

SAFEGUARDING OF CHILDREN & ADULTS AT RISK OF HARM POLICY

Contents:

Section 1	
1.1	Policy statement
1.2	Scope & purpose
Section 2	
2.1	Procedures for Safeguarding Children, Young People and Adults at Risk of Harm
2.2	Roles and Responsibilities
2.3	Governing Body
2.4	HR Manager, Learning and Development
2.5	Designated Safeguarding Officer
Section 3	
3.1	Records, Monitoring and Transfer
3.2	Work in Partnership
3.3	Support for Staff
3.4	Work with Partners
Section 4	
4.1	Recruitment and Selection
4.2	Linked Policies, Procedures and Guidance
4.3	Location and Access to this Policy
4.4	Persons Responsible for the Policy
4.5	Deputy Safeguarding Officer & Deputy Designated Safeguarding Officer Details
4.6	List of relevant agencies for Apprentices

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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Section 1

1.1 Policy statement:

Projecting Success is fully committed to Safeguarding the welfare of all young people and adults at risk by taking all reasonable steps to protect them from harm and accepts its corporate responsibility for their well-being and safety.

The company recognises and acknowledges that it has a duty to uphold British Values and to safeguard the welfare of all young people and adults at risk by creating an environment that protects them from harm and reduces any potential risks of being exposed to violence, extremism, exploitation or victimization. Therefore, all Projecting Success employees, volunteers, delivery partners and contractors will always show respect and understanding for the rights, safety and welfare of all parties and conduct themselves in a way that reflects the principles, values and culture of our organisation and be aware of and follow current legislation regarding the safeguarding of all young people and adults at risk.

Our policy sets out the roles and responsibilities of all parties in providing a safe working and learning environment whereby everyone is protected from abuse of any kind.

1.2 Scope & purpose

This policy is consistent with:

- The legal duty to Safeguarding and promote the welfare of children, as described in section 175 of the Education Act 2002 and the statutory guidance 'Keeping children safe in Education (2021)
- Working Together To Safeguard children (2018)
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings
- Protecting the UK against terrorism (2015)
- Prevent Duty Guidance (2015)
- Care Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Human Rights Act (1998)

There are 4 main parts to the Safeguarding Policy:

- **Prevention** (To provide a welcoming and positive learning environment, teaching and support for children, young people and adults at risk, safer recruitment procedures)
- **Protection** (By following agreed procedures, ensuring all staff are trained and supported to respond to Safeguarding concerns)
- **Support** (To provide support to children, young people and adults at risk and Projecting Success staff who may have been abused)
- **Working with partners** (Including staff, governors, employers, to ensure that all appropriate communications and actions are undertaken)

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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Section 2 2.1 Procedures for Safeguarding Children, Young People and Adults at Risk of Harm

- Establish and maintain an ethos where children, young people and adults at risk feel safe and encouraged to talk and are listened to.
- Ensure that children, young people and adults at risk are aware that there are members of staff within Projecting Success whom they can approach if they are worried or are in difficulty.
- All Apprentices complete the Side by Side module <https://www.etflearners.org.uk> and sign off as part of a learning aim within their One File e-portfolio.
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff who will work with children, young people and adults at risk, including references and DBS checks.
- Projecting Success has a risk assessment to assess the level of risk of learners and apprentices being drawn into terrorism.
- The risk assessment is completed on a quarterly basis by the Darren Blackburn Designated Safeguarding Officer and Prevent (SPOC) and is accessible via SharePoint. And using the current threat level will highlight subjects such as raising awareness of Prevent, working in partnership, employee development and training for staff, learner knowledge, Safeguarding, communication and incident management.
- Promoting an inclusive environment that meets the needs of all learners, irrespective of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, relationship status or pregnancy.
- Peer-on-peer abuse: This can be understood as bullying, physical abuse, sexual violence and sexual harassment, sexting, and so-called initiation ceremonies. We recognise the gendered nature of peer-on-peer abuse (it is more likely that girls will be victims and boys' perpetrators) but any form of this abuse will not be tolerated or allowed to be minimised as 'banter' or 'a joke'.

Safeguarding in the Curriculum

- Part of the first episode of learning key information is delivered relating to this Policy, DSO & Deputy DSO roles & responsibility.
- At the beginning of every teaching and learning session the DSO and deputy DSO contact details are enforced to those Apprentices who are attending the session.

2.2 Roles and Responsibilities

All adults working with or on the behalf of children, young people and adults have a responsibility to be alert to possible abuse and to record and report concerns to the Safeguarding Team.

Projecting Success has a Designated Safeguarding Officer as well as a Deputy Designated Safeguarding Officer who is a member of the Senior Leadership Team who can offer advice, guidance and support with Safeguarding concerns.

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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Within the Apprentice handbook the contact details are available for both Designated Safeguarding Officers. All staff receive mandatory Safeguarding training and receive further information during the staff induction to ensure that all staff understand their roles and responsibilities within Safeguarding and making Safeguarding referrals.

Biweekly updates/ reminders have been introduced to give employees all the latest news on Safeguarding both internally and externally.

All referrals must be reported through the Safeguarding line, where these will be investigated and appropriate referrals and support will be put in place and monitored. All Safeguarding referrals are recorded internally with limited access to safeguarding team ensuring up to date records and updates on individual records.

2.3 Governance Board

- In accordance with the Statutory Guidance 'Keeping Children Safe in Education' 2021, the Governance Board will ensure that:
- Projecting Success has a Safeguarding policy, procedures and training in place which are effective and comply with legislation.
- Projecting Success operates safer recruitment practices, including appropriate use of references and checks on new staff. Staff involved in recruitment will undertake safer recruitment training.
- There are procedures for dealing with the protection of vulnerable young people from being drawn into terrorism and radicalization, this is part of the Safeguarding referral process.
- All delivery team undertake appropriate Training in Safeguarding Children, Young people and Adults at risk. New members of staff who begin employment at Projecting Success are given and are also given Training in Safeguarding Children, Young People and Adults at risk as part of their induction.
- Effective policies and procedures are in place and updated annually and include the employee handbook.
- There is a senior member of Projecting Success leadership team who is part of the Safeguarding Team and covers the Designated Safeguarding Officer when they are unavailable.
- The Designated Safeguarding Officer keeps their current knowledge and understanding of Safeguarding up to date by attending the required sector qualification, this would normally be Level 4 specific qualification.

2.4 HR Manager

The HR Manager will ensure that:

- The policies and procedures adopted by the Governing Body are effectively implemented and followed by all the staff.

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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- Projecting Success team feels able to raise a concern about poor or unsafe practice regarding children, young people and
- adults at risk and such concerns are addressed sensitively and effectively in a timely manner.
- During the staff induction and at refresher Training of Children, Young People and Adults at risk staff are informed on how to submit a Safeguarding concern and to follow the correct process.

2.5 Designated Safeguarding Officer

The responsibilities of the Designated Safeguarding Officer within Projecting Success include:

- Acting as a source of support, advice and expertise within Projecting Success.
- Where there is a Radicalization concern to contact the DFE Prevent coordinator for that region to advise on the possible course of action and act as the Prevent site point of contact.
- Ensuring all staff have induction training that covers Safeguarding Children, Young People and Adults at risk and can recognise and report concerns immediately they arise and are confident in following the correct procedures and is ongoing during the time staff are employed at Projecting Success.
- Obtaining access to resources for all staff and communicating any changes both internally and externally via the biweekly news. And to keep well informed of any changes within the sector such as NSPCC news, monthly DFE Prevent Coordinator communications.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Maintaining and monitoring safeguarding records, including monitoring and acting upon individual concerns.
- Completion of monthly Safeguarding reports to the Senior Leadership Team keeping them informed of Safeguarding across the business.

Section 3 3.1 Records and Monitoring

Well-kept records are essential to good child protection and safeguarding. All staff are clear about the need to record, and report concerns about a child, young person or vulnerable adult. The Designated Safeguarding Officer is responsible for such records and for deciding at what point these records should be passed over to other agencies.

All Safeguarding records are stored securely, with access confided to the Designated Safeguarding Officer and the Deputy Safeguarding Officer.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe.

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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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, young people and adults at risk.

Staff have due regard to the data protection principles, which allow them to share personal information for safeguarding processes, including information that is sensitive and personal and is treated as special category personal data, allowing staff to share information to for 'Safeguarding children and individuals at risk'. This allows staff to share information without consent, if a child is at significant risk, if it is not reasonable to gain consent or if gaining consent would place a child, young person or vulnerable adult at further risk.

3.2 Working in Partnerships

Projecting Success recognises that children, young people and adults at risk who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way.

For such children, young people and vulnerable adults' Projecting Success may be one of the few stable, secure and predictable components of their lives. Other children, young people and adults at risk may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. Projecting Success will seek to provide such children, young people and adults at risk with the necessary support and to build their self-esteem and confidence.

Projecting Success recognises that children, young people and adults at risk sometimes display abusive behaviour and that such incidents must be referred to for appropriate support and intervention. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children, young people and adults at risk and in worst case scenarios a culture that normalizes abuse leading to children, young people and adults at risk accepting it as normal and not coming forward to report it. Complaints or concerns raised by children, young people and adults at risk will be taken seriously and followed up in accordance with Projecting Success safeguarding policy and process and where appropriate Projecting Success complaints process will be applied.

Peer-on-peer abuse: This can be understood as bullying, physical abuse, sexual violence and sexual harassment, sexting, and so-called initiation ceremonies. We recognise the gendered nature of peer-on-peer abuse (it is more likely that girls will be victims and boys' perpetrators) but any form of this abuse will not be tolerated or allowed to be minimised as 'banter' or 'a joke'.

Up skirting (which is a criminal offence), typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.

3.3 Support for Staff

As part of their duty to safeguard and promote the welfare of children, young people and adults at risk, staff may hear information, either from the child/young person, vulnerable adult or as part of a disclosure or from another member of staff that will be upsetting.

Where a member of staff is distressed because of dealing with a child protection/safeguarding concern, he/she should in the first instance speak to the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer about the support he/she requires. The Designated Safeguarding Officer or Deputy Designated Safeguarding Officer will seek to arrange the necessary support. This would include external agencies such as Mind or the Samaritans.

3.4 Working with Key partners

Projecting Success will:

- Receive regular communications from DFE Prevent Coordinators on updates, information and news on Prevent for example the Prevent Risk assessment currently has the latest threat level which currently sits at Substantial.

Section 4 4.1 Recruitment and selection

Projecting Success safer recruitment processes are based on the Statutory Guidance: Keeping children safe in education 2021 and Safeguarding Children and Safer Recruitment in Education and are reviewed in line with any changes to the act. Full details can be found in the Recruitment and Selection Policy.

Projecting Success will provide all the relevant information in reference for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, false or malicious will not be included in employer references.

Projecting Success has an open Safeguarding ethos regularly addressing Safeguarding responsibilities during meetings and fostering an ongoing culture of vigilance.

All new staff receive an induction which includes Safeguarding Children, Young People and Adults at risk and attended refresher training where required.

On every interview panel for Projecting Success HR Administrator and members of SLT and TLT will have undertaken safer recruitment training either online on the ETF website or by attending

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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a relevant training course assigned by Projecting Success.

4.2 Linked Policies, Procedures and Guidance

The policy will be implemented by procedures which will:

- Promote the prevention of abuse of children and adults at risk.
- Protect children and adults at risk
- Support children and adults at risk who may have been subjected to or affected by abuse
- Work with (Including staff, governors, employers, to ensure that all appropriate communications and actions are undertaken)

Related policies, procedures and guidance include:

- Recruitment and Selection Policy
- Anti-Bullying and Harassment (including Cyberbullying)
- Disclosure and Barring Service (DBS)
- Allegations against people who work with children and adults at risk
- Prevent Policy
- Bullying and harassment Policy
- Health and Safety Policy
- Equality and Diversity
- ICT Policy

4.3 Location and Access for the Policy

This policy will be accessible via Projecting Success Share point and Company website

4.4 Persons Responsible for the Policy

Designated Safeguarding Officer

4.5 Deputy Safeguarding Officer & Deputy Designated Safeguarding Officer Contact details

Designated Safeguarding Officer:

Rebecca Beresford Fellows:

rebeccabf@projectingsuccess.co.uk

Deputy Safeguarding Officers:

Jackie Collins:

jackiec@projectingsuccess.co.uk

Scott Owens:

scotto@projectingsuccess.co.uk

Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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4.6 List of relevant agencies for Apprentices -

- Police/Ambulance/Fire & Rescue - 999
- FE Prevent coordinators [Regional further education \(FE\) and higher education \(HE\) Prevent co-ordinators](#)
- The Police non-emergency number: 101
- Crimestoppers: 0800 555 111
- Anti-Terrorism Hotline: 0800 789 321
- www.nspcc.org.uk/inform/ - 0808 800 5000
- Samaritans – 08457 90 90 90
- Shelter line – 0808 800 4444
- Victim Support-0845 3030 900
- National Debt Line-0800 808 4000
- Health – NHS Direct - nhsdirect.nhs.uk – 0845 4647
- Drug & Alcohol Advice (Talk to Frank) – 0800 77 6600 Text: 82111
- Abuse - thisisabuse.direct.gov.uk - • Childline – 0800 1111
- Rape & Sexual Abuse Support Centre – 0808 802 999
- Refuge (women) – 0808 2000
- The Men's Advice Line - 0808 801 0327
- Broken Rainbow (gay, lesbian, bi-sexual and transgender (GLBT) – 0300 9999 5428
- The Princes Trust – 0800 842844
- CEOP - 0870000 3344
- Internet Safety www.gov.uk/report-terrorism

To whom it may concern:

I can confirm as a member of the Senior Leadership Team that I fully agree with the content of this policy as part of the annual review.

Name: David Matthews

Position: Apprenticeship Operations Manager

Signature:



Sign off:	Jan-25	Version:	9	Review Date:	Jan-26	Owner:	DM
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