

ST-EDS

Employability skills for young people



Safeguarding Children and Vulnerable Adults Policy

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1. AIM

This policy sets out our commitment to safeguarding and promoting the welfare of all children. We provide Vocational Education to young people and vulnerable adults from age 11 – 25.

The purpose of St Edmund's Society's Safeguarding Children and Vulnerable Adults Policy is to ensure every young person (under the age of 18) and vulnerable adult who is a student at St Eds is safe and protected from harm.

A vulnerable adult is someone who is over the age of 18 and who is, or may be, unable to take care of themselves or unable to protect themselves against significant harm, exploitation or radicalisation.

This means we will always work to:

- Identify those at risk and protect young people and vulnerable adults at the College from maltreatment;
- Prevent impairment of our young people and vulnerable adults' health or development, or access to education
- Ensure that young peoples' and vulnerable adults' development takes place in circumstances consistent with the provision of safe and effective care
- Undertake that role to enable our young people and vulnerable adults to have the best outcomes.
- Ensure St Edmunds Society is a safe environment
- Ensure all staff have a responsibility to provide a safe environment in which students can learn

Our policy applies to all students, staff, volunteers, visitors and parents. All staff and volunteers will be trained to respond to a disclosure from a child or vulnerable adult, and will know the procedure to follow. This policy will give clear direction about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all students at our organisation.

Our organisation fully recognises the contribution it can make to protect students from harm and supporting and promoting the welfare of all students. The elements of our policy are prevention, protection, and support.

2. OUR ETHOS

Our organisation will establish and maintain an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. Young People and vulnerable adults will be able to talk freely to any member of staff or regular visitor to our organisation if they are worried or concerned about something.

All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure and will know how to manage this. We will not make promises to any student and we will not keep secrets. Every student will know what their chosen adult will have to do with whatever they have been told. We will provide activities and opportunities that will equip our students with the skills they need to stay safe.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers, and colleagues from other agencies.

14-16 year olds

Although education takes place all around the centre, there are designated and identifiable area for the sole provision, of education and support for 14 to 16-year-olds.

3. NAMED DESIGNATED SAFEGUARDING PERSONS (DSP)

For the year 2023/2024 the following designated staff are in post:

LEAD DSP	Amy Hannant	01603 622035	Welfare Lead
DSP	Emma Pinfold	01603 622035	Welfare Officer
DSP	Ella Parkinson	01603 622035	Welfare Officer
DSP	Criszel Mallari	01603 622035	Welfare Officer
DSP	Kayleigh Dawson	01603 622035	Welfare Officer
DSP	Becky Jordan	01603 622035	General Manager (Interim)
DSP	Amanda Bowie	01603 622035	Post-16 Manager
DSP	Mick Ireson	01603 622035	Tutor Manager

Trustee Safeguarding Lead – Hannah Shirley 01603 622035

Our staff can be reached Monday – Friday, 8.30am – 4.30pm.

If they are unavailable anyone with a safeguarding concern can contact the Children’s Advice and Duty Service (CADS).

- A staff member or volunteer can call (0344 800 8021)
- A member of the public or parent can call (0344 800 8020)

4. ROLES AND RESPONSIBILITIES OF DSP

Our Designated Safeguarding Persons will liaise with Children’s and or Adult Services and other agencies where necessary and make referrals to The Children’s Advice and Duty Service or Local Authority Designated Officer when required.

Any concern for a student's safety or welfare will be recorded on CPOMS and allocated to the Designated Safeguarding Person who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. The Welfare Team will use the Signs of Safety approach to assess the needs with the family/student if needed and make referrals where necessary.

The Designated Safeguarding Officer will ensure that all staff, volunteers, visitors and parents and aware of this policy, have received appropriate Safeguarding information during induction and have been trained by the Safer Programme where appropriate.

The Lead Designated Safeguarding Person will ensure that our safeguarding policy is reviewed annually and updated when changes happen at local/national level. The content of our policy has been written following consultation with the Safer Programme.

The Designated Safeguarding Person will ensure that safer recruitment practices are followed.

The Designated Safeguarding Person will update staff on changes to safeguarding.

The Designated Safeguarding Persons will complete Designated Safeguarding Training with Norfolk Safer Childrens Partnership.

Our organisation undertakes to remedy without delay any weakness regarding our safeguarding arrangements that are brought to their attention.

5. SAFER WORKING PRACTICES FOR STAFF AND VOLUNTEERS

5.1 Recruitment

We will always try to prevent inappropriate people from seeking employment or volunteering to work with children, young people and vulnerable adults.

We will always adhere to the Norfolk Safeguarding Children Partnership's procedures, including specifically the Safer Workforce Policies and Procedures.

Job description and person specification

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job. We will clearly define the role and agree this with relevant personnel.

Recruitment publicity

We will circulate all vacancies widely. We will ensure any advert contains a commitment to safer recruitment and safeguarding children and vulnerable adults.

Written application form

We will insist on a written application form. This should include personal details such as name, past names, past and current work/volunteering experience, and details of qualifications. It should also include explanation of all gaps in employment. Applicants should also provide current and recent addresses for the past 5 years.

Selection criteria

We will decide how the person should behave with children and vulnerable adults, and what attitudes we want to see.

We will develop a list of essential and desirable qualifications, skills and experience and select people against this.

Written Declaration

We will remind applicants that posts involving working with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act.

We will ask for a statement in writing that they have no past or current convictions, cautions or bind-overs and no pending court cases

Identification

We will ask for photographic documentation to confirm identity, such as passport or driving licence, and, for example, a utility bill that contains their address.

Qualifications

We will ask to see the original documents of any qualifications.

Interview

We will interview face to face, preferably with at least two representatives from the group or organisation. We will discuss with the applicant information contained in their application form and explore their attitudes towards working with children and vulnerable adults. This also provides an opportunity to discuss our Safeguarding policy and to ensure that the applicant has the ability and commitment to meet the standards required.

We will talk about the application including:

- Areas in which you want to know more details
- Gaps in employment history
- Vague statements or unfamiliar qualifications
- Frequent changes of employment

References

Two written references must be obtained, where possible to include current or most recent employer.

DBS Checks

We will always gain enhanced DBS disclosures as appropriate to the role. When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role we will allow the staff member or volunteer to have contact with children and vulnerable adults.

As per Keeping children safe in education 2023 (publishing.service.gov.uk), where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil.

Staff files are in place and contain evidence of:

- a. Application forms containing
 - personal details (current and former names, current address and national insurance number)
 - details of their present (or last) employment and reason for leaving
 - full employment history
 - qualifications
 - details of referees
 - a statement of personal qualities and experience
- b. A self-declaration of any criminal record or information which may make them unsuitable to work with children
- c. Evidence of right to work in the UK
- d. Photocopies of identity checks (with a photograph)
- e. At least 2 references, including 1 from the applicant's current or most recent employer
- f. A risk assessment as required
- g. Interview notes which include a safeguarding question
- h. Photocopies of qualifications

Staff tracker or single central record which includes:

- i. Name and address of employee/volunteer
- j. Date employment started

- k. Date identity checks carried out and by whom
- l. Date DBS checked and by whom
- m. Risk assessment in place yes/no
- n. Right to work in the UK checks – when and by whom
- o. Qualifications check – when and by whom
- p. Prohibition order checks- when and by whom (for those in ‘teaching activity’)

5.2 Induction and Probationary Period

We will ensure volunteers or workers receive a comprehensive induction, in line with our Induction Policy.

We expect a normal probationary period to be 6 months, during which time the volunteer or worker will regularly work under the supervision of a more experienced volunteer or worker, such as management.

All staff receive Introduction to Safeguarding Training within the first 3 months of employment. This is renewed by all staff every 3 years.

All staff are also required to read Part 1 of the most recent Keeping Children Safe in Education (KCSIE) guidance during induction. All DSPs and Managements are required to read the entire KCSIE guidance.

If there are concerns during the probationary period, the volunteer or staff member will not be offered a permanent position.

5.3 Staff Training

Every member of staff will undertake appropriate safeguarding training through the NSCP every three years.

We actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via **www.norfolkscb.org**

The Designated Safeguarding Person’s should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

Two members of the Management Team have completed the Safer Recruitment Training for Norfolk and Suffolk.

All staff Safer Programme is undertaken and refreshed every 3 years.

Every member of the welfare team will complete Designated Safeguarding Person training every 2 years.

Relevant staff also receive First Aid, Mental Health First Aid and Medication Administration training.

Staff are made aware of changes to safeguarding, and this policy, through staff training. Staff are required to sign to say they have read the safeguarding policy.

5.4 Volunteers

Volunteers are required to read the Safeguarding Policy and KCSIE guidance as part of their induction. These will be reviewed annually.

5.5 Visitors

All regular visitors to our organisation will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Designated Safeguarding Persons are and what the recording and reporting system is. This will be indicated on the Visitor Sign In system.

All visitors will confirm they agree they have seen our safeguarding information.

Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's or Adult Social Services.

Parents will sign a consent form at the start of their child's involvement with the organisation, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only.

6. PROCEDURES FOR HANDLING A DISCLOSURE

6.1 What is abuse and neglect?

The below definitions are from Working Together to Safeguard Children 2018.

Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused

	when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Child Sexual Exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Neglect	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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

	<ul style="list-style-type: none"> a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
Extremism	<p>Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.</p> <p>Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.</p>
Child criminal exploitation	<p>As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity</p> <ul style="list-style-type: none"> a. in exchange for something the victim needs or wants, b. the financial or other advantage of the perpetrator or facilitator c. through violence or the threat of violence. <p>The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.</p>

The below are additional definitions, linked to forms of abuse and neglect.

'Honour'-based abuse	<p>Including Female Genital Mutilation and Forced Marriage.</p> <p>So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such.</p>
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	FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.
Domestic Abuse	Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, wellbeing, development, and ability to learn.
Bullying	Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.
Online Abuse	Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming, live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.
Contextual Safeguarding	Contextual safeguarding recognises that as young people grow and develop they are influenced by a whole range of environments and people outside of their family. For example in school or college, in the local community, in their peer groups or online. Young people may encounter risk in any of these environments. Sometimes the different contexts are inter-related and can mean that young people may encounter multiple risks. Contextual safeguarding looks at how we can best understand these risks, engage with young people and help to keep them safe. Young people will be affected by, and may be exposed to harm, in different environments. Their experiences may also influence the way they behave and live their lives in other situations.

Signs of Serious Crime CCE Child Criminal Exploitation.

Children are at risk from/or are involved with serious violent crime. Including:

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
- Increased absence from school
- Change in friendship/relationships with others/groups
- Significant decline in performance
- Signs of self-harm/significant change in wellbeing
- Signs of assault/unexplained injuries

Prevent

Section 26(1) of the CTSA (County Terrorism and security act) imposes a statutory duty on “specified authorities”, when exercising their functions, “to have due regard to the need to prevent people from being drawn into terrorism”.

From 1 July 2015 all schools and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

For St Eds to fulfil the Prevent duty, it is essential that staff can identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools’ and childcare providers’ wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. At St Eds we endeavour to provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

The Prevent duty is entirely consistent with St Eds safeguarding policy and existing responsibilities and should not be burdensome. Ofsted’s revised Education Inspection Framework for education, skills, and early years, which came into effect from 14 November 2019, makes specific reference to the need to have safeguarding arrangements to promote pupils’ welfare and prevent radicalisation and extremism.

Amy Hannant, Emma Pinfold and Ella Parkinson are the on-site PREVENT Designated Officers.

Signs of Abuse:

There is a wide and varied range of indicators of possible abuse, including obvious ones such as direct observations or reports, admission, expressions of fear that abuse might happen, reports of concern from others. While there are no unmistakable signs of abuse the following are examples of material, psychological and physical changes that suggest cause for alertness and possible concerns:

- a. Evidence of unreported injuries or injuries suggesting a possible non accidental cause
- b. Explanations that are incompatible with injuries presented or where conflicting explanations are given
- c. A history of persistent illness, infection, or injury
- d. The inappropriate use of medication
- e. Possessions or money going missing; insufficient funds
- f. Property being sold without the owner's consent or understanding
- g. Uncharacteristically withdrawn behaviour, without apparent reason
- h. A person found alone and at risk without adequate explanation
- i. A time lapse between injury or illness and seeking medical or other care
- j. Abrupt or frequent changes of doctor
- k. Unexplained weight loss or uncharacteristic comfort eating
- l. Uncharacteristically untidy appearance; personal items missing
- m. Repeated difficulty in getting to see someone or in speaking to a person alone
- n. Avoidance, including regularly missed appointments, refusal of help etc
- o. Evidence of alcohol or other substance or other signs of stress
- p. History of previous abuse or violence in the family
- q. Unexplained pain, itching, infection, or injury in the genital, anal or abdominal areas or torn, stained or bloody underclothing
- r. Sporadic or persistent school or education absences

Always seek advice if you have any concerns

6.2 Recording disclosures

If we are concerned about the welfare or safety of any student in our organisation, we will record our concerns immediately on CPOMS, alerting the DSP and Welfare team. Information will only be shared within the organisation on a need to know basis for the protection of the student.

All information is confidential, however if there is a safeguarding concern about a student, then information can be shared with other agencies, namely the Police or Children's/Adult Services.

Reports of a concern to the Designated Safeguarding Person must be logged on CPOMS as a matter of urgency.

If the placement is under the remit of the **Alternative Education Service** (Section 19 team), or **Virtual school** for looked after and previously looked after children - Norfolk County Council, concerns will be addressed to the relevant adviser for the young person.

6.3 Handling disclosures

A student may decide to disclose information that may indicate they are suffering from abuse or neglect. A student chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the student has to say and be very careful not to 'lead' the student or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- To not ask any leading questions, interrogate the student, put ideas in the student's head or jump to conclusions
- Not stop or interrupt a student who is recalling significant events
- Never promise the student confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the student what must be done next (the safeguarding process must be followed)

- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the student disclosed. Be sure to record on CPOMS.
- Contact the designated person immediately
- Seek support

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

The Children's Advice and Duty Service (CADS)

If we have a concern about a child or children (under the age of 18), we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put through to a Social Worker who will take all the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Children's Advice and Duty Service (CADS) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

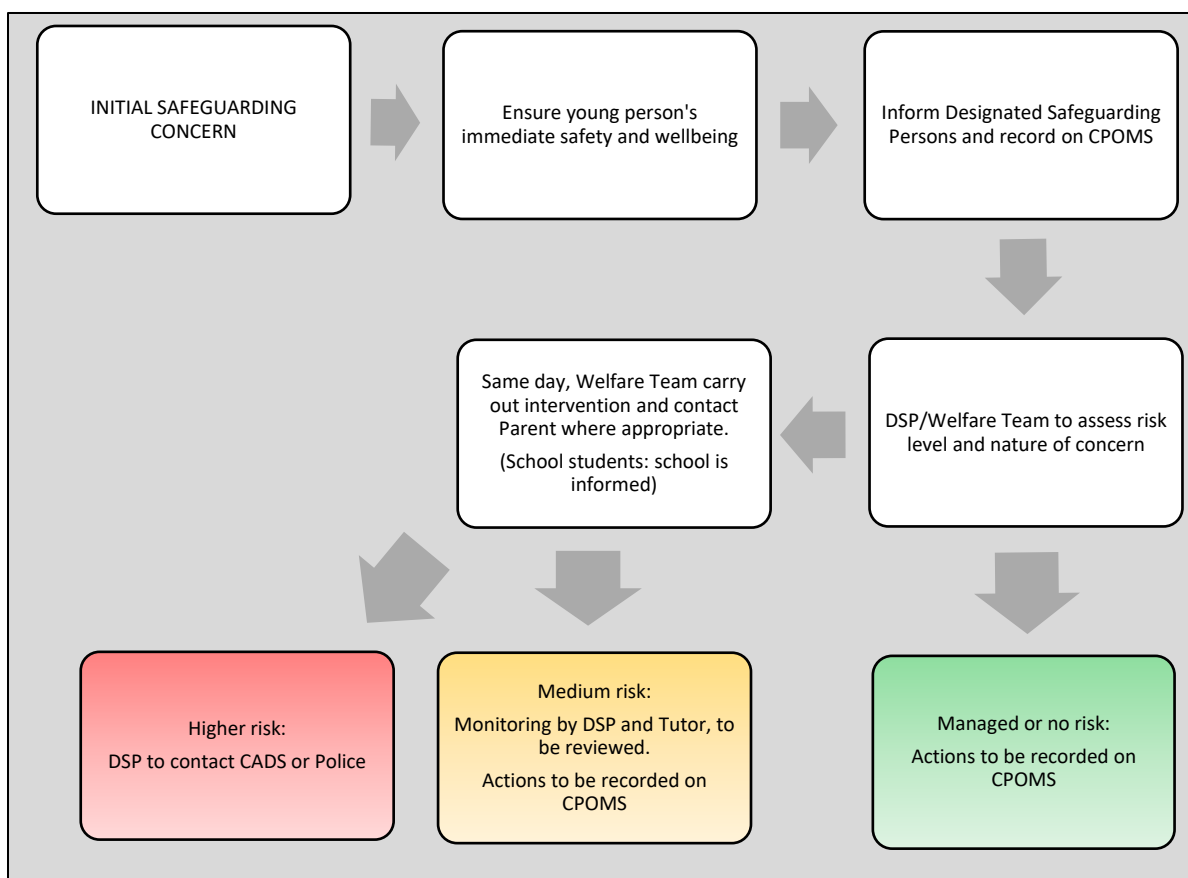
We will make careful records of all conversations which will be recorded and stored securely, including the dates and times of who we spoke to, the information shared, and the action agreed. We do not need to send a written referral.

Full details on this process can be found at www.norfolkscb.org under 'How to Raise a Concern'.

We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on www.norfolkscb.org and contact the Safer Programme for more advice on this process.

Procedures for Handling Disclosures

St Ed's internal Safeguarding flow chart:



7. MANAGING ALLEGATIONS AGAINST PEOPLE WORKING WITH CHILDREN

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

If an allegation is made against a staff member or volunteer, we will follow our disciplinary procedures.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children'* (2018).

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child

- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/work place which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

Local Authority Designated Officer (LADO) service

At St Edmunds Society we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol *Allegations Against Persons who Work with Children* and Part 4 of *'Keeping Children Safe in Education'* are adhered to and will seek appropriate advice.

The first point of contact for schools regarding concerns and/ or allegation issues is via the Local Authority Education Duty Desk on 01603 307797. A Duty Advisor (not a LADO) will give advice and guidance on next steps.

If the advice is to make a referral to the LADO service then the LADO referral form should be completed. The completed LADO referral form is then sent via e-mail to: LADO@norfolk.gov.uk.

We will take all possible steps to safeguard our children and to ensure that the adults at St Edmunds Society are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures 8.3 Allegations Against Persons who Work/Volunteer with Children | Norfolk Safeguarding Children Partnership (norfolkscp.org.uk) and The Management of Allegations Against People Working with Children Procedure are adhered to and will seek appropriate advice.

If an allegation is made or information is received about any adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the General Manager immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against the General Manager, this will be reported to the CEO. In the event that the CEO is not contactable on that day, the information must be passed to and dealt with by the Chair of Trustees.

For further information on the role/remit of Norfolk LADO Service, please see [8.3 Allegations Against Persons who Work/Volunteer with Children | Norfolk Safeguarding Children Partnership \(norfolklscp.org.uk\)](#) and [The Management of Allegations Against People Working with Children Procedure](#)

The role of the Disclosure and Barring Service (DBS)

If an allegation is made about a staff member/volunteer then the organisation has a legal duty to make a barring referral if certain conditions are met.

Condition 1 - You withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2 - You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

If a referral to DBS is required, the member of staff receiving the information will inform the General Manager immediately, who will make the barring referral. Should an allegation be made against the General Manager, this will be reported to the CEO. In the event that the CEO is not contactable on that day, the information must be passed to and dealt with by the Chair of Trustees.

8. WORKING WITH PARENTS AND CARERS

All regular visitors to our organisation will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Designated Safeguarding Persons are and what the recording and reporting system is. This will be indicated on the Visitor Sign In system.

All visitors will confirm they agree they have seen our safeguarding information.

Parents and carers will be informed of our legal duty to assist our colleagues and other agencies with Safeguarding enquiries and what happens should we have cause to make a referral to Children's Services.

Parents will be made aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child. We will not have to seek consent from them if there are serious concerns about harm to their child.

Parents will sign a consent form at the start of their child's involvement with the organisation, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only.

Parents will have access to our Safeguarding Policy via our website.

9. RECORDS AND CONFIDENTIALITY

If we are concerned about the welfare or safety of any child in our organisation, we will record our concerns immediately on CPOMS, alerting the DSL and Welfare team.

Any information recorded will be logged on CPOMS – software used for monitoring pastoral, safeguarding and welfare issues. Information will only be shared within the organisation on a need to know basis for the protection of the child.

CPOMS is a secure system, and only relevant staff including our Designated Safeguarding Persons and Welfare Team have access to safeguarding information.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's and or Adult Services.

We will seek consent to share information first, unless to do so would place somebody at risk of harm or undermine a criminal investigation.

As per our GDPR policy, we will only ask for information that is necessary.

Keeping Children Safe in Education provides advice for practitioners providing Safeguarding Services to Children, Young People, Parents and Carers supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) [Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/information-sharing-advice-for-safeguarding-practitioners)

10. ONLINE E-SAFETY

St Edmunds Society has an 'ICT and Online Safety' policy for students which includes safe use of photography and video, social media sites and mobile phones, as well as guidance on online abuse.

11. RELEVANT GUIDANCE AND LEGISLATION

- [Keeping Children Safe in Education 2023](#)
- [Working Together to Safeguard Children 2023](#)
- [What to do if You're Worried a Child is Being Abused 2015](#)
- [Children Act 2004](#)
- [Children Act 1989](#)
- [Norfolk Continuum of Needs](#)
- [Norfolk Safeguarding Children Partnership Policies and Procedures](#)
- [Protecting Children from radicalisation Prevent Duty 2015](#)
- [Section 157 Education Act 2002](#)
- [Criminal exploitation of children and vulnerable adults: county lines 2018](#)
- [Online Safety Bill](#)
- [After-school clubs, community activities and tuition: safeguarding guidance for providers 2023](#)
- [Norfolk County Council Model Policy for the Commissioning of Unregulated Alternative Provision](#)

12. OTHER RELEVANT GUIDANCE AND LEGISLATION

To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Behaviour and Rewards
- Professional Boundaries
- GDPR
- Health and Safety
- Whistleblowing
- Complaints and Appeals
- Medical
- Exclusion Policy
- Equality and Diversity
- SEND
- ICT and Online Safety

14. USEFUL CONTACTS

Norfolk Children's Advice and Duty Service (CADS)

0344 800 8021

Suffolk CADS

0808 800 4005

Norfolk Police

999 (emergency) or 101 (non-emergency)

Local Authority Designated Officers (LADO) Team

Always someone available during normal working hours

01603 223409

lado@norfolk.gov.uk

Suffolk LADO Team

0345 606 1499

ladocentral@suffolk.gcsx.gov.uk

Norfolk Safeguarding Children Partnership (NSCP)

www.norfolkscb.org

Norfolk Children's Services 24 hours

0344 800 8020

Safer Programme

01603 228966

safer@norfolk.gov.uk

Ofsted

enquiries@ofsted.gov.uk

Charity Commission

0300 066 9197

15. POLICY REVIEW

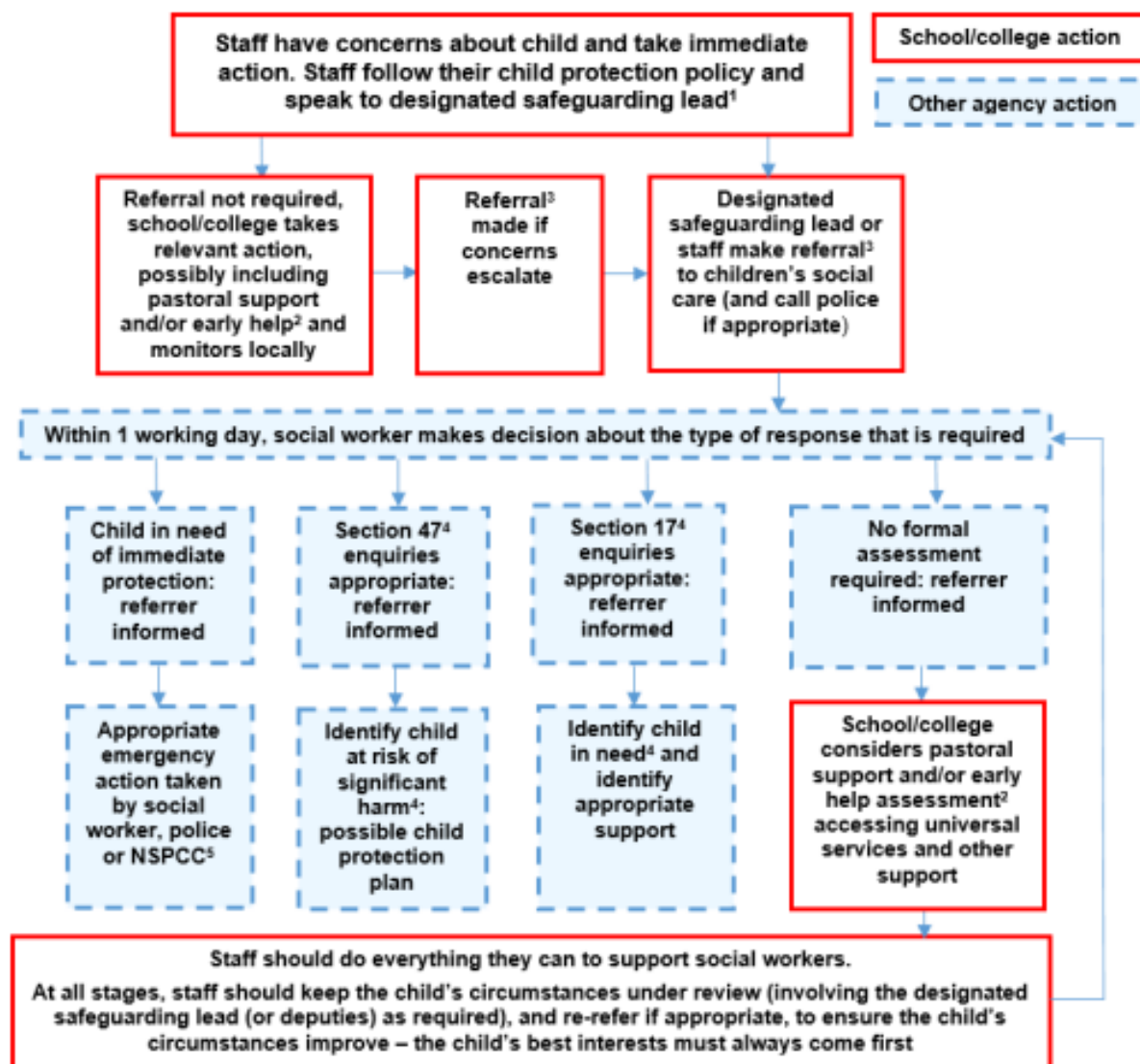
We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on norfolkscp.org.uk

This policy will be reviewed on **1st August 2024**.

This policy will be reviewed by **Amy Hannant**.

Keeping Children Safe In Education 2023

Actions where there are concerns about a child



¹ In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

² Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

³ Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

⁴ Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

⁵ This could include applying for an Emergency Protection Order (EPO).

Childrens Advice and Duty Service Norfolk

Children's Advice and Duty Service (CADS)
Practice Process - Flowchart - June22 V1

