



Safeguarding Policy Statement

The purpose and scope of this policy statement

Change Agents UK is an education charity working with young people to deliver training in sustainability and employability skills. The purpose of this policy statement is:

- to protect children, young people and at-risk/vulnerable adults who receive Change Agents UK's services from harm
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Change Agents UK Charity and its subsidiaries, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Change Agents UK recognises the need to adhere to legislation including Working Together to Safeguard Children (2010); Children Act (1989, 2004); Safeguarding Children and Safer Recruitment in Education (2007); Safeguarding Vulnerable Groups Act (SVGA, 2006, amended 2012); Disclosure and Barring Service Code of Practice (2012); and the Equality Act (2010).

We believe that:

- children and at-risk adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all young and/or vulnerable people, to keep them safe and to work in a way that protects them.

We recognise that:

- the welfare of children and at-risk adults is paramount in all the work we do and in all the decisions we take. All children, regardless of age, disability, gender, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm and abuse
- some children and at-risk adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, young and at-risk people safe by:

- valuing, listening to and respecting them
- appointing a nominated Child Protection Lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective digital safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made, including DBS checks as required
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that children, young and at-risk people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families treat each other with respect and are comfortable about sharing concerns.

Procedure for Dealing with a Suspected or Disclosure of a Safeguarding Issue

All staff who have child protection concerns or to whom a learner discloses a safeguarding issue must immediately contact the **Designated Person for Safeguarding** and complete the safeguarding alert form appended to this policy.

The Designated Person for Safeguarding will investigate the concern and take appropriate action. Where we are working with an educational institution, they will be informed as appropriate. All records of the investigation will be kept strictly confidential and stored in a secure place. Where appropriate, the concerns will be reported to the relevant authority, such as the police or Children’s Services.

If the allegations are against a member of staff, the **Designated Person for Safeguarding** must be informed immediately and the safeguarding alert form completed (Appendix 1). The **Designated Person for Safeguarding** will take the appropriate steps to ensure the safety of the learner and any others who may be at risk. Action will be taken to refer to an appropriate authority such as the police or Children’s Services. All records will be kept strictly confidential and stored in a secure place. Where necessary outside agencies and resources on safeguarding will be consulted and action will be taken to report the matter to the appropriate authority.

Where concerns are raised anonymously these will be investigated, and depending on the level of information, the **Designated Person for Safeguarding** will decide if further action is required.

Prevent

Prevent is part of a Government initiative to develop a robust counter terrorism programme, CONTEST. Under the Counter-Terrorism and Security Act (2015) with particular relevance to the Prevent Duty, the Government has placed a duty on educational establishments to help prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism. The Prevent strategy seeks to:

- respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views;
- provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support;
- work with a wide range of sectors where there are risks of radicalisation which need to be addressed, including education, criminal justice, faith, charities, the internet and health.

Change Agents UK recognises that it has a responsibility to foster shared values, promote cohesion and focus on British values by:

- promoting and reinforcing shared values, creating a space for free and open debate, and listening to and supporting the learner’s voice;
- breaking down segregation among different learner communities including supporting inter-faith and inter-cultural dialogue and understanding, and engaging all learners in playing a full and active role in wider society;
- ensuring learner safety and that the learning arena is free from bullying, harassment and discrimination;
- providing support for learners who may be at risk and appropriate sources of advice and guidance;
- ensuring that learners and staff are aware of their roles and responsibilities in preventing violent extremism.

In order to achieve these objectives, Change Agents UK will concentrate on four areas:

- **Leadership and Values** – to provide an ethos which upholds core British values of shared responsibility, wellbeing for all learners and staff, assessors and internal quality assurers and promotes respect, equality, diversity and understanding as well as building confidence to deal with these issues.
- **Teaching and Learning** – to provide a curriculum which promotes knowledge, skills and understanding to build the resilience of learners, through embedding equality, diversity, inclusion, wellbeing and community cohesion as well as promoting wider skills development such as the social and emotional aspects of learning.
- **Learner Support** – to ensure that staff, assessors and internal quality assurers are confident and take preventative and responsive steps through establishing strong and effective rapport with learners, listen to what is happening in the learning environment and challenge bullying and discriminatory behaviour.
- **Managing Risks and Responding to Events** – by understanding the nature of the threat from violent extremism and how this may impact directly or indirectly on Change Agents UK; understanding and managing potential risks from external influences; ensuring measures are in place to minimise the potential for acts of violent extremism within the learning environment; ensuring plans are in place to respond appropriately to a threat or incident and developing effective ICT security and responsible user policies.

Definition of Terms

Safeguarding is a term used to denote the duties and responsibilities that those providing health, social or educational services have to carry out to protect individuals from harm, including self-harm. It is a proactive process of protecting and ensuring the safety and well-being of children and ‘at risk’ adults.

A child is a person under 18.

An ‘at risk’ adult is defined as a person ‘who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself, or unable to protect him or herself against significant harm or exploitation’ (Department of Health, 2000).

A Designated Person for Safeguarding (see contact details below) is a person with the responsibility to monitor and record concerns about the wellbeing of ‘at risk’ adults; liaise with colleges and employers if deemed appropriate, and if necessary make referrals to the Local Authority Social Care Services and other agencies. They are also responsible for ensuring that all staff have appropriate Safeguarding training.

Types of abuse and neglect are set out in ‘Working Together to Safeguard Children’ (2010) and categorised as Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

Contact details

Trustee/Senior Lead for Safeguarding and Child Protection

Name: Dr Ian Paton

Phone/email: ian@wamas.co.uk

Nominated Child Protection Lead

Name: Lexie Jones

Phone/email: lexiejones@changeagents.org.uk 01572 723419

Deputy Child Protection Lead

Name: Megan Sturton

Phone/email: megan.sturton@changeagents.org.uk 01572 723419

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

SAFEGUARDING ALERT FORM

This form is to be used by anyone who wishes to report concerns about a learner who has had a disclosure of abuse made to them. Please complete it as soon as possible and forward it to the Designated Safeguarding Officer.

If you do not have all the information asked for, please fill in the parts you can and pass it on within the same working day.

1. YOUR DETAILS		
Name		
Position		
Email		
Phone		
2. DETAILS OF THE VULNERABLE LEARNER		
Name		
Address		
Phone		
3. DETAILS OF THE ALLEGED PERPETRATOR		
Name		
Address		
Phone		
4. PLEASE GIVE DETAILS OF THE INCIDENT OR DISCLOSURE. Try to be as factual as possible, using the alleged victims own words. Detail any action taken (including medical intervention, etc). Continue overleaf as necessary.		
Date:	Time:	Location:
INCIDENT DETAILS		

When completed as fully as possible please forward to the designated Safeguarding Officer.

5. THIS FORM WAS SENT TO	
Name	
Address	
Position	
Date & Time	

To be completed by receiving worker

5. RECEIVED BY	
Name	
Position	
Date	
Are you the Designated Safeguarding Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sent to statutory Agency	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Agency	
Name of team within Agency	
Date & Time	