



# Safeguarding Policy

## SCOPE AND PURPOSE

Enterprise4all is committed to protecting all children, young people, and vulnerable adults from harm whatever their age, gender, ethnicity, disability, language, faith and / or sexual orientation.

Enterprise4all shares an objective with all educational institutions and agencies working with children, young people, and vulnerable adults to identify children, young people and vulnerable adults who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe from neglect, physical abuse or injury, sexual abuse, and emotional abuse.

Enterprise4all is committed to safeguarding all young learners and vulnerable adults. This will be achieved by having in place effective systems designed to:

- Minimise risks to the health and well-being of children and vulnerable adults.
- Protect children, young people and vulnerable adults from physical, sexual, and emotional abuse, neglect and bullying.
- Identify instances in which there are grounds for concern about a child or vulnerable adult's welfare and initiate/take appropriate action to keep them safe.
- Enable learners to raise concerns relating to their health, safety and well-being and that of other children and vulnerable adults and for those concerns to be actioned.
- Assist local social services departments on child and vulnerable adult protection matters.
- Encourage children and vulnerable adults to lead healthy lifestyles.
- To encourage learners to be actively involved in their community, to make a positive contribution to society and not to engage in anti-social or offensive behaviour.
- Support the development of learners to enable them to fulfil their potential in life and to achieve economic well-being.

Due regard will be paid to statutory provisions that have a bearing on this area, the most important of which are:

- Working Together to Safeguard Children 2018, Statutory guidance on inter-agency working to safeguard and promote the welfare of children.

Due regard has also been paid to the statutory and non-statutory guidance given to the Protection of Freedoms Act 2012 and the Local Authority's Safeguarding Children's Board Procedures and Guidance.

The policy applies to individuals aged 15 and over; any adult deemed to be vulnerable because they are or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.



# Safeguarding Policy

Enterprise4all is also committed to:

- preventing unsuitable people working with children, young people and vulnerable adults;
- providing a safe working environment for all learners;
- promoting safe practice and challenging poor and unsafe practice;
- promoting the welfare of children, young people, and vulnerable adults.

Enterprise4all will not under any circumstances tolerate the bullying or harassment of any learner.

## DEFINITION

Safeguarding in the context of post-school education refers to the measures taken to ensure the well-being and safety of learners and staff in the learning environment. This includes protecting them from harm, abuse, neglect, and other forms of maltreatment.

A safeguarding risk can be any situation that poses a threat to the safety or well-being of a learner or staff member. Some examples of safeguarding risks in the post-school education system might include:

- Physical abuse or violence, such as assault or bullying.
- Sexual abuse or exploitation.
- Emotional or psychological abuse, such as harassment or intimidation.
- Neglect, such as failing to provide adequate care or support.
- Radicalisation or extremism.
- Discrimination or hate crimes.

When an issue crosses the threshold into safeguarding, it typically involves a significant risk to a learner's or staff member's safety or well-being.

However, not all issues related to health and safety or mental health necessarily rise to the level of safeguarding.

### For clarity:

Health and safety concerns typically relate to the physical environment, such as the risk of injury from faulty equipment or hazardous materials.

Mental health concerns may include issues like stress, anxiety, or depression that can impact a learner's ability to learn or function effectively but may not necessarily involve a risk of harm to the learner or others. However, if a mental health concern is severe enough to cause a learner to be a risk to themselves or others, it may be considered a safeguarding issue.



# Safeguarding Policy

## RESPONSIBILITIES

### Enterprise4all

The responsibility for making sure these arrangements are in place is put on the Enterprise4all 's Management Team which is accountable for ensuring that Enterprise4all has effective policies and procedures in place in accordance with statutory guidance and monitoring the Enterprise4all's compliance with them.

Enterprise4all will ensure that:

- It has a Safeguarding Policy, that procedures are in place consistent with locally agreed inter-agency procedures and that the policy is made available to learners upon request.
- Enterprise4all will nominate a Senior Member who will ensure that the policy and associated procedure are monitored and who will report annually to the Board on their operation and will oversee the procedures relating to handling allegations against staff.

### Named Persons

A senior member of Enterprise4all staff is designated to take lead responsibility for Safeguarding. Lead responsibility resides with the Project Director with operational responsibility delegated to the Project Manager/designated Safeguarding Officer.

In the absence of the designated Safeguarding Officer the Project Director will deputise.

Responsibilities of the Designated Safeguarding Officer and their Deputy are to:

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support, advice and expertise within the Enterprise4all.
- Have a working knowledge of the conduct of a child protection/vulnerable adults case conference and be able to attend and contribute to these effectively when required to do so.
- Ensure all staff and volunteers have appropriate training commensurate with their level of responsibility relating to the safeguarding of children and vulnerable adults including recognising signs of abuse and knowing how to respond to disclosures.
- Liaise with the Local Authority with regards 'Looked After' children if required.
- Ensure each member of staff and volunteer has access to and understands the Enterprise4all Safeguarding Children and Vulnerable Adults Policy, especially new or part time staff.
- Ensure all staff and volunteers have induction training covering child protection/vulnerable adults and are able to recognise and report any concerns immediately they arise.
- Ensure that appropriate staff development is provided for staff and volunteers and that refresher training is completed every three years.
- Keep detailed, accurate, secure written records of referrals/concerns.
- Attend any relevant or refresher training at least every two years.
- Ensure that the Enterprise4all's safeguarding policy is updated and reviewed every two years.



# Safeguarding Policy

- Ensure that all staff, whether permanent or temporary, and volunteers who will work with children or vulnerable adults are given a written statement about the Enterprise4all's policy and procedures, and the name and contact details of the designated person when they start work in a new establishment.
- Liaise where appropriate with other agencies to safeguard learners upon completion of their programme.

## All Staff and Volunteers

It is the responsibility of all staff and volunteers to be aware of the need to alert the Designated Officer when they believe a child or vulnerable adult has been abused or is at risk of abuse.

### The Designated Officer is Rafik Adam.

The policy applies for all individuals aged 15 and over with learning difficulties or to any individual deemed by Enterprise4all to be vulnerable. Enterprise4all will act on their behalf if required.

It is important that learners are protected from abuse and as such all complaints; allegations or suspicions must be taken seriously and reported to the Designated Officer immediately. Staff should not make promises of confidentiality, questioning should be kept to the minimum necessary to understand what is alleged and leading questions should be avoided, neither should any attempt be made to investigate or explore allegations. The inappropriate involvement of a member of staff could jeopardise the investigation of allegations and any subsequent legal proceedings.

Abuse can involve anyone or more of the following: neglect, physical injury, sexual abuse, and emotional abuse and, additionally for vulnerable adults, financial or material abuse and discriminatory abuse.

The harm or possible harm of a child or vulnerable adult may come to our attention in several different ways including, but not limited to, the following:

- **Information being given** by the child or vulnerable adult, his/her friends, a family member, or close associate.
- **The child or vulnerable adult's behaviour** may have become significantly different from usual; significantly different from the behaviour of his/her peers; be bizarre or unusual; involve the child or vulnerable adult acting out a harmful situation in his/her play.
- **An injury may arouse suspicion because** it does not make sense when compared to the explanation given and/or explanations differ depending upon who is giving them.
- **Suspicion being raised** when several factors occur over time, for example when a child or vulnerable adult fails to progress and thrive in contrast to his/her peers without explanation.

In any cases of doubt contact the Project Manager or the Project Director for advice.



# Safeguarding Policy

## PROCEDURE

When a disclosure of harm is made, it is important that the following principles are adhered to:

- Listen to what the child or vulnerable adult has to say with an open mind.
- Do not ask probing or leading questions.
- Never stop a child or vulnerable adult who is freely recalling significant events.
- Make a note of the discussion, taking care to record the timing, setting and people present as well as what was said.
- Never promise the child or vulnerable adult that what they have told you can be kept confidential. Explain that you have a responsibility to report what the child or vulnerable adult has said to someone else.
- Record all subsequent events up to the time of referral on a Safeguarding Incident and Disclosure Report form (saved in the Company Policies & Staff Handbook folder on the E4all server) to the nominated person wherever possible attempt to record what the child or vulnerable adult said verbatim.
- Records of disclosure should be passed to a designated officer immediately. The initial contact with the nominated person may be by telephone or e-mail, with written records being passed within 24 hours of first contact.
- The designated officer will decide, taking advice from the Children's Social Care Team where appropriate, based on information available as to whether there is a sustainable allegation and/or cause for concern. Where a referral is made a referral form will be completed and forwarded to the relevant service. A copy of the referral form and any internal incident report will be retained by Enterprise4all in a confidential file.
- If it is decided that there is insufficient evidence available or that the allegation cannot be sustained, this judgement will be recorded on an incident form and the form stored in a secure file separate from the individual's file.
- Where any disclosure of cause for concern over the safety and welfare of any young person or vulnerable adult implicates a member of Enterprise4all staff, that information will be passed to the Enterprise4all Board and the nominated Member will be informed.
- Feedback received from external agencies will be recorded on Enterprise4all copy of the Safeguarding Incident and Disclosure Report form.

## REPORTING AND MONITORING

The implementation of the Policy and the effectiveness of Enterprise4all's safeguarding arrangements will be monitored by the Enterprise4all's Safeguarding group which meets periodically and is chaired by the Project Director. Internal and external referrals will be reported annually to Directorate and the Board.