



## **Child Protection Policy**

Eden Training recognises its duties to ensure children and young people are safeguarded and their welfare is promoted. Eden Training understands that safeguarding is a shared responsibility and in line with “Working Together” commits to co-operating in multi-agency working to promote and safeguard the welfare of children and young people.

### **Links with other policies**

- Equality policy
- Protection of Vulnerable Adults policy
- Safeguarding children and Vulnerable adults policy
- Learners with disabilities (confidentiality) policy
- Confidential reporting policy
- Protection from Bullying and Harassment policy

Eden Training’s child protection policy is intended to reflect the arrangements and requirements set out in the Southend, Essex and Thurrock (SET) Child Protection Procedures. These are available to download from: <https://www.safeguardingsouthend.co.uk/children/> (under ‘key downloads’).

Eden Training will refer any concerns that a child or young person is at risk of significant harm to the appropriate Social Care access point as set out in the SET procedures. The **Designated Safeguarding Lead for Child Protection** at Eden Training is **Judith Saxon**. The deputy is **Christina Wright**. The SET procedures can be accessed:

[https://www.safeguardingsouthend.co.uk/children/downloads\\_140\\_276821\\_8634.pdf](https://www.safeguardingsouthend.co.uk/children/downloads_140_276821_8634.pdf)

Where appropriate consideration will be given to whether a referral needs to be made to the Independent Safeguarding Authority (ISA) under the procedures set out in our Safeguarding Children and Vulnerable Adults policy.

The safeguarding lead has received training in child protection issues and inter-agency working, as required by the Local Safeguarding Children's Board (now known as Local Safeguarding Partners)

The Designated Safeguarding Lead will be responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the First Contact Team, Social Care
- Providing advice and support to other staff on issues related to child protection
- Ensuring parents of young people within the college are aware of the child protection policy and procedures
- Ensuring that staff receive basic training in child protection issues and are aware of Eden Training's child protection policy and procedures

Our policy applies to all staff working at Eden Training. There are five elements of our policy:

1. Ensuring we practise safe recruitment in checking the suitability of staff to work with the learners. See Safeguarding children and vulnerable adults policy
2. Raising awareness of safeguarding and child protection issues and equipping learners with the skills needed to keep them safe
3. Developing and implementing procedures for identifying and reporting cases or suspected cases of abuse
4. Supporting learners who have been abused with his/her agreed child protection plan
5. Establishing a safe environment in which learners can learn and develop

We will follow the procedures set out by the Local Safeguarding Children Board (now Local Safeguarding Partners) and take account of Guidance issued by the Department for Children, Schools and Families. We will:

- Ensure we have a designated Assessor/Tutor for child protection who has received appropriate training and support for this role
- Ensure all staff at Eden Training know who the designated child protection officer is

- Ensure all staff understand their responsibilities in being alert to the signs of abuse and passing concerns to the designated child protection officer
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences
- Keep written records of concerns about children even where there is no need to refer the matter immediately
- Ensure all records are kept securely; separate from the main learners file and in a locked cupboard
- Follow procedures set out by the Local Safeguarding Partners / LADO where an allegation is made against a member of staff
- Ensure safe recruitment practises are always followed

We recognise that learners who are abused or witness violence may find it difficult to develop a sense of self-worth, they may feel helpless, humiliation, and some sense of blame.

Eden Training may be the only stable element in the lives of learners at risk. When at Eden Training, their behaviour may be challenging and defiant or they may be withdrawn.

### **Staff conduct**

Guidance will be issued on suitable conduct of staff in relation to young learners. All staff should ensure that this guidance is followed for their protection as well as the learners.

Guidance may be given in relation to specific activities but the following general rules of conduct should be followed for learners under 18 years of age and any deviation from this should be reported immediately to the relevant line manager and the designated person for child protection.

- Contact outside of the learning environment should not be encouraged
- Personal mobile phone numbers should not be exchanged
- It is not appropriate for staff to invite learners onto their personal page on a social networking site (e.g. Facebook) or other similar sites

- Permission should be obtained before taking photos of learners, written permission should be gained before displaying whether internal or external to Eden Training

## **Reporting and dealing with allegations of abuse against members of staff**

Due to the frequent contact with young people, staff may have allegations of child abuse made against them. It is imperative that allegations are acted upon without undue delay, following LADO procedures.

<https://www.safeguardingsouthend.co.uk/children/allegations.html>

Eden Training recognises that the Children Act 1989 states the welfare of the child is of paramount concern. It is also recognised that hasty or ill informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. All allegations will be dealt with sensitively and in a careful, measured way.

There are often times when learners are seen individually by staff, all staff are encouraged to follow safe care practices:

- If staff are alone with learners wherever possible keep a door open so that passing staff can see into the room / hear discussions etc. If information is sensitive or of a personal nature then a room within the college that has CCTV should be used.
- It may be appropriate to physically comfort a learner: avoid extensive affection and again leave the door open or be in a room with CCTV.
- Staff should communicate to their line manager if they feel uncomfortable in the presence of a learner and this should be formally recorded.
- Under the Sexual Offences Act 2003 it is an offence for a person over 18 (teaching / assessing / support staff) to have a sexual relationship with a young person under 18 where the person is in a position of trust in respect of that young person. This applies even if the young person is not being directly taught / assessed by the member of staff.

If any member of staff is unsure in relation to any such matter advice should be sought.

### **Confidential Reporting (Whistle Blowing)**

Confidentiality of information is intended to provide safeguards to enable concerns to be raised without worry of reprisals.

### **Receiving an allegation relating to a member of staff**

A member of staff who receives an allegation about another member of staff from a young person should immediately report to the Managing Director of Eden Training. The following procedures must then be followed:

- Written details to be recorded by the member of staff who received the allegation, this to be signed and dated.
- This record should then be countersigned by the Managing Director at Eden Training. (Record information about times, dates, locations and names of potential witnesses.)

An initial assessment of the allegation will then be made. The Designated Safeguarding Lead will contact LADO and/or the Police as may be appropriate.

The initial assessment should be based on the information received and whether the allegation warrants further investigation. It may be decided:

- The allegation represents inappropriate behaviour or poor practice but is not potentially a crime or cause of significant harm to the young person.
- The allegation can be shown to be false – including malicious allegations.

### **Investigations**

The Designated Safeguarding Lead will contact the LADO who will advise on appropriate assessment and initial investigation. If this involves a learner under the age of 18 their parent or an appropriate adult will be invited to be present when they are spoken to.

Any internal investigations will be in line with staff disciplinary procedures. If an investigation by an external agency takes place, e.g. the Police, the lead person will act in consultation with them, making sure appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Managing Director of Eden Training will inform the member of staff that an allegation has been made and the likely process it will follow.

### **Suspension of Staff**

Suspension should not be automatic, it can be considered at any stage of the investigation. If the member of staff is suspended, it is neutral, not a disciplinary and should be on full pay.

### **Conclusion / Outcome**

If the allegation is substantiated and the person is dismissed or resigns Eden Training will consider whether a referral to the Department for Children, Schools and Families is required.

If the member of staff is returning to work after being suspended careful consideration on how to best support this should be given.

False allegations by the young person may be indicative of problems of abuse elsewhere and offering counselling may be appropriate.

### **Records**

It is important that all documents relating to an investigation are kept securely together with a written record of the outcomes. If a member of staff is dismissed or resigns before the disciplinary process is completed, they should be informed in writing that the Department for Children, Schools and Families is to be informed.