



**NOBODY
LEFT
BEHIND**

SAFEGUARDING POLICY



SEPTEMBER 2023

NOBODY LEFT BEHIND CHILD PROTECTION AND SAFEGUARDING POLICY

Introduction

The Government's "Every Child Matters" agenda aims to ensure that every child attains their full potential. Safeguarding children from harm plays an important part in meeting this goal. Safeguarding is also relevant to meeting any duty of care that Higher Education Institutions (HEI) may owe towards children (i.e., those aged under 18 years of age or those deemed as being venerable) with whom it has contact.

The term safeguarding is outlined as putting in place "arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimised".

Legislation

There is no legislation in the area of safeguarding that is directed specifically at HEI, however, some pieces of legislation and, in some circumstances, the common law, and place responsibilities on organisations in general, and the forthcoming Independent Safeguarding Authority Scheme will have an impact on HEIs. It is for HEIs to make sure that they know about their legal responsibilities and how to comply with them, and to ensure that they are doing so.

Roles and Responsibilities

Effective safeguarding practice starts with having in place effective procedures and lines of responsibility should be clear, with leadership from the highest level.

Representatives from across the HEI should be involved in implementation and in contributing to a culture in which safeguarding is discussed openly. Staff with particular responsibilities will need appropriate training, and all staff need to be aware of the NLB Business Skills Academe's policies and procedures in regard of Safeguarding."

1. SCOPE

1.1 This Policy addresses all aspects of child protection and safeguarding within the work of Nobody Left Behind. For the purposes of this Policy the term "Nobody Left Behind or NLB for short" is deemed to represent all activities and undertakings by the organisation.

1.2 For the purposes of this Policy, the term "NLB Member" is used to describe anyone at NLB (or approved by NLB to teach on its programmes) who is engaged in working with children, or vulnerable adults whether as an employee, volunteer, or student. This includes all relevant staff throughout all departments and operations of the organisation who may work or come into contact with children or vulnerable adults.

1.3 For the purposes of this Policy, the term "child" or "children" refers to a person or persons under the age of 18 years (as defined in the Children Act 2004). A vulnerable adult may be determined as a person over 18 but who has a physical or mental disability which affects their ability to protect themselves from abuse (As defined in the Safeguarding Vulnerable Groups Act 2006).

1.4 For the purposes of this Policy a child is abused when an individual exposes the child to neglect, physical injury, sexual and/or emotional abuse (defined in Appendix 1 to this Policy).

1.5 This policy provides generic guidance for all members of NLB community. Procedures already exist in several disciplines where NLB or professional bodies require DBS checks to be carried out in respect of teaching and learning.

1.6 Referrals to statutory authorities would happen via the Appointed Safeguarding Officer or Deputy Safeguarding Officer in all cases.

1.7 For guidance in relation to the admission of students under the age of 18 please refer to NLB recruitment procedures.

1.8 Before a work experience placement takes place involving those under school leaving age, it is the responsibility of NLB Member supervising the placement to ensure that a risk assessment is carried out and provided to the parent/ guardian of the children involved.

2. APPROACH

2.1 NLB wishes to maintain the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children with whom NLB work brings them into contact. NLB puts this into practice through the following actions:

2.2 NLB through the Appointed/Appointed Child Protection Officer will ensure that NLB Members are fully briefed and/or trained (as appropriate) on the implications of this Policy. NLB Members will be expected to observe the guidelines set out in this Policy.

2.3 NLB will train and supervise appropriate NLB Members to adopt best practice to safeguard and protect children from abuse and to minimise risk to themselves. This includes providing adequate information on this Policy as part of the induction process for any new NLB Members.

2.4 All incidents of alleged misconduct concerning children and/or abuse of children will be taken seriously by NLB and responded to swiftly and appropriately in accordance with this Policy.

2.5 Where appropriate, breaches of this Policy and/or allegations of misconduct concerning children and/or abuse of children will result in NLB invoking its Disciplinary Procedure in respect of staff or students. NLB Members who are the subject of allegations of misconduct will be entitled to be accompanied at any meetings held by NLB whether under the Disciplinary Procedure or otherwise.

2.6 NLB has appointed a Safeguarding Officer who will be responsible for:

- Implementing and promoting this Policy;
- Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
- Acting as the main contact within NLB for the protection of children;
- Ensuring that appropriate NLB Members are provided with information advice and training on the protection of children;
- Establishing and maintaining contacts with the local Children's Social Care Services departments and Police;
- Maintaining confidential records of reported child abuse cases and action taken.

2.7 A Deputy Safeguarding Officer will be nominated to deputise for the Safeguarding Officer.

2.8 NLB will refer concerns that a child might be at risk of significant harm to Children's Social Care Services and/or the Police.

2.9 All personal data will be processed by NLB in accordance with the requirements of the Data Protection Act 1998 (a 2003).

3. GUIDELINES FOR RESPONDING TO A SUSPICION OR ALLEGATION OF CHILD ABUSE

3.1 All NLB Members must be alert to the possibility that the children they are working with may have been, or may be, at risk of being abused. All complaints/allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure.

3.2 Staff should refer to the reporting procedure in accordance with that policy. However, should there be any doubt regarding a policy or if no departmental policy exists, the guidance below should be followed.

3.3 If a NLB Member has a suspicion that a child/ vulnerable person is being abused he/she should seek the advice and assistance of the Safeguarding Officer, setting out the basis of the suspicion as clearly as possible. This should be done immediately without awaiting confirmation of concerns.

3.4 If a NLB Member receives from a child an allegation that that child or another child is being abused, has been abused, or is at risk of abuse he/she should:

- a) Listen carefully and stay calm.
- b) Ensure that he/she does not interview the child. However, if necessary, he/she may seek to clarify, using open questions and without putting words into the child's mouth, in order to be sure that they understand what the child is telling them.
- c) Reassure the child that by telling him/her they have done the right thing.
- d) Inform the child that he/she must pass the information on, but that only those that need to know about it will be told.
- e) Inform the child to whom he/she will report the matter.
- f) Make a detailed note of the date, time, place, what the child said and did and the questions asked of the child etc.

3.5 NLB Members should not investigate concerns or allegations themselves but should report them immediately to the Appointed Safeguarding Officer (or Deputy Safeguarding Officer in the Safeguarding Officer's absence).

3.6 NLB Members should not generally make referrals to Children's Social Care Services or other authorities themselves and only do so in consultation with the Safeguarding Officer.

3.7 On receipt of a report of a suspicion/allegation of child abuse (which may be contemporary or historical) by a NLB Member, the Safeguarding Officer (or the Deputy Safeguarding Officer where applicable) will make a referral to the local Children's Social

Care Services department and/or the Police where there is a significant risk of harm to a child and take steps to initiate the appropriate staff or student disciplinary procedure when appropriate.

3.8 Where an allegation of child abuse is received by NLB concerning a NLB Member the Safeguarding Officer will normally consult with Children's Social Care Services.

3.9 In the absence of the Safeguarding Officer and the Deputy Safeguarding Officer, NLB Members should discuss any suspicion or allegation of child abuse with the local Children's Social Care Services department or the Police where there appears to be a significant risk of harm to a child.

GENERAL ACTION TO TAKE

Firstly, never keep concerns to yourself!

If you have reason for concern or a child or vulnerable person discloses a safeguarding concern:

- Stay calm, DO NOT express shock or embarrassment
- DO NOT ask leading questions
- DO NOT promise to keep a secret
- DO express belief that the child is telling the truth
- DO use the child's language
- Make notes of what the child says (do this at the time if possible but if not, do it as soon as you can after the conversation has taken place.)

Should a child or vulnerable person disclose or disclose a safeguarding concern to you, here are Five things to say to that child or vulnerable person:

- "I believe you"
- "It's not your fault" – a child can never be held responsible for abuse received at the hands of others
- "I'm glad you told me"
- "I'm sorry this happened to you"
- "I'm going to help you"

When recording any information disclosed you should:

- Be factual, include dates and times
- Include only observations, facts and professional opinion
- Signed and date any statements and keep a diary
- File, handle and secure the report
- Share the information with only those involved in the case (Key persons may be line managers, person who the initial report was made to, safeguarding officers, social workers or other associated external agencies).
- Remember this information could be required as court evidence so it must be legible and hand signed.

4. RECRUITMENT AND EMPLOYMENT OF STAFF/CRB CHECKS OF STAFF/ CONTRACTORS

4.1 For positions that involve regular contact with children and where NLB members have unsupervised access to children or vulnerable persons, the following procedures will be carried out during the recruitment stage:

4.2 All applicants will complete an application form.

4.3 Suitable references will be sought and checked.

4.4 If the applicant or an existing NLB Member who has not previously been required to work with children in their position has no experience of working with children NLB will agree specific training requirements with them before appointment.

4.5 NLB is registered with the Criminal Records Bureau and will ensure that any NLB Members who have substantial contact with children will be checked for relevant criminal convictions. An enhanced disclosure will be required.

A satisfactory check will need to be received by NLB before an individual starts work in a post which requires such a check or before a student is involved in activity requiring (in the opinion of either NLB or relevant third parties) such a check.

For those who are non-UK nationals or who have lived overseas a check will also be required from that country. NLB will also follow all the requirements of the Independent Safeguarding Authority.

5. GUIDELINES FOR NLB MEMBERS WORKING WITH CHILDREN

5.1 NLB Members are reminded that it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 where the adult is in a position of trust in relation to the under 18-year-old.

5.2 NLB recommends that all NLB Members take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:

- Maintaining a register of children, they are working with;
- Always working in an open environment with children;
- Avoiding unnecessary physical contact with children;
- Avoiding unaccompanied journeys with a child. Always use the official mode of transport for the event and ensure the appropriate parental consent has been received.
- Avoiding inappropriate familiarity with children;
- Always acting upon and recording allegations/reports of abuse made by children;
- Always reporting potential concerns/allegations/reports of abuse made by children to the Safeguarding Officer; or in his/her absence the Deputy Safeguarding Officer.
- Not inviting or allowing children to socialise with them and/or to visit them at home;
- Reporting any potential concerns to their head of department.

5.3 In appropriate cases and in accordance with the law, NLB reserves the right to report to the appropriate authorities any concerns it has that a NLB Member (or former NLB Member) ought to be included in any list of people who should be restricted from working with children.

6. CONTACTS

A list of contact names and telephone numbers for use by NLB Members, which shall be amended and updated by the Safeguarding Officer, when necessary, is attached to this Policy at Appendix 2 and Appendix 3.

APPENDIX 1 DEFINITIONS OF ABUSE

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This may include;

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- Seeing or hearing the ill-treatment of another.
- Serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Financial Abuse

The misuse of a person's funds and assets; obtaining property and funds without his/her knowledge and full consent, such as, in the case of a vulnerable person who may not be able to recognise that it is not in his/her best interests. Financial or material abuse can involve the theft or misuse of a person's money or property.

APPENDIX 2

Nobody Left Behind's nominated officers are;

- Appointed Safeguarding Officer: **Peter Owens**
- Deputy safeguarding officer: **Barbara Travis**
- Manager of safeguarding: **Peter Owens**

APPENDIX 3

MAKING REFERRALS

On receiving a report of suspected abuse or of a sustainable allegation, the Appointed Safeguarding Officer/ Deputy Safeguarding Officer should refer every case to Children's Social Care Services, as follows:

- to the Referral and Assessment Team (**Tel: 0151 233 3700**) This should be done immediately if urgent action is needed to protect the child; or
- if the child is an open case with an allocated social worker, to the child's social worker direct; or

Making referrals continues;

- if the referral is to be made outside normal working hours, to the Children's Social Care Services Emergency Duty Team. Where possible parents will be notified if a referral is to be made. If a child appears to be at risk of significant harm parents may be asked to give consent to the referral, but even if consent is not given, the referral should still be made. If seeking consent might increase the risk to the child, then a referral can be made without doing so.
- If the Designated Person is unsure about whether a case should be formally referred, or has a general concern about a child's health or development, advice should be sought from one of the following: -
- Children's Social Care Services Referral & Assessment Team (**0151 233 3700**)

A child who is not being abused or at risk of abuse may nevertheless be "in need" of local authority services and such cases should be made known to the Children's Social Care Services. If the child appears to be at risk of significant harm, then a referral must always be made.

- NSPCC Child Protection Helpline: **0808 800 5000**
- Merseyside Police Child Protection Unit: **(0151 709 6010 or 999 in an emergency.)**

APPENDIX 4

This following page should be completed with the name of the Designated Safeguarding Officer and displayed in a prominent position

Date of next review: 01/09/2024 (reviewed annually for compliance)

Reviewed by: B Travis, DEQA

Signed:

A handwritten signature in black ink, appearing to be 'B Travis', written over a horizontal line.