



Skills South Tyneside Safeguarding Children, Young People and Vulnerable Adults Policy/Procedure

Purpose

The Skills South Tyneside is committed to ensuring that children, young people and vulnerable adults are safe and protected from all forms of abuse and neglect and will promote the welfare of children, young people and vulnerable adults within our service area. Arrangements will be made to discharge our statutory duties under section 11 Children Act 2004 and The Care Act 2014 to ensure:

- Protection from maltreatment.
- Prevention of impairment to health or development.
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care.
- Ensuring our learners feel safe and are empowered to tell us if they are suffering abuse.

Section 26(1) of the Counter - Terrorism & Security Act imposes a duty on specified authorities, of which the Skills South Tyneside is one, when exercising their functions to have due regard to the need to prevent people from being radicalised.

Where Child Protection is referred to below this includes young people and vulnerable adults.

Scope

The Safeguarding Procedures will be followed by all the Skills South Tyneside employees, volunteers and commissioned service suppliers and their staff

NB: Skills South Tyneside staff are bound by a statutory duty to safeguard and promote the welfare of all children, young people and vulnerable adults.

South Tyneside Children's/Adults Services will provide the lead officers when there are child protection issues to be addressed or investigated.



Children and Families Social Care: **0191 4245010**

Adult Safeguarding Unit: **0191 4246000**

Adult and Children's Out of Hours contact: **0191 4562093**

Prevent Contacts

South Tyneside Council Community Safety Team

0191 4247935

Northumbria Police Prevent Team

101 ext. 6385

ACTIONS

1. CONFIDENTIALITY

- 1.1** All staff and commissioned service suppliers will follow the statement of confidentiality outlined below:

We treat all children, young people, vulnerable adults, carers, parents and families with respect. Information that is given to us will be treated confidentially and shared only with those persons who have an agreed reason to have the information. Information will only be passed to other people with the agreed consent of the person giving the information, except if there are concerns about the welfare of a child, young person or vulnerable adult. In these circumstances a discussion will be held with the designated worker/line manager and if it is considered appropriate the information will be shared with professionals in the local authority/police/health.

- 1.2** If a member of staff or commissioned service supplier realises that a learner is about to disclose a concern including reference to extremism or radicalisation, the confidentiality statement should be referred to and fully explained. It is then up to the learner to decide if he / she wishes to continue.
- 1.3** Staff or commissioned service suppliers will explain why the information has to be shared and what will happen next. The learner will be kept informed and supported, as far as possible, throughout the process.
- 1.4** Information will only be disclosed on a "need to know" basis and will only be discussed with other members of staff as necessary.



2. RESPONSE TO A DISCLOSURE

- 2.1** During disclosure, staff or commissioned service suppliers will listen to the learner but will not ask leading or detailed questions or press for more information on welfare concerns. It is the responsibility of the Children's / Adults Services to investigate. Information emerging from a leading question would not be admissible in a court case. Open questions should be used such as "would you like to tell me more?"
- 2.2** It is important that staff refrain from making judgements about or comment on the alleged abuser, alleged abuse or radicalisation.
- 2.3** Staff and commissioned service suppliers need to be aware that children and young people react in different ways and may not feel their experience was abusive.
- 2.4** A Skills South Tyneside Safeguarding Incident/Concerns Form should be completed and returned to the Skills South Tyneside as soon as is practicable after consultation (see section 3 & 4)

3. RESPONDING TO A CONCERN

- 3.1** Where a commissioned supplier or a member of their staff has a concern about a learner because of something they have observed or heard about from a third party a Skills South Tyneside Safeguarding Incident/Concerns Form should be completed and returned to the Skills South Tyneside.
- 3.2** Completion of this form must not delay any consultation with Children/Adult Services or police over concerns of a serious nature.

4. CONSULTING ABOUT A DISCLOSURE/CONCERN

- 4.1** All disclosures/concerns should be discussed with a designated safeguarding lead in an individual's organisation who will follow their own Prevent policy and/or safeguarding policies and procedures which must complement South Tyneside Safeguarding Children Board procedures for children and young people aged 0-18.
- 4.2** The Skills South Tyneside Safeguarding Champions should be consulted as soon as practicable and an Incident/Concerns Form completed detailing action taken by whom and when. Consultation with the Skills South Tyneside is secondary to consultation with Children/Adult Services over disclosures/concerns of a serious nature.
- 4.3** The purpose of consultation is to inform the Skills South Tyneside of actions already taken and discuss and agree any further actions in relation to the disclosure/concern.
If after consultation an individual still has concerns that appropriate actions have



not been taken they must speak to their manager or contact Children/Adult Services or a Prevent contact (see Scope section)

5. MAKING A REFERRAL

5.1 A referral involves giving Children/Adult Services or the police information about concerns relating to a child, young person, vulnerable adult or family in order that enquiries can be made by the appropriate agency relating to the concern.

5.2 Parents/carers should be informed a referral is being made except in circumstances where it is considered that informing the parents/carers would place the child, young person, vulnerable adult or you in immediate risk.

5.3 Inability to inform parents/carers for whatever reason should not prevent a referral being made. It would then become a joint decision with Children/Adult Services about how & when the parents/carers should be informed & by whom.

5.4 Staff should be prepared to give as much information as possible including your position, details of the disclosure/concern, details about the individual involved and family circumstances, but absence of some information should not stop a referral.

Ensure that an accurate record is made and kept, detailing the concerns that have been referred.

5.5 Make sure the concerns are confirmed in writing to the Referral and Assessment Team or Adult Duty Team following the referral (within 48 hours).

5.6 Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

RECORDING AND STORAGE OF INFORMATION

5.7 All disclosures/concerns should be recorded on a Skills South Tyneside Incident/Concern Form and returned to the Skills South Tyneside as soon as practicable.

6.1 Handwritten notes taken at the time of the disclosure should be retained and returned with the Incident/Concern Form.

6.2 Paper records will be kept in a locked cabinet within the Skills South Tyneside.

6.3 Details of reported Incidents/Concerns will be collated in an excel spread sheet accessible only to Safeguarding Champions.

6.4 ALLEGATIONS AGAINST STAFF



7. All staff, volunteers and commissioned service Suppliers have a responsibility to ensure they do not abuse their positions of trust within our organisation. Any concerns raised by a member of staff/volunteer or a member of the public regarding inappropriate behaviour by any member of this organisation or commissioned Supplier in relation to children or young people will be managed via the South Tyneside Safeguarding Children Board Allegations Management Procedures.

- 7.2 Allegations relating to children or young people will be reported to the Local Authority Designated Officer (LADO) who will advise on how to proceed, whether the matter can be dealt with within our organisation or whether a multi-agency strategy meeting is required.

Allegations in relation to vulnerable adults will be reported to the Adult Safeguarding Unit.

IN ORDER TO ACHIEVE THIS WE WILL:

- 7.3 Identify a member of the Senior Management Team (SMT) as the Designated / Nominated Lead Person with responsibility for Child Protection and Safeguarding.
8. Allocate Safeguarding Champions to work on these issues and act as a source of advice to others on a day-to-day basis.
- 8.1 Ensure, through training, that staff and commissioned providers have an understanding of Child Protection/Safeguarding issues. This should cover the legal context, confidentiality, parental responsibility, warning signs, the categories of abuse and procedures.
- 8.2 Staff training to be updated every three years for staff in direct and indirect contact with children, young people and vulnerable adults.
- 8.3 Ensure Safe Recruitment and Employment practices are observed including requiring all employees, volunteers and subcontracted suppliers staff working directly with children, young people and vulnerable adults hold an enhanced DBS disclosure which is renewed every three years.
- 8.4 Acknowledge that this will be a sensitive and distressing issue for staff to deal with and provide support to enable staff to debrief.
- 8.5 Review annually our safeguarding policy and procedures to make sure they are still relevant and effective.
- 8.6



Staff Responsible for Implementation

All managers and commissioned service suppliers.

Staff Responsible for Compliance

All staff and commissioned service supplier staff in direct or in-direct contact with young people.

Related Documents

- Children Act 2004
- Working Together to Safeguard Children 2018
- South Tyneside Council Local Safeguarding Children's Board Procedures - www.stscb.org.uk
- What to do if you are worried a child is being abused 2015
- The Care Act 2014
- Multi Agency Practice Guidance :Female Genital Mutilation
- South Tyneside Council Whistle Blowing Policy
- Prevent Duty Guidance: for further education institutions in England and Wales
- South Tyneside Safeguarding Children Exposed to Extremist Ideology – Practice Guidance

Aide Mémoire if you become involved: -

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| <ul style="list-style-type: none"> ➤ Listen Non-judgmentally ➤ Ask open ended questions to clarify but do not investigate ➤ Do not promise confidentiality – explain you may need to talk to someone immediately ➤ Reassure the person, but avoid unnecessary contact ➤ Inform the designated member of staff about your concerns immediately | <p>Then
⇒</p> | <ul style="list-style-type: none"> ➤ Record what the person said using the individuals words ➤ Note the context, time and date on your records and sign it ➤ Avoid judgments and opinions ➤ Seek advice as to what to do next from the designated member of staff ➤ Maintain contact with the person for reassurance ➤ Be professional. Do not discuss the matter openly. |
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Responsibility	Kevin Thompson, Employment and Skills Manager, Economic Inclusion and Environment		
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