

- Always Consult staff will ensure that work placement providers and Employers are reminded of their obligations under the Criminal Justice and Court Services Act 2000 and that they are aware of child protection issues.

Policy for reporting

- Always Consult will not undertake any investigations itself, referring evidence instead to the appropriate authority such as Social Services, the police or the NSPCC.
- Always Consult will maintain a full record of any reported incidents or suspicions, including procedure followed, the feedback received and to whom the incident was referred. All records will be protected in compliance with the Data Protection Act 1998.

Training

- Always Consult staff liable to have contact with children will undertake the LSIS Safeguarding Awareness/recruiting safely distance learning course as part of their induction programme.
- The Senior Manager (Carol Ewels) for Safeguarding will undertake any appropriate training. They will then be provided with the appropriate information and training to assist them to raise awareness of Child Protection issues with placement providers and other staff as required.

Procedure for suspicion of abuse

- Always Consult staff will be aware of what constitutes abuse and what should arouse suspicion by reference to government documentation: www.everychildmatters.gov.uk
- Complete an incident report log and pass this to the Safeguarding Advisor.
- The Safeguarding Advisor will consider the incident and if appropriate contact the Head of Centre in confidence, sharing the evidence as necessary.
- The Safeguarding Advisor will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedure followed, the outcome of advice given by the authority that the case was referred to.
- Support will be made available if the disclosing member of staff is distressed by the incident or the reporting of it.

Procedure for allegation of suspicion of abuse perpetrated by an Always Consult Training member of staff.

- Reporting of allegations or suspicions must be made through the Senior Manager responsible for Safeguarding.
- The Senior Manager will decide whether to refer the case to the relevant body e.g Social Services or the police.
- The Senior Manager and other staff may need to be involved with any decision to re-allocate activities due to be carried out by the person under investigation, before the outcome of the investigation is known.
- All sensitive information will be kept secure and not disclosed to other staff.

Procedure for incidents arising on Always Consult Premises or by Always Consult Staff.

- Any member of staff who has concerns about the inappropriate behaviour of another member of staff who has access to any assessment material or other materials involving pictures of children should discuss their concerns with the Senior Manager for Safeguarding immediately. This also applies to external users of training rooms or those attending external training courses.
- The Senior Manager will decide in conjunction with the relevant staff member whether to contact the police.
- Child abuse by a staff member of Always Consult constitutes gross misconduct and will result in immediate dismissal if proven.

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

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

Always Consult – Safeguarding Policy Statement.

Always Consult is committed to ensuring that all children under the age of 18, vulnerable adults and apprentices who participate in learning have a safe and positive experience.

To achieve this we will do the following:

- Recognising that all those participating in learning (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to learn and be protected from harm in a safe environment.
- Ensuring that individuals working within or for the company provide a positive experience for all learners.
- Appointing a Dedicated Safeguarding Officer and ensure that they attend all current and future training, so that they have the necessary skills to be able to undertake their role effectively.
- Ensuring that all people at Always Consult understand that the safeguarding policy applies to them according to their level of contact with children and learners.
- Ensuring that all individuals working within Always Consult are recruited and appointed in accordance with Criminal Records Bureau (CRB) regulations.
- Ensuring that all individuals working within Always Consult at or for the company are provided with support through education and training so that they are aware of and can adhere to good practice and relevant code of conduct guidelines.
- Ensuring that the name and contact details of the Always Consult Safeguarding Advisor are available:
 - as the first point of contact for parents, children, learners and staff within the organisation.
 - as a local source of procedural advice for the company and Employers.
 - as the main point of contact within the company for relevant external agencies in connection with child welfare.
- Ensuring that correct and comprehensive reporting procedures exist for raising and managing safeguarding and child protection concerns. Such procedures recognising the responsibility of the statutory agencies and in accordance with pre-defined safeguarding and child protection procedures as defined by statutory agencies and Local Safeguarding Children Board (LSCB) guidelines and polices.
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring that access to confidential information relating to child welfare matters is restricted to the Always Consult Senior Manager for Safeguarding and the appropriate external authorities, whilst complying with child protection procedures.

Action Guideline for Always Consult staff receiving disclosure/suspicion

