



SOUTH
LONDON
ACADEMY

Safeguarding and Prevent Policy

Document Summary

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Safeguarding Policy

1. Introduction and Background to the Policy

SOUTH LONDON ACADEMY is a training provider that is committed to safeguarding and promoting the welfare of all young people participating in its programmes, whether in group settings or on an individual 1 to 1 basis. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect individuals from harm, abuse and exploitation. All trainers, assessors, staff & contractors will adhere to this policy.

The Aims of this Policy are:

- To protect young people from physical, sexual and emotional harm.
- To support development in ways that will foster security, confidence and resilience.
- To provide an environment in which young people and vulnerable adults feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- To raise awareness of delivery and non-delivery staff of their responsibilities and what to do in cases of suspected abuse.

The Company is committed to:

- Taking into account the interests and well-being of children and vulnerable adults, including respecting their rights, wishes and feelings.
- The nomination of a member of staff with protection responsibilities.
- Taking seriously all suspicions and allegations of abuse and responding, quickly and appropriately.
- Ensuring that staff working with young people are also provided with protection and awareness of best practice so they can be protected from wrongful allegations.

It is the responsibility of all staff members to ensure that:

- Their behaviour is appropriate at all times.
- They observe the rules established for the safety and security of all learners but with particular emphasis for children and vulnerable adults
- They follow procedures following suspicion, disclosure or allegation of abuse.
- They recognise the position of trust in which they have been placed.

It is the responsibility of the Director to monitor this policy by:

- Keeping records of cases brought and their outcomes.
- Meeting with the designated protection officer on a regular basis.
- Requesting feedback from all staff members about the ease of implementation and the effect of the policy.

2. Legislation

This policy is governed by Government Legislation and Guidance in respect of protecting children and vulnerable adults including:

- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2015
- The Education Act 2001
- The Children Act 2004
- The Children Act 1989
- The Police Act 1997
- Mental Health Act 1983
- Rehabilitation of Offenders Act 1974

Our policy also encompasses best practice such as DfES/NIACE “Safer Practice, Safer Learning” (2007) which applies to all providers of post-16 learning and skills and Every Child Matters www.everychildmatters.org.uk.

3. Definition of a young person and vulnerable adult

SOUTH LONDON ACADEMY recognises that it has a duty to ensure that it carries out all its functions with regard to the need to safeguard and promote the welfare of children and young people. The Children Act, 1989 defines a child as “a person under the age of eighteen”. This policy therefore applies to all young persons under 18.

However, the principles of this policy should also be considered for those young people above the age of 18 years who may be defined as a vulnerable adult who may need support by reason of learning or other disability and may be unable to protect him or herself against harm or exploitation.

SOUTH LONDON ACADEMY recognises this duty in relation to all young people and vulnerable adults regardless of age, colour, race, nationality, ethnic origin, religious belief, social class, sex, sexual orientation or disability.

4. Protection Officers within SOUTH LONDON ACADEMY

All curriculum managers and the business development manager are responsible for safeguarding young people and vulnerable adults. All staff have been made aware that any concerns should be reported to them. They will then inform the SOUTH LONDON ACADEMY Designated Safeguarding Officer – Yadav Shrestha.

It is important that staff do not investigate any allegation themselves – instead this will be undertaken by the SOUTH LONDON ACADEMY Designated Safeguarding Officer who will co-ordinate and take any action, including reporting to the Police if necessary. All staff will undergo training which includes recognising and identifying possible signs of abuse in young people and how to deal appropriately with a young

person or vulnerable adult who is making a disclosure about their own or another person's abuse.

All existing and potential staff at SOUTH LONDON ACADEMY are subject to Criminal Records Bureau checks.

5. Complaints Policy

SOUTH LONDON ACADEMY has a complaints policy which is accessible to all young people on programmes.

6. Identification of Abuse

The term "child abuse" is used to describe ways in which children and young people are harmed; usually by adults and often by those they know and trust.

There are a number of types of abuse, though a child, young person and vulnerable adult may experience more than one kind at any one time in his/her life.

Physical Abuse	Occasions when parents, adults or other children deliberately inflict injuries on a child or vulnerable adult or knowingly do not prevent such injuries. It includes injury caused by hitting, shaking, squeezing, burning, biting or using excessive force, and giving children alcohol, inappropriate drugs or poison, and attempts to suffocate or drown them. Physical abuse may also be deemed to occur if the nature and intensity of training disregards the capacity of the child's or young person's immature and growing body, or predisposes the child or vulnerable adult to injury resulting from fatigue or overuse.
Emotional Abuse	Occasions when adults fail to show children or vulnerable adults due care and attention or threaten, use sarcasm, taunt or shout at a child or young person causing him/her to lose self-confidence or self-esteem and become nervous or withdrawn. These may also occur when an adult repeatedly ignores or fails to respond to a child's or young person's efforts or progress, or places the child or young person under unrealistic pressure to perform to high expectations constantly.
Neglect	Occasions where adults fail to meet a child's or vulnerable adult's essential needs, such as adequate clothing, food, warmth and medical care. It also includes occasions where an adult leaves a child or young person alone without proper supervision, or does not ensure that the child or vulnerable adult is safe, or exposes them to undue extremes of temperature or risk of injury.
Sexual Abuse	Occurs when males and females use children or vulnerable adults to meet their own sexual needs. Examples including forcing a child or vulnerable adult to take part in sexual activity such as sexual intercourse, masturbation, oral sex, anal intercourse, fondling or exposure to pornographic material. This also includes suggestions

	that sexual favours can help (or refusal can hinder) a career.
Financial Abuse	Occurs where there is exploitation for financial gain, including theft, fraud, misuse or misappropriation of property, possessions and/or finances, putting pressure on a person to include them in their will or on how they spend their income.
Discriminatory Abuse	When a person is treated unfairly, harassed, ridiculed or targeted because of their race, religion, sexuality, gender, age or impairment such as their mental or physical health.

There is also the abuse of trust – where children or vulnerable adults are indoctrinated with attitudes to training, drugs and cheating, or social, political and religious views which are unacceptable to the child's or vulnerable adults family/carer and community.

Abuse through Radicalisation & Violent Extremism

SOUTH LONDON ACADEMY is also concerned with the abuse of children and vulnerable adults through radicalisation and violent extremism. Violent extremism is defined by the Crown Prosecution Service (CPS) as:

"The demonstration of unacceptable behaviour by using any means or medium to express views, which:

- encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- seek to provoke others to terrorist acts;
- encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- foster hatred which might lead to inter-community violence in the UK."

SOUTH LONDON ACADEMY is vigilant to concern about the presence of radicalisation and/or extremism and is committed to addressing such issues appropriately in partnership with police, communities and other organisations, including through local Prevent strategies where they exist.

Staff will also undergo training in Prevent Duty.

Possible signs include:

- Uncharacteristic changes in behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outburst of temper.
- Gossip.
- Bruises and injuries not typical or for which the explanation seems inconsistent.
- The child or young person becomes increasingly dirty or unkempt.
- The child or young person loses weight for no apparent reason.
- Nervousness when approached or touched.
- Fear of particular adults – especially those with whom a close relationship would normally be expected.

- The child or young person wishes to change courses without a reasonable explanation.
- Children or young people who are reluctant to go home.

It must be recognised that the above list is not exhaustive, and the presence of one or more indicators is not proof that abuse is actually taking place.

It is **not** the responsibility of those employed to decide that abuse is occurring. It **is** a responsibility to follow through on any concerns.

7. Dealing with a young person who is making a disclosure

If a young person tells you that they, or another young person, are being harmed you **MUST NOT INVESTIGATE** but should refer it to the SOUTH LONDON ACADEMY Designated Safeguarding Officer. However, in all instances, you should adhere to the following principles:-

- Listen and take seriously what the young person says;
- Do not make any promises about keeping the information secret;
- Be calm and reassuring;
- Do not express disbelief, however incredible the story appears;
- Obtain sufficient information from the young person to inform what you need do next but do not investigate by asking questions;
- Explain to the young person what will happen next. Tell them that you will pass the information on to someone who can help;
- Don't make assumptions about the young person's feelings;
- Avoid condemning the alleged abuser;
- Reassure the young person that he/she is not responsible for what has happened despite what they might have been told;
- Write down what has been said immediately afterwards using the young person's own words as far as possible. Record what you said in response.

8. Code of Conduct for staff working with young people and vulnerable adults

- Always be publicly open when working with young people. Avoid situations where you and an individual are completely unobserved;
- Respect the rights and dignity and worth of all and treat everyone with equality;
- Place the well-being and safety of the young person above development and achievement;
- Constantly display high standards of personal behaviour and appearance;
- Never be overtly critical of young people or use sarcasm where it may cause them to lose self-esteem or confidence.

Everyone should also be aware that as a general rule it does not make sense to:

- Spend amounts of time alone with young people or vulnerable adults away from others;

- Take young people alone on car journeys;
- Take young people to your home if they will be alone with you;
- If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of the Programme Manager or Director.

If you accidentally hurt a young person or cause distress in any manner, or the young person misunderstands or misinterprets something you have done, report the incident as soon as possible.

You should never

- Permit children or vulnerable adults to use inappropriate language unchallenged;
- Make sexually suggestive comments to a child or vulnerable adult, even in fun;
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.

9. Guidance for the designated Protection Officers

When reports of misconduct or allegations are brought to your attention a decision must be made as to whether the allegation made is abuse, or related to poor practice.

If the allegation is **abuse** the following procedures should be followed:

- Make a full report of any allegations or suspicions using the appropriate form.
- Give this to the SOUTH LONDON ACADEMY Designated Safeguarding Officer.
- Confidentiality must be maintained.

If the allegation relates to **poor practice** the following process should be followed:

- Make a record of the allegations.
- Inform the Programme Manager or Director and the SOUTH LONDON ACADEMY Designated Safeguarding Officer.

The protection officer is responsible for:

- Receiving and acting upon any reports of incidents of suspected or actual abuse in liaison with the SOUTH LONDON ACADEMY Designated Safeguarding Officer.
- Acting as first point of contact for SOUTH LONDON ACADEMY on issues relating to the protection of Children, Young People and Vulnerable Adults.
- Advising the referrer of the actions they will take (further feedback will only be provided if appropriate).
- Ensuring all relevant information is communicated to the relevant person/ organisation/ agency.
- Maintaining an up-to-date understanding of child protection and promoting interest and knowledge across the Company.

- Passing on records and reports of any incidents of suspected or actual abuse to the SOUTH LONDON ACADEMY Designated Safeguarding Officer for secure storage.

10. Monitoring & Review

Following any safeguarding incident, the SOUTH LONDON ACADEMY Designated Safeguarding Officer and senior staff will undertake a case review against the policy to ensure that it has been fully and correctly implemented. They will agree any system and procedural changes required and identify and address training needs for staff.

Staff knowledge will be tested on a regular basis by the SOUTH LONDON ACADEMY Designated Safeguarding Officer to identify individual and companywide training requirements.

This policy will be reviewed annually by the SOUTH LONDON ACADEMY Designated Safeguarding Officer to ensure that it continues to meet current legislative requirements, adopts emerging best practice, and continues to be effective and relevant to the wider business.

Safeguarding Alert Form

This form is to be used by a member of staff to report concerns about the abuse of a child or vulnerable adult or who receives a disclosure of abuse. This must be completed immediately and forwarded securely to the SOUTH LONDON ACADEMY Designated Safeguarding Officer. If you do not have all the information requested please complete the parts you can.

Your Details	
Name:	Position:
Address:	
Email:	
Tel No:	
Date & Time of Disclosure/Incident:	
Details of Alleged Victim	
Name:	Date of Birth:
Address:	
Tel No:	
In receipt of Health or Social Care?	Yes No
If yes, name and address of provider:	
Tel No:	
Detail of Person Making Disclosure (if different to above)	
Name:	
Address:	
Tel No:	
Detail of Alleged Perpetrator	
Name:	
Position/Relationship:	
Address:	
Tel No:	
Employer Details	
Organisation:	
Address:	
Manager:	
Main Contact (if different):	
Email:	
Tel No:	
Details of Incident/Disclosure	
<p>Provide full details of the incident or disclosure on the following page – try to be as factual as possible, and use the words and phrases of the person making the disclosure if possible. Under no circumstances note opinion, or personal interpretation of what an individual “meant”. You may include observations such as body language, emotional state, injuries etc.</p> <p>Include all details of what is alleged, dates, times and locations of where the alleged incident(s) occurred, anyone else who was present etc. Also include any immediate action taken such as first aid.</p>	

Reported to Designated Safeguarding Officer

This form was passed to:
Name:

Date:

Time:

Signed:

Designated Safeguarding Officer Action

Note below action taken, personnel consulted and any additional information gained relating to the allegation.

Referral made to external agency e.g. Social Services, Police?

Yes No

If **yes**, name of referral agency:

Contact Name:

Tel No:

Referral Date:

Time:

If no, reason for not referring, and other action to be taken if any:

Signed:

Date:

Follow Up Notes

(Include date and time of any entries and initial each entry)

Prevent Alert Form

This form is to be used by a member of staff to report concerns about the potential radicalisation, extremist activities and or signs / behaviours* that indicate extremism by staff, partners, employers, learners/customers engaged on our programmes. This form must be completed when you are presented with the cause for concern and forward securely to the SOUTH LONDON ACADEMY Designated Safeguarding Officer.
If you do not have all the information requested please complete the parts you can.

Your Details	
Name:	Position:
Address:	
Email:	
Tel No:	
Date & Time of Disclosure/Incident Giving Cause For Concern:	
Details of Individual Causing Concern	
Name:	Position
Organisation	
Address:	
Tel No:	
Are they a: Colleague Partner Employer Learner / Customer	
Full Explanation of Relationship To Individual Giving Cause For Concern:	
Report of Situation leading to Concern	
Provide full details of the situation that has led to the cause for concern on the following page – try to be as factual as possible, and use the words and phrases of the person making the disclosure if possible. Under no circumstances note opinion, or personal interpretation of what an individual “meant”. You may include observations such as body language, emotional state, injuries etc. Include all details of what is alleged, dates, times and locations of where the alleged incident(s) occurred, anyone else who was present etc. Also include any immediate action taken.	

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Reported to Designated Safeguarding Officer

This form was passed to:
Name:

Date:	Time:
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Signed:

Designated Safeguarding Manager Action

Note below action taken, personnel consulted and any additional information gained relating to the cause for concern.

