

Safeguarding Procedure

Keeping children safe is of paramount importance to the Love Local Jobs Foundation. We recognise that as trusted adults, disclosures can be made at any time.

Recognising a disclosure and knowing what to do if a disclosure is made is essential to keeping students safe and we advise you to watch the NSPCC's guidance for all employees on this.

Employees need to immediately report any concerns to the designated safeguard lead (DSL) and you will be guided through our safeguarding reporting process as detailed in this document.

Designated Safeguard Lead (DSL) Fay van der Westhuizen –

Fay-independentcontractor@lovelocaljobsfoundation.org.uk

Deputy Designated Safeguarding Lead (DDSL) Jack Hayes – Jack@lovelocaljobsfoundation.org.uk

Designated Safeguarding Officer (DSO) Lisa Pratt – Lisa@lovelocaljobsfoundation.org.uk

Awareness

What is safeguarding and child protection?

Safeguarding is the action you take to promote the welfare of children and protect them. This involves actions taken to ensure the well-being of children and protect them from harm.

This includes:

- Shielding children from abuse and neglect
- Preventing harm to their health and development
- Offering support when issue arise
- Ensuring children receive safe and effective care, ideally within their family.
- Taking steps to help all children and young people achieve the best outcomes.
- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, inside or outside the home, including online.

Child protection is a component of safeguarding, focusing specifically on protecting children who are identified as being at risk of significant harm. This involves following procedures to address concerns about a child's safety.

Abuse:

As described by the NSPCC, *“Child abuse is when a child is harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect”.*

Types of abuse include:

- Bullying and Cyberbullying
- Child Sexual Exploitation
- Child Trafficking

- Criminal Exploitation and Gangs
- Domestic Abuse
- Emotional Abuse
- Female Genital Mutilation
- Grooming
- Neglect
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual abuse

For more information on what constitutes these types of abuse, please visit <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Signs of child abuse aren't always obvious, and please be aware that a child may not feel able or comfortable in speaking to someone about what is happening to them. Please also be aware that some children do not know that they are being abused.

Signs of abuse

As you can see from the list above, there are many types of abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being physically sexually.

Common signs of child abuse

Some common signs that there may be something concerning happening in a child's life include:

- Becoming withdrawn
- Seeing anxious
- Unexplained changes in behaviour or personality
- Becoming uncharacteristically aggressive
- Lack social skills and has few friends, if any
- Poor bond or relationship with parents
- Always wearing clothes that cover their body
- Knowledge of adult issues inappropriate for their age
- Running away or going missing

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour, but if you or a mentor notice unusual behaviour in any of the students or mentors raise a safeguarding concern, you must fill in the safeguarding form and pass onto the teacher in charge.

Recording and reporting a disclosure

No matter is too small - in fact, it is sometimes a number of small things that add up to something bigger, which is why communication and reporting is so important.

If you think a child is in immediate danger, then inform the teacher in charge and call 999 straight away.

Recognising a disclosure

Disclosures can be a direct communication or a flippant remark and anything in between. It's important that you are always thinking 'safeguarding' so that you really 'hear' or notice a disclosure.

In most cases for us, if a student shows signs of any of the above, the school is the first point of contact and should be alerted immediately.

The educational Institution will inform us that the issue has been logged when the disclosure is about a student or child. If you don't feel it is being dealt with effectively, you can escalate the report to the Local Authority Designated Officer (LADO).

If a child makes a disclosure to you, you must listen carefully and not ask leading questions. Many court cases are thrown out because the person being disclosed to asked leading questions.

Follow: **TED**

Tell "Can you tell me a bit more about....?"

Explain "Can you explain what you mean by....?"

Describe "Can you describe a bit more about....?"

It is essential to write down what was disclosed as soon as possible. Do not wait any longer than 24 hours as it has been proven that many details are forgotten at this stage. This section is very important - the majority of safeguarding failures occur when relevant information is not shared with the right organisations.

How to share information

Safeguarding

It is absolutely our responsibility when in schools or off site on work visits/events, that we report any safeguarding concerns raised or passed on to us based on the information set out above.

If you have received or witness anything that you believe is a safeguarding concern, we must tell the teacher or whoever is representing the educational institution immediately ensuring you deliver this discreetly.

The school will then take down all information and log the concern in their safeguarding policy on their secure systems which includes who raised the concern, the date and time it was raised and the details of said student.

Please note - we can't give any details to the mentors on the process of this safeguarding. It's common that they want to know the outcome of the concern raised, but this information is protected and is something we do not and should not have access to.

Any emails received from a school regarding concerns around a mentor, staff member, volunteer or visitor following the programme, we must save in the “Safeguarding Reports / Referral folder” on the shared drive.

Abuse:

We follow the same process as above when concerns are raised about a student who a mentor, volunteer or you an employee has raised concerns about.

The educational institution lead will log this via their safeguarding policy and escalate to the correct bodies. Again, we have no access to this information is a mentor enquires about the outcome.

How to respond

The Company expects its business to be conducted with the highest standards of integrity and honesty at all times. You are expected to work to achieve this aim and to ensure that the Company maintains these high standards.

In the unlikely event that you become aware of any wrongdoing at work (whether by the Company or any employee), which you believe has occurred or is likely to occur, and which may lead to the Company’s integrity being compromised, then you are encouraged to report this as soon as possible to your line manager or HR.

What does whistleblowing mean?

Whistleblowing is when a worker reports and exposes suspected wrongdoing at work. Officially, this is called “making a disclosure in the public interest”, and workers’ rights when making such a disclosure are protected under the Public Interest Disclosure Act 1998.

What qualifies as a disclosure to blow the whistle?

Qualifying disclosures are where the worker reasonably believes that one of the following matters is taking place or is likely to happen in the future and it is in the public’s interest to disclose this.

- A criminal offence (e.g. fraud, theft of company equipment)
- The health and safety of an individual being endangered, or the environment being damaged
- A miscarriage of justice
- Allegations of bribery or corruption
- A person has failed, is failing, or is likely to fail to comply with any legal obligation
- Concealment of any of the above.

For more information on whistleblowing, please see the whistle blowing policy saved on the shared drive.

In the event where you don’t feel you can report the issue with anyone in the business, you must contact the Advisory, Conciliation and Arbitration Service (ACAS)

<https://www.acas.org.uk/whistleblowing-at-work> or the whistleblowing charity Protect <https://protect-advice.org.uk/> who will be able to guide and support you through this process.

Bullying and harassment in the workplace

Bullying and harassment is a behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

If you feel that someone is harassing you or you are a witness to abusive behaviours by a colleague which includes bullying or 'peer-on-peer abuse' such as undermining behaviour, spreading malicious rumours, cyber-bullying, gender-based violence, sexual assaults and sexting.

As stated by the government, "bullying itself is not against the law, but harassment is". This is when the unwanted behaviour is related to one of the following.

- Age
- Sex
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

If you are subject to or are witness to any of the above behaviours, you should follow the below process.

Try and resolve the issue informally, but if you feel you cannot do this, you should raise the concern with either:

- Your Manager
- Human Resources (HR)
- Trade Union Representative

If this does not work and you continue to be harassed or witness harassment, then you can make a formal complaint using the grievance procedure. If this does not work, you can call ACAS 0300 123 1100.

Appendices

LADO: <https://national-lado-network.co.uk/the-role-of-the-lado-local-authority-designated-officer>

Protect: <https://protect-advice.org.uk>

ACAS: <https://www.acas.org.uk>

Government <https://www.gov.uk/workplace-bullying-and-harassment>

NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection>

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Safeguarding Policy [Dare to Dream / Safeguarding / Programmes / Policies & Procedures](#)



[Code of Conduct Dare to Dream / Safeguarding / Programmes / Polices & Procedures](#)

[Flow Chart - In schools / Off Site \(Mentors\) / Offsite \(LLJF\) Dare to Dream / Safeguarding / Programmes / Polices & Procedures](#)