



IQPlus Childcare and Educational Services Ltd  
Safeguarding policy

Author: Colin Wiggan  
Approved by: Tahir Hussain  
Date: 31 January 2020  
Next Review: 30 January 2022

**Purpose:**

The Government has defined the term 'safeguarding' as:

**'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'**

The Directors recognise it has a statutory and moral duty to ensure that IQPlus Childcare and Educational Services Ltd. Functions with a view to safeguarding and promoting the welfare of ALL learners receiving education and training through us. IQPlus Childcare and Educational Services Ltd. Safeguarding Policy is approved by The Board of Directors. There is a nominated Board member who receives additional training in Safeguarding matters and who is a Member of the Safeguarding Strategy Committee.

**Scope:** All learners, staff, directors, employers, work placement providers, contractors and visitor to the IQPlus Childcare and Educational Services Ltd. Sites.

**Responsibility:** The Directors, CEO/CEO, Designated Safeguarding Lead (DSL) Safeguarding Strategy Committee (SSC)

**Policy Authorisation:** SLT and SSC  
**Date of Policy Update:** May 2020  
**Frequency of Policy Review:** Annually  
**Policy Author:** Colin Wiggan

**Objectives:**

The objectives of Safeguarding are to help keep all learners safe through:

1. The provision of a safe and healthy environment for learners in which to learn effectively
2. Delivering an appropriate safeguarding curriculum through tutorial and learning programmes
3. Ensuring that safeguarding policies are understood and apply to external stakeholders involved in our programmes, especially partner employers (Apprenticeships and work placements).
4. Ensuring Human Resources policies and procedures contain effective safeguarding measures
5. Appropriately meeting the needs of vulnerable learners (those at risk of not achieving due to negative external factors or non-academic issues such as homelessness, cared for, care leavers or anyone that has required a risk assessment.)
6. Providing staff with safeguarding training consistent with their responsibilities.
7. Having appropriate measures in place to challenge and minimise the impact of bullying and harassment
8. Dealing effectively with concerns relating to the protection of children and adults at risk, including having due regard to the need to prevent people from being drawn into terrorism
9. Providing an effective referral mechanism for reporting and support, both internal and external.

## **POLICY**

Safeguarding at a strategic level is led by the Managing Director/CEO with additional support from Managers responsible for a specific area of safeguarding. The areas are:

- HR policies and practices: HR Manager
- Protection of Children and Adults at Risk – Safeguarding Officer
- Tutorial Curriculum – Lead IQA
- Health and Safety – H&S officer
- Apprenticeships/Educational Visits/Work Placement –Business Development Manage
- E-Safety – Safeguarding Officer
- External partnerships and referrals - Business Development Manager

**Please see Appendix 1 for the terms of reference for the Safeguarding Strategy Committee.**

### **Confidentiality**

Staff will be explicit at the beginning of a conversation with a learner that confidentiality may not be possible. It will depend on the nature of the disclosure and its impact on the wellbeing and safety of the learner or other. The learner will be informed when information has to be passed on and will be encouraged to do this for themselves whenever this is possible.

IQPlus Childcare and Educational Services Ltd. will achieve the objectives of Safeguarding by ensuring:

HR policies and practices:

- That robust Human Resources policies are adhered to and monitored through staff induction and Appraisals
- The practice of safe recruitment in checking the suitability of all staff, volunteers and service providers to work with all learner groups, including identity checks and valid references is adhered to.
- All directors, staff, volunteers and service providers have an up-to-date DBS check at the appropriate level compliant with our agreed HR policies.
- All staff are aware of what constitutes inappropriate relationships with learners and that it is a criminal offence under the Sexual Offences Act 2003 (abuse of position of trust) to enter into a sexual relationship with learners under 18, even if that relationship is consensual
- All staff, volunteers and directors have appropriate safeguarding training for their level of responsibility, including referral procedures and external referral agencies as appropriate.

### **Curriculum**

- The Anti-Bullying and Harassment and the Disciplinary policies and procedures are adhered to and monitored
- All learners will receive tutorial support appropriate to their age, stage and programme and tutorial programmes are designed to support learners' learning and development
- The establishment of a learning environment where learners feel secure, are encouraged to talk and are listened to whilst they learn and develop

- That Parents/Carers are informed of IQPlus Childcare and Educational Services Ltd.'s Safeguarding policy and Child Protection policy and procedures in a timely manner

### **Child Protection and Adults at Risk**

- Separate Child and Adult at Risk Protection Policy and Procedures are adhered to
- All staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the DSL / Child Protection Officers
- Learners are informed of the support available if they are worried or have concerns

### **Health and Safety**

- Appropriate training and guidance is provided to all staff and learners to ensure they understand their responsibilities with regards to evacuation/lockdown
- Appropriate systems of inspection, monitoring and review are maintained
- That staff, learners, employers and visitors/contractors follow safe working practices at all times
- Health and Safety Inductions for all learners and employers are comprehensive and monitored

### **Work Experience Placements/Apprenticeship Employers**

- That a robust Work Placement/Employer policy and procedures are adhered to and monitored
- Employers' premises and workstations are safe and risk assessed prior to programme commencement
- That staff and learners are provided with the appropriate training and learners are supervised throughout their placement
- That all visiting school pupils are provided with the appropriate guidance and support whilst on site and that staff are aware of the particular requirements of this cohort
- That all employers are fully briefed on their obligations relating to IQPlus Childcare and Educational Services Ltd. Safeguarding Policy

### **E-Safety**

- That a robust E-Safety policy and procedures are adhered to and monitored
- Learners and staff are educated and supported in staying safe online which is the subject of a specific E-Safety Policy

### **Apprenticeships**

- Apprentices are appropriately trained and risk assessed in the work place
- That all employers are fully briefed on their obligations relating to IQPlus Childcare and Educational Services Ltd. Training Academy's Safeguarding Policy; and are fully compliant before learning commences.

## **SAFEGUARDING TRAINING**

In all cases, Human Resources will work with the Designated Safeguarding Lead to ensure that all staff receive the appropriate training in a timely manner and that all training is reviewed annually.

Training for staff will include the following:

- The CEO, DSL, nominated director and nominated deputies attend the required multi agency Child Protection training and thereafter refresher training at 2 yearly intervals
- All full time and part time staff are provided with basic awareness training for Safeguarding at induction and receive additional training as appropriate (with a maximum of 3 years between sessions)
- Temporary (hourly paid) staff and volunteers are provided with information on IQPlus Childcare and Educational Services Ltd. arrangements for Safeguarding and their personal responsibilities
- Training on the correct use of technology, how to identify hazards, how to deal with them and the safe working practices for social network sites
- Training on safe recruitment procedures as appropriate
- Training on the Anti-Bullying and Harassment policy and procedures
- Training on the Disciplinary policy and procedures in conjunction with the Mental Health Policy
- Health and Safety inductions for new staff
- Training as appropriate for conducting risk assessments
- Escalation and referral agencies and procedures

Training for learners will include:

- E-Safety Training
- Tutorials concerning Safeguarding Topics and British Values

Training for Employers will include:

- A comprehensive employer pack
- An employer induction
- Online learning resource available
- IQPlus Childcare and Educational Services Ltd. direct support available upon request

## **REVIEW & REPORTING**

Strategic issues regarding Child Protection, Anti-Bullying and Harassment and Prevent issues will be discussed by the Safeguarding Strategy Committee termly to determine trends.

Child Protection, Anti-Bullying and Harassment and Prevent operational issues will be reported to the Senior Management Team monthly.

A termly report on how IQPlus Childcare and Educational Services Ltd. is achieving the objectives of the Safeguarding Policy will be presented to the Safeguarding Strategy Committee.

The Directors will receive an annual report in November with a midyear report in March/April. This policy and related activity will be subject to an annual review by the Safeguarding Strategy

Committee, which will make any appropriate recommendations to The Directors.

#### **RECORD KEEPING**

Records must be kept of all stages of any allegation, suspicion or incident of child abuse/concern and the subsequent investigation. These will be kept securely within Head Office, where in relation to external abuser. There will be further records kept within HR where in relation to allegations against staff members. Copies should not be kept by the originating division. Records will be kept for the appropriate length of time.

Anti-Bullying and Harassment records will be held centrally by the safeguarding officer until the learner leaves our provision, at which point they will be added to the learner file and retained in line with Data Protection Act and GDPR guidelines.

## **Appendix 1**

### **SAFEGUARDING STRATEGY COMMITTEE**

#### **TERMS OF REFERENCE**

1. To review termly and assess the effectiveness and appropriateness of:
  - any activity related to the Safeguarding Policy
  - training undertaken by staff, volunteers and directors in relation to Safeguarding
  - the content of the Safeguarding Policy
  - the Safeguarding Action Plan
2. To agree the annual and midyear report on the above with recommendations for developments. The report to be received and the recommendations considered by the Safeguarding Strategy Committee and forwarded to the IQPlus Childcare and Educational Services Ltd. Board.

Proposed Membership

**\*\*INSERT HERE!\*\***

## **Appendix 2**

### **DEFINITIONS OF ABUSE**

Further information is available from Keeping Children Safe in Education September 2016.

#### **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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

#### **Neglect**

The persistent failure to meet a child's physical and psychological needs, likely to result in the serious impairment of their health or development.

It may involve:

- failing to provide adequate food, shelter and clothing
- failing to protect a child from physical harm or danger
- failure to ensure access to appropriate medical care or treatment
- neglect of a child's basic emotional needs
- failure to ensure satisfactory education

#### **Physical Abuse**

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

#### **Sexual Abuse**

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

The activities may involve:

- physical contact including penetrative or non-penetrative acts
  - non-contact activities, such as involving children in looking at, or in the production of sexual images or watching sexual activities
  - encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse
- 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

## Emotional Abuse

The persistent emotional ill-treatment of a child so as to cause severe and adverse effects on their 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.
- not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate
- age or developmentally inappropriate expectations being imposed on children
- seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying), 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 ill-treatment of a child, though it may occur alone.

### **Additional forms of Abuse:**

#### Domestic Abuse

Domestic abuse is defined as any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between individuals aged 16 years and over who are or have been intimate partners or family members regardless of gender or sexuality.

#### Child Sexual Exploitation

Involves exploitative situations, contexts and relationships where young people receive “something” (food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing sexual activities and/ or another performing sexual activities on them. Can occur through use of technology without the child's immediate recognition eg persuasion to post sexual images on the internet/mobile with no immediate payment or gain.

Those exploiting the child/young person have power over them by age, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common. It is unlikely that concerns about possible sexual exploitation are as a result of a one off incident.

#### Female Genital Mutilation

Female Genital Mutilation (FGM) is an unacceptable form of abuse and violence against girls and women; it is known as female circumcision and is illegal in the UK under the FGM Act 2003. FGM is practised in at least 28 African countries as well as countries in Middle East and Asia.

Research in the UK has identified three key communities, Somalis, Kenyans and Nigerians. These groups have both a higher prevalence of FGM and a significant UK Population. The practice tends to occur in areas of high populations of FGM practising communities. Professionals need to be alert to the possibility of a girl being at risk of FGM, or already having suffering FGM. The practice is usually carried out on girls between infancy and 15 years.

Section 5B of the 2003Act introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report ‘known’ cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty came into force on 31 October 2015.

## Forced Marriage (FM) / Honour Based Violence (HBV)

Forced marriage is primarily an issue of violence against women. Most cases involve young women and girls aged between 13 and 30 years, although, there is evidence to suggest that as many as 15% of victims are male. Forced Marriage is a criminal offence, the offences can include, abduction, physical violence, threatening behaviour. Sexual Intercourse without consent is rape.

Breast Ironing Also known as breast flattening, is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or disappear.

Hidden Harm. The effects on the young person as a result of a parent or carers misuse of substances such as drugs or alcohol.

Prevent, Radicalisation and Extremism Radicalisation is the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Keeping Children Safe in Education (2016) states: 'The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism' ("the Prevent duty").

The Counter-Terrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. The Act will require partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the Act as partners of the panel. The relevant provisions of the Act came into force on 12 April 2015.

Young people and vulnerable groups are particularly targeted by groups who may promote violent extremist activity. College staff should be aware of signs of radicalisation and have the confidence to report their concerns to the Safeguarding Team.

IQPlus Childcare and Educational Services Ltd. will also promote the ethos of the 'Prevent' agenda by encouraging free and open debate but challenging extreme views. It will encourage through its classroom practice, theme weeks and induction activities, a belief in Equality of Opportunity and the celebration of Diversity.

IQPlus Childcare and Educational Services Ltd. will not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.

IQPlus Childcare and Educational Services Ltd. has a legal responsibility to forbid the promotion of partisan political views in the teaching of any subject in IQPlus Childcare and Educational Services Ltd. and must take such steps as are reasonably practicable to secure that where political issues are brought to the attention of learners they are offered a balanced presentation of opposing views.

Promotion of any organisations linked to violent extremism is contrary to the values of IQPlus Childcare and Educational Services Ltd. and could constitute misconduct.

IQPlus Childcare and Educational Services Ltd. will provide appropriate support through its own staff or by referral to external agencies, for any learner in danger of radicalisation.

## Teenage Relationship Abuse

Abuse in young people's relationships can involve the same forms of controlling and coercive behaviour, physical, emotional, psychological, financial and sexual violence and abuse as seen in adult relationships.

Peer on Peer Abuse Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment between children in schools and colleges Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- Not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh", "boys being boys"; and
- Challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras, lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

The response to a report of sexual violence or sexual harassment

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Additional forms of abuse relevant to Adults at Risk:

Financial Abuse - Including theft, fraud, exploitation, the misuse of possessions or benefits and pressure applied in relation to financial transactions.

Discriminatory Abuse - This includes discrimination on the basis of race, culture, language, religion, gender, age, sexuality or disability and includes hate crime incidents

Unlawful deprivation of liberty - Restrictions or restraint can take away a person's freedom and so

deprive them of their liberty. This may happen if restraint is used frequently or for extended periods, or a number of different restrictions are in place. There is no clear definition of when the use of restrictions and restraint crosses the line to depriving a person of their liberty.

Institutional - Institutional abuse occurs when the systems, processes and/or management of these is failing to safeguard a number of adults leaving them at risk of, or causing them, harm.