

# Safeguarding Policy Statement 2019-20

Petty Pool provides a safe and secure environment for all students and clients who access the site and expects all staff, volunteers and stakeholders to demonstrate a parity of commitment to Safeguarding.

At Petty Pool we believe that safeguarding and promoting the welfare of children and young people is everyone's responsibility and that through our child and student-centred approach we will consider, always, what is in the best interests of the child and young person.

Our charity will establish and maintain an ethos where students and visiting children and young people feel secure, are encouraged to talk, are listened to and are safe. Students or visiting children and young people will be able to talk freely to any member of staff if they are worried or concerned about something.

We believe that everyone who meets children, young people and their families has a role to play in safeguarding. We recognise that staff at Petty Pool play a particularly important role as they are in a position to identify concerns early and provide help for children and young people to prevent concerns from escalating. We are committed to identifying where children and young people may benefit from early help and working in partnership with other professionals to undertake an early help assessment.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child or young person and how to record and report this information. We will not make promises to any child or young person and we will not keep secrets. Every student will know what the adult will have to do with any information they have chosen to disclose.

Throughout our curriculum we will provide activities and opportunities for students to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our students to develop essential life skills.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015 and revised Sept 2016).

It is the responsibility of every member of staff, volunteer and regular visitor to our organisation to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the students and visitors to our organisation. This includes the responsibility to provide a safe environment in which children and young people can learn and achieve.

## **Purpose of document**

Petty Pool recognises that all children, young people and vulnerable adults have the right to freedom from abuse and radicalisation and to be in an environment where safety, praise, recognition and opportunity for taking responsibility are available.

This policy outlines Petty Pools commitment to safeguarding and to provide clear guidance to dealing with all issues regarding working with children and vulnerable adults

- To provide fair and equal opportunity for all students and clients in a safe and secure environment
- To prevent abuse from occurring within the organisation
- To ensure consistency in the handling of concerns, allegations and disclosures of abuse
- To provide guidance for Senior Managers in the effective investigation and/or reporting of incidents
- To assist staff in supporting students and reporting matters relating to Safeguarding
- To help recognise and identify cases of abuse happening externally
- To provide guidance with regards to staff recruitment, handling and reporting of incidents
- To ensure staff are suitably trained with the knowledge and understanding required of them professionally with regards to Adult Protection and how to implement the associated procedures in place within Petty Pool
- To ensure effective partnerships with other organisations to Safeguard vulnerable adults and children
- To monitor and evaluate practice
- To assist Petty Pool in contributing towards Inter-agency Child/Adult Protection Investigations and Risk Management Plans
- To encourage people to report concerns regarding any form of abuse
- To promote and achieve a safer environment for all

## **Who this policy applies to**

This Policy applies to ALL individuals associated with the Trust, all of whom have a responsibility for the protection of Vulnerable Adults and Children.

- Board of Trustees of Petty Pool
- The Senior Management Team of Petty Pool
- All tutors and non-teaching staff (including those who are volunteers and freelance)
- All Students and Clients who access any provision offered by the Trust
- All professionals who work with Students and Clients

## **Summary of changes from previous policy (Sept 2018)**

To reflect new statutory guidance Keeping Children Safe in Education.

## **Section 1 Responsibilities**

The Chief Executive and the Board of Trustees have overall responsibility for the implementation of this policy will ensure staff are fully aware of the requirements of this policy and to ensure all incidents are reported to the Safeguarding Leads and recorded correctly. The Board of Trustees have also nominated a designated safeguarding link.

The Chief Executive and Director of Student Services are responsible for Overseeing the referral of cases of suspected abuse/radicalisation or allegations to the relevant City/County Council's Department of Children and Young People's Services, or other agencies (such as the police, Channel) as appropriate.

The Director of Student Services is responsible for liaison with various professional bodies and outside agencies with regard to student safety and protection. The Director of Student Services or a member of SMT also alerts parents, carers and professionals if concerns arise during a client's time on site at Petty Pool. The Director of Student Services will deal with the protection of vulnerable people as part of her daily duties.

The Director of Student Services will also support staff in liaising with other agencies and setting up an inter agency assessment as appropriate.

All staff, volunteers, trustees, contractors and visitors must follow this policy and seek guidance where required from SMT and the named safeguarding leads and report on any safeguarding concerns raised.

All staff must be aware of Petty Pool systems which support safeguarding, and these will be outlined in induction with regular updates throughout the year, these include

- The staff code of conduct
- Students behaviour code and disciplinary code
- The safeguarding response to students missing from education
- The role and identity of the safeguarding leads

All staff must be aware of the process for making referrals to the local authority and the role they may need to play following a referral. Staff should also be aware that if a young person is in immediate danger then the police should be called.

All staff must communicate the main principles of this policy and how to raise any concerns that they may have during their induction and re-enforce regularly through tutorials. Course tutors and Instructors are frequently the first line of contact for a student/client who wishes to report an incident. It is the duty of the tutor or instructor to inform the student/client as far as possible of the appropriate procedures, to report the matter to their line manager and to support the student/client to the best of their ability.

**Students/Clients:** Students wishing to formally report an incident will be given support to do so in an appropriate way. They may wish to inform an Advocate, parent or friend, or a professional body and invite them to Petty Pool for support.

### **Named protection officers**

Petty Pool has designated named people for safeguarding who are senior within the organisation and have the appropriate knowledge to advise on the response to safeguarding concerns.

The designated safeguarding leads are

- Jayne Wilson Chief Executive
- Nicola Colenso Director of Student Services

The safeguarding officers are

- Mary Watt Quality Director
- Hazel Hanslip Curriculum Director

The board safeguarding link is Peter Hickson or Lachlan Nisbet

## **Roles and responsibilities of Designated Safeguarding Leads**

Protection:

- Refer cases of alleged or suspected abuse to the relevant investigating authorities
- Liaise with case manager, designated officer at the local authority for safeguarding concerns
- Act a source of support, advice and expertise within Petty Pool when deciding whether to make a referral through liaison with appropriate agencies
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Local Authority/and or Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the DBS
- Refer cases where a crime may have been committed to the police/LADO
- Liaise with SMT to inform of any issues and on-going investigations and ensure there is always an SMT member who is able to cover this role

Work with others

- Liaise with partners, or care manager at the local authority
- Liaise with staff including staff at Cheshire College

Raising Awareness:

- Ensure safeguarding and vulnerable adult protection is an agenda item at all appropriate meetings
- Ensure all are aware of Petty Pool's safeguarding children and adults protection policy and procedures and they are consulted about safety at Petty Pool
- Ensure there is communication with those who work in partnership with Petty Pool including contractors, suppliers, placement providers and others so they can support Petty Pool's safeguarding policy approach.
- Ensure the policy is reviewed annually

Training

- To undertake all training as recommended including updating skills and knowledge of local procedures, safer recruitment
- Keep accurate secure written records of concerns and referrals
- To ensure that all the relevant training is provided to staff, volunteers and students on an annual basis.
- Understand issues and lead and co-ordinate charities response to Prevent duty
- Understand issues and lead and co-ordinate charities response to online safety
- Recognise additional risks that SEND students face
- Encourage a culture of listening to students and working in a young person-centred way

In addition, Nicola Colenso is responsible for ensuring the welfare, progress and safeguarding of any students who are looked after and liaising with the relevant social workers of this student.

## Section 2 Definitions

**Safeguarding** looks at keeping children, young people and vulnerable adults safe from a much wider range of potential harm and delivers preventative action not just reaction.

**Child/Adult protection** looks at recognising abuse and neglect and acting on it, it is an important aspect of safeguarding

**Abuse** is any behaviour towards a person that deliberately or unknowingly causes harm, endangers life or violates an individual's human and civil rights by any other person or persons. There are four recognised categories of abuse which are:

- Physical abuse (including over/under medication and force feeding)
- Emotional or psychological abuse
- Sexual abuse (inc. rape, incest, CSE and pornographic coercion/sexting)
- Neglect

For more information please see appendix one signs of abuse and neglect

It can also include

- Financial abuse (inc exploitation of resources and property)
- Racial
- Religious
- Honour based violence
- Forced Marriage
- Institutional
- Discrimination and oppression
- Abuse by strangers, door-step crime / victimisation
- Peer abuse

Peer abuse could include

- Bullying (including cyber bullying)
- Physical abuse including hitting, kicking, hair pulling
- Sexual violence and sexual harm
- Sexting/sharing sexual imagery
- Initiation violence and rituals

Staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include but is not limited to bullying (including cyber bullying) gender based violence/sexual assaults and sexting. The organisation has a zero-tolerance approach to bullying or any form and for more information on what we do to prevent bullying, as well as how we deal with it please see our Anti Bullying Policy.

**A vulnerable adult** is defined in law as a person aged eighteen years or over who may lack capacity to make decisions because of impairment or functioning of the mind or brain (Mental Capacity Act 2005)

Circumstances where a person is considered to lack capacity might include:

- Where the person does not know they have a decision to make
- Where the person does not understand the choices available or the consequences of those choices
- Where the person cannot communicate their decision

**Other adults who have capacity** and can take informed choices to live in a situation that puts them at risk of harm should be supported after consultation with them, their community support and other relevant agencies but they may still choose to stay in the situation and live with the risk

## **Legal Framework**

This policy has been written in response to government statutory and non-statutory guidance specifically:

The Children Act 2004

Working Together to Safeguard Children (2015)

Keeping Children Safe in Education (2015)

What to do if you think a child is being abused (2015)

Information sharing (2015)

Standards as set out in Safeguarding Adults (ADSS 2005)

This policy has been formed using Cheshire West and Chester's "Safeguarding Adults Policy Statement. This document also uses guidance from the DfE Ofsted's Best Practice in safeguarding in colleges and Safeguarding Section of CIF (July 2015)

The full version of the policy can be obtained by contacting Petty Pool