

## **SAFEGUARDING POLICY AND PROCEDURES**

(Including Child Protection and the Safeguarding of Vulnerable Adults)

### **1.0 GENERAL POLICY STATEMENT**

Logic4training has a statutory duty to ensure that it has an appropriate safeguarding policy in place for under 18's attending funded training programmes through subcontracted provision. Logic4training recognises its role, along with other local services, in facilitating the well-being of children, young and vulnerable people.

This policy and procedures have been developed in accordance with guidance issued by OFSTED and other relevant bodies. This policy applies to all staff, and external contractors working within Logic4training. The word "staff" is used for ease of description.

In order to safeguard and promote the welfare of children and vulnerable adults, Logic4training will act in accordance with the following legislation and statutory guidance:

- The Children Act 1989
- The Children Act 2004 (section 58)
- Education Act 2002 (section 175)
- Education Act 2011 (section 21)
- The Children and Young Person Act 2008
- The Safeguarding Vulnerable Groups Act 2011
- Safeguarding Children and Safer Recruitment in Education (DfES 2015)
- Working Together to Safeguard Children (DfES 2015)
- The Education (Pupil Information) (England) Regulations 2005
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE 2012)

Logic4training embraces and promotes the five expected outcomes for children and young people.

- Enjoying a healthy lifestyle
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well-being.

Logic4training is committed to ensuring that it:

- Provides a safe environment for everyone to learn in.
- Identifies young or vulnerable people who are suffering, or likely to suffer significant harm, and are protected from maltreatment.
- Takes appropriate action to help ensure that young or vulnerable people are kept safe, both at home and at Logic4training.
- Will refer concerns that a young or vulnerable person might be at risk of significant harm to an appropriate agency.

- Raises awareness of issues relating to the welfare of young or vulnerable people and the promotion of a safe environment for young or vulnerable people learning within its centres.
- Will establish procedures for reporting and dealing with allegations of abuse against members of staff.
- Recruits staff and volunteers safely ensuring all necessary checks are made.
- Reviews policies and procedures annually. All staff will receive safeguarding awareness training and updates as appropriate depending on their role.
- Provide training to staff working with young or vulnerable people adequately to familiarise them with protection issues and responsibilities and Logic4training procedures and policies.
- Refresher training will be provided every 3 years in line with Government recommendations including the powers of search.
- Has a designated staff member with lead responsibility for protection issues.

## **2.0 DESIGNATED STAFF WITH RESPONSIBILITY FOR SAFEGUARDING**

The ultimate responsibility for safeguarding students and staff rests with the highest level of management.

It is important that everyone is aware of the legal responsibilities and works together to maintain high standards with regards to safeguarding. Everyone working with young people and vulnerable adults must know what lines of communication and levels of responsibility exist to ensure that all Safeguarding, safety, health and environment matters are dealt with efficiently and effectively.

The Designated Senior Person - The designated senior person (DSP) with lead responsibility for safeguarding issues is:

### **Gayle Budd, Director**

This person is a senior member of the management team and has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of young or vulnerable people, and the promotion of a safe environment for students within all Logic4training centres where the training of young people takes place.

She has received training in young or vulnerable learner protection issues and inter-agency working, and will receive appropriate refresher training and or updates.

The designated senior person is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies.
- Providing advice and support to other staff on issues relating to young or vulnerable people's protection.
- Maintaining a proper record of any protection referral, complaint or concern (even where that concern does not lead to a referral).

- Ensuring that parents of young or vulnerable learners are aware of Logic4training's protection policy.
- Ensuring that all Directors are briefed of any relevant Safeguarding incident or issues that arise.
- Liaising with local authorities, Children's and adult services, and other appropriate agencies.
- Providing guidance to parents, learners and staff about how to obtain suitable support relating to safeguarding issues and how to access the policy.
- Liaising with external organisations that refer young or vulnerable people to Logic4training to ensure that appropriate safeguards are put in place.
- Ensuring that staff receive basic training in protection issues and are aware of the protection procedures.

Within Logic4training only specific staff members will be involved in the training and support of government funded young and vulnerable people and these people

- Will know how to make an appropriate referral to the designated senior person
- Have received training in the identification and reporting of protection issues, and will receive relevant refresher training at least every 2 years

### **3.0 PROCEDURES FOR DEALING WITH A DISCLOSURE OF ABUSE AND REPORTING CONCERNS**

If any member of staff has a concern of a safeguarding or child protection nature about a student they have a responsibility to share this information and inform the designated senior person.

Information should be reported on the same day. The account must be clear, precise and a factual account of observations made.

The DSP will then decide whether the concerns require referral to any external services/ agencies.

#### **Dealing with a discloser**

If a young person tells a member of staff about possible abuse the following guidance should be followed:

- Listen carefully to what is being said without displaying shock. Do not interview the person concerned; listen only asking questions when necessary to clarify in order to be sure that you understand what they are telling you.
- Allow the person to speak freely ensuring you do not put words into their mouth.
- Reassure them that by telling you, they have done the right thing. Do not promise to keep what they tell you confidential.
- Explain to them that you may have to pass the information on to the DSP, but that only those that need to know about it will be told.

- Make a detailed note of the date, time, place, what the person said, did and a full account of your conversation, including anything else that concerns you. Staff should not investigate concerns or allegations themselves, but should report them immediately to the DSP.
- The DSP should be contacted in person, not by email.
- When appropriate the DSP will undertake any required discussions and communication with parents and carers

## **Support**

If you wish to discuss concerns or issues that might arise from having a student disclose a safeguarding concern to you support and advice is available to you from Human Resources.

## **Recognising abuse and neglect**

The following are definitions of abuse:

### **Physical Abuse**

Physical abuse causes harm to a person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

### **Neglect**

Neglect is the persistent or severe failure to meet a person's basic psychological needs. It may also include neglect of, or responsiveness, to a child's basic emotional needs. It will result in serious impairment of the person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

### **Sexual Abuse**

Sexual abuse involves a person being forced or coerced into participating in or watching sexual activity. It is not necessary for the person to be aware or understand that the activity is sexual and the apparent consent of the person is irrelevant. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

### **Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

(Ref - definitions taken from Herts County Council Children's services model policies for schools 2012)

## **Receiving an Allegation about a member of staff**

A safeguarding allegation is any information which indicates that a member of staff may have:

- Behaved in a way that has or may have harmed a young person or vulnerable adult.
- Possibly committed a criminal offence against/related to a young person/vulnerable adult.
- Behaved towards a child or children in a way which indicates she/he would pose a risk of harm if they work regularly or closely with children and vulnerable adults.

Any member of staff who receives an allegation of a safeguarding nature about another member of staff should report the concern immediately to the Designated Senior Person for safeguarding or in their absence one of the Directors.

#### **4.0 RESPONSIBILITIES OF HUMAN RESOURCES AND DESIGNATED SENIOR PERSON WITH REGARDS TO ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF.**

Logic4training recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind, and that investigations are thorough and not subject to delay.

In the event an allegation of a safeguarding nature is made against a member of staff it must be reported immediately to the DSP.

Any necessary disciplinary action or investigation will be conducted in accordance with the existing staff disciplinary procedures.

#### **Initial Assessment to be carried out by the Designated Senior Person**

The Designated Senior Person should make an initial assessment of the allegation. Where the allegation is considered to be either a potential criminal act or indicates that the child or person has suffered, is suffering or is likely to suffer significant harm, the matter should be reported within 24 hours to appropriate supporting agencies where appropriate.

Obtain written details of the allegation from the person who received it, ensuring they are signed and dated. The written details should be countersigned and dated by the DSP. Record information about times, dates, locations and names of potential witnesses.

It is important that the designated senior person does not investigate the allegation. The initial assessment should be on the basis of the information received and is to be used to support the decision whether or not the allegation warrants further investigation.

#### **Enquiries and Investigations with regards to staff**

Child or young or vulnerable adult protection enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by Logic4training, which may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct Logic4training to act in a particular way; however, it should assist the agencies with their enquiries.

Logic4training shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.

Where an allegation of a safeguarding nature has been made against a member of staff, the DSP will oversee the investigation jointly and at the conclusion of the investigation or any disciplinary action, consider whether there are any matters arising from it that could lead to the improvement of the procedures/ policies.

If there is an investigation by an external agency, for example the police, the DSP is responsible for ensuring that Logic4training gives every assistance with the agency's enquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made.

Subject to any conditions set by the police or other investigating agency, the designated person will:

- Inform the person or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
- Ensure that the parents/carers of a young person/vulnerable adult making the allegation have been informed that the allegation has been made and what the likely process will involve.
- Inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.
- Keep a written record of the action taken in connection with the allegation.

## **5.0 MONITORING EFFECTIVENESS**

Where a child protection/ safeguarding allegation has been made against a member of staff, the DSP should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the safeguarding procedures and/or policies. Consideration should also be given to the training needs of staff.

## **6.0 RELATED POLICIES AND PROCEDURES**

This policy should be read in conjunction with the Employee Handbook.



This policy should be read and implemented in conjunction with the Logic4training Prevent Policy.

Signature

Date 15<sup>th</sup> February 2016

A handwritten signature in black ink, appearing to read 'Mr. K. Kelly', is written over the signature line.

Position

**Director**