

Safeguarding and Child Protection



Purpose

FIT UK Training & Education Ltd (**FIT UK**) has the safety and welfare of learners at the heart of everything we do. FIT UK conforms to its responsibilities under legislation:

- To protect children and young people who receive FIT UKs services from maltreatment. This includes the children of adults who use our services.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection and prevent impairment of children's health or development

This policy applies to anyone working on behalf of FIT UK including senior managers and the board of directors, paid staff, volunteers, sessional workers, agency staff and students to take action to enable all children to have the best chance in life. FIT UK recognises that in the organisation's work with young people, the safety and protection of those young people is paramount and has priority over all other interests. We believe that every child, regardless of age, has at all times and in all situations, a right to feel safe and protected from any situation or practice those results in a child being physically or psychologically damaged

Summary of Update Mar 21: provides guidance

- Coronavirus DFE Safeguarding and Remote Education 06/01/2021

Legislation

FIT UK policy developed and underpinned by the following principal legislation:

- The Safeguarding Vulnerable Groups Act 2006, with regard to safeguarding. Updated DFE (2018) Working together to Safeguard Children
- Care Act (2014)
- Equality Act (2010)
- Children's Act (1989/2004 revised statutory guidance on the duty issued in April 2007)
- The Education Act 2002 (revised statutory guidance, Safeguarding Children in Education, Sept 2004)
- The Protection of Children's Act (1999)
- The Human Rights Act (1989)
- Working together to Safeguard Children (HM Government 2015)
- Department of Health "No Secrets" (March 2000)

- The Sexual Offence Amendment Act (2000)

How we will ensure protection of Apprentices and prevention of Abuse

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Key Responsibilities

- **Operations Director** – will have overall responsibility for ensuring that FIT UK meets its obligations within this area. They will be responsible for the approval of relevant safeguarding policy and a responsibility to ensure that this policy is strictly adhered to.
- **The Senior Designated person** – will be the appointed Safeguarding officer: They will be responsible for ensuring that the safeguarding processes and procedures are robust and consistently applied and that the FIT UK fulfils its legal duties as enshrined within legislation.
- Designated Officer Mike Ryan, e-mail: mike@fituk.info Mobile: 07785425845
- All staff and learners are issued with these details at Induction
- **The Operations Director: Human Resources** – will be responsible for ensuring that safe recruitment practice is embedded and implemented across the company, that the single central record is accurately maintained and that all staff have received appropriate training and development. They will be the first point of contact for complaints made against staff and will liaise with the Local Area Designated Officer on all such matters.
- **All staff** - will have a responsibility for completing their training, familiarising themselves with keeping children safe in education: safeguarding information for all staff (Department for Education 2015) the Safeguarding Procedure, the Prevent Policy and any other related safeguarding policies and procedures. They are also responsible for ensuring they understand their own role in the promotion of safeguarding and the appropriate action to be taken should they receive a disclosure or have concerns about a student.

Links with 2.21 Prevent Policy
2.22 E-Safety Policy

Promotion of the Policy / How we train employees to implement the policy Staff Training

Implementation and Training

In order to implement this Policy Statement, FIT UK Training & Education must ensure that:

- All staff (full-time, part-time and sessional) and volunteers will have undergone an enhanced criminal records bureau check prior to starting work furthermore FIT UK Training & Education will conform to the Vetting and Barring Scheme (VBS) by ensuring that new employees are registered
- All staff and volunteers having access to/working with children, are required to supply references.
- All staff and volunteers will receive training in child protection/safeguarding issues.
- All volunteers are instructed to report immediately the disclosure or discovery of abuse direct to the Designated Person and or line manager.

How we achieve commitment to the policy in FIT UK

- All staff are informed of local statutory arrangements in respect of the disclosure or discovery of abuse and are given support in their work with children.
- All premises or locations that children may be placed to gain work experience provide a safe environment.

FIT UK Training & Education will review this policy at regular intervals. Any questions or concerns should be addressed to a member of the Senior Management Team.

Purpose

The purpose of the child protection is to ensure that appropriate action is taken when a young person up to the age of 18 years is suspected by staff/volunteers of being abused, being at risk from parents, guardians, carers, and other responsible adults

Similar action should also be taken in the case of a young person suspected of being abused by another young person, including within a young person's own relationships, abuse between siblings etc.

Individual Roles within the Child Protection Policy

Managers are responsible for implementing child protection policy locally. Managers have a responsibility to meet regularly with staff/volunteers dealing with issues of child abuse to provide support and guidance until such time as the incident has been

resolved or has been passed to the Personal Advisor. The Chief Executive should be advised of all cases of suspected child abuse at the earliest opportunity.

Key worker

All learners should be allocated a key worker at the start of their programme. All disclosures should be discussed with the centre's designated person who will take the appropriate action.

Designated Person

The designated person should liaise with all concerned parties (Key Partners) and take overall control of any actions required in respect of the disclosure or discovery of child abuse. The young person's Personal Advisor/Key Partner and FIT UK Training & Education's Chief Executive must be informed at the earliest opportunity.

Process for raising, recording and investigating concerns

Staff may be the first person the young person has discussed the abuse with. At this stage the staff's response is crucial. It is important to tell the young person that you will do something about it. The young person should be assured that staff would support them in getting information and help to stop the abuse.

Young people rarely lie about abuse, particularly sexual abuse. They may try to conceal the truth in order to protect adults, particularly where they have been told something awful may happen to those adults if they tell. They may be confused on details like when and where, but the main point of the story is usually accurate. Young people have been known to try to tell adults of their abuse over a long period of time and been disbelieved or fobbed off.

Staff should tell the young person that they believe what they have said. It is appropriate to express regret at the abuse. It is important to emphasise to the young person that they have done nothing wrong; the abuser is at fault. It is also helpful to praise the young person's courage in speaking out.

This discussion should take place at the young person's own pace; they should not be 'cross-examined'.

Young people may have to relate their experiences to other professionals, and it is important that they not have to do this more than necessary.

Confidentiality

Staff should never indicate to a young person that they would keep secrets. A feature of sexual abuse in particular is the secrecy that exists between perpetrator and young person. Staff can find themselves pulled into this relationship in a

destructive way. Consequently, staff should discuss such cases fully with the designated person and not work in isolation.

Perpetrators are often abusing other young people at the same time and although the volunteer/worker may not be in contact with these young people their safety is also of concern and this needs to be taken into account in determining a course of action.

Recordings

The staff should make notes of what a person who has been abused has said. Care should be taken to do this in a way that does not block the young person from talking; notes could for instance be agreed with the young person at the end of the session.

The notes, which a staff/worker may keep, can be used as a basis for supporting the staff/worker during a difficult process.

Staff should keep these notes safely, in a locked cabinet in their office. These notes are not admissible as evidence and should only be shared with other agencies or individuals with the full agreement of the young person. At the end of the work there should be a joint decision about the destruction or further safe keeping of the notes.

Where a case is referred to Personal Advisor, the staff should submit a written report of what has happened, drawing on the staff notes.

Categories of Abuse

The procedures outlined cover physical, sexual and emotional abuse and neglect.

Physical abuse

Identification - The first task should be to check out the incident or injuries, which have aroused the staff concerned. Speaking with the young person may do this. NO physical examination should be undertaken.

Satisfactory Explanations - If the member of staff is satisfied with explanations, a note should be made of the incident and the designated person contacted. This is to ensure that staff/designated person are alerted to a pattern of repeated incidents or injuries, each with an apparently satisfactory explanation.

Unsatisfactory Explanations - If the member of staff is still worried about the young person, s/he should contact the designated person to discuss their concerns.

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Serious Incidents - It is obvious that serious injuries will need immediate medical treatment and staff should ensure that this happens. A record should be made of the incident by the Staff and stored as above.

When a referral has been made to the Personal Advisor/Key Partner every co-operation should be given to the Personal Advisor/Key Partner in any arrangements they may wish to make for the young person e.g. a medical examination, and a full report should be sent to the designated person.

Child sexual abuse

Identification - Child sexual abuse usually comes to light in a different way to physical abuse or neglect. Staff may become concerned about the change in young person's behaviour or personality. The most usual route is that the young person confides in a volunteer/worker. This is usually described by other agencies as "disclosure".

Appropriate Action - The staff role is not to discuss the detail of the case with the young person, or with their parent/carer, but to listen, reassure and support the young person in taking action. The member of staff must not ask leading questions or interrogate the young person, because it is important not to 'contaminate evidence' also if a referral is made to other agencies (Police, Social Services) the young person will be interviewed and it is important not to subject them to unnecessary questioning.

Staff who have any concerns about a young person who may be experiencing sexual abuse must share those concerns with the designated person who will report it to the Personal Advisor.

Emotional abuse

Emotional abuse is present in all abuse but can also stand-alone. It is defined as 'the actual or likely severe adverse effect on the emotional and behavioural development of a young person caused by persistent or severe emotional ill-treatment'. The role of the staff is to recognise and record indicators of abuse, consult with the designated person.

Neglect

For neglect to be considered to apply it needs to be persistent or severe resulting in a 'significant impairment of the young persons 'health or development'. The role of the staff is to recognise and record indicators of abuse, consult with their designated person about appropriate action who will refer where appropriate.

Procedures for getting additional support and guidance

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- Designated person should assess all allegations promptly and carefully and consider the need for immediate action.
- All allegations should be pursued and recorded regardless of the availability of the alleged perpetrator to co-operate with the investigation.
- If the designated person is unsure that concerns are valid, they should take advice from Social Services.
- Where the designated person decides there are grounds for concern about an individual, the Personal Advisor and FIT UK Training & Education's Chief Executive should be informed immediately.
- The individual under suspicion must be notified of the cause for concern however the timing of the notification and any action will be decided by the strategy discussion convened by the Personal Advisor/Key Partner.
- The timing of notifications of suspicions to other relevant agencies will be decided by the strategy discussion.
- Full documentation should be kept. It should be treated as confidential and held securely.

Protection of Apprentices and Prevention of Abuse

Safeguarding activity

- Safe Learning is to be embedded within FIT UKs teaching and learning practices supported by our quality assurance and quality improvement procedures. Learners are to be engaged on issues relating to financial health, mental health and physical health to help improve the quality of life.
- Safe environment will be provided by FIT UK including robust system and processes for staff and student identification and visitor registration. A culture of respect free from bullying and harassment will be engendered and health and safety of paramount importance and consequently all facilities and resources to comply with all legislative requirements for health and safety
- Safe recruitment FIT UK will comply with best practice in the recruitment and training of its staff, in line with legislative requirements. Staff will undergo the appropriate DBS checks for their role where applicable and undertake mandatory safeguarding training appropriate to their role. Staff will understand the principles of safe working practices, as outlined in the Safe Working Practices at FIT UK document and the Code of Conduct, and how not to put themselves in situations that compromise themselves or students. All new starters will receive an appropriate induction, including safeguarding.
- Safeguarding students: FIT UK has a legal obligation to protect young people and vulnerable adults from abuse. FIT UK has an appropriately trained safeguarding officer and other staff that form a 'safeguarding team' who will ensure that disclosures made by students are dealt with quickly, sensitively

and appropriately. All staff will be trained in the appropriate response to a student disclosure and the correct procedure for dealing with concerns about a student. Staff will work with students to proactively protect them from abuse and neglect and prevent students being placed in an abusive situation. FIT UK commitment to the protection of young people and vulnerable adults is enshrined within the Safeguarding Procedure.

- Preventing people from being drawn into terrorism FIT UK has certain duties enshrined within the Counter Terrorism and Security Act 2015. All staff are aware of their Prevent duties and the FIT UK has robust processes in place to respond to concerns about students and staff members. There is a proactive and positive tutorial programme that enables students to explore and discuss issues in a safe and open environment. FIT UK commitment to Prevent is encapsulated within the Prevent policy, risk assessment and action plan, IT acceptable use policy and safeguarding procedures. safeguarding as well as providing anonymous reports of safeguarding incidents.

References

1. Department for Education (DfE) (2020) [Safeguarding and remote education during coronavirus \(COVID-19\)](#). [Accessed 06/01/2021].
2. Department for Education (DfE) (2020) [Safeguarding and remote education during coronavirus \(COVID-19\)](#). [Accessed 06/01/2021].

Identifying cases of Female Genital Mutilation (FGM) and Forced Marriage

- There are many different types of abuse but there are some that staff may be less aware of. Female Genital Mutilation (FGM) and Forced Marriage fall into this category. Any indications that children or adults at risk may be subject to FGM or Forced Marriage, or that this may have already taken place, will be dealt with under the procedures outlined in this policy. In support of this provision, FIT UK will do everything that it can to ensure that:
 - • The DSO's are aware of the issues surrounding FGM, Forced Marriage and current legislation.
 - • Advice and signposts are available for accessing additional support, e.g. the NSPCC's helpline, ChildLine services, Forced Marriage Unit
 - • Awareness raising about FGM and Forced Marriage is incorporated in the FIT UK's safeguarding training Where there are concerns about FGM or Forced Marriage, a referral must be made as a matter of urgency. It is also extremely important that if a child or adult at risk has disclosed that they are at risk of FGM or Forced Marriage, the case is referred to

Social Care, even if it is against that person's wishes. FIT UK staff must NOT consult or discuss these concerns with the child or vulnerable adult's parents or family, or others within the community, if there is an imminent risk, e.g. the child or adult at risk being taken out of the country, police must be informed (999) and the safety of the child or adult at risk must be the prime consideration whilst awaiting the police response. It was made a legal requirement in October 2015 to report known cases to FGM in under 18's.

Mate Crime

Mate crime happens when people with learning difficulties are befriended by someone who uses the relationship to exploit or abuse them. For more information – www.safernet.org.uk

Online Safety and Social Media

All staff, volunteers, SCPs and contractors, if relevant, are trained in and receive regular updates in e-safety and recognizing and reporting concerns. Our policies recognize that Internet Safety is a whole team/organisation responsibility which includes learners and their parents and carers.

Children, young people and adults at risk may expose themselves to danger, whether knowingly or unknowingly, when using the Internet and other technologies. Additionally, some children, young children and adults at risk may find themselves involved in activities which are inappropriate or possibly illegal.

FIT UK therefore recognises our responsibility to educate or learners, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the Internet and related technologies. These issues are addressed within the learner journey, within relevant policies and procedures and with parents and carers.

FIT UK will ensure filters are in place to prevent access to unsuitable sites and we will monitor and report monthly on the use of the network and internet to ensure that any learner, staff, associate, volunteer, SCP or contractor attempting to access inappropriate, harmful or indecent images are found, then the police will be informed immediately and FIT UK will fully support their investigation. If involving a staff member/volunteer, immediate suspension, in line with the disciplinary process, will immediately take effect and the managing safeguarding and prevent allegations procedure may need to be instigated by the lead DSPO. FIT UK will take the police advice when learners are involved as to whether the relevant commissioner should be informed.

The welfare and protection of our children and adults at risk is paramount and consideration should always be given as to whether the use of photography will place them at risk. Images may be used to harm children or adults at risk, for example as a preliminary to grooming or by displaying them inappropriately on the

internet, particularly social networking sites. For this reason, consent must be sought from those with parental responsibilities (this may include the Local Authority in the case of looked after children)

We are aware of the Safeguarding Partners escalation procedures for raising concerns in respect of poor practice and recognise our responsibility to utilize these as and when necessary, in the interest of safeguarding and promoting the welfare of children and vulnerable adults.

Online safety also involves being aware of the risks to young people, our staff/volunteers and adults at risk when communicating via the Internet, digital and mobile devices and using social media.

Social media includes blogs, Wikis, online communities, and social networking sites such as Facebook and Twitter.

As an organisation working with young people, FIT UK acknowledges the impact and involvement that social networking sites such as Facebook and Twitter have on the lives of young people, and their role in the ways which they interact with each other. These tools are used by FIT UK to encourage young people in their projects and involvement with gratitude activities. At the same time, we recognize the dangers and potential risks that these sites can pose to both young people and FIT UK staff/volunteers, and that they have the potential to be abused as a means of interacting with young people.

There is a wide range of ways to communicate with young people and this is a rapidly changing environment as new technologies, applications and social media sites merge. No Code of Conduct for e-safety can cover all of these separately. However, there are broad principles that we expect all staff/volunteers to adhere to in order to safeguard young people and themselves in respect of using all these forms of media, devices, apps and social networking sites.

Communications

- When communicating with young people / vulnerable adults online, observe the same rules of behaviour as if speaking with them in person by being professional: polite, respectful, not swearing or saying anything (using the written word, images or icons) that could be regarded as sexual innuendo, bullying or discrimination.
- Ask yourself whether the content of any online communication has a clear work purpose.
- Do not use any text speak abbreviations or symbols / emoticons, even if you ordinarily use these in your personal life
 - Never disclose non-public and confidential information about FIT UK, its staff, associates, volunteers or the young people with whom we are working
- Do not say anything or re tweet any posts that could be deemed offensive, controversial or socially inappropriate in any way.
- Contact with young people or adults at risk online should only be a recognized element of your work and done strictly for the business of FIT UK only.

- Do not send any illegal or inappropriate content (written, images or icons), including sexting via mobile phones.

Openness and scrutiny

- Always communicate with young people in a way that is open for others to see, if necessary
- Do not use private messaging facilities on social networks or apps; if it needs to be private, then do this by email exchange or phone and note the conversation afterwards
- Ensure there is always a record of such communication that would be open for others to check, to check, if necessary
- It should always be clear who the communication is from when FIT UK is communicating with a young person or a vulnerable adult
- There should be no use of anonymous apps, where the sender can remain anonymous

Recording

Only use social media and apps where there is a permanent record of what's been said and sent, thereby being open to scrutiny, e.g. the use of Snapchat is not appropriate.

Use of Equipment

FIT UK IT equipment (including computers, laptops, mobile phones, PDAs, etc) must not be used to view, download, create or share (with colleagues or children) illegal content, including abusive images of children or young people.

Further Information, Advice and Guidance

Information, advice and guidance can be sought from any of the following:

- Operations Director
- Director of Education
- Designated Safeguarding Officer
- Health and Safety Officer
- FIT UK Google Drive

Contacts for Children and Young People

Childline 0800 11 11 Child Exploitation and Online Protection Centre (CEOP)

<http://www.thinkuknow.co.uk/> 0870 000 3344

NSPCC Helpline <https://www.nspcc.org.uk> 0800 800 5000

NSPCC Whistleblowing Helpline help@nspcc.org.uk 0800 028 0285

FIT UK Training and Education Ltd

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Internet Watch Foundation <https://www.iwf.org.uk/> Social Care Link for Safeguarding Concerns <https://www.gov.uk/report-child-abuse-to-local-council>