

Child and Adult at Risk Safeguarding Policy



Introduction:

The Youth Education Service is committed to providing outstanding opportunities for all our students. The safety and welfare of our students is of the utmost importance. All adults working in the Yes settings must protect children and vulnerable adults from abuse and be aware that any student may be abused or at risk of abuse. The Youth Education Service recognises that members of staff, volunteers and students have a role to play in safeguarding the welfare of young people and adults at risk and preventing their abuse.

The Youth Education Service policy needs to be read in conjunction with the YES Prevent Risk Assessment, Code for Safe Working and also by following the local Safeguarding procedures:

- Bristol SCB Procedures Manual:
<https://www.proceduresonline.com/swcpp/bristol/index.html>
- Bristol Safeguarding Adults policy:<https://bristolsafeguarding.org/media/19829/joint-safeguarding-adults-policy-final-22-dec-2017.pdf>
- The Safeguarding Adult and Children's board information can be accessed through the following a key website is: <https://bristolsafeguarding.org/where>
Concerns regarding both adults and children can be raised.

Legislation and government guidance related to this policy includes:

- The Rehabilitation of Offenders Act 1974
- The Children Act 2004
- The Child Poverty Act 2010
- Children and Families Act 2014
- Children and Young People's Act 2002
- Disability Discrimination Act 2005
- Data Protection Act 1998
- Human Rights Act 1998
- The Protection of Children Act 1999
- Sexual Offences Act 2003
- Information Sharing: Advice for Safeguarding Practitioners 2015
- Working Together to Safeguard Children 2018
- Local Safeguarding Children's Boards Policies and Protocols
- The Local Authority policies relating to Safe Recruitment
- The UN Convention for the Rights of the Child
- Safeguarding Vulnerable Groups Act 2006 amended in the Protection of Freedom Act 2012
- Education Act 2002

- Mental Capacity Act 2005
- Safeguarding Children and Safer Recruitment in Education 2007
- Equality Act 2010
- Counter Terrorism and Security Act 2015
- Keeping children safe in Education 2016
- PREVENT Duty Guidance (2015).

The policy and procedure are reviewed at least annually to ensure that updates to relevant guidance are reflected and enacted across The Youth Education Trust.

Policy aim

Safeguarding is the term used to denote the duties and responsibilities that those providing health, social or educational services have to carry out to protect individuals from harm, including self-harm. YES includes responsibilities under the Government's Prevent strategy within the scope of safeguarding.

This policy is informed by, and adheres to, the requirements of the Bristol Safeguarding Children Board (BSCB), the Safeguarding Adults Board and the multi-agency commitment to preventing radicalisation and extremism detailed in Building the Bridge.

The policy applies to the YES Directors, all YES staff and volunteers. All have a legal responsibility to take seriously any concerns about neglect, abuse or radicalisation that come to their attention and to follow the procedures set out below.

Definitions of terms used in this policy

Safeguarding means:

“Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.”

Safeguarding relates to children, young people and vulnerable adults and means protecting their health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect, including protecting children and young people who are vulnerable or at risk of being radicalised.

- Protection from abuse and neglect
- Ensuring safety and care

- Promotion of health, development and resilience
- Ensuring optimum life chances

Child: Child protection relates to any child (under 18) as Defined by The Children Act 1989. who has suffered from, or may be at risk of physical injury, neglect, emotional abuse or sexual abuse.

Adult at risk (formerly vulnerable adult): a person ‘who is or may be in need by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’ (Department of Health, 2000).

Radicalisation: the process by which a person comes to support terrorism and forms of extremism leading to radicalisation.

Extremism: vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and for those without faith (defined by Ofsted as ‘**British Values**’); calls for the death of members of our armed forces, in this country or overseas.

Abuse: behaviour towards a person that either deliberately or unknowingly causes a person harm or endangers their life or their human or civil rights. It can be passive, e.g. failing to take action to care for someone, or failing to raise the alert about abuse; or active e.g. hitting, stealing or doing something that causes harm. Abuse can be a one-off or something that is repeated.

CHILD PROTECTION AND SAFEGUARDING – RECOGNITION AND RESPONSE TO ABUSE

Abuse can take a number of forms:

- **Physical:** causing physical harm to a child or vulnerable adult by hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or some other method. Physical harm can also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child or vulnerable adult.
- **Emotional:** the persistent emotional maltreatment of a child or vulnerable adult in a way likely to cause severe and persistent negative effects on that person’s emotional development.
- **Sexual:** forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not that person is aware of what is happening. Sexual abuse includes both physical contact and non-contact activities.
- **Neglect:** the persistent failure to meet a child or vulnerable adult’s basic physical and/or psychological needs, likely to result in the serious impairment of that person’s health and/or development.
- **Financial:** being denied access to funds, having funds misappropriated or misused by others, being pressured or manipulated into giving money away or using it in a way the vulnerable person does not wish.
- **Institutional:** the mistreatment, abuse or neglect of a child or vulnerable adult by a regime or individuals.

It is important to recognise the multitude of abusive situations that overlap within these definitions. Children and vulnerable adults may be at risk of abuse through such varied issues as bullying (including cyberbullying), substance misuse, child sexual exploitation, female genital mutilation, forced marriage, radicalisation and extremist behaviour, abuse related to protected characteristics e.g. racism/sexism/homophobia, domestic violence, gang violence, sexting and others.

It is also important to recognise that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. All staff must remain alert to the possibility of peer on peer abuse and take appropriate action to safeguard those involved.

Other recognised categories of abuse:

- Historical
- Domestic
- Violation of rights
- Discriminatory
- Female Genital Mutilation (FGM)

In the case of adults it may also include:

- Financial abuse such as exerting improper pressure to sign over money from savings etc.

Commitment

YES will seek to prevent young people and adults becoming victims of abuse or neglect by:

- Contributing to effective partnership working between all those involved with providing safeguarding services for Adults and Children.
- Allowing for poor and unsafe practice to be challenged.
- Embodying values of openness, free debate and tolerance, and promoting them through the way we work
- By promoting health and development of people that use Yes services to optimize life chances
- By providing children, young people and adults with appropriate safety and protection whilst in the care of YES, Which include safety online and Operating effective systems to enable students to communicate that they feel safe or unsafe.
- Operating an E-Safety Policy and good practices to ensure people can maximise the potential of technology whilst remaining safe and developing an age-appropriate understanding of potential threats such as cyberbullying, sexting, revenge porn and stalking.
- Implementing our policy on the use of ICT on the premises and using filtering as a means of restricting access to harmful content (see Acceptable Use of Internet Policy)
- Creating awareness of the dangers of downloading and sharing inappropriate material which is illegal under the Counter-Terrorism Act (2015).
- Creating an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds including bullying by peers
- enabling users of the YES service to have the self-confidence and knowledge to recognize and resist inappropriate approaches

- informing YES students of their rights to be free from harm and encouraging them to talk to YES staff if they have any concerns
- Promoting resilience, autonomy, independence, self-esteem, social inclusion and addressing the issue of safeguarding through tutorials and groupwork
- Identifying staff with responsibility for dealing with issues of abuse and for acting as a source of Information, advice and support to other staff and volunteers
- Ensuring staff and volunteers receive training commensurate with their role and responsibilities, enabling them to make informed and confident responses to specific child and adult protection issues.
- Ensuring staff understand, through regular training and updates, the many different forms that abuse can take, including (but not limited to) peer on peer abuse, hate crime, child sexual exploitation, domestic violence/abuse, radicalisation, gangs and youth violence, faith abuse, bullying (including cyberbullying), discriminatory abuse e.g. racism/ homophobia/ transphobia, gender-based violence, female genital mutilation, neglect, substance misuse, fabricated or induced illness, trafficking and forced marriage.
- Ensuring that any disclosure /concern of abuse is listened to, reported and where necessary an appropriate referral made.
- Ensuring that any person in danger of radicalization or demonstrating extremist tendencies is deemed to be vulnerable and referral will be made to the appropriate agency working to deliver the PREVENT strategy.
- Carrying out a PREVENT risk assessment to assess and review any potential risk of radicalisation to students.
- Ensuring that any child or young person at risk of sexual exploitation is deemed to be vulnerable and referral will be made to the appropriate agency working to address Child Sexual Exploitation (CSE).
- Operating safe recruitment procedures to prevent people who pose a risk of harm from working with young people and at risk adults (see below)
- Ensuring that a child, young person or adult in need of support at a level beyond that which YES can provide is referred promptly to the appropriate service or agency
- Having clear procedures as detailed in this document for reporting and responding to allegations and concerns about abuse.

YES Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) at YES is the Essential Skills Co-ordinator. S/he is also responsible for Children in Care (CiC). It is his/her responsibility to know which young people at YES are CiC and to ensure that the Headteacher of The Hope Virtual School is aware that we are working with this young person.

Recruitment and selecting staff and volunteers

All reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks:

- All staff/volunteers complete an application form and two relevant references are taken up and verified. Gaps in employment history are explored.
- All newly recruited staff receive enhanced DBS check.
- All staff, volunteers and trustees have DBS checks every three years.

Safeguarding Training Plan

YES ensure that staff undertake and discharge their roles and responsibilities in relation to safeguarding in the following ways:

- All staff inductions include an overview of Safeguarding policy and procedures
- Staff can expect to be informed when training is offered, either in-house or provided by external agencies. This will include on-line training and regular discussion through team meeting and supervision.
- All staff will undertake regular training in Safeguarding, commensurate with their role
- Designated Safeguarding Lead will receive training every two years, with annual updating
- Supervision sessions will be used to refresh knowledge on safeguarding issues
- The Essential skills co-ordinator will keep records of training offered and undertaken

Prevent

Prevent aims to stop people being drawn into terrorism or supporting terrorism. YES seeks to address radicalisation and extremism through this safeguarding policy. We have taken measures to raise awareness amongst staff by providing training and information and promoting values of openness, tolerance and facilitating free debate. As with managing other safeguarding risks, staff should be alert to changes in behaviour which could indicate that someone may be in need of help or protection. It is important to take action if staff observe behaviour of concern. We will continue to identify staff and volunteer training requirements and ensure suitable training is available and taken-up.

Female Genital Mutilation (FGM)

FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent residents to take their child abroad for FGM. YES, along with all other agencies, has a statutory responsibility to safeguard children in terms of preventing girls from FGM and identifying children who have already survived the procedure. For more information please go to the BSCB FGM Safeguarding Guidance:

<https://bristolsafeguarding.org/media/27269/fgm-referral-risk-assessment-2018.pdf>

ICT

The internet provides vulnerable adults and young people with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. The filtering systems used at YES blocks inappropriate content, including extremist

content. Where staff, students or visitors find unblocked unsuitable content they must report it to a senior member of staff.

We are aware that adults and young people have access to unfiltered internet when using their mobile phones and staff are alert to the need for vigilance when students are using their phones.

The YES Internet Acceptable Use Policy (IAUP) refers to preventing radicalisation and related extremist content. Pupils and staff are asked to sign the IAUP to confirm they have understood what is acceptable.

Safe use of ICT is integrated into programmes, including safe use of social media.

It is not the responsibility of YES to investigate abuse. However, 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. Any suspicion, allegation or incident of abuse must be reported in accordance with the procedures below, as soon as possible.

In direct YES work, staff should report any disclosures/suspicions of abuse straight away to the YES DSL. If s/he is unavailable then the Senior Tutor should be informed. S/he will report using the contact details listed below.

In partnership work staff should make sure they are aware of who is the Nominated Person in the partner organisation. Any allegations/disclosures/suspicions of abuse should be reported the Nominated person in the partner organisation. The YES DSL should also be informed.

If you need immediate help when you can't stop abuse that is happening at the time telephone 999 or 112

What to do if Abuse is Disclosed

Disclosure is not negotiable. If a young person or adult wants to confide in a member of staff, the member of staff should listen uncritically.

- Do not promise confidentiality.
- The starting point is always to take what is being said seriously.
- Questions, if required, should be open and prompts minimal.

In direct YES work, staff should report any disclosures of abuse straight away to the YES DSL. If s/he is unavailable then the Senior Tutor should be informed. S/he will report using the contact details listed below.

In partnership work staff should make sure they are aware of who is the Nominated Person in the partner organisation. Any suspicions of abuse should be reported the Nominated person in the partner organisation. The YES DSL should also be informed.

Confidentiality is crucial to all our relationships, but the welfare of our students is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore,

confidentiality may not be maintained if the withholding of information will prejudice the welfare of the service user.

All information that has been collected on any child will be kept locked and secure and access will be limited to the appropriate staff, management and relevant agencies.

In the event of an investigation it is essential that no information on child protection concerns are disclosed inappropriately. Any such leaks could have serious consequences for both the child concerned and any investigation.

What to do if Abuse is Suspected

If any signs or symptoms lead you to feel concerned that a child or adult may be being abused or neglected, it is important that you record these (what, when and where) and share these concerns with the YES DSL.

If s/he is unavailable then the Senior Tutor should be informed. S/he will report using the contact details listed below.

In partnership work staff should make sure they are aware of who is the Nominated Person in the partner organisation. Any disclosures of abuse should also be reported the Nominated person in the partner organisation.

Examples of possible indicators of abuse that staff should be aware of include:

- Any significant changes in the child's / young person/adult's behaviour or appearance which are cause for concern
- Remarks made by the person or his / her parents, carers or friends
- Indications that the family is under extreme stress

Recording Suspicions of Abuse and Disclosures

In all cases staff should consider whether a record may need to be made. If this is the case, then the following is recorded as soon as possible after the incident or conversation:

- The child's / young person/adult's name
- The child's / young person/ adult's address
- The age or date of birth of the child / young person/ adult
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child / young person/ adult
- The name of the person to whom the concern was reported, with date and time
- The names of any other person present at the time

If the conversation is undertaken on the telephone the same procedure applies, and if necessary becomes a referral with immediate action.

Concerns should be reported immediately to the DSL (YES or Partner organisation and YES)

The YES DSL shall retain a copy of:

- Any notes or correspondence whilst dealing with the matter
- any other relevant material

If it is agreed to be a child/adult protection matter, if not already recorded in writing, the DSL will make a written record to include the date and time of the incident/disclosure and name, age and address of child/adult at risk involved.

Copies of reports, notes, etc. should be stored in a secure place with access by designated people only in line with data protection laws (e.g. the information is accurate, regularly updated, relevant and secure).

Allegations against a member of staff

Person with cause for concern

- Record in full, as soon as possible, the nature of the allegation and any other relevant information
- Report the allegation/incident to the DSL, or a Director as soon as possible.

Allegations against the Designated Safeguarding Lead

The matter should be reported to the Senior Tutor or a Director who will follow the identified procedure.

Whistle Blowing

YES will fully support or protect anyone who, in good faith, reports his or her concerns that abuse is taking place. A member of staff may not feel able to express concerns relating to child/ adult protection for fear that they may appear disloyal to colleagues or be harassed or victimised. These are natural feelings but must never result in a young person or adult continuing to be at risk. Staff should always report concerns to the Designated Safeguarding Lead. It is his/her responsibility to protect the member of staff from harassment or victimisation. No action will be taken against the member of staff if the concern proves to be unfounded and was raised in good faith. Malicious allegations may be considered a disciplinary offence.

Information Sharing

Local Information Sharing protocols will be followed:

For adults

<https://bristolsafeguarding.org/media/1121/guide-to-info-sharing.pdf>

For children

<https://bristolsafeguarding.org/media/1280/92info-sharing-2013-new-link.pdf>

Reporting Procedure and contacts

Staff member or volunteer reports incident or concern to YES DSL and shares any records made. DSL may suggest monitoring situation, or a practical intervention. If the issue needs to be referred to a further agency there are a variety of routes, depending on the issue and the person/people concerned. The DSL will make the follow up contacts:

If a child or vulnerable adult is at immediate risk s/he will call the Police on 999 or 112

Incidents involving children (up to age 18)

For concerns about the well-being of a child or young person living in Bristol s/he will contact the **First Response Team: 0117 9036444**

When the First Response office is closed s/he will call the **Emergency Duty Team - 01454 615 165**

If a safeguarding issue relates to a child in care (CiC), the head of the Bristol Virtual School, The Hope, should be contacted.

The Headteacher of The Hope is currently **Rachael Pryor 0117 9036282**.

For general advice ring **Early Help:**

South Bristol 0117 9037770

North Bristol 0117 3521499

East Central Bristol 0117 3576460

Adults

In partnership work with Bristol City Council Learning Communities contact:

Designated Person, about the disclosure within 24 hours.

Suzanne Beard, Team Leader (Quality)

Tel. 0117 9039750 / mobile 07584 480616

If Suzanne is not available, then please speak to Angela Marshall or Elke Hein

In the case of other adults, the DSL will call **Adult Social Services: 0447 9222700**

Out of office hours call **01454 615 165**

Complete online referral form:

https://www.bristol.gov.uk/en_US/social-care-health/form-adult-care-and-health-reported-suspected-adult-abuse

or Prevent related incidents and concerns

Contact the South West Channel: **0117 9455539**

E-mail: channelsw@avonandsomerset.pnn.police.uk

If you need immediate help when you can't stop abuse that is happening at the time telephone 999 or 112

Allegations against a member of YES staff

The YES DSL will inform the Local Authority Designated Officer (LADO) of any allegations against staff in relation to children and inform the YES Trustees/Directors

Form available on Bristol Safeguarding Children's Board website

Where a safeguarding referral is made the DSL must notify one of the YES Directors as soon as practicable and in any event within 24 hours of the initial concern arising.

Quick Reference contacts list

If you need immediate help when you can't stop abuse that is happening at the time telephone 999 or 112

Children

First response: 0117 9036444

Out of hours: Emergency Duty Team - 01454 615 165.

Head of Virtual school: Rachael Pryor 0117 9036282

Local Authority Designated officer (LADO) – 0117 9037795 or 07795091020

Adults

Adult Social Services: 0447 9222700

Out of office hours: **01454 615**

Bristol Learning Communities Team, Suzanne Beard

Tel. 0117 9039750 / mobile 07584 480616 email: Suzanne.Beard@bristol.gov.uk

Prevent

Contact the South West Channel: **0117 9455539**

Further Information

Online form to report suspected adult abuse

https://www.bristol.gov.uk/en_US/social-care-health/form-adult-care-and-health-reported-suspected-adult-abuse

South West Child Protection Procedures – provide detailed online information on all aspects of child protection, e.g. : Staff allegations – www.swcpp.org.uk

Working Together to Safeguard Children 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722305/Working_Together_to_Safeguard_Children_-_Guide.pdf

First Response online Request for Help form- (Please note you cannot print off a copy of this form, so keep a record of the information sent) Do not send any child or family details by unsecured email.

https://www.bristol.gov.uk/en_US/social-care-health/report-concern-about-child-for-professionals

Guidance for safer working practice for those working with children and young people in education settings

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

Child sexual exploitation: definition and guide for practitioners (DfE, 2017)

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

Information sharing. Advice for practitioners providing safeguarding services to children, young people, parents and carers. 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Sexual violence and sexual harassment between children in schools and colleges (DfE, 2017)

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

BSCB "Guidance on the transfer of a child protection safeguarding file to another educational setting"

<https://bristolsafeguarding.org/media/1162/guidance-on-transfer-info-in-education.pdf>

Prevent Duty Guidance for England and Wales

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

BSCB Threshold Guidance-2018

<https://bristolsafeguarding.org/children-home/professionals/policies/#ThresholdGuidance>

01 July 2018

To be reviewed by July 2019