

**SAFEGUARDING POLICY FOR
CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS
IN EDUCATION SETTINGS
September 2013**

**The Department for Children, Schools and Families does not issue statutory guidance on the content of a safeguarding policy.
This document offers Education settings a policy on safeguarding with links to other policies that address both child protection and the wider remit of safeguarding in e.g. safer recruitment, bullying etc**

Name of Setting: Elemental UK Ltd

This policy was developed at Swanpool and adopted on 1st March 2010

The policy is to be reviewed on 1st March 2014

The name of the designated persons are Dany Duncan and Simon Clark

Purpose of Policy

This policy sets out the duty to safeguard and promote the welfare of children, young people including those who are vulnerable and how this will be implemented by **Elemental UK Ltd**

Policy Statement

This policy develops procedures and good practice within Elemental UK Ltd, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people including those who are vulnerable. It provides evidence of how this will be implemented within Elemental UK Ltd and within multi-agency working arrangements.

This safeguarding policy:

- shows how the organisation intends to meet its safeguarding responsibilities
- promotes best practice within **Elemental UK Ltd**.
- reflects the national context of safeguarding and of current central Government expectations
- is in line with, and in some cases exceeds, all elements of national Guidance, in order to provide uniformly high standards across the workforce and to place **Elemental UK Ltd** at the forefront of safeguarding good practice
- provides a generic statement of values and key principles which demonstrates to all the commitment of **Elemental UK Ltd**
- broadly describes the activities in which **Elemental UK Ltd** will be involved to meet its responsibilities
- sets a standard which **Elemental UK Ltd** will require all organisations/partnerships with which it does relevant business to meet

Policy Application

Our policy applies to all staff¹ and volunteers working in the centre.

Author

Education Safeguarding Manager, Safeguarding Children Unit

Quality Assurance Manager LSCB

Introduction

Safeguarding Children and Young People

The role of **Elemental UK Ltd** in safeguarding and promoting the welfare of children is defined in Chapter 2 of the statutory guidance to the Education Act 2002: 'Safeguarding and Safer Recruitment in Education, (DFES 2007)

Elemental UK Ltd recognises that under section 175 (section 157 for the Independent sector) of the Education Act 2002, it has a statutory duty to make arrangements to ensure all its functions are discharged with regard to safeguarding and promoting the welfare of children. The company recognise that the Local Authority and the Local Safeguarding Children Board have a statutory responsibility to monitor schools'/FE Colleges' compliance with the statutory guidance.

'Safeguarding and promoting the welfare of children' is defined as:

- Protecting children and young people from maltreatment
- Preventing the impairment of their health or development
- Ensuring that they are growing up in circumstances consistent with the provision of safe and effective care
- Enabling them to have optimum life chances and enter adulthood successfully

Elemental UK Ltd aims to ensure that children and young people achieve the five outcomes for children that are identified in the Children Act 2004 and

¹ "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

recognises that promoting the well being of children and young people will be subject to Ofsted Inspection from September 2009

The five outcomes are:

- Be Healthy – physical and mental health and emotional well-being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and Achieve – education, training and recreation
- Make a Positive Contribution to Society
- Achieve Economic and Social Well-being

The Governing Body recognise that section 175 of the Education Act 2002 requires them to ensure that **Elemental UK Ltd** has consulted with the Cornwall Children and Young People's Plan (2005 – 2008, Update 2006, (revised 2009) and had regard to the views of children, young people and their parents

Safeguarding Vulnerable Adults

Elemental UK Ltd fully endorses and adheres to the Cornwall and Isles of Scilly Multi-agency Safeguarding Vulnerable Adults Policy (www.cornwall.gov.uk/safeguardingadults) This policy should be used in conjunction with the multi-agency policy and the guide: 'Say No to Abuse' (www.cornwall.gov.uk/safeguardingadults)

Policy Objectives

Elemental UK Ltd recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, knows that 'safeguarding is everybody's responsibility', knows how to access safeguarding information, knows of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services

Key Principles

The following principles will underpin all of our work with children and young people. Our approach will be:

- child centred
- actively involve children and families
- support the achievement of best possible outcomes for children
- holistic in approach
- ensure equality of opportunity
- multi/inter-agency in approach
- a continuing process rather than an event
- designed to identify and provide the service required, and to monitor the impact its provision has on a child's developmental progress
- informed by evidence.

Equality and Diversity

This policy should be read with our Equality Duties. Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about

the ways in which people differ and about recognising that differences are a natural part of society. **Elemental UK Ltd** expects that all staff and volunteers who come into contact with children, young people treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children. For more information contact: gharrison-white@cornwall.gov.uk

Review

This document will be reviewed in 2011.

Our Safeguarding Responsibilities

1. Roles and Responsibilities

We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the DCSF and local guidance to:

- Ensure that we have a Designated Senior Person for safeguarding who has undertaken Safeguarding Training delivered through the LSCB and who undertakes an update training day as stated in 'Safeguarding & Safer Recruitment in Education' DCSF 2007, every two years. (CAMAT)
- Ensure we have a nominated governor responsible for safeguarding.
- Ensure every member of staff², and the governing body know the name of the senior designated person responsible for safeguarding and the role they fulfil
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated senior person responsible for safeguarding.
- Ensure that the Designated Person contacts Children's Social Care if there are concerns about a child/young person (Following the restructuring of services, ring 0300 1234 101, ask for Children, Schools and Families, speak to the duty social worker for access and assessment in the **Area** (East, Mid or West) where the child lives) & follow with a written referral
- Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for safeguarding by setting out its duties in the school prospectus and/or website
- Ensure that Elemental UK Ltd has a confidentiality policy available for children, young people and their parents/carers
- Notify the Area Children's Social Care Office **immediately** if there is an unexplained absence of a pupil who is subject to a child protection plan³
- Implement the statutory and Local Authority guidance when a child goes missing from education⁴
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including the attendance at case conferences and core reviews.

² To include temporary and supply staff and volunteers.

³ The Child protection Register will cease to exist from 1st April 2008. Children will instead be subject to a Child Protection Plan

⁴ Available from Safeguarding Children Unit

- To support pupils who have been abused in accordance with his/her agreed child protection plan
- Keep written records of safeguarding/child protection concerns about children and young people, even when there is no need to refer the matter immediately. See guidance on record keeping issued to schools April 2009
- Ensure all safeguarding/child protection records are kept securely and separate from the main pupil file and in a locked location,⁵ and ensure that a child's school record indicates the existence of further records in line with guidance
- Ensure that when a child moves school their Safeguarding/Child Protection Record/File is transferred to the named Designated Person for Safeguarding in that new setting within 5 school days in line with guidance
- Ensure that we implement the education recommendations following a Serious Case Review (SCR)

2. Safer Employment

Elemental UK Ltd recognises that it has a duty to ensure the safe employment of staff and volunteers is robust. This means that:

- We hold a Single Central Record of Recruitment and that the Headteacher and/or a Governor has completed Safer Recruitment Training⁶.
- One person on each interview panel must be accredited in Safer Recruitment by the National College of School Leadership (NCSL)
- In line with the statutory document, Safeguarding & Safer Recruitment in Education DCSF 2007, a list 99 check will be undertaken for **all staff prior** to the employment at **Elemental UK Ltd**
- Staff employed since March 2002 have been subject to a CRB check.
- Whilst new staff may start work at our school pending the return of a CRB check, they will not be left unsupervised or in sole charge of children or young people
- All staff will be given an induction to safeguarding which will be appropriate to their role and function
- All staff will be given a copy of the code of conduct and policies that link to safeguarding and asked to confirm their acceptance of said policies
- All staff will be trained in safeguarding to ensure that they recognise the signs and indicators of abuse and what to do if they have concerns about a child.
- **Elemental UK Ltd** is committed to providing safeguarding training to all staff every three years in line with the statutory document.
- Staff will be issued with the guidance 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings'

3. Managing Allegations Against Staff and Centre Manager/Principle

We recognise that a child/young person, parents or a colleague may make an allegation against a member of staff if they have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence

⁵ See LA Guidance to schools and other educational establishments re: Keeping Child Protection Records

⁶ The NCSL provides online training for headteachers. Whilst there is no statutory requirement at present to complete this it is strongly recommended by the Bichard enquiry. The DfES recognises that other staff and/or governors need to access training. For further information on safer recruitment and training, please contact Human Resources/Education at County Hall or the Education Safeguarding Manager on 01872 254547

- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children

therefore we will

- Ensure that we have a named Senior Manager for handling allegations against staff. The named Senior Manager for handling allegations against staff is Dany Duncan and will be informed of **any** allegation made against a member of staff.
- Ensure that in the event of the allegation being made against the Senior Manager the headteacher should be notified
- Ensure that in the event that an allegation is made against the Centre Manager, the deputy senior person should be contacted. The deputy senior person is Simon Clark. and can be contacted on 07788 665672
- Ensure that **Elemental UK Ltd** complies with the South West Child Protection Procedures and the DCSF Practice Guidance for Handling Allegations Against Adults who Work with Children and Young People (May 2009). This will require the Senior Manager when the allegation is against the centre manager, to contact the Local Authority Designated Officer 01872 254596/01872 254549 for further advice; when the allegation is against the Senior Manager the headteacher should contact the Local Authority Designated Officer.
- Ensure that we participate in any investigation that ensues
- Ensure that **Elemental UK Ltd** addresses any areas of concern identified in the investigation process
- Ensure that where allegations are found to be malicious that they are dealt with proportionally.

Promoting the Welfare of Children and Young People

We recognise that because of the day-to-day contact with children, staff are well placed to observe the outward signs of abuse. **Elemental UK Ltd** will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure that children know that there are adults in the centre whom they could approach if they are worried. Names of appropriate pastoral staff and the name of the Senior Manager are displayed in the induction process.
- Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We recognise that children 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. **Elemental UK Ltd** may be the only stable, secure and predictable element in the lives of children at risk. When at school/college their behaviour may be challenging and defiant or they may be withdrawn. The centre will endeavour to support the child/young person through:

- The content of the curriculum.
- The centre ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The centre behaviour policy which is aimed at supporting vulnerable pupils in the centre. The centre will ensure that the pupil 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 pupil such as Children’s Social Care, Child and Adult Mental Health Service (CAMHS); the Education Welfare Service; the Educational Psychology Service.
- Recognising that children come from multi-cultural backgrounds and as a result have developed policies to ensure that we embrace:
 - i. Diversity in religion and faith
 - ii. Diversity of Race
 - iii. Diversity of Ethnicity
 - iv. Diversity of Gender and Sexual Orientation
 - v. The Disability Equality Duty
- The implementation and reviewing of statutory policies that are relevant to safeguarding and promoting the welfare of children. An example of this is included.

Policy or procedure for safeguarding	Date last reviewed
Anti Bullying (with reference to racial bullying and cyber bullying www.cypf.cornwall.gov.uk/media/word/g/d/Cyberbullying.doc)	September 2013
Attendance Targets	"
Behaviour management/student discipline	"
Children in Care	"
Confidentiality Policy	"
Departmental/faculty statements on safeguarding (Secondary Schools)	"
Drugs and Substance Misuse	"
Educating Children with Medical Needs	"
Extended School (before & after school activities)	"
First Aid (including management of medical conditions, intimate care)	"
Health & Safety	"
Intimate Care	"
Management of allegations made against staff	"
Parenting Contracts	"
PSHE curriculum	"
Recruitment and Selection	"
Safeguarding statement in school prospectus/website	"
Sexual Health and Relationships Education	"
Single Equality Scheme	"
Special Educational Needs	"
Staff Appraisal	"
Staff handbook (guidance on conduct)	"
Use of Positive Handling & Restraint	"
Visitors Policy	"
Use of photographs/video	"
Whistleblowing	"
Work Placement (Work Experience)	"

- We will ensure that these policies are updated on a regular basis to reflect the changing needs of the children and young people who attend our school
- We will consult with the children/young people to ensure their voice is heard.

References

1. Safeguarding and Safer Recruitment in Education (DCSF 2007)
2. Working Together to Safeguard Children (DCSF 2006)
3. Guidance for Safe Working Practice for Adults Working with Children and Young People (DCSF 2007)
4. Guidance for Safe Working Practice for Adults Working in Education Settings (DCSF May 2009)
5. Handling Allegations of Abuse made against Adults who Work with Children and Young People (DCSF May 2009)
6. www.swcpp.org.uk
7. www.safechildren-cios.gov.uk