Promise Training Centre

Safeguarding and Prevent Children, Young People and Vulnerable Adults

Policy and Procedures

1. Introduction

Principles

The following principles underpin this policy and procedures:

The needs of the individual are paramount and should underpin all protection work and resolve any conflict of interest.

All children, young people and vulnerable adults deserve the opportunity to achieve their full potential

All children, young people and vulnerable adults have the right to be safeguarded from harm and exploitation whatever their

- Race, religion, first language or ethnicity
- Gender or sexuality
- Age
- Health or disability
- Location or placement
- Any criminal behaviour
- Political or immigration status

All members of Promise Training Centre, including staff and students, are responsible for safeguarding and promoting the welfare of vulnerable adults and will be made aware of Promise Training Centre Safeguarding Policy and procedures.

Responsibility for protection of children, young people and vulnerable adults must be shared because individuals are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another.

The learning environment will be one in which children, young people and vulnerable adults feel valued and respected, and are encouraged and supported through the curriculum, support, work experience and training areas to raise any concerns they have about their own safety and welfare.

Statements about or allegations of abuse or neglect made by children, young people or vulnerable adults must always be taken seriously and reported in line with Promise Training Centre procedures, and with due regard to the privacy of the child, young person or vulnerable adult and their family.

Safeguarding Procedures provide a clear framework for raising concerns or worries about a child, young person or vulnerable adult and should be read and understood by all the College community.

Related policies

This policy should be read in conjunction with the following Promise Training Centre Policies, which are referred to in this document. All Policies are available to be read in the Staff Handbook.

- Single Equalities Policy
- Race Equality Policy
- Learner Involvement Strategy
- Disability Statement 'Meeting Student Need'
- Health and Safety Policy and procedures
- Drug and Alcohol Policy
- Bullying and Harassment Policy
- Mental Health Policy
- 14-16 years Policy
- Student Code of Conduct
- Assessment policy

Policy and Procedure Sections

There are three aspects for Promise Training Centre to consider with regard to safeguarding and promoting the welfare of children, young people and vulnerable adults, and the Policy is divided into three sections. They are:

Prevention: Arrangements to take all reasonable measures to ensure that risks of harm to individual's welfare are minimised

Information and Support: supporting children, young people and vulnerable adults who may be experiencing harm or abuse, informing and raising awareness about safeguarding children, young people and vulnerable adults including information about where to seek help.

Procedures: for identifying and reporting cases, or suspected cases, of abuse or neglect and for addressing concerns about the welfare of an individual, or individuals, working to agreed local policies and procedures in full partnership with other agencies.

3. Prevention

Promise Training Centre recognises its legal duty to make arrangements to take all reasonable measures to ensure that risks of harm to children, young people and vulnerable adult's welfare are minimised. It aims to create safe recruitment policies and to establish and maintain an environment in which individuals feel safe.

3.1 Promise Training Centre Recruitment Policy

Experience over any years shows the importance of organisations that provide services to children, young people and vulnerable adults incorporating measures that help deter, reject or identify people who might abuse these individuals or who are otherwise unsuited to work with them as well as maintain on-going vigilance. This is an essential part of creating safe environments for children, young people and vulnerable adults to enable them to enjoy and achieve.

The Safeguarding Vulnerable Groups Act has paved the way for revised procedures in relation to vetting and barring that take effect from Oct 2009 and will be administered via the Independent Safeguarding Authority (ISA).

One of the functions of Promise Training Centre Recruitment Policy and procedures is to ensure the Centre does not employ (staff and volunteers) those who are unsuitable for this work. Safeguards which are put in place include the following:

Employment History

Promise Training Centre is committed to seeking full employment histories of potential applicants, and reserves the right to approach any previous employer, and will seek to identify gaps and inconsistencies in employment histories.

References and Qualifications

Promise Training Centre will seek to ensure all references are taken up and qualifications checked before an individual is appointed.

Checking Identities

Promise Training Centre aims to verify individual identities by requesting to see passports and documents verifying addresses before an appointment is taken up.

Post-Employment - Probationary period, reviews, appraisals.

Promise Training Centre has a probationary period for all staff, and there is also a well-established appraisal process where any professional issues, including those relating to safeguarding may be raised by staff and/or managers.

Criminal Records Bureau Checks

Criminal Records Bureau standard disclosures are carried out on all newly appointed staff who works directly with children or vulnerable adults. Enhanced disclosure checks are carried out on any appointments where staff is regularly caring for, training, supervising, or are in sole charge of those aged under 18 years or vulnerable adults. CRB checks will be updated on a regular basis.

Notifiable Professions

Teachers (including former teachers and student teachers) and ancillary staff in any type of further education institution, including youth workers, are considered to be 'notifiable professions', where police are required to notify the employer of any criminal offence staff commit when it happens. This particularly refers to offences involving violence, indecency, dishonesty, drink or drugs, as these may reflect on a person's suitability to continue in a profession or office.

Reporting Cases to the Secretary of State

Promise Training Centre has a statutory duty to make reports, and to provide relevant information to the Secretary of State regarding cases, following an enquiry where they are grounds for believing an individual is unsuitable to work with children, or may have committed misconduct.

Safer Recruitment Training

At least one member of the management team must have completed Safer Recruitment Training on line or through London Borough of Barnet Training programme.

Job/vacancy adverts and Job Responsibility Profiles

All job adverts and Job Responsibility Profiles will make reference to the Safer Recruitment responsibilities of Promise Training Centre and safeguarding responsibility in relation to role.

Advanced DBS checks and Designated Safeguarding Officers

The management team will ensure that all DSOs will have completed a satisfactory Advanced DBS check.

Designated Safeguarding children, young people and vulnerable adults Officers

The Centre Director and the Quality and Compliance Director are designated as the staff responsible for Safeguarding children, young people and vulnerable adults and dealing with Child Protection issues. They will be known as the Designated Safeguarding Officers (DSO's).

They will act as the source of support, advice and expertise on Safeguarding children, young people and vulnerable adult's issues for staff at Promise Training Centre, attend appropriate training and make referrals to external agencies – see Child Protection Procedures Section of this Policy.

They are responsible for ensuring that staff receive appropriate training and refresher training on Safeguarding Policy and Procedures.

Responsibilities of All Promise Training Centre Staff

All those who come into contact with children, young people and vulnerable adults in their everyday work, including practitioners who do not have a specific role have a duty to safeguard and promote the welfare of children.

Staff will be trained to understand their responsibilities and that their failure to comply will be dealt with under existing disciplinary procedures.

All Promise Training Centre Staff are required to attend the training on Safeguarding designated for their role, familiarise themselves with this Policy and Procedures, safeguard and promote the welfare of children, and alert the Designated Safeguarding Officers if they have a concern.

3.2 Safeguarding Training

New Staff

All new staff, whether permanent, temporary, paid or volunteers will be given a written statement about Promise Training Centre Safeguarding policy and procedures, and the name and contact details of the Designated Safeguarding Officers when they start work.

All staff working with children and young people

All staff including teachers and support staff who work with children, young people and vulnerable adults will attend a basic safeguarding training that equips them to recognise and respond to welfare concerns, and will provide guidance on appropriate behaviour.

Designated Safeguarding Officers

When the Designated Safeguarding Officers take up their role, they will receive safeguarding training which includes training on inter-agency procedures that enable them to work in partnership with other agencies, and gives them the knowledge and skills needed to fulfil their responsibilities. They will receive refresher training at 2-year intervals to keep their knowledge and skills up to date.

Dedicated Safeguarding Officer – Deborah Walton

Guidance to Staff on Appropriate Behaviour

Guidance on staff behaviour with regard to safeguarding will be available within staff training. Promise Training Centre recognises that it is unacceptable, and it is an offence under the Sexual Offences Act 2003, for a person over 18 to have a sexual relationship with a child or young person under 18 years where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child/young person is in full-time education and the person works in the same establishment as the child/young person even if he/she does not teach the child/young person. Promise Training Centre considers that this applies equally to vulnerable adults.

3.3 Educational visits and trips

Promise Training Centre recognises the importance of carrying out all educational visits and trips with due regard to Health and Safety procedures in order to safeguard and protect children, young people and vulnerable adults attending the Centre.

All staff responsible for arranging internal events and external trips/visits are required to carry out a risk assessment beforehand.

3.4 Drugs and Alcohol

At no time will Promise Training Centre knowingly permit or tolerate possession, consumption supply or offer to supply of any restricted drugs on the Centre premises. If any of these offences are committed they will be fully investigated and dealt with, ensuring that the drug use is challenged, using a range of sanctions.

Information, support and confidential counselling will be made available for those concerned or affected by drug abuse and/or alcohol abuse.

3.5 Bullying

Bullying and Harassment will not be tolerated at Promise Training Centre. The Centre provides tutorial and enrichment programmes for students which explore bullying.

3.6 Equalities

Promise Training Centre recognises and encourages the contribution which people from a range of backgrounds and experiences bring to the institution. The Centre is committed to the concept of social justice where all individuals have the opportunity to achieve their full potential.

Promise Training Centre recognises that individual and families from black or minority ethnic groups are likely to have experienced harassment, racial discrimination and institutional racism. Promise Training Centre recognises that failure to protect an individual from racism or take action when racism is being alleged is likely to undermine all other efforts being made to promote welfare.

3.7 Availability of Safeguarding Policy and Procedures

This policy and procedures will be made available to all staff. It will be made available to students on request.

3.8 Ensuring the Policy is carried out

The responsibility for making sure these arrangements, policy and procedures, are in place is put on the Management Team at Promise Training Centre. The Director and other staff are responsible for carrying out their duties in compliance with the Policy. Enforcing individuals' compliance with these arrangements is a matter for the employer under existing disciplinary procedures.

3.9 Reviewing Policy and Procedures

It will be the responsibility of the Designated Safeguarding Officers, to review and monitor the procedures.

4 Section 2

4.1 Informing and Supporting Students

Promise Training Centre recognises that it has a duty to provide an environment in which children, young people and vulnerable adults feel able to communicate their worries and concerns, and feel supported in doing so.

Listening to children, young people and vulnerable adults

Promise Training Centre recognises that experience and consultation with individuals, shows that they will talk about their concerns and problems to people they feel they can trust and they feel comfortable with. This will not necessarily be a tutor or teacher.

Promise Training Centre aims to ensure that all staff and volunteers in the Centre know how to respond sensitively to an individual's concerns, the importance of not guaranteeing complete confidentiality and where to go for advice.

Children, young people and vulnerable adults also want to know that they will be listened to and their concerns will be taken seriously. It is the duty of all members of Promise Training Centre to demonstrate that the Centre is a safe environment and to actively show this by such things as:

• provision of tutorials on safeguarding issues

• posters/displays e.g. help lines Including information in student handbooks

• Reasonable adjustments are made for people with communication difficulties.

Raising Student Awareness of Safeguarding children, young people and vulnerable adults

Promise Training Centre recognises its role in raising students' awareness of safeguarding issues and aims to inform, raise awareness and educate students about Safeguarding.

The tutorial and enrichment programme will include sessions to students which make it clear how students can pass on concerns they have and tutorial resources will be available which will explore ways in which students can safeguard and protect themselves.

5.1 Important Information

Promise Training Centre recognises that the Children Act 1989 embedded in law that children and young people (under 18 years) have the legal right to be protected from harm and the Children Act 2004 gives the Centre a legal duty to include safeguarding children in its functions.

Promise Training Centre Responsibility

It is not Promise Training Centre responsibility to investigate abuse nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

Everyone's Responsibility

Everyone working with and/or in contact with children, young people and vulnerable adults within Promise Training Centre does have a duty

• to be familiar with Promise Training Centre Safeguarding Policy and procedures,

• to create a safe environment,

• to encourage and support children, young people and vulnerable adults in talking about any concerns they have and

• to respond appropriately where there is a concern about a child or young person,

• to refer concerns to the Designated Officer for Safeguarding at Promise Training Centre

Promise Training Centre Referrals to Social Services

Promise Training Centre, through the Designated Safeguarding Officers, must make referrals to

Social Services where there are concerns that an individual is;

• a 'child in need' or is a vulnerable adult

• or is suffering, or in danger of suffering 'significant harm'

What is a 'Child in Need'

Children who are defined as 'being in need' are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services (Section 17 Children Act 1989).

The critical factors are what will happen to a child's health or development without services, and the likely effect that the services will have on the child's standard of health and development.

What is 'Significant Harm?'

Some people are in need because they are suffering or likely to suffer significant harm. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer significant harm (Section 47 Children Act 1989).

Decisions about significant harm are complex and will be decided after assessment and discussion between the statutory authorities and the child and family.

There are no absolute criteria to judge what constitutes 'significant harm':

The Children Act defines 'harm' as:

• Ill treatment including sexual abuse, and ill treatment which is not physical

• Impairment of physical or mental health

• Impairment of physical, intellectual, emotional, social or behavioural development

Child abuse or neglect can involve any one or more of the following: physical injury, emotional abuse, sexual abuse, neglect.

Promise Training Centre believes that these definitions apply equally to vulnerable adults.

5.2 Definitions of Abuse and Neglect

A person may abuse or neglect an individual by inflicting harm, or by failing to prevent harm. Children, young people and vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them, or more rarely, by a stranger.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health of a child.

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. This may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's' basic emotional needs.

Financial or material abuse may include 'theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits'

Discriminatory abuse may include abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or ethnicity or sexual orientation

5.3 What to do if you are a staff member and a young person or vulnerable adults talks to you, alleging abuse by another person, of any age

Taking complaints seriously

If you do hear any complaints, suspicions or allegations the most important thing is to take them seriously, and listen carefully to what is being said.

Listening

Listen carefully without judging them – remember you are not investigating, only receiving the information.

You should always communicate in a way that is appropriate to their age, understanding and preference. This is especially important for disabled children, young people and vulnerable adults and for those whose preferred language is not English.

Do not ask leading questions e.g. Did she hit you? These can jeopardise any future police investigation. Keep questions to a minimum – just enough to understand what is being alleged.

Do not attempt to investigate the allegations of abuse. This is in case the allegation leads to a criminal investigation and you must not do anything that may jeopardise a police investigation.

Inform the person that you will be reporting the allegation and make sure you have their name and contact details.

Confidentiality

It is important that you do reassure the student but you do not promise confidentiality.

Explain that Promise Training Centre has a Safeguarding Policy and that if you believe the person is at risk of significant harm you will have to report this in order for the person to receive help from Social Services

Make a brief note of what has been said

Record full information about the individual as soon as possible after first point of contact, including

• name(s),

• address(es),

• gender,

• date of birth,

• names(s) of person(s) with parental responsibility (for consent purposes), and primary carer(s) if different, and keep this information up to date. For a student enrolled at Promise Training Centre, some of this information will already be a part of the Centre information systems.

Reporting your concerns

Any suspicion, allegation or incident of abuse must then be reported to the Designated Safeguarding Officer as soon as possible and in any event before the end of one working day, together with a copy of your brief report. Do not rely on email alone in case the Officer does not receive the information.

If you hear an allegation of abuse against a member of staff

Despite all efforts to recruit safely there will be occasions when allegations of abuse against children, young people or vulnerable adults are raised. The procedure for managing allegations against staff should be applied when there is an allegation that a teacher or member of staff in Promise Training Centre has:

• behaved in a way that has harmed a child, young person or vulnerable adult

• possibly committed a criminal offence against or related to children, young people or vulnerable adults behaved towards them in a way that indicates that s/he is unsuitable to work with this group.

Refer the matter as soon as possible to a Designated Safeguarding Officer, who will follow the procedure above in the same way as for other allegations. There must be no delay in reporting.

If the allegation concerns a member of the Designated Safeguarding Officer team then ensure the referral is made to another Officer.

The Designated Safeguarding Officer will take such steps as s/he considers necessary to ensure the safety of the individual in question and any other individual who might be at risk.

The Designated Safeguarding Officer will also ensure that the management team is informed about the allegation and Promise Training Centre procedures will be followed.

5.3 What to do if you have concerns about a child, young person or vulnerable adult's welfare and are not sure what to do…

Discussing your concerns

You may find it helpful to discuss your concerns, with your line manager or a senior colleague, such as the Designated Safeguarding Officers. You must ensure that you treat the information with care, without necessarily identifying the child, young person or vulnerable adult in question. Discussing the issues may be an important way of you developing an understanding of the reasons for your concerns about the individual's welfare. You may decide that a referral to Student Services advisors or counsellors will help.

Reporting your concerns

If after discussion, you still have concerns and consider the child, young person or vulnerable adult or the parents/cares may benefit from further services, or you believe the individual is at risk of significant harm – see notes on harm and abuse – you must report the matter to a Designated Safeguarding Officer as soon as possible, and within one working day.

Confidentiality and Sharing of Information and Support for Staff

Where you receive sensitive information about a the child, young person or vulnerable adult you have a duty to take particular care with this information, and

you should disclose it only to those whom it is strictly necessary to do so e.g. the Designated Safeguarding Officer in Promise Training Centre.

The more sensitive the information is, the greater the need to ensure that only those professionals who have to be informed receive the material.

Many people find it difficult when they have received distressing information and may want to talk it through with someone. In Safeguarding cases staff have to be particularly careful about revealing the identity of the young person. You can contact a Counsellor to talk in confidence, or speak further to the Designated Safeguarding Officer.

Designated Safeguarding Officers Contact Details

The Designated Safeguarding Officers are

- the Managing Director, Fouad Hashi, contact no 020 8801 0100, 07578 737107
- tha Centre Manager, Cristina Conti, contact no 020 8801 0100, 07505 748776

Receiving a Report of an Allegation

When the Designated Safeguarding Officer receives information from a member of staff about an allegation, they should ask for a copy of the report made by the member of staff.

They may wish to talk further to the referrer, and may wish to discuss the situation with a senior colleague.

If the allegation involves a member of staff, the Designated Officer should act to ensure the immediate safety of the person and follow the procedure as below.

Receiving a Report of a Concern

When the Designated Safeguarding Officer is contacted by a member of staff who has a concern about a person, you may wish to discuss this with another colleague, without necessarily revealing the identity of the young person. This can help to clarify the reasons for the concern. You may also wish to discuss the matter informally with Social Services.

If, after discussion, the Designated Safeguarding Officer believes the person or their family could benefit from further services, they must consider which agency, including internal support in Promise Training Centre, would help.

The Designated Officer may wish to consult with counsellors who have networks and information about a range of services for different issues including homelessness, refugee issues, benefits, racial harassment, Connexions, health and mental health issues. You can then ensure that a referral is made.

Referral to Social Services

If the Designated Safeguarding Officer still considers that the person is still in need or is in danger of significant harm, they have a duty to report the concerns formally to Social Services, before the end of the working day.

In general, they should seek to discuss the concerns with the child, young person or vulnerable adult, as appropriate to their age and understanding, and with their parents/carer and seek their agreement to making a referral to social services, unless they consider such a discussion would place the individual at risk of significant harm.

In the case of vulnerable adults it may not be appropriate to involve parents/carers if they are living independently.

The Designated Safeguarding Officer may seek advice from Social Services to explore the concerns/issues of informing parents.

The Designated Officer shall report the matter to the local social services department duty social worker within one working day.

When the referral is made they will agree with the recipient of the referral what people concerned will be told, by whom, and when, and a note made of this conversation.

If the referral is made by telephone, they must confirm it in writing within 48 hours, and a copy of the report kept. The report must include the name and position of the person to whom the matter is reported.

Social Services should confirm your written referral within one working day of receiving it, so if you have not heard back within 3 working days, the Designated Officer must contact Social Services again.

The nominated member of staff must notify the Director, or in his absence the manager as soon as practicable and in any event within 24 hours of the initial concern arising.

The booklet has been developed to assist practitioners to comply with government guidance on safeguarding and promoting the welfare of children, the Framework for the Assessment of Children in Need and their Families (2000) and Working together to Safeguard Children (1999).