SAFEGUARDING POLICY AND PROCEDURES

July 2016
This policy is to be updated annually

Introduction
Creative & Cultural Skills believes that protecting and ensuring the safety of children, young people and vulnerable adults is the responsibility of all staff. We recognise that as a company we have a moral and legal obligation to contribute to their safety and wellbeing.

Managers, staff and consultants at Creative & Cultural Skills come into contact with children, young people and vulnerable adults through the following activities:

- Delivery of teaching and learning to, and assessment of, apprentices and classroom based learners.
- Management, co-ordination and delivery of production days at The Backstage Centre
- Attendance at Careers Events
- Visits and delivery of workshops in a range of settings including employer premises, Schools, FE Colleges and Independent Training Providers

This safeguarding policy and accompanying procedures establishes the roles and responsibilities of management, staff and consultants in relation to the protection of children, young people and vulnerable adults, with whom their work brings them into contact. It seeks to ensure that Creative & Cultural Skills undertakes its responsibilities with regard to the protection of children, young people and/or vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.
This policy establishes a framework to support all staff.

Creative & Cultural Skills will ensure that all managers, staff and consultants understand the importance of safeguarding and in accordance with best practice will receive regular enhanced DBS checks and training in safeguarding where applicable.

All students and where appropriate, employers, will receive information on our safeguarding policy and procedures, and keeping safe, including online safety and cyber bullying, as part of their induction programme.

The aim of this policy is to establish a ‘whole organisation’ approach to safeguarding, in order to:

- provide a safe learning environment for learners, staff and visitors;
- identify children and adults who are suffering or suspected to be suffering significant harm;
- ensure appropriate action to preserve safety at home, in work and in training

This policy has been written with reference to the following legislation:

- Keeping Children Safe in Education 2015
- Southend Essex Thurrock (SET) Safeguarding and Child Protection Procedures 2015
- Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of Children 2010;
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings March 2009;
- Every Child Matters 2003;
- NSPCC Child Safeguarding Awareness Resources, Feb 2005;
- What to do if you’re worried a Child is being Abused (Department of Health 2003);
- Safer Recruitment in Education 2005.
- The Common Assessment Framework (CAF)
For definitions of abuse and details of potential indicators of abuse please refer to:

Appendix 1 – Definitions
Appendix 2 - Indicators of Abuse

There are 16 areas which require specific mention and further guidance should be sought for the following:

Child Sexual Exploitation
Bullying including cyberbullying
Domestic Abuse
Drugs
Fabricated or Induced Illness
Faith Abuse
Female Genital Mutilation (FGM)
Forced Marriage
Gangs and youth violence
Gender based violence/violence against women and girls (VAWG)
Mental Health
Private Fostering
Preventing Radicalisation. Please refer to our PREVENT procedure for further details.
Sexting
Teenage Relationship Abuse
Trafficking
Abuse of Trust – under the Sexual Offences Act 2003 it is an offense for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This includes teaching and a range of support staff within educational establishments.

A child is defined as under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

A vulnerable adult is defined as a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Reporting Safeguarding Concerns
The Designated Safeguarding Officer (DSO) with lead responsibility for safeguarding is Creative & Cultural Skills’ Head of Employer and Learner Relations. The DSO can be contacted on 0207 015 9456 or by email madeleine.lund@ccskills.org.uk. The DSO has received appropriate training and has a responsibility for raising awareness within the organisation of any issues relating to the welfare of children and young people, and the promotion of a safe environment for children and young people studying with Creative & Cultural Skills.

If the DSO does not feel that sufficient arrangements are in place for all young people it is their responsibility to escalate concerns to the National College for Creative & Cultural Principal within 5 working days.
The DSO will:

- Refer suspected safeguarding issues to the local safeguarding board or other appropriate agency following an initial risk assessment. Where training provision is delivered through a sub contract, the DSO will be responsible for liaising with the prime contractor.
- Support staff with advice and guidance on safeguarding issues
- Maintain a central record of DBS checks and certificates of training, ensuring that all staff working with children, young people and vulnerable adults undertake appropriate safeguarding training and that this is kept up to date with refresher training at no more than two-yearly intervals
- Ensure students and apprentices are aware of safeguarding issues and that safeguarding is discussed during apprenticeship induction and reviews
- Ensure appropriate measures are in place to safeguard apprentices in their place or work and study
- Develop effective working relationships with key safeguarding agencies and services
- Ensure that accurate safeguarding records relating to individual learners are kept separate from their learner files and are marked ‘Strictly Confidential’. These will be kept in a locked file.
- Monitor individuals about whom there are concerns

In the absence of the DSO all safeguarding issues should be raised with the Deputy DSO or the Principal of the National College for Creative & Cultural.
Confidentiality
Creative & Cultural Skills regards confidentiality and disclosure of information as extremely important and this ethos is embedded into the policy. Information is shared on a need to know basis, as agreed by the learner, with external Information sharing protocols being adhered to in principle. Child protection issues always override the learner’s agreement to refer onto relevant agencies.

The role of Governors
All Creative & Cultural Skills Governors have responsibility for ensuring that Creative & Cultural Skills’ safeguarding policies and procedures are in line with local authority guidance and inter-agency procedures, and that the policy is made available upon request. They must also ensure that the company operates safe recruitment procedures making sure that all appropriate checks are carried out on staff (permanent and contracted) who will be working with our learners and that this policy and its procedures are adhered to at all times.

The Board of Governors will appoint a Safeguarding Lead. The DSO will meet on a quarterly basis with the Board of Governors Safeguarding Lead to monitor procedures. Governors are responsible for reviewing and updating this policy on an annual basis.

The Board of Governors Safeguarding Lead is responsible for liaising with the Local Authority and relevant partner agencies in the event of allegations against the Principal of the National College for Creative & Cultural.

All staff working with children and young people will require an enhanced DBS check before they start working with them and will be asked to renew this every three years.
Policy Reviews
The DSO is responsible for reviewing the Safeguarding Policy. All amendments should be agreed with the Principal of the National College for Creative & Cultural prior to being tabled at a Board of Governors meeting.

The overall policy review should be undertaken annually, as a minimum, and should be reviewed related to:

- Incidents (3 monthly)
- Legislative changes
- Changes required by the Board of Governors
- Changes required by the LSCB or Children’s Partnership
- Changes required due to the SET procedures.
- Recommendations from Serious Case Reviews.

Staff Training
All staff will be required to undertake safeguarding training as part of Induction.

The DSO or Deputy DSO will attend all relevant Safeguarding and Child Protection meetings and Conferences. Creative and Cultural Skills and The National College are required to sign the Thurrock Multi Agency Safeguarding Hub (MASH) Sharing Information Agreement.
**Staff Responsibilities**

All staff, including consultants, working with learners are reminded of their responsibilities to ensure that all learners (apprentices and classroom based students) are in a healthy and safe environment and should therefore ensure that the relevant Health and Safety and Safeguarding checks have been made using the Standard Health and Safety Risk Assessment form. Where an apprentice is regularly working alone with a single employer/e the employer is expected to risk assess the situation in line with their own safeguarding/health and safety policy prior to the apprentice(s) commencing employment. Creative & Cultural Skills may require the employer/e who is working alone with the apprentice to complete an enhanced DBS check prior to the apprentice starting.

If a learner discloses to you that he or she has been abused in some way you must:

- Listen to what is being said without expressing shock or disbelief
- Accept what is being said
- Allow the learner to talk freely
- Reassure the learner but do not make promises about taking actions that you may not be able to keep
- Make the learner aware that what they’ve told you may need to be shared with the DSO and other safeguarding agencies including the Thurrock Multi Agency Safeguarding Hub (MASH)
- Tell the learner that disclosing to you is the right thing to do
- Ask questions only to clarify information and not to criticise the alleged perpetrator
- Outline what will happen next
- Make a detailed and accurate written record of the conversation on the same day it took place, including the date, time and location along with any specific behaviour displayed and language used by the child/young person.
- Pass all information to the DSO immediately, including all notes taken during the conversation. **N.B. notes should not be destroyed as they may be needed as evidence.**
If you witness or suspect a safeguarding issue you must report any incident or concerns immediately to the DSO and follow-up immediately with a written record of your concerns including in this the language used by the suspected person at risk. Where appropriate, it is the responsibility of the DSO to contact the relevant authorities. In the absence of the DSO you must report the incident, if deemed an urgent issue, directly to the Thurrock Multi Agency Safeguarding Hub (MASH) on 01375 652802. All staff are required to keep any details of safeguarding incidents confidential to protect individuals.

Allegations against staff
Where an allegation is made against a member of staff, or there is concern about the way a member of staff is behaving towards a learner, this will be investigated in accordance with Creative & Cultural Skills disciplinary policies and procedures. A confidential and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on a member of staff’s confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on.

Allegations made against staff must also be reported to the DSO and/or the Principal of the National College. This will then be raised with the Thurrock Local Authority Designated Officer (LADO) on 01375 652921, who will advise on whether further action needs to be taken in addition to Creative & Cultural Skills disciplinary procedure.
**Staff safeguarding principles**

Creative & Cultural Skills staff are expected, at all times, to adhere to the following principles:

- The welfare of our learners is paramount
- Staff are responsible for their own actions and behaviour and should avoid any conduct which could lead any reasonable person to question their motivations and intentions
- Staff must work in an open and transparent way
- Staff must discuss and/or take advice promptly from the Principal of the National College for Creative & Cultural if they have acted in a way that may give rise to concern.
- Staff that breach the law or other professional guidelines set out by Creative & Cultural Skills will be subject to disciplinary action and/or criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS).
- Staff should be aware of and understand Creative & Cultural Skills’ disciplinary procedure, whistleblowing policy, and complaints procedure alongside this safeguarding policy. This can be found in the Staff Handbook and on the Intranet.

**Apprentices and work based learners**

All apprentices will receive information on safeguarding as part of their induction at the start of their apprenticeship programme which will include contact details for the DSO as well as key referral agencies and support organisations. In addition, safeguarding and health and safety, along with equality and diversity will be discussed during each 12 week review with the apprentice.
Where a safeguarding allegation is made against a learner by another learner, member of staff or an apprentice’s colleague it should be referred immediately to the DSO. Where an allegation is shared with us by the employer of an apprentice, which they are investigating through their own procedures, we must make a detailed written record of the allegation including the steps the employer is taking to investigate the matter. This must then be logged with the Thurrock Multi Agency Safeguarding Hub (MASH), who will advise on any further action to be taken by us.

**Use of Creative & Cultural Skills premises and The Backstage Centre by external agencies/other organisations**
All external agencies and organisations that use The National College for Creative & Cultural and The Backstage Centre premises are provided with, amongst other policies, access to the safeguarding Policy.

**Access to Creative & Cultural Skills premises and The Backstage Centre by external visitors/clients**
Creative & Cultural Skills has a clear duty of care to protect learners and staff when allowing external visitors/clients access to Creative & Cultural Skills premises and The Backstage Centre. There are clearly defined access points to meet different visitor requirements, these comprise agency staff, volunteers, contractors, applicants, interviewees, assessments etc. Responsibility for security, throughout a visit, is the responsibility of the member of staff with the appropriate remit from Creative & Cultural Skills and/or The Backstage Centre.