

Safeguarding & Protecting Children and Vulnerable Adults Policy January 2020

Date Policy Last Approved	Review Frequency	Approving Body	Date of next Review
Jan 2020	Annually	Board of Trustees	Jan 2021



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

CONTENTS

Safeguarding and Protecting Children and Vulnerable Adults Policy 2020

1. Introduction
2. Definitions
3. Roles & Responsibilities
4. Types of Abuse & Neglect
5. How We Prevent Safeguarding
 - Policies
 - Safer Recruitment
 - DBS Checks
 - Awareness & Training
 - Storing Documents
 - Equality Analysis
6. How to Report a Concern
7. Policy Review Date

SAFEGUARDING AND PROTECTING CHILDREN AND VULNERABLE ADULTS

1. INTRODUCTION

The College is committed to creating and maintaining a safe and positive environment for all staff and fully recognises its responsibility to help safeguard the welfare of learners and protect them from harm. The welfare of children and vulnerable adults is paramount, and the College takes seriously its duty to safeguard and promote the welfare of learners in its care.

Most of the College's learners are between the ages of 25 and 50, some of whom may be vulnerable adults themselves. It is vital that College staff are alert to the signs of abuse and understand the procedures. All staff are required to execute their duties professionally and with care and report their concerns.

The aim of this Policy is to ensure that all our students, especially those who are vulnerable people, are protected from abuse and to set out the steps to be taken by all staff when abuse is disclosed, identified, suspected or alleged.

Core Principles

Our core principles set out our approach to Safeguarding at the College

- i. The safety and welfare of staff and learners is paramount.
- ii. All staff and learners regardless of age, ability, sex, race, religion or belief, ethnic origin, gender reassignment, social status or sexual orientation have the right to be protected from harm.
- iii. The rights, dignity and worth of all staff and learners should always be respected.
- iv. The College will promote and foster a culture of trust and support to ensure staff and learners are comfortable in reporting any issues.
- v. The College will ensure there are pastoral and curriculum activities and opportunities to support learners to gain skills to stay safe, including; on-line safety, bullying/cyberbullying, drugs/alcohol and substance misuse, domestic violence, relationship issues, equality and diversity, including forced marriage, female genital mutilation (FGM), sexual exploitation of children (CSE) and preventing violent extremism.
- vi. It is the responsibility of child protection professionals to determine

whether abuse has taken place, but it is everyone's responsibility to report concerns. All staff must follow the procedures in place for reporting concerns or disclosures. Allegations against members of staff or volunteers will be handled fairly in accordance with our policies

- vii. The College will ensure that as part of their induction, new staff and volunteers are made aware of the College's arrangements for safeguarding and will provide safeguarding training for all staff and offer this to Board members. This will be reviewed on an annual basis and updated in line with statutory requirements. The Designated Safeguarding Lead (DSL) and Head of Safeguarding will receive training updated every two years.
- viii. The College is committed to encouraging and undertaking effective and safe recruitment of staff. The College will assess all posts to be filled and ensure that recruitment checks, including Disclosure and Barring Service (DBS) checks are undertaken in line with College policy and Safer Recruitment.
- ix. Where services or activities are delivered directly through College staff, the College's Safeguarding and Protecting Children and Vulnerable Adults Policy will apply. Where services or activities are provided through another organisation the College will ensure that the organisation has appropriate policies and procedures in place to safeguard learners and to liaise with the College on these matters where appropriate.
- x. The College will ensure there is a member of the Senior Leadership Team with responsibilities to lead on safeguarding, child protection and preventing terrorism (the Designated Safeguarding Lead) and that there is always cover for this role, including arrangements for support during the evenings in term time.
- xi. Allegations of abuse or concerns that a staff member may pose a risk of harm to a child or young person will be notified to the Local Authority Designated Officer (LADO).
- xii. The College will ensure parents/carers are informed of College safeguarding responsibilities through the College prospectus, Parent and Carers Guide and the College website.
- xiii. All staff and volunteers can raise concerns about poor or unsafe safeguarding practice as laid out in the Public Interest Disclosure (Whistleblowing) Policy.

2. DEFINITIONS

'Child' means a person under 18 years of age.

'Vulnerable Adult' means an adult (a person aged 18 or over) who is (or may be) in need of community care services by reason of mental or other disability, age, illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

'Staff' means all those working for or and on behalf of the College, full time or part time including volunteers.

'The College' means YMCA George Williams College.

'Designated Safeguarding Lead(s)' (DSL) means the person with lead responsibility for Child Protection and Safeguarding issues, in this case the Chief Executive & Principal.

The Head of Safeguarding means the person with operational responsibility for Safeguarding, currently Simon Frost.

'DBS' means Disclosure and Barring Service

'LADO' means the Local Authority Designated Officer

3. ROLES & RESPONSIBILITIES

The Board of Trustees, together with the CEO and Head of Safeguarding are responsible for:

- Ensuring Policies are reviewed and updated in line with the law
- Ensuring all Trustees undertake appropriate Safeguarding training
- Ensuring that staff and volunteers undertake regular safeguarding training.
- The College having in place safe recruitment policy and procedures, including appropriate use of reference checks on new staff and volunteers.
- Ensuring volunteers are properly supervised.
- Ensuring Disclosure and Barring Service checks are undertaken in line with the DBS Policy
- Making a 'referral to the Disclosure and Barring Service if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.'
- Creating safeguarding reports for the Board of Trustees as requested
- Having in place procedures to deal with allegations of abuse against members of staff and volunteers.
- To minimise the risk of abuse.
- To investigate all allegations of abuse.

- To ensure that appropriate filters and monitoring systems are in place with regards to IT systems
- To undertake periodic checks to ensure all safeguarding procedures are working effectively;
- To be responsible for the effective implementation, monitoring and evaluation of this policy.
- The Chair of Trustees should liaise with the Designated Safeguarding Lead and request reports for the Board of Governors, to assess the effectiveness of Safeguarding.

All Staff

All staff and volunteers have a responsibility to follow the guidance laid out in this Policy and related Policies, and to help ensure the safety and welfare of learners, referring concerns in writing to the designated safeguarding lead where appropriate to ensure that help and support is provided at the earliest possible opportunity.

In addition:

- To attend Safeguarding training to have the skills to recognise those who may be vulnerable and to know the appropriate action to take if they have concerns;
- Report any concerns via the safeguarding reporting channels;

5. TYPES OF ABUSE & NEGLECT

The following are types of abuse and neglect:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which 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.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyberbullying), 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, although it may occur alone.

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: 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, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Female genital mutilation (FGM) is a form of child abuse and violence against women and affects girls particularly from North African countries. It is illegal in England and Wales to allow girls to undergo this practice, which involves the 'partial or total removal of the external female genitalia for non-medical reasons'.

We are aware that section 5b of the FGM Act 2003 has introduced a mandatory reporting duty which requires health and social care professionals and teachers in England and Wales to report to the police when a girl under the age of 18 informs them that FGM has been carried out on them or if they observe physical signs that FGM has been carried out. The signs to look out for are:

- Difficulty walking, standing or sitting.
- Spending longer in the bathroom or toilet.
- Appearing withdrawn, anxious or depressed.
- Displaying unusual behaviour after an absence from school or college.

- Being particularly reluctant to undergo normal medical examinations.
- Asking for help, but may not be explicit about the problem due to embarrassment or fear.

Honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing'.

Violent extremism. We are aware that there are extremist groups within our country who wish to radicalise vulnerable adults and children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

6. HOW WE PREVENT SAFEGUARDING

While it is not possible to prevent all abuse, we take steps to reduce the risk of abuse occurring.

Our staff should:

- 1) Know what abuse is;
- 2) Understand how it can happen;
- 3) Be alert to indicators of potential abuse situations;
- 4) Know the procedures for reporting concerns and poor practice; and
- 5) Provide appropriate support through good assessment and care planning.

We ask that staff don't:

- Spend excessive amounts of time with students, away from others;
- Give any students a lift or meet with them in an inappropriate setting e.g. a bar
- Have a romantic relationship with any student, regardless of age
- Take students into your home
- Avoid giving gifts: or any gift above a £30 value or give multiple gifts within a short space of time
- Be friends with any students on social media, such as Facebook

The effectiveness of this Policy will be ensured through;

- i. Annual review of the Safeguarding Policy by the Board.

- ii. Informing the Board annually on safeguarding issues during the prior year to include as to how staff have complied with the Policy; this annual report will include termly reports.
- iii. Maintaining a single central record of all staff and volunteers.
- iv. The Safeguarding Task Force will guide and monitor the College's work via termly meetings and safeguarding and prevent action plans. The task force will include a Member of the Board of Governors.

Policies

The College will ensure that it has policies and procedures which are consistent with Government guidance; this includes following procedures as set out by Local Safeguarding Children Boards.

This Policy will be reviewed annually, or as otherwise directed by the Principal, or legislative changes and should be read in conjunction with safeguarding process and procedures and The Staff Code of Conduct. Staff from all areas of the College will be consulted as part of this process.

Safer Recruitment

The College is committed to encouraging and undertaking effective and safe recruitment of staff. The College will assess all posts to be filled and ensure that recruitment checks, including Disclosure and Barring Service (DBS) checks are undertaken in line with College policy and Safer Recruitment.

Awareness & Training

The College will ensure that as part of their induction, new staff and volunteers are made aware of the College's arrangements for safeguarding children and vulnerable adults, including preventing violent extremism and their responsibilities and will provide safeguarding training for all staff and Board members. This will be reviewed on an annual basis and updated in line with statutory requirements. The Designated Safeguarding Lead (DSL) and Head of Safeguarding will receive training updated every two years including training in inter agency procedures.

All College staff and Board Members will undergo the College's mandatory safeguarding training. In addition, staff and Board Members will receive safeguarding and child protection updates (e.g. via email, e-bulletin, staff meetings etc.), as required.

Document Storage

All child protection records will be stored securely and separately from other records. Access will be restricted to safeguarding staff with safeguarding responsibilities. Any transfer of child protection records to another institution will be separate from any other records. Records will be transferred to the Designated Safeguarding Lead.

Equality Analysis

By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
- Advance equality of opportunity between people from different groups.
- Foster good relations between people from different groups.

In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision-making process and will demonstrate how this has been undertaken.

Where necessary a full equality impact assessment will be undertaken.

7. How to Report a Concern

Everyone working with young people or vulnerable adults has a duty to report suspected, alleged or confirmed incidences of abuse IMMEDIATELY to the Head of Safeguarding (or the CEO & HR).

In the event of someone reporting an allegation of abuse:

Please Do:

- Remain Calm
- Ensure no-one is in immediate danger
- Call for emergency service if urgent medical/police help is needed
- Record all the facts

Please Don't:

- Promise to keep secrets
- Be judgemental or overreact
- Challenge the alleged abuser
- Investigate yourself
- Do anything that could disturb evidence i.e. – tidy up or encourage the person to bathe

- Discourage anyone from reporting concerns
- Leave details of your concerns on a voice mail

It is the responsibility of child protection professionals to determine whether abuse has taken place, but it is everyone's responsibility to report concerns.

All staff must follow the procedures in place for reporting concerns or disclosures.

Allegations against members of staff or volunteers will be handled in accordance with Staff Disciplinary Policy.

Allegations against other learners will be handled in accordance with The Student Disciplinary Policy and Procedure.

Allegations of abuse or concerns that a staff member may pose a risk of harm to a child or young person will be notified to the Local Authority Designated Officer (LADO).

8. Policy Review Date

This Policy will be reviewed annually, or as otherwise directed by the CEO / Principal, or legislative changes and should be read in conjunction with safeguarding process and procedures and The Staff Code of Conduct. Staff from all areas of the College will be consulted as part of this process.

Review frequency: Every year

Next review date: January 2021

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