

SAFEGUARDING & CHILD PROTECTION POLICY

This policy should be read in conjunction with the Contact with Learner, Parent / Carer During Covid-19 Pandemic Policy, Safeguarding Guidelines for Working with Learners via Online Learning / Virtual Classroom Policy, Attendance Policy, Behaviour and Code of Conduct Policy, Anti-Bullying Policy, Safer Recruitment Policy, Lone Worker Policy, Data Protection and GDPR Policy, Managing Allegations and Whistleblowing Policy and Health and Safety Policy.

Internal Designated Safeguarding Lead Contacts & Information		
Name of contact/Title	Contact Information	Availability
Linsey Spicer, Director / Designated Safeguarding Lead Officer for Dorset & Hampshire	lins@onwardsnupwards.org.uk 07791 109756 / 01202 280900	Monday-Friday
Gemma Wicks, Centre Manager / Deputy Safeguarding Lead Officer for Dorset & Hampshire	gemma@onwardsnupwards.org.uk 07460 228036 / 01202 280900	Monday-Thursday
Bethen Hartley, Centre Manager / Deputy Safeguarding for Dorset	bethen@onwardsnupwards.org.uk 07857 357950 / 01202 280900	Monday, Tuesday, Thursday, Friday
Designated Safeguarding Officers availability will be emailed out to staff with any changes.		

External Designated Contacts & Information	
LADO (Local Authority Designated Officer) / Designated Officer for Allegations (DOFA)	Email: Patrick Crawford LADO@dorsetcouncil.gov.uk Tel: 01305 221122
Children's Social Care (CSC)	MASH@dorsetcouncil.gov.uk Tel: 01202 228866 (Dorset) MASH@bcpcouncil.gov.uk Tel: 01202 735046
Local Safeguarding Children Board (LSCB)	Local Safeguarding Children Board (LSCB) Email: dorsetlscb@dorsetcouncil.gov.uk Tel: 01305 221196
Police	For emergencies call: 999 For non-emergencies call: 101
NSPCC Whistleblowing Advice Line	Call 0800 028 0285 Email help@nspcc.org.uk

Introduction

Onwards 'n' Upwards is committed to ensure the safety and protection of all young people accessing the organisation's services.

All staff are expected to comply with the requirements of this policy and be aware of their responsibilities for safeguarding and protecting children from harm.

Onwards 'n' Upwards Safeguarding and Child Protection Policy and procedures accords with current legislation and statutory guidance, including:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- Working Together to safeguard children (2018)
- Keeping Children Safe in Education (Department for Education, 2018)

It is recommended that staff read this statutory guidance.

Safeguarding Definition

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- Protecting children from abuse and maltreatment,
- Preventing harm to children's health or development,
- Ensuring children grow up with the provision of safe and effective care,
- Taking action to enable all children and young people to have the best outcomes.

Child Protection Definition

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child. We are all responsible for safeguarding. (As defined by the NSPCC.org.uk).

Safeguarding and Promoting the Welfare of Children

Safeguarding is everyone's responsibility. Safeguarding is most effective when it is a collaborative process. Don't let other considerations, like the fear of damaging relationships with colleagues, get in the way of protecting children from abuse and neglect. See child protection and safeguarding as the beginning of a process of inquiry, not as an accusation or punishment.

Welfare also includes children's feelings of being valued, supported, respected and listened to. This is especially relevant when their individuality and differences are not being respected.

Such differences might be cultural, racial, religious, or based on special needs or disabilities. Staying alert and responsive to these aspects of welfare and providing early help as soon as a problem emerges, are at the heart of everything we do to keep children safe. We take a child-centred approach, meaning that we always consider what is in the best interests of the individual child, taking action to enable all children to have the best possible outcomes.

Policy Statement

In order to fulfil our commitment to safeguarding and promote the welfare of children, Onwards 'n' Upwards:

- Have clear priorities for safeguarding and promoting the welfare of children.
- Have an appointed Designated Safeguarding Lead and a named Deputy Safeguarding Officer.
- Have a policy in line with Dorset Safeguarding Children Board's guidance, policies and procedures for safeguarding children and young people.
- Use safer recruitment practices in line with Dorset Safeguarding Children Board.
- Deliver an appropriate level of safeguarding and child protection awareness training to all staff. Provide regular in-house training to ensure staff are kept up to date with any changes with legislation.
- Have effective procedures to be followed when responding to child protection concerns.
- Record and store information professionally and securely.
- Work effectively with other organisations to safeguard and promote the welfare of children, including arrangements in sharing relevant information and concerns appropriately with individuals or agencies who need to know, including partner organisations and local safeguarding leads.
- Create a culture of listening to and engaging in dialogue with young people, seeking their views in ways appropriate to their age and understanding and taking account of these both in individual decisions and the establishment or development and improvement of services delivered.
- Promote an anti-bullying culture and provide an environment in which young people feel safe, secure, valued and respected.
- Empower young people to feel confident and to know how to approach staff if they feel unsafe knowing they will be effectively listened to.
- Have effective procedures for dealing with allegations of abuse against members of staff.
- Support all staff to maintain professionalism and high standards of practise.
- Safeguarding and Child Protection policies and procedures are reviewed annually and are available on the website or by other means to staff, learners, parents and carers and others.

Designated Safeguarding Lead Officer

Everyone is individually responsible for safeguarding. However, safeguarding is never a clear-cut matter, and requires expertise and experience to guide practice.

The Designated Safeguarding Lead Officer (DSLO) is the first point of contact for guidance and advice for staff if they are concerned about a child. They are responsible for managing and monitoring safeguarding referrals and ensuring that these are effectively managed within agreed timescales. They take the decision to notify other services or if further action is required such as a referral to Multi-Agency Safeguarding Hub (MASH). They are responsible for promoting a safe environment for children and young people within their setting, safer recruitment and to ensure that staff are kept up to date with safeguarding legislation.

Duty of Staff

All staff have a responsibility in Safeguarding the young people using Onwards 'n' Upwards services. The early identification of potential problems, and the provision of early help, relies upon the following general expectations, which always apply to all staff. Staff must ensure that they:

- Are vigilant and open-minded and maintain the attitude 'it could happen here.'
- All suspicions and/or allegations of abuse or risk to children are taken seriously and responded to swiftly and appropriately through the provision of our Safeguarding and Child Protection procedures.
- Support the timely sharing of information with relevant authorities and contribute to effectively working in partnership with agencies responsible for providing Safeguarding and Child Protection services, such as Dorset Safeguarding Children Board (DSCB).
- Always act in the best interests of the child.
- Understand Onwards 'n' Upwards policies, systems and processes that support the welfare and safeguarding of children, always seek clarification if anything is not clear.
- Are able to identify children who may be in need of additional help and respond in appropriate ways.
- Are familiar with the indicators of various types of child abuse ([see appendix 1 which describes the different forms of harm and abuse in more detail](#)).
- Report suspicions of child abuse and any concerns about a child's welfare immediately, in line with the procedures in this policy
- Have received appropriate child protection training on induction, and at appropriate intervals thereafter. Whilst it is one of the DSL's responsibilities to ensure that staff have received the appropriate level of training, staff-members have a reciprocal responsibility to check with the DSL if they are unsure about their training requirements or feel that they need further training.

- Recognise their responsibility to raise concerns about poor or unsafe practice and potential failures in the safeguarding processes of Onwards 'n' Upwards, and to follow-up if such concerns are not taken seriously.

Duty of Parents

This policy is available for parents to familiarize themselves with Onwards 'n' Upwards safeguarding procedures and our responsibilities for safeguarding learners, such as forwarding relevant information to other agencies.

If parents have any safeguarding concerns, they can contact the local LSCB for further advice.

We work in close partnership with the families and carers of our young people and expect them to help their children to behave in non-violent and non-abusive ways towards both staff and other learners.

Parents should always inform Onwards 'n' Upwards of any accidental bruising or other injuries that might otherwise be misinterpreted.

They should also inform us of any changes in home circumstances, such as the death of a member of the family, separation or divorce that might lead to otherwise unexplained changes in behaviour or characteristics.

Child Abuse

[\(See Appendix 1 taken from the NSPCC website - Definitions and Signs of Abuse\)](#)

All learners are aware of who the Designated Safeguarding Leads are within Onwards 'n' Upwards. There is a poster displayed in the centre with contact details.

The learning environment creates a safe space for learners accessing group and one-to-one support, where they feel they can report or discuss concerns relating to safeguarding.

Child abuse is the maltreatment of a child by another person – by adults or children. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional, educational or community setting by those known to them or, more rarely, by others unknown to them e.g. via the internet.

Child abuse and neglectful behaviour can and does happen to children from any background, culture, class, ethnicity or faith and can be physical, sexual or emotional. It is important that everyone involved in recognising the signs of child abuse understand the physical indicators and symptoms.

Signs of Physical Abuse

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted considering the child's medical and social history. Most accidental bruises are seen over bony parts of the body e.g. elbows, knees, shins and are often on the front of the body.

Some children, however, will have bruising that is more likely to be inflicted rather than accidental. Indicators of physical abuse could include bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible or on the 'soft' parts of the body where accidental injuries are unlikely, this could be on their cheeks, abdomen, back and buttocks.

Physical abuse may involve hitting, shaking, throwing, drowning, burning or scalding, poisoning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Physical abuse includes female genital mutilation 'FGM' and 'honour-based' violence.

Signs of Sexual Abuse

Sexual abuse involves someone forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

In fact, the majority of children who are sexually abused by a carer will have no visible signs at all, due to the attacker not wanting to leave evidence, amongst many other reasons in the grooming process.

Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children. The activities may involve physical contact including both penetrative and non-penetrative acts such as masturbation, kissing, rubbing and touching the outside of clothing.

They may also include non-contact activities, such as watching sexual activities, encouraging children to behave in sexually inappropriate ways, involving children in looking at, or in the production of, sexual images and grooming a child in preparation for abuse (including via the internet).

Sexual abuse includes child sexual exploitation 'CSE.' Child sexual exploitation is a form of

sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. Child sexual exploitation doesn't always involve physical contact and can happen online.

Signs of Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe adverse effects on the child's health and emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Emotional abuse can be difficult to measure, as there are often no outward physical signs. Indicators of emotional abuse 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 from interacting socially with other children or adults. It could involve rejecting or ignoring a child completely, using degrading language or behaviour towards them, threatening or bullying them and encouraging them to develop behaviours that are self-destructive.

Emotional abuse also includes radicalising a child or young person who may be subsequently drawn into terrorist-related activity. People, who work in specified occupations, including health and education, must report it if they suspect someone is being drawn into terrorism (known as the Prevent duty).

Signs of Neglect

Neglect can be a difficult form of abuse to recognise, yet it can have some of the most lasting and damaging effects on children. One in 10 children have experienced 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. The physical signs of neglect may include constant hunger, sometimes stealing food from other children constantly dirty or 'smelly', loss of weight, or being constantly underweight and inappropriate clothing for the conditions.

The following changes in behaviour in a child or young person may indicate neglect and these include; complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends and mentioning being left alone or unsupervised.

Neglect includes 'children missing from education.'

These definitions and indicators are not meant to be definitive, but to be viewed as guidance. It is important to remember that many children may exhibit some of these indicators at some time and that the presence of one or more should not be taken solely as proof that abuse is occurring. Abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by

one definition or label. In most cases, multiple issues will overlap with one another.

There are many kinds of support available to children and young people who have experienced abuse once it has been disclosed or identified.

Missing Children in Education and Attendance

Attendance and absence are closely monitored; a child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. We will monitor unauthorised absence and take appropriate action including notifying the local authority, particularly where children go missing on repeated occasions and/or there are patterns of non-attendance. If we have not had contact with a learner for three sessions and no contact from the parent/carer then we will carry out welfare checks, for example, a home visit or make contact with other professionals working with the learner/family.

Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

See the Attendance Policy and [Appendix 1 – NSPCC Definitions and Signs of Child Abuse & the DSCB website for current procedures.](#)

Child Sexual Exploitation (CSE)

Definition

CSE is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange of taking part in sexual activities.

CSE can also occur through the use of technology, for example, the child being persuaded to post sexual images on the internet/mobile phones.

If Onwards 'n' Upwards are concerned that a child or young person they are working with could be at risk of CSE, we follow our safeguarding procedures and make an appropriate referral to MASH with full details of our concern.

[See Appendix 1 – NSPCC Definitions and Signs of Child Abuse & the DSCB website for current procedures.](#)

Peer on Peer Abuse

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to);

- Bullying (including cyberbullying).
- Sexual violence and sexual harassment.
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, otherwise causing physical harm.

All incidents of peer on peer abuse must be recorded on a Safeguarding Report Form and reported to the DSL/Deputy DSL.

Bullying

Our policy on anti-bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms of bullying e.g. cyber, racist, homophobic, gender and gender realignment bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse.

Sexting

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or of others or sends sexually explicit messages. They can be sent using any device that allows you to share media and messages. Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'.

Online Safety

When bullying happens online, it can involve social networks, games and mobile devices. Online bullying can also be known as cyber bullying. (See Communication, Email/IT and Internet Policy)

Child Exploitation and Online Protection (CEOP)

CEOP is the UK's national police agency for dealing with child protection, particularly tackling offenders who use online technology to abuse children. More information can be found at www.ceop.police.uk

Harmful Sexual Behaviour (HSB)

Children and young people who develop HSB harm themselves and others. HSB can include:

- Using sexually explicit words and phrases

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- Inappropriate touching
- Using sexual violence or threats
- Full penetrative sex with other children or adults

Responding to the Discovery or Disclosure of a Safeguarding Concern

[See Appendix 2 - NSPCC flowchart for the safeguarding process.](#)

Concerns

Safeguarding concerns can arise in a variety of ways. Staff may become concerned by direct observation, general chatter, or the behaviour of a colleague, or a child's caregiver. Information might be received from another child, an internet user, or via a support service such as ChildLine. Changes in a child's appearance or behaviour might trigger concerns or unusual physical injuries to a child may become noticeable. It is important to note any patterns of indicators, which could be indicative of an underlying concern.

Staff should not wait for a disclosure nor should they assume that another professional will take action. If staff have any concerns about a child's welfare, they should act on them immediately, as per the procedures outlined in this policy.

Disclosures

Children rarely make direct disclosures; however, if a child (either as a victim or as a third party) asks to speak with a staff-member about anything relevant to safeguarding concerns, it is essential that they are listened to and taken seriously and that their disclosure is treated discretely and sensitively.

Staff must never promise confidentiality, nor tell the child that they will keep a secret. However, they should be clear that they will only tell those who need to be involved to protect the child's welfare.

The staff-member should listen sympathetically and carefully to what the child has to say. The child may have been struggling with this decision for days or weeks and may have had to summon up tremendous courage to come forward. Therefore, however uncomfortable the details, the child should not be stopped mid-account nor be told that they need to speak to someone else. Avoid taking notes while the child is speaking, as this can put unhelpful pressure on the child by formalising the situation.

As a fundamental principle children should be given a fair hearing and taken seriously. Even if the staff-member suspects the child's disclosure is implausible, fanciful or malicious, they should continue to listen carefully, without betraying any hint of scepticism or asking any leading questions. Do not show signs of shock, horror, disbelief or surprise or express feelings or

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judgements regarding any person alleged to have harmed the child.

It is not the role of staff to investigate reports of abuse. It is their role simply to gather sufficient information to be able to make a preliminary decision about how to proceed. For this reason alone, staff-members listening to disclosures from children can, when necessary, gently ask questions for basic clarification of the facts such as "what?", "when?" and "where?". In other words, questions that do not predict the answer. However, they should be careful not to invite the child to speculate about motive as this might undermine any criminal investigation and can prejudice outcomes.

At the end of the disclosure, the staff-member should reassure the child that they have done the right thing and offer a guarantee that the information will be taken seriously. The child should be reassured that the matter will be dealt with by only those who 'who need to know', that are experienced, caring people who operate with the greatest discretion. The child should also be advised that they will be kept informed of the progress of the disclosure, and their wishes and feelings considered in responding to the matter.

Records

As soon as possible, using if possible, a Safeguarding Concern Report, the staff-member should write a comprehensive record of all that has been said, using the child's words as far as possible. If any injuries have been observed these should be indicated on a body map. The record should be signed with a time and date and shared with the DSL or Deputy as per the procedures detailed in the following sections. Do not ask a child to write a statement.

Safeguarding reports are kept separately from the learners file, both in hard copy and electronically. These records have to be transferred to the DSL or Head Teacher at a learners next place of education when they leave Onwards 'n' Upwards.

Taking Action

If staff have any safeguarding concerns or a disclosure is made, they should speak to their Designated Safeguarding Lead (DSL) or Deputy DSL without delay ([see the contact details on page 1](#)). Taking into account the nature, content and context of the concern/disclosure the DSL or Deputy DSL will determine a course of action in line with LSCB guidance. It is the role of the DSL to refer to Social Care or to the Police. This must be made immediately where a child is suffering or is likely to suffer from harm.

The DSL (or Deputy) should always be available to discuss safeguarding concerns. In the exceptional circumstance that you cannot make contact, this should not delay appropriate action being taken. Staff should consider speaking to another member of the Management Team ([see](#)

[page 1 for contact details](#)).

Referral to Children's Social Care

If Onwards 'n' Upwards have evidence that a child is at risk of serious harm, they act and inform Children's Social Care.

MASH

The MASH team are known as the Multi-Agency Safeguarding Hub. They are responsible for collating and actioning safeguarding concern reports that they receive. MASH do not always inform us of the outcome following our safeguarding referral.

Allegations

We will ensure that child protection concerns or allegations against any adults, not just Onwards 'n' Upwards staff, working in the service are referred to the Local Authorities Designated Officer, LADO, for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS). We will follow the LSCB procedures for managing allegations against staff.

If the allegation is made against the Director, it should be referred to the LADO in the first instance and their advice and guidance followed.

(see Managing Allegations and Whistleblowing Policy)

Local Authority Designated Officer (LADO)

Dorset has a single Local Authority Designated Officer (LADO) to:

- be involved in the management and oversight of individual cases which meet the threshold;
- provide advice and guidance to employers and voluntary organisations;
- liaise with the police and other agencies;
- monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process

Escalation Procedure

If Onwards 'n' Upwards are concerned that a safeguarding concern has not been responded to appropriately, the DSCB has an Escalation Policy that we will follow.

For more details follow this link to Pan-Dorset's website for the full Escalation Policy:
<https://proceduresonline.com/trixcms/media/4796/pan-dorset-escalation-policy-v10-jun-2019.pdf>

Information Sharing

The GDPR and Data Protection Act 2018 place duties on organisations and individuals to process personal information fairly and lawfully; however, they do not prevent, or limit, the sharing of information for the purposes of keeping children safe.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Effective sharing of information between parent/carers, staff and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe. Information sharing is vital in identifying and tackling all forms of abuse.

The Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share special category data. Be open and honest about why, what, how and with whom information will, or could be shared and seek the individual's agreement, unless it is unsafe or inappropriate to do so. Information can be shared legally without consent if the staff-member is unable to gain consent, cannot be reasonably expected to gain consent, or if to gain consent could place a child at risk.

Onwards 'n' Upwards will ensure that any information shared is necessary, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely. A record should be kept of who information has been shared with and why. If in doubt consult with your DSL or Deputy DSL. Information sharing is vital in identifying and tackling all forms of abuse.

(see Data Protection and GDPR Policy)

Confidentiality

The public interest in safeguarding the welfare of children overrides the public interest in maintaining confidentiality, and the law permits the disclosure of confidential information where this is necessary to safeguard a child or children. Effective information-sharing underpins integrated working and is a vital element of both early intervention and safeguarding. Sharing information promptly with others working with the same child, or who may need to know, is

invariably the key to safeguarding the child's interests. Therefore, relevant information about children must be shared with colleagues, other professionals or agencies that may have a role to play in their care. We recognise that all matters relating to child protection are confidential.

- The Director or DSL/Deputy DSL will disclose any information about a child to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- We will always undertake to share our intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with the Local Authority Designated Officer.

Safer Recruitment

Onwards 'n' Upwards is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, following the LSCB's guidelines on safer recruitment. Safe recruitment at Onwards 'n' Upwards is the first step in this process. It is recognised that this can only be achieved through clear procedures and policies, good interagency cooperation and the recruitment and retention of competent, motivated staff who are suited to, and fulfilled in the roles they undertake.

Central Record

Onwards 'n' Upwards is required by the LSCB to keep an up to date central record of staff documentation. This information must be supplied by staff as requested to comply with Dorset Council's commissioned providers safeguarding framework. This information is to be complete, amended immediately when any changes occur, and available on request to the council. It is the self-employed workers obligation to inform the Director/Management Team.

Annual Self Audit

Onwards 'n' Upwards will carry out an annual Safer Recruitment Self Audit within its annual Safeguarding self-audit.

See the Safer Recruitment Policy.

Safeguarding Training

The DSL and Deputy complete Level 3 safeguarding training and attend LSCB training as

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required.

All staff are required to attend in-house safeguarding training at the regularly held staff training days and are also required to complete online safeguarding training every two years. All staff must show evidence of having undertaken up-to-date and relevant safeguarding training and certificates will be kept in their staff file.

Training will cover topics such as, how to identify signs of abuse, understand the procedures of when it is appropriate for the DSL to make a referral to MASH or the LADO, understanding the referral process, escalation policy, the Local Authority Designated Officer (LADO) role, conduct of a child protection case conference and be able to attend and contribute to these

- Understanding of the settings safeguarding policy and its application in practice;
- Good recording practice and how to keep detailed, accurate and secure written records;
- How to obtain access to resources and attend any relevant or refresher training courses every two years.

These are opportunities for staff to discuss, reflect and learn from any issues they have met, and to enhance safe working practices.

New staff will receive the Safeguarding and Child Protection Policy and all the relevant policies to be read in conjunction as part of their safeguarding awareness and training with Onwards 'n' Upwards.

Staff are made aware of training opportunities and are signposted to the local LSCB for resources, additional training courses and personal research.

Learners Safeguarding Training

Onwards 'n' Upwards strive to create a safe environment so learners feel listened to and that they will always be understood, so they can disclose any concerns or worries safe in the knowledge it will be dealt with promptly, appropriately and professionally.

Learners understand the procedures and policies that Onwards 'n' Upwards follow and have to adhere to and that they can be signposted and know where to go for further advice and which organisations may help them.

That they will be provided with up to date information, guidance and opportunities for learning about what is appropriate behaviour for both adults and children.

Inter-agency Working

We will ensure effective inter-agency working around safeguarding including;

- Child Safeguarding Practice review processes (previously known as Serious Case Review)
- Compliance with child death review processes
- Child in Need meetings
- Team Around the Child/Family meetings
- Early Help Teams
- Strategy meetings and conferences

It is vital that we work closely in liaison with other professional agencies and services involved with a learner so we can effectively coordinate the support required as necessary. This will include the sharing of information, effectively communicating necessary information, trusting working relationships between professionals, all Onwards 'n' Upwards staff following the policies and procedures, reflection and improvement upon own practice.

Staff Disclosures

Staff are required to disclose any convictions, cautions, court orders reprimands and warnings that may affect their suitability to work with children. Whether received before or during their provision of services to Onwards 'n' Upwards.

Staff Medication/Other Substances

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Staff medication on the premises or cars etc must be securely stored, and out of reach of children, at all times.

Health and Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the classroom environment and when away from the centre and when undertaking school trips and visits. (See Health and Safety Policy)

Risk Assessments

Individual learner risk assessments, if not already provided prior to the learner starting their programme with Onwards 'n' Upwards, are usually carried out within four weeks of their start date and uploaded onto a secure encrypted system (Citrix). They are reviewed and revised as necessary.

General risk assessments for the Onwards 'n' Upwards centre are reviewed when any significant changes to operations take place and, in any case, annually and revised as necessary.

Health and safety considerations are central to Onwards 'n' Upwards commitment in upholding staff and learner's safety and well-being. Staff are supported and encouraged to undertake training eg in first aid, conflict management and safeguarding training.

An Internal Health and Safety audit is carried out annually by the Director (Health and Safety Lead) covering all areas of the Onwards 'n' Upwards centre. (See Health and Safety Policy)

Monitoring and Evaluation

This policy will be reviewed annually or as changes in legislation require.

An annual Safeguarding self-audit will be undertaken based on the DSCB guidelines.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
09/12/19	Linsey Spicer	
06/04/2020	Linsey Spicer	