



Norpro Training Ltd

Registered Charity: 1079789

Safeguarding Policy for Young People and Vulnerable Adults

Policy

NORPRO TRAINING 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:

This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak. During this period the principles and practices of Norpro training *Safeguarding and Child Protection Policy* and the *GDST Safeguarding Procedures* (including the Code of Conduct) will continue to apply.

In order to ensure the safety and welfare of children whilst working in extraordinary circumstances, the school will adhere to the DfE coronavirus guidance:
<http://safeguarding.info/covid19safeguarding>

'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 Project 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 17 years and adults with learning difficulties and disabilities.

Definition of Safeguarding

NORPRO TRAINING (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.

Safeguarding in its wider context

NORPRO TRAINING 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 NORPRO TRAINING staff have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people through the successful completion of an online training programme. NORPRO TRAINING 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 NORPRO TRAINING Safeguarding Coordinator. A procedure is in place from 2010 to ensure that children and young people attending the Project are made aware of safeguarding and to whom they can talk if they have concerns during induction. NORPRO TRAINING ensure that there are trained male and female contacts available to learners.

All permanent contracted staff working at the Project 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

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- 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 Norpro Training's safeguarding and protection processes.

All staff who work 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 NORPRO TRAINING Safeguarding Coordinator.

The Board of Directors of NORPRO TRAINING 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

Parents and employers may access the Project's procedures via the Project's 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 NORPRO TRAINING Safeguarding Coordinator's office.

The Project 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 NORPRO TRAINING Safeguarding Coordinator will make a judgement in each individual case about who needs and has a right to access 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.

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 NORPRO TRAINING Safeguarding Coordinator should be immediately informed.

The NORPRO TRAINING 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 NORPRO TRAINING Safeguarding Coordinator the Chair of the Committee should be immediately informed.

Safe recruitment practice

All staff will have enhanced DBS checks. Checks will be accurately recorded on a single central record. They will be repeated every 5 years.

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

The Prevent & Channel Duty

All staff to complete training on The Prevent Duty and to follow procedures documented in 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).

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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Next review September 2022

Staff training

As part of a wider strategy of ensuring that the Project 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.

The NORPRO TRAINING Safeguarding Coordinator will receive CPD on relevant developments.

NORPRO TRAINING have introduced ID badges for 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.

Other policies to refer to:

Health and safety policies

EO&D policies

E-safety policy

Child protection and vulnerable adults

Designated Safeguarding Lead

There will always be a nominated DSL or deputy DSL available, either on site or contactable by phone or online video. Where a DSL or deputy is not on site a senior leader will take responsibility for safeguarding on site if the project is open.

The name and contact details of the 'duty' DSL will be published clearly to staff when the weekly duty rota is published.

Pupils or parents with a safeguarding concern should contact the duty SLT or DSL for that day or can email the Senior DSL, carole.elliott@norprotraining.co.uk

Pupils and staff on site

The project will continue to be a safe place for children to attend. We will ensure that appropriate staff are on site to maximise safety, and refer to Government guidance for education and childcare settings on how to implement social distancing and to advice from Public Health England on handwashing and other measures to limit the spread of COVID19.

Guided Home Learning

The project will provide a safe environment for online learning. All pupils and staff must remind themselves of and adhere strictly to the Acceptable Use Agreements and Online Safety Policy, including any COVID-19 extensions to these policies.

APPENDIX

Related Documents

<https://www.nhs.uk/conditions/coronavirus-covid-19>

• What to do if you're worried a child is being abused, DoH (2003)
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4010283

• Dealing with Allegations of Abuse Against Teachers and Other Staff, DFES (2005)
<http://www.teachernet.gov.uk/doc/9350/this%20one.doc>

• Working Together to Safeguard Children, DfCSF (2010)
<http://publications.dcsf.gov.uk/eOrderingDownload/00305-2010DOM-EN.PDF>

Guidance for Safer Working Practice for Adults who Work with Children and Young People.

<http://www.teachingpersonnel.com/assets/pdf/SafeWorkingPracticeGuidance.pdf>

The Prevent Duty Guidance

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

Channel Duty Guidance

Protecting vulnerable people from being drawn into terrorism

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

Useful Contacts

NORPRO TRAINING Safeguarding Coordinator Brian Weatherston 07977094740

Safeguarding – Director Carole Elliott 07864760721

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

NSPCC 24-hour Helpline: 0800 800 5000

NSPCC Asian Languages Helpline: 0808 800 5000

Prevent Team 0117 9455539

Local Authority Designated Officer (LADO) for Child Protection, 01752 307144

Children's Social Care Duty & Assessment Team Area Offices

Plymouth advice and assessment team 01752 308600 office hours

01752 346984 out of hours

Child Abuse Investigation Unit

01752 284522

Social Workers – Contact Children's Social Care

DfES Children's Safeguarding Operations Tsm.Casework@dfes.qsi.gov.uk

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