

## **SAFEGUARDING & CHILD PROTECTION POLICY**

### **1. Purpose of Safeguarding and Child Protection Policy**

Beacon East Ltd offers and delivers a high quality and personalised service that provides careers guidance and IAG (Information, Advice & Guidance) to young people.

The aim of this policy is to promote the welfare of young people by protecting them from sexual, physical or emotional harm and provides preventative action.

The quality of the service is assured through compliance with matrix standards and a process of continuous quality improvement.

This policy and procedures identifies how Beacon East can ensure that we provide a quality service that is safe, accountable, and responsive and meets the needs and expectations of our customers (schools and colleges) as well as complying with legislation and Ofsted regulations.

The policy aims to ensure the safeguarding of young people by protecting them from sexual, physical or emotional harm and to provide preventative action.

The policy applies to **all** Beacon East associates, staff, sub- contractors and their staff, freelance advisors and consultants, customers and other service users, wherever service may take place whether on school, college premises or those of partner organisations. As a service we have **ZERO** tolerance of child abuse and other harmful behavior to young people.

### **2. Legislation**

Summarised below are key pieces of legislation of particular relevance to safeguarding. It is vital that any Beacon East staff or associates are fully aware of on these key areas.

#### **Keeping Children Safe in Education 2023**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181955/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)

All staff and associates at Beacon East are updated annually.

#### **Working Together With Children 2018**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

#### **Children Act 2004**

Section 10 places a duty on each local authority to make arrangements with relevant

Author: Mark Bruhin                      Revised: 01.09.2023                      Next revision: 01.09.2024  
or sooner if there are changes in the nature/structure of the company or legislation requires.

agencies to cooperate to improve the wellbeing of children (i.e. people under the age of 18).

Section 11 gives a range of organisations, including local authorities, the police and health services, the duty to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children.

[http://www.opsi.gov.uk/Acts/acts2004/ukpga\\_20040031\\_en\\_1](http://www.opsi.gov.uk/Acts/acts2004/ukpga_20040031_en_1)

### **Safeguarding Vulnerable Groups Act 2006**

Provides the legislative framework for the introduction of a new vetting and barring scheme for those working with children and vulnerable adults. The scheme is the Government's response to Recommendation 19 of the Bichard enquiry, 2004:

“New arrangements should be introduced requiring those who wish to work with children, or vulnerable adults, to be registered. This register – perhaps supported by a card or licence – would confirm that there is no known reason why an individual should not work with these client groups.”

The primary aim of the scheme is to bar individuals from working in situations where evidence suggests that they present a risk of harm, to children or vulnerable adults.

[http://www.opsi.gov.uk/ACTS/acts2006/ukpga\\_20060047\\_en\\_1](http://www.opsi.gov.uk/ACTS/acts2006/ukpga_20060047_en_1)

### **Education Act 2002**

Section 175 places a duty on local authorities, maintained schools, further education institutions including sixth form colleges, to carry out their function with a view to safeguarding and promoting the welfare of children and young people.

Section 157 places the same duty on independent schools, including academies and technical colleges.

[http://www.opsi.gov.uk/ACTS/acts2002/ukpga\\_20020032\\_en\\_1](http://www.opsi.gov.uk/ACTS/acts2002/ukpga_20020032_en_1)

## **3. A collaborative approach to safeguarding and child protection**

Beacon East are accountable for ensuring that all staff/associates involved in the delivery of careers and skills advice sessions, including non-delivery staff who have access to personal data are subject to:

- An enhanced DBS / Barred List check a minimum of every three years. New staff/associates must be subject to an enhanced satisfactory DBS check within three months of commencing work on the contract.
- A Baseline (Personnel Security) Standard Check that must include: Verification of identity check, nationality and immigration check and an employment and history check

· Training on the legal requirements of the Safeguarding Vulnerable Groups Act 2006. **In addition:**

· All staff / associates including temporary and permanent are required to undertake initial and refresher safeguarding training. The staff induction should include a comprehensive briefing on safeguarding policy and reporting.

## Framework

· Beacon East staff / associates are aware of reporting procedures and who in their school or college is the safeguarding designated person. This is ensured through induction at the institution as stated on SLA (Service Level Agreement)

· Beacon East will ensure that it effectively communicates changes in legislative requirements on safeguarding with all sub contractors and stakeholders.

· Beacon East will act and respond where any potential risks are highlighted through the DBS / Barred List check process.

## 4. Beacon East Safeguarding Duty Of Care

### You must not:

- Spend excessive amounts of time alone with children and vulnerable adults, away from others
- Make unnecessary physical contact with children and vulnerable adults
- Take children and vulnerable adults alone in a car, however short the journey, unless absolutely unavoidable
- Meet children and vulnerable adults outside of the work environment
- Start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities.
- Staff should **never:**
  - Initiate or engage in sexually provocative conversation or activity
  - Allow the use of inappropriate language to go unchallenged
  - Do things of a personal nature for children and vulnerable adults that they can do themselves
  - Allow any allegations made by a child or vulnerable adult go without being reported and addressed
  - Trivialise or exaggerate child or vulnerable adult abuse issues
  - Make promises to keep any disclosure confidential from relevant authorities
  - Show favouritism to any one child or vulnerable adult, nor should they issue or threaten any form of physical punishment.

### You must:

- Respect children and vulnerable adults' rights to privacy and encourage children and vulnerable adults to feel safe and comfortable enough to report attitudes or behaviour they do not like
- Act with discretion with regards to their personal relationships

Author: Mark Bruhin

Revised: 01.09.2023

Next revision: 01.09.2024

or sooner if there are changes in the nature/structure of the company or legislation requires.

- Be aware of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the Safeguarding Officer
- If you find yourself the subject of inappropriate affection or attention from a child or vulnerable adult, **you should** make others aware of this
- If you have any concerns relating to the welfare of a child or vulnerable adult, be it concerns about actions and behaviours of another staff member or concerns based on any conversation with the child or vulnerable adult (particularly where the child or vulnerable adult makes an allegation) they should report this to a Safeguarding Officer at their school or college they are working at.

## 5. Procedure For Responding To An Allegation

**Ignoring a safeguarding / child protection incident is not an option** - if at anytime you think that a vulnerable person is being abused or is at risk of abuse you must report your concerns so that they can be looked into.

- Make an effort to stay calm
- Ensure immediate needs are addressed
- Show empathy and listen
- Do not make promises regarding confidentiality
- Explain to the person **at the outset** that you will need to report the disclosure and share the information with the Safeguarding Officer at the school or college
- If you have concerns about possible abuse or neglect, contact the manager and Safeguarding Officer as soon as possible for advice and support
- If the complainant is the child or vulnerable adult, questions should be kept to a minimum and leading questions should be avoided
- The Safeguarding Manager will report the matter to the local Social Services Department as a matter of urgency whether or not they feel this action is justified in the particular circumstances of the case
- A written record of the report will be retained

**Flowchart Appendix A illustrates the reporting procedures**

## 6. A Vulnerable Young Person

*As defined by the Department of Health (2000) publication, 'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.'*

The broader definition of a vulnerable young person is one who is or may be in need of a community care service by reason of mental, physical or learning disability, age or illness and who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation.

## **Abuse**

*'Abuse is the violation of an individual's human and civil rights by any other person or persons.'* ("No Secrets", DOH 2000)

**Types of Abuse Physical abuse:** including hitting, slapping, pushing, kicking, misuse of medication, misuse of restraint, or inappropriate sanctions.

**Sexual abuse:** including rape and sexual assault, or sexual acts to which the vulnerable adult has not consented, or could not consent, or where pressure was applied to secure their consent.

**Emotional abuse:** including verbal abuse, psychological abuse, threats, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, forced marriage, harassment, isolation or withdrawal from services or supportive networks.

**Financial or material abuse:** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect (including acts of omission):** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, food, drink and heating.

**Discriminatory abuse:** including making racist or sexist remarks or comments based on a person's impairment, disability, age or illness, and other forms of harassment, slurs or similar treatment.

**Institutional abuse:** involves the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. It can be seen or detected in processes, attitudes and behaviour that amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping. It includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.

## **Significant harm**

In determining what justifies intervention and what sort of intervention is required, *No Secrets* uses the concept of 'significant harm'. This refers to:

- 'ill treatment (including sexual abuse and forms of ill treatment which are not physical)

Author: Mark Bruhin

Revised: 01.09.2023

Next revision: 01.09.2024

or sooner if there are changes in the nature/structure of the company or legislation requires.

- the impairment of, or an avoidable deterioration in, physical or mental health
- the impairment of physical, intellectual, emotional, social or behavioural development' The importance of this definition is that in deciding what action to take, consideration must be given not only to the immediate impact on and risk to the person, but also to the risk of future, longer-term harm. Seriousness of harm or the extent of the abuse is not always clear at the point of the alert or referral. All reports of suspicions or concerns should be approached with an open mind and could give rise to action under the safeguarding adults' policy and procedures.

## **7. Allegations Against A Member Of Staff – Whistleblowing Beacon East staff / Associates**

You should be aware of the fact that allegations may be made against you, and that the allegation may have grounds for substantiation or not. Any such notification may result in immediate suspension of the member of staff, and may result in the application of a disciplinary procedure where it is considered appropriate.

## **8. Accountability And Responsibility**

Beacon East's designated Safeguarding link (Mark Bruhin) is responsible for monitoring and managing incidents or concerns and liaising with safeguarding agencies / officer at schools and colleges if required.

## **9. Evidence And Recording**

All events that have given rise for concern must be recorded. It is important that you record all relevant information, including what you saw, what you heard and why you acted as you did. Include on records any actions taken. All records must be signed and dated and stored in a safe place.

## **10. Confidentiality**

It is important that every effort to ensure that confidentiality of any disclosure is maintained, however this will be governed by what may be an overriding need to protect a person who has been or is at risk of abuse.

**N.B** Staff / associates must never promise confidentiality to a young person falling within the scope of the act nor would they agree to keep a secret, as concerns must be reported to the Safeguarding Designated Person and if required to local safeguarding agencies such as Social Services and the Police.

## **11. Monitoring And Evaluating The Policy**

The company contact for safeguarding and child protection is Mark Bruhin who can be contacted at:

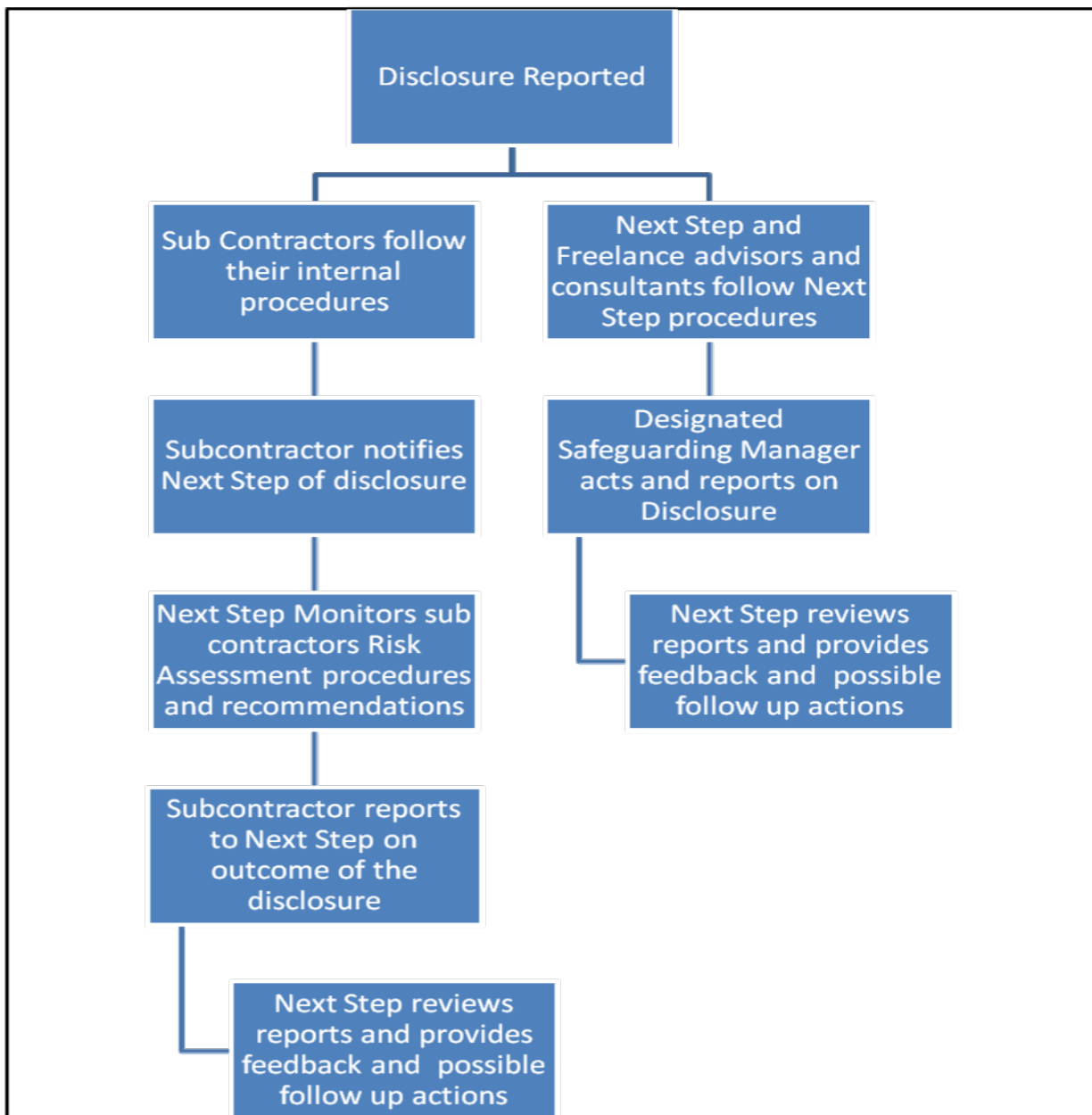
E Mail: [mbruhin@beacon-east.co.uk](mailto:mbruhin@beacon-east.co.uk)

Tel: 01603 673340 / 07766 056330

Mark Bruhin is the first point of contact on any aspects of this policy document. Mark Bruhin is also responsible for dealing with safeguarding and child protection enquiries. This policy is updated on an annual basis. The next revision / update will take place on **01.09.2024**, or sooner if there are changes in the nature/structure of the company or legislation requires.

SAFEGUARDING POLICY - FLOW CHART PROCEDURE FOR ACTUAL OR SUSPECTED ABUSE OF A VULNERABLE YOUNG PERSON

**Appendix A**



Author: Mark Bruhin

Revised: 01.09.2023

Next revision: 01.09.2024

or sooner if there are changes in the nature/structure of the company or legislation requires.