



**5 E Ltd**

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## Safeguarding Children, Young People and Vulnerable Adults Policy

### Introduction

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.

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.

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.

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.

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

Protecting children and young people from maltreatment

Preventing the impairment of their health or development

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

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

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:

Accommodation and nursing or personal care in a care home

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

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

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

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.

The Conditions are:

A learning physical disability;

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

A reduction in physical or mental capacity.

The Disabilities are:

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

Severe impairment in the ability to communicate with others; or

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

## **Policy Statement**

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

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

## **Policy Aim & Objectives**

The aim of the organisation is to safeguard learners by:

### 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.

### 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.

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.

## Policy Implementation

We will:

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

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

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.

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

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

Ensure staff recruitment conforms with current legislation

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.

## Responsibilities

The organisation will:

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.

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.

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

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'.

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

Remedy any deficiencies or weaknesses in Safeguarding arrangements without delay

Annually review policies/procedures and how duties are discharged.

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

Policies and procedures are fully implemented and followed by staff

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

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.

### **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-

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Named personnel with designated responsibility for Child Protection and Safeguarding:

Sailesh Solanki – Designated Safeguarding Lead

Amit Desai – Deputy Safeguarding Lead

Their role is to:

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

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

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.

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

### **Staff**

#### **Staff relationship with learners**

Staff should ensure that their relationships with learners is professional at all times, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when dealing with young learners.

- Comments by staff to young learners, either individually or collectively, can be misconstrued. As a general principle, staff must not make unnecessary comments to and/or about learners, which could be construed to have a sexual connotation. It is also unacceptable for staff to introduce or to encourage debate amongst young learners in a class, training situation or elsewhere, which could be construed as having a sexual connotation that is unnecessary given the context of the training session or the circumstances. However it is recognised that a topic raised by a young learner is best addressed rather than ignored.

- Staff must not favour a particular learner, although it is recognised that some learners need more help /attention
- No gifts/rewards should be given to one learner unless it is an open competition where all involved are aware of the arrangements.
- Staff should be careful in their use of language/terminology that may be misconstrued.
- The systematic use of insensitive, disparaging or sarcastic comments is unacceptable.
- There is NO acceptable behaviour that has either explicit sexual connotations or innuendo. Any such behaviour will always be treated as extremely serious and must be reported immediately.
- If staff, at any time, feel that their relationship with a young learner is developing into one that would be inappropriate between a member of staff and a young learner, it is their responsibility to discuss the situation with the Director.
- Social contact with young learners, other than which is within 5E should be positively resisted. It is recognised that there may be occasions when accidental or reasonable social contact may be unavoidable, e.g. meeting young learners at social venues open to the general public or in shops or at private parties. In such circumstances, staff should be mindful at all times of their professional relationship with young learners.
  - Staff should never seek gratification of their own emotional or physical needs in their relationships with learners and all affiliations must always be professional, appropriate and justifiable.

- The use of social networking sites such as Facebook, Whatsapp, Snapchat etc. are not to be used with learners, if staff receive “friend requests” from learners they must refuse. The member of staff can they explain to the learner that they are not allowed to have learners as “friends” on social networking sites and it is not their personal choice.
- Staff must not give out their personal details such as mobile numbers, land lines or home addresses.
  - Staff are prohibited from contacting learners unless it is business requirement and only after obtaining the permission of their line manager.

### **Staff Responsibilities**

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.

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.

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

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.

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.

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

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

### **Work Placement**

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.

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.

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

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.

### **Partnership with Parents**

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:

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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.

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.

### **Keeping Children and Adults at Risk Informed and Involved**

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.

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

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

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

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. All workers are required to comply with the safeguarding policy. Any breach will be dealt with the organisation's disciplinary procedures.

### **Confidentiality**

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

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

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.

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.

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.

### **Monitoring and Evaluation**

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 2021 and is due for next review in June 2022.

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