



The purpose and scope of this Policy

Change Agents UK (CAUK) is an education charity working with people of all ages, including young people, to deliver training in sustainability and employability skills. The purpose of this Policy is:

- to protect from harm children, young people and at-risk and/or vulnerable adults who receive Change Agents UK's services
- to provide staff and volunteers, including children, young people and their families where applicable, with clear principles that guide CAUK's 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 developed based on 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 (2018); 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).

It is mandatory for all regulated health and social care professionals and teachers in England to report 'known cases' of female genital mutilation (FGM) in under 18s to the police (Home Office, 2016) and this will be actioned as such. The Home Office is gathering views on how a legal duty to report child sexual abuse would affect children, organisations, workplaces and volunteers (Home Office, 2023).

Supporting Documents

This Policy should be read alongside our other organisational policies, procedures, guidance and related documents including CAUK's:

- [Child Protection Procedures](#)
- [Code of Conduct for adults working with children](#)
- [Code of Conduct for children and young people](#)
- Photography and Sharing Images Guidance
- Safer Recruitment Policy
- [Online Safety Policy](#)
- Anti-bullying Policy
- Managing Complaints and Whistleblowing Policy
- Health and Safety Policy
- Induction, training, supervision and support

We believe that:

- all people should be protected from experiencing abuse of any kind;
- we have a responsibility to promote and protect 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 vulnerable people is paramount in all our operations. Everyone, 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 and/or other issues;
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse;
- 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 them as individuals, listening to them openly and respecting them;
- appointing a nominated Child Protection Lead, a deputy and a lead trustee/board member for safeguarding;
- adopting child protection and safeguarding best practice through our policies, procedures and Codes of Conduct;
- developing and implementing an effective Online Safety Policy and related procedures;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that everyone acting on behalf of CAUK are aware of and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting staff and volunteers safely, ensuring all relevant assessments are made, including DBS checks as required;
- recording, storing and using information professionally and securely, in line with The Data Protection Act 2018 and other data protection legislation and guidance;
- ensuring that children, young, at-risk people and their families know where to go for help if they have a safeguarding 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 all allegations against staff and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have and enact a Policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for everybody engaging with CAUK including 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, volunteers, and our beneficiaries treat each other with respect, understand their responsibilities and feel able to share their concerns.

Contact details

Designated Safeguarding Lead (DSL)

Name: Lexie Jones

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

Deputy Child Protection Lead

Name: Eleanor Wills

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

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This Policy is next due for review by January 2025.

Safeguarding Processes

How to report concerns about a child's welfare

If you think a child is in immediate danger, contact the police on **999**. If you're worried about a child but they are not in immediate danger, you should share your concerns.

- [Follow Change Agents UK's organisational child protection procedures.](#)
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk. Their trained professionals will talk through your concerns with you and give you expert advice.
- **Contact your local child protection services.** Their contact details can be found on the website for the local authority the child lives in.
- **Report to the police** as appropriate (for example, if an allegation of physical or sexual assault or a sexual offence is made). This should happen alongside a making a referral to children's social care, following local authority guidelines.
- **Contact the Report Abuse in Education helpline** if you work in a school setting on 0800 136 663 or by emailing help@nspcc.org.uk.

How to report concerns about a vulnerable adults' welfare

If you think a vulnerable adult is in immediate danger, contact the police on **999**. If you're worried about an individual but they are not in immediate danger, you should share your concerns.

- [Follow Change Agents UK's organisational safeguarding procedures.](#)
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk. Their trained professionals will talk through your concerns with you and give you expert advice.
- **Contact your local adult protection services.** Their contact details can be found on the website for the local authority under adult safeguarding co-ordinator
- **Report to the police** as appropriate (for example, if an allegation of physical or sexual assault or a sexual offence is made). This should happen alongside a making a referral to children's social care, following local authority guidelines.
- **Contact the Report Abuse in Education helpline** if you work in a school setting on 0800 136 663 or by emailing help@nspcc.org.uk.

Prevent

Prevent is part of a Government initiative to develop a robust counter terrorism programme. 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, violent extremism and 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 shared values, creating a space for free and open debate, and listening and supporting our learner's voices;
- engaging all learners in playing a full and active role in wider society and breaking down segregation among different learner communities including supporting inter-faith and inter-cultural dialogue and understanding;
- 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; to promote respect, equality, diversity and understanding; and to build confidence of staff 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.

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	