

## TalentEd's Safeguarding Policy & Associated Documents

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## **1. TalentEd's Safeguarding Policy**

### **1.1 TalentEd's commitment to safeguarding children**

TalentEd is committed to creating and maintaining the safest possible environment for children in which to be educated. We believe that it is always unacceptable for a child to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child is paramount at all times (A child is defined as a person under the age of 18)
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers, school and other agencies is essential in promoting young people's welfare.

We will seek to keep children safe by ensuring that we comply with all relevant legislation and will constantly monitor developments in this field.

However, TalentEd recognises that the best protection for all individuals on the programme is the vigilance and forethought of all involved in preventing circumstances where abuse of trust could occur and by sharing any concerns immediately.

To that end, TalentEd will strive to create a safe and secure environment where tutors, volunteers, TalentEd staff, school staff and students work together confidently in mutual respect.

In the event of a safeguarding concern, TalentEd will work with the partner school and other appropriate agencies to safeguard children.

This policy applies to all TalentEd staff including Directors, managers and other central staff, Trustees, tutors, interns, sessional workers and anyone else working on behalf of TalentEd. It will use the term 'student' or 'child' to refer to the young people with which we work.

### **1.2 The purpose of this policy and supporting documents**

- provide protection for all the children who are in our care
- provide guidance on procedures that staff should adopt if they suspect a child may be experiencing, or be at risk of, harm – including how to make a referral
- provide all staff with guidance on what will happen if an allegation is made against them.

### **1.3 This policy will be reviewed annually**

TalentEd will ensure that the organisation's child safeguarding procedures are continually monitored, developed and maintained and are appropriately communicated throughout the staff, tutor and volunteer network.

The Board of Trustees review this policy, and the organisation's compliance with it, at the summer Board meeting each year or earlier if necessary.

### **1.4 This policy relates to relevant guidance on protecting children**

- Children Act 1989; 2004
- United Convention of the Rights of the Child 1989
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Keeping Children safe in Education 2016
- The Prevent Duty 2015
- Working Together to Safeguard Children 2015

### **1.5 Who to contact**

If you have any safeguarding concerns regarding the TalentEd programme, please contact the Safeguarding Lead on the TalentEd staff team in the first instance. If they are unavailable, please contact the Safeguarding Lead on the TalentEd trustee board or your TalentEd Coordinator.

Safeguarding Lead (TalentEd staff team): Emily Kell, Tutor Relations Manager. Phone: 07415845505 Email: [emily.kell@talent-ed.uk](mailto:emily.kell@talent-ed.uk)

Safeguarding Lead (TalentEd trustee board): Rowenna Abel, Trustee and Trustee Safeguarding Lead. Email: [Rowenna.abel@talent-ed.uk](mailto:Rowenna.abel@talent-ed.uk)

If none of the above are available please seek advice from the NSPCC helpline 0808 800 5000, your local Children's Social Care department or the police.

## **2. Working safely in schools**

The majority of TalentEd's work is carried out in schools, therefore, TalentEd and schools must work in partnership to safeguard children.

- No student will be allowed to attend TalentEd sessions without full parental consent obtained through the school.
- A risk assessment will be carried out annually at each school and will include an acknowledgement of the issues around working with children

- All staff, tutors and volunteers should be clear that school or other settings' policies and procedures should be adhered to at all times.
- Schools will provide TalentEd with information about their procedures, including the contact details of safeguarding leads in the school and who to contact in case of urgent risk (e.g. local safeguarding board and/or police). Schools will be asked to provide induction training for volunteers when they first start working at the school.

### **3. Recruitment and training**

TalentEd are committed to recruiting staff and volunteers safely and training them effectively.

- All staff, tutors and volunteers are required to notify TalentEd of any police record or other factor which may make them unsuitable to work with young people, or any changes to their situation which may bring this into question
- TalentEd will ensure that all staff, tutors and volunteers complete an enhanced Disclosure and Barring Service (DBS) check before working with TalentEd students, and will renew this check within 3 years and will always request references.
- TalentEd will check qualifications, verify identity and request references when appropriate for the role. TalentEd check that tutors and volunteers are not prohibited from teaching or subject to any similar restriction on their involvement with schools and children.
- TalentEd provides schools with written confirmation of the checks which have been completed for tutors and volunteers in advance of their first session.
- Basic safeguarding training will be provided to all staff, tutors and volunteers. This training is renewed every two years, or if this policy changes significantly.
- All staff, tutors and volunteers are provided with a copy of Part 1 of Keeping Children Safe in Education, and this is reissued when the guidance changes.
- When a tutor joins a new school, induction training is provided to ensure that they know who to contact at the school in the event of a safeguarding concern.
- TalentEd's Directors and Safeguarding Trustee attend regular training courses relevant to their roles in coordinating safeguarding matters.

### **4. Code of Conduct**

This Code of Conduct has been developed for the protection of pupils, tutors, volunteers and anyone else working with young people on behalf of TalentEd. To this end, TalentEd expects all staff to abide by this Code of Conduct and recommendations from TalentEd in all activities with TalentEd.

It is the responsibility of everyone at TalentEd to protect the welfare of children and young people during sessions. In following the guidelines, maintaining a sense of proportion and applying common sense, you will ensure their welfare is a priority and that you are protected from false accusations and difficult situations.

## Each Tutor:

- Will inform TalentEd of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable to work with children or young people.
- Recognises that the role of tutor places him/her in a position of trust for their students, and undertakes to uphold that trust at all times.
- Will treat pupils with dignity and respect.
- Will not behave in any way, physically or verbally, that could be offensive to a pupil.
- Remembers at all times that interactions between him/herself and pupils must be such that no reasonable person observing that interaction could construe its nature as abusive.
- Ensures that there is no promotion of partisan political views, and that where there is discussion of political issues there is a balanced presentation of opposing views.
- Undertakes to maintain, the confidentiality of any information relating to other TalentEd staff, volunteers or pupils made available to him/her in the course of the role as a member of the TalentEd team, unless there is a safeguarding concern.
- Will not make physical contact of any kind with a pupil should it be misconstrued.
- Will behave as role models and be suitable examples for their pupils.
- Will not offer a pupil a lift in a car.
- Will not smoke or drink in the presence of their pupils.
- Will use appropriate language when conversing with pupils.
- Will not invite pupils to their homes or visit pupils in their own homes.
- Will not exchange personal email or phone numbers with pupils.
- Will not connect with pupils on any social media.
- Will avoid being alone with a pupil and will not meet a student in a room with a closed door
- Will ask a student to leave the session if they display inappropriate behaviour before recording it and notifying TalentEd.
- Will report any concerns about a child immediately to TalentEd's Safeguarding Lead or a TalentEd Coordinator.
- Will raise concerns about the safeguarding practice of a school or TalentEd in accordance with the Whistleblowing Policy.

If you are unsure/feel uncomfortable about any aspect of work with TalentEd, contact TalentEd immediately.

## **5. Escalation procedure**

### **5.1 Action to be taken if you are concerned about a child:**

You do not need to make a judgement but you do need to share your concerns as soon as possible with your TalentEd Coordinator or the TalentEd Safeguarding Lead who will proceed according to the TalentEd Safeguarding policy.

You must report your concern, whether it relates to a TalentEd session, or not (e.g. neglect at home). You might be concerned that a child is subject to one or more of the four official categories of child abuse:

- Physical abuse (possible signs are: bruises, burns, cuts, marks, frequent 'accidents', unexplained injuries, aggressive play and behaviour)
- Neglect (possible signs are: hunger, poor hygiene, poor attendance at school, tiredness, appearing withdrawn, poor achievement, poor appearance)
- Emotional abuse (possible signs are: mood swings, poor relationships, excessive fear or anxiety, low self-esteem, withdrawn, very passive or dominating behaviour)
- Sexual abuse (possible signs are: inappropriate sexual behaviour with others, inappropriate sexual language, self-harm, recurrent pains or headaches).

Your concerns may be very specific, relating to radicalisation, FGM, or bullying for example, or they may be more general. Concerns might amount to no further action needed or they could lead to something significant. Concerns must be reported even if they seem insignificant, as they may contribute to a larger case.

### **5.2 Action to be taken if a child discloses information to you:**

- Privacy is important, but do not place yourself in a situation where you are alone with a child.
- Listen to what the child says
- Do not make a judgement
- Do not put words into his/her mouth or ask leading questions
- Do not promise to keep a secret
- Explain you have to share the information with the appropriate person
- Write down what the child says using the child's own words, sign and date the document (see Safeguarding Incident Report Form)
- Report your concern to your TalentEd Coordinator, or the TalentEd Safeguarding lead as soon as possible and always within 24 hours.

## **5.3 In the event of scenarios 5.1 or 5.2 occurring, actions to be taken by TalentEd:**

- TalentEd's Safeguarding Lead will refer any concerns to the safeguarding lead at the school in question and will liaise with the Children's Services, the Local Authority Designated Officer, and also the police if appropriate
- TalentEd's Safeguarding Lead will refer any concerns to the safeguarding lead at the school in question and will liaise with the Children's Services, the Local Authority Designated Officer, and also the police if appropriate
- Record the incident in the Safeguarding Incident Log, along with an account of any decisions made and subsequent actions taken

## **5.4 Action to be taken if you are concerned about the conduct of a TalentEd tutor, volunteer or member of staff:**

- Report your concern to a TalentEd Coordinator or TalentEd Safeguarding Lead immediately
- Write down your concern, sign and date the document (see Incident Referral Form)
- If your concern relates to the Safeguarding lead on the staff team, please follow the same steps, but report to the Safeguarding lead on the TalentEd Trustee board instead.

## **5.5 Action to be taken if you receive an allegation about yourself:**

- Keep calm. Do not get involved in an argument which is likely to make the situation worse
- Ensure that no one is placed in a position which could cause further compromise
- Immediately inform TalentEd. The quicker that action is taken to investigate the allegations, the sooner the situation will be resolved
- Record the facts as you understand them, and sign and date the document
- Do not contact another agency involved with TalentEd
- Await further contact from TalentEd

## **5.6 In the event of scenarios 5.4 or 5.5 occurring, actions to be taken by TalentEd:**

- Inform the Local Authority Designated Officer within 24 hours and record and follow their advice
- Consider the allegations and decide on an appropriate course of action, consulting the appropriate agencies for advice if necessary
- Inform the school in question and carry out any necessary investigation following the guidance of the LADO
- Record the incident in the Safeguarding Incident Log, along with an account of any decisions made and subsequent actions taken

Certain incidents will be dealt with internally once the LADO has confirmed that it is appropriate to do so.

Where external agencies are involved in an investigation, the TalentEd Safeguarding Lead will be the main point of contact.

The TalentEd Safeguarding Lead will report the incident to Disclosure & Barring Service if the adult has either:

- behaved in a way that has harmed a child, or may have harmed a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

TalentEd will consider making a referral to the National College for Teaching and Leadership if a tutor or volunteer has been dismissed for misconduct, or resigned before he/she would have been dismissed.

In addition, the TalentEd Safeguarding Lead will report the incident to the police if it is possible that a criminal offence has been committed against or related to a child.

Incidents that meet any of the above criteria will also be reported to the Charity Commission by the TalentEd Trustee Board.

## **6. Confidentiality**

TalentEd recognises that all matters relating to Child Protection are confidential but that we have a professional responsibility to share information with other agencies in order to safeguard children

- The Safeguarding Lead will only disclose information to other staff on a “need to know” basis.
- All staff must be aware that they cannot promise a child to keep secrets.
- Child Protection information must be sent through a secure electronic system or courier if required.
- Pupil Records must not be sent by post.

## **7. E-safety**

All digital communications between TalentEd and parents and children should take place using official TalentEd systems. TalentEd staff, tutors and volunteers should not share their contact details with students, or allow them to make contact on social media.

TalentEd staff, tutors and volunteers should monitor the use of digital technologies, mobile devices, cameras etc. in sessions, and minimise the risks of students finding inappropriate material online when using the internet.

Links to external websites on the TalentEd website will be chosen carefully to limit risk, but students will also be notified that when they leave the TalentEd website they may be at risk.

## **8. Photography and Video**

TalentEd understand that photographs and videos can be misused. TalentEd staff, tutors and volunteers should:

- obtain parental permission at the beginning of the programme
- only take photographs and videos for a purpose related to the aims of the charity
- store photographs centrally with TalentEd and not leave copies on devices
- not publish photographs alongside the personal details of any student and without the permission of TalentEd staff.

## 9. Safeguarding Incident report form

Name of leaders of TalentEd session:	Young person's name & school:
Date of incident:	Time of incident:
<b>Record of incident:</b>	
Name of any persons to whom the concerns were reported:	Date:
Form completed by (Please print):	Signed: