



Engineering Academy

SAFEGUARDING DELEGATES AND STAFF POLICY

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POLICY AUTHOR	Rebecca Luckman
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1 BACKGROUND

- 1.1 Education providers of post-16 learning and skills have responsibilities to ensure the safety of young people. Fortunately, cases of abuse in education and training provision are rare. However reporting, to trusted staff, of abuse that occurs outside of the training and learning environment, is not uncommon. The Uniper Engineering Academy (EA) needs to be prepared to deal with all aspects of creating a safer environment.
- 1.2 Those supervising young people in any capacity are expected to show a duty of care in all aspects of the particular activity, whether or not it is an aspect they are directly involved with or in charge of.

2 GENERAL

- 2.1 Staff within the EA may have contact with children and young people through work programmes, however all staff may at some time be involved in working closely with children, young people and vulnerable adults, some of whom may be marginalised, disaffected and vulnerable. Working in close proximity to children and young people means that EA staff may be in a position whereby they may become aware of a situation of possible abuse or neglect.
- 2.2 The EA considers that there is a moral and professional need to engage fully with these practices for both the protection of children, young people and vulnerable adults and the staff working with them. Consequently all staff need to be aware that:
- They have a direct responsibility to protect children, young people and vulnerable adults
 - They have a duty to act quickly
 - They should never assume that if they do not act someone else will
 - Working with children, young people and vulnerable adults in an unstructured/unsupported way can put them at risk

3 DESIGNATED PERSON (DP)

- 3.1 Rebecca Luckman will take the role of DP, the DP has overall responsibility and governance for safeguarding within the EA. Roy Stokes will hold the position of second DP. In addition, Shantelle Dixon and Natasha Martin are DP trained.
- 3.2 The duties of the DP's will include:
- Take the lead responsibility for safeguarding.
 - Inducting safeguarding training for new staff and refresher training every 2 years
 - Ensuring that staff have read and understood this policy
 - Organising training for staff on safeguarding issues
 - Referring incidents of alleged incidents to social services or appropriate places
 - Establish protocols with the local safeguarding children board where necessary

4 DEFINITIONS

- 4.1 **A child:** the protection of children and young people according to the term of the Children Act 1989 defines a young person as someone under the age of 18.
- 4.2 **Staff:** These guidelines apply to all company employees, part-time and full time staff, contracted and associates.

5 DEFINITION OF ABUSE

- 5.1 *Abuse is a violation of an individual's human and civil rights by any other person or persons.* Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

6 TYPES AND SIGNS OF ABUSE

- 6.1 **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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as “fictitious illness by proxy” or “Munchausen’s Syndrome by proxy”.

Some of the recognised signs of physical abuse are:

- Unexplained burns
- Scratches
- Bruising and abrasions
- Wearing clothes to cover injuries, even in hot weather
- Bald patches
- Aggression towards others
- Drowsiness from misuse of medication
- Anxiety in the presence of an abuser

Sexual abuse – this may include ‘rape and sexual assault or sexual acts to which the young person has not consented, or was pressured into consenting’. Sexual abuse also includes forcing a person to look at pornographic materials.

Some of the recognised signs of sexual abuse are:

- Changes in behaviour
- Inability to concentrate
- Personality changes such as becoming insecure or clinging
- Other extreme reactions, such as depression, self mutilation, suicide attempts, running away, overdoses, anorexia
- Being isolated or withdrawn
- Trying to be 'ultra-good' or perfect; overreacting to criticism
- Sexualised behaviour

Psychological/emotional abuse – most definitions of abuse generally include either psychological or emotional abuse. There is a strong similarity between the descriptions of these. Emotional abuse is generally described as an element of psychological abuse. This would also include cyber bullying.

Psychological abuse may include emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Some of the recognised signs of psychological or emotional abuse are:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self depreciation ('I'm stupid, ugly, worthless')
- Overreaction to mistakes
- Lack of eye contact
- Low self esteem
- Inappropriate response to pain ('I deserve this')
- Reluctance to talk openly

Financial or material abuse – this may include 'theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits'

Some of the recognised signs of financial or material abuse are:

- Loss of jewellery and personal property
- Lack of money to purchase basic items
- A bill not being paid when money is entrusted to a third party
- Inadequate clothing
- Unexplained withdrawal of cash
- Loss of money from a wallet or purse

Neglect and acts of omission – this may include 'ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate heating and nutrition'.

Some of the recognised signs of neglect and acts of omission are:

- Dehydration
- Infections
- Malnutrition
- Hypothermia

Discriminatory abuse – this may include abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or ethnicity or sexual orientation.

Some of the recognised signs of discriminatory abuse might be very similar to psychological and emotional abuse.

Peer-on-Peer Abuse – is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children or adults and within relationships (both intimate and non-intimate). Peer-on-peer abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender based violence.

Female Genital Mutiliation – The World Health Organisation (WHO) defines female genital mutilation (FGM) as 'all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons' (WHO, 1996).

Honour Based Violence – A child, adolescent or adult who is at risk of honour based violence is at significant risk of physical harm (including being murdered) and/or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member. Honour based violence cuts across all cultures and communities. Murders in the name of 'so-called honour' are often the culmination of a series of events of a period of time and are planned. There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserves to die.

Modern Slavery – is a form of organised crime in which individuals including children and young people are treated as commodities and exploited for criminal gain. Traffickers and slave drivers trick, force and/or persuade children and parents to let them leave their homes. Grooming methods are used to gain the trust of a child and their parents, e.g. the promise of a better life or education which results in a life of abuse, servitude and inhumane treatment.

Self-harm and Suicidal Behaviour – any child, adolescent or young person who self-harms or expresses thoughts about this or about suicide, must be taken seriously and appropriate help and intervention should be offered at the earliest point. Any staff member who is made aware that another person has self-harmed or is contemplating this or suicide, should talk with the individual without delay.

Definitions from the Mental Health Foundation (2003) are:

- Deliberately self-harm is self-harm without suicidal intent, resulting in non-fatal injury;
- Attempting suicide is self-harm with intent to taking life, resulting in non-fatal injury;
- Suicide is self-harm, resulting in death.

Self-harm is a common precursor to suicide and individuals who deliberately self-harm may kill themselves by accident.

Self-harm can be described as wide range of behaviours that someone does to themselves in a deliberate and usually hidden way. In the vast majority of cases self-harm remains a secretive behaviour that can go on for a long time without being discovered. Many people may struggle to express their feelings in another way and will need a supportive response to assist them to explore their feelings and behaviour and the possible outcomes for them.

6.2 Who is vulnerable to abuse?

Any young person could potentially be the victim of abuse. It is the duty of the EA to ensure that proper steps have been taken to safeguard learners.

6.3 Who are the abusers?

Abusers can be parents, carers, siblings, members of the extended family, neighbours, teachers, strangers, other learners; in short anyone.

7 RESPONSIBILITIES OF STAFF

7.1 The following should be applied by all staff.

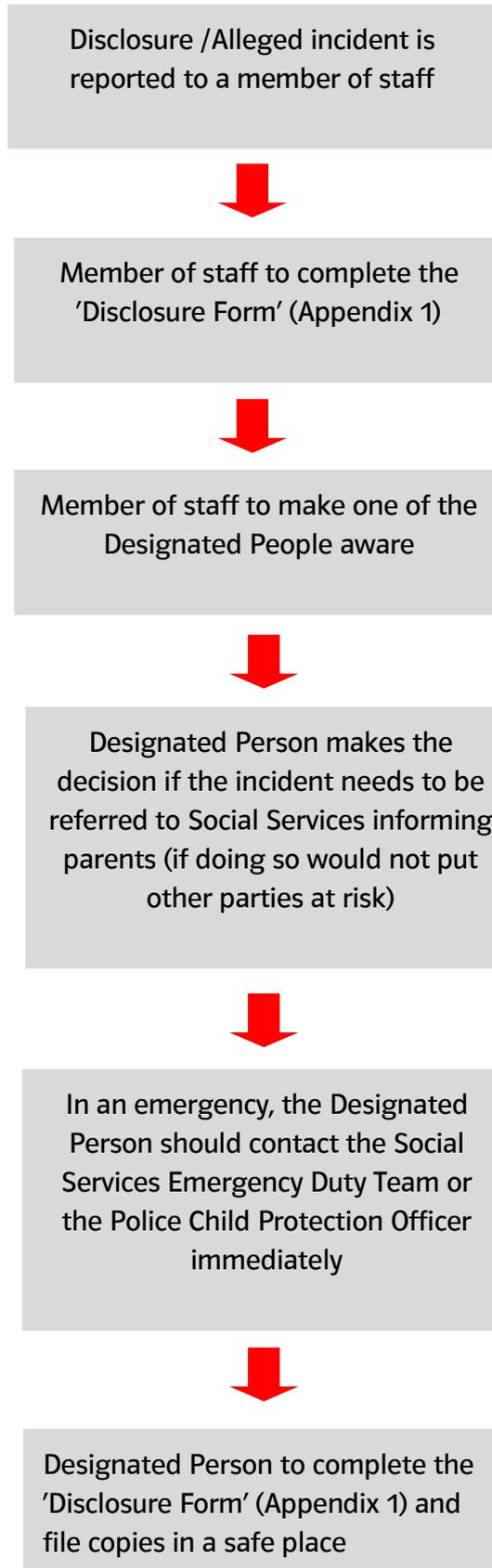
- a) When any person has knowledge or suspicion that a child or young person is either being abused, or is at risk of abuse, or that a carer has seriously neglected or failed to protect a young person, he/she has a personal duty to report this to one the DP's. If this is not possible, it should be reported to a member of the EA management team.
- b) If a disclosure is made, the pace of the conversation should be dictated by the young person without them being pressed for detail by being asked questions such as 'What did they do next?' or "Where did they touch you?"
The staff role is to listen, record and report; not to investigate.
- c) Staff must use open questions such as "is there anything else you want to tell me?" or encourage them further with a "yes?" or "and?"
- d) Accept what the young person says. Be careful not to burden them with guilt by asking questions such as "why didn't you tell me before?"
- e) Do acknowledge how hard it was for them to tell you this

- f) Don't criticise the perpetrator, this may be someone they love
- g) Don't promise confidentiality. Reassure the young person that they have done the right thing, explain whom you will have to tell (the DP) and why. It is important that you don't make promises that you cannot keep such as "I'll stay with you all the time" or "it will be alright now".
- h) Concerns may be as a result of information other than direct observation or evidence of abuse to a young person, such as evidence of domestic violence or substance abuse within the family.

7.2 **Recording information** – staff should (Appendix 1):

- a) make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording what has been said to you and not your assumption and interpretation. **Notes must be signed and dated.**
- b) record observed injuries and bruises on a body map
- c) note what you observed, the non-verbal behaviour and what you heard in the language used by the young person (do not translate into 'proper terms')
- d) keep the original notes and pass them to the DP
- e) The DP will follow up all referrals to social services within 24 hours. If a phone call is made, this must be put in writing within a further 24 hours.

8 REPORTING PROCESS



9 NOTES ON YOUNG PEOPLE WHO ARE SEXUALLY ACTIVE

9.1 Under most circumstances where a member of staff has knowledge of a young person's sexual relationships this should be considered a normal part of a young person's development.

9.2 The age of the young person involved should only be an issue where there is concern about a young person's ability to give genuine consent or where there appears to be an imbalance of power within the relationship. However, where a member of staff becomes aware of a young person under the age of 13 is or has been pregnant, the Designated Person should be informed and a referral should be made to Social Services.

10 ALLEGATIONS OF ABUSE INVOLVING MEMBERS OF STAFF

10.1 Where a young person makes an allegation that an employee from within the organisation has perpetrated the abuse, these concerns should be shared immediately with the DP and the member of staff's line manager, both to protect the young person and the staff member.

10.2 The young person who makes the allegations should be told that this is a serious matter and that the staff member will need to discuss it with the DP to decide how it will be investigated. They should also be told that they will be kept informed as to what is happening.

10.3 The DP will make a referral directly to the Police Child Protection Officer who will advise on the most appropriate course of action.

10.4 Where the allegations or concerns are with regard to another professional who is not an employee, they should be shared with the DP who will refer it to the Police Child Protection Officer.

11 CONFIDENTIALITY

11.1 Staff have the professional responsibility to share relevant information about the protection of young people with other professionals, particularly investigating agencies. If a young person confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the young person sensitively that he/she has a responsibility to refer the matter to the DP for the young person's own sake. At the same time, the young person should be reassured that the matter will be only be disclosed to the DP, who will then decide on appropriate action.

11.2 Staff who receive information about children and families in the course of their work should hold the information only within their professional context. Child protection records should be kept securely locked. Personal information about a young person is regarded by those who work in the EA as confidential. All staff will maintain this confidentiality. All records relating to safeguarding

incidents will be maintained by the DP and only shared as is consistent with the protection of children.

12 THIRD PARTY CONFIDENTIALITY

12.1 Situations may arise where staff are told about concerns regarding the safety and welfare of a young person but the referrer does not wish to be identified. Such wishes should be respected where appropriate. However there will be situations where action is necessary to protect the young person and this action is likely to reveal the identity of the referrer. This must not be used as a reason to refrain from whatever action is necessary to protect the young person who is the subject of concern. In such cases it should be explained to the referrer that action will need to be taken and the likely consequences of this in terms of the referrer being identified. There will need to be a discussion with the referrer as to whether there are ways of addressing their concern about being identified.

13 HISTORICAL ABUSE

13.1 A young person may disclose abuse that happened some time ago and the young person is no longer in contact with the abuser. It may be that the young person is now 18 or over. However other children may still be in contact with the abuser and therefore it is still necessary to discuss the situation with the DP in order to consider any action that may be necessary.

13.2 Undertake to keep the young person fully informed about any action that will be taken and support them through this subsequent action.

14 CHILD ABUSE AND EQUAL OPPORTUNITIES

14.1 Child abuse occurs in all types and structures of families regardless of gender, race, culture, sexual orientation, religion or class. In situations where a member of staff is concerned about the care or treatment of a young person, it is important to be mindful that there are many different ideas and attitudes about how children should be brought up. It should not be assumed that a particular way of caring for children is harmful just because it is different to that of the dominant culture. However this does not mean that we can ignore situations where children are clearly at risk on the grounds that the family concerned has different set of beliefs.

14.2 For young person's with learning difficulties there can be additional issues in relation to child abuse. Children and young people with learning difficulties may have greater difficulty in being heard when trying to disclose situations of abuse. It is important to be mindful of assumptions as to what is appropriate in terms of caring for children with learning difficulties. Sometimes when practices which would clearly be seen as unacceptable in general terms are not challenged when the child has learning difficulties.

14.3 These are difficult and complex issues and advice should be sought from the DP and Social Services where necessary.

15 THE INVESTIGATION

15.1 Whilst there is no legal requirement for the EA to assist in a Safeguarding investigation, there is a strong expectation and moral obligation that agencies will co-operate fully during this process. There may be circumstances in which it is necessary in the interest of the young person to divulge otherwise confidential information. 'Promoting young people's well being and safe-guarding them from significant harm depends crucially upon effective information sharing, collaboration and understanding between agencies and professionals.

16 LODGINGS FOR YOUNG PEOPLE

16.1 The EA arranges lodgings for young people as part of the service to its customers. These lodgings are assessed every six months by a member of the EA team to ensure all young people are kept safe whilst staying away from home.

16.2 Procedure - Assessment of Lodgings for Young People sets out the responsibilities of the EA and lodgings.

17 APPENDIX 1
DISCLOSURE FORM (PAGE 1) – STRICTLY CONFIDENTIAL

Name of young person

Address and contact number
(if known)

Date of birth

Name of alleged person
(if known)

Date(s) and time(s) of alleged incident
(if known)

Details of Incident/Disclosure/Injuries giving rise to concern (remember, do not lead the young person, use his/her words where possible). (continue on separate sheet if necessary – date and sign)

(Remember: do not promise confidentiality)

Name of staff member

Date and time of Incident/Disclosure

Place/event where Incident/Disclosure occurred

Any action taken by the staff member

Signed Date

Do not discuss this incident with anyone other than those that need to know.

APPENDIX 1
DISCLOSURE FORM (PAGE 2) – STRICTLY CONFIDENTIAL

External Agencies contacted:

Police: YES / NO Date and Time:

Name and Contact Number:

Details of advice received:

Social Services: YES / NO Date and Time:

Name and Contact Number:

Details of advice received:

Signature:

Print Name:

Date:

N.B a copy of this form should be sent to Social Services following a telephone report.

18 APPENDIX 2

Designated Person Details

Designated Person (DP) – Rebecca Luckman

Designated Person 2 (DP) – Roy Stokes

External Agencies - Nottinghamshire:

Contact Children's Social Care tel: 0300 500 80 80 (8.30am – 5.00pm)

Emergency duty team on tel: 0300 456 4546 (8.00pm – 8.30am Monday to Thursday and from Friday 8pm until Monday at 8.30am)

Police Child Protection Team (Southern Control No.) 0115 9670999, Ext 2130

Online Resources For Nottinghamshire

All of the information you need about local procedures is included in an online resource. There you will find the current Child Protection and Safeguarding Procedures have been updated to comply with Working Together to Safeguard Children (2015).

Full details are available from: <http://nottinghamshirescb.proceduresonline.com/>

These online resources will be updated at regular intervals, with immediate revisions made following any lessons from Serious Case Reviews and/or changes in statute.