

ALWAYS CONSULT SAFEGUARDING POLICY

The welfare of children, apprentices and/or the vulnerable adult is paramount. Within the context of this policy “child” and “children” can also be taken to cover vulnerable adults and apprentices.

All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.

A child is defined as a person under the age of 18 [The Children Act 1989]

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Introduction

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child’s physical or mental health. Vulnerable adults and other adults may also be subject to similar abuse.

These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take. (Working Together 2018.)

- Always Consult values children and their protection.
- Always Consult wants to fulfil its duty of care and provide a safe place of work, safe training and assessment environment.
- Always Consult wishes to address and reduce any harm to which a child is being or may be subjected.
- Always Consult wishes to give clear direction to staff in situations that may be distressing.

Safeguarding Point of Contact

The Always Consult Senior Safeguarding Officer is Carol Ewels. Carol can be contacted at:

carol@alwaysconsult.com

Tel: 07981 182 531

Policy for staff

- Always Consult will only recruit or appoint staff who are deemed suitable to work with children, based on their declarations of unspent and exempt convictions, in accordance

with the Rehabilitation of Offenders Act 1974.

- Always Consult staff working with children will be issued with a copy of this policy. Any member of staff found in breach of the guidance will be subject to disciplinary procedures in accordance with their Always Consult Contract.
- 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 Safeguarding Officer 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 [“What to do if you’re worried a child is being abused”](#).
- Complete an incident report log and pass this to the Senior Safeguarding Officer.
- The Senior Safeguarding Officer will consider the incident and if appropriate contact the Head of Centre in confidence, sharing the evidence as necessary.
- The Senior Safeguarding Officer 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.

In the event of not being able to make contact with the Senior Safeguarding Officer, anyone who has concerns about a child’s welfare should make a referral to local authority children’s social care and should do so immediately if there is a concern that the child is suffering significant harm or is likely to do so.

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 Safeguarding Officer.
- The Senior Safeguarding Officer will decide whether to refer the case to the relevant body e.g. Local Authority 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 Safeguarding Officer immediately. This also applies to external users of training rooms or those attending external training courses.
- The Senior Safeguarding Officer will decide in conjunction with the relevant staff member whether to contact the Police and/or the Local authority Designated Officer.
- 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 the Disclosure and Barring Service (DBS) 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 Officer 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 guidelines and polices e.g. Working Together to Safeguard Children 2018.
- 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 Safeguarding Officer and the appropriate external authorities, whilst complying with child protection procedures.

Useful contact numbers and information

***Shropshire First Point of Contact (FPOC)0345 678 9021**

Access to Compass - Children's Social Care Front Door and Targeted Early Help

Shropshire First Point of Contact (FPOC)0345 678 9044

Adult Social Care and Safeguarding Concerns

***Always Consult are aware that if a concern has been raised about the welfare of a child/adult then a referral is made to the local authority where the child/adult resides. If this is not known the local authority where the concern was raised will be contacted.**

Child Trafficking and Advice Centre (CTAC) **0800 107 7057**

ChildLine **0800 1111**

Men's advice line support for male victims of domestic abuse **0808 801 0327**

NSPCC (24 hour) **0808 800 5000**

Prevent radicalisationprevent@warwickshireandwestmercia.pnn.police.uk **01386 591835**

Respect Helpline (for perpetrators of domestic abuse) **0808 802 4040**

Samaritans **08457 909090**

www.actionforprisonersfamilies.org.uk - promotes the needs of families affected by imprisonment

www.axiscounselling.org.uk - support service for adult and child survivors of sexual abuse

www.ceop.police.uk - online safety and protection

www.childline.org.uk - supporting children and Young People to identify and report abuse

www.educateagainsthate.com - gives parents, teachers and school leaders practical advice on protecting children from extremism and radicalisation.

www.karmanirvana.org.uk -supporting victims of honour crimes and forced

www.mensadvice.org.uk advice and support for men experiencing domestic violence and abuse

Action Guideline for Always Consult staff receiving disclosure/suspicion

