

## **SAFEGUARDING POLICY**

### **General Policy Statement**

MYF Training has a statutory and moral duty to ensure that the training organisation's functions safeguard and promote the welfare of children, young people and vulnerable adults receiving education and training at the organisation.

### **Scope**

Throughout these policies and procedures, reference is made to 'children and young people'. This term is used to mean 'those under the age of 18'. The Director recognises that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The Director is committed to ensuring that MYF Training

- provides a safe environment for children and young people to learn in
- identifies young people who are suffering, or likely to suffer from, significant harm, and
- takes appropriate action to see that such young people are kept safe, both at home and at the college. MYF Training has a moral duty to inform appropriate authorities if abuse at home is suspected.

In pursuit of these aims, the Director will approve and annually review policies and procedures with the aim of

- raising awareness of issues relating to the welfare of children and young people and the promotion of safe environment for the children and young people learning within the college
- aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns
- establishing procedures for reporting and dealing with allegations of abuse against members of staff
- the safe recruitment of staff

In developing the policies and procedures, the Director will consult with, and take account of, guidance issued by the Department for Education and Skills, and other relevant bodies and groups.

MYF Training will refer concerns that a child or young person might be at risk of significant harm to social services / the appropriate agencies.

The Director and all staff working with young people will receive training adequate to familiarise them with child protection issues and responsibilities, and MYF Training's policies and procedures, with refresher training at least every 3 years. The Director, Julie Ouston, is the designated officer.

The following are recognised as definitions of abuse:

**Physical abuse** Physical abuse causes harm to a child's person. It may involve hitting, smacking, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring

**Neglect** Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development

**Sexual abuse** Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

**Emotional abuse** Emotional abuse occurs when there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

#### **Signs & Symptoms**

Anxious attachment	Poor hygiene	Unkempt
Poor hair and skin tone	Persistent illness	Physical signs of abuse
Limited attention span	Tired and lethargic	
Parental presentation and attitude		

#### **Responsibility for Implementation**

The designated senior member of staff with lead responsibility for child protection issues is Julie Ouston (01252 319636), or in Julie's absence, Caroline McColl (01256 471161)

She has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people learning at MYF Training.

Julie Ouston is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to social services or other appropriate agencies
- Providing advice and support to other staff on issues relating to child protection
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral)
- Ensuring that employers and parents of the children and young people training with MYF Training are aware of the college's child protection policy
- Liaising with the Local Education Authority and other appropriate agencies
- Ensuring that staff receive basic training in child protection issues and are aware of the child protection procedures at MYF Training

## **Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

If a young person tells a member of staff about possible abuse:

- Listen carefully and stay calm
- Do not interview the learner, but question normally and without pressure, in order to be sure you understand what the child is telling you
- Do not put words into the learner's mouth
- Reassure the learner that by telling you, they have done the right thing
- Inform the learner that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter
- Note the main points carefully
- Make a detailed note of the date, time, place, what the learner said, did and your questions etc

Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person

## **Reporting and Dealing with Allegations against Members of Staff**

The procedures apply to all staff, whether teaching, administrative, management or support. The word 'staff' is used for ease of description.

If an allegation of abuse is made against the Director, the role normally fulfilled by the Director under these procedures will be undertaken by Caroline McColl (01256 471161)

### ***Introduction***

In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. MYF Training recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that these investigations are thorough and not subject to delay.

The college recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

### ***Receiving an Allegation from a Learner***

A member of staff who receives an allegation about another member of staff from a learner should follow the guidelines described previously (Dealing with Disclosure)

The allegation should be reported immediately to Julie Ouston, the Director, unless the Director is the person against whom the allegation is made, in which case the report should be made to Caroline McColl. The Director should

- obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Director or designated person
- record information about times, dates, locations and names of potential witnesses

### ***Initial Assessment by the Director***

The Director (or designated person) should make an initial assessment of the allegation, consulting with the staff member and the Hampshire Child Protection Committee as appropriate.

**Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the relevant specialist (see flow chart and list of agencies attached).**

It is important that the Director does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

Other potential outcomes are:

- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the learner. The matter should be addressed in accordance with MYF Training's disciplinary procedures.
- The allegation can be shown to be false because the facts alleged could not possibly be true

### ***Enquiries and investigations***

Child protection enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by the college. MYF Training may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the college to act in a particular way; however the college should assist the agencies with their enquiries.

If there is an investigation by an external agency, for example the police, the Director should normally be involved in, and contribute to, the inter-agency strategy discussions. Subject to objections by the police or other investigating agency, the Director shall:

- inform the learner(s) or parent/carer making the allegation that the investigation is taking place, and what the likely process will involve
- ensure that the parents/carer of the learner making the allegation have been informed that the allegation has been made and what the likely process will involve
- inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve

- inform the Company Secretary and Basingstoke Itec of the allegation and the investigation
- keep a written record of the action taken in connection with the allegation

### ***Suspension of Staff***

MYF Training's disciplinary procedures should be followed

### ***The Disciplinary Investigation***

MYF Training's disciplinary procedures should be followed

### ***Allegations without foundation***

False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the Hampshire Child Protection Committee in order that other agencies may act upon the information.

The Director will:

- inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offer counselling /support
- inform the parents / carers of the alleged victim that the allegation has been made and of the outcome
- prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken

### ***Records***

All records relating to an investigation must be retained in a secure place, together with a written record of the outcome, and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file. This will be in line with MYF Training's disciplinary policy

### ***Recruitment & Selection Procedures***

College recruitment and selection procedures are such that

- The post or role is clearly defined
- The key selection criteria for the post or role are identified
- Vacancies are advertised widely to ensure a diversity of applicants
- Documentary evidence of academic / vocational qualifications is required
- Professional and character references are obtained
- Previous employment history is verified
- Disclosure and Barring Service / List 99 records are checked
- A variety of selection techniques are used (eg qualifications, previous experience, interview, reference checks)

### ***Contact Details***

Aldershot Social Services, Adult Services      Tel: 01252 796208  
 The Old Town Hall                                      Fax: 01252 327755  
 Grosvenor Road  
 Aldershot  
 Hampshire GU11 3DP

Basingstoke Social Services  
37-41 Wote Street  
Basingstoke  
Hampshire RG21 7LU

Tel: 01256 362000  
Fax: 01256 320884

Hampshire Safeguarding Adults Board  
Hampshire Adult Services  
[hsab@hants.gov.uk](mailto:hsab@hants.gov.uk)

Tel: 0300 555 1386  
Tel: 0300 555 1373 (Out of hours)

Hampshire County Council  
Local Authority Designated Officer  
The Safeguarding Unit  
Children's Services Department  
Falcon House  
Monarch Way  
Winchester, SO22 5PL

Tel: 01962 876364  
[child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

Independent Safeguarding Authority  
Post Office Box 181  
Darlington DL1 9FA  
[isadispatchteam@homeoffice.gsi.gov.uk](mailto:isadispatchteam@homeoffice.gsi.gov.uk)

Tel: 01325 953 795

### **Mechanisms for Feedback**

Constructive comment on the improvement of the Safeguarding Policy is welcomed and should be forwarded to the Director

### **Produced by**

Julie Ouston – August 2011

**Reviewed**      August 2015  
                         August 2016

**Next review due**      August 2017



**MYF TRAINING LTD**  
**SAFEGUARDING POLICY/CODE OF CONDUCT FLOW CHART**

