

Safeguarding Policy



January 2023

Ratified by the Board of Trustees on: **11.01.2023**

Signed and approved by: **Hilary Ballantine | ETSP Chair of Trustees | 11.01.2023**

Review date: **January 2024**

Key Contacts

ETSP Charity Designated Safeguarding Lead (DSL)

Hilary Ballantine | Charity Chair | E: chair@etsplondon.org | T: 020 8366 0521

ETSP Charity Deputy Designated Child Protection Lead

Andrea Cassius | Trustee | E: acassius@suffolks.enfield.sch.uk | T: 020 8804 1534

A trained DSL (or Deputy) will be available to be contacted via phone or online video when working from home. It is important that all ETSP staff and volunteers have access to a trained DSL (or Deputy).

Local Authority contact

M.A.S.H. (Multi-Agency Safeguarding Hub): 020 8379 5555 | E: childrensMASH@enfield.gov.uk
<https://www.enfield.gov.uk/safeguardingenfield/making-a-safeguarding-referral>

Introduction

As a charity we recognise that our charity personnel are in a unique position in their care of children and young people. The responsibility for all staff to safeguard children and young people and promote their welfare, as stated in Section 175 of the Children's Act (2002), is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying this policy to ensure effective levels of safeguarding and care are afforded to all of the children and young people we work with.

ETSP is committed to delivering activities and programmes with the welfare and safety of all children and young people at the centre of all design and delivery. We fully recognise our responsibility to have a clear and secure framework in place to safeguard and promote the welfare of children. Staff, Trustees and practitioners we employ (paid or unpaid) to work with children and young people will read this policy within the framework of the following guidance and legislation:

- Keeping Children Safe in Education: statutory guidance for schools and colleges (2022)
- Working Together to Safeguard Children (2018) statutory guidance
- London Child Protection Procedures (March 2020)
- What to do if you're worried a child is being abused (2015)
- Children Act 1989
- Children Act 2004
- Education Act 2002
- Children and Families Act 2014

Through contact with children and young people and direct work with families, all staff and volunteers employed by, or volunteering for, our charity have a crucial role to play in noticing indicators of possible abuse or neglect at an early stage.

This policy sets out how the charity's Board of Trustees discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children and young people who participate in any of our projects and programmes. Our policy applies to all staff, paid and unpaid, working for the charity including the Trustees. It is consistent with the Local Safeguarding Children's Board (LSCB) procedures. Any organisations employed by, or working with, the charity to deliver any activity working with children or young people will have their own appropriate safeguarding and protection policies and procedures in place.

Aims of the Policy

- Prioritise the safety and wellbeing of all children and young people who come into contact with the charity, including contact with member schools, Trustees, external practitioners, organisations and/or volunteers.
- Establish and maintain an environment where children and young people feel secure, are encouraged to talk and are listened to; ensure that children and young people and adults know who they can approach if they are worried or have concerns.
- Ensure all our mandatory policies and procedures which keep children and young people safe are clearly outlined to all staff, member schools, Trustees, volunteers and any consultants or contractors employed by/working for our charity.
- Maintain an up-to-date procedure for reporting concerns and disclosures that everyone knows about and feels confident in applying (including not just the people in our charity but also the carers or guardians of children and young people who come into contact with our charity and, where appropriate, the children and young people themselves).
- Ensure we have a Designated Child Protection Lead (and a Deputy) responsible for child protection who has received appropriate training and support for this role.
- Ensure every member of staff (including volunteers) and every member of the Board of Trustees knows the name of the Designated Child Protection Lead responsible for child protection and their role.
- Ensure all staff have regular training in, and are familiar with, the categories and possible signs of abuse and neglect.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Child Protection Lead responsible for child protection.
- Support our member schools to work in partnership with parents/carers to build their understanding of, and commitment to, the principles of safeguarding their children and young people.
- Develop and promote collaborative working relationships with other relevant agencies and cooperate as required with their enquiries regarding child protection matters.
- Keep written records of concerns about children and young people, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed (see Keeping Children Safe in Education 2022) and ensure DBS processes are applied consistently and secure records are kept that align with GDPR.

Processes and Procedures

The charity has clear procedures for responding to any possible signs of abuse. Where we have concerns about the welfare of a child we will follow the procedures set out by the Enfield Local Safeguarding Children Board (LSCB). A copy of these procedures can be found on the LSCB website:

<https://cp.childrensportal.enfield.gov.uk/web/portal/pages/iascb>

We will ensure that all staff **and Trustees** receive child protection training at the point of their induction which is updated regularly, at least annually, so that they are confident about:

- The charity's legislative responsibility and their personal responsibility.
- The charity's policies and procedures.

- The need to be alert to the signs and indicators of possible abuse.
- The need to record concerns.
- How to support and respond to a child or young person who tells of abuse.
- How the charity will fulfil its duty of care to staff who have been accused in a child protection issue.
- What other independent agencies are available to support staff.

We will ensure that all staff (paid and unpaid and Trustees) recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and young people and that such concerns are addressed sensitively and effectively in a timely manner in accordance with our agreed Whistleblowing Policy.

We will also ensure that:

- We have a Designated Safeguarding Lead, who undertakes the appropriate training every two years
- We have a member of staff who will act in the Designated Safeguarding Lead's absence
- All members of staff develop their understanding of the signs and indicators of abuse by having Child Protection training every three years by an external trainer and annual updates from the Designated Safeguarding Lead
- All members of staff **and Trustees** know how to respond to a child or young person who discloses abuse
- All parents / carers are made aware of the responsibilities of staff members with regard to child protection procedures through the implementation and access of this policy.
- Our policy and procedures will be reviewed and updated annually, or in light of any national changes to key documents.
- All new members of staff and Trustees will be given a copy of our child protection procedures and policy as part of their induction and will be asked to sign to say that they have read and agree to the policy.
- All staff members and Trustees will have read part one of the document 'Keeping Children Safe in Education September 2022' will be asked to sign to say that they understand it.
- All new members of staff and Trustees will also be given the staff code of conduct including the Acceptable use of Technology and be asked to sign to say that they have read and agree to it.
- That all staff are aware that, 'If, at any point, there is a serious risk of immediate harm to a child a referral should be made to Social Care immediately. Anybody can make that referral.' Keeping Children Safe in Education, September 2022.
- We keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to children's social care immediately.
- All safeguarding concern records, and any other documentation of a safeguarding nature, are stored securely with access limited only to the Designated Safeguarding Lead and their Deputy, who have received the appropriate DSL training.
- Upon receiving a concern which indicates a suspicion of abuse, the Designated Safeguarding Lead or their Deputy will follow local inter-agency procedures, local information sharing protocols and statutory/legal expectations in deciding if a referral to an external agency is warranted. It is important to note that whilst a referral would typically be made by the Designated Safeguarding Lead or their Deputy, any member of staff can make a referral, and appropriate information will be signposted to all staff to support them to do so.

In the case of a referral being made due to risk of significant harm, the referrer will make a detailed written record of their actions, including: dates and times of any conversations; the name and role of any professionals that were spoken to; the outcome of the referral; any actions that the referrer and the agency receiving the referral have agreed to.

- Any disagreements between the referrer and a professional or agency will be appropriately voiced and discussed, with the referrer following appropriate escalation procedures if they remain dissatisfied and if the circumstances warrant. Any disagreements or escalation will be recorded in writing by the referrer.
- The Designated Safeguarding Lead or their Deputy will be a proactive contributor to any strategy meeting, Child Protection conference/review, and core group, and will attend professionals' meetings where requested, providing appropriate written and/or verbal education and welfare reports related to the child and their family as requested by agencies and in line with statutory information sharing guidance.
- Records of all safeguarding work from early help to child protection will be made on the child's safeguarding record. Any actions arising from a concern will be followed up and documented, and records of any communication with school staff, external agencies and parents related to safeguarding will be documented on the child's safeguarding record within 24 hours.
- Minutes and action plans of meetings will be retained on a child's safeguarding record, with relevant actions being fed back to the appropriate members of the team, and any progress towards meeting required actions and outcomes also recorded.

If someone does not uphold our safeguarding policy or procedures we will follow the charity's Code of Conduct and Disciplinary Policy.

What happens after any concern is reported?

- When the Designated Child Protection Lead receives any concern, they can discuss it with the duty officer in the MASH team. The duty officer will then discuss the concern and assist in deciding whether a formal child protection referral is appropriate and facilitate the reporting of that formal child protection referral.
- If the concern arises outside of the hours operated by the advice line and it is believed the child or young person may be at immediate risk the children's social care out of hour's team or the police will be contacted without delay. If there are any concerns that a child or young person may be at risk of immediate harm, the police will be contacted by dialling 999.
- If the Designated Child Protection Lead decides that it is not a child protection referral matter, a record will still be made of the incident and kept in the child protection files, so that patterns of concern can be monitored.
- If a child makes a direct allegation of abuse or has a distinct injury and/or is experiencing pain and/or discomfort and for which no reasonable and consistent explanation is available this will not be discussed with parents/carers in the first instance.
- If a less distinct injury is noticed or if the child or young person makes a reference to having been physically punished but no injury is evident and no pain/discomfort is reported, the Designated Child Protection Lead will raise this with the child or young person's school.

When to Report Concerns about the Safety and Welfare of a Child or Young Person to a Funder

- If a concern or disclosure about abuse is reported to the charity, we will investigate / address it in line with our own safeguarding and protection policy. We will also carry this out in line with any requirements of your regulator(s) and the law as it applies to your organisation.
- If a concern or disclosure relates to a funded programme or project, the Partnership Manager will inform the relevant funding officer/manager as soon as possible and no later than within three working days of any potentially serious concern or disclosure so that they are aware of the situation and they reserve the right to request further information if they deem it appropriate.
- If we flag a safeguarding or protection concern with a funder, we expect confidentiality. We understand that if we provide a funder with information that suggests that a child or young person may be at risk, they may need to share this information with the police or other appropriate authorities.

See Appendix 1 for an overview of our processes.

Intended Impact

To enable all children and young people to feel safe and cared for and to enable all adults involved with our charity to be fully equipped to fulfil their responsibilities so that they can effectively promote the safeguarding and welfare of all of our children and young people within the partnership.

Legislation and Statutory Guidance

This policy sets out guidance and procedures that we will take to ensure appropriate action is taken in a timely manner to safeguard and promote the welfare of children and young people under our care. Its contents are intended to be in accordance with all relevant Government guidelines and legislation, as well as the inter-agency procedures provided by Enfield Safeguarding Children's Board. This policy is based on the Department for Education's statutory guidance, Keeping Children Safe in Education and Working Together to Safeguard Children, and the Governance Handbook. We comply with this guidance and the procedures set out by our local safeguarding children board. This policy is also based on the following legislation:

- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.
- Section 5B (11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police 5 where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM.
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children.
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children.
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.
- The Childcare (Disqualification) Regulations 2009 and Childcare Act 2006, which set out who is disqualified from working with children.

This policy also meets requirements relating to safeguarding and welfare in the statutory framework for the Early Years Foundation Stage.

Liaison with Other Bodies

We work within the Enfield Safeguarding Children Board guidelines.

- We have procedures for contacting the Local Authority on safeguarding issues, including maintaining a list of names, addresses and telephone numbers of social workers to ensure that it is easy, in any emergency, for the school and Social Care to work well together.
- Details of the local NSPCC contacts are also kept.
- If a referral is to be made to the LA Children's Social Care department, we act within the Enfield Safeguarding Children Board guidance in deciding whether we must inform the child's parents/carers at the same time.
 - Social Services and Enfield Safeguarding Children Board is based at:
Charles Babbage House, 1 Orton Grove, Enfield EN1 4TU

- Contact: Children's Social Care 020 379 5555
- Out of hours – contact the Duty Officer 020 8379 1000
- Enfield Safeguarding Children Board 020 8379 2767
- Prevent: 020 8379 6137
- The NSPCC has a 24 hour help line: 0808 800 500

Safer Recruitment and Safeguarding Checks

We recognise that it is critical to ensure that the children and young people we work with are taught and supported by adults who are safe to do so, and that we are responsible for promoting a culture of safety within our charity by preventing unsafe adults from having access to it.

- In line with expected practice for safer recruitment, a minimum of one Trustee will undertake training in 'Safer Recruitment', and will be present on any interview panel.
- The charity will maintain a Single Central Record (SCR) of recruitment and vetting checks. The details of all staff and regular visitors or volunteers must be kept on the charity's single central record to ensure that checks have been carried out.
- The Chair of the Board of Trustees will oversee the SCR and be accountable for its accuracy, checking it regularly, to ensure there are no gaps in the record.
- The SCR will be supported by files containing appropriate supporting evidence for recruitment and vetting checks, held in line with Data Protection legislation.

Safer recruitment means the charity will:

- Carry out an appropriately detailed DBS check for all staff, volunteers, consultants and practitioners who come into contact with children and young people.
- **Conduct online searches as part of our due diligence during the recruitment process.**
- Obtain references that confirm that the referees are not aware of any reason why the applicant should not work with children and young people (see Appendix 2).
- We expect organisations to submit an employee's DBS at least 7 working days prior to an event.
- Provide up-to-date, proportionate safeguarding training for staff and volunteers within the charity.
- Ask applicants, volunteers, and external consultants and organisations to provide evidence of identity and, if relevant, original copies of qualifications.
- Have a trial period for staff and volunteers, with a review before they are confirmed in post.
- Provide regular supervision, support and annual appraisal for all staff and volunteers.

Induction and Training

We will train all charity staff and volunteers in line with the Local Safeguarding Children Board procedures to equip them with the necessary skills and knowledge to support them to fulfil their safeguarding responsibilities. This will take place upon induction, no later than one week after employment commences, and will be refreshed regularly, no less than annually, throughout the course of their work with our charity.

- Training and refresher sessions will reinforce understanding of the types of abuse, including specific safeguarding issues; the adult's role in recognising and responding to abuse; and the charity's processes for recording and following up on any concerns. Policies, policy updates, and statutory information will also be shared during induction and refresher sessions.

- Induction training and regular refresher sessions will equip staff and volunteers to understand the different types of abuse and annual updates to the guidance on Keeping Children Safe in Education.
- The Designated Safeguarding Leads, will undertake the appropriate training every two years.
- Charity staff, including temporary staff and volunteers, and Trustees undertake Child Protection training every three years delivered by an external trainer with annual updates from the Designated Safeguarding Lead.
- Charity staff, including temporary staff and volunteers, and Trustees are provided with the charity's child protection policy and informed of the charity's child protection arrangements on induction.

Whistleblowing

- We recognise that children and 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 attitude or actions of colleagues. Further guidance re procedures can be found in the Whistleblowing Policy.
- Concerns can be raised to our Chair of Trustees, Hilary Ballantine, or through the NSPCC Professionals Whistleblowing line on 0808 800 5000 or email: help@nspcc.org.uk

Confidentiality and Information Sharing

Child protection information will be stored and handled in line with the General Data Protection Regulation (GDPR) 2018 principles. The GDPR principles do not prevent charity staff from sharing information with relevant agencies, where that information may help to protect a child or young person.

The charity will:

- Ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the Designated Child Protection Leads or children's social care as required.
- Ensure that the Designated Child Protection Leads will only disclose any information about a child or young person to other members of staff on a 'need to know' basis, including domestic violence notifications.
- Make all staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people.
- Ensure staff are clear with children and young people that they cannot promise to keep secrets.
- Ensure that statutory guidance on recording allegations against adults are followed.

Risk Assessment

- As a charity, we need to successfully manage risks and keep children and young people safe, while simultaneously providing the benefits of the events we deliver.
- We conduct safeguarding risk assessments and provide guidance to all participants, in advance of any event, to ensure that we provide a safe, inclusive environment for all children and young people we support and that any risks associated with the event are identified and managed.
- We will gain consent for events from schools, parents, children and young people, as appropriate.
- We will obtain details of any child or young person's needs which are relevant to the event (this could include medical, dietary, allergies, care and support needs).

- Everyone will have access to first aid at any event. First aid trained people will either be a member of school staff or someone from the organisation delivering the activity.
- We will comply with all relevant health and safety legislations and requirements as detailed by the Health and Safety Executive ([hse.gov.uk](https://www.hse.gov.uk)).

Online and e-safety

The charity works using a cloud-based system so access can be maintained from both home and the office. Security measures such as usernames, passwords, encryption and log-ins are not shared.

We continue to deliver good professional practice and are mindful that colleagues and business contacts are, in the main, working from home during the current climate. As far as possible, we only communicate with colleagues within our usual working hours but these are exceptional times and we are responding to the additional demand on our resources. We continue to communicate on work devices and through channels approved by the charity and used by our member schools; using work email addresses, sharing contact details only with prior consent and will use 'BCC' for multiple external mailings. Personal information is never shared.

We are committed to delivering activities and programmes with the welfare and safety of all pupils at the centre of all design and delivery.

Implementation

This policy applies to all adults involved with our charity, including paid staff, volunteers, visitors, Trustees and member schools. It is available on request in paper or electronic form upon request from the registered charity office. We will also make available and/or signpost all relevant statutory and legislation safeguarding and child protection documentation to staff and volunteers for their reference.

At the beginning of the academic year all our charity's staff and volunteers, including Trustees, will be issued with a copy of the charity's safeguarding policy and any additional information about responding to children missing in education (CME), together with Part 1 and Annex A of Keeping Children Safe in Education (2022). They will be required to sign a confirmation that they have received, read and understood these documents, and that they agree to abide by their contents.

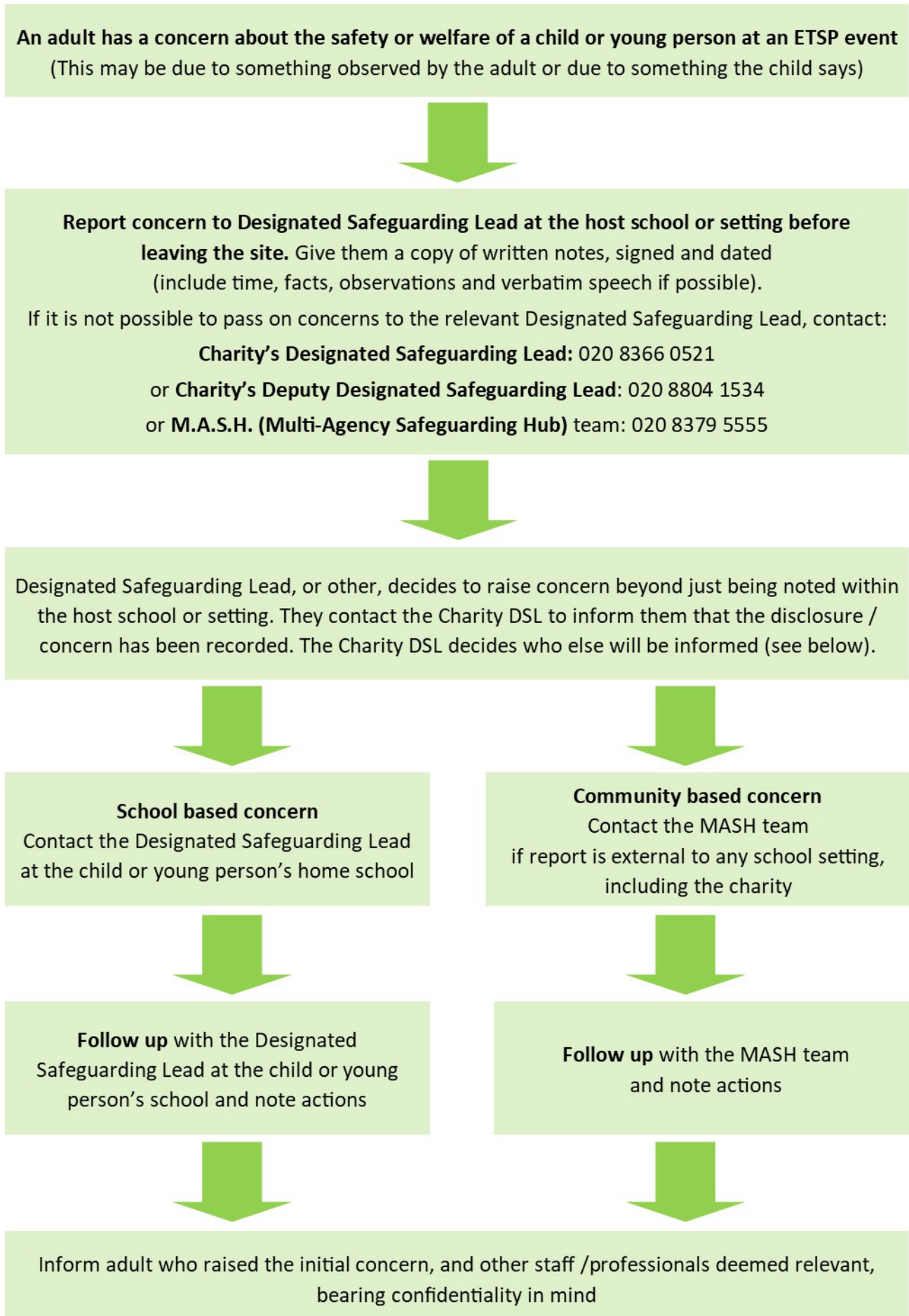
Where to Find Additional Support

Emergency Contacts

Organisation	What do they offer?	Contact Details
Children's Services	Emergency safeguarding	020 8379 2536 (Referrals)
Multi-Agency Safeguarding Hub (MASH)	Onward referrals to Early Help or Social Services	020 8379 5555
Samaritans	Crisis mental health support	116 123
Childline	Support for children and young people	0800 1111
National Centre for Domestic Violence	Providing emergency injunctions within two weeks of police involvements	020 7186 8270 0800 970 2070 (Press option 1) www.ncdv.org.uk
Solace	Domestic abuse helpline	0808 802 5565
Out of hours mental health support	Emergency mental health support. This service operates 24 hours a day.	020 8702 3800
Crisis Resolution Enfield	Intensive mental health care in people's homes	020 8702 3800
Child Law Advice	Advice on legal matters to do with child and family law Emails preferred due to COVID-19	0300 330 5480 www.childlawadvice.org.uk

This policy will be reviewed annually by the trustees of ETSP in line with updates of statutory guidance, and additionally on a regular basis by Trustees.

Appendix 1: Overview of Child Protection Procedures



Appendix 2:

ETSP Policy Statement on the Recruitment of Ex-Offenders

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent, convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

How this affects school-based work

All school-based roles are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. **Applicants for school-based work must, therefore, disclose all spent and unspent convictions.**

All applicants who are offered employment in a school will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

The successful applicant will not be eligible to start work until the Council has received notification from the DBS.

Having a criminal record will not necessarily bar someone from working in a school.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision the following factors will be taken into account:

- Whether the conviction or other matter revealed is relevant to the position in question.
- The seriousness of any offence or other matter revealed.
- The length of time since the offence or other matter occurred.
- Whether the applicant has a pattern of offending behaviour or other relevant matters.
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape.
- Incest.
- Unlawful sexual intercourse.
- Indecent assault.
- Gross indecency.
- Taking or distributing indecent photographs.

Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

- Violent behaviour towards children or young people.

- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent).
- A sexual offence against someone over the age of 16.
- Any offence involving serious violence.
- Drug trafficking and other drug related offences.
- Stealing school property or monies.
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions.
- Any conviction which results in a sentence of more than 12 months imprisonment.
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

The charity has adopted the Disclosure and Barring Service's Code of Practice on the use and handling of Disclosure information, and will adhere to it under all circumstances.