

Document reference: Safeguarding Policy**Issue date: December 2015****Next review date: July 2022****Amended: 23rd June 2021 V13****Summary Statement:**

To be read by all members of staff.

Safeguarding children is at the core of our business. Edsential is clear that it is everybody's duty to promote the safety and welfare of children. The Safeguarding policy provides specific details on processes and procedures and should be used as a reference point whenever there are concerns about:

1. A child's safety or welfare
2. The behaviour of an adult working or volunteering with Edsential that may have or has had an impact on children's safety or welfare.

Each service area has a Safeguarding Lead and Edsential has an overall Designated Safeguarding Lead.

Designated Safeguarding Lead – Mark Aspden (07879 113367)**Deputy Designated Safeguarding Lead – Cate Madden (07710706194)****Team Service Leads****Governance Service - Mark Aspden – 07879 113367****Residential Arts - Cate Madden - 07710706194****Residential Service – Nick McCavish - 07710707105****Music Service -Alison Corten - 07780225494****Catering Service -Tracy Moore - 07710707094****Cleaning Service - Andrew Allmark - 07710 707106****Education Services - Gaby Crolla – 07710707080 gaby.crolla@edsential.co.uk****Business Support – Natasha Powell 07710707110****HR – Alison Wolden – 07775 027265**

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Where a member of staff or volunteer has a concern about a child's safety or welfare or an allegation of abuse is disclosed they must:

1. Immediately **follow the safeguarding procedures in the setting or school** in which the concern is raised, which would be to raise that concern with the Designated Safeguarding Lead for **that** setting or school.
2. They should then inform **their own Safeguarding Lead**, without delay by **telephone**, that they have **raised a concern**.
3. Complete the online notification form at <https://forms.office.com/r/Lx3xXzmcx4> and any additional information on the follow up form <https://forms.office.com/r/Am70VnESip>

Where a member of staff or volunteer has a concern about the behaviour or conduct in relation to children of a member of Edsential staff, or a volunteer in an Edsential setting or at an Edsential event, they must report that concern without delay to the Designated Safeguarding Lead or Managing Director.

Where a member of staff has a concern about the behaviour of a member of staff of a setting of school they must report that concern to the Headteacher or senior manager of that setting without delay and then inform Edsential's Safeguarding Lead that they have raised a concern.

Appendix 5 of the Safeguarding Policy has a flow chart of the Safeguarding Protocol.

All Members of staff and volunteers should be aware of the Whistle Blowing Policy and the Safeguarding Code of Conduct (Appendix 2 and 3).

All staff should wear a badge when conducting Edsential business, and wear a uniform where provided, unless there are specific reasons for not doing so ie. serving food in the kitchen. This will be agreed by the service lead.

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, or be at risk of harm, their duty is to contact the Designated Safeguarding Lead without delay. If the allegation is against the Managing Director the member of staff will report their concern direct to the LADO. See Appendix 4 for details.

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Introduction:

- Edsential is a community interest company owned by Cheshire West and Chester Council and Wirral Council and set up to provide traded services to the Education sector. We have been created with a private sector head and public sector heart – allowing us the freedom to compete, whilst using any surplus as a direct reinvestment in our services or to support projects in our schools. We are independent of our stakeholders and serve all schools and institutions, regardless of governance structure (Maintained, Academy, Free School and Independent Sector). We deliver a variety of services - Music, the Residential Centres, Catering & Cleaning, Governors, Education services and Learning Outside the Classroom. All are aimed at contributing to improving the outcomes for children and young people.
- To ensure that children are effectively safeguarded from the potential risk of harm at all Edsential venues or settings and that the safety and wellbeing of the children is of the highest priority in all aspects of our work.
- To help maintain an ethos whereby Edsential staff, school staff, pupils and parents feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

Purpose:

To ensure that all Edsential staff:

- ...are aware of their responsibilities in relation to safeguarding and child protection.
- ...know the procedures that should be followed to keep children and themselves safe.
- ...know where to go to find additional information regarding safeguarding.
- ...are aware of the key indicators relating to child abuse.
- ...fully support Edsential's commitment to safeguarding and child protection.

This procedure document provides the basis for good practice within Edsential for Child Protection work. It should be read in conjunction with the Wirral and Cheshire West and Chester Local Safeguarding Partnership Child Protection Policies and Procedures. These are in keeping with relevant national procedures and reflect what the Boards consider to be safe and professional practice in this context. Child Protection has to be considered within professionals' wider "safeguarding" responsibilities that include a duty to co-operate under the Children Act 2004, Working Together to Safeguard Children 2015, Keeping Children Safe in Education 2021, HM Government Information Sharing March 2015, Guidance for Safer Working Practice for those working with Children and Young People in Education Settings 2020. Within the context of Help Children Achieve More, this takes account of the need for children "being healthy and staying safe".

1 Principles

- 1.1 Section 175 and 157 of the Education Act 2002 gives maintained schools and academies a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State at all times.

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- 1.2 Edsential recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise.
- 1.3 We believe that every child and young person 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.
- 1.4 We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning activities. In order to achieve this, all members of staff (including volunteers) 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.
- 1.5 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 1.6 Children, parents and other carers should be made aware of their responsibilities and their rights, together with advice about the power of professionals to intervene in their family circumstances.
- 1.7 Individual family members must be involved in decisions affecting them. They must be treated with courtesy and respect and with due regard given to working with them in a spirit of partnership in safeguarding children's welfare. The strengths of individual family members, as well as their needs, should be given due consideration.
- 1.8 Explanations by professionals to children, their families and other carers should be plainly stated and jargon-free.
- 1.9 If there are suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the Child Protection procedures issued by the Cheshire West and Chester and Wirral Safeguarding Children Boards.
- 1.10 As a consequence, we will
 - assert that teachers and other members of staff (including volunteers) are an integral part of the child safeguarding process;
 - totally accept that safeguarding children is required and is an appropriate function for all members of staff, and wholly compatible with their primary pedagogic responsibilities.
 - recognise that safeguarding children is a responsibility for all staff;
 - ensure through training and supervision that all staff are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
 - designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for coordinating action within Edsential and liaising with other agencies; (Designated Safeguarding Lead)

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- ensure (through the Designated Safeguarding Lead) that all staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the Cheshire West and Chester and Wirral Safeguarding Children Boards;
- share our concerns with key people who need to know, and assist in any referral process;
- ensure that all members of staff and volunteers who have a suspicion or concern that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Safeguarding Lead, who will refer on to the appropriate body.
- safeguard the welfare of children whilst undertaking teaching sessions with Edsential staff, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies
- actively recognise and report any concerns over Children Missing from Education, Child Sexual Exploitation, Female Genital Mutilation or Preventing Radicalism (refer to separate documents)
- ensure that all staff, including volunteers, are aware of the Child Protection Procedures;
- be a safer recruitment employer and ensure through robust recruitment and selection of volunteers and paid employees that all people who work in our settings are suitable to work with children;
- act swiftly, within 24 hours, to make appropriate referrals to the Local Authority Designated Officer [Appendix 4] where an allegation is made that an adult 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.

2 DESIGNATED SAFEGUARDING LEAD

- 2.1 The Designated Safeguarding Lead for safeguarding and child protection in Edsential is: **MARK ASPDEN**
- 2.2 In his absence, these matters will be dealt with by the Deputy Designated Safeguarding Lead: **CATE MADDEN** or an appointed Duty Safeguarding Lead from the wider Safeguarding Team.
- 2.3 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 when they may have child protection concerns to discuss.
- 2.4 Edsential recognises that:
 - The Designated Safeguarding Representative is the first person to whom members of staff report concerns. This should be done as a priority, to ensure that there is a swift response to minimise and potential risk to the child.
 - The Designated Safeguarding Lead need not be a teacher but must have the delegated responsibility within Edsential to carry out the duties of the post.

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- All members of staff (including volunteers) must be made aware of who this person is and what their role is.
- All members of staff must understand their responsibility to contact the Designated Safeguarding Lead in matters of concern.
- The Designated Safeguarding Lead will act as a source of advice and coordinate action within Edsential over child protection concerns and actions.
- The Designated Safeguarding Lead 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 effectively.
- Appropriate training and support should be given where necessary.
- The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies.
- The Designated Safeguarding Lead is not responsible for dealing with allegations made against members of staff, therefore the Designated Safeguarding Lead will report any allegation to the Managing Director. If the allegation involves the Managing Director then it will be reported directly to the LADO.

3 RECRUITMENT

- 3.1 Make it clear, when advertising for all vacancies, that Edsential has a commitment to safeguarding children. The following statement will be placed in the advert.
“Edsential regard safeguarding with the highest priority. Applicants for posts will be subject to stringent vetting and induction processes. The successful applicant will be subject to relevant checks and enhanced DBS.”
- 3.2 In order to ensure that children are protected while working with staff from Edsential, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised. Vacancies will be advertised stating that the safety of children is of paramount importance. External candidates will be requested to complete a full application form. Where there are internal recruitment a shortened application form may be used.
- 3.3 Ensure that at least one member of the interview panel have completed a Safer Recruitment Training course.
- 3.4 That we have a face to face interview for each post with prepared questions. This may be done through video conferencing.
- 3.5 We accept that it is our responsibility to follow the guidance set out in ‘Keeping Children Safe in Education (September, 2021),’ in particular we will ensure that the following checks are satisfactorily completed before a person takes up a position in Edsential:

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- Identity checks to establish that applicants are who they claim to be eg. having sight of an applicant's birth certificate, passport and/or driving licence and keep copies of them.
- 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.
- DBS Checks will also be completed as appropriate.
- If recruiting from abroad additional references should be taken up to reflect legal changes following EU exit, including right to work in the UK and checks on the past conduct of individuals who have lived or worked overseas should be undertaken.
- Prohibition checks will be undertaken for qualified teachers and any staff with overnight duties in the residential service.

3.6 Where staff are self-employed a process of checks are undertaken by Service Leads in conjunction with HR to ensure that that they are appropriate persons to work with children. This follows the guidance as laid out in Keeping Children Safe 2021 and will include the following checks:

- Professional and character references prior to offering employment
- DBS Checks will also be completed as appropriate.
- Prohibition checks will be undertaken for qualified teachers and any staff with overnight duties in the residential service
- Suitability to undertake the role commissioned for including academic qualifications where relevant
- QTS (not essential)
- DBS Number / Date / Portable
- Public Liability Insurance
- Basic Awareness training
- First Aid (not essential)

Once this has been reviewed by the Service Lead, the member of staff will be asked to read the Edsential:

- Safeguarding Policy
- Social Media Policy
- Code of Conduct
- KCSIE (Part One)
- Risk Benefit Assessment specific to their delivery.

4 VOLUNTEERS

4.1 We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in whatever capacity,

will be recruited in line with Edsential Safer Recruitment Policy.

- 4.2 Volunteers will work alongside our staff and be supervised at all times, unless they have received specific training to allow them to work with children independent, including Safeguarding Training. They will be given the appropriate support. The Service Lead will direct a Risk Benefit Assessment to be undertaken in these circumstances.
- 4.3 Any volunteers or adults are only appointed on the authority of the Service Lead according to the requirements of the service.

5 INDUCTION & TRAINING

- 5.1 All new members of staff and volunteers will receive induction training, which will give them an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse, child protection concerns within the appropriate levels of confidentiality.
- 5.2 All new staff will be asked to sign and verify that they have read and understood the Safeguarding policy on starting working for Edsential.
- 5.3 All staff will be expected to undertake Basic Safeguarding Awareness Training. Prevent Duty Training, is provided where appropriate for their role; this includes Service Leads, teachers and tutors who have sole responsibility for children. All Basic Training has an element of Prevent Duty as part of the course. This will enable staff to fulfil their responsibilities in respect of child protection effectively. Edsential will provide access to this training and new staff will also receive it as part of their induction. This training, together with the policy, will provide detail as to how a member of staff may become aware of safeguarding concerns for a child or young person.
- 5.4 All Staff will do Basic Awareness refresher training every three years.
- 5.5 The Safeguarding Lead and the Safeguarding Representatives in each service area will attend the relevant Safeguarding training every two years.
- 5.6 Wherever staff are recruited members of the panel in the recruiting process, will be supported by at least one member of the panel having successfully completed Safer Recruitment Training.

6 DEALING WITH CONCERNS

- 6.1 A member of staff may become aware of safeguarding concerns in a number of different ways. A concern may arise as a consequence of a child/young person's appearance or behaviour, there may be information from a third party or an anonymous report. Alternatively, there could be a disclosure from a child or young person. Also, a member of Edsential staff may notice inappropriate behaviour by another adult or member of staff towards a child.

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- 6.2 It is not the responsibility of any member of staff or volunteer to investigate any suspicions or concerns that a child/young person is at risk of or is suffering significant harm.
- 6.3 Their concerns should be reported to the Designated Safeguarding Representative in their Service area by telephone immediately and be recorded.
- 6.4 A cause for concern is an action, observation or discussion that makes you feel anxious about the safety or wellbeing of a child.
- 6.5 All causes for concern must be recorded, according to procedure, and passed to the Designated Safeguarding Lead immediately. Complete the online notification form at <https://forms.office.com/r/Lx3xXzmcx4> and any additional information on the follow up form <https://forms.office.com/r/Am70VnESip>
- 6.6 The Designated Safeguarding Lead or the Safeguarding Lead within a Service Area will decide on the appropriate actions.
- 6.7 If the Safeguarding Lead within your particular service area has concerns about a child's welfare, or they feel they may be being abused, they will call the relevant Children's Social Care Team (different names depending on the Authority) or the Emergency Duty Team (EDT) or police immediately. Parents and Carers will be told about the referral to children's Social Care unless to do so would put the child a greater risk. The referral will be followed up in 24 hours to ascertain the outcome (see appendix 4 for contacts).

In the event of allegations against an adult they contact the Designated Safeguarding Lead who will follow the LADO procedures of the relevant authority, unless it concerns the DSL, in which case they will contact the Managing Director.

- 6.8 All discussions, telephone calls and meetings in relation to the child/young person must be recorded on online form and stored securely. This can be held in a specific safeguarding One Drive folder, emailed by OME or paper copy held in the Safeguarding Representative's folder in their safe.
- 6.9 The Designated Safeguarding Lead and the Safeguarding Representatives in the different Service areas will meet 3 times a year. The Designated Safeguarding Lead will then be able to:
- monitor that the agreed actions have taken place
 - assess the impact of the actions and the progress being made
 - agree the next steps
 - quality assure the written records
 - ensure that clear actions are followed up where there is a Child Protection Plan in place and the outcomes are monitored.
 - Ensure Edsential is represented at Core Groups and Conferences where applicable.
 - The designated safeguarding lead and the deputy will meet once a term prior to the Edsential Services Safeguarding meeting and provide feedback to the wider Edsential Services Safeguarding Team.

- 6.10 The documentation for each child/young person must be stored in a secure locked cupboard or a specific safeguarding folder on the Safeguarding Lead's One Drive.

7 SAFEGUARDING IN ESENTIAL SETTINGS

- 7.1 As well as ensuring that child protection concerns are addressed, we will also ensure that children who attend Edsential venues are kept safe from harm whilst they are in our charge.

- 7.2 To this end, this policy must be seen in conjunction with Edsential's policies on:

- Safer recruitment
- Code of conduct for staff
- Confidentiality
- Behaviour and discipline
- Health & Safety
- Allegations against members of staff
- E-safety
- Whistle Blowing
- Visitors policy
- Induction policy
- Supervision Policy

- 7.3 All staff should wear a badge when conducting Edsential business, and wear a uniform where provided, unless there are specific reasons for not doing so ie. serving food in the kitchen. This will be agreed by the service lead.

- 7.4 We will actively recognise and report any concerns concerning harmful behaviours and follow the relevant authority procedures.

8 PHOTOGRAPHING CHILDREN

- 8.1 We will not allow students to be photographed or filmed during any activity without the parent's or carer's permission.

- 8.2 We will not allow images of students to be used on our websites, publicity, or press releases, without express permission from the parent or carer, and if we do obtain such permission, we will not identify individual children by name unless we have specific permission to do so.

- 8.3 Edsential cannot however be held accountable for photographs or video footage taken by parents carers or members of the public in any of our settings. We do request that parents and carers do not upload any footage up to social media sites.

- 8.4 Photo consent forms will be issued and collated in the event of Edsential wanting to take photos of students. The forms will be stored electronically alongside the photographs.

8.5 Photographs will only be taken with the permission of the parents or carers.

9 CONFIDENTIALITY AND INFORMATION SHARING

9.1 Edsential will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

9.2 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.

9.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to contact the Designated Safeguarding Lead without delay, unless it concerns the DSL in which case they will contact the Managing Director. If the allegation is against the Managing Director the member of staff will report their concern direct to the LADO (Guidance for safer working practice for those working with children and young people in education settings – April 2020)

10 CONDUCT OF STAFF

10.1 Edsential has a duty to ensure that high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes reasonable and appropriate behaviour and professional boundaries. Refer to the Safeguarding Code of Conduct (appendix 3) and 'Guidance for safer working practice for those working with children and young people in education settings' – April 2020.

10.2 At all times, members of staff are required to work in a professional way with children. All staff should be aware of the risks inherent in:

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

10.3 A code of conduct in relation to safeguarding has is adopted by all adults working with children within Edsential (Appendix 3). Any member of staff or adult who does not adhere to the policy may be subject to disciplinary procedures.

10.4 An agreed Whistle Blowing policy in relation to safeguarding (Appendix 1) has been agreed in order to support the Edsential ethos where pupils and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.

10.5 There are a range of mechanisms in place to ensure that students feel comfortable to express their concerns to adults. For example:

- An open approach to discussing issues with staff
- A pastoral system in place on any residential stay

11 PHYSICAL CONTACT AND RESTRAINT

- 11.1 Members of staff may have to make physical interventions with children where it is reasonable, proportionate and necessary. Members of staff will only ever do this to keep children safe and where it follows the policy of the setting they are working in.
- 11.2 If staff are working in an environment where they are likely to need to restrain a child or young person the Service Lead will ensure they are trained in safer handling.

12 ALLEGATIONS AGAINST MEMBERS OF STAFF

- 12.1 If anyone makes an allegation that any member of staff may have:
- Possibly committed an offence against or related to a child
 - Behaved in a way that has harmed or may have harmed a child
 - Behaved towards a child in a way which indicates s/he would pose a risk of harm if they worked regularly or directly with children.
- 12.2 The allegation will be dealt with in accordance with national guidance and agreements.
- 12.3 The Managing Director, rather than the designated Safeguarding Lead, will handle such allegations unless he deems it appropriate to delegate this duty or parts of this duty, to the Designated Safeguarding Lead.
- 12.4 The Managing Director (or Designated Lead if the duty is delegated to him) will collate basic information about the allegation and report, within 24 hours, to the relevant Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required. The duty LADO system is available to discuss your concerns.
- 12.5 The Managing Director (or Designated Lead if the duty is delegated to him) must not investigate the concerns or discuss with the alleged perpetrator without having spoken to the LADO.
- 12.6 If the allegation is against the Managing Director the member of staff will report their concern directly to the LADO.

13 CONTRACTED SERVICES

- 13.1 Where Edsential contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with Edsential on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

14 IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW

- 14.1 All adults in Edsentia! can access the Safeguarding and Child Protection Policy on Selima or the website and will be asked to sign and date a declaration to say that they have read and agree to follow its procedures. Employed staff are asked to complete an electronic declaration on Selima. It will be reviewed annually and signed off by the Company Board. Safeguarding and Child Protection will be a standard agenda item on the Company Board, Management Team and Business Unit Meetings.
- 14.2a Edsentia! will actively share the safeguarding policy with parents and carers of those children who are engaged in Edsentia! activities via the Edsentia! website.
- 14.2 The effectiveness of the policy will be reviewed and evaluated annually or sooner in light of any specific incidents or as a consequence of changes to local/national guidance.

15 ACCESS TO POLICIES AND SAFEGUARDING DOCUMENTATION

- 15.1 All the required documentation will be kept under a Safeguarding folder on a shared drive.
- 15.2 Each service area will have a lead who is responsible for disseminating safeguarding documentation to all of their staff. They will sit on the safeguarding team and will keep all relevant documentation in addition to it being the shared folder.
- 15.3 Where appropriate there will be hard copies of the policy on display ie. Residential Centres and Music centres on request.

APPENDIX A: The Role of the Designated Safeguarding Leads

To be effective they will:

- Act as a source of advice, support and expertise within Edsential and be responsible for coordinating action and liaising with Children's Social Care of the relevant local authority, and other relevant agencies over suspicions that a child may be suffering harm.
 - Cascade safeguarding advice and guidance issued by the Cheshire West and Chester and Wirral Safeguarding Children Boards.
 - Ensure each member of staff and volunteers within Edsential have read and understood the Child Protection and Safeguarding Policy and have signed to say they do.
 - Ensure that safeguarding is a standing agenda item on the Company Board, Management Team Meetings and Business Unit meetings. Liaise with the Managing Director to inform him/her of any safeguarding issues and ongoing investigations and to ensure there is always cover for the role.
 - Ensure that this policy is updated and reviewed annually in line with National updates. If there are any statutory changes the policy should be sooner.
 - Keep a detailed, accurate and secure written record of referrals or concerns and on-going cases. Keep them in a secure locked cupboard only accessible to the Safeguarding Lead. Archive any unfounded referrals in a separate folder within the secure locked cabinet.
 - Ensure that all Safeguarding Representatives in the different Service areas keep their own records in a secure locked cupboard only accessible to them.
 - Ensure that all Safeguarding Representatives report any incident or concern over a child to the Safeguarding Lead so that everything can be collated.
- 2.6 The Designated Safeguarding Lead 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.
 - Keep a log of staff and training dates to ensure that all members of staff are trained up to date.
 - Have a working knowledge of how the Cheshire West and Chester and Wirral Safeguarding Boards operate and the conduct of a child protection case conference and be able to attend and contribute to these when required.
 - Attend any relevant training courses or workshops and then ensure that any new or key messages are passed to other staff, volunteers and governors.
 - Make themselves (and any deputies) known to all staff 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 Safeguarding Lead immediately.

Appendix 1: Whistle Blowing

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Safeguarding Lead in their Service area. Although this can be difficult this is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- Report any concerns directly to the Managing Director.

What happens next?

- You should be given information on the nature and progress of any enquiries.
- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence.

Refer the Company Whistleblowing Policy December 2018 on Selima or available from HR.

Appendix 2: Definitions and Symptoms of Abuse

There are four main categories of abuse – physical injury, neglect, sexual abuse and emotional abuse. The list of symptoms given is not exhaustive or comprehensive but consists of frequently observed symptoms. It is important to remember that most abuse involves more than one main type, for example, sexual and emotional abuse may be recognised together. These symptoms, for example cuts and grazes, may also be accidental and not a sign of abuse.

Physical Abuse

A form of abuse which 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.

Symptoms:

Behaviour changes/wet bed/withdrawal/regression	Finger marks
Frequent unexplained injuries	Broken bones
Afraid of physical contact	Cuts and grazes
Violent behaviour during role play	Cigarette burns
Unwillingness to change clothes	Cowering
Aggressive language and use of threats	
Bruising in unusual areas	
Changing explanation of injuries	
Not wanting to go home with parent or carer	

Neglect

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, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Symptoms:

Lack of appropriate clothing	Dirty
Cold – complaining of	Body sores
Hunger – complaining of	Urine smells
Unkempt hair	No parental interest
Not wanting to communicate	Behaviour problems
Attention seeking	Lack of respect
Often in trouble – police	Bullying
Use of bad language	Always out at all hours
Lack of confidence – low self-esteem	Stealing
Jealousy	Significantly underweight

Sexual Abuse

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Involves forcing or enticing a child or young person 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. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

Symptoms:

Inappropriate behaviour – language	Withdrawn
Change of behaviour	Role play
Rejecting physical contact or demanding attention	Rocking
Physical evidence – marks, bruising	Knowledge
Pain going to toilet, strong urine	Stained underwear
Bruising/marks near genital area	
Drawing – inappropriate knowledge	
Relationships with other adults or children for example, behaving in a forward manner.	

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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, although it may occur alone.

Symptoms:

Crying	Rocking
Withdrawn	Not wanting to socialise
Cringing	Bad behaviour
Aggression	Behaviour changes
Bribery by parent	Self infliction
Lack of confidence	Attention seeking
Isolation from peers – unable to communicate	Clingy
Afraid of authoritative figures	
Treating others as you have been treated	
Picking up points through conversation with children	

Other forms of Abuse

Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the

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external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Indicators

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, and Chapter 9 of those Guidelines (pp42-44) focuses on the role of schools and colleges.

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. Once the government issues any statutory multi-agency guidance this will apply to schools and colleges.

Actions

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. When mandatory reporting commences in October 2015 these procedures will remain when dealing with concerns regarding the potential for FGM to take place. Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.

Mandatory Reporting Duty

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon **teachers, along with social workers and healthcare professionals, to report to the police** where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

The Mandatory reporting duty will commence in October 2015. Once introduced, teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate.

Please refer to the link below for further information:

<https://www.cheshirewestscp.co.uk/professionals/female-genital-mutilation-fgm/>

Please refer to Appendix A in Keeping Children Safe 2021 for further forms of Other Abuse.

Appendix 3: Safeguarding Code of Conduct

Staff checks

All staff, volunteers and student placements over the age of 18 working with young people must complete a disclosure form, which will be submitted to the Disclosure and Barring Service. Volunteers working for a one-off period of one week or less, may not need to complete such a disclosure form but must be in the presence of a member of staff at all times. Volunteers must be in the presence of a member of Edsential staff at all times. Where appropriate staff will be asked to complete a Children's Workforce Disqualification Declaration form.

Working practice

- Treat all our visitors with respect.
- Provide an example you wish others to follow.
- Ensure there will be supervision throughout all teaching sessions.
- Respect others' rights to personal privacy.
- Strive to create an atmosphere in which young people and adults feel comfortable enough to point out attitudes and behaviour they do not like.
- Treat others with sensitivity and respect for dignity when carrying out tasks of a more personal nature.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do not permit abusive peer activities – for example, bullying, ridiculing or 'banter'.
- Do not engage in inappropriate physical or verbal contact.
- Do not jump to conclusions without first checking the facts.
- Do not allow yourself to be drawn into inappropriate attention seeking behavior such as tantrums or crushes, but deal firmly and fairly with such behavior at all times.
- Do not trivialize or exaggerate child abuse issues.
- Do not show favoritism to any individual.
- Do not make suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature, and discourage others from doing so.
- Do not rely on your good name to protect you – it may not be enough.
- Do not believe, "It can never happen to me!" It can!
- Do not get close to or have any inappropriate physical contact with a client without clearly explaining what you are doing.
- When possible, avoid being alone in private or remote locations with young people. Always have another member of the Edsential staff, visiting staff or school staff present.

What to do if you suspect abuse is taking place

If you are concerned that abuse may be taking place:

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- Remember that it is not your duty to decide if any abuse has taken place but it is your duty to take action, however small your concern.
- Inform the Safeguarding Lead (see protocol) who will take responsibility for seeking any additional advice.
- Check that the Safeguarding Lead has dealt with the reported concern.

Listening to someone who is reporting abuse

- Always listen carefully.
- Make it clear to the child that you cannot promise confidentiality. It is important that they understand you will talk to their staff if you feel they are in any danger.
- React calmly and tell them you are taking them seriously.
- Keep questions to a minimum.
- Do not try to interpret what you are told and do not jump to conclusions.
- Do not speculate or make accusations.
- Reassure them that it was right to tell you.
- Do not force them to disclose and do not ask leading questions.
- Make a clear and accurate record of what is said, heard and seen, as soon as possible.
- Inform the Safeguarding representative within your service area for help and support, as soon as possible.
- Do not discuss the allegations with others.
- Make no comment on the suspected offender or his/her morality.
- Be aware that people may try to retract all they have told you.
- Seek immediate medical assistance if required.
- Make no assumptions.

How should I behave in order to protect young people and myself

- Where possible avoid spending time alone with young people away from others.
- Avoid taking a young person in a car journey away from others unless it's absolutely necessary.
- Avoid going into a young person's dormitory (residential courses) unless it is necessary and unless you are accompanied by a member of the Conway Centres staff or a member of visiting staff.
- Where any of the above are necessary, ensure they only do so with the full knowledge and consent of the visitor's carers or supervisors.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in inappropriate touching of any form, except in a situation where safety is an issue.
- Do not allow others to use inappropriate language unchallenged.

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- Do not make sexually suggestive comments to anyone, even in fun.
- Do not let allegations of any form of abuse go unchallenged – always act.
- Never do things of a personal nature that young people can do for themselves.
- It may sometimes be necessary for staff to do things of a personal nature for visitors (ie. buckle a harness). These tasks should only be carried out with the full understanding and consent of carers or supervisors. In these circumstances, it is important to ensure all staff are sensitive to the visitor and undertake personal care with the utmost discretion.

For further information refer to: **Guidance for safer working practice for those working with children and young people in education settings – May 2020**

Appendix 4: Contact numbers

Representatives within the different Service Areas of Edsential

Designated Safeguarding Lead – Mark Aspden (07879 113367)

Deputy Designated Safeguarding Lead – Cate Madden (07710706194)

Team Service Leads

Governance Service - Mark Aspden – 07879 113367

Residential Arts - Cate Madden - 07710706194

Residential Service – Nick McCavish - 07710707105

Music Service -Alison Corten - 07780225494

Catering Service -Tracy Moore - 07710707094

Cleaning Service - Andrew Allmark - 07710 707106

Education Services - Gaby Crolla – 07710707080 gaby.crolla@edsential.co.uk

Business Support – Natasha Powell 07710707110

HR – Alison Wolden – 07775 027265

If the Safeguarding Lead within your particular service area has concerns about a child's welfare, or they feel they may be being abused, they will call the relevant Children's Social Care Team (different names depending on the Authority) or the Emergency Duty Team (EDT) or police immediately. Parents and Carers will be told about the referral to children's Social Care unless to do so would put the child a greater risk. The referral will be followed up in 24 hours to ascertain the outcome (see appendix 4 for contacts).

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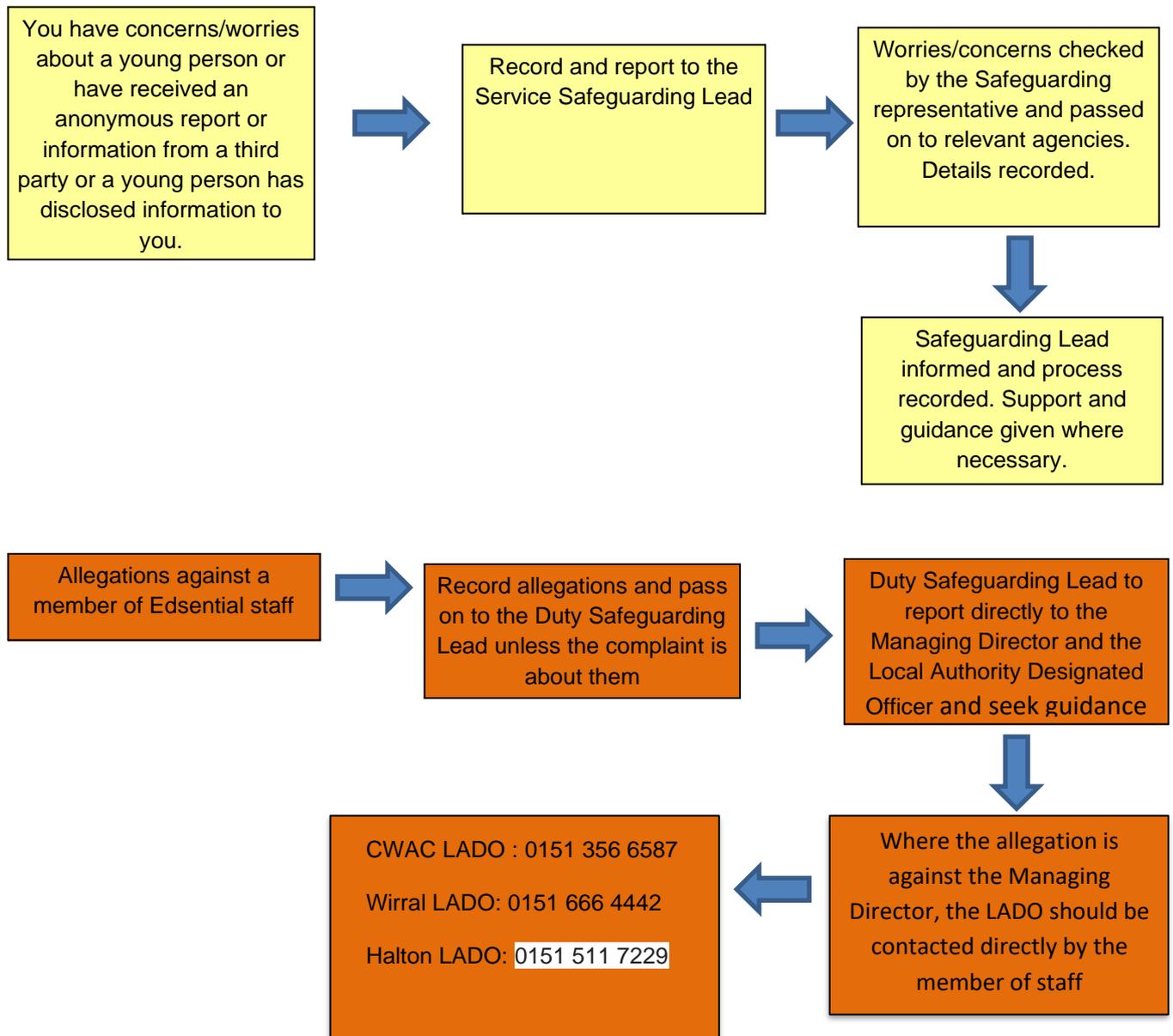
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In the event of allegations against an adult they contact the Designated Safeguarding Lead who will follow the LADO procedures of the relevant authority, unless it concerns the DSL, in which case they will contact the Managing Director.

Cheshire West LADO - 0151 337 4570

Wirral LADO 0151 666 4442.

Appendix 5: Safeguarding Protocol





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