

**SAFEGUARDING AND CHILD PROTECTION POLICY**

**INDEX Page 1**

**KEY CONTACTS Page 2**

**INTRODUCTION Page 3**

**POLICY ( Including Prevent) Page 3**

**ROLES AND RESPONSIBILITIES Page 4**

**CHILD PROTECTION PROCEDURES Page 6**

**SAFE STAFFING Page 7**

**GENERAL SAFEGUARDING AND CODES OF CONDUCT Page 9**

**RECORDS AND MONITORING Page 12**

**ATTENDANCE AT CASE CONFERENCES AND**

**CORE GROUPS Page 13**

**APPRENTICES & WORK PLACEMENTS Page 13**

**ONLINE SAFEGUARDING Page 14**

**RISK ASSESSMENT OF TRIPS AND VISITS Page 14**

**SUPPORTING LEARNERS AT RISK Page 14**

**ALLEGATIONS AGAINST STAFF Page 15**

**POLICY REVIEW Page 15**

**KEY SAFEGUARDING CONTACTS AT Dv8 SUSSEX Updated September 2017**

* **Dv8 Sussex Designated Safeguarding Lead Officer /Prevent Lead for Dv8**

Sarah Bolland – 01273 550432 / 01424 213890

* **DV8 Sussex Deputy Safeguarding officers**

Bexhill - Jane Caley 01424 213890

Brighton - Genny Turay 01273 213890

**If none of the above is available contact the most senior member of staff available**

Dv8 Centres

12 Queen Square, Brighton. BN1 3FD 01273 550432

Victoria Hall, Victoria Road, Bexhill. TN39 6PD 01424 213890 and the Hive ( from February 20th 2017) 41 St Leonards Road, Bexhill TN40 1HS

|  |  |
| --- | --- |
| **Duty and Assessment Team West (Eastbourne, Lewes and Wealden)**1st Floor, St Mark's House, 14 Upperton Road,Eastbourne, East Sussex BN21 1EPPhone: 01323 747373 | **Multi-Agency Safeguarding Hub (MASH) BRIGHTON**01273 290400 or MASH@brighton-hove.gcsx.gov.uk.C/O Whitehawk Community Hub179A Whitehawk Road, Brighton BN2 5FL20 |
| **Duty and Assessment Team (Hastings and Rother)**Ground floor, Ocean House, 87-89 London Road, St Leonards-on-Sea, East Sussex TN37 6DHPhone: 01424 724144 Fax: 01424 724122 | **NSPCC Helpline** (for any adult concerned for the welfare of a child)0808 800 5000 |
| **West Sussex Child Protection:**Children’s Access Point Fourth Floor County Hall North (Parkside) Chart Way, Horsham, West Sussex. RH12 1XH 01403 229900 | **Police**Non-emergency – 101Emergency – 999 |
| **CAMHS**Consultation Line (12-1pm Mon-Fri) – 07786 110175**Hastings & St Leonards on Sea** - 01424 758905  **Hailsham & Eastbourne** - 01323 446248  **Lewes** - 01273 402510**Brighton** - 01273 718680**West Sussex** - 01903 286 756 | **Child line** [0800 1111](https://www.childline.org.uk/Talk/Pages/Phone.aspx) **Samaritans** **116 123 (UK)** |

If you urgently need help outside of office hours you can contact the Emergency Duty Service for East Sussex and Brighton and Hove. Phone 01273 335905 or 01273 335906.

**SAFEGUARDING POLICY FOR Dv8 SUSSEX**

# **Introduction to Safeguarding Policy at Dv8**

The aim of this policy is to provide an effective whole organisation safeguarding policy, which provides clear direction to staff and others about expected behaviour when dealing with safeguarding issues.

This policy also makes explicit Dv8’s commitment to the development of good practice and sound procedures, ensuring that safeguarding concerns, referrals and monitoring are handled sensitively and professionally, supporting the needs of the learner.

Dv8 Sussex takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care and this policy applies to all students, staff, volunteers and visitors to Dv8 Sussex.

We strive to ensure that all learners and staff at Dv8 are treated in line with our Equality and Diversity Policy and feel safe and supported at all times.

 There are four main themes to our safeguarding policy:

* **Prevention** through the creation of a positive atmosphere and the teaching and pastoral support offered to learners.
* **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to safeguarding concerns.
* **Support** is provided to learners and staff who may be affected by safeguarding concerns or issues arising from them.
* **Safe** recruitment practices to ensure that any staff member or volunteer is recruited according to our overall Safeguarding Policy.
1. **POLICY**

We recognise that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. Dv8 Sussex will therefore:

* Establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to.
* Ensure that students know that there are adults within Dv8 Sussex who they can approach if they are worried or are in difficulty.
* Where possible include in the curriculum activities and opportunities for personal and social development (PSD), which equip students with the skills they need to stay safe.
* Where possible include in the curriculum activities that will help students develop realistic attitudes to the responsibilities of adult life.
* Ensure that wherever appropriate every effort will be made to establish effective working relationships with parents and/or colleagues from partner agencies.

**Prevent**

* We also recognise that radicalisation and extremism is no different to safeguarding against any other vulnerability in today’s society
* We protect students from the risk of radicalisation, for example by using filters on the internet (provided by our subscription to Lanschool )to make sure they can’t access extremist and terrorist material for potential radicalisation from far right extremist organisations who do not promote equality and British values as led by the Government. Monitor and challenge any interest in or potential radicalisation from any extremist animal rights groups or similar organisations who incite violence, illegal action and potential harm to activists.
* Our Safeguarding, Prevent Duty and E-Safety policies set out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support.
* We strongly recognize the risk posed to our students of on-line radicalization, as terrorist organizations like ISIL seek to radicalize young people through the use of social media and the internet.
* The head of student support and the appropriate centre manager are notified of any inappropriate behaviour and appropriate steps are taken as required.
* This may involve speaking to the students, contacting parents, setting up a one to one programme of support or making a direct referral using the channel process to the local prevent police/local authority police officer based on the seriousness of the incident.
* Our annual Inset day staff training ensures all staff are fully aware of the risks posed by the online activity of extremist and terrorist groups, alongside this all new staff complete the ETF online Prevent training when they start.
* E-safety is a key aspect of the DV8 curriculum and equips pupils to stay safe online, both in school and outside. We have a month long focus on Anti bullying and Online safety in November focusing on cyberbullying and e-safety- including the risks posed by exploitation here.
* Our PSD review scheduled for the end of the year will identifies the extent of curriculum coverage for this and all other safeguarding themes and will help embed the agenda more.
* We follow the procedure laid out by the channel referral route which is as follows- joining a group, having intent and having capability to cause harm.

**RISK FACTORS TOWARDS A CHANNEL REFERRAL**

|  |
| --- |
| **Vulnerability Factors** |
| **Factor** | **Notes** | **Y/N** |
| **Faith/Ideology** | **e.g. Concerning comments relating to faith or ideology, or association with extremists** |  |
| **Social Mobility** | **e.g. poverty, lack of education or employment, immigration issues** |  |
| **Physical or mental health** | **e.g. Disability, learning difficulties, mental health concerns** |  |
| **Risk or harm factor** | **e.g. threat posed by family member (DV issues), victim of hate crime or personal attack** |  |
| **Criminal Activity or association** | **e.g. involved in criminal activity or associating with known criminals** |  |
| **Isolation or exclusion** | **e.g. lack of social activity, isolation, absent peer groups** |  |
| **Other factor** | **Any other factors****Please specify:** |  |
| **Is the individual aware of the referral?** | **Although it is not necessary or always beneficial to notify an individual, whether they are aware is important.** |  |

1. **ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within Dv8 Sussex and the local authority who have specific responsibilities under safeguarding procedures. The names of those carrying out these responsibilities are listed on the cover sheet of this document.

**Dv8 Sussex Designated Safeguarding Officer**

This person has overall responsibility for the implementation and development of the Safeguarding Policy and Procedures across the organisation and to ensure that all correct procedures are being followed at all time across all centres.

The DSO will be the key liaison officer between Dv8, Contract Partners, Children’s Social Care, The Police , the local Prevent police/local authority officer and any other external parties relevant to any particular case.

The DSO will ensure all safer recruitment procedures are adhered to and the single central record.

The DSO will be informed of all disclosures and safeguarding concerns across the organisation.

The DSO will ensure in partnership with the relevant Centre Manager that protocols for implementing the Dv8 Safeguarding Policy are agreed in writing with all external partners at the start of any delivery contract.

The DSO will review safeguarding concerns and reports termly with the panel.

**Centre Management Teams**

It is the role of the Centre Management team at each Dv8 delivery location to ensure that all of the safeguarding procedures are followed within their centre or Dv8 projects related to that centre and to report to the Designated Safeguarding Officer at Dv8 in the instance of any concerns or disclosures.

The first point of contact for any safeguarding concerns will be the DSO, if they are unavailable the panel and centre management team can be consulted.

Additionally, it is the role of the Centre Manager to ensure that all staff members (including temporary staff and volunteers) are aware of Dv8’s policy procedures and that they receive adequate training and support in this area.

If the Centre Manager has any concerns about the suitability of any staff member or volunteer to work alongside young people or vulnerable adults this should be raised with the Senior Management Team and DSO immediately.

**Senior Management Team**

The Dv8 Senior Management Team are responsible for ensuring that Dv8 Sussex follows safe recruitment processes and that enhanced Disclosure and Barring Service (DBS) checks and full references are obtained promptly for all staff that will have substantial and unsupervised contact with students.

The Senior Management Team are responsible for ensuring that all appropriate safeguarding training is made available to all staff.

**Line Managers**

Line Managers are responsible for ensuring that new staff and volunteers are inducted fully into the Dv8 Safeguarding Policy and procedures. All inductions should include information from the following DV8 departments: Centre Management (Operational processes), Student Support (Safeguarding and pastoral), Head of TLA (Curriculum and Quality), MD (Organisational Mission, Vision, Values) and Finance / HR (Contract, Employment Handbook).

Line managers are responsible for ensuring that any individual staff training needs regarding safeguarding are identified and addressed during staff member or volunteers’ induction and that this is recorded on their induction paperwork.

**All staff**

All staff at Dv8 are responsible for ensuring that their own conduct at work is appropriate and within policy guidelines at all times. All staff are responsible for identifying concerns and passing them on the panel members or Designated Safeguarding Officer at Dv8 and for recording and storing any relevant information in an appropriate manner as per our Data Protection Policy.

**Visitors and Guest speakers**

All external speakers to Dv8 will automatically be vetted via making sure that they are not from a ‘pro-scribed organisation’ (an organisation that does not recognise freedom of speech/expression- as listed on the home office website’).

All guest speakers prior to visiting will be expected to give staff an overview of what they will be discussing at the time and a staff member is always present at the time of delivery. All guest speakers will be required to sign in and out of the building and all guest speakers will have to wear a visible ID badge at all times whilst in the centre.

**Dv8 Safeguarding Advisory Panel**

Aims & Objectives

1. To meet every termly to review learning points for child protection reports or concerns, assess safeguarding issues affecting the current students and action interventions and training accordingly.
2. To be accessible to every Dv8 Sussex staff member (whether contracted, freelance or volunteer).
3. To be chaired by a Designated Safeguarding Officer.
4. To be an open and supportive forum that focuses on all elements of safeguarding, child protection, learner and staff safety and pastoral care at Dv8 Sussex.
5. To use each forum as a safe place to discuss policy, legislation, good/bad practice and as a place to get advice on safeguarding-in-practice at Dv8 Sussex.
6. To regularly review the following subjects: e-safety, managing challenging behaviour, responding to disclosures of abuse, reporting thresholds, managing risk and local support services.
7. Meetings will observe client confidentiality and any information given on specific cases will only be as much as is needed to review Dv8 practice.
8. All participants should feel able to ask any question about safeguarding practice without judgement.
9. An agenda will be published in advance of the meeting, to which Dv8 staff members can contribute, but the emphasis will be on open discussion.
10. Meetings will be minuted, without specifying names involved with any particular cases.
11. **CHILD PROTECTION PROCEDURES**

**In the event of a concern regarding a young person’s welfare**

Any member of staff, volunteer or visitor to Dv8 Sussex who receives a disclosure or allegation of abuse, or suspects that a learner may have suffered significant harm or be at risk of suffering significant harm, or who notices signs or indicators of abuse must take the following action:

Immediately report to a Designated Safeguarding Officer, or to a Safeguarding panel member in their absence. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff available. Please use the Dv8 Child Protection Incident Report Form and complete all information where possible. The report should be forwarded as an attachment to both Designated Safeguarding Officers.

The completed form must be stored safely and securely as per Dv8’s Data Protection Policy and shared in a secure manner only with the appropriate panel member or DSO. The reports are locked in a filing cabinet in the Student Support room key holders are DSOs only.

In the absence of electronic means of communication or the inability to physically deliver a report, a telephone call should be made to the relevant Designated Safeguarding Officer to report the appropriate information.

The DSO or their deputy will immediately follow the agreed protocols as per each programme contract to pass the information on to the relevant parties.

Support for the reporting member of staff will be given via their Line Manager and through supervision. If necessary the staff member should request an additional Supervision or support session with their Line Manager to discuss any issues affecting them personally and arising from a Child Protection concern.

Confidential information relating to a Child Protection Case should not be shared with any other members of staff or volunteers unless instructed by the DSO. Confidential information, such as names, addresses or other identifying characteristics should not be shared at any point with other personal contacts outside of Dv8.

Dv8 Sussex is committed to sharing referral information with learner’s parents / carers unless to do so could place the learner at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from local authority social services or the police. Young people, where at all possible, should be fully informed of what and where information about them is being shared.

1. **SAFE STAFFING**

**Dv8’s Role**

It is important to remember that Dv8’s role is to support the young people on our programmes to achieve whilst with us, overcome barriers to learning, grow personally and progress positively following our projects.

We are **NOT** a statutory body and within our usual activities cannot get overly involved in each young persons life outside of attending Dv8.

However what **WE CAN** do:

6.1 Provide a safe and welcoming environment;

6.2 Provide support, advice and guidance to young people;

6.3 Signpost young people to the correct statutory services;

6.4 Refer to support agencies where appropriate;

6.5 Mentor young people;

6.6 Provide a link between young people and other support agencies.

**Recruitment and Appointment, DBS Checks and References**

No member of staff, freelancer or volunteer will be allowed unsupervised access to learners until Dv8 has received the results of a satisfactory Enhanced DBS check and two references.

Any staff member (including volunteers) with previous convictions or concerns listed on an enhanced DBS check will be referred to the Managing Director to approve employment or placement.

Guest speakers or industry professionals visiting Dv8 to talk to young people will be supervised by a qualified and checked member of the Dv8 team and are therefore not required to complete a DBS check or Safeguarding Self Disclosure Form.

Any Dv8 staff member who works unsupervised with young people or vulnerable adults must be skill appropriate, DBS and reference cleared and fully informed about safeguarding responsibilities and procedures during their induction, briefings and awareness training.

Other staff members who rarely work unsupervised with young people such as office support staff will also be expected to complete a full DBS check on employment by Dv8.

Short term cover staff and volunteers who are with us for a short period of time (under 6 weeks) will not necessarily require a full DBS check (and may not receive their completed check in time if applied for) can still work on Dv8 programmes but must be supervised at all times by a member of staff who has been cleared by their Centre Manager to work unsupervised when in contact with young people or vulnerable adults. If the Centre Manager feels that this staff member will gain significant unsupervised access to young people through the programme and that it is not possible to supervise them at all relevant times, that person should not be asked to participate or work on the programme until these conditions can be met or their DBS check is processed fully.

If it is expected that a staff member will return to Dv8 to work again in the near future a DBS check should be completed as soon as possible.

The Line Manager is responsible for organising and chasing the completion of an enhanced DBS check on any new member of staff. The Centre Management team have access to links for online application of DBS. This should be done upon offering employment or as soon as possible afterwards

If the new staff member has an existing Enhanced DBS check from a previous organisation that is dated within 3 months and is supported by a reference from that employer, portability of that DBS check will be accepted in the interim period.

In this case the Line Manager should apply for a new, enhanced DBS check within one year of the original disclosure date.

All applicants must have their relevant ID approved by the nominated person at Dv8.

Any disclosure information on the DBS checks will be destroyed upon clearance by the Managing Director. The section relating to name and address, disclosure number and name of nominated officer will be stored in the staff members personnel file.

The Line Manager will be informed by the Dv8 Nominated DBS Officer when the DBS clearance has arrived and been approved.

**References**

All staff and volunteers are required to provide two referees relevant to their professional history. This process will be overseen by their Line Manager and references should be obtained directly from the referee rather than the applicant or any third party.

Both references should be from recent previous employers and from a staff member senior in post to the applicant. If this is not possible then the referees must be obtained from any other relevant professional or education contact of the applicant. Personal references from friends and family are not acceptable.

All posts, paid or unpaid will only be offered subject to satisfactory references being obtained. Any concerns raised by the Line Manager following these references being obtained should be referred to the Managing Director before employment is agreed.

**Job Descriptions - Skills and Competencies**

All staff Job Descriptions should reflect the skills and competencies required to work within their current role at Dv8.

This is monitored and reviewed via Line Managers as per the Dv8 Supervision and Appraisal Policy and Procedure.

**Induction**

Temporary staff and volunteers who work with students at Dv8 will, through induction, be made aware of the company’s arrangements for safeguarding and their responsibilities.

The minimum safe induction should include all the below points and should begin on the first day of employment for all staff members.

Understanding of the Policies by the staff member should be checked by line manager and signed by both line manager and staff member within the first two weeks of employment: The Centre Manager’s signing should signify that they are happy that the staff member has a thorough understanding of all relevant policies and procedures.

Freelancers and volunteers should complete the induction process prior to beginning working with young people at Dv8. This should be signed and checked as above by the relevant project manager at Dv8.

Dv8’s Aims, Mission and Values

Roles and Responsibilities

Code of Conduct

Child Protection and Safeguarding

Health and Safety Policy

Equality and Diversity Policy

Risk Assessment and Hazard Awareness

Please see Safe Recruitment Policy for more information.

**5. GENERAL SAFEGUARDING AND CODES OF CONDUCT**

Staff and volunteers must maintain professional boundaries at all times and perform a support and guidance role impartially and objectively, meeting the needs of the students.

It must be remembered at all times that our role is not to be the student’s friends or confidantes and we must follow correct protocol and procedures in all contact we have with students at Dv8.

**Behaviour**

Staff and volunteers must demonstrate proper personal and professional behaviour at all times promoting positive role models for the people that they work with.

**Relationships**

Staff and volunteers are expected to develop positive, professional relationships with students that are based on openness, honesty, trust and respect. They must not engage in any personal relationships with course participants or meet with them in any context outside of Dv8 hours. This is to protect staff, volunteers and Dv8 from any accusations of inappropriate behaviour and must be observed at all times.

**Personal Contact**

Staff members and volunteers should never give students any personal details such as personal phone number, personal email address, or home address.

Under no circumstances should a staff member or volunteer ever accept or offer a friend request from or to a current or past student or their family through a personal account on any social networking site such as Facebook and Twitter or any online forum, blog, gaming site or any other similar site.

Please see Dv8’s E-Safety policy for further information on use of electronic means of communication at Dv8.

If a staff member does unintentionally meet or see a student when outside of work any contact must not be initiated by the member of staff and must be kept to a minimum. Where possible the staff member should immediately leave the situation and avoid contact at all.

**Information sharing**

Dv8 discourages the sharing of personal information such as sexuality, personal history, personal religious beliefs, past or present relationships, family and social life with students.

**Confidentiality**

Any information relevant to a student’s support and wellbeing imparted to you by a student at Dv8 must be shared with the relevant line manager who will then decide how that information should be shared with other relevant Dv8 staff members or stakeholders.

Other project staff will be informed of relevant information in respect of individual cases regarding safeguarding on a “need to know basis”. Any information shared with a member of staff in this way must be held confidentially by them.

Where sharing will be in the best interests of the relevant student information will be shared with other support organisations or stakeholders

However, outside of the Dv8 staff team you have a legal responsibility to keep confidential any information relating to students at Dv8 unless otherwise instructed by your line manager. This applies both during and after your time spent working or volunteering with Dv8.

Under no circumstances must a staff member promise to keep a secret for a student or collude with a student to conceal information.

All students at Dv8 must sign an agreement upon induction stating that they understand and agree to Dv8’s Confidentiality Policy.

**Attendance and Timekeeping**

You are expected to be punctual at all times and let the Dv8 Management Team, know if you will be late or unable to attend. You are expected to do this at the earliest possible opportunity by calling the Dv8 office: 01273 550 432. Office hours are Monday-Friday: 9.30-5.30pm.

**Health and Safety**

You have a duty to take reasonable care of your health and safety whilst at work and that of your fellow staff members, volunteers and students. Dv8’s Health and Safety Policy and Procedures must be followed at all times and at all delivery locations.

**General Welfare Concerns**

Where concerns do not relate to the immediate risk of significant harm the DSO will discuss the concerns with relevant colleagues and agree a plan of action which will be recorded on the relevant recording system for your centre. A confidential student welfare log should be kept, with access restricted to staff with whom the learner has regular contact and the DSO. An electronic copy of this will be password encrypted, or a physical copy will be kept in a locked cabinet.

It may be appropriate to carry out a Common Assessment Framework (CAF) procedure. If this is deemed appropriate the CAF will be completed by the student’s support worker, in conjunction with the relevant course manager, with support from the designated safeguarding coordinator if necessary. Further information can be found in Local Safeguarding Children Board (LSCB) guidance.

Where concerns about the safety or wellbeing of a young person exist it may be appropriate to approach relevant agencies (former schools, colleges etc) to see if there is any relevant information available.

**Whistle Blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff members do not do so.

Therefore all staff should be aware of their duty to raise concerns about the attitude or actions of colleagues in accordance with the Dv8 Whistle Blowing policy.

**Complaints**

Complaints by young people can be made under the complaints procedure in the learner handbook.

Complaints by staff can be made under the complaints procedure in the staff handbook.

**Training**

All DSOs at Dv8 will have completed recognised and, ideally, accredited Designated Child Protection Officer NSPCC Training

All staff and volunteers will undertake appropriate in-house or external Safeguarding and Child Protection training to equip them to carry out their responsibilities effectively. This will be kept up to date by refresher training every two years.

All staff complete the online ETF Prevent traning on induction

All staff will attend yearly ‘ Prevent’ training ( at the all staff Inset day) which covers the main parts of the agenda and how it applies to our work specifically at Dv8.

Staff leading on the prevent agenda have all attended ‘prevent strategy’ training from the ETF.

Where possible, all staff and volunteers will be given opportunities to attend external training courses in Safeguarding and Child Protection as identified in supervision by their Line Manager.

Support is available for staff from the Designated Safeguarding Officers where there are concerns or queries about safeguarding.

All staff are offered guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and this guidance is available in the Staff Code of Conduct.

Each Dv8 training centre will have a resources file, with up-to-date guidance on safeguarding and child protection good practice, including how to spot signs of abuse. It is the responsibility of the Centre Manager to keep this up-to-date.

**6. RECORDS AND MONITORING**

Well-kept records are essential to good safeguarding practice. Dv8 Sussex is clear about the following:

* The need to accurately and securely record any concern held about a student within the company
* The confidentiality status of such records
* When these records should be passed over to other agencies

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse must complete a Child Protection Incident form. All records will be dated and signed and will include the action taken.

Any staff member concerned about a student’s welfare and behaviour but who has not received a direct disclosure, noticed indicators of abuse or does not believe that the learner is at risk of immediate significant harm should ensure these concerns are still logged and shared with relevant staff members using the centre’s own student welfare and behaviour recording system.

Any updates should be initialled and dated by the staff member and the line manager notified as soon as possible.

Any safeguarding or welfare concern notes must be kept in a confidential file, which is kept separate to other files and stored in a secure place at the relevant centre.

If a student transfers from Dv8 Sussex to another training provider, these files may be copied and forwarded to the student’s new establishment marked confidential and for the attention of the designated safeguarding coordinator if this is deemed to be in the student’s best interests.

**7. ATTENDANCE AT SAFEGUARDING CONFERENCES AND CORE GROUPS**

It is the responsibility of the DSO to ensure that Dv8 is represented or a report is submitted to any safeguarding conference called for students on programmes at Dv8 or previously known to them. Whoever attends should be fully briefed on any issues or concerns Dv8 has and be prepared to make decisions on registration at the end of the conference.

When a student is the subject of a safeguarding plan, it is the Designated Safeguarding Officer’s responsibility to ensure that the learner is monitored regarding their attendance, welfare and presentation.

If Dv8 is part of the core group then the Safeguarding Officer should ensure that Dv8 is represented at these meetings and that there is a record of attendance and issues discussed.

All concerns about the safeguarding plan and / or the student’s welfare should be discussed and recorded at the core group meeting unless the student is at further risk of significant harm before the meeting date. In this case the Safeguarding Officer must inform the student’s key worker immediately and then record that they have done so and the actions agreed.

**8. APPRENTICES & WORK EXPERIENCE PLACEMENTS**

Where young apprentices, or under 18s who are on work placement, are working on their own with the placement provider Dv8 will conduct an enhanced DBS check and an ISA check (if appropriate) on that individual.

Dv8 will provide guidance to placement providers as to appropriate action they should take if a student discloses to them.

Dv8 will provide guidance to young apprentices or students who are on work placement as to action they should take if they have any concerns about their placement

All work placements and apprenticeship employers will undergo vetting by a qualified health & safety officer if any learners are under 18. It will be recognised as good practice to have similar checks for all employers working with Dv8 students.

**9.ONLINE SAFEGUARDING**

Online safety covers issues relating to children and young people as well as adults and their safe use of the internet, mobile phones and other electronic communications technologies, both in and out of college. It includes education for all Dv8 staff and learners about risks and responsibilities and is part of the ‘duty of care’ which applies to everyone working with young people and vulnerable adults.

Please see Dv8’s E-Safety Policy for full guidance about safeguarding on digital platforms.

10.**RISK ASSESSMENT OF ACTIVITIES AND TRIPS**

In order to safeguard students, all new project activities, as well as activities that take place outside of Dv8 designated training centres, must be prepared for and risk assessed. All risk assessments must take into account physical, emotional and psychological outcomes of risks and hazards – and must be signed off by a Centre Manager or the Head of TLA.

Failure by staff to adequately prepare for and risk assess any trips or visits may lead to disciplinary action under the disciplinary procedure.

11.**SUPPORTING STUDENTS AT RISK**

Dv8 recognises that children and young people who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

Dv8 may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at Dv8 their behaviour may still be challenging and defiant or they may not actively participate.

Dv8 will endeavour to support pupils through:

* + 1. The curriculum to encourage self-esteem and self-motivation as well as raising awareness of risks from exploitation and radicalisation.
		2. The organisational ethos which promotes a positive, supportive and secure environment and which gives all students and staff a sense of being respected and valued.
		3. The implementation of Dv8’s Behaviour Management policies.
		4. A consistent approach agreed by all staff which will endeavour to ensure the student knows that some behaviour is unacceptable but s/he is valued.
		5. Regular liaison with other professionals and agencies that support students and their families.
		6. A commitment to develop productive, supportive relationships with parents and carers, whenever it is in the student’s best interest to do so.
		7. The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in safeguarding situations.
		8. Recognition that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse, so staff who work in any capacity with students with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
		9. Recognition that in a home environment where there is domestic violence or drug or alcohol abuse, students may also be vulnerable and in need of support or protection.
1. **ALLEGATIONS ABOUT STAFF**

It is essential that the high standards of concern and professional responsibility are adopted with regard to alleged child abuse by parents or carers are similarly displayed when members of staff are accused of abuse.

Only authorised agencies may investigate child abuse allegations (local authority social services, the police or in some areas, the NSPCC). Whilst it is permissible to ask the student(s) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not appropriate and may prejudice investigations.

All allegations should be recorded using the safety and welfare concern form and guidance notes by the person receiving the disclosure. That person should also contact the DSP or Managing Director immediately after any allegation is made.

Where a staff member is accused of abuse, the DSO should in the first instance contact the Local Area Designated Officer (LADO). If the allegation is not of abuse then Dv8’s normal disciplinary procedure will apply.

Through discussion and consultation with the LADO, a decision will be made whether to make a referral to local authority social services and / or the police. Where the allegation is against the Managing Director or DSO, another member of the senior management team will take this action.

The member of staff against whom the allegation is made will be kept informed about the allegation and the progress of the complaint, unless to do so may cause the risk harm to the complainant.

If after discussion with the LADO it is decided that a referral to local authority social services or police is not appropriate, it may still be necessary to address matters in accordance with the Dv8’s disciplinary procedures.

1. **POLICY REVIEW**

The Dv8 Senior Management Team is responsible for ensuring the annual review of this policy. Previous versions of the policy are to be kept to demonstrate progress and developments made

The Dv8 Senior Management Team is responsible for ensuring that the list of key contacts on the cover sheet is kept up to date.

Reference Documents

All action is taken in line with the following guidance;

* Local Safeguarding Children Board (LSCB) guidelines
* “Safeguarding Children in Education” (DfES/0027/2004) <http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>
* “What To Do If You’re Worried A Child Is Being Abused” (published by Department of Health, DfES, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellors Department)
* Working Together to Safeguard Children (2006, Department of Health)
* The Prevent Strategy ( June 2011, Home Office).