



Safeguarding Policy & Procedure

<u>Classification</u>	
Public	
Internal	
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Contents

Policy Statement.....	3
Definition.....	3
Code of Practice	4
Procedure for dealing with Concerning Behaviour, Information and Allegations against staff	5
Safety and Risk Assessment Procedures for Children and Young People.....	7

Policy Statement

Safeguarding in this policy relates to the action taken to promote the welfare of children and young persons and protect them from harm. Adults should always act, and be seen to act, in the best interests of the child or young person or vulnerable adult.

EA Technology will ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom EA Technology has contact with. EA Technology has designated the director of HR as the Safeguarding officer and can be contacted by telephone number 07934 868399.

This duty ensures that all reasonable steps are taken to ensure the safety of a child or young person or vulnerable adult included in any activity, or interaction for which the Adult is responsible.

This policy should be viewed alongside the following EA Technology policies:

- Equality & Diversity policy
- Code of Ethics Business and Professional Conduct policy
- Harassment policy
- EA Training Health & Safety policy.

Definition

Safeguarding is defined for the purposes of EA Technology as taking such steps as is reasonable to:

- Protect children, young persons and vulnerable adults from maltreatment
- Prevent impairment of young persons' health and development
- Ensure that children and young persons have the provision of safe and effective care
- Act to support all young persons to have the best outcomes

A "child" for the purposes of this policy is a person under the age of 16. A "young person" for the purpose of this policy is a person aged 16 or 17.

An adult is to be considered "vulnerable" for the purposes of this policy if they have:

- a) a dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions;
- b) severe impairment in their ability to communicate with others; or
- c) impairment in their ability to protect themselves from assault, abuse or neglect.

The definition of "vulnerable adults" in Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006 is not used as EA Technology does not carry out any regulated activities in relation to vulnerable adults for the purposes of that act.

All young persons and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity have a right to equal protection from all types of harm or abuse. Abuse in this instance may take any of the following forms:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

EA Technology will seek to keep children, young persons and vulnerable adults safe by:

- Valuing, listening to, and respecting them
- Promoting the Rule of Law, Mutual Respect and Tolerance for those with different beliefs or faiths
- Appointing a designated safeguarding lead person
- Implementing and communicating supporting policies e.g. Equal Opportunities, Harassment, Health & Safety
- Providing effective training to appropriate persons
- Recruiting staff safely, ensuring relevant checks are made
- Recording and storing information and data professionally and securely as in line with our ISO 27001:2013
- Sharing information about safeguarding good practice with learners, Line Managers and staff
- Sharing concerns when appropriate with appointed persons and agencies who need to know e.g. the Local Authority Designated Officer, Police, Social Services etc
- Creating and maintaining an anti-bullying environment
- Ensuring we provide a safe physical environment for young persons by applying health and safety measures in accordance with legislation and regulatory guidance
- Continuously improving our knowledge and understanding of how best to protect children and young persons
- Implementing or agreeing to safeguarding practices of third parties as required and when reasonable to do so
- Ensuring risk assessments are carried out and documented prior to any activity which might pose a risk to the health and safety of the children or young persons

Code of Practice

The following code of practice applies to all EA Technology staff (including temporary and volunteers) who may be working with children (i.e. those aged under 16), young persons (i.e. those aged 16 or 17) or vulnerable adults.

Everyone working for EA Technology has a responsibility to familiarise themselves with this safeguarding policy. All staff have a responsibility for ensuring they do not cause offence and to challenge behaviours of others where and when appropriate to do so.

Good practice includes valuing and respecting children, young people and vulnerable adults as individuals and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.

- Avoid unnecessary physical contact.
- Avoid taking a child or young person alone in a vehicle on journeys, however short.
- Unless circumstances make it impossible to comply, do not take a child to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or line manager)
- If you find you are in a situation where you are alone with a child or young person, wherever practicable make sure that others can clearly observe you
- Avoid close personal relationships with a child or young person to whom you are in a position of trust
- Do not make suggestive or inappropriate remarks to or about a child or young person, even in fun, as this could be misinterpreted

- If a child or young person makes a complaint, or if there are other reasons for suspecting abuse, do not attempt to investigate this yourself, and report your concerns to the designated safeguarding lead
- Complaints will be dealt with as outlined in the harassment complaints procedure

The inappropriate behaviours listed above will not be tolerated and may result in disciplinary action

It is the duty of all staff to be aware of and implement this Safeguarding Policy. Promoting and safeguarding the welfare of children, young people and vulnerable adults includes:

- Having effective arrangements in place to promote and maintain a safe learning environment
- Raising awareness of issues and equipping young people to keep themselves safe (opportunities through the curriculum, tutorial, preparing for work experience, through the relevant themes of Every Child Matters)
- Maintaining an environment where young people feel secure, are encouraged to talk and are listened to
- Ensuring young people know that there are staff whom they can approach if they are worried
- Promoting procedures for identifying and reporting cases or suspected cases of abuse
- Ensuring the safe recruitment of staff
- Providing information and training for staff on safeguarding young people - policy and procedures, recognition of signs and symptoms of abuse
- Maintaining procedures for reporting and dealing with allegations of bullying or abuse including any made against another student or member of staff

Procedure for dealing with Concerning Behaviour, Information and Allegations against staff

There are several ways concerns about a child's or young persons' safety or wellbeing could become apparent. The following are examples but are not limited to:

- A child or young person alleges abuse, bullying or harassment has taken place or that they feel unsafe
- A third party or anonymous allegation is made
- A child or young persons' appearance, behaviour or beliefs change to an extent that raises concerns
- A report is made regarding the misconduct of a worker towards a child or young person
- Suspicious activity has been seen on social media

Employees have a duty of care to act on reports or concerning behaviour which are deemed to negatively impact on a child or young persons' health, safety or mental wellbeing. It is not the responsibility of staff to investigate suspected abuse. The role of staff is to identify any alleged/potential abuse and refer it to the designated safeguarding lead person who will refer to the appropriate authorities, so they can investigate and take action where required.

The following actions are to be taken in the first instances of concern:

- Talk to the child or young person about what has been reported or observed in a non-threatening, non-leading manner
- Listen carefully to what the child or young person has to say and take it seriously

- Never investigate or take sole responsibility for a situation where a child or young person makes a disclosure. Always refer any allegations of abuse or suspected abuse to the designated safeguarding lead person
- Always explain to the child or young person(s) that any information they have given may have to be shared with others
- Record what was said as soon as possible after any disclosure; The person who receives the allegation or has the concern should make a written record outlining the details of the allegation or concern and ensure it is signed and dated
- Respect confidentiality and file documents securely
- The designated safeguarding lead person will take immediate action if any suspicion of abuse is, or is likely to have happened
- If urgent hospital treatment is needed for a child or young person while on training centre premises, a designated member of staff will be informed if it relates to a child protection issue. The designated safeguarding lead person will discuss arrangements to escort the child/young person, inform the hospital of the circumstances and will contact Social Care. Advice on contacting parents will also be sought
- The designated safeguarding lead person must notify the Directors as soon as practically possible and within 24hrs of the initial concern arising
- A referral must be made if a potential criminal act has been alleged or witnessed

If an instance arises where there may be a need to share information with other agencies when there is concern about a child's or young person's welfare, we will ensure that EA Technology seeks advice and clarity about the situation with relevant channels. For example, NSPCC

It is essential that any allegation of abuse made against any member of staff is dealt with fairly, quickly and thoroughly in order to protect the child or young person while at the same time supporting the person subject to the allegation.

Where EA Technology receives an allegation that a member of staff has

- behaved in a way that has harmed or may have harmed a child or young person
- possibly committed a criminal offence
- behaved towards a child or young adults in a way that may indicate they are unsuitable to work with young adults

the matter will be referred to the relevant agency. Upon receiving a notification of any safeguarding matter involving a member of staff the designated safeguarding person will:

- Consult with the relevant agency under the local Safeguarding Children Board procedures. A referral must be made if a potential criminal act has been alleged, or if the learner indicates that he/she has suffered, or is likely to suffer, significant harm

A decision not to make a referral can be taken where:

- The allegation involves the use of reasonable force to restrain a learner
- Where it is absolutely clear that it is impossible for the allegation to be true

EA Technology's disciplinary procedure must be clearly distinct from any investigation conducted under the local Safeguarding Children Board procedures or by the Police. In addition, these investigations will take precedence over the company's disciplinary procedure. Conducting concurrent internal and external investigations is not appropriate.

EA Technology's investigation will include interviewing the member of staff involved in the incident, hearing and assessing evidence from any others who might have knowledge of the incident and considering any other possible source of evidence. This investigation will be in line with company policy.

Safety and Risk Assessment Procedures for Children and Young People

Under this policy, it is the responsibility of any person in charge of, or working with, children, young persons or vulnerable adults in any capacity, to ensure a suitable risk assessment is used and the considerations outlined in this policy taken into account.

When carrying out a risk assessment, the following must be considered for any activity involving children or young persons:

- The layout of the workplace
- The physical, biological and chemical agents they could be exposed to
- How they will handle work equipment
- How the work and processes are organised
- The extent of Health and Safety training needed
- Risks from processes and work
- Knowledge, skills and experience
- Issues inside/outside of work that are impacting on their physical and/or mental wellbeing

A young person, who is not a child or vulnerable adult, can carry out work involving risk if:

- The work is necessary for their training
- The work is properly supervised by a competent person
- The risks are reduced to the lowest level, so far as reasonably practicable.

A young person or child under training, such as work experience will not carry out work that:

- Involves risk of accident that is not reasonably recognised due to lack of training or experience
- Has harmful exposure to chemicals
- Is beyond their physical or psychological capacity
- Has a risk to health from extreme cold, heat or noise