

Young Person Safeguarding Policy

DART Ltd will provide a safe environment for young people by identifying individuals who are in need or likely to suffer significant harm and will take appropriate action to ensure such individuals are kept safe.

At DART Ltd the named personnel with designated responsibility for safeguarding are:

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Safeguarding Board Member
Julie Sizer DART Training Manager Julie.sizer@dartraining.co.uk	Sharon Yates Operations Director Sharon.yates@dartraining.co.uk	David Kynaston davek@reaseheath.ac.uk

The named personnel with designated responsibility regarding allegations against staff/those working in the company are:

Designated Senior Manager	Chair of the Board of Directors
	Dave Kynaston (in the event of an allegation against the Designated Senior Manager)
Sharon Yates Sharon.Yates@reaseheath.ac.uk	Emily Thrane (via Clerk to the Board) jackies@reaseheath.ac.uk

Approved by the DART Board on 13 June 2019

SAFEGUARDING DEFINITION:

Safeguarding and promoting the welfare of young people is defined for the purposes of this policy as:

- Protecting young people from maltreatment;
- Preventing impairment of a young person's health or development;
- Prevent young people from being drawn into extremist activities
- Ensuring that young people grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all young people to have the best outcomes
(*"Working Together to Safeguarding Children" DfE, 2015*)

Child Protection is a part of Safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific young people who are suffering, or are likely to suffer, significant harm.

RATIONALE:

At DART Ltd we recognise the responsibility we have under Section 175 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of young people. This policy demonstrates DART's commitment and compliance with safeguarding legislation.

Safeguarding and promoting the welfare of young people is everyone's responsibility. Everyone who comes into contact with young people and their families and carers has a role to play in safeguarding young people. In order to fulfil this responsibility effectively, all professionals associated with DART make sure their approach is young person-centred. This means that we consider, at all times, what is in the best interests of the young person.

No single professional can have a full picture of a young person's needs and circumstances. If young people and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. Through their day-to-day contact with students and direct work with families, staff at DART have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children's Services (in Derbyshire or in neighbouring authorities dependent upon the child's area of residence). We recognise that we form part of the wider safeguarding system for children. This responsibility also means that we are aware of the behaviour of staff; we maintain an attitude of '**it could happen here**' where safeguarding is concerned. We also recognise our responsibilities under the Government's Prevent Duty.

PURPOSE:

The purpose of the policy is to ensure that:

- The welfare of the young person is paramount
- All young people regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a young person is at risk of harm or being drawn into extremism
- Young people and staff involved in Safeguarding issues receive appropriate support
- Staff adhere to a Code of Conduct and understand what to do if a young person discloses any allegations against DART staff or the Board
- All staff are aware of Early Help and ensure that relevant assessments and referrals take place
- All staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label; they recognise that, in most cases, multiple issues will overlap with one another.

The procedures contained in this policy apply to **ALL** staff, volunteers, sessional workers, students, agency staff or anyone working on behalf of DART Ltd.

The policy is provided to all staff (including temporary staff and volunteers) at induction; alongside our Staff Code of Conduct.

In addition, all staff are trained on the content of Part One of the statutory guidance '*Keeping Children Safe in Education*', DfE (2016). This is achieved through our cylix safeguarding training module, which is mandatory for all staff and allows us to record and report that staff have understood it. The

Designated Safeguarding Lead is able to support all staff in understanding their responsibilities and implementing it in their practice.

TERMINOLOGY:

Safeguarding and promoting the welfare of young people refers to the process of protecting young people from maltreatment, preventing the impairment of a young person's health or development, ensuring that young people are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all young people to have the best life chances.

Child Protection refers to the activity undertaken to protect specific young people who are suffering, or are likely to suffer, significant harm.

Extremism vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Staff refers to all those working for or on behalf of the company in either a paid or voluntary capacity.

Young Person refers to all young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

Early Help: means providing support as soon as a problem emerges at any point in a young person's life, from the foundation years through to the teenage years.

Abuse: is a form of maltreatment of a young person. Somebody may abuse or neglect a young person by inflicting harm or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another young person or young people.

CONTENTS

There are 6 main elements to the Policy:

- 1 Prevention – through the curriculum and pastoral support offered to students and through the creation and maintenance of a whole college protective ethos.
- 2 Procedures – for identifying and reporting cases, or suspected cases of abuse.
- 3 Staff Roles and Responsibilities
- 4 Support to a young person – who may have been abused.
- 5 Preventing unsuitable adults working with young person – by following the DfE guidance in '*Keeping Children Safe in Education*', (2016) together with Dart's individual procedures.
- 6 Board of Directors Responsibilities

1 PREVENTION

The company will establish an ethos where:

- 1.1 Young people feel secure in a safe environment in which they can learn and develop
- 1.2 Young people know that there are adults in the company whom they can approach if worried or in difficulty.
- 1.3 Adequate signposting to external sources of support and advice is in place for staff, parents and young people.
- 1.4 Importance and prioritisation is given to equipping the young person with the skills needed to stay safe; including providing opportunities for Personal, Social and Health Education throughout the curriculum and raising awareness of the dangers of extremism and radicalisation
- 1.5 Young people develop realistic attitudes to their responsibilities in adult life and are equipped with the skills needed to keep themselves safe; including understanding and recognition of healthy/unhealthy relationships and support available.
- 1.6 Young people are supported in recognising and managing risks in different situations, including on the internet, being able to judge what kind of physical contact is acceptable and unacceptable, recognising when pressure from others, including people they know, threatens their personal safety and well-being or is drawing them towards behaviour that is extremist whilst supporting them in developing effective ways of resisting pressure.
- 1.7 Everyone feels comfortable and supported to draw safeguarding issues to the attention of the Safeguarding Lead and are aware of the procedure on appropriate questioning.
- 1.8 Emerging themes are proactively addressed and fed back to the local authority and LSCB to ensure a coherent approach so that multi-agency awareness and strategies are developed.
- 1.9 It supports the aims of 'Working Together to Safeguard Children' 2015 and supports the LSCB Continuum of Need to ensure young people receive the most appropriate referral and access provision; actively supporting multi agency planning for those young people and, in doing so, providing information about the 'voice of the young person' and the young person's lived experience as evidenced by observations or information provided. Staff are aware that they must be prepared to identify those young people who may benefit from early help. If there are concerns about a young person's welfare that do not meet the thresholds of abuse the company will consider whether the early help approach should be considered. Staff are aware that early identification of concerns and the use of early help to develop a multi-agency plan for the young person can reduce the risk of subsequent abuse. In the first instance staff should discuss early help requirements with the Designated Safeguarding Lead, who will support in liaising with other agencies as appropriate.
- 1.10 There is a proactive approach to substance misuse. Issues of drugs and substance misuse are recorded and there is a standalone policy which is robustly delivered throughout the company and curriculum
- 1.11 Support and planning for young people in custody and their resettlement back into the company community is undertaken, where necessary, as part of our inclusive approach

- 1.12 The company ensures arrangements for consulting with, listening and responding to young people.
- 1.13 There is a commitment to the continuous development of staff with regard to safeguarding training.
- All staff undertake LSCB 'endorsed' Basic Awareness in Safeguarding training within the first term of their employment/placement; refreshed every 3 years, to enable them to understand and fulfil their safeguarding responsibilities effectively.
 - All staff receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard young people effectively.
 - In addition, the Safeguarding team staff receive regular training and updates on safeguarding practice and emerging concerns/themes relevant to the company context
 - The Safeguarding Lead and Deputy attend the LSCB multi agency approved Safeguarding training on an annual basis.
 - The Safeguarding Lead, and/or Deputy communicate regularly with the relevant members of the LCSB Team, therefore enabling them to remain up to date with Safeguarding practices and be aware of any emerging concerns/themes emerging with Derbyshire.

2 PROCEDURES AND RECORD-KEEPING

The company will follow Derbyshire's safeguarding procedures with reference to Derbyshire's LSCB "Recording and Reporting Guidance."

This Policy is updated annually and changes are made in line with any new DfE guidance.

The company will ensure that:

- 2.1 Safeguarding information including Child Protection information is stored and handled in line with the principles of the Data Protection Act 1998 ensuring that information is:
- used fairly and lawfully
 - for limited, specifically stated purposes
 - used in a way that is adequate, relevant and not excessive
 - accurate
 - kept for no longer than necessary
 - handled according to people's data protection rights
 - kept safe and secure.
- 2.2 Where a member of staff is concerned that a young person is in immediate danger or is at risk of harm they must report this to the Designated Safeguarding Lead, or their Deputy, without delay. A written record should be made of these concerns as soon as possible following the disclosure/concern being raised; this must be within 24 hours. Timely, accurate recording of every episode/incident/concern/activity/actions will be made including telephone calls to other professionals. Support and advice will be sought from the young person's Social Care or the Local Area Designated Officer, whenever necessary.

- 2.3 Hard copies of records or reports relating to Safeguarding and Child Protection concerns will be kept in a separate, confidential file, securely stored away from the main student file. Authorisation to access these electronic records will be controlled by the Designated Safeguarding Lead.
- 2.4 There is always a Designated Safeguarding Lead or Deputy on hand who has the necessary seniority and skills, undertakes appropriate safeguarding training, and is given the time to carry out this important role.
- 2.5 In the case of a child protection referral or serious injury the Designated Safeguarding Lead will contact Derbyshire's Consultation Service (Starting Point) and/or the Police without delay. Where a young person lives in a different authority the Designated Safeguarding Lead follows the procedures for that authority. Where possible we ensure that contacts with outside agencies are through the Designated Safeguarding Lead or their Deputy; however staff are aware that anyone can make this contact. Where a member of staff makes contact they ensure that they make the Designated Safeguarding Lead aware as soon as possible.
- 2.6 Staff are aware of their responsibilities under section 74 of the Serious Crime Act 2015 which says that "If a **teacher**, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the **teacher** must report this to the police".
- 2.7 Where an allegation of abuse is made against a member of staff, including against the Deputy or Safeguarding Lead, the concern must be taken to the Designated Senior Manager, who will speak with the Local Authority Designated Officer (LADO) to discuss the next steps. If the allegation is against the Designated Senior Manager the Chair of the Board should be contacted immediately and advice from the LADO sought. If the allegation is against both the Designated Senior Manager and Chair the LADO will be contacted. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. In all allegations the LADO will advise on the action to take. The police or Starting Point should be contacted outside normal working hours.
- 2.8 Where an allegation of abuse is made against a member of staff, a disciplinary investigation by the company will be conducted in accordance with the existing staff disciplinary procedures **only when any formal police or local authority investigations have been completed.**
- 2.9 In the case of poorly explained serious injuries or where behaviour or concerns arouse suspicion, if in any doubt the Designated Safeguarding Lead should consult with Derbyshire's Consultation Service.
- 2.10 The Designated Safeguarding Lead will keep dated records detailing any allegation and action taken as near to the time of disclosure as possible even when no investigation is undertaken; following up any verbal referral in writing within 24 hours.
- 2.11 Conversations with a young person who discloses abuse should follow the basic principles:
- listen rather than directly question, remain calm
 - never stop a young person who is recalling significant events
 - never ask a young person if they are being abused
 - make a record of discussion to include time, place, persons present and what was said (young person's language – do not substitute words)
 - advise you will have to pass the information on

- avoid coaching/prompting
- never take photographs of any injury
- never undress a young person to physically examine them
- allow time and provide a safe haven / quiet area for future support meetings
- At no time promise confidentiality to a young person or adult.

Staff are aware that they should not question the young person; other than to respond with TED - Tell me what you mean by that, **explain** what you mean by that, **Describe** that. Staff will observe and listen, but do not probe/ask any leading questions.

2.12 Prevent Duty procedures in addition to the above:

- The company will maintain regular contact with the regional Prevent Co-ordinator and Channel link Co-ordinator.
- Should any member of staff have any concerns regarding a young person's behaviour which would suggest that are displaying extremist tendencies the concern must be reported to the Designated Safeguarding Lead or Deputy.
- The Designated Safeguarding Lead will report concerns to our designated Channel Co-ordinator

3 ROLES AND RESPONSIBILITIES

The company will ensure that every member of staff and person working on behalf of the company:

- 3.1 Knows the name of the Designated Safeguarding Lead and his/her role and responsibility.
- 3.2 Has an individual responsibility to refer Safeguarding (Child Protection) concerns.
- 3.3 Will receive training at the point of induction (and receive child protection and safeguarding updates at least annually) so that they know:
 - their personal responsibility / code of conduct / teaching standards
 - LSCB child protection procedures and how to access them
 - the need to be vigilant in identifying cases of abuse at the earliest opportunity
 - how to support and respond to a young person who discloses significant harm
- 3.4 Knows their duty concerning the observation of unsafe practices in regard to young people by a colleague.
- 3.5 The Designated Safeguarding Lead will disclose any information about a student to other members of staff on a need to know basis.
- 3.6 The company will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- 3.7 The company will ensure that parents have an understanding of their obligations re: Child Protection by intervention as and when appropriate.

- 3.8 Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- 3.9 Ensure that, where there are unmet needs, support is initiated.
- 3.10 Send representatives to case conferences, core groups and Child Protection review meetings.
- 3.11 Ensure that all employees of the company understand their responsibilities in relation to the Prevent Duty

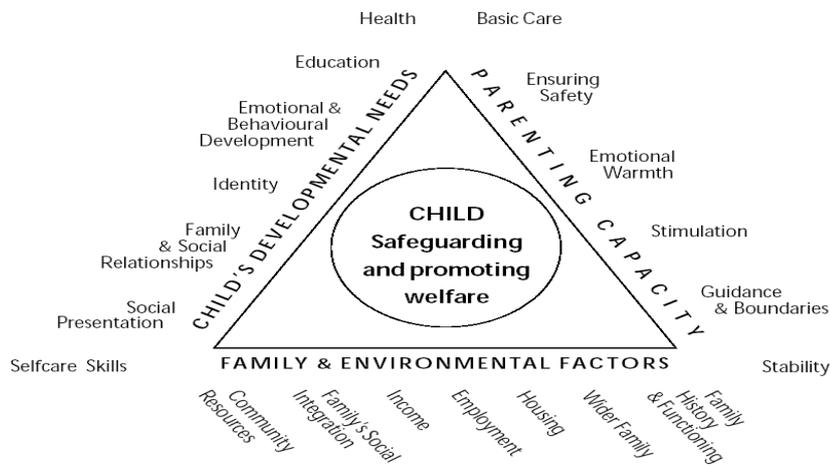
4 **SUPPORTING YOUNG PEOPLE AT RISK**

The company will endeavour to support vulnerable young people through:

- 4.1 Its ethos which promotes a positive, supportive and secure environment; giving young people a sense of being valued.
- 4.2 Ensuring its policies and procedures protect all young people.
- 4.3 Liaison with other appropriate agencies which support the student.
- 4.4 Developing supportive relationships.
- 4.5 Recognition that young people living in difficult home environments are vulnerable and are in need of support and protection.
- 4.6 Monitoring young peoples' welfare, keeping accurate records and notifying appropriate agencies when necessary.
- 4.7 Allowing designated staff opportunity to attend face to face multi-agency training. (For example child sexual exploitation, domestic violence, drugs / alcohol substance misuse etc.).
- 4.8 Notifying key workers or social workers where a young person, identified as being at risk or in need, leaves the company (as appropriate).
- 4.9 The company acknowledges serious case review findings and shares lessons learned with all staff to ensure no young person falls through the gap.
- 4.10 The company knows how to identify and respond to:
 - Extremism and Radicalisation
 - Neglect
 - Drug/substance/alcohol misuse (both pupil and parent)
 - Child sexual exploitation / trafficked young person
 - Young person missing education
 - Domestic abuse
 - Peer relationship abuse
 - Risky behaviours
 - Sexual health needs
 - Obesity/malnutrition
 - On line safety including grooming

- Inappropriate behaviour of staff towards young person
- Bullying, including homophobic, racist, gender and disability. Breaches of the Equality Act 2010.
- Self-Harm
- Female Genital Mutilation
- Forced Marriage
- Unaccompanied asylum seeking young person
- Modern slavery

4.11 Staff have an understanding of the Framework of Assessment of Need and make decisions based on a young person’s development needs, parenting capacity and family & environmental factors.



4.12 Staff have the skills, knowledge and understanding necessary to keep cared for young people (Looked after children) safe as we are aware that young people often become looked after as a result of abuse and/or neglect.

4.13 Staff have knowledge and understanding of the additional barriers which can exist when recognising abuse and neglect in young people with special needs/disabilities. These barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the young person’s disability without further exploration;
- young people with SEN and disabilities being disproportionately impacted by things like bullying - without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers

5 SAFER RECRUITMENT AND PROFESSIONAL BOUNDARIES

The company pays full regard to DfE guidance ‘Keeping Children Safe in Education’ 2016 and with reference to the ‘Position of Trust’ offence (Sexual Offences Act 2003). We ensure that all appropriate measures are applied in relation to everyone who works in the company who is likely to be perceived by a young person as a safe and trustworthy adult. We do this by:

- 5.1 Operating safe recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Children's List and right to work in England checks in accordance with DBS and Department for Education procedures.
- 5.2 Ensuring that staff adhere to a published code of conduct and other professional standards at all times, including out of hours activities, educational day trips and residential study tours. Staff are aware of social media/ on-line conduct.
- 5.3 Ensuring any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance "Keeping Children Safe in Education 2016" and LSCB, LADO and HR Policy, procedures and guidance.
- 5.4 Ensuring that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with students and parents, following the Code of Conduct.
- 5.5 Supporting staff confidence to report misconduct.
- 5.6 Maintaining an accurate, complete, up to date Single Central Record.

6 BOARD OF DIRECTORS RESPONSIBILITIES

The Board fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of young people in accordance with Government guidance.

The Board have agreed processes which allow them to monitor and ensure that the company:

- 6.1 Has robust Safeguarding procedures in place.
- 6.2 Operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the school site.
- 6.3 Has procedures for dealing with allegations of abuse against any member of staff or adult on site.
- 6.4 Has a member of the SMT who is designated to take lead responsibility for dealing with Safeguarding and Child Protection issues.
- 6.5 Has a member of the SMT who is designated to take a lead on the co-ordination of the Prevent Duty compliance.
- 6.6 Takes steps to remedy any deficiencies or weaknesses with regard to Safeguarding arrangements.
- 6.7 Is supported by the Board nominating a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the Operations Director; this is the Chair.

- 6.8 Carries out an annual review of the Safeguarding policy and procedures.
- 6.9 Receives an annual Safeguarding report to monitor compliance and to inform trends and actions.

OTHER RELATED POLICIES

The company takes safeguarding seriously and understands this policy is over- arching. The company also maintains other linked policies in line with the legislative requirements; together these make up the suite of policies to safeguard and promote the welfare of young people in the company. The policies are cited below.

- Safer Recruitment and Vetting Policy and Procedure
- Learner harassment and bullying policy
- Equality and Diversity Policy
- Code of Conduct for Staff
- Safeguarding Adults Policy

Date of Issue	June 2019
Next Review Date	June 2020
Lead	DART Training Manager
Approved on	13 June 2019
Approved by	SMT/Annually by DART Board of Directors
Published	Company Website (Company Policies page and Safeguarding page), Shared Drive
Date of Equality Analysis	October 2016
Equality Analysis Review	
Version History: 2019: Amended to reflect change in personnel New policy 2018 replacing 029 Safeguarding Young People and Vulnerable Adults, New policy specific to Young People and a separate policy has been developed for Vulnerable Adults.	