



# Safeguarding Policy for Young People and Vulnerable Adults

## Policy

S&B Automotive Academy recognises that it has an explicit duty to safeguard and protect students from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind the academy's child protection policy is underpinned by the fundamental principle of the Children Act 1989:

**'the welfare of the child is paramount'**

Through day-to-day contact with learners and their families, carers and friends, all staff play a key role in ensuring their safety and well-being while at Academy.

The academy has policies and procedures to ensure that all young people and vulnerable adults are protected from any form of abuse and have the opportunity to enjoy a safe and secure environment in which to learn.

Those covered by the policy and procedure include all young people and children up to and including the age 18 years and adults with learning difficulties and disabilities.

## Definition of Safeguarding

S&B (and Ofsted) adopts the definition used in the Children Act 2004 and the DfE guidance document: 'Working Together to Safeguard Children, 2010' which focuses on safeguarding and promoting children and young people's welfare and can be summarised as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.
- To make known a clear model of management of suspected or disclosed abuse.

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## Safeguarding in its wider context

S&B Automotive Academy sees safeguarding in the wider context of the Every Child Matters Agenda which stipulates that all learners should:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

Safeguarding can also be understood to apply to a wider range of issues such as:

- Bullying (including 'Cyber-bullying')
- Drug and alcohol misuse
- Unsafe sexual practices
- Discrimination
- Self harming

## Guidance for staff

All S&B staff have a good understanding of safeguarding concerns including potential abuse and neglect of children and young people through the successful completion of a compulsory NSPCC approved online training programme. Accommodation and safeguarding coordinators are qualified to level 3. S&B is committed to ensuring that key members of staff receive regular and relevant training in safeguarding issues and that key points are cascaded to all members of staff.

All staff will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the S&B Safeguarding Coordinator. A procedure is in place to ensure that children and young people attending the academy are made aware of safeguarding and to whom they can talk if they have concerns during induction. S&B ensure that there are trained male and female contacts available to learners.

All permanent contracted staff working at the Academy must:

- give highest priority to children's welfare
- recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people. Recognising that students with behavioural difficulties and disabilities are more vulnerable to abuse. Staff need to be particularly sensitive to signs of abuse.
- respond appropriately to disclosure by a child, or young person, of abuse
- respond appropriately to allegations against staff, other adults, and against themselves
- be alert to the risks which abusers, or potential abusers, may pose
- contribute as necessary to all stages of S&B's safeguarding and protection processes.

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All staff working with children will have access to advice on the boundaries of appropriate behaviour. The DfE provide guidance on safe working practice. We will support staff by providing an opportunity to talk through their anxieties with the S&B Learner Support Officer or Safeguarding Coordinator.

The Board of Directors of S&B Automotive Academy is responsible for ensuring the annual review of the Safeguarding Young People and Vulnerable Adults policy.

## Procedures

Where it is believed that a student is suffering from, or is at risk of, significant harm, we will follow the procedures set out on the South West Child Protection Procedures website [www.swcpp.org.uk](http://www.swcpp.org.uk)

Parents and employers may access the academy's procedures via the Academy's prospectus/website.

Telephone referrals to Children's Social Care will be followed up in writing within 48 hours.

Written records of any concern regarding a child's safety will be kept in a file in a locked cabinet in the S&B Safeguarding Coordinator's office.

The Academy recognises that it does not have the responsibility to investigate cases of suspected child abuse.

We will co-operate with relevant external agencies in any enquiries regarding child protection matters, including representation at child protection conferences, core groups and multi-agency planning meetings.

Parents will be advised of the intention to refer to Children's Social Care and their views and co-operation sought, unless we have good reason to believe that to do so would place a child at greater risk of harm.

All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.

Information concerning students at risk will be shared with all members of staff on a "need to know" basis. The S&B Safeguarding Coordinator will make a judgement in each individual case about who needs and has a right to access particular information (this decision will be clearly recorded and dated in the child's record).

Where there are concerns about a learner, a teacher may be asked to keep a log of observations. This will be kept securely, separate from generally accessible student and course records.

All records are subject to the Freedom of Information Act (2000) and the Data Protection Act (1998). If there is any doubt as to the rights of any party to access information, we may seek legal advice prior to releasing any information.

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## **Allegations against staff**

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

If a student makes an allegation against a member of staff the S&B Safeguarding Coordinator should be immediately informed.

The S&B Safeguarding Coordinator will discuss the allegation with the Local Authority Designated Officers for Child Protection at the earliest opportunity and before any actions are taken.

If the allegation concerns the behaviour of the S&B Safeguarding Coordinator the Chief Executive should be immediately informed.

## **Safe recruitment practice**

All staff and homestay providers will have enhanced DBS checks. Checks will be accurately recorded on a single central record. They will be repeated every 3 years.

At least one person on every interview panel will be trained in safe recruitment practices.

## **The Prevent & Channel Duty**

All staff complete training on Prevent Duty and follow procedures on the Prevent & Channel flow chart.

## **E-safety**

Learners will be taught about E-Safety and learn how to keep themselves safe whilst in online environments and using new technologies. Learners will be made aware of what restrictions and responsibilities they have when using academy equipment, including the academy network (see related e-safety policy and learner user agreement documents in the policies section on moodle for further details).

## **Homestay Provision**

Homestay provision is carefully monitored with DBS checks completed for all providers before learners are placed. Clear instructions for emergency reporting or learner absence are given to homestay providers and learners are issued clear instructions on reporting of sickness and absence from the academy. Three 24-hour helpline numbers are made available to all learners and homestay providers in case of emergency.

Employers will be supported with a briefing note around this policy and questioned on their EO&D during employer vetting and monitoring.

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## Staff training

As part of a wider strategy of ensuring that the academy is a safe place for all, a range of training is being developed in conjunction with SMT and section heads. Full details of the training will be made available throughout the year and it is the intention that all staff are equipped with the appropriate information and advice to deal with situations as they arise. All existing and new staff complete online NSPCC approved safeguarding courses. Staff are issued with cards with essential internal and external safeguarding numbers. All new and existing staff undertake Educare online training courses on starting employment and every three years thereafter as new programmes are issued to cover changes in circumstances and legislation (eg Prevent Duty).

The S&B Safeguarding Coordinator has full NSPCC Safeguarding Lead training at appropriate intervals.

S&B issue ID badges to all and is vigilant in challenging anyone looking suspicious and check they have appropriate ID. We have positioned safe guarding posters for learners and staff through the academy campus.

Other policies to refer to:  
Health and safety policies  
EO&D policies  
E-safety policy  
Child protection and vulnerable adults

## APPENDIX

### Related Documents

What to do if you're worried a child is being abused, DoH (2016)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

Dealing with Allegations of Abuse Against Teachers and Other Staff, DFES (2005)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/289327/Dealing\\_with\\_allegations\\_of\\_abuse\\_against\\_teachers\\_and\\_other\\_staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/289327/Dealing_with_allegations_of_abuse_against_teachers_and_other_staff.pdf)

Working Together to Safeguard Children, DfCSF (2010)

<http://publications.dcsf.gov.uk/eOrderingDownload/00305-2010DOM-EN.PDF>

The Prevent Duty guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Channel Duty guidance

<https://www.gov.uk/government/publications/channel-guidance>

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## Useful Contacts

S&B Safeguarding Coordinator 0117 953 3001

S&B Homestay Coordinator 07718 111877

S&B Learner Support Officer 07718 111877

Senior Manager Philip Marsh 07595 277833

Police Child Abuse Investigation Team (CAIT): 0117 945 4320

NSPCC 24 hour Helpline: 0800 800 5000

NSPCC Asian Languages Helpline: 0808 800 5000

Local Authority Designated Officer (LADO) for Child Protection, Sandy Marwick, 0117 9031325

## Children's Social Care Duty & Assessment Team Area Offices

South Bristol - Broadwalk, Knowle 0117 903 1414

South Bristol - Symes House, Hartcliffe 0117 353 2200

Children's Social Care 24 Hour Emergency Helpline 0145 461 5165

DfES Children's Safeguarding Operations [Tsm.Casework@dfes.gsi.gov.uk](mailto:Tsm.Casework@dfes.gsi.gov.uk)

## Key Links

Reporting concerns to Bristol City Council Safeguarding Team:

<https://www.bristol.gov.uk/social-care-health/reporting-concerns-about-a-child-first-response>

Southwest Child Protection Procedures: <http://www.swcpp.org.uk>

<b>Policy due for Review On:</b>	23 03 2018
<b>Reviewed By:</b>	Brett Bracey
<b>Signed:</b>	<i>Brett Bracey</i>
<b>Date:</b>	19 02 2014

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