd policies and procedures, including the child/vulnerable adult protection policy, in writing. Awareness of child/vulnerable protection practice will continue to be addressed via ongoing training.

All members of personnel who work with children and vulnerable adults are required to adhere to this policy.

Safe use of ICT

Internet: use of the internet at SCCU Ltd is a privilege, not a right. Internet use will be granted to staff, volunteers and learners upon joining SCCU Ltd.

Email: all staff are reminded that emails are subject to Freedom of Information requests, this means emails should be of a professional, work-based nature and

as such, written appropriately. Emails of a personal nature are not permitted. Learners are permitted to use the email system and as such will be given their own email address.

Photos and videos: parents should sign a digital media (such as photos and videos) release slip on the pupils' entry to the academy, including Early Years. Non return of the permission slip will not be presumed as acceptance. You should also refer to the Social Media Policy for more information.

Mobile phones and hand-held electronic devices: staff, volunteers and learners should ensure the use of mobile phones and hand-held devices are used in accordance with the SCCU Code of Conduct and in line with the following: Mobile phones should only be answered and in sight of administration areas of the building. Work-based tutors should store their mobile phones in a safe place away from the setting and should not access them during learner visits. It is recommended that mobile phones are password protected and insured.

Sexting: in this case refers to 'youth produced sexual imagery' as defined by Sexting in schools and colleges: Responding to incidents and safeguarding young people, UKCCIS 2016. Imagery includes both moving and still images. We will ensure learners are taught in an age appropriate manner the legal, social and moral issues around sexting. Learners will be encouraged to report all incidents of sexting. Staff, volunteers and learners will inform the DSL who will act according to the SCCU Safeguarding and Child Protection Policy and the guidance outlined in the Sexting in schools and colleges: Responding to incidents and safeguarding young people, UKCCIS 2016.

Radicalisation and Extremism: SCCU Ltd ensures staff, volunteers and learners are safe from terrorist and extremist material when accessing the internet; this includes establishing appropriate levels of filtering. If a concern arises staff, volunteers and learners will know who to go to and should inform the DSL who will act according to the SCCU Ltd Safeguarding and Child Protection Policy and the guidance outlined in the Prevent and Channel Duty Guidance. The curriculum will ensure pupils are prepared positively for life in Modern Britain.

Social Networking: there are many social networking services available and SCCU Ltd is fully supportive of social networking as a tool to engage and collaborate with prospective clients, learners and to engage the wider community.

Notice and Take-Down Policy: should it come to attention that there is a resource which has been inadvertently uploaded and is inappropriate, or SCCU Ltd does not have copyright permission to use that resource, it will be removed within one working day.

Incidents: any e-safety incident is to be brought to the immediate attention of the DSL officers, or in their absence absence, the company director. The DSLs will assist you in taking the appropriate action to deal with the incident and fill out an incident log.

Training and Curriculum: it is important that the wider academy community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology. This includes updated awareness of new and emerging issues including sexual exploitation and extremism. As such, SCCU Ltd will provide information to stakeholders regarding e-safety on request and promote e-safety where possible (e.g. bulletins posted in newsletters and e-portfolios). Consideration should be given to the delivery of key messages to pupils with additional learning support or a disability including specific examples for those issues directly relating to them.

E-safety for learners is embedded into the PDBW curriculum and wherever ICT is used at SCCU Ltd, staff will ensure that there are positive messages about the safe use of technology and risks as part of the pupil's learning.

As well as the programme of training, SCCU Ltd will establish further training or lessons as necessary in response to any incidents.

The DSLs are responsible for recommending a programme of training and awareness for staff. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area this must be brought to the attention of the company director for further CPD.

Allegations Procedure

Centre personnel/learners/individuals identifying possible abuse must report the allegation to:

Safeguarding Lead: Ben Butler

VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ

Tel: 02467 936969

Email: bbutler@sccu.uk.com or safeguarding@sccu.uk.com

The abuse may be instigated by one or more adults and/or other children/ young people.

Disclosures can come directly from a child/vulnerable adult, or from a third party. Alternatively, it may be through the suspicion of staff based on a variety of symptoms and knowledge of possible indicators of abuse. All abuse allegations relating to any learner or staff member must be reported to the Designated Safeguarding Lead at SCCU Ltd.

Allegations will be taken seriously and dealt with as soon as practicable, in line with the recognised centre's Safeguarding Policy. The Designated Safeguarding Lead is also responsible for conducting any investigation and reporting to all parties. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the learners' file.

When receiving a disclosure, the Designated Safeguarding Lead must find time as soon as possible to take account of the allegation, and undertake any necessary investigation.

In the event of an allegation of child/vulnerable adult abuse being committed by any SCCU Ltd personnel or tutors/assessors/internal verifiers who appear on a SCCU Ltd partner list (where applicable), the Designated Safeguarding Lead is required to follow relevant investigation and reporting procedures (reporting to the Company Director). Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the learners' file.

It is ultimately the responsibility of the Quality and Curriculum Manager (QCM) to ensure that this policy is published and accessible to all personnel, learners and any relevant third parties. However, the Internal Quality Assurers (IQA) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

Data Protection

The information provided within a safeguarding report is likely to be sensitive and therefore we will store information appropriately and only disclose this information where we have a legal obligation, under the Safeguarding Vulnerable Groups Act (SVGA) 2006, and only to appropriate individuals within Local Safeguarding Children Board and to Designated Safeguarding within SCCU Ltd.





Signed:

Name: Ben Butler

Designated Safeguarding Lead

Logging a concern about an individual's safety and welfare

(NB **All** concerns must be recorded but a Designated Safeguarding Lead (DSL) must be informed **immediately** about **all** disclosures by a child of abuse and **any** situation where a child may be at immediate risk of harm at the end of their working day – this form should then be filled in and passed to the DSL as soon as possible after the DSL has been informed)

Part 1 (for use by the person completing this form)

Individual's Name			
Organisation			
Date of Birth (if known)			
Name of person completing this form	Print: Signature:		
Job Title			
Date & Time of writing			
Note the reason for recording the incident (Headline)			
Record the following factually: When (date & time of incident or concern arising)? Where did your concerns arise? Who else were any other children or staff present? What exactly did you see/hear/smell that raised your concern? N.B. Please record any direct disclosures/statements/comments using the child or adult's exact words in quotation marks.	NB if additional pages are used, these must be attached securely to this form		
Professional opinion Your professional opinions, impressions and worries are important. Facts should be recorded in the box above but please record your opinions, impressions and worries here and state what has led you to form them (e.g. something you have noticed, feel or suspect)			
Action taken, including names of everyone spoken to about the incident/ concern:			
Name of DSL this form was passed to:		Date and time incident/concern was shared with DSL:	

Check to make sure your report is clear; and will be clear to someone else reading it next year.
NOW PLEASE PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD FOR COMPLETION OVERLEAF
(NB by end of working day at latest if the individual is not at immediate risk of harm)

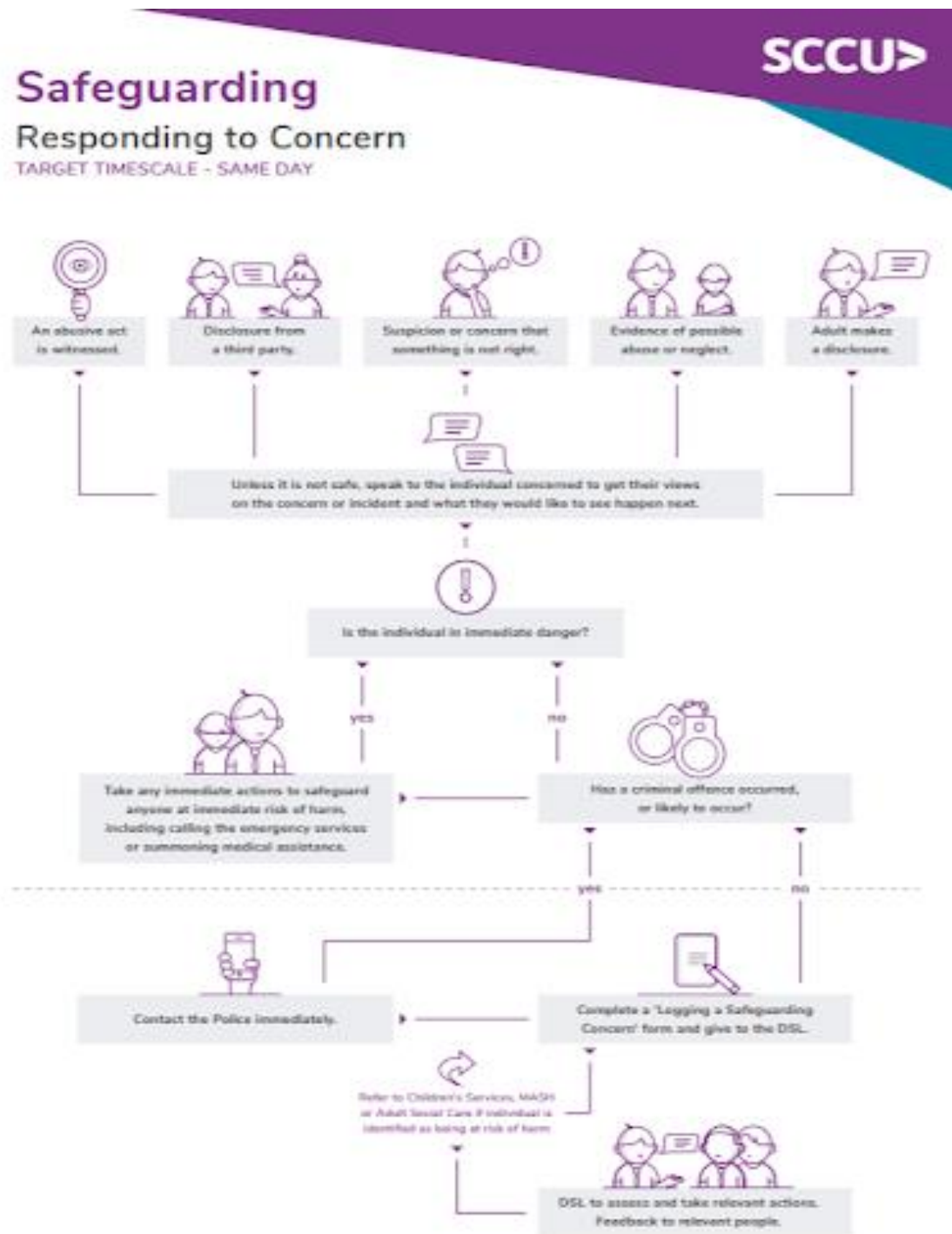
Part 2 (for use by the Designated Safeguarding Lead)

<p>Time and date information received by DSL, and from whom.</p>	<p>Time: Date:</p> <p>From:</p>		
<p>Any advice sought by DSL (date, time, name, role, organisation and advice given).</p>			
<p>DSL's analysis of presenting issues/concerns and advice received</p>			
<p>Action taken</p> <p>(referral to or consultation with MASH or local Children's Services Team/ monitoring advice given to appropriate staff/ Early Help etc).</p> <p>If decision not to refer, state reason,</p> <p>Note time, date, names, who information shared with and when etc.</p>			
<p>Outcome</p> <p>Record names of individuals/ agencies who have given information regarding outcome of any referral (if made).</p>			
<p>Employer/Parents informed?</p> <p>YES/NO – reasons if no.</p>			
<p>Where can additional information regarding child/incident be found (e.g. organisation/learner file, serious incident book)?</p>			
<p>Signed</p>		<p>Print Name</p>	

Alternatively, please complete an online Logging a concern about an individual's safety and welfare on the following form:

https://docs.google.com/forms/d/e/1FAIpQLSc_3uxHC8n9GmdHuHWSTfh4z3T2qda99LGoZVXT_-E-ZgAV-A/viewform?usp=sf_link

Safeguarding Reporting Flow Chart



If an individual chooses to disclose information of a safeguarding nature to you:

Do	Do not
<ul style="list-style-type: none"> <input type="checkbox"/> React calmly so as not to frighten the young person. <input type="checkbox"/> Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and/or differences in language. <input type="checkbox"/> Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the Police and/or Social Care Services and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information. <input type="checkbox"/> Try to reduce any questions you may choose to ask to an absolute minimum and concentrate on listening to the person. Questions should never be leading and should only consist of Who ..? Where ..? When ..? What ..? 	<ul style="list-style-type: none"> <input type="checkbox"/> Dismiss the concern <input type="checkbox"/> Panic or try to resolve the issue yourself. <input type="checkbox"/> Allow your shock or distaste to show. <input type="checkbox"/> Probe for more information than is freely offered to open questions. <input type="checkbox"/> Speculate or make assumptions about what may have happened. <input type="checkbox"/> Make any comments about the alleged abuser. <input type="checkbox"/> Make promises or agree to keep secrets. <input type="checkbox"/> Ask the person or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation. <input type="checkbox"/> Take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral.

<ul style="list-style-type: none"><input type="checkbox"/> Reassure the young person that they are right to tell and are not to blame.<input type="checkbox"/> Explain to them that concerns will have to be shared with someone who is in a position to act.<input type="checkbox"/> Make a written record of what has been disclosed at the earliest opportunity.<input type="checkbox"/> Make a full written record of what has been said, heard and/or seen as soon as possible (preferably on the day that the concern/disclosure was first identified/made) using the 'Logging a Safeguarding Concern' form.<input type="checkbox"/> Inform and discuss the incident report with the Designated Safeguarding Lead.	<ul style="list-style-type: none"><input type="checkbox"/> Discuss the issue with anyone other than the Designated Safeguarding Lead or the company Director.
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Key Contact Information

SCCU Ltd Designated Safeguarding Leads (DSL):

Ben Butler

Email: bbutler@sccu.uk.com

lmorrissey@sccu.uk.com

Telephone: 07572 258964

Liam Morrissey

Email:

Telephone: 07984 539107

Alternatively, any safeguarding concerns can be reported to safeguarding@sccu.uk.com

Service	Coventry	Birmingham	Northamptonshire	Leicestershire	Worcestershire
Children's Services	024 7678 7980	0121 303 1888	0300 126 1000	0116 232 3232	01905 822666
Adult Social Care	024 7683 3003	0121 675 4806	0300 126 1000	0116 305 0004	01905 768053
MASH / Local Safeguarding Team	024 7678 8555	0121 303 1888	0300 126 1000 (option 1)	0116 454 2440	01905 822666
Childline	0800 1111				
NSPCC	0808 800 5000				
FGM Helpline	0800 028 3550				
Radicalisation, extremism and/or, terrorism	0800 789 321				
Child Exploitation and Online Protection Centre (CEOP)	0370 496 7622				
Police Emergency	999				
Police Non-Emergency	101				