

SAFEGUARDING POLICY AND PROCEDURES

Purpose

The Centre for Alternative Technology (CAT) takes a proactive stance with regard to safeguarding our students and visitors. We believe that not only do we have a statutory duty; we also have a moral duty to safeguard and promote the welfare of children, young people and adults who may be at risk of harm in our care. This policy and procedure aims to focus on how we recruit and train our staff, support our students and visitors and deal effectively with allegations against staff.

Reference is made throughout this document to 'children and young people'; this term is used to mean those under the age of 18 years. Safeguarding and promoting the welfare of children is defined as:

Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes (Keeping Children Safe in Education (2014).

Reference is also made throughout this document to 'adults at risk of harm (vulnerable adults)', this term defines 'vulnerable adults' as people aged 18 years and over who may need or have community care services by reason of mental health or other disability; age or illness and who may be unable to take care of themselves or protect themselves against significant harm or exploitation (No Secrets, Department of Health, March 2000). This procedure will be applied, with appropriate adaptations to all students and visitors.

This Policy has been adopted by the Board of Trustees of CAT, with appropriate references to relevant legislation and information provided in links at Appendix 4.

Board of Trustees Responsibilities

The Board of Trustees at CAT abide by their responsibilities as outlined in Keeping Children Safe in Education 2014 (p. 11-14). Trustees also have specific responsibility for ensuring that the organisation monitors the impact of its work and takes appropriate action from any case reviews.

The Board of Trustees instructs CAT to:

- provide a safe environment for children, young people and vulnerable adults to learn in
- identify those suffering, or are likely to suffer significant harm or who are at risk of radicalisation
- take appropriate action to see that students and children are kept safe at CAT site and also that disclosures of potential abuse occurring at home or elsewhere are reported appropriately
- have a system for identifying concerns in relation to abuse of vulnerable adults and effective methods of responding to disclosures
- refer concerns that a child, young person or vulnerable adult who might be at risk of significant harm, to the appropriate referral agents
- work effectively with others as required by 'Working Together to Safeguard Children 2013'
- take into account the inter-agency safeguarding procedure of CAT's designated Safeguarding Team (e.g. appointed and trained officers)
- ensure appropriate safeguarding responses for children, young people, vulnerable adults who go missing from the premises

The Board of Trustees will approve and annually review policies and procedures and receive regular information relating to safeguarding with the aim of:

- maintaining awareness of progress across the organisation and / or issues relating to the welfare of children, young people and vulnerable adults
- being reassured by the CEO and lead manager that systems are in place and effective in relation to the identification of children, young people and vulnerable adults, and procedures for reporting concerns are widely known
- ensuring effective procedures for reporting and dealing with allegations of abuse by members of staff or others who come into contact with students through their work activities are in place

- ensuring safe recruitment of staff and volunteers
- ensuring staff are appropriately trained to discharge their duties in relation to safeguarding

In developing policies and procedures, the Board of Trustees will take account of guidance issued by the Department for Education, Ofsted and other relevant bodies and groups.

The CEO, Board of Trustees and all staff working with children, young people and vulnerable adults will receive adequate training to familiarise them with their safeguarding roles and responsibilities. They will be familiar with CAT procedures and policies and receive refresher training every 3 years. The HR Manager will be the designated person with lead responsibility for child and adult protection. They will be the Safeguarding Co-ordinator who will be assigned by the Safeguarding Team who support and share responsibility for safeguarding students and visitors.

The Board of Trustees will receive from the Safeguarding Co-ordinator, an annual report which reviews how the duties have been discharged. In addition, the CEO will include information relating to safeguarding in his / her annual report to the Board of Trustees.

CAT recognises the following definitions of abuse for children, young people and vulnerable adults:

Types of abuse and neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children

Physical abuse: a form of abuse which involves hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: emotional abuse is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. This may involve conveying to them that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse: Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities. It may not necessarily involve a high level of violence, whether or not the child or adult may not be aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, unwanted or forced kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)

- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to a child's basic emotional needs. This also applies to vulnerable adults for whom neglect is an often under reported or challenged concern.

Forced Marriage: This involves a young person or vulnerable adult , being forced into a marriage against their will.

Child Sexual Exploitation: (CSE) is a form of sexual abuse that involves the manipulation and / or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status. The manipulation or 'grooming' process involves befriending children, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period of time, before abuse begins. The abusive relationship between the victim and the perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited. (Barnado's 2012)

Children who run away or who are missing from home: There are no exact figures for the number of children who go missing or run away, but estimates suggest that the figure is in the region of 100,000 per year. Children may run away from a problem, such as abuse or neglect at home, or to somewhere they want to be. They may have been coerced to run away by someone else. Whatever the reason, it is thought that approximately 25 per cent of children and young people that go missing are at risk of serious harm. There are particular concerns about the links between children running away and the risks of sexual exploitation. Missing children may also be vulnerable to other forms of exploitation, to violent crime, gang exploitation, or to drug and alcohol misuse.

Although looked after children are particularly vulnerable when they go missing, the majority of children who go missing are not looked after and go missing from their family home. They can face the same risks as a child missing from local authority care.

Domestic Violence: The Home Office defines domestic violence as "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and / or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.

Children who live in households where domestic violence is taking place are seen to be highly vulnerable. There are other forms of abuse or behaviours that put children at risk please see Appendix 5 for the links that provide additional useful information on various forms of abuse.

Designated Staff with Responsibility for Protection from Abuse

In all cases where allegations are made against people who may constitute part of the child's, young person's or adult at risk of harm, CAT will consult with the appropriate Designated Officer e.g. Local Authority, Social Services, Police or other Agency as determined. Designated staff will have ongoing

communications with agencies as part of their safeguarding responsibilities to ensure that CAT policies and procedures are effective and meet the requirements of current legislation.

The Safeguarding Co-ordinator has a key duty to take lead responsibility for ensuring that staff are aware of issues relating to welfare of children, young people and vulnerable adults. This includes the promotion of a safe environment for children, young people and vulnerable adults who are learning within the CAT organisation or in the workplace. The Safeguarding Co-ordinator will have undertaken up to date training in child protection issues and inter-agency working and will receive refresher training at least every two years to keep up to date with developments in child protection and adult safeguarding.

The Safeguarding Co-ordinator is responsible for ensuring that:

- cases of suspected abuse or allegations are appropriately referred to the relevant agencies
- advice and support to staff on issues relating to safeguarding is provided
- a record of any safeguarding referral, complaint or concern is kept (even where that concern does not lead to a referral)
- parents/carers/ employers of children, young people or vulnerable adults within the organisation have access to CAT's Safeguarding Policy
- liaison takes place with employers and training organisations that receive children, young people or vulnerable adults from the organisation on long term placements, to ensure that appropriate safeguards are in place
- there is liaison with schools, colleges and universities who send students to CAT to ensure appropriate arrangements are made for the pupils
- staff receive basic training in safeguarding issues and are aware of the CAT safeguarding procedures
- safer recruitment practices are in place
- CAT works with appropriate partners to safeguard children

The Safeguarding Co-ordinator will ensure an annual report is provided to the Board of Trustees of CAT setting out how the organisation has discharged its duties.

(See Appendix 1 for list of Designated Safeguarding Officers appointed by CAT)

These designated staff collectively:

- report to the Safeguarding Co-ordinator as appropriate
- make appropriate referrals
- liaise with other agencies with regard to children and vulnerable adults
- provide advice and support to other staff on issues relating to protection from abuse
- have particular responsibility to be available to listen to children, young people and vulnerable adults who are studying, attending short courses or visiting CAT or within the workplace
- deal with individual cases, including case conferences and review meetings as appropriate
- undergo appropriate training as required and receive refresher training at least every two years
- deal with allegations against staff members

Not all members of the safeguarding team will deal with referrals. They are appointed in an advisory capacity and to ensure communication flow to all areas of CAT.

Designated Trustee

Trustees are briefed by the Safeguarding Co-ordinator regarding yearly updates to policy and procedure and activity to maintain high standards in relation to safeguarding.

Board of Trustees has appointed a designated trustee for safeguarding (see Appendix 1). As part of their duties they will take lead responsibility for overseeing any allegations made against the CEO and other Trustees or Staff in relation to safeguarding matters. Where an allegation is made against the Chair then the CEO will take the lead. Either would be responsible for overseeing liaison between the Local Authority, Social Services and / or the Police in connection with such allegations. This will not

involve undertaking in any form of investigation, but will ensure good communication between the parties and provision of information to assist enquiries.

The lead Trustee will have regular updates on safeguarding matters via the CEO's and Safeguarding Co-ordinator's Annual reports to the Board.

Reporting and dealing with Allegations of Abuse against Members of Staff

The procedures apply to all staff, whether teaching, administrative, management or support. Allegations of abuse against a member of staff can be defined as when a person has:

- Behaved in such a way that has harmed or may have harmed a child, young person or vulnerable adult
- Possibly committed a criminal offence against or related to a child, young person or vulnerable adult
- Behaved towards a child, young person or vulnerable adult in a way that indicates she/he is unsuitable to work with children, young people or vulnerable adults

Introduction

- Staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Under the Mental Capacity Act 2005 (MCA) section 44, it is an offence to harm or neglect a vulnerable adult. CAT recognises that an allegation of child abuse or abuse of vulnerable adults, made against a member of staff, may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and those investigations are thorough and not subject to delay
- CAT recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. However, hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career; therefore those dealing with such allegations within CAT will do so with sensitivity and will act in a careful, measured way and with appropriate external support
- All staff are advised that they must report worries or concerns about other members of staff through the Whistleblowing Policy or direct to the Children's or Adult Services if they prefer

Safeguarding Procedure – Section 1

1.1 How to deal with suspicions / concerns of abuse or neglect

Key things to remember if a child, young person or vulnerable adult tells you about possible abuse:

- Never promise confidentiality – you will have to break it and with it the persons trust in you
- Listen carefully and stay calm – you need to listen without making assumptions or judgements
- Do not interview a child, young person or adult at risk of harm. Question normally and without pressure and only to be sure that you understand what you have heard. Never ask leading questions or act as an investigator. Do not put words in their mouth
- Reassure them that by telling you, they have done the right thing
- Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter
- Find out what the child or vulnerable adult would like to happen, but make them aware that you may have to act against their wishes (e.g. they may ask you not to disclose to anyone else)
- Note the main points carefully
- Use the Safeguarding Report Form if possible to gather key information and as a record of your discussion
- Do not investigate concerns or allegations yourself, but report them immediately to a member of the Safeguarding Team
- Adult students have the right to make their own choices where they are capable of doing so

1.2 Procedure for Students

There are slightly different procedures to follow for different types of student:

- Under 18 years old on programmes at CAT sites (Students 16-17 years old)
- Under 16 years old on any school linked programmes
- Under 16's who are on full-time programmes that may or may not be attached to a school i.e. Home Educated
- Apprentices
- Under 18 years old in CAT who are not enrolled as students e.g. work placements from school or visitors to open days, specific days or courses
- Vulnerable adults

IF IN DOUBT ALWAYS CONTACT A MEMBER OF THE SAFEGUARDING TEAM

1.3 Under 16 year olds on any School Link Programme, formal taster event or work experience within CAT

- All participating schools must have signed the CAT contract which includes safeguarding practice, notification of vulnerability, travel arrangements, attendance monitoring/reporting and out of class supervision or workplace supervision as appropriate
- All school link pupils must be enrolled / registered at CAT and details of emergency contact recorded
- For Young People on a school link program, the referral must go back to the Safeguarding Co-ordinator at the school they normally attend to discuss the referral and agree actions
- When dealing with a disclosure follow the guidance for students aged 16 – 17 years old (below)
- The Safeguarding Team should have a list of the respective school's Safeguarding Co-ordinators and will pass the disclosure to be actioned under their procedures
- Pastoral support to action within the respective school

1.4 Students 16 – 17 years Old

Where a student aged under 18 years divulges information or staff become concerned that the young person is at risk of abuse, the following action will be taken:

- Staff will advise the student that action may have to be taken as a result of the disclosure. It is not the responsibility of members of staff to investigate suspected abuse
- A written record (using the reporting form – Safeguarding Report Form) of the interview will be made, where possible
- Referral to a member of the Safeguarding Team will be made immediately and in person where possible
- Student's wishes regarding action to be taken will be noted where possible. However, the student will be made aware that this will not affect the final decision to make a referral
- There is no need to involve other members of staff (including line managers) as this reduces confidentiality
- Make the student aware of services that may be available to help them address the situation e.g. signpost them to e.g. local or national helplines, counselling support etc.
- Where possible the Safeguarding Officer will consult the student regarding the report and their wishes and inform them of action which has or will be taken. However, depending upon the circumstance, this may not always be possible
- Where action is decided upon which necessitates contacting Children's Services or Adult Safeguarding Unit or the Police the procedures for referral will be followed within 24 hours of the Safeguarding Team receiving the referral
- Confidential records will be kept of all discussions relating to protection from abuse matters and will be stored electronically in a confidential manner
- The Safeguarding Co-ordinator will be informed immediately of any referrals received or made

1.5 Apprentices

- Workplace providers will receive a copy of the Safeguarding Policy and Procedure and information relating to their responsibility for safeguarding
- Placement Officers / Assessors will carry out all risk assessments and include safeguarding discussion as part of the workplace reviews with students
- Apprentices will receive information relating to safe practice in the workplace and safeguarding contact details
- When dealing with a disclosure, follow referral procedures (as outlined above) for 16 – 17 year olds or adult at risk of harm, dependent upon their age

1.6 Under 18 year olds in CAT who are not enrolled as students

- For young people who are not enrolled at CAT, the referral must go back to the head of the organisation to which they are attached. The contact can be made directly or via the Safeguarding Co-ordinator if they are on site
- Where there is no organisational contact available, the referral will be made direct to Children's Services
- A report of the disclosure and any action taken must be recorded and the Safeguarding Co-ordinator informed

1.7 Vulnerable adults

- Members of staff hearing allegations, follow the procedure for 16 – 17 years old. Do not promise confidentiality and explain what might happen as a result of disclosure
- The adult has the right to make their own decisions if they are competent to do so in line with the Mental Capacity Act 2005. If their competency is in doubt, contact a member of the Safeguarding Team for advice
- If appropriate, further advice will be sought or a referral will be made to the Adult Safeguarding Unit
- A report of the disclosure and any action taken must be recorded and the Safeguarding Co-ordinator informed

Safeguarding Procedure – Section 2

2.1 Receiving an Allegation from a Child or Vulnerable Adult about a Member of Staff

- A member of staff who receives an allegation about another member of staff from a child or vulnerable adult will follow the guidelines in section 1 for dealing with disclosure. This will ensure the child/adult needs are met. On some occasions the concern may not arise from a direct disclosure. If observations of staff behaviour give rise for concern of inappropriateness, these must be shared directly with the Safeguarding Co-ordinator or CEO
- The allegation about the staff member will be reported immediately to either the Safeguarding Co-ordinator or CEO. In their absence the report will go to a designated CAT Safeguarding Officer or other member of the executive team who will follow the steps below
- They will contact the Local Authority Designated Officer for children under 18 or the Adult Safeguarding Unit for vulnerable adults to discuss referral and action. The LA Designated Officer will be contacted within 1 working day of receiving the allegation. Appropriate internal action will be taken to safeguard the child/vulnerable adult
- The Safeguarding Co-ordinator will inform the CEO (or designated person if the allegation is against the CEO or the CEO is offsite) and they will provide details including information about times, dates, locations and names of potential witnesses where appropriate or necessary

2.2 Initial Assessment by CEO (or designated person)

- The CEO (or designated person) will make an initial assessment of the allegation, consulting with the Local Authority, Safeguarding Co-ordinator and the Designated Board Trustee as appropriate. Where an allegation is considered to be either a potential criminal act or indicates that the student has suffered, is suffering or is likely to suffer significant harm, the matter will be under the Local Authorities Safeguarding Children procedures or in the case of adult abuse, the Adult Safeguarding Unit
- It is important that the CEO (or designated person) does not investigate the allegation. The initial assessment will be on the basis of the information received and is a decision whether or not the allegation warrants further investigation

2.3 Other potential outcomes are:

- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child or vulnerable adult . The matter will be addressed through professional development and mentoring or in some cases where necessary through CAT's Disciplinary Procedure
- The allegation can be shown to be false because the facts alleged could not possibly be true, in which case the person concerned will be reassured and supported as appropriate

2.4 Enquiries and Investigations

- Child/Adult protection enquiries by Children's Social Care, Adult Services or the Police are not to be confused with internal, disciplinary enquiries by CAT. CAT may be able to use the outcome of external agency enquiries as part of its own procedures. Neither the Child Protection Agencies nor the Police have power to direct CAT to act in a particular way, however, CAT will always assist the agencies with their enquiries
- CAT will not progress its internal enquiries whilst there is a formal Police or Agency investigation in progress and to do otherwise may prejudice the investigation. Any internal enquiries will conform to the existing Staff/Trustee disciplinary procedures
- If there is an investigation by an external agency, for example the Police, the CEO (or designated person) will normally be involved in and contribute to the inter-agency strategy discussions. The CEO (or designated person) is responsible for ensuring that CAT gives every assistance with the agency's enquiries. They will ensure the appropriate confidentiality is

maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The CEO (or designated person) shall advise the member of staff that he/she consult with a recognised Trade Union representative or work colleague

2.5 Following discussion with the LA Designated Officer, the Adult Support Unit Manager, the Police or other investigating agency, the CEO (or designated person) shall:

- Ensure that the parents/carers of the child or vulnerable adult making the allegation have been informed that the allegation has been made and what the likely process will involve
- Inform the member of staff against whom the allegation was made of the fact that the allegation was made. Where investigation is taking place they will be informed of what the likely process will involve and what support may be available
- Inform the Designated Board Trustee of the allegation if action is required and of the investigation
- Written records of the action taken in connection with the allegation will be kept

3.1 Suspension of Staff

Suspension will not be automatic; a member of staff may be suspended on full pay whilst an investigation is undertaken. In respect of staff other than the CEO, suspension can only be carried out by the CEO or designated member of the Executive Team. In respect of the CEO suspension can only be carried out by the Chair of the Board of Trustees (or in their absence, the Designated Board Officer)

Where a suspension is being considered Human Resources must be consulted. It is a neutral act, not a disciplinary sanction and does not involve any prejudgement. Consideration will be given to alternatives e.g. paid leave of absence, agreement to refrain from attending work, change of or withdrawal from specified duties:

- Suspension will only occur for a good reason, e.g. where there is a cause to suspect a child or vulnerable adult is at risk of significant harm
- Where the allegations warrant investigation by the Police or potentially sufficiently serious to justify dismissal on the grounds of gross misconduct
- Where necessary for the good and efficient conduct of the investigation

If suspension is being considered, the member of staff will be encouraged to seek advice and support from a Trade Union if they are a member.

Prior to making the decision to suspend, the CEO (or designated member of the Senior Management Team or Chair of the Board of Trustees) will interview the member of staff. This will occur with the approval of the LA Designated Officer where relevant. In particular, if the Police are engaged in an investigation, the officer in charge of the case will be consulted.

The member of staff will be advised to seek the advice and / or assistance of his or her Trade Union and will be informed that they have the right to be accompanied by a representative or work colleague. The member of staff will be informed that an allegation has been made. It will be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to further investigation. It may be considered at this time to suspend the member of staff.

During the interview, the member of staff will be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The member of staff will be given the opportunity to consider any information given to him/her at the meeting and prepare a response.

If the CEO (or designated person / designated Board Trustee) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within 5 working days.

Where a member of staff is suspended, the CEO or Chair of the Board will address the following issues:

- The Board of Trustees will receive a report if a senior member of staff has been suspended pending investigation. The detail given to the Board will be minimal
- Where the CEO has been suspended, the Chair will need to take action to address the management of CAT
- The parents/carers of the child or adult making the allegation will be informed of the suspension. They will be asked to treat the information as confidential. Consideration will be given to informing the child or adult making the allegation of the suspension
- Consider whether the Marketing Department needs to liaise with the Children's or Adult Services Press Officer (LA)

Senior Staff that need to know of the reason for the suspension will be informed. Depending on the nature of the allegation, the CEO will consider with the Chair of the Board of Trustees whether a statement to the students of CAT and / or parents / carers will be made, taking due regard of the need to avoid unwelcome publicity.

The CEO shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LA Designated Officer and external investigating authorities will be consulted.

The suspended member of staff will be given appropriate support during the period of suspension. They will also be provided with information on progress and developments in the case at regular intervals with approval of LA Designated Officer and the Police.

The suspension will remain under review in accordance with CAT disciplinary procedures.

Where suspension is instigated for something that could result in dismissal for misconduct which harmed a child or placed a child at risk, CAT will refer them to the Disclosure and Barring Service (DBS). Referral to DBS also applies to action taken in relation to vulnerable adults. Advice may be taken from other agencies prior to any action being taken.

Where an individual is dismissed for misconduct which harmed a child or placed a child at risk of harm or resigns, retires, is made redundant or is transferred to a position which is not a child care position in such circumstances CAT has a statutory duty to refer to the DBS.

If the person is subject to registration or regulation by a professional body or regulator, for example by the General Social Care council, General Medical Council, Ofsted etc. the LA Designated Officer will advise on whether a referral to that body is appropriate.

If it is decided that a member of staff who has been suspended from work can return, CAT will facilitate their return to work and consider how the member of staff's contact with child or children who made the allegation can be best managed.

3.2 The Disciplinary Investigation

The disciplinary investigation will be conducted in accordance with the existing CAT Disciplinary Procedure. (a copy of the procedure will be provided to the staff member)

The member of staff will be informed of:

- The disciplinary allegation made against him/her
- His/her entitlement to be represented by a Trade Union representative or work colleague
- CAT's awareness of the personal impact the allegation may have and the support CAT is able to offer e.g. counselling

Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension will be lifted immediately and arrangements made for the member of staff to return to work.

The child/children or vulnerable adult making the allegation and/or their parents/carers will be informed of the outcome of the investigation and proceedings. This will occur prior to return to CAT of the member of staff (if suspended).

The CEO (or designated person) will give consideration to what information will be made available to the general population of CAT.

3.3 Allegations without Foundation

False allegations may be indicative of problems of abuse elsewhere. A record will be kept and consideration given to a referral to Children's Services or Social Care in order that other agencies may act upon the information.

In consultation with the designated Safeguarding Co-ordinator or designated Board Trustee, the CEO shall:

- Inform the member of staff against whom the allegation is made verbally and in writing that no further disciplinary or child protection action will be taken
- Reassure them of CAT's understanding of the personal impact that false allegations may have and the support that CAT will continue to offer
- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome
- Where the allegation was made by a child/vulnerable adult other than the alleged victim, consideration to be given to informing the parents/carers of that child/ vulnerable adult
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken
- Remove allegations from member of staff's personal file

3.4 Records

Documents relating to an investigation will be retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details will be retained on the member of staff's personal and confidential file.

If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she will be informed about CAT's statutory duty to inform the DBS.

3.5 Monitoring Effectiveness

Where an allegation has been made against a member of staff, the HR Manager, together with CEO will, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of CAT's procedures and/or policies, which will be drawn to the attention of the Board of Trustees. Consideration will also be given to the training needs of staff. Any recommendations following a review will be reported to the Designated Board member.

4.1 Recruitment and Selection

CAT aims to recruit and develop skilled and motivated staff who will deliver an outstanding service to the local community. An effective recruitment and selection process is a major contributor to this aim. CAT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects its staff to share this commitment.

The Disclosure and Barring Service (DBS) was introduced through the Safeguarding Vulnerable Groups Act 2006 and Protection of Freedom Act 2012. Its purpose is to reduce risk of harm to children and vulnerable adults.

The DBS scheme defines the type of work – regulated activity. The defined roles stated within the DBS Policy, which are carried out by staff at CAT will meet the definition of regulated activity and our practices must comply with the legislation.

The barred list checks are an additional safeguarding check and part of a wider framework of safer recruitment practices. It enables the increased monitoring and review of criminal record related information and intelligence. It does not remove the need for DBS Disclosures, nor does it remove the need to develop and apply robust recruitment procedures, including checking identity, qualifications and references and enquiring into career history.

The Safeguarding Children and Safer Recruitment in Education guidance which came into force on 1st January 2007, recommends that in addition to the various staff records which are kept as part of normal business, Colleges and educational establishments must also keep and maintain a single central record of recruitment and vetting checks. This would normally be stored within the Human Resources Facility.

4.2 Safer Recruitment Training

All staff who participate in the recruitment process may be required by CAT to have at least one panel member who has received Safeguarding Training.

Whilst it is a criminal offence to knowingly employ someone who is barred from working with children or vulnerable adults in regulated activity, it is possible to allow such a person to work in controlled activity, subject to specific safeguards being in place.

The decision whether to employ in controlled activity someone who is barred from working with children or vulnerable adults will be made after the HR Manager has carried out an appropriate risk assessment and consulted with the relevant Senior Manager and CEO.

If the applicant has already declared on their application form or during interview they are barred from working in regulated activity, or the subsequent pre-employment checks reveal this to be the case, the individual must not be allowed to start employment until the decision has been made by the panel outlined above. To do so is a criminal offence.

4.3 Recruitment and Selection Process

CAT's Safer Recruitment and Selection Policy sets out the recruitment and selection processes currently used. These processes apply to all staff and volunteers who may work with children, young people and vulnerable adults.

Vacancies are advertised widely in order to ensure a diversity of applicants and make clear requirements for Disclosure and Barring Service (DBS) checks.

The post or role will be clearly defined and the job offers made will be subject to satisfactory completion of pre-employment checks which include:

- Receipt of two satisfactory references provided by past employers, one of which must be from a current or most recent employer
- Verification of identity and the provision of original documents as required by the DBS
- DBS checks are sought on appointment and updated every 3 years as appropriate
- A clear check against the DBS Barred Children's list, if applicants are working in regulated activity
- A variety of selection techniques (e.g. qualifications, previous experience, and interview) are also used.

CAT's interview process includes specific question relating to safeguarding.

If previously non-disclosed criminal/police information is identified by the DBS disclosure the HR Manager will discuss this with the person seeking the position, before discussing with the members of the interview panel, to determine whether withdrawing the conditional offer of employment is necessary. For overseas appointees, additional checks will be made against criminal records information from countries where the individual has lived or worked.

If a candidate is to be employed in regulated activity, but is not currently working, checks will be made, including a full reference, with the school, FE College/ University or local authority at which they were most recently employed to confirm details of their employment and reason for leaving. All required checks will be held by HR Department in a single central record.

4.4. Reporting and Dealing with Allegations against Non Members of Staff

There are a number of instances where CAT students come into contact with people as part of the organisation's activities, who are not formally employed by CAT e.g. Trustees, Members, Volunteers, Placements, other service providers and organisations in the local and wider areas.

In the event of allegations regarding non CAT employed persons who come into contact with children on CAT's behalf the following procedures will be followed:

4.5 Trustees

The person hearing the allegation will follow the Safeguarding Procedure in Section 1 for supporting the Student

They will immediately contact the HR Manager (Safeguarding Co-ordinator) who will take a written record of the allegation which is signed and dated.

The designated Board Trustee, with support from the HR Manager will contact the LA Designated Officer and discuss the allegation if it relates to a person under 18 years. If the allegation relates to a vulnerable adult the Adult Safeguarding Unit must be contacted for advice.

If no action is required, the designated Board Trustee and / or the HR Manager will inform the person against whom the allegation has been made of the outcome and offer reassurance.

If it is decided that action is required, the Chair of Board of Trustees and / or the HR Manager will contact the appropriate agency (prior to making contact with the Trustee against whom the allegation has been made) e.g. Children's Social Services, Adult Safeguarding Unit of the Police, who will then begin their own processes.

If action has been required the Chair of the Board will inform the person against whom the allegation has been made, of the allegation and their suspension from duty pending external investigation. They will offer information about CAT's processes and support.

Suspension and subsequent CAT action will follow the Trustee's disciplinary procedure.

The HR Manager will keep the Chair of the Board and CEO informed of the progress and outcome of any investigation.

4.6 Person not employed by CAT

The responsibility to deal with any allegations against people who come into contact with our students on our behalf, but are employed by other organisations, rests with the host organisation.

Should an allegation be made, the person hearing the disclosure will follow the CAT procedure for supporting students (Safeguarding Procedures in Section 1). They will report immediately to the Safeguarding Co-ordinator who will contact the relevant referral agent and discuss action in relation to the student.

The Safeguarding Co-ordinator will contact the employing company to advise them of the allegation and action taken. They will be advised that until the case is resolved the person against whom the allegation

has been made must not continue with any activity for CAT and that it should activate its own procedures in such circumstances.

The company should contact CAT at the conclusion of any investigation.

Where no legal action is taken discussion will take place regarding the individual's potential resumption of activities for CAT.

Where allegations are made against landlords/landladies / self-employed contractors who have no employer for this service, CAT will follow this procedure other than contacting employers. Decisions relating to resumption of activity at CAT would be determined upon advice from Social Services or the Police.

4.7 Volunteers

Should an allegation be made about a volunteer, the person hearing the disclosure will follow CAT's Safeguarding Procedures for supporting students in Section 1.

The Safeguarding Co-ordinator will be contacted immediately.

The Safeguarding Co-ordinator will contact the LA Designated Officer or Adult Services Unit and discuss actions.

If action is deemed to be required the Safeguarding Co-ordinator will make the referral to external agents and inform the relevant Senior Management Team Member.

The HR Manager will inform the volunteer of the allegation and suspend volunteering activity within CAT pending investigation by the authorities.

If no action is required, the volunteer will be informed of the allegation, reminded of CAT's policy in relation to safeguarding and allowed to return with supportive supervision in place.

4.8 Other students

Should an allegation be made against another student the person hearing the disclosure will follow CAT's Safeguarding Procedure for supporting students in Section 1.

The Safeguarding Co-ordinator and the Head of Department will assess the immediate risk and take any necessary decision to suspend. The Safeguarding Co-ordinator will seek advice from the appropriate external agents and make the referral if required.

If no action is required CAT will follow its normal procedures following suspension of a student, including activation of the student Disciplinary Procedures.

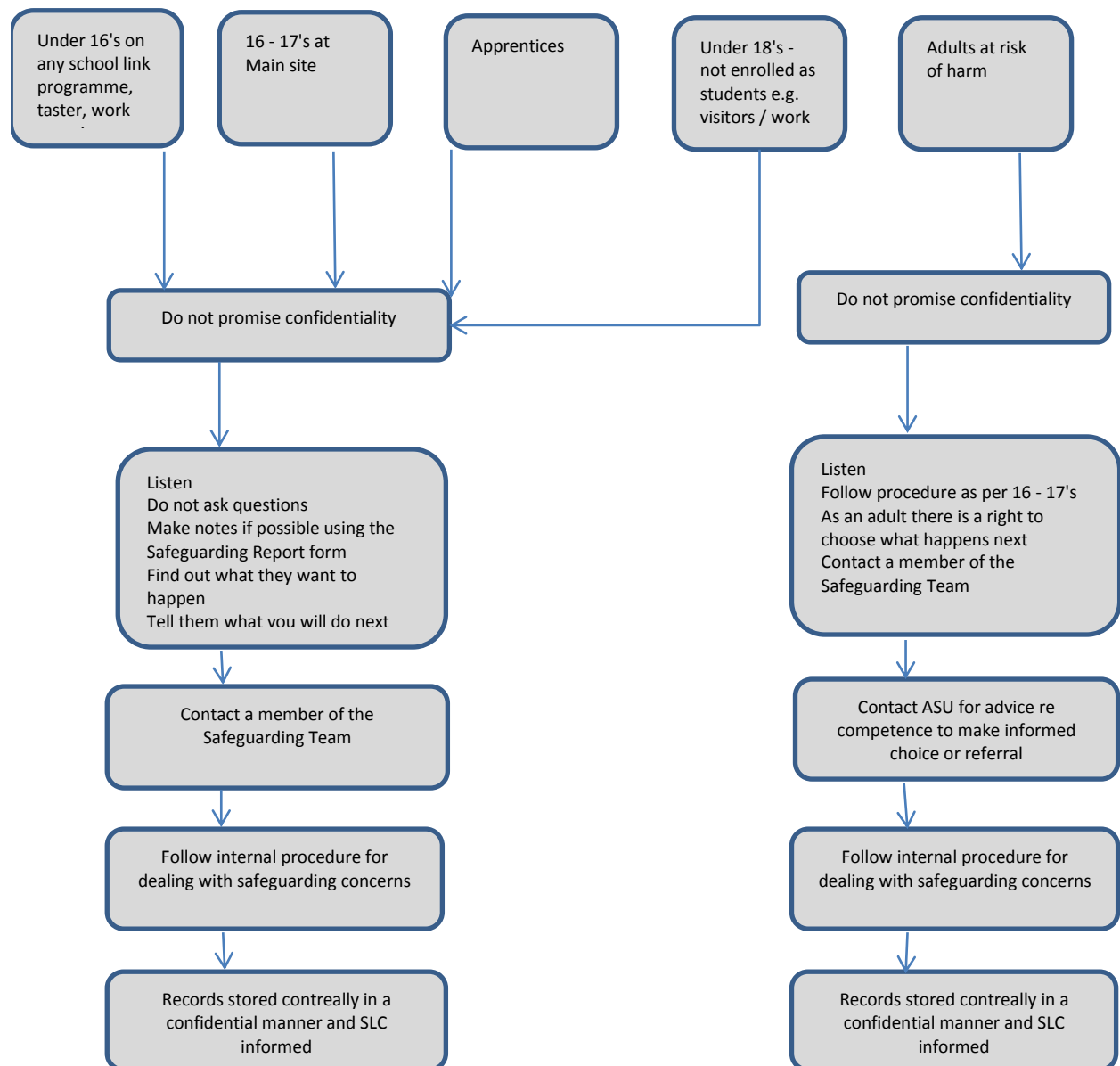
Where new activity is proposed which may affect the dynamics of the student cohort e.g. additional recruitment of vulnerable young people e.g. 14 – 16 years, a safeguarding risk assessment should be applied into the risk assessment process.

APPENDIX 1

Designated Safeguarding Officers	Name	Contact No.
Lead Co-ordinator (HR Manager)	Denise Taylor	01654 705955
Board Safeguarding Officer	Claire Cherry	01654 705951
Head of Development	Sarah Jones	01654 704961
Head of Education	Alun Thomas	01654 704988
Head of Eco-Centre	John Challen	01654 705978
Local Authority Safeguarding – Childrens’ Officer Powys County Council	Jacqueline Davies	01597 827099
Adult Safeguarding Lead Manager Powys People Direct	Karen Arthur	01597 827666

APPENDIX 2

Student Services –Procedure Flow Chart



APPENDIX 3

Safeguarding Policy and Procedure

Safeguarding Report form

Staff Details

Date	
Time of interview	
Department	
Contact number (work)	
Contact number (Home)	

Student Details

Full Name	
Date of Birth / Age	
Child	Yes / No
Adult at risk of harm	Yes / No
Family Address	
Telephone Number	
Student's Contact Number (Home)	
Student's Contact number (Mobile)	
Current Address	
Names of Household Members	

Information relating to the incident

What did the student tell you?	
Is the student aware that this referral is being made	Yes / No
Student's feelings regarding what they would like to happen as a result of the disclosure (if appropriate)	

APPENDIX 3 CONT

Student's feelings regarding what they would like to happen as a result of the disclosure (if appropriate)	
Student signature	
To be completed by a member of the Safeguarding Team	
Name	
Date / Time referred to you	
Organisation referred to	
Name of person who took the referral	
Date / Time referred to external services	
Safeguarding Policy - October 2016 - issue 1 - Appendix 3	

APPENDIX 4

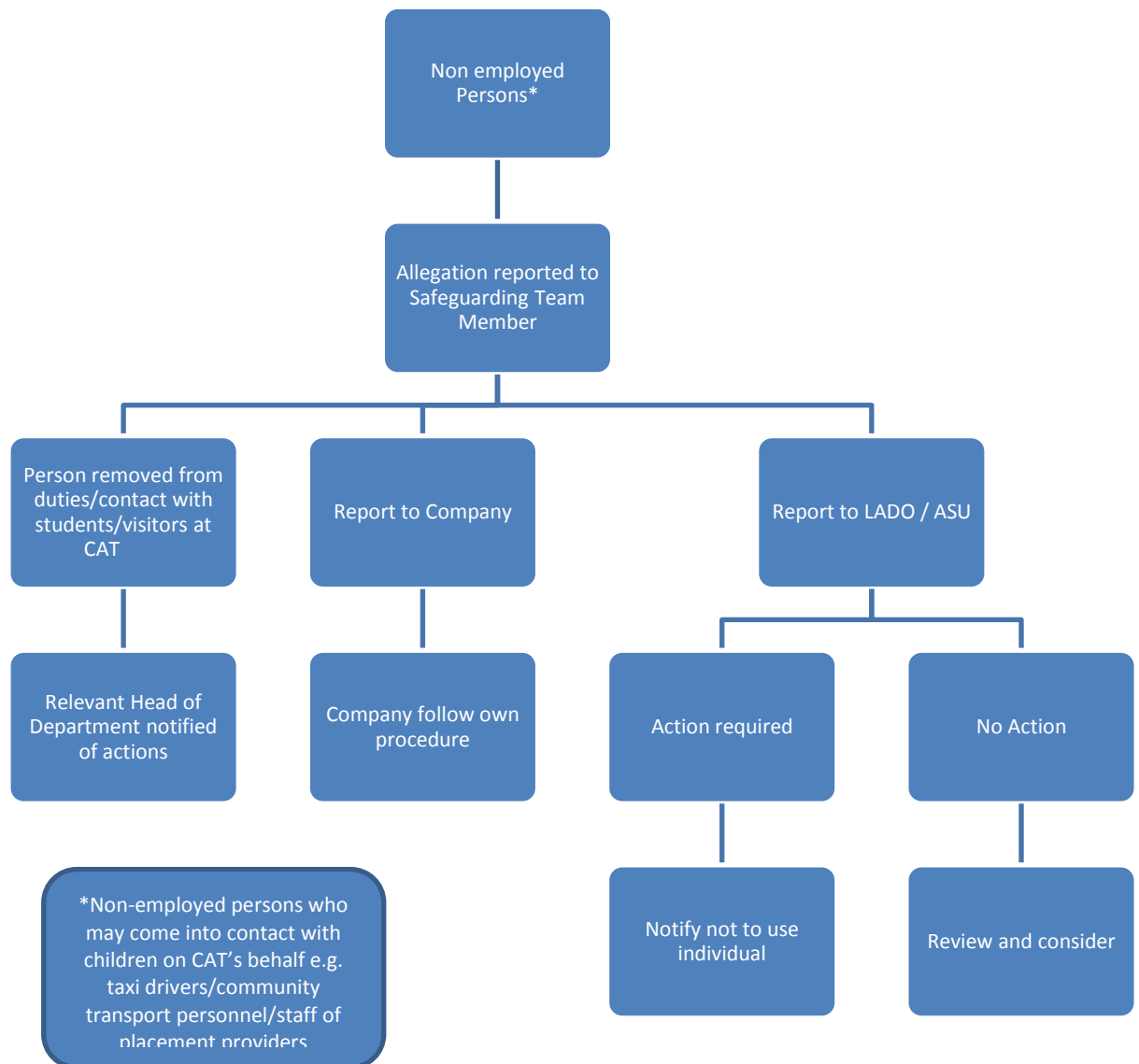
LINKS FOR FURTHER INFORMATION

- Child Sexual Exploitation
<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>
- Bullying including cyberbullying
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- Domestic violence
<https://www.gov.uk/guidance/domestic-violence-and-abuse>
- Drugs
<https://www.gov.uk/government/publications/drugs-advice-for-schools>
- Fabricated or induced illness
<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>
- Faith abuse
<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>
- Female genital mutilation
<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>
- Forced marriage
<https://www.gov.uk/guidance/forced-marriage>
- Gangs and youth violence
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf
- Gender-based violence/violence against women and girls (VAWG)
<https://www.gov.uk/government/policies/violence-against-women-and-girls>
- Mental health
<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england>
- Private fostering
<https://www.gov.uk/government/publications/children-act-1989-private-fostering>
- Radicalisation
<https://www.gov.uk/government/publications/channel-guidance>
- Sexting
<https://ceop.police.uk/safety-centre>
- Teenage relationship abuse
<https://www.gov.uk/government/collections/this-is-abuse-campaign>
- Trafficking
<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

Appendix 5

Safeguarding Policy and Procedure

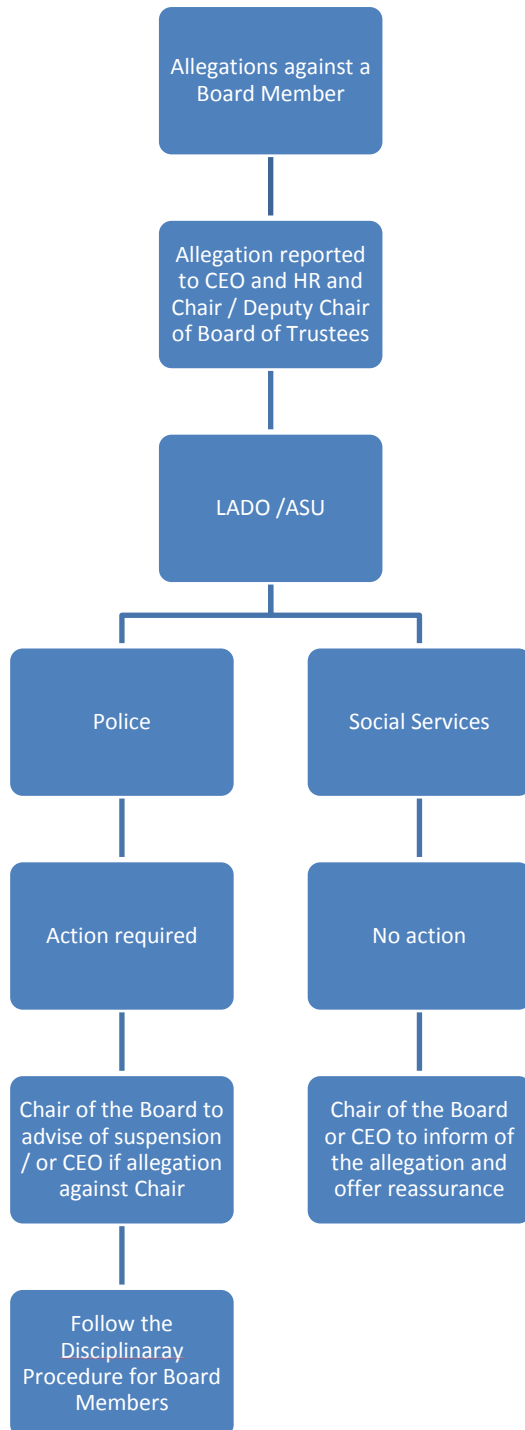
Flow Chart – Non Employed persons



Appendix 6

Safeguarding Policy and Procedure

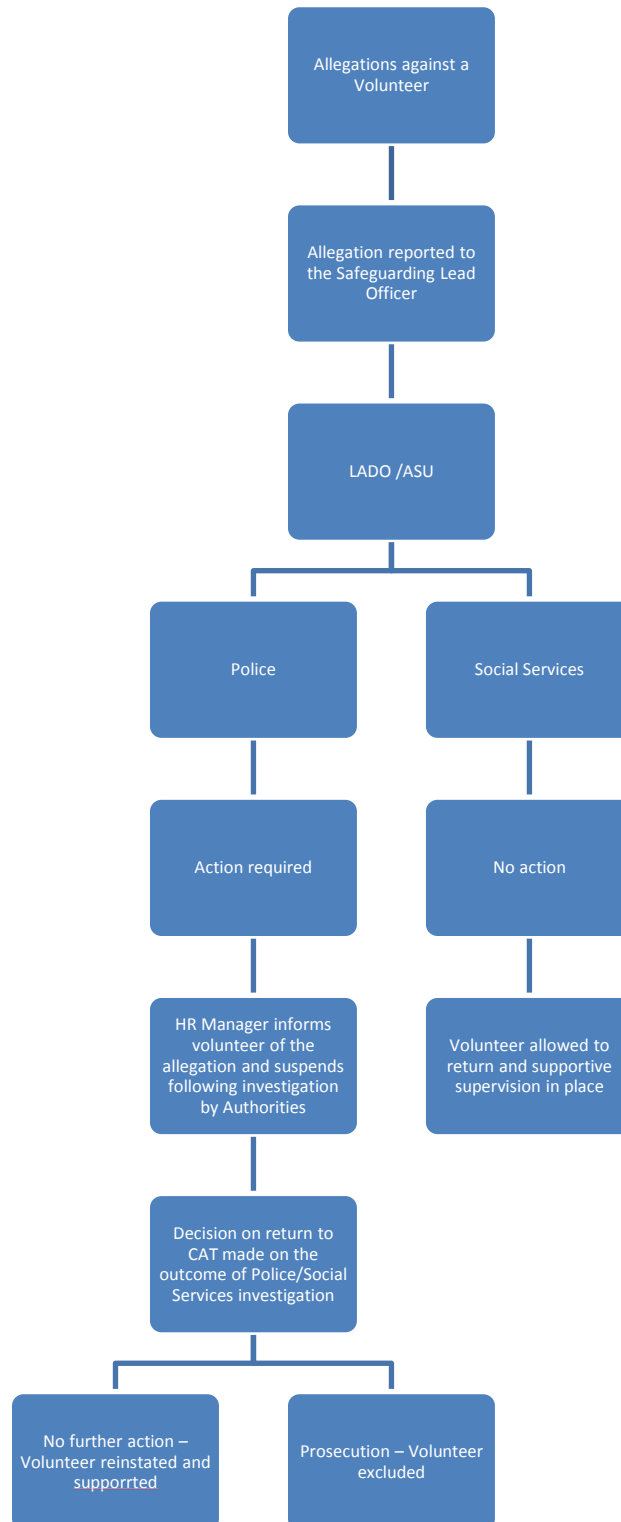
Allegations against a Board Member



Appendix 7

Safeguarding Policy and Procedure

Allegations against Volunteers



This policy has been approved by Board of Trustees of the Centre for Alternative Technology Charity Limited on:

Date:

Signed.....

Chair of the Board of Trustees

Title	Safeguarding Policy and Procedure
Date of policy or update	19.10.2016
Policy no	Version 1

CONTENTS

- 1) Policy
- 2) Appendix 1 – Designated Staff members and contact details
- 3) Appendix 2 – Flow Chart – Student Services Procedure
- 4) Appendix 3 – Safeguarding Report Form
- 5) Appendix 4 – Links of further information
- 6) Appendix 5 – Flow chart – allegations against non employees
- 7) Appendix 6 – Flow chart - allegations against Board Members
- 8) Appendix 7 – Flow chart – allegations against Volunteers