

LESLIE  FRANCES
HAIRDRESSING TRAINING

SAFEGUARDING
(incorporating preventing
extremism and radicalisation)

POLICY & PROCEDURES

CONTENTS

Part 1 Safeguarding Children and Young People Policy	3
Purpose of this document	3
The definition of safeguarding	3
Aims and objectives of the policy	4
Leslie Frances' responsibilities	5
Part 2 Procedures for responding to specific child protection concerns about children at risk of significant harm	5
Section 1 - Scope of the Procedure	5
Section 2 - Immediate action to take if, as a member of Leslie Frances staff, you observe abuse whilst it is taking place	6
Section 3 - Immediate action to take if you receive an Allegation of possible significant harm to a child or a young Person	7
Section 4 - Identification of level of concern and next steps	8
Section 5 - Subsequent Action in All Cases	9
Section 6 - The Leslie Frances Safeguarding Co-ordinator Process upon receiving a report	10
Section 7 - Allegations about a member of Leslie Frances staff	10
Part 3 Safeguarding and Vulnerable Adults	11
Policy and Procedures	11
Appendix (A). Safeguarding Flowchart	13
Appendix (B). Safeguarding Additional Information	14
Appendix (C) Preventing Extremism and Radicalisation	23

Part 1 Safeguarding Children and Young People Policy

1. Leslie France's aim is to ensure, through effective training, assessing, verifying and administration that outcomes for children and young people are improved by the receipt of better services and training. Improved outcomes can only be achieved if learners are safe from harm. Therefore safeguarding the welfare of learners is part of our core business.

Purpose of this document

2. The purpose of this document is to outline Leslie France's policy on responding to concerns regarding the safeguarding and protection of children and young people aged under 18 years*. This policy combined with the associated procedures provides guidance to all staff that may come across concerns of this nature within the context of their work for Leslie Frances. These include:
 - All members of Leslie Frances' workforce, assessors, verifiers, trainers and office based staff;
 - Salon Owners/Managers, additional trainers and assessors;
 - Individuals, consultants and agencies contracted by Leslie Frances.

The policy seeks to promote effective multi-agency working in light of the Green Paper 'Every Child Matters', the Children Act 2004 and 'Working Together to Safeguard Children' (DfES 2006).

Leslie Frances has a linked policy and procedure for responding to concerns regarding the protection of vulnerable adults when these are identified through training or other activity. This can be found in Part 3 of this document. While the legislative and policy base is different when responding to the safeguarding needs of vulnerable adults, most of principles and procedures for staff are the same.

The definition of safeguarding

3. Leslie Frances adopts the definition used in the **Children Act 2004** and the DfES guidance document: '**Working Together to Safeguard Child**' (2006), which focuses on safeguarding and promoting children and young people's welfare and can be summarized as:
 - Protecting learners from maltreatment
 - Preventing impairment of learner's health or development
 - Ensuring that learners are growing up in circumstances consistent with the provision of safe and effective care, and
 - Undertaking that role so as to enable those learners to have optimum life chances and to enter adulthood successfully.

The procedure in Part 2 and Part 3 refer only to the first of these four bullet points - what to do when responding to specific concerns about the protection of children or vulnerable adults respectively.

*While the definition of children in need under the Children Act 1989 and Children Act 2004 includes certain young people aged 18 or over (those attending special training schools, care leavers etc), Working Together to Safeguard Children and therefore the work of Local Safeguarding Children's Board (LSCBs) only relate to children who have not yet reached the age of 18. Safeguarding issues relating to vulnerable young people of 18 or over are covered by the Vulnerable Adults policy and procedures.

Aims and objectives of the policy

4. Leslie Frances deals with a wide range of training activities covering settings that also have broader safeguarding responsibilities. In all of this activity, as well as responding to immediate concerns, we will ensure that appropriate measures and practice to safeguard and promote the welfare of learners are in place and bring matters requiring attention to the relevant authorities.
5. All Leslie Frances staff should have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people, which may come to light in the work place as well as in the companies we train and assess in. At whatever level we identify risks we will highlight them and seek to ensure that appropriate steps are taken to safeguard the children concerned.
6. We will ensure that all Leslie Frances employees, Salon Owners/Managers and those who undertake work on our behalf maintain a proper focus on safeguarding children and young people and that this is reflected both in sound individual practice and out internal policies and guidance. All permanent and contracted staff working with children and young people must:
 - Give highest priority to learner's welfare
 - Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
 - Respond appropriately to disclosure by a child, or young person, of abuse
 - Respond appropriately to allegations against staff, other adults, and against themselves
 - Act appropriately during inspection and understand safe practice in carrying out their duties
 - Be alert to the risks which abusers, or potential abusers, may pose
 - Be aware of the importance of the role of trainers and assessors in promoting the welfare of children and
 - Contribute as necessary to all stages of Leslie Frances' safeguarding and protection processes.

Leslie Frances' responsibilities

7. Leslie Frances does not investigate individual child protection cases or referrals. Leslie Frances is not the statutory authority for the conduct of enquiries into specific child protection concerns; therefore all staff need to follow the procedures to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the social care services department of the relevant local authority.

We will share all relevant information with the respective statutory child protection agencies (children's social care services and/or police) without delay and within agreed protocols.

8. Leslie Frances will ensure that it fulfills its responsibilities to work jointly with others ensuring that Salon Owners/Managers are committed to safeguarding learners welfare by following these policies and procedures to safeguard and promote the welfare of children and young people and, where necessary, to help bring to justice the perpetrators of crimes against children.

All Salon Owners/Managers are issued with a copy of this policy and sign an Agreement to confirm compliance.

Part 2 Procedures for responding to specific child protection concerns about children at risk of significant harm

Section 1 - Scope of the Procedure

Leslie Frances staff (i.e. those employed directly by Leslie Frances, or working under contract) may encounter child protection concerns. Such concerns could emerge from Leslie Frances's training and assessing work, from a member of the public contacting Leslie Frances or by a parental complaint.

The concern might relate to:

- What is or may be happening (or happened in the past) to a child or young person in an organisation we train or assess in, or
- What is happening (or happened) outside that organisation (for instance in their own family).

The concern may be brought to our attention by the child or young person themselves, alleged by others or through direct inspection activity and observation.

The concerns may therefore be about the behavior of a:

- Colleague or manager
- Provider of a service
- Child or young person or adult in the community (for instance a relative or family friend)
- Member of Leslie Frances' staff

The concern could relate to **actions** or **inaction**_ (for instance an insufficient response by a manager to information regarding the risk of significant harm to a child or young person).

The concern may be about a current situation or past events and may be about allegations or disclosures of physical abuse, sexual abuse, emotional abuse or neglect, or a combination of one or more of these categories.

Leslie Frances staff may receive this information by one or more means, such as a telephone call, a letter, an email, through observation, discussion and the examination of documents.

Any member of Leslie Frances staff could receive such information. In all circumstances they must respond in accordance with the following procedure.

Section 2 - Immediate action to take if, as a member or Leslie Frances staff, you observe abuse whilst it is taking place

9. This could take a number of forms, for instance seeing an adult hit a child, observing a member of staff using inappropriate restraint on a young person or witnessing the neglect of basic care needs of a disabled child.
10. First, do all you can to stop the abuse immediately without putting the child or young person, or yourself, an undue risk. Inform the perpetrator of your concerns. Advise him/her to stop the action immediately. Ask them to move themselves to an area where there is no contact with children and young people. Advise him/her that you will immediately be informing the senior manager on site or elsewhere within the organisation, if appropriate, and the Leslie Frances Management team.

Then:

- **If the perpetrator fails to desist** - take appropriate action to stop the abuse and call for assistance
- **If the perpetrator does desist**, and even if they leave the scene as requested, it is essential that you stay with the child until you can transfer them to the care of another responsible adult.

Then:

- **Report the incident immediately** to the Leslie Frances Safeguarding Co-ordinator (Eleanore Gray).

And:

- Inform the employer's senior person on site, and/or elsewhere in the organisation, where appropriate, of the incident. It will almost always be appropriate to inform the senior person on site but if you have any doubts discuss this first with the Leslie Frances Safeguarding Co-ordinator. The Safeguarding Co-ordinator can also advise on whether it is necessary to inform an offsite senior manager (for example when the perpetrator is the senior person on site or the only person on site).
11. **Take notes of what has been said, what you have heard or seen** - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports (Cause For Concern Form) may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

Then follow the steps in Section 5 below.

Section 3 - Immediate action to take if you receive an allegation of possible significant harm to a child or young person

If you are in direct contact with the person raising the concern, for instance through a telephone call, receipt of a complaint or as part of a training or assessment session.

- **Stop other activity and focus on what you are being told, or have just seen.** Responding to suspicion of abuse takes immediate priority.
- **Do not promise confidentiality** or agree to "keep it a secret". Explain clearly to the person raising the concern about what you expect will happen next. You can assure them that you will only tell those you have to tell to try to get the matter dealt with. You can and should express support and reassurance to the person giving you the information, particularly if it is a child or young person, that the matter will be dealt with quickly and appropriately.
- **Avoid asking leading questions** like - "Did he do X to you?" or "How did he hurt the young person?" but use open questions like "Can you tell me what happened?" Leading questions and anything likely to suggest ideas or interpretations could jeopardize subsequent investigations or criminal proceedings.

Ask only what you need to know come to a judgment about whether abuse may have taken place and to gather factual details. You do not need full details but do need sufficient information for an informed referral:

- Details of the concern/allegation
- Name, DOB and address of the child or young person
- Details of the organisation where the conversation took place, including contact details of manager on site etc.
- If possible, additional relevant information regarding the child e.g. ethnicity and details of other agencies involved.

If talking with a child then work at their pace - do not rush them. Avoid expressing opinions.

- **Consider whether immediate action is needed to secure the protection of any children or young people who may be at risk.** Think about the child or young person who is the immediate subject of the concerns, **and any other child or young person_** who may be at risk, in the light of what you have been told or suspect.
- **If you are onsite** with any children or young people, who may be at immediate risk, consider what action may be necessary to secure their safety. You will need to stay with those you think are at immediate risk until you can transfer them to the care of another responsible adult. Then you will need to contact the senior staff member on site, if there is one, so they can take responsibility for further action (e.g. the immediate suspension and removal of staff member). If there is no-one on site you will, in discussion with the Leslie Frances

Safeguarding Co-ordinator, need to decide on any further action you may need to take to ensure children's safety.

- **If you are not onsite** with a child or young person, discuss how they may make themselves safe. Take into account the child's or young person's wishes about any immediate protection. Check whether any other children may be at risk and consider what action is necessary to secure their immediate safety.
- **Take notes of what has been said, what you have heard or seen and what you did** – if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. Notes should be dated and signed.
- **Follow the steps in Section 4 below.**

If you are not in direct contact with the person raising the concern, for instance if you have received a letter or email

- **Stop other activity and focus on what you are being told.** Responding to suspicion of abuse takes immediate priority.
- **Retain any written records including emails and letters.**
- **Follow the steps in Section 4.**

Section 4 – Identification of level of concern and next steps

12. In all cases:

- **Do not, at this stage, tell the person who is the subject of an allegation or suspicion** what you have been told or what you suspect – that may put a child or young person at further risk and/or jeopardize any subsequent enquiry.
- **Do not investigate the case yourself.**
- **Decide whether the allegation or suspicion indicates that a child or young person may be suffering, or is at risk of suffering, significant harm** ('significant harm' is the trigger for children's social care services and/or subsequent police enquiries). You will need to discuss with the Leslie Frances Safeguarding Co-ordinator whether:
 - The allegation or suspicion would constitute a child or young person suffering, or being at risk of, significant harm
 - The actual likely harm is of a sexual, physical, emotional or neglect nature, or involves witnessing domestic violence, sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development.
- **Remember**, whether or not you personally believe what is said, the benefit of the doubt must always be in favour of making the report. You do not personally have to believe the concern to be true to make a referral. This assessment is for children's social care services and/or the police to make. False allegations, even anonymous ones, are rare.

If the concerns are raised during the course of a training or assessment session and you are a member of the training or assessment team, discuss the allegation, if practicable, immediately with the Training Manager (unless they are the subject of the allegation – see section 7)

- The Safeguarding Co-ordinator will need first-hand reports or evidence, so you will usually be the best person to make contact.
- If you are unable to contact the Training Manager contact the Directors.
- If the concerns are identified outside of normal office hours and the Leslie Frances Safeguarding Co-ordinator is unavailable, decide whether there is an immediate risk to the child. If so, contact the relevant Emergency Duty Team of the children's social care services. This will usually be via the main switchboard number of the local authority. If this presents a problem, contact the police. Inform the Safeguarding Co-ordinator and your line manager of your action as soon as practicable.

Follow the steps in Section 5 below

Section 5 - Subsequent Action in All Cases

- **Contact the Leslie Frances Safeguarding Co-ordinator (Eleanore Gray) immediately by telephone, dedicated Safeguarding Number 07958 351839 or via the office number - 01226 243204**

For any referral to be made to the appropriate authorities for investigation you will need to know:

- Details of the concern/allegation
- Name, DOB and address of the child or young person
- Details of the service/setting being inspected including contact details of manager on site etc.
- If possible, additional relevant information regarding the child e.g. ethnicity and details of other agencies involved.
- **Discuss the concerns and next steps with the Leslie Frances Safeguarding Co-ordinator.**
The discussion with the Safeguarding Co-ordinator will decide whether the concerns should be referred to the relevant children's social services and/or police. The Safeguarding Co-ordinator will normally make that contact. In some circumstances it may be agreed, in discussion with the Safeguarding Co-ordinator, that direct contact is made by you. In all circumstances the Safeguarding Co-ordinator will retain the overall coordinating function and responsibility for the process.
- **Discussion with the Safeguarding Co-ordinator will include the issue of contact with the Directors.** The discussion with the Safeguarding Co-ordinator will determine what further information, if any, should be provided. In the event of an allegation concerning a member of their staff, the organisation may be advised to take action (within their own procedures) such as suspension of the staff concerned, pending the investigation. Whilst the organization should not themselves investigate the concern or allegation, this does not prevent the organization from gathering information which they need to take management action, (for instance by examining staff rotas) as long as this does not affect any subsequent investigation.
- **In most cases you should inform a senior person, of the circumstances and the action you have taken or will be taking next.** However you should not do so if the concern relates to that senior person or if there are any other factors that might affect a subsequent investigation or place any person at risk.

- Any 'investigation' by the organisation's senior person, even with good intentions, could muddy the waters of subsequent investigations or alert possible offenders. The senior person must therefore be advised to take no action themselves to investigate the concerns. However they may need to take action to protect children.
- **Confirm your oral report**, including the nature of the allegation/incident, the nature of the suspected harm or likely harm and your subsequent actions by email to the Leslie Frances Safeguarding Co-ordinator within the next 24 hours.
- **Written reports** should be clear and unambiguous since any evidence, including written reports and any notes or other information, are open to disclosure in any subsequent proceedings.
- **Circumstances not requiring any further action.** If after discussion with the Leslie Frances Safeguarding Co-ordinator it is decided that no further action will be taken through child protection procedures the Safeguarding Co-ordinator will advise on next steps to take.

Section 6 - The Leslie Frances Safeguarding Co-ordinator process upon receiving a report

- Referrals to children's social care services will normally be made by the Safeguarding Co-ordinator. In certain circumstances you may agree that the staff member who reports to incident to you should make the contact.
- Any referrals will be made to social care services within 2 hours of the Safeguarding Co-ordinator having sufficient evidence, and always as speedily as possible.
- Where a referral is made the Safeguarding Co-ordinator will follow this up in writing within 2 working days to the social care services.
- The Safeguarding Co-ordinator will also follow up the referral by liaising with children's social care services within 10 working days to ascertain the steps they have taken, feeding back to the staff member who passed on the initial information.

Section 7 - Allegations about a member of Leslie Frances staff

Decide whether any immediate action needs to be taken in line with Sections 2 and 3 of the procedure and then contact the Leslie Frances Safeguarding Co-ordinator.

- Where concerns are reported about any Leslie Frances staff, they should always be passed to the Leslie Frances Safeguarding Co-ordinator in line with '*Working Together to Safeguard Children 2006*'.
- **The Leslie Frances Safeguarding Co-ordinator is the senior manager to whom all allegations or concerns that a member of staff, or someone working on behalf of Leslie Frances, may have abused a child should be reported. If the Leslie Frances Safeguarding Co-ordinator is not available, then the Leslie Frances Directors should be contacted.**
- If allegations or concerns are raised with a member of the Leslie Frances staff regarding the lead trainer/assessor during a client visit or training/assessment session then the staff member should make the contact direct with the Leslie Frances Safeguarding Co-ordinator and not discuss the issue with the subject of the concern.

- Where a member of the Leslie Frances staff is found to be guilty of the alleged abuse, by the appropriate authorities, the Leslie Frances Safeguarding Co-ordinator must inform the Independent Safeguarding Authority.

Part 3 Safeguarding Vulnerable Adults

Policy and Procedures

Introduction

The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is entirely different to that for children and young people. *'Working Together to Safeguard Children 2006'* only applies to children and young people aged up to when they reach the age of 18. Any incident or concerns relating to a young person or adult of 18 years and over, even if still at training school, are not covered by Local Safeguarding Children's Boards or their procedures. Government guidance in relation to adults is contained in the document *'No Secrets'* and the "Protection of Vulnerable Adults (POVA) guidance. Good practice guidance is also available through the Association of Directors of Social Services (ADSS) publication - *'Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work'*.

Policy Statement

Leslie Frances is committed to working with other agencies and providers to ensure that people in settings that we train and assess in are safeguarded. People who use services have a right to live and work in environments free from abuse, neglect and discrimination.

Leslie Frances does not investigate issues of concern in relation to vulnerable adults. Local councils and the police hold the lead responsibilities for responding to allegations of abuse in relation to adults and in coordinating the local interagency framework for safeguarding adults.

Leslie Frances will bring to the attention of the social services and police any concerns or allegations identified through any part of its work.

Abuse is a violation of an individual's human and civil rights by other person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm, or exploitation of, the person subjected to it.

A vulnerable adult is someone who:

- Is or may be in need of community care services by reason of mental or other disability, age or illness: and
- Is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Within this context abuse can take the form of:

- Physical abuse - including hitting, pushing, kicking, misuse of restraint or inappropriate sanctions.
- Sexual abuse - including sexual assault or acts to which the adult did not, or could not consent.
- Psychological abuse - including emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services.
- Financial or material abuse - including exploitation and pressure in connection to wills property, inheritance or financial transactions.
- Neglect or acts of omission - including ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services.
- Discriminatory abuse - including racist, sexist and other forms of harassment.

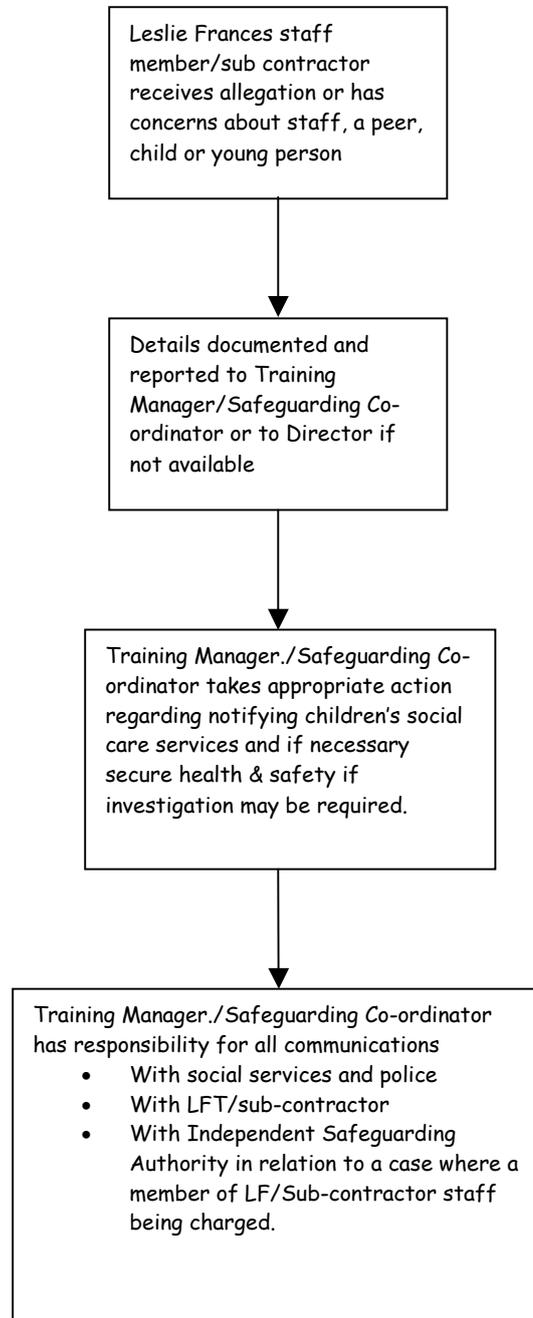
Procedure of responding to safeguarding concerns relating to vulnerable adults

The principle for staff in identifying and responding to incidents of concern in relation to adults are the same as those for children and young people. In most cases exactly the same process and guidance outlined in **Part 2 – Section 1 to 5** will need to be followed by the staff member, whether a trainer/assessor or office based. There are differences in the definition of abuse and in the response of the statutory agencies to concerns raised with them by Leslie Frances through the Safeguarding Co-ordinator.

In summary if an act of abuse or neglect of a vulnerable adult is identified or suspected then the Leslie Frances staff member should:

- Stop everything else and concentrate on what you are observing or being told
- Ensure the persons (and any others) immediate safety
- Do not promise confidentiality or agree to keep something secret
- Do not investigate yourself and avoid asking leading questions
- Obtain the necessary information to make an informed referral
- Contact the Leslie Frances Safeguarding Co-ordinator via the office number **01226 243204** or dedicated **Safeguarding Number 0795 8351839** to discuss next steps and appropriate action
- Advise the senior manager within the client organisation - or an external manager if appropriate
- Make and keep a record of the incident and actions taken

Appendix (A) Safeguarding flowchart



Appendix (B)

SAFEGUARDING POLICY ADDITIONAL INFORMATION

Principles

Section 17 of the Education act 2002 gives maintained training schools a statutory duty to promote and safeguard the welfare of children and have due regard to guidance issued by the Secretary of State¹.

Leslie Frances recognises its legal and moral duty to promote the well-being of learners and protect them from harm and respond to child abuse.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the learners in our charge and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended training school activities. In order to achieve this, all members of staff (including volunteers and Directors) in this training school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The training school seeks to adopt an open and accepting attitude towards learners as part of their responsibility for pastoral care. The training school hopes that parents and learners will feel free to talk about any concerns and will see the training school as a safe place if there are any difficulties at home.

¹Safeguarding Children and Safer Recruitment in Education - DfES 2007

Learner's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

At Leslie Frances Training, if we have suspicions that a Learner's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by Barnsley Safeguarding Children Board

<http://www.safeguardingchildrenbarnsley.com/>

As a consequence, we

- Assert that Tutors and other members of staff (including volunteers) in the training school are an integral part of the child safeguarding process

- Accept totally that safeguarding children is an appropriate function for all members of staff in the training school and wholly compatible with their primary pedagogic responsibilities
- Recognise that safeguarding children in this training school is a responsibility for all staff, including volunteers and the Directors
- Will ensure through training and supervision that all staff and volunteers in the training school are alert to the possibility that a child is at risk of suffering harm and know how to report concerns or suspicions
- Will designate a senior member of staff with knowledge and skills in recognising and action on child protection concerns. He or she will act as a source of expertise and advice and is responsible for co-ordinating action within the training school and liaising with other agencies
- Ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the Barnsley Safeguarding Children Board
- Will share our concerns with others who need to know and assist in any referral process
- Will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to Children's Services in accordance with the procedures issued by Barnsley Safeguarding Children Board
- Safeguard the welfare of children whilst in the training school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs
- Will ensure that all staff are aware of the child protection procedures established by the Barnsley Safeguarding Children Board and where appropriate, the Local Authority and act on any guidance or advice given by them
- Will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our training school are suitable to work with children
- Will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

Designated Member of Staff

1. The designated senior member of staff (designated person) for child protection in this training school is -

ELEANORE GRAY – TRAINING MANAGER

2. In their absence, these matters will be dealt with by -

DEBRA ASHURST/DENISE CHILDS - DIRECTORS

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also

act as a dedicated resource available for other staff, volunteers and directors to draw upon.

4. The training school recognises that
- The designated person need not be a tutor but must have the status and authority within the training school Management Structure to carry out the duties of the post - they must therefore be a senior member of staff in the training school
 - All members of staff (including volunteers) must be made aware of who the person is and what their role is
 - The designated person will act as a source of advice and coordinate action within the training school over child protection cases
 - The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies
 - They should possess skills in recognising and dealing with child welfare concerns
 - Appropriate training and support should be given
 - The designated person is the first person to whom members of staff report concerns
 - The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the BSCB
 - The designated person is not responsible for dealing with allegations made against members of staff

To be effective they will

- Act as a source of advice, support and expertise within the training school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by the Barnsley Safeguarding Children Board
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the Head of Safeguarding to investigate further
- Ensure each member of staff and volunteers at the training school and regular visitors (such as Connexions personal advisors, trainee tutors and supply tutors) are aware of and can access readily this policy
- Liaise with the Training School Manager (if not the training school Manager) to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role
- Ensure that this policy is updated and reviewed annually and work with the designated staff member for child protection regarding this
- Be able to keep detailed accurate secure written records of referrals/concerns and ensure that these are held in a secure place

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how Barnsley Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other members of staff, volunteers and directors
- Make themselves (and any deputies) known to all staff, volunteers and directors (including new starters and supply tutors) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated tutor immediately.

Designated Director

The Designated Director for Child Protection at this training school is -

DENISE ASHURST/DEBRA CHILDS

Child protection is important. Where appropriate, the Directors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Directors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Directors will review safeguarding practices in the training school on a regular basis and no less than annually, to ensure that

- The training school is carrying out its duties to safeguard the welfare of children at the training school.
- Members of staff and volunteers are aware of current practices in this matter and that staff receive training where appropriate
- Child protection is integrated with induction procedures for all new members of staff and volunteers.
- The training school follows the procedures agreed by Barnsley Safeguarding Children Board and any supplementary guidance issued by the Local Authority.
- Only persons suitable to work with children shall be employed in the training school or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action.

Recruitment

In order to ensure that Learners are protected whilst at this training school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in "Safeguarding Children and Safer Recruitment in Education", in particular

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with vulnerable learners
- Check that all adults with substantial access to children at this training school have an enhanced Criminal Records Bureau check before starting work and prior to confirmation of appointment

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the training school

- identify checks to establish that applicants are who they claim to be²
- academic qualifications, to ensure that qualifications are genuine
- professional and character references prior to offering employment
- satisfy conditions as to health and physical capacity
- previous employment history will be examined and any gaps accounted for

Volunteers

We understand that some people otherwise unsuitable for working with learners may use volunteering to gain access to children, for this reason, any volunteers in the training school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff and at no time have one to one contact with learners. However, if a parent or other volunteer is to be in the training school regular or over a longer period then they will be checked to ensure their suitability to work with learners.

²eg through birth certificate, passport, new style driving licence, etc.,

Induction and Training

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structures, as well as identifying and reporting abuse and confidential issues.

All new staff at the training school (including volunteers) will receive basic child protection information ("What to do if you Suspect a Child is being Abused) and a copy of this policy within one week of starting their work at the training school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The Training will provide this training as through the designated person.

Staff will attend refresher training every year and the designated person every year.

Dealing With Concerns

Members of staff and volunteers are not required by this training school to investigate suspicions; if somebody believes that a learner may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, staff and volunteers will follow the procedures below

- upon the receipt of any information from a learner, or if any person has suspicions that a child may be at risk or harm, or
- if anyone observes injuries that appear to be non-accidental, or
- where a child or young person makes a direct allegation or implies that they have been abused
- makes an allegation against a member of staff³

They must record what they have seen, heard or know accurately at the time the event occurs and share their concerns with the designated person (or Training Manager if an allegation about a member of staff) and agree action to take.

We will ensure that all members of staff and employees are familiar with the procedures for keeping confidential written record of any incidents and with the requirements of Barnsley Safeguarding Children Board.

³Allegations that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Photographing Learners

We will not allow others to photograph or film learners during a training school activity without permission.

We will not allow images of learners to be used on training school websites, publicity, or press releases, without express permission and if we do obtain such permission we will not identify individual by name.

The training school cannot however be held accountable for photographs or video footage taken by parents or members of the public at training school functions.

Confidentiality

The training school and all members of staff at the training school will ensure that all data about learners is handled in accordance with the requirements of the law and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, their duty is to forward this information without delay to the designated member of staff for child protection.

Conduct of Staff

The training school has a duty to ensure that professional behaviour applies to relationships between staff and learners and that all are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with learners. All staff should be aware of the dangers inherent in

- working alone with a learner
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting learners through private telephones (including texting), e-mail, MSN, or social networking websites
- disclosing personal details inappropriately
- meeting learners outside training school hours or training school duties

If any member of staff has reasonable suspicion that a learner is suffering harm and fails to act in accordance with this policy and Barnsley Safeguarding Children Board procedures, we will view this as misconduct and take appropriate action.

BARNSELY SAFEGUARDING CONTACTS

Urgent

Emergency Duty Team 08449 841800 Barnsley

If your call is not urgent

The revised process for contacting Children's Social Care is now live. Copies are here <https://www.safeguardingchildrenbarnsley.com> . You can request further copies of the form and guidance from the Assessment service on 01226 772423 or 438831.

If you do not know the number for the social worker, or you are concerned about a child who is not your own, **phone our assessment service on 01226 438831 or 772423.**

For more information or advice email safeguardingunit@barnsley.gov.uk

SHEFFIELD SAFEGUARDING CONTACTS

Sheffield Safeguarding Children Board

Please see the SSCB pages for further details of the work of the Safeguarding Children Board.

Leslie Frances

Victoria Horsefield - SSCB Board Manager

Email: victoria.horsefield@sheffield.gov.uk

Deb Pinder - Senior Business Support Officer

E-mail: deborah.pinder3@sheffield.gov.uk

Address: Sheffield Safeguarding Children Board
Floor 3 South
Howden House
Union Street
Sheffield S1 2SH

Tel: (0114) 273 4450

Fax: (0114) 273 4628

E-mail: sscb@sheffield.gov.uk

Safeguarding Children Advisory Service

The Safeguarding Children Advisory Service is an advice line for **Professionals** who have concerns about any of the Children they are working with. Advisors are available to take your call 9am-5pm Monday to Friday.

Telephone: 0114 205 3535

Email: safeguardingchildrenadvice@sheffield.gov.uk

APPENDIX (C)

PREVENTING EXTREMISM AND RADICALISATION

Preventing Extremism and Radicalisation is one element within our arrangements to Safeguard and Promote the Welfare of all learners in line with our statutory duties set out at s175 of the Education Act 2002 and should be read in conjunction with our Safeguarding Policy. Under the Counter Terrorism and Security Act 2015, we have a statutory duty to have due regard to the need to prevent people from being drawn into terrorism.

Ethos and Practice

When operating this policy our training school uses the following accepted Governmental definition of extremism which is: *'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'*

To protect learners from radicalisation and extremist activity posed by:

External Events Leslie Frances will:

- Training Manager will have overall responsibility for co-ordinating events
- Risk assess the geographical areas of any events or activities that learners may attend, specifically radicalisation within the area or extremist activity.
 - Travel to and from the event
- Registers/attendance taken
- Ensure learners are aware of emergency contact numbers
- Have good ratio of group leaders/learners at least 1:10.
- Ensure that group leaders have learners' personal details and next of kin information
- Prior to attending events all learners must have had completed permission slip from parent/guardian.
- All learners must have a pre-brief on personal safety including risks involved with extremism and radicalisation .

External Speakers/Companies Leslie Frances will:

- Seek references from individuals/external companies prior to any activity

- Ensure learners are fully supervised by LF staff at all times and not left alone with any external agencies
- Conduct background research
- Provide a copy of LF Safeguarding/Prevent Policy prior to visit
- Training Manager will ensure that all external companies have a briefing regarding age appropriate material is used
- Where relevant DBS checks

There is no place for extremist views of any kind in our training school, whether from internal sources, learners, staff or governors, or external sources - salons, external agencies or individuals. Our learners see our training school as a safe place where they can explore controversial issues safely and where our Tutors encourage and facilitate this - we have a duty to ensure this happens.

As a training school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our learners.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education is a powerful weapon against this; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

Therefore, we will provide a broad and balanced curriculum, delivered by skilled professionals, so that our learners are enriched, understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalised.

Furthermore we are aware that young people can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media, including via the internet, and at times learners may themselves reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by learners or staff will always be challenged and where appropriate dealt with in line with our Code of Conduct for staff and learners.

As part of wider safeguarding responsibilities school staff will be alert to:

- Disclosures by learners of their exposure to the extremist actions, views or materials of others outside of training school, such as in their homes or community groups, especially where learners have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Learners accessing extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance

- Local authority services, and police reports of issues affecting learners in other schools or settings
- Learners voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views

Our training school will closely follow any locally agreed procedure as set out by the Local Authority and/or the Local Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

Approaches

We will all strive to eradicate the myths and assumptions that can lead to some young people becoming alienated and disempowered, especially where the narrow approaches learners may experience elsewhere may make it harder for them to challenge or question these radical influences.

We will ensure that all of our teaching approaches help our learners build resilience to extremism and give learners a positive sense of identity through the development of critical thinking skills.

We will ensure that all of our staff are equipped to recognise extremism and are skilled and confident enough to challenge it.

We will be flexible enough to adapt our teaching approaches, as appropriate, so as to address specific issues so as to become even more relevant to the current issues of extremism and radicalisation. In doing so we will apply the 'key ingredients' for success following the three broad categories of:

- Making a connection with young people through good [teaching] design and a learner approach.
- Facilitating a 'safe space' for dialogue, and
- Equipping our learners with the appropriate skills, knowledge, understanding and awareness for resilience.

Therefore this approach will be embedded within the ethos of our training school so that learners know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation.

We will promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage learners to respect one another and to respect and tolerate difference, especially those of a different faith or no faith. It is indeed our most fundamental responsibility to keep our learners safe and prepare them for life in modern multi-cultural Britain and globally.

Staff will be alert to the fact that whilst Extremism and Radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; this could be due to a child displaying risky behaviours in terms of the activities they are involved in or the groups they are associated with or staff may be aware of information about a child's family that may equally place a child at risk of harm. (These examples are for illustration and are not definitive or exhaustive)

The Department for Education has a dedicated telephone helpline [020 7340 7264](tel:02073407264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a young person being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.