

# Lifeworks College

## ‘Safeguarding Children and Young People is Everyone’s Business’

January 2016

### Version Control

Date:	Page:	Details of Change:	Responsible Person:	Ratified by:	Date of next Review:
11/12/2014	All	Complete Revision	Tina Tozer & Richard Hanlon  (SLT)	Board of Trustees	Dec 2015
29/07/15		Updated following changes to national guidance	Tina Tozer & Richard Hanlon	<b>To be formally ratified by Board of Trustees on 1<sup>st</sup> October 2015</b>	July 2015
12/01/2016	35-37	Addition of Appendix of Role of Trustees	Sharon Jones	<b>To be formally ratified by Board of Trustees March 2016</b>	Jan 2017

### Lifeworks Policies Referenced

<b>Policy Referenced:</b>
Positive Behaviour Support Policy and Procedures
Child Sexual Exploitation Policy and Procedures
Countering Bullying Policy

Electronic and Social Media Policy
Equality and Diversity in Action
Missing Children Policy and Procedures
Safer Recruitment Policy and Procedures
Supervision Policy
Whistle-blowing Policy
Information sharing and confidentiality

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### Definitions

For the purposes of this document and avoidance of doubt, the following definitions are adopted from Working Together 2015:

<b>Safeguarding and promoting the welfare of children</b>	Defined for the purposes of this guidance as: <ul style="list-style-type: none"> <li>• protecting children from maltreatment;</li> <li>• preventing impairment of children's health or development;</li> <li>• ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and</li> <li>• taking action to enable all children to have the best life chances.</li> </ul>
<b>Child protection</b>	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
<b>Abuse</b>	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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

### Types of abuse

There are four categories of abuse which are defined as follows:

<b>Physical abuse</b>	A form of abuse which may involve 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.
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<p><b>Emotional abuse</b></p>	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child 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 a 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.</p>
<p><b>Sexual abuse</b></p>	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is 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, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in 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.</p>
<p><b>Neglect</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• protect a child from physical and emotional harm or danger;</li> <li>• ensure adequate supervision (including the use of inadequate care-givers); or</li> <li>• ensure access to appropriate medical care or treatment.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>

### Dissemination of Policy and Procedures

## Safeguarding Policy & Procedures

As identified in this policy all new staff and volunteers including any new Board of Trustees will be required to be familiar with the policy as part of their induction. At mandatory induction all staff to be issued with a copy of this policy and given the appropriate time and opportunity to read and digest it, then sign an acknowledgement record to confirm this. The inductee's understanding of the policy and operating procedures will be checked and formally confirmed by their line manager as part of their mandatory training completion and record. They will also undertake LSCB safeguarding level two e-learning within week one of their induction. All care and college staff who supervise and line manage staff will undertake DSCB Level 3. Where required the policy will be available in different formats to make it more accessible (as per our Equality and Diversity in Action Policy).

An 'Easy Reading' version of this policy will be available in leaflet/ factsheet/ electronic format (such as on the Lifeworks' website and on the shared server) and made accessible to all staff, volunteers and contractors as a useful reminder and summary of the policy. External contractors will be required to commit to work within the scope of this policy.

In addition to being covered as part of the Induction process this policy will be revisited as part of probation objectives/ supervision/ annual appraisal system to ensure that all staff remain familiar with its contents as well as 'safeguarding is everyone's business' being an agenda item on monthly Team Meetings. Any changes to this policy will be formally cascaded to staff and reinforced in individual supervision

An appropriate young person friendly version of keeping safe will be included in the respective services young person 'welcome to your service' document taking into account the diverse and preferred communication needs of each child.

In every service the contact details for the Designated Person and Deputy Person will be displayed prominently.

### 1 Policy Statement

*“in order to ensure that the welfare of disabled children is safeguarded and promoted, it needs to be recognised that additional action is required. This is because disabled children experience greater and created vulnerability as a result of negative attitudes and unequal access to services and resources and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairments.”*

**Para 2.3, p.12, Safeguarding disabled children: practice guidance  
(Department of Children, Schools and Families, 2009)**

- 1.1 Lifeworks is committed to ensuring that children and adults at risk are safeguarded effectively and that the welfare and life chances of the children we work with are not only protected but promoted.
- 1.2 As an organisation we have zero tolerance to all forms of harm and neglect that may be experienced by the children we work with. Without exception everyone has a right to be protected from harm and abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- 1.3 It is expected that all staff (including agency staff and contractors), volunteers and trustees know of the requirements placed on them by this policy and accompanying procedures around safeguarding children at risk of harm and what to do if they have concerns.
- 1.4 Lifeworks will take all necessary actions to prevent and stop any harm and neglect experienced by children at risk, in partnership with statutory agencies, no matter whether that harm or neglect is caused by Lifeworks' staff or other representatives, family or other carers, the general public or other users of Lifeworks' services.
- 1.5 Lifeworks recognises that a child is anyone between the ages of 0 and 18, and that regardless of age any child has a right to be safe. Where the child concerned is aged between 16 and 18, Lifeworks will aim to work within the requirements of the Mental Capacity Act 2005 and associated guidance (see appendix 1 for further information) whilst recognising that the safeguarding of the child is the priority.

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- 1.6 The Board of Trustees is accountable for ensuring effective safeguarding policies and practices are in place with associated quality assurance. Lifeworks is committed to being a learning organisation and therefore any learning from reviews and quality assurance will be taken forward proactively. All board of trustees undertake Safeguarding training and are issued with Children England (2013) 'Everyone's Business Safeguarding for Trustees'
- 1.7 This policy will be subject to regular review to ensure that the policy and associated procedures remain consistent with Devon Safeguarding Children Board procedures (and other LSCB if a child is from a different local authority); relevant legislation and guidance (safeguarding, social care and education) as well as Charity Commission requirements and any best practice guidance.

### 2 Designated Staff

- 2.1 The designated staff with lead responsibility for safeguarding & child protection within Lifeworks are the registered managers of each facility or as detailed below;
- Lifeworks College – CEO/Deputy – Teacher in Charge (Tel: 01803 865075)
  - Robins Residential & Short Break Service– Registered Manager/Deputy Manager (Tel: 01803 849164)
  - Kool Club – Coordinator/Deputy – (07854 380263/ 07891 557242).
  - The overall safeguarding lead for the charity is the Chief Executive Officer
- 2.2 The above service's safeguarding Designated Person and in their absence the Deputy Designated Person are able to provide advice and consultation and all safeguarding concerns must be reported to them as per procedures. If however should they not be available and you have significant concerns then these should be acted on immediately by following the procedure stated below.

### 3 Identifying and Recording Concerns

*Disabled children are also more likely to experience multiple kinds of abuse and multiple episodes of abuse. [...] The reasons include reluctance to believe that disabled children are abused, minimising the impact of abuse and mistakenly attributing indicators of abuse to a child's impairment – that is, some attitudes towards and assumptions about disabled children result in unequal treatment. In addition, disabled children have less access to support services.*



## Safeguarding Policy & Procedures

- 3.1 Anyone can see abuse taking place, be told about abuse or suspect abuse is occurring. Everyone has the responsibility to report this. The **flow chart in Appendix 2** must be followed at all times :
- 3.2 Staff and volunteers must report concerns immediately to the Designated Person or the Deputy Designated Person (see contact details above).
- 3.3 Concerns must be reported whether information is received directly or indirectly. Concerns may also arise from witnessed events.
- 3.4 Staff and volunteers must record the concern and any actions taken as **soon as possible** and at most **within 4 hours** of the concern being noted. Records should be signed and dated and use the appropriate service incident recording form.
- 3.5 Parents/carers (and when appropriate the young person) must be informed of the intention to report the information unless it is deemed not safe or in the best interest of the child to do so. We will also share information without consent when there is a legal obligation for us to do so e.g. a court order and also to prevent and/or aid the detection of a crime. This decision will be made in discussion with and by the Designated Person /Deputy and if necessary consultation with the Operations Director.
- 3.6 In exceptional circumstances where you are unable to contact one of the Designated Persons, you must report your concern to the Operations Director or the Chief Executive Officer. Where they are unavailable and if there is an immediate risk of significant harm, or a child has been injured then you should report this immediately to the Devon MASH or Torbay Safeguarding Hub (see contact details below) or appropriate Local Authority Children Services
- 3.7 In circumstances where the alleged perpetrator is the Designated Person or their deputy, the staff member or volunteers must report their concern immediately to the Operations Director (or the Chief Executive in their absence). Where there is immediate danger to the child or vulnerable adult the police should be contacted telephoning 999. Otherwise you should write down the details of the incident /concerns following the guidance at **Appendix 3**. The Operations Director (or Chief Executive in their absence) will then contact the local Authority designated Officer (LADO) within 1 working day

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- 3.8 If you have any concerns about the conduct of member of staff or volunteer please see the section below 'Allegations against staff and volunteers'. This process should be followed in conjunction with the Whistle-blowing Policy.

### Information to be given to the child

- 3.9 If told about abuse occurring you must not promise to keep it a secret and must inform the person making the disclosure that you need to pass the information on. For guidance in relation to dealing with disclosures and recording information please see **Appendix 3**.
- 3.10 The young person is likely to want know what will happen next. You should tell them that you need to report what they have told you to your manager and that they may need to pass it on to people in Children's Services. You can however reassure them that only those who need to know will be told.
- 3.11 Make sure that the child is left with a clear message that regardless of what they may have told you they will continue to be supported.

### Role of the Designated Person / Deputy Designated Person

- 3.12 The designated person or their deputy will discuss the concerns and help to form a view as to the next steps. This may range from referring to the local Children's Services to making a record of the concern. Such decisions and the basis for the decision must be recorded and signed. The child's allocated lead professional will also be informed
- 3.13 Where a referral is to be made, the designated person or their deputy will inform parents and where appropriate the young person, unless they believe it is not safe or in the best interest of the child to do so. We will also share information without consent when there is a legal obligation for us to do so e.g. a court order and also to prevent and/or aid detection of a crime.
- 3.14 If there is an immediate risk of significant harm, or a child has been injured then this should be reported immediately to the Local Authority Children's Services:

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- For children who live in the **Devon Council** boundary – Devon MASH on 0345 155 1071.
- For children who live in the **Torbay Council** boundary – Torbay Safeguarding Hub on 01803 208100. Or you can email [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk) or [torbay.safeguardinghub@torbay.gcsx.co.uk](mailto:torbay.safeguardinghub@torbay.gcsx.co.uk)
- Out of normal working hours the Emergency Duty Teams for the respective area should be contacted:

Devon – 0845 6000 388  
Torbay – 0300 456 4876

**3.15 If there is immediate risk to life or of serious injury then the Police should be contacted on 999.**

3.16 It is not the role of staff or volunteers in Lifeworks to investigate any concerns. If required this will be done by the relevant statutory Children's Services team in accordance with the Local Safeguarding Children's Board procedures

3.17 For a child placed by Devon Local Authority any safeguarding concerns that are referred by telephone to Devon MASH must be followed up in writing **within 48 hours** of the telephone conversation:  
For Devon MASH child protection processes and procedures follow:  
<http://www.devon.gov.uk/index/childrenfamilies/childprotection/mash/mash-enquiry.htm>.

For Torbay placed children the following Torbay Safeguarding Hub processes and procedures apply:  
[www.torbay.gov.uk/hubformguidance.doc](http://www.torbay.gov.uk/hubformguidance.doc)

3.18 The Designated Person member of staff or their Deputy must refer to the Whistle-blowing policy to ensure that this process is followed in conjunction with this Safeguarding policy and also ensure that the staff member or volunteer who has raised the concern receives appropriate support to manage any potential needs that may arise from the disclosure, e.g. emotional impact.

**3.19** OFSTED and the specified list of people **must** be notified of any serious event or incident as per Regulations.

### Escalation and professional differences

- 3.20 Occasionally situations may arise when workers within one agency feel that the decision made by a worker from another agency, on a child protection or child in need case, is not a safe decision. In such circumstances Lifeworks will follow Devon and Torbay escalation and professional differences procedures.

<http://www.devonsafeguardingchildren.org/escalation-professional-differences-policy/>

See Appendix 4 for Devon and Torbay Escalation and Professional Differences policies and procedures full details

### Further information

- 3.21 Further information on safeguarding procedures can be accessed through the websites listed below:

Devon Local Safeguarding Children Board -  
<http://www.devonsafeguardingchildren.org/>

Torbay Local Safeguarding Children Board –  
<http://www.torbay.gov.uk/tscb>

Information can also be accessed on the South West Child Protection Procedures website: [www.swcpp.org.uk](http://www.swcpp.org.uk).

Where a child is placed with Lifeworks by a Local Authority that is not specifically mentioned above, Lifeworks staff will ensure that they access and are aware of the safeguarding procedures for that Local Authority / Local Safeguarding Children Board.

## 4 Allegations Against Staff and Volunteers

- 4.1 In line with Lifeworks' commitment to keep all children and young adults safe from harm, Lifeworks will ensure that all staff are aware of this procedure and how allegations against staff and volunteers are to be managed.
- 4.2 Anyone who is concerned about the behaviour of a colleague or is aware of concerns that have been raised or allegations made must inform the

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Designated Person of the service, if you are unable to contact them you must contact the Operations Director. This policy and the process as outlined below will then be followed in conjunction with the Whistle-blowing policy. Should the Operations Director be unavailable, or the allegation be against them, then contact should be made with the Chief Executive who will then follow the process as outlined below, in conjunction with the Whistle-blowing policy. If the allegation is made against the Chief Executive then the Chair of the Board of Trustees must be contacted and s/he will follow the processes below.

- 4.3 All such concerns / allegations should be reported to the Designated Person of the service, if you are unable to contact them you must contact the Operations Director (or Chief Executive in their absence) as soon as possible, regardless of how trivial they seem. With reference to Appendix 2, the member of staff / volunteer who is making the report should make a signed and dated record of their concerns and any observations to pass to the Operations Director (or Chief Executive in their absence) as per the whistle blowing policy.
- 4.4 Staff or volunteers must not:
- attempt to deal with the situation themselves
  - make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents
  - keep information to themselves or promise confidentiality
  - take any action that might undermine any future investigation or disciplinary procedure (e.g. interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator, parents or carers).
- 4.5 **If a child has clearly been injured and/or there is clear evidence of significant harm or risk of significant harm, you should call the police or emergency services, in accordance with the above procedures, and inform the Designated Person of the service, if you are unable to contact them you must contact the Operations Director as soon as possible afterwards. Remember that the safety and welfare of the child is your overriding concern.**
- 4.6 Upon receiving information about concerns or allegations, the Designated Person of the service, if you are unable to contact them you must contact the Operations Director, should collate all known information about any children involved, the person against whom the allegation has been made and any details of known or possible witnesses. The Designated Person

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of the service, should then contact the Local Authority Designated Officer (LADO) within one working day to discuss the matter at hand and plan how to proceed.

- 4.7 Where the matter is not to be taken further, points raised should be noted and stored confidentially as appropriate.
- 4.8 The LADO for Devon can be contacted on Exeter (01392) 384964 or email [ladosecure-mailbox@devon.gov.uk](mailto:ladosecure-mailbox@devon.gov.uk). More information can be found at <http://www.devon.gov.uk/lado>
- 4.9 The Chief Executive Officer will also need to inform OFSTED if the concern or allegation relates to a member of staff who works in any residential setting or college within Lifeworks or has access to the residential units and/or college
- 4.10 Further information about how Lifeworks will respond to a concern or an allegation made can be found in the Whistle-blowing policy. There is also further information in the Whistle-blowing policy about what you can do if you still have concerns after an investigation has taken place and wish to take the matter further.
- 4.11 Where you are the member of staff or volunteer against whom an allegation has been made, it is recognised that any allegation is likely to cause a great deal of anxiety and concern. The Designated Person of the service, will therefore aim to keep you as well informed of the process being followed as possible.

### 5 Safer Recruitment

- 5.1 In line with the requirements of the Safeguarding Vulnerable Groups Act 2006 and subsequent updates and to ensure that children remain safe whilst in the care of Lifeworks, a safer recruitment policy is in place.
- 5.2 Safeguarding children, young people and vulnerable adults is implicit throughout any recruitment process and this commitment is clear to all applicants. This includes:
  - job descriptions referring to safeguarding and promoting the welfare of children

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- person specifications specifically refer to working with children or working in a setting where children are present
  - information from applicants being scrutinised for anomalies or discrepancies and where found these being checked until a satisfactory outcome is reached
  - professional and character references being sought with a specific emphasis on an applicant's suitability to work with children
  - checks being undertaken to confirm any applicants identity
  - verifying any professional or vocational qualifications
  - verifying membership of any professional body (e.g. HCPC)
  - checking an applicant's employment history and other experience since leaving secondary school to determine if there are any gaps, and if so establishing the reason for these
  - obtaining the required checks, undertaking checks of the Disclosure and Barring Service children's and adult's barred lists and, if appropriate undertaking an Enhanced DBS disclosure with Barred List Check.
- 5.3 All staff involved in the recruitment, induction and supervision process to undertake on-going training in Safer Recruitment Practices ranging from pre-advertising through to on-going awareness, as per the Safer Recruiting Policy and Procedures.
- 5.4 Further information refer to the Safer Recruiting Policy and Procedures.

## 6 Induction

- 6.1 All new staff and volunteers (including those who have previously worked for Lifeworks but left for a period of time) will receive an induction which will follow the process below:

### Initial Induction (first 5 days):

- Familiarisation with this policy and procedures
- Completion of Safeguarding Children and Young People Group 2 Core training and/or Adult Safeguarding Alerter Level/ Mental Capacity Act training (dependant on job role and clients serviced) which is recognised by our local Safeguarding Board, before they start in the relevant service
- Introduction to the service Designated Person and deputies as appropriate.
- Face to face safeguarding training delivered by an experienced member staff who is knowledgeable of the reporting procedures and practical safety precautions regarding child protection.



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- Record keeping – overview of how to complete incident and accident forms
- Overview of how to deal with a disclosure of abuse (i.e. a child discloses to you, what you do next is ...)
- What to do if you have a concern about another member of staff.
  
- Familiarisation and understanding of the wider safeguarding policies and procedures.
- This will also include staff being familiar with expected standards of conduct for staff and safe working practices. Staff should also be aware of policies in relation to mobile phones, Social Media, work email addresses and any digital equipment (e.g. cameras), and also be aware of the need to maintain a professional conduct when using online networks in a personal capacity. Initial induction.

### 7 Supervision and Training

- 7.1 Lifeworks is committed to ensuring that staff throughout the organisation receive supervision and support from their manager.
- 7.2 Annual appraisals will help to identify learning needs of staff which will then contribute to both individual learning plans but also organisational learning plans.
- 7.3 Lifeworks is committed to being a learning organisation and therefore will use information from internal, local and national reviews as well as issues identified through inspection and audit to inform and develop training plans to ensure that children involved with Lifeworks remain safe from harm.
- 7.4 All staff required to conduct appraisals will be given appropriate training to ensure competence and consistency.

All staff are required to complete the Safeguarding Children and Young People Group 2 training as part of the Lifeworks' mandatory training framework and refresh this training on a regular basis (as advised by the Local Authority). Managers senior staff) are required to attend higher level Group 3 training which enables them to be sufficiently competent to handling and process any safeguarding alerts in line with Lifeworks' and external authorities' procedures. Lifeworks will also ensure staff attend



any other appropriate learning opportunities provided by the Devon or Torbay LSCB including learning from serious care reviews.

In addition all senior staff/Managers and Key Workers are expected to read HM Government, 2015. *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children* in order to familiarise themselves with the statutory child protection process including strategy discussions, child protection conferences and core groups. Lifeworks will attend such meetings as required the level of seniority agreed following consultation with children services

### 8 Allegations Against Staff and Volunteers

- 8.1 In line with Lifeworks' commitment to keep all children safe from harm, Lifeworks will ensure that all staff are aware of the Whistle-blowing policy and how allegations against staff and volunteers are to be managed.
- 8.2 Anyone who is concerned about the behaviour of a colleague or is aware of concerns that have been raised or allegations made must inform the designated person. Should the designated senior manager be unavailable, or the allegation be against them, then contact should be made with the deputy designated manager.

Details of the designated person and their deputy are:

Robins Registered Manager - Andrew Edwards (01803 849164 Opt 2)  
Robins Deputy Manager – Emma Quaintance (01803 849164 Opt 1)  
Lifeworks College / CEO – Richard Hanlon (01803 865075)  
Lifeworks College Teacher in Charge - Nikki Forsyth (01803 865075)  
Kool Klub – Ellie Oldridge (07891 557242) / Tim Chapman (07854 380263)

- 8.3 All such concerns / allegations should be reported to the designated senior manager as soon as possible, regardless of how trivial they seem. The member of staff / volunteer who is making the report should make a signed and dated record of their concerns and any observations to pass to the designated senior manager. The flow chart in Appendix 2 provides this process as a diagram.
- 8.4 Staff or volunteers who should not:
  - attempt to deal with the situation themselves

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- make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents
  - keep information to themselves or promise confidentiality
  - take any action that might undermine any future investigation or disciplinary procedure (e.g. interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator, parents or carers).
- 8.5 **If a child has clearly been injured and/or there is clear evidence of significant harm or risk of significant harm, an immediate referral to the police or social care or emergency services must be considered, in accordance with the above procedures, and your designated senior manager informed as soon as possible afterwards. Remember that the safety and welfare of the child is your overriding concern.**
- 8.6 Upon receiving information about concerns or allegations, the designated senior manager should collate all known information about any children involved, the person against whom the allegation has been made and any details of known or possible witnesses. They should then contact the Local Authority Designated Officer (LADO) within one working day to discuss the matter at hand and plan how to proceed.
- 8.7 The LADO for Devon can be contacted on Exeter (01392) 384964 or email [ladosecure-mailbox@devon.gov.uk](mailto:ladosecure-mailbox@devon.gov.uk). More information can be found at <http://www.devon.gov.uk/lado>
- 8.8 The designated senior manager will also need to inform OFSTED if the concern or allegation relates to a member of staff who works in any setting within Lifeworks.
- 8.9 Further information can be found in the Whistle-Blowing Policy.

### 9 Matching and Care Planning

- 9.1 Matching is a key part of any placement that is made within Lifeworks' settings. Within the matching process consideration of safeguarding issues is of upmost priority.

### 10 Links to Other Policies

#### Positive Support Behaviour Management

- 10.1 Lifeworks' Positive Support Behaviour Management Policy aims to take a proactive approach towards behaviour support. It will be positive so focussing on teaching and encouraging the young person to develop and use more adaptive ways of responding in difficult situations.
- 10.2 Lifeworks' believes that active and reactive strategies should only be used to bring about effective control and to maintain a safe environment during situations by utilising approved and agreed techniques. This is covered in our mandatory Team Teach training which fundamentally helps staff to develop the diversion, diffusion and de-escalation skills which allows, for most situations, to be resolved without the need for physical intervention. The notion of addressing situations at an early stage to prevent escalation and to avoid unnecessary injury, harm or damage, is fundamental.
- 10.3 In line with our Equality and Diversity in Action Policy any interventions or actions must take into account any needs arising from race, gender, age, religion and belief, language, communication, sensory impairment, disability and sexuality.
- 10.4 For more details see Positive Support Behaviour Management Policy

### Children Going Missing

- 10.5 All students of Lifeworks College have learning disabilities and it is common for some to be limited in their mobility. Some may also be confused or easily disorientated and therefore become easily lost. A student going missing therefore leads to an obvious concern for their safety. There is therefore the need for close supervision, but this must be balanced against the freedom and dignity of the individual student
- 10.6 All staff should therefore be aware of where students are, and if they suspect that a student is missing then they should alert the Teacher in Charge and the Missing Children procedures followed.
- 10.7 Throughout the period of time that a student is missing there should be due consideration of the level of risk posed to the student and how this is impacted on by their individual needs. Upon the return of a student following a missing episode, active consideration needs to be given to the reasons for the missing episode, whether the student has been harmed, is a victim of child sexual exploitation or whether there is abuse from within

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the service that has led to the missing episode. Should any of these be identified as the causes of the missing episode then safeguarding procedures should be instigated as per this procedure.

10.8 For further information see the Missing Student Policy and Procedure.

### **Child Sexual Exploitation and Trafficking**

10.9 Children and young people with learning disabilities are, by the nature of their needs, vulnerable to being sexually exploited. Lifeworks is committed to ensuring that the chances of children being groomed and exploited are removed or significantly reduced wherever possible.

10.10 Child sexual exploitation is a safeguarding matter, and where there is concern that a child is being sexually exploited the Designated Person must be notified immediately. This policy (Safeguarding) will then be followed to ensure that the child is protected from harm.

10.11 For further information please see the Child Sexual Exploitation Policy and Procedure.

### **Electronic Safety**

10.12 Children with learning disabilities are more vulnerable to inappropriate use of technology and social media. We need to safeguard children, young people and vulnerable adults in the digital world and guide them to use the Internet, social media and electronic gadgets safely and positively.

10.13 Lifeworks is committed to ensuring that children in our care are protected from inappropriate use of electronic devices. All staff working with children and service users are given clear guidance and training in line with our Electronic and Social Media Policy.

10.14 Where staff have any concerns about risks presented to children in Lifeworks care in connection with the use of electronic communication, then this safeguarding policy should be used.

10.15 For further information please see the Electronic and Social Media Policy.

“For many disabled children bullying can be an insidious and relentless pressure that can dominate their lives, leaving them feeling depressed and withdrawn. Some children are too scared to let others know they are being bullied. For children with speech, language and communication needs it can be even more difficult to get an adult to listen or understand. Adults might see a change in a disabled child’s behaviour as part of their impairment rather than identifying bullying as the reason for the change.”

Para 2.16, p.21, Safeguarding disabled children: practice guidance  
(Department of Children, Schools and Families, 2009)

### **Bullying**

10.16 Bullying can have a significant impact on the victim as demonstrated by the above quote. Lifeworks is committed to ensuring that children in their care feel safe, respected and valued by their peers and the adults around them, enabling them to make progression towards achieving their full potential.

10.17 In the event that a child is bullied it is the priority that the child is protected as far as possible from further incidents. As part of the investigation by the management team into any incident of bullying, due consideration should be given as to whether the incident constitutes a safeguarding matter which should be reported as per this procedure.

10.18 For further information please see the Anti-bullying policy.

### **11 References**

- Children England, 2013. Everyone’s Business Safeguarding for Trustees.
- Department of Children, Schools and Families, 2009. Safeguarding disabled children: Practice guidance. London
- HM Government, 2015. *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*. London
- HM Government, 2005. *Mental Capacity Act 2005*.
- HM Government, 2006. *Safeguarding Vulnerable Groups Act 2006*.
- Miller, D. & Brown, J., 2014. *‘We have the right to be safe’: Protecting disabled children from abuse*. NSPCC, London
- The Children Home’s (England) Regulations 2015
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government: March, 2015)

### Appendix 1 - Mental Capacity Act 2005

The Mental Capacity Act 2005 (the Act) provides the legal framework for acting and making decisions on behalf of individuals who lack the mental capacity to make particular decisions for themselves. Everyone working with and/or caring for an adult who may lack capacity to make specific decisions must comply with this Act when making decisions or acting for that person, when the person lacks the capacity to make a particular decision for themselves. The same rules apply whether the decisions are life-changing events or everyday matters.

Section 1 of the Act sets out the five 'statutory principles' – the values that underpin the legal requirements in the Act. The Act is intended to be enabling and supportive of people who lack capacity, not restricting or controlling of their lives. It aims to protect people who lack capacity to make particular decisions, but also to maximise their ability to make decisions, or to participate in decision-making, as far as they are able to do so.

The five statutory principles are:

1. A person must be assumed to have capacity unless it is established that they lack capacity.
2. A person is not to be treated as unable to make a decision unless all practicable steps to help him to do so have been taken without success.
3. A person is not to be treated as unable to make a decision merely because he makes an unwise decision.
4. An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his best interests.
5. Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

The Act applies to anyone **aged 16 and over**, with guidance stating:

*The Act's starting point is to confirm in legislation that it should be assumed that an adult (aged 16 or over) has full legal capacity to make decisions for themselves (the right to autonomy) unless it can be shown that they lack capacity to make a decision for themselves at the time the decision needs to be made. This is known as the presumption of capacity. The Act also states that people must be given all appropriate help and support to enable them to make their own decisions or to maximise their participation in any decision-making process.*



## Safeguarding Policy & Procedures

For further information please see guidance available at:

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>