



Safeguarding Policy and Procedure

Policy Owner	HR
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Issue Number	Date of Issue	Comments
1	July 2019	First Version
2	November 2019	Updated to include Adults at Risk
3	March 2020	Minor update to reporting in an emergency, in line with advice from STEM Learning

1. Purpose

Safeguarding is about preventing abuse or harm to children, young people and adults at risk. We may encounter these groups through work, for example when carrying out outreach activities, through training programmes providing work experience, or working overseas.

The term “children and young people” is used to refer to anyone under the age of 18 years.

An “adult at risk” is a person who:

- Has needs for care and support, whether permanent or temporary;
- Is experiencing, or is at risk of, abuse or neglect; and
- Because of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

This policy intends to:

- Protect children, young people and adults at risk who have contact with us.
- Provide you with clear principles to guide your approach to working with children, young people and adults at risk.
- Clarify what you need to do to report any concerns and associated support available.

2. Scope

This policy applies to all colleagues, including employees, contingent workers, independent contractors, delegates of training programmes or anyone carrying out work on behalf of the CAA.

3. Principles

Any allegation of a safeguarding concern against a colleague who interacts with children, young adults or adults at risk must be dealt with fairly, quickly, and consistently with effective protection for the individual as well as the person who is the subject of the allegation.

We believe that:

- Children, young people and adults at risk should never experience abuse of any kind.
- We have a responsibility to keep children, young adults and adults at risk safe.
- Some children, young adults and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, adults at risk, their parents, carers and other agencies is essential in promoting welfare.

We will seek to keep children, young people and adults at risk safe by:

- Valuing, listening to and respecting them
- Treating them fairly and without prejudice or discrimination

Safeguarding

- Understanding that they are individuals with individual needs
- Encouraging them to speak about attitudes or behaviour that make them uncomfortable
- Appointing Designated Safeguarding Officers
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving others as appropriate
- Sharing information about protection and safeguarding best practice
- Ensuring our recruitment procedures include relevant security checks
- Using our procedures to manage any allegations against colleagues appropriately
- Maintaining effective complaints and whistleblowing measures
- Ensuring that we provide a safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing safeguarding information professionally, securely and in line with GDPR requirements

4. Responsibilities

4.1 Managers

- Ensure colleagues have an awareness of safeguarding and our policies and procedures
- Provide support to colleagues who approach them with any queries on safeguarding
- Report safeguarding matters to a Designated Safeguarding Officer

4.2 Colleagues

- To understand safeguarding and how to report concerns when they arise in line with our procedure (Appendix 1)
- Provide a safe environment for children, young persons and adults at risk. This includes ensuring equipment is used safely and for its intended purpose
- Model good behaviour for children, young persons and adults at risk to follow
- Report any concerns to a Designated Safeguarding Officer

4.3 HR

- Provide support to the colleague, manager, Safeguarding Officer or other departments as required with safeguarding concerns
- Provide support to managers and colleagues in situations where the safeguarding matter leads to commencing our Disciplinary Procedure

4.4 Designated Safeguarding Officer

- Lead point of contact on any safeguarding matters
- Receive and record information on safeguarding concerns
- Assess safeguarding information promptly and carefully
- Liaise with the Police, local safeguarding boards or other appropriate external bodies
- Identify good practice to help educate managers and colleagues how to behave and engage with children, young persons and adults at risk

4.5 Health and Safety

- Liaise with the colleague, HR, Designated Safeguarding Officer or other departments and follow up on any health and safety actions as required

5. Embedding Safeguarding

If you encounter children, young persons and/or adults at risk as part of your role, you are required to read this policy and procedure. This will help you to understand your role and responsibilities as well as our approach to safeguarding.

Colleagues involved in outreach activities with children and young adults such will also be required to complete relevant training.

Colleagues who breach our safeguarding policy will be subject to our Disciplinary Procedure. In addition, we may also make a referral to statutory agencies such as the police and/or the local authority services.

6. Security Checks

As part of our pre-employment checks, applicants are required to meet our Security Clearance process, which includes a Police National Computer (PNC) check. This is a higher level of clearance than the Disclosure and Barring Service (DBS).

7. Legal Framework

This policy has been created with reference to UK legislation, policy and guidance that seeks to protect children, young adults and adults at risk. This includes the follow Children Act 1989 and 2004, and the Care Act 2014. A summary of the key legislation and guidance is available from:

- www.nspcc.org.uk/childprotection
- <https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/>

9. Safeguarding Internal Support

- Designated Safeguarding Officers – Russell Veale and Claire Wildman

10. Safeguarding External Support

- **Multi-Agency Safeguarding Hub (MASH)** is a single point of contact for all safeguarding concerns regarding children and young people in West Sussex. MASH Helpline: 0330 222 7799.
- **London Safeguarding Contacts**
- NSPCC Helpline: 0808 800 5000
- Adults Care Point: 01243 64 21 21

Safeguarding

Procedure for Reporting Safeguarding Concerns

You have a concern about:

- the wellbeing or safety of a child, young person or adult at risk;
- the behaviour of someone from the CAA in relation to a child, young person or adult at risk.

Remember, if you are concerned that there is an immediate risk of harm, please contact the Safeguarding Lead of the venue (School, external event etc) and contact emergency services without delay on 999 or 101

When talking to a child, young person or adult at risk about a potential safeguarding matter;

- listen carefully and give them time to speak
- only ask questions to clarify, not interrogate
- remain calm and reassure them that they have done the right thing by speaking up
- explain that only the professionals who need to know will be informed, but never promise confidentiality
- tell them what you will do next.



Contact your Manager and a Designated Safeguarding Officer (DSO) to discuss your concerns as soon as possible. The DSO is trained to decide how to deal with the matter appropriately putting the child, young person or adult at risk's wellbeing and safety interests first.

Remember that it is not for you to decide whether or not a suspicion or claim is true. All instances must be taken seriously.

The DSO will work in partnership with you and your Manager. Information is kept safe and secure and shared on a 'need to know' basis to meet the primary aim of safeguarding the child, young person or adult at risk.



The DSO will decide whether they need to report the incident to local safeguarding services, and/or the police.

The DSO will follow through with associated actions to the incident. This may involve informing HR if the concern is in relation to the conduct of a colleague or, other actions identified by the social services and/or police to ensure the protection of the child, young person or adult at risk.



You need to write a written statement about the incident as soon as possible (within 24 hours) recording relevant information including what the child, young person or adult at risk said to you, using their words and your response. Send your statement to the DSO.



The DSO will draft a report and send it to the relevant social services department within 24 hours of the matter being raised to their attention.



Remember privacy and confidentiality if you are in a Safeguarding situation. Contact your Manager and the DSO to talk through any support you need personally.