



**Essential
Site Skills**

SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS POLICY

Created by: Catherine Storer

Position: Managing Director

Signature:

Date: 01/9/2015

Authorised by: Catherine Storer

Position: Managing Director

Signature:

Date: 01/09/2015



This document is to be reviewed upon alteration or after every 12 months by an authorised person in line with company quality procedures.

Reviewed by:	Signature:	Date:
Catherine Storer	<i>C. Storer</i>	01/09/2016
Catherine Storer	<i>C. Storer</i>	14/11/2016



I. Commitment Statement

Essential Site Skills Ltd (ESS) will:

Promote the Health, Safety and Welfare of children, young people and vulnerable adults by providing opportunities for them to undertake their training safely.

Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults.

Promote and implement appropriate procedures to safeguard the well-being of children, young people and vulnerable adults.

Protect children, young people and vulnerable adults from abuse.

Recruit, train and support staff to adopt good practice to safeguard and protect children, young people and vulnerable adults from abuse and to minimize the risk to themselves.

Require staff to adopt and abide by this policy statement and the procedures set within.

Respond to any allegations of misconduct or abuse of children, young people and vulnerable adults in line with this policy and the procedures set within as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

Review and evaluate the Policy in accordance with ESS Internal Standard Operating Procedure (SOP).

Ensure through recruitment and our selection processes, that DBS checks and references that refer to candidates' suitability to have substantial access to children, young people and vulnerable adults are taken up for all appropriate posts.

Signature:  _____

Position: Lead Internal Quality Assurer

Date: 01/09/2015

Signature:  _____

Position: Managing Director

Date: 01/09/2015

2. Introduction



Everyone has a responsibility to safeguard children, young people and vulnerable adults.

ESS is committed to delivering services that safeguard those who engage with them.

The policy outlines good practice that will promote the safety of those using our services and protect employees from false allegations.

3. Definitions

Children and Young People: Anyone under the age of 18 years

Vulnerable adult: Anyone over 18 who is Or may be in need of community care services, Unable to care for themselves, Unable to protect themselves against significant harm or exploitation

Employee Anyone working for, or on behalf of ESS whether paid or voluntary

Substantial Access: Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult. Where an individual has sole charge of children, young people or vulnerable adults

4. Purpose and Scope

The Children and Young Persons Act 2008 puts a duty on key statutory agencies to safeguard and promote the welfare of children.

‘Ensure services safeguard and promote the welfare of children and young people and adults and ensure anyone else providing services also provides safe practice’

In March 2000 the Government issued a document called ‘No Secrets’ aimed at developing policies and procedures to protect vulnerable adults from abuse.

In practical terms this means that we have a responsibility to provide a safe environment for children, young people and vulnerable adults, in which their welfare is of paramount importance.

5. Aim

To implement procedures to safeguard children, young people and vulnerable adults and protect them from abuse, we will achieve this by:

Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults.

Promoting good practice that encourages a safe environment protects all parties and avoids mistaken allegations of abuse.

Providing all employees with information, instruction and training that will ensure that they are properly equipped to:

- Identify where there may be a problem
- Know how to obtain speedy professional advice
- Refer concerns to relevant specialists
- Protect themselves from false accusations of abuse

Ensuring that all suspicions or allegations involving learners and employees are dealt with effectively and efficiently and that appropriate disciplinary and appeals procedures are implemented.

Ensure that employees who work with children, young people and vulnerable adults are subject to appropriate level of Disclosure and Barring Service (DBS) check before beginning any supervised work with children, young people and vulnerable adults.

Reviewing this policy as part of ESS Internal SOP and Document Index and Audit Schedule.

6. Principles

Key principles underpinning this policy are:

- The welfare of the individual is paramount.
- Everyone has the right to protection from abuse.
- Employees should work in an open and transparent way.
- Employees should avoid any conduct which would lead any reasonable person to question their motives or intentions.

7. Responsibilities

The Learning & Development Director is responsible for the implementation and monitoring of this policy. Overall responsibility for the Policy is held by the Managing Director.

Learning & Development Director

The Learning & Development Director will have overall responsibility for safeguarding children, young people and vulnerable adults for ESS and be an ESS representative when attending any events on safeguarding. They will have responsibility for:

- Implement and promote ESS children, young people and vulnerable adult's protection policy and its procedures.
- Regularly report to the SMT on all issues in relation to the safeguarding of children, young people and vulnerable adults.
- Act as the main contact within ESS for the protection of children, young people and vulnerable adults.
- Provide information and advice on the protection of children, young people and vulnerable adults.
- Support and raise awareness of the protection of children, young people and vulnerable adults.
- Will ensure all relevant information is communicated to management team

- Keep abreast of developments and understand latest information on data protection, confidentiality and other legal issues that impact on the protection of children, young people and vulnerable adults.
- Encourage good practice and support procedures to protect children, young people and vulnerable adults.
- The Learning & Development Director will establish and maintain contact with local statutory agencies including the police and social work department.
- The Learning & Development Director will, with the HR department, maintain confidential records of reported cases and action taken and liaise with the statutory agencies to ensure they have access to all necessary information.
- Investigate specific allegations where there are suspicions of abuse of a child, young people and vulnerable adults.
- Review and evaluate this policy in accordance with ESS Internal SOP.

Human Resources

- Will ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people and vulnerable adults.
- Will through recruitment and selection processes, ensure DBS checks and references that refer to candidates' suitability to have substantial access to children, young people and vulnerable adults are reviewed for all appropriate posts.
- Will maintain a record of all employees that have completed a DBS check and are considered suitable for work involving substantial access to children, young people and vulnerable adults.
- Will ensure that DBS checks and references are kept secure and confidential and destroyed after 6 months.

Managers and team leaders

- Are responsible for making sure that their staff are aware of, understand and act in accordance with this policy and related guidance, regardless of the hours they work.
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf, which involves contact with children, young people and vulnerable adults, understand and complies with this policy.
- Will in conjunction with HR through recruitment and selection processes, ensure DBS checks are taken up for all appropriate posts.
- Will ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people or vulnerable adults.

All employees

- Have a responsibility to protect children, young people and vulnerable adults, but are not responsible for deciding whether abuse is taking place.
- Should be aware of this policy.
- Should attend appropriate safeguarding children, young people and vulnerable adults training if their role involves substantial access to children, young people or vulnerable adults. This training will form part of the overall staff training plan managed by HR.
- Should not begin any unsupervised activity involving substantial access to children, young people or vulnerable adults prior to receiving a satisfactory DBS check.
- Should be aware of appropriate and inappropriate behaviour for employees in charge of children, young people and vulnerable adults.
- Should know who their Designated Safeguarding Officer is.
- Have a responsibility to inform their manager of any allegation of abuse.

8. How is this Policy Communicated

This policy will be communicated to all staff via the shared drive and throughout staff and learner induction periods and on-going updates, it will also be available in hard copy and held by the named Safeguarding Officer.

9. Principles

The welfare of children, young people and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children, young people and vulnerable adults have a lot to gain from the training programmes ESS provides. It opens an excellent opportunity for them to learn new skills, become more confident and maximise their potential.

This Policy and the Procedures set within are based on the following principles:

- The welfare of children, young people and vulnerable adults is our primary concern.
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, social-economic status, religious belief, and/or sexual identity have the right to be protected from abuse.
- It is everyone's responsibility to report abuse, Essential Site Skills Ltd will act responsibly and report concerns to the appropriate authorities.
- All incidents of alleged poor practice, misconduct or abuse will be taken seriously and reported appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

10. Recruitment, Employment and Deployment Procedures

All reasonable steps will be taken to ensure unsuitable people are prevented from working with children, young people and vulnerable adults.

ESS will carry out a rigorous staff selection and recruitment process for all staff who have contact with children, young people and vulnerable adults on a daily basis, they will have undergone a DBS check, this is to include Volunteers where they are required to work with children, young people and vulnerable adults.

Request all of its subcontractors and placement providers to have carried out a rigorous staff selection and recruitment process and confirm in writing to the Learning & Development Director that this has been done (this is to include Volunteers where they are required to work with children, young people and vulnerable adults).

11. Advertising

Any form of advertising used by ESS to recruit staff for roles which involve regular contact with children, young people and vulnerable adults will follow the guidelines set out in accordance with the Safeguarding Vulnerable Groups Act 2006, It will detail the requirement of undertaking a DBS check and the following will also be included:

- The aims of ESS and where appropriate details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. Experience of working with children is an advantage).
- Details of ESS open and positive stance on children, young people and vulnerable adults protection.

12. Recruiting for Posts

Line managers will review the job description before recruiting to identify whether there will be substantial access to children, young people and vulnerable adults.

Where there is substantial access to children, young people and vulnerable adult's applicants will be sent a summary of the safeguarding children, young people and vulnerable adult's policy as part of the application pack and following additional information will be sought as part of the application process.

Pre-application information for positions involving regular contact with children, young people and vulnerable adults will be sent to applicants and will include:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children, young people and vulnerable adults).
- The applicants consent to a DBS check being undertaken.
- At least two references that comment on the applicants previous experience of, and suitability for working with children, young people and vulnerable adults.
- An application form.
- Information on ESS and related topics.

Application and Self-Declaration

All applicants who are to be offered a post will be requested to complete an application and self-declaration form. The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations.

Working with Contractors and Partner organisations

Any contractor or sub-contractor, engaged by ESS in areas where workers are likely to come into contact with children, young people and vulnerable adults should have their own safeguarding children, young people or vulnerable adult's policy or failing this will be asked to comply fully with the terms of this policy. This includes responsibility for ensuring that workers with the potential to come into contact with children, young people or vulnerable adults are subject to the necessary DBS checks.

Using Volunteers

Volunteers can lead activities if they have a valid DBS check and are appropriately qualified. The manager of the department recruiting a volunteer is responsible for ensuring that a self-declaration form is completed and passed to personnel.

References

References will be sought as required. Where possible at least one of the two required references will be sought from an employer or voluntary organisation where the applicant was required to work with children, young people and Adults. If the person has no experience of working with children, young people and vulnerable adults, specific training will be agreed, prior to the commencement of employment.

Induction

Induction process for the newly appointed employees will include the following:

- Health & Safety
- Policies and Procedures
- Departmental Set up
- Housekeeping
- Accidents & abnormal occurrences
- Assessment of Training
- Training & Development Plan
- Roles and responsibilities
- Probation
- Newly appointed staff members will complete an agreed period of probation upon commencement of their employment

13. Monitoring and Performance Appraisal

All staff members that have contact with children, young people and vulnerable adults will be monitored closely and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns. Safeguarding children, young people and vulnerable adults will be reviewed in relation to an individuals work annually via appraisal.

14. Information, Instruction and Training

Appropriate training will be provided to all ESS employees who could potentially come into contact with children, young people and vulnerable adults. The level of training required will be identified in accordance with the responsibilities of the post but will include:

- Working and protecting children, young people and vulnerable adults (if working with children, young people and vulnerable adults).
- Any other identified training needs.
- Support and guidance where needed.

For new employees training will be provided as soon as possible after commencement, in all cases within 6 months. Refresher training will be provided every three years.

Staff who can provide evidence that they have attended a governing body approved training course in safeguarding children, young people and vulnerable adults may be exempt from this training.

Once learners learning plans are in place, the learner should receive ongoing information, instruction and training to enable him or her to work and learn efficiently and safely.

15. Contact Details

Contact details of the children, young people and vulnerable adults safeguarding officers and there supporting staff will be displayed on all relevant notice boards throughout each office/location.

ESS recommends that you do not give out staff personal mobile/home telephone numbers (no matter what the reason). During the induction process all learners will be issued with the following:

- List of contact telephone numbers
- Contact names
- Details of who to contact and for what reason
- Times by when calls should be made
- Secondary contact in case the first contact cannot be reached

16. What Constitutes Abuse

Abuse occurs when a person or group of people, harm a child, young people or vulnerable adult.

There are four categories of abuse commonly referred to:

Neglect: where a carer fails to meet an individual's basic physical needs – e.g. for food, warmth and clothing or emotional needs for attention and affection.

Physical Abuse: where a child, young person or vulnerable adult is hit, shaken or injured in some way or where a carer fails to prevent such activities from happening.

Sexual Abuse: where children, young people or vulnerable adults are used to meet another person's sexual needs. This includes any form of sexual behaviour with a child – by an adult or another child; the use of explicit language, inappropriate touching, intimate relationships and exposure to pornographic material.

Emotional Abuse: where a child, young person or vulnerable adult is subjected to frequent threatening, taunting or sarcastic behaviour, the persistent withholding of affection or extreme over protection. Also includes racist or sexist behaviour and initiation ceremonies.

Bullying by adults or other young people is often cited as another form of abuse

All ESS staff are made aware of the definitions of the above.

17. Responding to Suspicions and Allegations of Abuse

Information you receive about or from a child, young person or vulnerable adult may fall into one of the categories below:

- Suspicion or allegation of misconduct against a member of Essential Site Skills Ltds staff
- Suspicion or allegation of abuse against a member of Essential Site Skills Ltds staff
- Suspicion or allegation of inappropriate behaviour
- Suspicion or allegation of abuse against another party

If unclear about the nature of the information, advice must be sought from the child, young people and vulnerable adults Officer, the Police or Social Work department.

It is not the responsibility of anyone from ESS to decide whether or not a child, young person or vulnerable adult has been abused. It is however everyone's responsibility to report any such concerns.

18. How to react to a disclosure

It is important to listen carefully to the information a child, young person or vulnerable adult discloses. When listening, the following good practice is required:

- React calmly so as not to frighten the child, young person or vulnerable adult
- Listen to the child, young person or vulnerable adult
- Do not show disbelief

- Tell the child, young person or vulnerable adult that he/she is not to blame and that he/she was right to tell
- Take the information seriously, recognising the difficulties in interpreting what a child, young person or vulnerable adult says
- Always avoid projecting your own reactions
- Keep questioning to a minimum to ensure clear and accurate understanding of what has been said
- Listen but do not probe, speculate or ask for additional information
- Use open-ended questions, non leading questions
- Do not introduce personal information from your own experiences
- Reassure the child, young person or vulnerable adult
- Do not apportion blame or pass judgment
- Do not approach an alleged abuser
- Do not guarantee confidentiality
- Make a full record of what has been said, heard or seen as soon as is reasonably possible and using the individual's own words
- Complete an incident referral form and give it to the designated child protection officer

Actions to avoid:

- Panic
- Shock or distaste
- Probing for more information
- Speculation or assumptions
- Making negative comments about whom the allegation has been made against
- Approaching the individual against whom the allegation has been made
- Guarantee of confidentiality

19. What if a member of staff is accused of poor practice?

- Withdraw them from duty at the earliest opportunity and suspend on full pay.
- With their co-operation make a written record of the details of the event.
- Carry out an investigation.

20. If found to be poor practice rather than abuse then the Line Manager and HR will consider:

- Appropriate training and supervision
- Reviewing general practice in relation to safeguarding children, young people and vulnerable adults
- Implementing standard disciplinary procedures

21. What if a member of staff is accused of abuse?

Withdraw them from duty at the earliest opportunity and suspend on full pay.

Suspension of the individual will be carried out by the Managing Director in accordance with ESS disciplinary procedures. At the time of suspension the individual will be informed of the reason that suspension is taking place and given the opportunity to make a statement should he/she wish to do so. Notification of the suspension and reasons will be conveyed in writing to the member of staff in accordance with ESS disciplinary procedures.

With their co-operation make a written record of the details of the event.

Carry out an investigation. If abuse cannot be ruled out then the child protection officers should be contacted along with the Managing Director.

If abuse is confirmed:

The police must be notified.

Implement ESS standard disciplinary procedures.

Review general practice in relation to safeguarding children, young people and vulnerable adults.

What if I am accused of poor practice or child abuse?

Contact your line manager as soon as possible and write a detailed account of what happened.

They will investigate the incident and take appropriate action.

Managing false or malicious allegations

If the allegation is found to be false or malicious the individual will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The individual may wish to seek legal advice. The individual will be advised of appropriate counselling services.

Suspicion or allegation against an individual who is not a member of ESS staff

As part of your job role within ESS a child, young person or vulnerable adult may disclose information to you about a person that leads to a suspicion or allegation of inappropriate behaviour.

This disclosure may be about an incident that occurred during working hours:

- Listen to the child, young person or vulnerable adult.
- Acknowledge the information received.
- Pass information to relevant parties involved.
- Make a full written record of the disclosure on the day you receive it.
- Sign and date, record and pass to the SMT of ESS or appropriate person.
- The child, young people and vulnerable adults officer must clarify the basic facts to establish whether there is a reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion of misconduct by a member of staff, the matter will be dealt with in accordance with ESS disciplinary procedures.

- All details will be recorded accordingly, the Managing Director will be informed of all disclosers and other parties will be informed as necessary.

If a staff member has concerns about an incident involving a child or vulnerable young person or adult that seems untoward or unusual they must report their concerns to the Senior Management Team or the named child, young persons or vulnerable adults officer as soon as possible. Parents should also be informed of the incident as soon as possible unless it is not in the child's best interest to tell them.

22. Sharing concerns with Parents, Guardians, Carers etc

ESS is committed to work in partnership with parents/guardian's, carers and other outside parties involved e.g. local employers, connexions services and schools. Therefore in most situations it would be important to talk about any initial concerns. For example, if a child seems withdrawn he/she may have experienced an upset in the family, such as parental separation, divorce or bereavement. Common sense is advised in these situations however advice should be sought from the safeguarding officer/s. In some circumstances a child, young person or vulnerable adult might be placed at greater risk if concerns are shared e.g. parent/carer may be responsible for the abuse or will not be able to respond to the situation properly. In all designated cases advice and guidance must be sought from the Social Services Department.

23. 'The Safe Learner Concept'

There are five key stages within the 'Safe Learner Concept'. The model is not intended as a training course itself. ESS will ensure all learners are briefed and supported in all areas of the following five stages:

1. Pre-work briefing
2. Induction
3. Progression
4. The safe learner and worker
5. Change in circumstances (examples) return to training, centre/college, new employer, new role, new work area/practice, new learning activity

24. Every Child Matters (ECM)

The governments aim for every child, whatever their background or their circumstances is to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

25. Inputs

Prior to recruitment of learners ESS will consider the following inputs:

Environment - This means that the learner/staff member should be accommodated in a safe, healthy and supportive learning environment. When they start in their learning/work environment they should be made to feel welcome (part of the team) and given a mentor.

Initial Assessment - All learners/staff must have identified their health, safety and welfare needs and any additional help or support that they may require.

Learning Plan - The results of the initial assessment should be used to develop an individual learning plan which must include the learner's initial and ongoing health, safety and welfare training needs.

Supervision - Supervision levels must be appropriate to the risks identified and the individual's capability, needs and experience.

Reassessment - The learner's developing understanding and awareness of key health, safety and welfare issues should be assessed and evaluated on an on-going basis.

26. Outputs

A safe learner will be able to demonstrate the following:-

Hazard awareness - Safe learners will be aware of hazards within their environment, their activities and the work being carried out around them and their responsibilities to others.

Understanding - Safe learners will understand the concepts of hazard and the risk measures that are required to control risks.

Confidence - Safe learners will be confident, not only in their ability to learn and work safely, but also to challenge any situation or instruction that could be unsafe to them or other people. Safe learners will know their limitations and when to seek further advice.

Contribution - By developing these skills and knowledge, safe learners will be able to contribute ideas, input into their learning and work, and become more involved in the day-to-day operation of the organisation and their learning activity.

Safe Set of Behaviours - Safe learners will have developed a safe set of behaviours to enable them to play an active part in the learning process and acquire practical, value-added and transferable skills from their experience.

27. Characteristics

The Child, Young Peoples and Vulnerable Adults Officer Employed at ESS will have the following characteristics:

- Have an understanding of the issues affecting children, young people and vulnerable adults and the sensitive way in which they must be managed.
- Be able to communicate the implications of protecting children, young people and vulnerable adults to all staff.
- Be able to communicate with children, young people and vulnerable adults.
- Be supportive of the introduction of child, young peoples and vulnerable adult's protection policy.
- Have an understanding and appreciation of the need to respect confidentiality.
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgment.
- Be willing to challenge staff who do not comply with the child, young people and vulnerable adults protection policy.

Code of Behaviour

For the protection of all, the following code of behaviour should be addressed.

Report, record and inform if the following occurs:

- If you accidentally hurt a child, young person or vulnerable adult
- If a child, young person or vulnerable adult seems distressed in any manner
- If a child, young person or vulnerable adult misunderstands or misinterprets something you have said or done
- If a child, young person or vulnerable adult appears to be sexually aroused by your actions
- If a child, young person or vulnerable adult needs to be restrained

All persons are asked to refrain from shouting or using abusive language whilst undertaking learning, working or visiting the premises of ESS, as this could provoke a confrontation or reaction of a violent nature which could lead to someone being harmed or seriously injured.

28. One to One Working

Staff, learners and visitors should take all reasonable precautions to ensure their own and others safety is addressed at all times by:

- Avoiding working in rooms where you cannot be seen by others.
- Avoiding being alone with unknown individuals.
- Making sure all areas are well lit.
- Making sure someone in authority knows where you are at all times.
- Avoiding physical contact at all times.

29. Socialising

When out socialising, you may wish to consider the following issues as they may impact on your Health and Safety and most of all on your well being:

Relationships	(consider family/partners)
Excess alcohol	(can lead to trouble)
Gangs/groups	(can be seen as taking sides)
Work colleagues	(may lead to jealousy/favourites)
Location	(troubled areas to be avoided)
Arguments/fall outs	(impact)
Physical contact	(can lead to misunderstandings)
Confidentiality	(Keep your personal life to yourself for reasons of safety)

30. Money

Under no circumstances should money be loaned or borrowed, no matter what the reason. Systems are in place to support all parties where the need arises. Where staff or learners find themselves in this position they should in the first instance seek guidance and support from the named support officers based at each location. All payment decisions will be made by the centre support officers.

There are two types of payment which can be made, a crisis payment and a short term loan.

You should not borrow or lend money in any circumstances.

31. Travelling

Before you offer a lift or accept a lift with anyone whether on your way to work or whilst at work you should consider your own and that of your passengers Health, Welfare and Safety.

The following guidance is produced for your safety:

- Was the journey planned
- Someone in authority informed
- Is the driver fully insured
- Is the car roadworthy
- Are all lights and indicators in full working order on the car
- Does the car have a valid MOT test certificate
- Does the driver possess a full English driving licence
- Time and length of the journey (expected arrival and return times)
- Consider having a third party in the car with you if possible

32. Photographing, Videoing and Filming of Children, Young People and Vulnerable Adults

Written consent to take and use images of children must be obtained prior to the taking of photographs and /or video footage. Parents should be made aware of when, where and how the images may be used in order to give their informed consent. This includes comprehensive information regarding use of images e.g. in print, multi-media, broadcast; for what purpose e.g. promotion, publicity, evaluation, audit, review; and where possible an indication of who the audience will be e.g. the general public, the participating children and their families, other organisations and institutes.

Only company photographic equipment should be used for the taking of learner pictures (no personal equipment i.e. camera/phone etc is to be used).

33. Code of Conduct for the Protection of Children, Young People and Vulnerable Adults

The code of conduct details the types of practice required by all staff at ESS when in contact with Children, young people and vulnerable adults. The types of practice are categorized into good practice; practice to be avoided and practice to be sanctioned. Suspicions or allegations of non-compliance of the code by a staff member will be dealt with through ESS disciplinary procedures for misconduct or through responding to a suspicion or allegation of abuse.

34. Good Practice

ESS supports and requires the following good practice by staff when in contact with children, young people and vulnerable adults:

- Promote fair treatment
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities
- Treat all children, young people and vulnerable adults equally, with respect and dignity
- Put the welfare of each child, young person or vulnerable adult first before achieving performance goals
- Be an excellent role model
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure that if any form of manual or physical support is required for a child, young person or vulnerable adult, it is provided openly, the child, young person or vulnerable adult is informed of what is being done and their consent is obtained
- Regular contact with schools or other outside agencies on progress of children, young people and vulnerable adults
- Involve parents, guardians and carers wherever possible
- Build balanced relationships based on mutual trust that empowers children, young people and vulnerable adults to share in the decision making progress

- Recognise the developmental needs and capacity of children, young people and vulnerable adults without putting them under any pressure
- The need for confidentiality for all children, young people and vulnerable adults
- Where possible always have another member of staff present with you at all times
- Ensure the child, young person or vulnerable adult knows that they may bring someone of trust along to the meeting to support them
- Always tell another member of staff if you are transporting a child, young person or vulnerable adult giving details of the route and anticipated length of the journey
- Ensure all vehicles are correctly and adequately insured
- All reasonable safety measures are taken e.g. children in the back of the car, seatbelts must be worn
- Always plan and prepare a detailed programme and ensure copies are available for parents/guardians, schools, connexions, employers etc
- Always gain consent from the child, young person or vulnerable adult if any physical contact is needed (e.g. showing them how to carry out an operation), this should be kept to a minimum
- Carry out an inclusive risk assessment prior to undertaking any activity

35. Practice to be avoided

- Avoid having “favourites” this could lead to resentment and jealousy by other children, young people and vulnerable adults and could lead to false allegations
- Avoid spending excessive amounts of time alone with children, young people and vulnerable adults away from others
- Do not take children, young people or vulnerable adults to your home or discuss issues relating to your personal life
- Avoid, where possible, doing things of a personal nature for children, young people and vulnerable adults that they can do for themselves
- Where possible avoid being alone with children, young people and vulnerable adults.
- Do not leave the child, young person or vulnerable adult on his/her own at any time

36. Practice never to be sanctioned

In the context of your role within ESS, the following practices should never be sanctioned:

- Never engage in physical contact
- Do not intimate emotional or physical relationships with children, young people or vulnerable adults
- Never allow or encourage touching a child, young person or vulnerable adult in a sexually suggestive manner
- Never allow children, young people or vulnerable adults to swear or use sexualized language unchallenged
- Never reduce a child, young people or vulnerable adults to tears as a form of control

- Never allow allegations made by a child, young people or vulnerable adult to go unchallenged, unrecorded or not acted upon
- Never allow children, young people or vulnerable adults to stay with you in your home
- Do not accept gifts from children, young people or vulnerable adults
- Ensure appropriate clothing is worn whilst working with children, young people and vulnerable adults
- Never contact children, young people or vulnerable adults out of working hours

Please Note

- Ensure understanding of all tasks before starting and ensure consent is given
- If somebody is very dependant on you, talk to him/her about what you are doing and give choices where possible
- Do not take on any tasks or responsibility for any tasks for which you are not properly trained

37. First Aid and Treatment of Injuries

If, in your capacity as a staff member of ESS, a child or young person or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Where necessary parents/guardians of children under 16 should complete a parental consent form for any programme or training course Essential Site Skills Ltd deliver.
- Staff should be aware of any existing medical conditions, medicines being taken or any existing injuries.
- Keep a written record of any injury that occurs, along with treatment given.
- Only staff with a current, recognised first aid qualification should respond to any injuries.
- The child, young person or vulnerable adult's parent/guardian must be informed as soon as possible of any injury, unless it is the interest of the child, young person or vulnerable adult not to do so or on professional advice.
- Do not leave the child, young person or vulnerable adult on his/her own at anytime.
- Ensure another person is present in the event clothing has to be cut away or removed.

38. Freedom of Speech/Expression

Policy Statement

ESS accepts its responsibilities under Article 10 of the Human Rights Act 1998. ESS will uphold the fundamental rights of freedom of speech and expression as far as is reasonably practical with the realms of the law.

Aims

To achieve our policy statement ESS will aim to:

- ensure all staff observe the principle of freedom of expression while representing ESS
- ensure all staff show respect and tolerance towards the expression of views, opinions and beliefs of others, even when these may run contrary to their own personal views, opinions or beliefs
- review all planned staff training and events to ensure that the principles of freedom of expression are adhered to
- review teaching and learning activities to ensure that the principles of freedom of expression are adhered to
- review any speakers scheduled to participate in staff or learner events to ensure suitable safeguards are in place to balance freedom of expression with the need to protect staff and learners from extremist views and promotion of the support of terrorism or incitement to commit a criminal act.
- ensure that all teaching, learning and marketing materials adhere to the principles of freedom of expression, promote British values and protect learners from extremist views and the promotion of terrorism

Responsibilities

The Directors have responsibility for:

- ensuring ESS services fully meets its legal requirements
- ensuring effective implementation and monitoring of this policy
- ensuring this policy is continuously reviewed and that all staff receive sufficient training

The senior/management team has responsibility for:

- providing a consistently high profile lead on all issues contained within the policy
- proactively communicating commitment to this policy to learners, employers, staff and external stakeholders
- ensuring the effective implementation of all aims and objectives of the policy
- ensuring team members are made aware of their responsibilities and are provided with appropriate training and support

All staff members have responsibility for:

- upholding the principles of this policy
- ensuring the demonstration of respect and tolerance towards the expression of views, opinions and beliefs of others, even when these may run contrary to their own personal views, opinions or beliefs

All learners have responsibility for:

- ensuring the demonstration of respect and tolerance towards the expression of views, opinions and beliefs of others, even when these may run contrary to their own personal views, opinions or beliefs

39. Inclusion

ESS expects all staff, learners and visitors to abide fully by its inclusion policy; no person should be excluded on the grounds of their race, sex, gender, religion, sexual orientation, disability or age.

No person should receive more or less favourable treatment than another unless justified on the grounds of merit.

40. Standard Operating Procedure (SOP)

The standard operating procedure should be followed in all cases relating to the Safe Guarding of children, young people and vulnerable adults.

41. Notice Boards

Information on all issues in relation to the Safe Guarding of children, young people and vulnerable adults will be displayed on notice boards at relevant points at each location.

42. Useful Websites

- **CEOP**
- **Common Inspection Framework**
- **Disclosure and Barring Service (DBS)**
- **Early Years Foundation Stage (EYFS)**
- **Early Years Inspection Handbook**
- **Emotional Wellbeing and Mental Health Services (EWMHS)**
- **Family Operations/Family Solutions Hub (FOH)**
- **Family Operations Hub Directory of Services**
- **FGM - Statutory Guidance** (HM Government)
- **GOV.UK - Safeguarding Children**
- **Information Sharing: advice for practitioners providing safeguarding services (DfE)**
- **Information sharing and confidentiality for practitioners - things to know and issues to consider (NSPCC)**
- **Inspecting Safeguarding in Early Years, Education and Skills Settings**
- **Let's Talk About it**
- **NSPCC**
- **Ofsted**
- **PREVENT duty guidance (GOV.UK)**
- **PREVENT duty (DfE)**
- **Quick guide to developing a safeguarding children policy**
- **Serious Crime Act 2015**
- **The Underwear Rule (PANTS)**



→ **What to do if you're worried a child is being abused: advice for practitioners (DfE)**

→ **Working Together to Safeguard Children**

The Care Act 2014 modernises and consolidates the law on adult care in England into one statute and has been described as the biggest change to the law in 60 years. Key changes include the introduction of national eligibility criteria and a right to independent advocacy.

Implementation of the Care Act 2014 is supported by the **Statutory Guidance** that was published in October 2014.

The Social Care Institute for excellence (SCIE) is the leading improvement support agency and an independent charity working with adults', families' and children's care and support services across the UK. SCIE works closely with related services such as health care and housing to improve the lives of people who use care services by sharing knowledge about what works. This includes a series of developments in the area of **safeguarding adults**.

ADASS is the association of directors of adult social services in England. ADASS is a charity and the association aims to further the interests of people in need of social care by promoting high standards of social care services and influencing the development of social care legislation and policy. The membership is drawn from serving directors of adult social care employed by local authorities. Associate members are past directors and our wider membership includes deputy and assistant directors

The **Local Government Association** are a politically-led, cross-party organisation that works on behalf of councils to ensure local government has a strong, credible voice with national government. We aim to influence and set the political agenda on the issues that matter to councils so they are able to deliver local solutions to national problems

The **Department of Health** (DH) helps people to live better for longer. We lead, shape and fund health and care in England, making sure people have the support, care and treatment they need, with the compassion, respect and dignity they deserve