

Safeguarding

Introduction

The policy is in line with:

- “Working Together to Safeguard Children” (2013)
- ‘What to do if you are worried a child is being abused’ (2006)
- ‘Keeping Children Safe in Education’ (2014)
- West Yorkshire Consortium Safeguarding Children Procedures (see link from Kirklees Safeguarding Children Board website at www.kirkleessafeguardingchildren.co.uk or go direct to the manual at: <http://www.proceduresonline.com/westyorksrb/>)

NETCO Commitment

This policy applies to all adults, including volunteers, working in or on behalf of NETCO.

Everyone working in or for Netco shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our working environment, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our working setting

NETCO Management Services Ltd is committed to Safeguarding and Promoting the Welfare of all of young people. Each young persons welfare is of paramount importance. We recognise that some young people *may* be especially vulnerable to abuse. We recognise that young people who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst with Netco, their behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our pupils.

Areas covered by Safeguarding Policy



Proving a safe and supportive environment

Safer Recruitment and Selection

Netco pays full regard to DfE guidance 'Keeping Children Safe in Education' April 2014. We ensure that contractors apply all appropriate measures in relation to everyone who works within education or who is likely to be perceived by the young people as a safe and trustworthy adult including e.g. volunteers and staff employed. Safer recruitment practice includes scrutinising applicants, 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 candidates DBS status, Children's List and Criminal Records Bureau checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- DBS Enhanced Disclosure is obtained for **all** new appointments to the workforce
- Netco is committed to keep an up to date single central record detailing a range of checks carried out on our staff and is kept secure in the personnel/finance cabinet.
- all new appointments to the workforce who have lived outside the UK will be subject to additional checks as appropriate
- Netco ensures that sub contract staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to the workforce before the appointment is made

Safe Practice

Safe working practice ensures that young people are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability
- comply and aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safeguarding Information for pupils

Netco is committed to ensuring that young people are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All young people know that we have a senior member of staff Bob Jones with responsibility for child protection and know who this is. We inform young people of whom they might talk to of their right to be listened to and heard and what steps can be taken to protect them from harm. This is carried out through programme induction.

Partnership with Parents

We are committed to working with parents/carers positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a young person.

Partnerships with others

Netco recognises that it is essential to establish positive and effective working relationships with other agencies that are partners and under our duty of care will ensure that they follow similar process and procedures for safeguarding.

Training and Staff Induction

Netco designated safeguarding lead with responsibility for child protection undertakes basic safeguarding training and training in inter-agency working and refresher training at 2 yearly intervals.

All staff (including temporary staff and volunteers) are provided with the Netco's safeguarding policy and informed of companies' protection arrangements on induction.

Support, Advice and Guidance for Staff

Staff will be supported by Bob Jones and given access to regular training through a variety of organizations including NCPCC.

Related Policies

Safeguarding covers more than the contribution made to child protection in relation to individual young people. It also encompasses issues such as health, child sexual exploitation, bullying including cyber bullying, domestic abuse, drugs and substance misuse, fabricated or induced illness, faith abuse, female genital mutilation (FGM), forced marriage, gangs and youth violence, gender-based violence/violence against women and girls (VAWG), mental health, private fostering, radicalisation, sexting, teenage relationship abuse, trafficking etc. There may also be other safeguarding issues that are specific to the school and/or local area. Keeping Children Safe in Education (2014).

Confidentiality

Netco has regard to "Information Sharing: Practitioner's guide" HM Government, 2006
www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00807-2008

"Where there is a concern that a young person may be suffering or is at risk of suffering significant harm, the safety and welfare must be the overriding consideration. "

Netco has a clear and explicit confidentiality policy.

The policy includes:

- When information must be shared with police and duty and assessment where the child/young person is / may be at risk of significant harm
- When the young persons and/or parent's confidentiality must not be breached
- That information is shared on a need to know basis

Information (If appropriate)

Netco will endeavour to keep up to date and accurate information in order to keep young people safe and provide appropriate care.

- names and contact details of persons with whom the young person normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the young person(if different from above)
- any relevant court orders in place including those, which affect any person's access to the child (e.g. Children and Families Court Order, Injunctions etc.)
- if the young person is or has been subject to a Child Protection Plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

Netco will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements.

Roles and Responsibilities

Netco Directors will ensure that:

- a safeguarding policy and procedures in place that are in accordance with local authority guidance and national legislation, and the policy is made available on request
- Netco operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with young people; and that any panel involved in the recruitment of staff has at least one member who has undertaken Safer Recruitment Training
- Netco procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and national legislation.
- E-safety policy and procedures are in place and training and support is provided for staff and to ensure that there is a good understanding of child protection issues related to electronic media.
- a company director is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authorities and working with other agencies
- staff undertake appropriate child protection training which is updated regularly they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a Director is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the company
- where services or activities are provided by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the company on these matters where appropriate they review their policies and procedures annually and provide information about how the above duties have been discharged.

Directors will ensure that:

- the policies and procedures adopted by the company are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated safeguarding lead and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Designated Safeguarding Lead with Responsibility for Child Protection will:

Referrals

- refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies
- act as a source of support, advice and expertise within the establishment;
- liaise with other Directors to inform him of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how to conduct of a child protection case conference and be able to attend and contribute to these and ongoing child protection plans
- ensure that all staff have access to and understand the company's safeguarding policy;
- ensure that all staff have safeguarding training as part of their induction
- keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- ensure the safeguarding policy is updated and reviewed annually
- ensure partner organisations are aware of the policy
- publish the policy on the company website

All staff and volunteers will:

- fully comply with the company's policies and procedures
- attend appropriate training
- complete refresher training regularly
- inform the designated safeguarding lead of any concerns

Identifying children and young people who may be suffering significant harm

Directors and especially staff are well placed to observe any physical, emotional or behavioural signs that indicate that a child may be suffering significant harm.

Definitions

A child: As in the Children Act of 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday or in the case of disabled children 25 years.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

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Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse 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.

Sexual Abuse 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse Emotional abuse is 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 children 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 the 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

(Working Together to Safeguard Children, 2013)

On the 3rd April 2014 Safeguarding Children and Safer Recruitment in Education 2006 was updated with '**Keeping Children Safe in Education**' (DfE 2014). The new guidance asks all staff working in an educational setting to read part 1 of the guidance and specifically mentions; Child Sexual Exploitation and Female Genital Mutilation.

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim that increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber-bullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 11-12 of the Multi-Agency Practice Guidelines referred to previously. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Taking action to ensure that children are safe

All staff follow safeguarding, which is consistent with 'Working Together to Safeguard Children 2013' and 'What to do if you are worried a child is being abused'

It is **not** the responsibility of the Netco to investigate welfare concerns or determine the truth of any disclosure or allegation. Netco, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of young people will be recorded and discussed with the designated safeguarding lead with responsibility for child protection (or another senior member of staff in their absence of the) prior to any discussion to disclose.

Concerns that staff must immediately report:

- any suspicion that a young person is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a young person may have suffered harm
- any concerns that a young person may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a young person is presenting signs or symptoms of abuse or neglect
- any significant changes in a young persons presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children

Responding to Disclosure

Disclosures or information may be received from young people, parents or other members of the public. Netco recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated safeguarding lead, make a contemporaneous record and contact the host organisation, social services or the police.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding lead in order that he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a young person may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the young person
- explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

**Action by the Designated Safeguarding Lead
(or other senior person who is able to cover this role)**

Following any information raising concern, the Director will consider:

- any urgent medical needs of the young person
- making an enquiry to find out if the child is subject to a child protection plan by contacting the school or local authority
- discussing the matter with other agencies involved
- consulting with appropriate persons
- the young person's wishes

Then decide:

- Refer to partner organisation including school/college or other organisation with which the company is contracted,

All information and actions taken, including the reasons for any decisions made, will be fully documented.

Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with the organisation to stay informed
- wherever possible, contribute to the discussion
- provide a report for, attend and contribute to any subsequent child protection conference
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences

Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen. All documents will be retained in a 'Child Protection' file. This will be locked away and only accessible by Directors and transferred to the host organisation where appropriate.

Supporting the Child and Partnership with Parents

- Netco recognises that the child's welfare is paramount, however good safeguarding practice and outcome relies on a positive, open and honest working partnership with partner organisations
- We will provide a secure, caring, supportive and protective relationship for a young person working on Netco programmes and projects
- Young people will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.
- Working Together 2013 states; Anyone working with children should see and speak to the child; listen to what they say, take their views seriously, and work with the collaboratively when deciding how to support their needs. A child centred approach is supported by; the Children Act 1989, the Equality Act 2010 and the United Nations Convention on the Rights of the Child.
- Staff must realise the importance of not only listening to the child but also taking action to ensure the young persons safety.

Preventing violent extremism

See Prevent Guidance Pack for Schools 2015 ref: Section Four b) viic)

Preventing violent extremism can be seen as a negative, deficit model. There are, however, many opportunities for Netco to promote positive thinking and to explore ideas on how to harness energies towards creating a better world.

Netco need to build an understanding of their context and the Prevent agenda and support through its work when ever possible.

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of Netco, that he or she has:

- a. Behaved in a way that has harmed a young person or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the national guidance. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform a Director and make a record
- In the event that an allegation is made against the Director the matter will be reported to the alternative Director
- The Director will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The Director may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The Director will consult with the School, Local Authority Designated Officer within 24 hours, in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to the police for investigation

Whistleblowing

We recognise that young people cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If any member of staff is dissatisfied with the way that a Child Protection issue has been dealt with and have concerns over the welfare of a young person they may contact NSPCC or Local Authority

Confidentiality

To protect students at all times and to give all staff, unambiguous guidance in respect of their legal and professional roles and to ensure good practice throughout the company that is understood by young people, all members of staff and partner agencies

Staff should make it clear to young people that although most information can be kept confidential some may be passed on if it is in that person's best interests, such as significant harm or abuse to that person or a third party.

Netco is a subcontracting agency within the education and business environments and will take due regard to the funders/contractors Safeguarding Policy and their requirements.

Appendix 2

Useful websites, guidance documents, training materials

Websites

Kirklees Safeguarding Children Board (Safeguarding children procedures and training) Children Missing from Education CAPE (Child Protection in Education)	www.kirkleessafeguardingchildren.com maggie.featherstone@kirklees.gov.uk www.cape.org.uk
Keeping Children Safe KS2/3 Bullying & child abuse	www.ceop.gov.uk www.missdorothy.com www.anti-bullyingalliance.org www.kidscape.org.uk www.childline.org.uk www.nspcc.org.uk www.ceop.gov.uk/thinkuknow www.childnet-int.org www.kidsmart.org.uk www.childnet-int.org/jenny www.yhgfl.net www.fco.gov.uk/forcedmarriage
Internet Safety KS2/3 Jenny's story	www.ceop.gov.uk/thinkuknow www.childnet-int.org www.kidsmart.org.uk www.childnet-int.org/jenny www.yhgfl.net
Forced Marriage	www.fco.gov.uk/forcedmarriage
The Female Genital Mutilation Helpline	fgmhelp@nspcc.org.uk 0800 028 3550
Safe Practice in Physical Education in Schools and School Sport 2008	http://www.afpe.org.uk/membership-services/health-a-safety/safe-practice
DfE (DCSF) Documents	www.dfe.gov.uk/childprotection
Keeping Children Safe in Education (DfE 2014)	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdn_ce_FINAL.pdf
Working Together to Safeguard Children (DfE 2013)	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf
What to do if you're worried a child is being abused (DfE 2006)	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/DFES-04320-2006-ChildAbuse.pdf
School Documents	
Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings (March 2009)	
Guidance for Education Staff Facing Allegations of Abuse (August 2004)	
Definitions and Thresholds for Managing Allegations against School Staff (February 2005)	
Managing the Aftermath of Unfounded and Unsubstantiated Allegations (February 2005)	
NEOST Guidance	www.lge.gov.uk