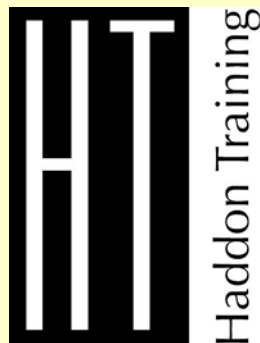


# Haddon Training Limited

## Safeguarding Policy



# Local Safeguarding Board

THIS POLICY WAS DEVELOPED ON  
1st AUGUST 2008

LAST REVIEWED ON 1<sup>st</sup> AUGUST 2010

THE POLICY IS TO BE REVIEWED ON  
1st AUGUST 2011

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**Managing Director**

# Haddon Training Limited

## Safeguarding Policy

### INTRODUCTION

- 1.1 This policy has been developed in accordance with the principles established by Children Act 1989; and Education Act 2002 and in line with government publications:
- “Working together to safeguard children” 2006
  - “Framework for the Assessment of Children in Need and their families” 2000,
  - “What to do if You are worried a Child is being Abused” 2003
  - DfES guidance “Safeguarding Children & Safer Recruiting in Education and the Wiltshire Child Protection and Safeguarding Procedures.
- 1.2 Haddon Training takes seriously its responsibility under the Education Act 2002 to Safeguard and promote the welfare of all learners; and to work together with other agencies, such as Wiltshire LSCB, to ensure adequate arrangements within HT to support those children who are suffering harm.
- 1.3 We recognise that all members of staff, including managers and the Managing Director, have a full and active part to play in protecting our learners from harm, and that the learners welfare is our paramount concern.
- 1.4 All staff that have a duty to provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual learner.
- 1.5 The aims of this policy are :
- To support the learner’s development in ways that will foster security, confidence and independence.
  - To provide an environment in which learners, young people and vulnerable adults feel safe, secure, valued and respected, and feel confident, and know how to, approach a member of HT staff if they are in difficulties and ensure they will be effectively listened to.
  - To raise the awareness of all vocational and non-vocational staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - To provide a systematic means of monitoring learners known or thought to be at risk of harm, and ensure, Haddon Training, contribute to assessments of need and support packages for those learners.
  - To emphasise the need for good levels of communication between all members of staff.
  - To develop a structured procedure within Haddon Training, this will be followed by all members of staff in cases of suspected abuse.
  - To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
  - To ensure that all staff within Haddon Training who have substantial access to learners have been checked as to their suitability

## 2 PROCEDURES

- 2.1 Our procedures for safeguarding children will be in line with the Wiltshire LSCB procedures. We will ensure that:
- All members of staff understand and fulfil their responsibilities.
  - All members of staff who have contact with young people or vulnerable adults are enhanced CRB checked.
  - We have a designated Safeguarding Officer.
  - Our Safeguarding Officer has undertaken the Level 3 course provided by Wiltshire LSCB and will take subsequent refresher courses every two years delivered through the Safeguard Unit.
  - We have two members of staff who have completed the Level 2 course provided by Wiltshire LSCB who will act as Safeguarding Officer during any absence.
  - All members of staff are provided with Child Protection training every three years.
  - All members of staff, volunteers, and MD know:
    - The signs and symptoms of concern
    - How to respond to a learner who discloses abuse
    - What to do if they are concerned about a child
  - All employers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the Child Protection Policy, and reference to it in our introductory packs for locations.
  - We will ensure that our selection and recruitment of staff met the requirements as set down in Safer Recruitment guidance.
- 2.2 Our procedures will be reviewed and up-dated on an ongoing basis but at least yearly.
- 2.3 The name of the designated member of staff for Child Protection will be clearly advertised in the premise, with a flowchart diagram explaining Haddon's role in referring and monitoring cases of suspected abuse.
- 2.4 All members of staff are given a copy of our Child Protection Policy.
- 2.5 Locations, learners and the general public have access to our Child Protection Policy on our website.
- 2.6 Amendments to the policy are shared with all the staff.
- 2.7 Learners of a young age who are living away from home are considered as higher risk. This data is gathered and the learners monitored through their monthly assessor visits. A copy of the safeguarding policy is provided to the locations of these learners identified as a higher risk.

### **3. RESPONSIBILITIES**

3.1 The Safeguarding Officer is responsible for:

- Referring a learner if there are concerns about possible abuse, to the Social Care Assessment team, and acting as a focal point for staff to discuss concerns. A referral is made by telephone immediately at the time of being notified of a concern to a child.
- Keeping written records of concerns about a learner even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely.
- Liaising with other agencies and professionals.
- Ensuring that either they or the relevant member of staff attends Child Protection Conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the rest of the staff.
- Ensuring that any learner that is subject to a child protection plan who is absent without explanation for two days is referred to their key worker's Social Care Team.
- Organising child protection training for all staff.
- Providing the Managing Director with an annual report containing the number and type of incidents/cases, and number of children subject to a child protection plan.

### **4 SUPPORTING CHILDREN**

4.1 We recognise that a learner who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.

4.2 We recognise that Haddon may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.3 We accept that research shows that the behaviour of a learner in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4 Haddon will support all learners by:

- Encouraging self-esteem and self-assertiveness during their qualification and time spent with HT, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the organisation.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying the Assessment Team as soon as there is a significant concern.
- Providing continuing support to a learner about whom there have been concerns, who leaves employment at a location, by ensuring that appropriate information is forwarded under

## **5 CONFIDENTIALITY**

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Managing Director or Safeguarding Officer will disclose any information about a learner to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to Safeguard Children.
- 5.4 All staff must be aware that they cannot promise a learner to keep secrets which might compromise the learner's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a learner to Children's Services with their parents/carers unless to do so could put the learner at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Duty Manager at the Assessment Team on this point.

## **6 SUPPORTING STAFF**

- 6.1 We recognise that staff working for Haddon Training who have become involved with a learner who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Safeguarding Officer and to seek further support as appropriate.

## **7 ALLEGATIONS AGAINST STAFF**

- 7.1 All staff should take care not to place themselves in a vulnerable position with a learner. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 We understand that a learner may make an allegation against a member of staff.
- 7.3 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Safeguarding Officer.
- 7.4 The Safeguarding Officer on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- 7.5 If the allegation made to a member of staff concerns the Safeguarding Officer the person receiving the allegation will immediately inform the Managing Director who will consult as in 7.4 above, without notifying the Safeguarding Officer.
- 7.6 Suspension of the member of staff, including the Managing Director, against whom an allegation has been made, needs careful consideration, and depending upon whom the allegation is made either the Safeguarding Officer or the Managing Director will seek the advice of the LADO and the Human Resources Advisor.

## **8 WHISTLEBLOWING**

- 8.1 We recognise that learners cannot be expected to raise concerns in an environment where staff fails to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the manager of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak in the first instance, to the Safeguarding Officer.

## **9 PHYSICAL INTERVENTION**

- 9.1 All Staff acknowledge they must only ever use physical intervention as a last resort, when a learner is endangering him/herself or others, and that at all times it must be minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10 BULLYING**

- 10.1 Our policy on bullying is set out in a separate document, within the staff handbook, and acknowledges that HT does not allow or condone bullying which may lead to consideration under child protection procedures. Bullying of any form to any member of staff, learner, employer, employee or any other is not acceptable. This includes homophobic and gender related bullying.

## **11 RACIST INCIDENTS**

- 11.1 Our policy on racist incidents is set out in a separate policy, within the staff handbook, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. Racism towards any member of staff, learner, employer, employee or any other is not acceptable.

## **12 PREVENTION**

- 12.1 We recognise that Haddon plays a significant part in the prevention of harm to our learners by providing learners with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2 Haddon's community will therefore:

- Establish and maintain an ethos where learners feel secure and encouraged to talk and are always listened to.
- Ensure that all learners know there is an adult whom they can approach if they are worried or in difficulty.
- Include across the curriculum opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

### **13 HEALTH & SAFETY**

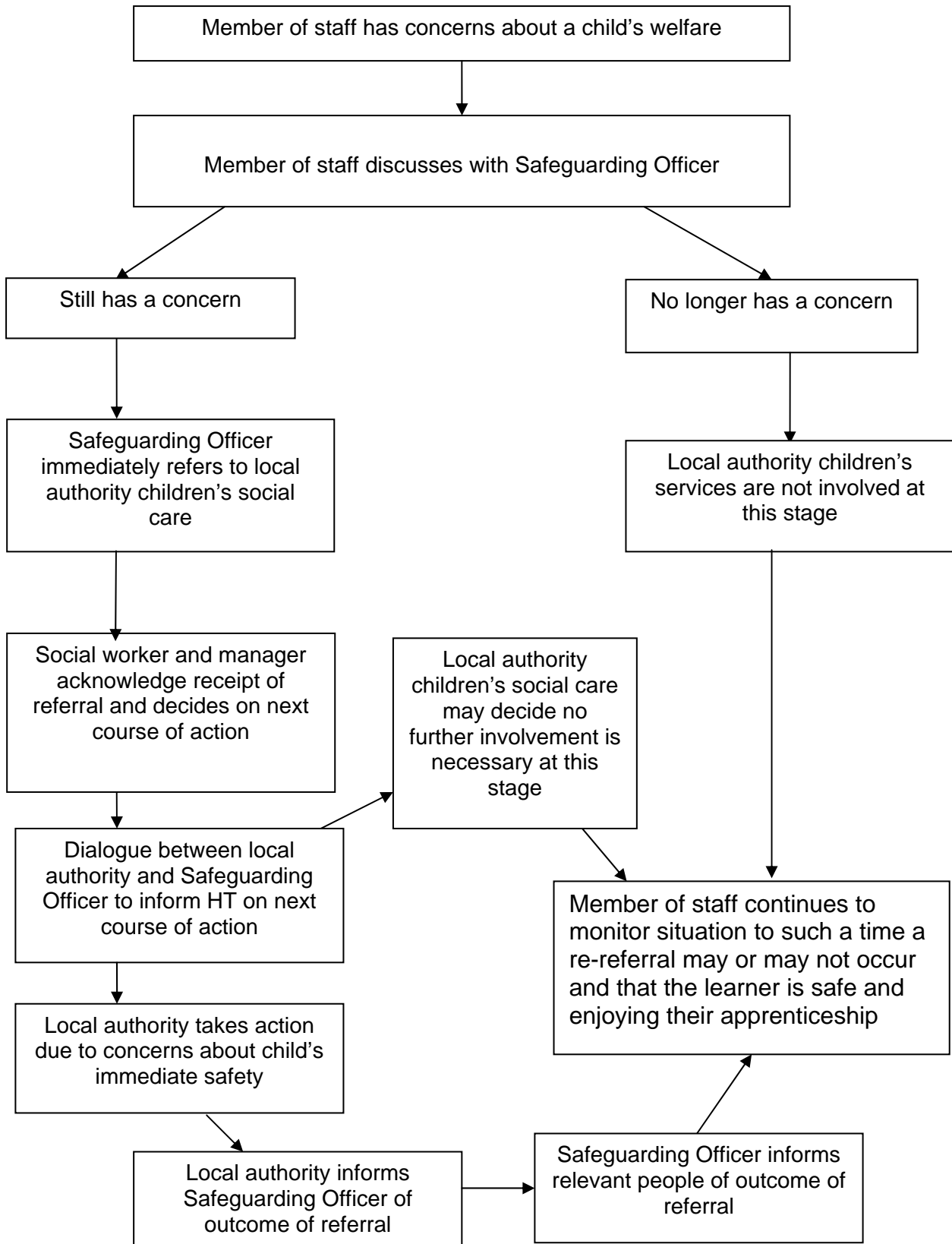
- 13.1 Our Health & Safety policy is set out in a separate document, within the staff handbook, reflects the consideration we give to the protection of our staff and learners both physically within the work place environment, and for example in relation to working away from the workplace when undertaking trips and visits. Safety of learners and staff is treated with the highest regard.

Continued Overleaf/.....

# REFERRAL FLOWCHART

**Safeguarding Officer – Andy Hyslop**

**Deputies – Gay Coombes and Kate Carman**



| File Reference      | Number of Pages | Date Created   | Date of Next Review |
|---------------------|-----------------|----------------|---------------------|
| Safeguarding Policy | 10              | September 2010 | September 2011      |