



5 E Ltd

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Safeguarding Children, Young People and Vulnerable Adults Procedure

1. Introduction

This Procedure is to be followed by all 5 E Ltd (hereinafter referred to as the organisation) employees and volunteers, in accordance with the organisation's Safeguarding Children, Young People and Vulnerable Adults Policy.

What concerns should be passed on:

1.1. Any suspicion or allegation that a child, young person or vulnerable adult is injured or bruised in a way which is not readily attributable to normal activities

1.2. Any explanation given which appears inconsistent or suspicious

1.3. Any behaviour which give rise to suspicions that a young person or vulnerable adult may have suffered harm (e.g. worrying emails, texts)

1.4. Any concerns that the young person or vulnerable adult may be suffering from inadequate care, ill treatment or emotional maltreatment

1.5. Any concerns that the young person or vulnerable adult is presenting signs or symptoms of abuse or neglect

1.6. Any significant changes in a young person or vulnerable adult's presentation, including non-attendance

1.7. Any hint or disclosure of abuse from any person

1.8. Any concerns regarding person(s) who may pose a risk to young person or vulnerable adult (e.g. living in a household with young people present)

2. Taking action to ensure that children, young people and vulnerable adults are safe

2.1. If any member of staff has any concerns about a child, young person, child of a mature learner or vulnerable adult they consider to be suffering or to be at risk of suffering significant harm, he/she must immediately contact the Safeguarding & Prevent Panel:

Safeguarding & Prevent Panel

Designated Safeguarding Person/Lead-

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

Safeguarding Officers

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

Caterina Marziano-02088859464 - caterina@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

2. Responding to Disclosure/Allegation

Note: For guidance refer to Appendix B 'Responding to a Disclosure/Allegation of Abuse'

2.1 Disclosure or information may be received from learners, parents or other members of the public. The organisation recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to a designated person and make a contemporaneous record.

2.2. Young people with learning difficulties and/or disabilities may need a different approach than other young people. Staff must be aware of any special considerations with regard to communication difficulties and equal opportunities.

In all other respects, including record-keeping and confidentiality, the procedure relating to vulnerable adults is identical to that which should be followed in respect of children and young people, and which is detailed in the main body of the document.

3. What not to do

3.1. Staff should not:

3.1.1. Promise confidentiality

3.1.2. Ask leading questions

3.1.3. Criticise or give their views

3.1.4. Jump to conclusions

3.1.5. Examine the learner (or ask them to show injuries)

3.1.6. Collude with anyone in relation to an allegation or hold onto significant information

3.2. Remember - it is not the organisation's responsibility to investigate a case of alleged abuse. This responsibility lies with the Police or Social Services who are trained to undertake such investigations.

3.3. Asking detailed questions about the allegations may later be interpreted as leading a learner towards providing certain answers and could invalidate a later investigation by the Police or Social Services.

4. Principles

4.1. Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

4.2. Staff will:

4.2.1. Listen to and take seriously any disclosure or information that a young person or vulnerable adult may be at risk of harm

Try to ensure that the person disclosing does not have to speak to another member of the organisation staff

4.2.3. Clarify the information

4.2.4. Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'

4.2.5 Try not to show signs of shock, horror or surprise

4.2.6. Not express feelings or judgements regarding any person alleged to have harmed the young person or vulnerable adult

4.2.7. Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person

4.2.8. Reassure and support the person as far as possible

4.2.9. Explain that only those who 'need to know' will be told

4.2.10. Explain what will happen next and that the person will be involved as appropriate

4.3. Following any information raising concern, the designated person will consider:

4.3.1. Any urgent medical needs of the young person or vulnerable adult

4.3.2. Making an enquiry to find out if the child is subject to a Child Protection Plan

4.3.3. Discussing the matter with other agencies involved with the family

4.3.4 The young person or vulnerable adult's wishes

4.4. Then decide:

4.4.1. Wherever possible, to talk to parents/carers, unless to do so may place a young person at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk

4.4.2. Whether to make a child protection referral to Social Care and the Police because a young person or vulnerable adult is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

4.5.1. Not to make a referral at this stage

4.5.2. If further monitoring is necessary

4.5.3. If it would be appropriate to undertake an assessment and/or make a referral for other services

4.6. All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Social Care will be accompanied by a referral form.

4.7 Where there is a disagreement with a decision made by one of the designated team e.g. not to apply Child Protection Procedures, this should be referred to the Designated Person. If it is still not possible to resolve the professional differences an Appeal Panel will be convened, chaired by the Managing Director. The Managing Director will receive representations from those concerned and make a decision as to the next course of action; resolving the professional differences concerned. The decision of the Managing Director is final.

5. Action following a child, young person or vulnerable adult protection referral

5.1. The Designated Person will:

5.1.1. Make regular contact with the Social Worker/Case Worker involved to stay informed

5.1.2. Provide a report for, attend and contribute to any subsequent Child/Vulnerable Adult Protection Conference

5.1.3. Contribute to any Child Protection Plan, attend Core Group Meetings and Review Child Protection Conferences

6. Definitions of Abuse and Neglect

Note: For guidance refer to Appendix C 'Child Protection Definitions'

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6.1. Physical Abuse

6.1.1. Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. It can also occur when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

6.2. Neglect

6.2.1. Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve a failure to provide adequate food, clothing or shelter, failing to protect a child from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also involve neglect of, or inadequate response to, a child's basic emotional needs.

6.3. Sexual Abuse

6.3.1. Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant. The acts may involve physical contact including penetrative or non-penetrative acts. They may involve non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

6.4. Emotional Abuse

6.4.1. Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause severe and adverse effects on the child or young person's behaviour and emotional development, resulting in low self-worth. It may involve conveying to children that they are worthless or unloved or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is present in all forms of abuse.

6.5 Domestic Abuse

6.5.1. Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.

6.6. Self-Neglect

6.6.1. Is not a direct form of abuse but staff needs to be aware of it in the general context of risk assessment/risk management and to be aware that they may owe a duty of care to a vulnerable individual who places him/herself at risk in this way.

7. Recording and Monitoring

Note: Refer to Appendix D – 'Incident Report Form'

7.1. Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

7.2. The Designated Person will retain copies of reports, notes and any other relevant material securely. Access to

these will be limited to the Safeguarding Officers and the Managing Director

8. Allegations regarding person(s) working in or on behalf of the organisation (including volunteers)

8.1. Any suspicion, allegation of actual abuse of a child/young person or vulnerable adult by a member of staff or volunteer must be reported to the appropriate Designated Safeguarding Officer and Head of HR, as soon as possible. If, within 2 hours of the initial concern arising, it has not been possible to contact the nominated member of staff, the matter must be reported to the Managing Director.

8.2. On being notified of any such matter the nominated member of staff shall:

8.2.1. notify the Managing Director:

8.2.2. take such steps, as she/he considers necessary to ensure the safety of the child in question and any other child who might be at risk

8.3. The organisation must also advise the Local Authority Designated Officer (LADO), who may undertake a suitable assessment.

8.4. Ensure that the person who reported the original concern completes a report of the matter.

8.5. If the nominated member of staff is the subject of the allegation of the complaint, the matter must be reported to the Managing Director.

8.6. Disciplinary action in the case of proven allegations against staff will be undertaken in accordance with the Staff Disciplinary Policy as set out in Contracts of Employment.

9. Work Placements

9.1. Staff responsible for co-ordinating work placements/work experience must take the safeguarding of learners, whether children or vulnerable adults, into account at the planning stage when assessing the suitability of the placement. Although learners may be deemed more vulnerable to harm or abuse when in long-term placement in the workplace, all placements must be assessed for safeguarding risks. However, the organisation has a duty to put in place additional safeguards when one or more of the following conditions apply:

9.1.1. The placement is for more than one day per week.

The placement is aimed at learners who are vulnerable (e.g. those who have special needs or are aged under 16), regardless of the length of the placement

9.1.3. The workplace supervisor or a colleague will have substantial unsupervised/one-to-one access to the learner (e.g. sole trader)

9.1.4. The placement has a residential component.

9.2. If any of the above factors apply:

9.2.1. Staff arranging, vetting or monitoring work placements must have received safeguarding training; that training must be up-to-date and they must be fully aware of the organisation's Safeguarding Policy.

9.2.2. Staff must have completed the ENTO Health & Safety Qualification and safeguarding standards should be continually checked throughout the placement

9.2.3. Employers taking learners on placements must commit to safeguarding their welfare by endorsing 5E's Safeguarding Policy

9.2.4. Anyone in the workplace who is specifically designated as having responsibility for caring for, training, supervising or being in sole charge of a learner must be

subject to disclosure procedures. They should also be briefed about what to do if they are concerned about a learner's welfare.

9.3. 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 staff immediately and the organisation's Safeguarding procedures followed.

10. Monitoring and Review

10.1. It will be the responsibility of the Designated Person to review and monitor this policy/procedure. The Designated Leads will seek the advice of the local LSB and the Department of Children and Young People where appropriate and be responsible for bringing about any changes in this policy/procedure, which become necessary.

11. References

11.1. The Children's Act 2004 (Section 11)

11.2. 'Working Together to Safeguard Children' Revised 2010

11.3. 'Framework for the Assessment of Children in Need and their Families', 2000

11.4 'What To Do If You Are Worried a Child is Being Abused' 2006

11.5 'Safeguarding Children and Safer Recruitment in Education', DfES 2007

11.6. Learner Charter

11.7. Staff Disciplinary Policy

11.8. Safeguarding Vulnerable Groups Act 2006

11.9. Anti-Bullying and Learner Harassment Policy

11.10. Safeguarding Children, Young People and Vulnerable Adults Policy

Enclosed:

Appendix A – Process Flow Chart

Appendix B Child Protection Safeguarding Procedures

Appendix C – Child Protection Definitions

Appendix D – Incident Report Form - enclosed

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.

