

## **SAFEGUARDING POLICY (incorporating our Policy Statement)**

The welfare of children and /or the vulnerable adult is paramount. Within the context of this policy “child” and “children” can also be taken to cover vulnerable adults.

All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.

A child is defined as a person under the age of 18 [The Children Act 1989 updated 2004]

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

### Introduction

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child’s physical or mental health. Vulnerable adults may also be subject to similar abuse.

- Riverside values children and their protection.
- Riverside wants to fulfil its duty of care and provide a safe place of work, safe training and assessment environment.
- Riverside wishes to address and reduce any harm to which a child is being or may be subjected.
- Riverside wishes to give clear direction to staff in situations that may be distressing.

### Policy for staff

- Riverside will only recruit or appoint staff who are deemed suitable to work with children, based on their declarations of unspent and exempt convictions, in accordance with the Rehabilitation of Offenders Act 1974.
- Riverside staff working with children will be issued with a copy of this policy. Any member of staff found in breach of the guidance will be subject to disciplinary procedures in accordance with the riverside Staff Handbook.
- Riverside staff will ensure that work placement providers and Employers are reminded of their obligations under the Criminal Justice and Court Services Act 2015 and that they are aware of child protection issues.

### Policy for reporting

- Riverside Training will not undertake any investigations itself, referring evidence instead to the appropriate authority such as social Services, the police or the NSPCC.
- Riverside Training will maintain a full record of any reported incidents or suspicions, including procedure followed, the feedback received and to whom the incident was referred. All records will be protected in compliance with the General Data Protection Regulation 2016/679 and the information sharing: advice for safeguarding practitioners.

### Training

- Riverside staff liable to have contact with children will undertake the LSIS Safeguarding Awareness/recruiting safely distance learning course as part of their induction programme and at regular intervals, alongside relevant PREVENT and Channel training.
- The Designated Safeguarding Officer will undertake any appropriate training. They will then be provided with the appropriate information and training to assist them to raise awareness of Child Protection issues with placement providers and other staff as required.

### Procedure for suspicion of abuse

- Riverside staff will be aware of what constitutes abuse and what should arouse suspicion by reference to government documentation: [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- Complete an incident report log and pass this to the Designated Safeguarding Officer.
- The Designated Safeguarding Officer will consider the incident and if appropriate share the concerns and relevant information with the agencies who need to know and involving children, young people, parents, families and carers appropriately.
- The Designated Safeguarding Officer will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedure followed, the outcome of advice given by the authority that the case was referred to.
- Support will be made available if the disclosing member of staff is distressed by the incident or the reporting of it.

### Procedure for allegation of suspicion of abuse perpetrated by a Riverside Training member of staff.

- Reporting of allegations or suspicions must be made through the Designated Safeguarding Officer.
- The Designated Safeguarding Officer will decide whether to refer the case to the relevant body e.g. Social Services or the police
- If a report is received from an anonymous source, the Designated Safeguarding Officer will contact a member of the Senior Management Group (SMG) in confidence, sharing the evidence if appropriate.
- The member of the Senior Management Group (SMG) may need to be involved with any decision to re-allocate activities due to be carried out by the person under investigation, before the outcome of the investigation is known.
- All sensitive information will be kept secure and not disclosed to other Employees.

### Procedure for incidents arising on Riverside Premises or by Riverside staff.

- Any member of staff who has concerns about the inappropriate behaviour of another member of staff who has access to any assessment material or other materials involving pictures of children should discuss their concerns with their Line Manager immediately. This also applies to external users of training rooms or those attending external training courses.

- The Line Manager should consult with the Designated Safeguarding Officer
- The Line Manager will decide in conjunction with the Designated Safeguarding Officer/ a member of the Senior Management team whether to contact the police.
- Child abuse by a member of Riverside Staff constitutes gross misconduct under the disciplinary policy and will be reported to the appropriate channels including the police.

Promoting good practice – what to do if a young person reports abuse

- React calmly.
- Reassure the child that they were right to tell and they are not to blame and take what the child says seriously.
- Be careful not to put words into the child's mouth, the easiest way of doing this is to ask questions.
- Do not promise confidentiality.
- Inform the child/young person what you will do next.
- Make a full and written record of what has been said as soon as possible and do not delay in passing on the information.

## **Riverside Training – Safeguarding Policy Statement.**

Riverside Training is committed to ensuring that all children under the age of 18 and any vulnerable groups who participate in learning have a safe and positive experience.

**We believe that:**

- Children, young people and vulnerable groups should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and vulnerable groups, to keep them safe and to practise in a way that protects them.

**We recognise that:**

- the welfare of the child, young person or vulnerable adult is paramount
- all children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, vulnerable groups, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children, young people and vulnerable groups safe by:**

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable groups
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable groups, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, vulnerable groups, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

### Contact details

Designated Safeguarding Officer (DSO)

Name: Lisa Kilgallon

Phone/email: 07912942826

[Lisa.kilgallon@riverside-training.co.uk](mailto:Lisa.kilgallon@riverside-training.co.uk)

Designated Safeguarding Officer (DSO)

Name: Beverley Thomas

Phone/email: 07814901793

[Beverley.thomas@riverside-training.co.uk](mailto:Beverley.thomas@riverside-training.co.uk)

Designated Safeguarding Officer (DSO)

Name: Megan Tyler

Phone/email: 01432359244

[Megan.tyler@riverside-training.co.uk](mailto:Megan.tyler@riverside-training.co.uk)

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable groups in England. A summary of the key legislation is available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning). The policy will be reviewed annually.

## Action Guideline for Riverside Training staff with a Safeguarding concern

A safeguarding issue is reported, or identified by someone in the business- Please remember concern for the safety/wellbeing of the child/adult should remain uppermost at all times.

Is the Child/Adult at immediate risk?

YES

NO

If the person is at immediate risk of harm or needs medical attention, call 999 and contact the ambulance service and/ or the police for instruction, then follow the internal reporting guidelines and contact the DSO.

Stay calm, and let the child/adult speak to you about their concerns. Complete the safeguarding report form and ensure that you deal with and record the facts. Do not give any personal opinions and advise the child/adult that you will need to pass the disclosure to the DSO. Do not make any promises of non-disclosure (refer to the Information sharing policy).

At the first available opportunity, contact Riverside's DSO to discuss the disclosure and any further action to be taken.

The DSO will advise what further action, if any, needs to be taken including any need for an early help assessment or if the situation needs to be further monitored. A referral may be made to the police, social services or the LADO.

**NSPCC Helpline:** 0808 800 5000

**West Mercia Police Non-emergency Tel:** 0300 333 30000 or 101

**Herefordshire Child Safeguarding Board (HCSB) Tel:** 01432 260100

**Local Authority Designated Officer (LADO) Tel:** 01432 261739

**Multi Agency Safeguarding HUB (MASH) Tel:** 01432 260800

**Herefordshire Safeguarding Adults Board Tel:** 01432 260715