

Version	Adopted by Board on	Signature of Chair
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# ***Safeguarding Policy***



## **TURN Education C.I.C. Safeguarding Policy**

**TURN Education C.I.C. (the Company) is committed to ensuring the safety of everyone involved in its activities. It's the role of us all to ensure that everyone is safe. This policy sets out the way that we do this.**

### **What is safeguarding?**

The protection of everyone but particularly children and vulnerable adults through the development and implementation of effective policies and best practice that is known to everyone involved. TURN Education C.I.C. believes that all children are entitled to have a safe and happy environment. We will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. All paid staff and volunteers associated with TURN Education C.I.C. are committed to this statement.

Anyone who attends our sessions (for the purpose of this policy 'session' meaning any activity individual, group or otherwise that is organised under the TURN umbrella) will also accept this statement and should anyone have any concerns the advice of professional agencies will be sought.

### **Who is responsible?**

Everyone!

Caroline Hardeman-Mason is the Safeguarding Officer. It is the responsibility of directors, staff, and volunteers to develop and raise awareness of the issues involved in working with children and vulnerable adults and to be familiar with the procedure for dealing with an incident or concern.

### **What defines a vulnerable adult?**

A person who is eighteen years of age or over, and who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.'

### **What defines a child?**

A person who is under the age of 18.

**For the purposes of this policy the term child(ren) is used collectively to describe any child or vulnerable adult taking part in a session.**

### **Definition of abuse is:-**

- Physical: Children with marks or injuries not usual in play or activities
- or where explanations are not sufficient.
- Emotional: Changes in personality or behaviour with no known cause.
- Sexual: Inappropriate sexual knowledge, activities or language beyond the child's age stage development.
- Neglect: The persistent failure to provide for the child's basic needs that impairs the health or development of the child.

As defined in Working Together to Safeguard Children Book ([www.tso.co.uk](http://www.tso.co.uk)).

## **Liaison with other bodies**

- We work within the Local Area Safeguarding Children Committee guidelines. (Staffordshire LEA)
- We have a copy of 'what to do if you are worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for making a referral to First Response on safeguarding child/ren issues, to ensure that it is easy to make a referral in case of any emergency.
- If a referral is to be made to the local authority social services department, we act within the Area Safeguarding Children guidance in deciding whether we must inform the child's parents at the same time.

## **What do we want to achieve through safeguarding within TURN Education C.I.C.?**

- Promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- Promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- Promoting children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

## **Responding to suspicions of abuse**

- Children arriving with any visible marks or injuries will have these noted and parent/carer will be given opportunity to discuss the cause and this may be discussed and action decided.
- Injuries or marks noticed later will be noted, maybe discussed and action decided
- Any information received from parents/carers will be taken seriously this will be noted, maybe discussed and action decided.
- Any information received from children will be taken seriously this will be noted, maybe discussed and action decided.
- If concerns arise that are beyond skills and knowledge of the staff then the advice of appropriate agency will immediately be sought.
- Staff take care not to influence the outcome either through the way they speak to children or by asking questions of children.
- When children are suffering from physical abuse, sexual abuse, emotional abuse or neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, their play or their development stage.
- Where such evidence is apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the Safeguarding children officer who is Caroline Hardeman – Mason
- In line with our Data Protection statement this information is stored on the child's personal file and this may be discussed and action decided.

## **Allegations against staff**

- All paid staff and volunteers having access to children will be vetted as per recruitment and selection policy and procedure and be subject to an enhanced DBS disclosure registered on the update service. All accusations about any staff member or volunteer with access to children in our care will be dealt with in accordance with the safeguarding children section of the disciplinary procedure.

- We ensure that all parents know how to complain about staff or a volunteer, which may include an allegation of abuse.
- We follow the guidance of the Area Safeguarding Children Committee when responding to any complaint that a member of staff or volunteer has abused a child.

### **Training**

- We seek out training opportunities for all paid staff involved to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the First Response guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns.

### **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child;
- Listens to the child; and
- Gives reassurance that she or he will take action.
- The member of staff does not question the child.
- The member of staff does not ensure confidentiality to the young person making the disclosure.
- The member acts without delay to convey the information of a disclosure to the safeguarding officer.

### **Recording marks on arrival, injuries noticed later and disclosures**

Staff make a record of:

- The child's name;
- The child's address;
- The child's D.O.B.
- The date and time of the observation or the disclosure;

- If any marks or injuries then size, colour and location (if possible use the body map);
- The explanation from the child and parent if possible;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

These records are signed and if possible counter-signed by another TURN Education C.I.C. employee or volunteer. If this is not possible the statement is brought to the attention of another company director within 24hours and an action decided upon. This is kept in the child's personal file.

All members of staff know the procedures for recording and reporting.

### **Informing parents**

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed where possible at the same time as the report is made, except where the guidance of the First Response officer advises us against this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know in and in accordance with our Data Protection policy. Any information is shared under the guidance of Working Together to Safeguard Children.

### **Support to families**

- TURN Education C.I.C. believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- TURN Education C.I.C. makes clear to parents its role and responsibilities in relation to safeguarding children, such as for the

reporting of concerns, providing information, monitoring of the child, and liaising at all times with the relevant school, local authority or registered party.

- TURN Education C.I.C. continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of Working Together to Safeguarding Children.

### **Discrimination**

Includes harassment and/or exclusion because of race, creed, culture, ability, gender and any slur deemed offensive and abusive.

Any action by someone working with or for the Company, which is deemed to be a form of abuse as listed above in this policy, will be considered to be Gross Misconduct within the meaning of that term as defined in '*Putting Things Right*', the Company's Grievance and Disciplinary Framework. Any act of Discrimination will be a breach of the Company's Equality and Diversity Policy.

### **Code of Conduct**

- Directors, staff and volunteers treat children and vulnerable adults with respect and sensitivity at all times.
- Directors, staff and volunteers must ensure that the safety and dignity of children and vulnerable adults in their care is maintained at all times.
- It is the duty of directors, staff and volunteers to ensure that children and vulnerable adults in their care are aware that there are designated members of staff to help them with any worries, concerns and/or difficulties. Those leading an activity should state this at the beginning.

*“It is important to us that you are safe and feel safe and if at any time there is anything that worries or concerns you please tell me or one of the other members of staff or volunteers”* The relevant people should then be made known to all.

This should form part of the health and safety briefing given at the beginning of every activity session.

### **DBS Checks**

Any director, member of staff or volunteer who is likely to be required to work with children and/or vulnerable adults will be required to have a satisfactory DBS Certificate.

### **Sharing Information**

If any director, member of staff or volunteer has a concern about the possible abuse of a child or vulnerable adult, or where a disclosure has been made, this must be reported to:

Caroline Hardeman-Mason, Safeguarding Officer, TURN Education C.I.C.

Tel 07734543827 Email [carolinehardemanmason@turneducation.co.uk](mailto:carolinehardemanmason@turneducation.co.uk)

This will be passed on the appropriate authority and a record made in accordance with our Data Protection Policy.

### **You can also contact directly;**

Staffordshire County Council's First Response Service:

Phone: 0800 1313 126

Emergency Duty Service:

(Out of Hours Service) Telephone: 0345 604 2886 Mobile: 07815 492613

**This policy will be reviewed annually.**