



Safeguarding: Policy and Procedure

Jan 2018- Author: Associate Director of Quality Sharon Stainsby-Thompson
(version 1)

Purpose of the session



This session is designed to ensure that all staff are able to report and manage safeguarding concerns in a manner compliant with JB Skills Training Safeguarding Policy.

The key statutory requirements in schools are covered in the JB Skills Training Safeguarding Policies in terms of approach and the roles are outlined in KCSIE itself:

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>.

Required Training



All staff must complete training in areas:

1. JB Skills Training Policy and Procedures

2. Operational Training:

➤ Safeguarding

➤ Prevent

➤ Whistleblowing

Keeping Children Safe in Education



All staff must have a copy of the current KCSiE 2016 Part 1 (Sept 2016) and sign to state they have read it.

We must have a DSL who is a manager. This is Sharon Stainsby-Thompson, Associate Director of Quality. The DSL must complete LSCB training every 2 years.

Safer recruitment processes MUST to be followed.

Please refer to the new Safer Recruitment Policy (version 1)

What to do if abuse is disclosed to you



DO

- - Be accessible and receptive
- - Listen carefully
- - Take it seriously
- - Reassure the individual that they are right to tell
- - Tell them you have 'a duty of care' pass on their concerns
- - Talk to the DSL to report the concerns immediately
- - Make careful records of everything that was said

What to do if abuse is disclosed to you



DON'T

- - Jump to any conclusions
- - Try to get the individual to disclose or say more that they want to – it is not your job to investigate
- - Speculate or accuse anybody
- - Make promises you cannot keep
- - Decide whether you think it is true or not
- - Tell the individual you will keep their secret.

Recording of Concerns

- Be concise but include the key information about the content of the contact, who you saw and any action agreed.
- It is acceptable to record professional opinion in your records – but make sure that you distinguish between your opinion and factual information
- Clear and accurate records are essential as part of the accountability of all staff.
- Case records should indicate when consultations with managers have taken place and decisions have been made, by whom and what was decided.

JB Skills Safeguarding Policy



- All staff must have read the JB Skills Safeguarding policies, these are found in both the induction and staff handbook. These are reviewed annually
- Staff must report concerns in compliance with this policy IMMEDIATELY to the DSL Sharon Stainsby-Thompson, in the absence of DSL to peopleservices@jb-skillstraining.co.uk

All reported disclosures to Social Care, regardless of outcome must also be reported internally within JB Skills through the completion of the 'Safeguarding Incident form'

JB Skills Safeguarding Procedure



1. Talk to your manager if you have ANY concerns
2. If your manager is not available, DO NOT WAIT, talk to the Designated Safeguarding Lead and complete the disclosure form and e mail (within 24 hours) to Safeguardingincidents@jb-skillstraining.co.uk
3. Inform the parent/carer (if appropriate) and young person if you are making a referral to social care, unless this is likely to put the young person at further risk of harm.
4. All decisions should be agreed by the DSL

JB Skills Safeguarding Procedure



5. For under 18s or young people *at risk (up to the age of 24 with an Education, Health and Care Plan) - Complete the Local Authority Referral Form as soon as possible, but not later than 24 hours after making the telephone call. This should be checked by the DSL.

* At risk replaces 'vulnerable'

Sharing information is always good practice especially if a young person is under children's services, social care, the LA will always be grateful even if they don't require a referral or a report.

JB Skills Safeguarding Procedure



6. All staff must complete a Safeguarding Incident form. The form has 3 parts: Part 1 outlines the basic details and Part 2 the details of the incident. Both Parts must be completed at the same time following the disclosure. The form must then be anonymised, password protected **Pr0tect (0 is numerical)** and sent by email, within 48 hours, to:

- Your local DSL Sharon Stainsby-Thompson
- Dave MacMillan- MD
- JB Skills People and Wellbeing Co-ordinator:
safeguardingincidents@jb-skillstraining.co.uk
- Part 3 of the form must be completed within 7 days once the outcome of the referral is known and resubmitted.

Allegations Against Staff



Any allegation of abuse against a JB Skills staff or associate staff member must be taken seriously in line with the allegation and/or JB Whistleblowing Policy

Staff receiving the allegation will follow the same process for **responding to concerns**.

Reporting concerns: the receiving staff member will contact the manager of the individual against whom the allegation has been made. The subject of the allegation must NOT be informed at this point.

Allegations Against Staff continued



The manager of the individual who is the subject of the allegation should refer the matter immediately to the Managing Director, Dave Macmillan

If the DSL and Managing Director decides that the situation should be considered as potential abuse, they will consult with the relevant LA as appropriate and request that an emergency strategy meeting be convened to plan the process of investigation.

Safety of child is paramount

- S.3 (5) Children Act 1989 empowers anyone who has care of a child to do all that is reasonable to safeguard his/her welfare
- Ensure medical attention is obtained if needed urgently
- If immediate protection needed call Police (999), then inform Social Care
- Discuss with designated child protection lead/manager
- Record all information in full

Information Sharing



- **Remember that Data Protection legislation is not a barrier to sharing information** – it provides a framework to ensure information is shared appropriately
- **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

Information Sharing



- **Remember that Data Protection legislation is not a barrier to sharing information** – it ensures information is shared appropriately.
- Ensure you **understand**, and **comply** with, JB Skills policy and procedures

Key Local Contacts



If you are not sure whether your concern is a child protection matter you can obtain advice from:

- Designated Safeguarding Lead at JB Skills- Sharon Stainsby-Thompson T: 0191 5105519
- Dave Macmillan, MD at Skills Training Ltd- M: 07947 730807
- peopleservices@jb-skillstraining.co.uk
- **Reporting Concerns for Sunderland based learners**
- Carol Glasper is the LADO, contact number is 0191 5613901
- Email address carol.glasper@sunderland.gov.uk
- For a referral to Together for Children Children's Social Work Service please download and complete the [Child Protection/Child in Need Referral Form](#). You must send the referral form to the contact details listed on the front page and not to the SSCB.

Safeguarding Adults

- If you are concerned about the safety and welfare of an adult please go to www.sunderland.gov.uk to report your concern

Key National Contacts



Birmingham

If you have any concerns about the safety and/or welfare of a child or young person telephone the Children's Advice & Support Service (CASS) on 0121 303 1888 or e-mail.

If you have access to secure e-mail: secure.cass@birmingham.gcsx.gov.uk , if you do not have a access to a secure e-mail: cass@birmingham.gov.uk

Outside of normal office hours please call 0121 675 4806 for the Emergency Duty Team
For more information about making a referral and to access the Request for Support form
- [click here](#)

London and Hackney :Hackney First Access Screening Team (FAST)

0208 356 5500

City of London Children & Families Team

0207 332 3621

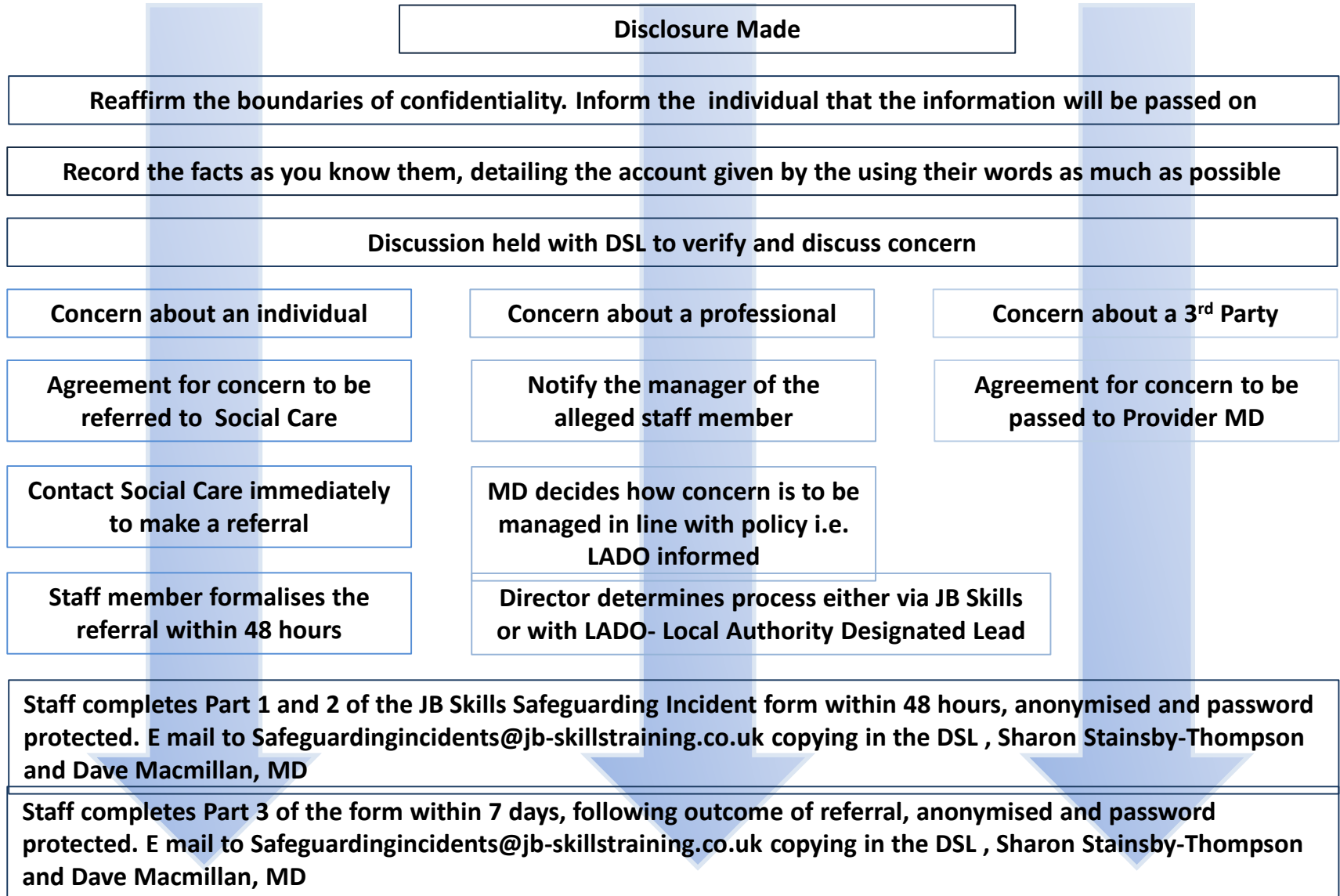
For out of hours (5pm – 9am), please contact the Emergency Duty Team

0208 356 2710

If in another area please google Safeguarding children and adults for the county/area you are working in for local details

Worried about Exploitation? Call the NSPCC Exploitation Helpline 0808 800 5000

Reporting Flowchart



Prevent

- Prevent is part of a Government initiative to develop a robust counter terrorism programme – CONTEST. The UK faces a range of terrorist threats. All the terrorist groups who pose a threat to us seek to radicalise and recruit people to their cause. The Prevent strategy seeks to:
- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health

Prevent-continued

- A system of threat level has been created which represents the likelihood of an attack in the near future. The five levels are:
- Critical- an attack is expected imminently
- Severe – an attack is highly likely
- Substantial – an attack is a strong possibility
- Moderate – an attack is possible but not likely
- Low – an attack is unlikely
- The current threat level from international terrorism in the UK is ‘Severe’ which means that a terrorist attack is highly likely.

<https://www.mi5.gov.uk/threat-levels>

Prevent- continued

- **What do I do if I am worried about the radicalisation of a learner?**
Each local area has a Channel Panel, which is an operational partnership established to respond to these types of concerns. Under the Prevent duty, JB Skills Training staff can make a referral to the Channel Panel. Referrals come from a wide range of partners including education, health, youth offending teams, police and social services. Referrals are first screened for suitability through a preliminary assessment by the Channel Coordinator and the local authority. If suitable, the case is then discussed at a Channel panel of relevant partners to decide if support is necessary.

Confidential Anti-Terrorist Hotline 0800 789 321

In an emergency, always dial 999

Associated Policies

Safeguarding children and young people policy- Safeguarding adults at risk policy- e learning policy