



**5 E Ltd**

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## Safeguarding Children, Young People and Vulnerable Adults Policy

### 1. Introduction

1.1. 5 E Ltd (hereinafter referred to as the organisation) is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and/or sexual orientation.

1.2. The organisation has clearly defined responsibilities under the Children Act 1989 for learners aged under 18. The organisation extends these responsibilities, within the scope of this policy, to learners with learning difficulties, irrespective of age, if they are vulnerable to abuse as a result of their learning difficulty. The Policy also applies to people enrolled as learners at the organisation or for whom it has accepted a responsibility for care.

1.3. The Policy is applicable to all learners, staff, volunteers, board of directors, partners and visitors to the organisation as well as children who are in care of learners who are on placement and/or employees of the organisation.

1.4. The term 'Safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people and vulnerable adults safe from abuse.

1.5. 'Safeguarding and promoting the welfare of children' is defined as:

1.5.1. Protecting children and young people from maltreatment

1.5.2. Preventing the impairment of their health or development

1.5.3. Ensuring that they are growing up in circumstances consistent with the provision of safe and effective care

1.5.4. Enabling them to have optimum life chances and enter adulthood successfully.

1.6. Statistically young people or vulnerable adults with behavioural difficulties and disabilities are most vulnerable to abuse. The organisations staff who work within any capacity with young people or vulnerable adults with profound and/or multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

The term 'Vulnerable Adult' is defined (under the Protection of Vulnerable Adults Regulations 2006) as a person aged 18 or over who is receiving services of a type listed below:

1.7.1. Accommodation and nursing or personal care in a care home

1.7.2. Personal care or nursing or support to live independently in his/her home

1.7.3. Any services provided by an independent hospital, independent clinic, independent medical agency or National Health Service body; social care services; or

1.7.4. Any services provided in an establishment catering for a person with learning difficulties.

1.7.5. This definition can include participants whose particular circumstances make them vulnerable, for example, because they are leaving (or recently left) care, they have inadequate housing or they are being supported to overcome a dependency on drugs and/or alcohol.

1.8. The Conditions are:

1.8.1. A learning physical disability;

1.8.2. A physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or

1.8.3. A reduction in physical or mental capacity.

1.9. The Disabilities are:

1.9.1. A dependency upon others in the performance, or a requirement for assistance in the performance of, basic physical functions;

1.9.2. Severe impairment in the ability to communicate with others; or

1.9.3. Impairment in a person's ability to protect himself from assault, abuse or neglect.

## 2 Policy Statement

2.1. The organisation regards with the highest priority the health, safety and welfare of everyone involved in activities that are the responsibility of the organisation.

2.2. The organisation has a duty to ensure that their staffs fulfil their responsibilities to prevent child abuse and to report any abuse discovered or suspected. The procedures adopted are in line with the

## 3 Policy Aim & Objectives

The aim of the organisation is to safeguard learners by:

### 3.1 Prevention and Promotion

- Robust staff recruitment;
- Policies and procedures that support safeguarding and the promotion of Fundamental British Values;
- Close working relationships with partners who share a common purpose with regard to safeguarding; Social Care; Police; Local Authority Safeguarding team; schools; health services;
- Staff awareness – how to promote welfare and safety of young people and vulnerable adults;
- Implementation of the E-Safety Policy;
- Implementation of the Prevent Action Plan.

### 3.2 Protection and Support

- Safeguarding through the curriculum, embedding British Values in the curriculum, pastoral support and by the promotion of organisation's ethos where the person feels secure, is valued and listened to.
- 5E Ltd will identify young people and adults who are suffering or likely to suffer significant harm, including those at risk of radicalisation. 5E Ltd will ensure all staff understands their role in identifying those at risk.
- Where a young person or vulnerable adult is suffering significant harm, immediate action

will be taken in accordance with the Children Act 1989;

- Action will also be taken to promote the welfare of students where it is recognised that additional support is needed, even if the student is not at immediate risk of harm.

### 3.3 Allegations of abuse against members of staff

- 5E Ltd will act in accordance with the DfE guidelines 'Dealing with allegations of abuse against Teachers and other Staff, 2011, published March 2012. DfE Dealing with allegations of abuse against teachers and other staff
- Every member of staff at 5E Ltd is required to safeguard young and vulnerable people, reporting any suspected abuse. If a member of staff has any concerns about how a student is being treated by staff they must raise this directly with the Safeguarding Officers.

## 4. Policy Implementation

### 4.1. We will:

4.1.1. Establish procedures for reporting and dealing with allegations of abuse against members of staff.

4.1.2. Take appropriate action when reports of alleged abuse in the home are received.

4.1.3. Raise awareness of issues relating to the welfare and safeguarding of children, young and vulnerable people and the promotion of a safe environment for the children, young and vulnerable people within the organisation.

4.1.4. Aid the identification of children, young and vulnerable people at risk of significant harm, and providing procedures for reporting concerns.

4.1.5. Keep accurate records of concerns about individuals, even when there is no need for immediate referral to outside agencies.

4.1.6. Ensure staff recruitment conforms with current legislation

4.1.7. Work collaboratively with all relevant agencies to ensure that children, young and vulnerable people are safeguarded through the effective operation of the organisation's child protection and safeguarding Procedures.

## 5. Responsibilities

### 5.1. The organisation will:

5.1.1. Make arrangements for ensuring that their functions relating to the conduct of the organisation are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the organisation.

5.1.2. Ensure that the organisation operates safe recruitment procedures and ensure that all appropriate checks are carried out including DBS, and follow the Baseline Personnel Security Standards.

5.1.3. In considering these arrangements, have regard to any guidance given by the law.

5.1.4. Ensure that the organisation has a safeguarding policy and procedures that satisfy and evidence statutory requirements and consider safeguarding needs DCSF 'Safeguarding Children and Safer Recruitment in Education 2007'.

5.1.5. Have procedures for dealing with allegations against staff/volunteers that comply with Local

Safeguarding Children's Board procedures, balance the need to protect children whilst protecting staff/volunteers from false/unfounded accusations and ensure that deficiencies or weaknesses in safeguarding arrangements are remedied without delay

5.1.6. Remedy any deficiencies or weaknesses in Safeguarding arrangements without delay

5.1.7. Annually review policies/procedures and how duties are discharged.

5.2 The Board of Directors will ensure through the Senior Leadership Team:

5.2.1. Policies and procedures are fully implemented and followed by staff

5.2.2 Sufficient resources and time are allocated so that designated staff can attend trainings, strategy discussions, inter-agency meetings, contribute to assessments etc.

5.3. Operate safe recruitment and ensure checks on new staff and volunteers are carried out. It is essential that cases are reported to ISA if a person ceases to work at the organisation and there are grounds for believing he/she may be unsuitable to work with children, or may have committed misconduct. All safeguarding cases will be reported to ESFA.

#### 5.4. Safeguarding & Prevent Panel

##### Designated Safeguarding Person/Lead-

Sailesh Solanki- 02088859449- sailesh @fivee.co.uk

##### Safeguarding Officers

Amit Desai- 02083528282- amit@fivee.co.uk

Rakesh Sonigra- 02083525050 - rakesh@fivee.co.uk

Jennifer Vaz- 020838525151 - jenny@fivee.co.uk

Bekwele Nworgu- 02088859468-bekwele@fivee.co.uk

Qudusia Allybuccus-02088859447-qudusia@fivee.co.uk

Named personnel with designated responsibility for Child Protection and Safeguarding:

Sailesh Solanki – Designated Safeguarding Lead

Amit Desai – Deputy Safeguarding Lead

Their role is to:

5.4.1. Refer cases of suspected abuse or allegations to the relevant investigating agencies and ESFA.

5.4.2. Act as a source of support, advice and expertise within the organisation when deciding whether to make a referral by liaising with relevant agencies.

5.4.3. Maintain knowledge in how the Local Safeguarding Children's Board works, the conduct of case conferences, and be able to attend and contribute to these when necessary.

5.4.4. Ensure all staff have access and are trained on the organisation's Safeguarding & Prevent Policies.

##### Staff

5.5.1. All staff have responsibility for ensuring that all suspected cases of child abuse, whether heard directly from the alleged victim, or as 'hearsay' from other learners or staff, are reported directly to the Designated Safeguarding Officers at the relevant centre or one of the designated staff. Alleged victims need not necessarily be learners of the organisation – ALL cases must be reported.

5.5.2. It is the responsibility of the organisation to ensure that all visiting tutors not employed by the organisation, but working with children and young and vulnerable people on organisation premises, are DBS checked, comply with BPSS procedures and are suitable for working with this client group.

5.5.3. All staff to receive adequate training to familiarise themselves with safeguarding issues and responsibilities.

5.5.4. All staff are accountable for the way in which they exercise authority, manage risk, use resources, and actively protect children and young people from discrimination and avoidable harm.

5.5.5. All staff should develop respectful, caring and professional relationships between themselves and young people. Staff behaviour should demonstrate integrity, maturity and good judgement e.g. management of risk in external/residential visits.

5.5.6. Promote the ethos of the organisation that learners feel secure, valued and listened to.

5.5.7. Challenge behaviour where it is not appropriate e.g. bullying, substance misuse and to follow the organisation's procedures and guidelines.

## 5.6. Work Placement

5.6.1. Employers and training organisations will be asked to cooperate with the organisation in putting in place and subscribing to appropriate safeguards consistent with those in place within the organisation.

5.6.2. Where a placement is long term the organisation will ensure that additional safeguards are in place, these include ensuring those staff arranging placements have undergone training in child protection.

5.6.3. Training organisations will be asked to make a commitment to safeguarding learners' welfare by endorsing an agreed statement of principles.

5.6.4. All learners on work placement should have a regular point of contact within the organisation and be advised that they can discuss with that person any concerns about their placement. Any concerns raised about their work placement or any suspicions of abuse must be reported to a designated member of the safeguarding team immediately and procedures followed as outlined.

## 5.7. Partnership with Parents

5.7.1. The organisation shares a purpose with parents/guardians/carers to keep children safe from harm and to have their welfare promoted. The organisation is committed to:

5.7.2. Working with parents positively, openly and honestly. It ensures that all parents are treated with respect, dignity and courtesy. It respects parents/guardians/carers' rights to privacy and confidentiality and will not share sensitive information unless permission has been given, or it is necessary to do so in order to protect a child/young person.

5.7.3 Sharing with parents/guardians/carers any concerns about their child/young person unless to do so may place a child at risk of harm.

Encouraging parents/guardians/carers to discuss any Concerns they may have with one of the designated safeguarding team or tutors.

## 5.8. Keeping Children and Adults at Risk Informed and Involved

5.8.1. The views of the child or adult at risk should be taken into account throughout the process of dealing with a safeguarding matter. The Designated Safeguarding Officers will keep the person informed while the matter is within the jurisdiction of the organisation and will provide support as required. Learners will be provided with information on the organisation's Child Protection and Safeguarding

Policy and Procedures in appropriate the organisation's publications.

## **6. Safeguarding Learners on the organisation's Trips / Residential**

6.1. All adults accompanying learners on visits or residential trips must have undergone an enhanced disclosure as part of the organisation's Safeguarding Procedure.

6.2. Any adults who are not employed by the organisation who accompany learners on visits/trips must have DBS.

6.3. Any Child Protection or Safeguarding issue that is disclosed whilst off the organisation's premises must be recorded and dealt with in line with the organisation's Procedure and immediately forwarded to the Designated Safeguarding Lead for further action.

## **7. Confidentiality**

7.1. The organisation recognises that all matters relating to child protection need to be handled sensitively but confidentiality should not be promised.

7.2. The Designated Safeguarding Officers will disclose any information about a learner to other members of staff on a 'need to know' basis only.

7.3. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people.

7.4. All staff must be aware that they cannot promise a young person to keep secrets which might compromise the young person's safety or wellbeing.

7.5. We will undertake to refer a young person to Social Care with their parent/carers unless to do so could put the young person at greater risk of harm, or impede a criminal investigation. If in doubt, the Designated Safeguarding Officers will consult with one of the Locality Social Care team where the child lives.

## **8. Monitoring and Evaluation**

8.1 Safeguarding incidents, actions taken and staff training are monitored regularly through:

- Student feedback;
- Regular safeguarding officers' meetings;
- Review of the safeguarding/prevent action plan;

## **Review of Policy**

This policy was reviewed in June 2019 and is due for next review in June 2020.

**If you require this policy in a larger font size, please contact the HR Department.**