

Safeguarding and Young People’s Welfare Policy

Safeguarding

Reach4Skills is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Reach4Skills have a legal duty to recognise and respond appropriately to:

- Significant changes in the young people’s behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments young people make which give cause for concern

If you recognise one of the above for a young person, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to make the children be and feel safe. Any suspicions or allegations of abuse will be taken very seriously and they will be acted on quickly and correctly by following the procedure set by the Local Safeguarding Children’s Board (LSCB)

Four Categories of Abuse – This list is not exhaustive

Category	Definitions	Signs/Symptoms
All Types of abuse can occur in all types of homes, across all social and income groups.		
Neglect	<p>Longstanding and/or severe neglect</p> <p>Effect on the Childs development</p> <p>Non-organic failure to thrive</p>	<p>Constant Hunger, Tiredness, stealing or scrounging</p> <p>Poor personal hygiene, or inappropriate clothing for weather or activities</p> <p>Untreated medical problems</p> <p>Low self-esteem, poor social relations</p>
Physical	<p>Deliberate injury to the child – allowing injury.</p> <p>Beyond ‘reasonable’ chastisement</p> <p>Poisoning, inc. alcohol</p> <p>Withholding drugs or apparatus</p>	<p>Unexplained or untreated injured, especially if repetitive</p> <p>Refusal to discuss injuries, and untreated injuries</p> <p>Shrinking from physical contact</p>

	Both the use of an implement e.g. a belt or a physical strike that leave a mark are illegal	Fear of returning home, undressing, or medical help Aggression or bullying Unexplained pattern of absences which may serve to hide bruises or other physical injuries
Sexual	Sexual exploitation of any kind including watching others and viewing pornographic material	Sexual awareness inappropriate to the child's age, through drawings, games, vocabulary etc Attempts to teach others about sexual activity Aggressiveness, anger, anxiety, fearfulness This is a short summary, there are other signs, individual to certain young
Emotional	Must be persistent Must undermine the child's sense of self worth Might reflect poor parenting skills Includes witnessing domestic violent of primary carer	Continual self-deprecation, self-harm or mutilation Inappropriate response to painful situations Compulsive stealing/scrounging Air of detachment, social isolation or desperate attention seeking behaviour, depression or withdrawal. Eating problems, either overeating or a lack of appetite

Prevent Duty

Reach4Skills recognises their duty to prevent young people and families being drawn into terrorist or extremist behaviour and employ the following methods:

- Follows the guidance in the government document 'Prevent duty guidance for England and Wales 2015'
- Staff have access to Prevent training
- We value all young people and their families equally
- We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves
- We have a commitment to challenging prejudice
- Report any concerns about children, staff or families to the relevant authorities

Child Sexual Exploitation CSE

Involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime.

Female Genital Mutilation FGM

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. It is a legal duty to report **known** cases to the police.

Forced Marriage

Is illegal and a form of child abuse. A marriage entered into without the full and free consent of one or both parties, where violence, threats or coercion is used.

Sexual intercourse without consent is rape. If you suspect that one of your learners is being forced into a marriage against their will or if a female ethnic minority student leaves Reach4Skills unexpectedly and without explanation, contact the Designated Safeguarding Person.

Whistle Blowing

Reach4Skills will not accept or condone any behaviour by Staff or other associated that is contrary to our Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work of the club as a whole.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Provide staff with a number of ways to report
- Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

Record Keeping

Make sure that you make a written record of your concern and how you dealt with it. Records should be made as soon as possible and every possible effort should be made to record precisely what was said along with the context. Sign and date the record. The Designated Safeguarding Person will advise and store the safeguarding records. Records may be used in court.

If a learner tells you about possible abuse, you should:

- Listen carefully and stay calm.
- Do not interview them, but be sure that you understand and check what the person is telling you.
- Do not put words into their mouth.
- Reassure them that, by telling you, they have done the right thing.

- Inform them that you must pass the information on to a designated staff member. Inform them to whom you will report the matter.
- Make a detailed record of the date, time, place, what the child, young person or vulnerable adult said, did and your questions etc. and pass this directly to the Designated Safeguarding Person (DSP).

Allegation against a professional

If there is a serious allegation of abuse made against you, Reach4Skills will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm
- Follow the manager's instructions
- Co-operate with questions and enquires
- Seek advice – head office or citizens advice bureau.
- Not confront the your accuser
- Not speak with your 'victim'
- Be supported through the process by a designated person at head office and/or your manager.

We take all allegations seriously and will seek advice from the LADO.

Reach4Skills has a legal duty to inform the Independent Safeguarding Authority of any suspicions of any allegations even if staff leave before an investigation is started or completed.

Promoting awareness among staff

Reach4Skills promotes awareness of child abuse issues through its staff training. It ensures that:

- Its designated DSL has relevant experience and receives appropriate training
- Safer recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure of information or discovery of child abuse
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers young people to share in the decision-making process.

- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any incidents that occurs, along with the details of any treatment given.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Allow or engage in any form of inappropriate touching
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in fun
- Reduce a young person to tears as a form of control
- Fail to act upon and record any allegations made by a young person
- Do things of a personal nature for young people or disabled adults, that they can do for themselves

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident.

- If you accidentally injury a learner
- If a learner seems distressed in any manner
- If a player misunderstands or misinterprets something you have done

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local Social care Team or the police direct, or the NSPCC Helpline on 0808 800 5000, or Child line on 0800 1111.

Related Policies and Information

Safer Recruitment Policy
Relations Between Staff and Learners Policy

The Reach4Skills Safeguarding Lead is Charlotte White.

To be reviewed: Annually	Date: 4 March 2019
This policy was adopted by: Charlotte White	Signed: 