

1. Statement of Policy

1.1. Introduction

Cambridge Spark recognises and fully accepts its moral and statutory duty to safeguard and promote the welfare of children, young people and vulnerable adults and its duty to protect staff from unfounded allegations of abuse.

This policy applies to all staff working on behalf of Cambridge Spark. It should be read in conjunction with the following policies;

- Prevent Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Staff Code of Conduct.

1.2 Principles of Safeguarding at Cambridge Spark

We will ensure:

- A safe environment for all children, young people and vulnerable adults.
- Those suffering or at risk of suffering significant harm or abuse are identified and referred to the necessary agencies as appropriate.
- All staff and learners learn about safeguarding, the organisation's policies and procedures and how to keep themselves and others safe.

We will do this by:

- Appointing and training a Designated Safeguarding Lead (DSL) to be the single point of contact for the organisation.
- Ensuring that all staff are recruited in accordance with the 'Safer Recruitment Guidelines.'
- Raising awareness of issues relating to the welfare and safeguarding of children, young people and vulnerable adults.
- Ensuring that all staff undertake safeguarding training and understand their responsibilities for safeguarding.
- Providing a 'code of conduct' to all staff which details expected behavior to avoid misunderstandings and false allegations.
- Promoting a safe physical and virtual environment.
- Engaging with stakeholders and agreeing to a shared commitment to safeguarding.
- Working with other agencies as appropriate (e.g. Safeguarding Partners, Regional Prevent Co-Ordinator) where an individual is being, or at risk of being, significantly harmed.
- Providing a framework for reporting and dealing with concerns and disclosures.
- Establishing clear procedures for the reporting and handling of allegations of abuse against staff.

1.3. Legislative Frameworks

The legislative frameworks around our policy are:

- **Working Together to Safeguard Children 2019** - reaffirms safeguarding as everyone's responsibility and the importance of sharing information between agencies.
- **Keeping Children Safe in Education 2018** - requires all staff to read and understand their responsibilities if engaged in 'regulated' activities with young people. Sets out the responsibilities of the Designated Safeguarding Lead and provides guidance on safe recruitment of staff.
- **Care Act 2014** - sets out a clear framework for how vulnerable adults should be protected from abuse or neglect.
- **Prevent Duty 2015** - places a responsibility on specified authorities to prevent children and young people from becoming radicalised.
- **Sexual Offences Act 2003** makes it an offence for a person over 18 to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.
- **Safeguarding Vulnerable Groups Act 2006** sets out the type of regulated activity in relation to children and adults at risk for which employers and individuals will be subject to checks.

2. Definitions

2.1. Definitions of Abuse

The following are recognised as definitions of abuse, although any act which harms a child, young person or vulnerable adult should also be considered:

Physical Abuse - may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent an injury occurring.

Sexual Abuse involves a child, young person or vulnerable adult being forced or coerced into participating in or watching sexual activity of any kind. Any apparent consent or awareness is irrelevant.

Emotional Abuse – persistent emotional ill treatment or rejection; includes abusive or offensive electronic communications. This causes severe and adverse effects on behaviour and emotional development, resulting in low self-esteem. Some degree of emotional abuse is present in all forms of abuse.

Neglect - the persistent or severe failure to meet a child's, young person's or vulnerable adult's physical and/or psychological needs, which may result in serious impairment of

their health or development

2.2 Other Definitions

Safeguarding children – protecting children, young people and vulnerable adults from maltreatment, preventing impairment of their health or development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care.

Safeguarding adults - protecting the health, wellbeing and human rights of adults at risk, enabling them to live safely, free from abuse and neglect and ensuring people and organisations working together to prevent and reduce both the risks and experience of abuse or neglect.

Child Protection – any activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Significant Harm – The Children’s Act introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children. Some children may be in need of help because they are suffering or likely to suffer significant harm.

Extremism and Radicalisation – Extremism is defined as ‘vocal or active opposition’ to British values; democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Radicalisation is defined as ‘the way in which a person comes to support terrorism and encourages other people to believe in views that support terrorism’. The Prevent Duty 2015 places a responsibility on specified authorities to prevent children and young people from becoming radicalised and as such is a key part of the safeguarding responsibilities of the organisation.

Child/Young Person – anyone under the age of 18

Vulnerable Adult – for the purposes of this policy, an individual over the age of 18, with specific personal or situational needs, which increase their risk of suffering significant harm.

Regulated Activity - Those working in specified activities will be classed as engaging in regulated activity. Put simply, this is anyone who is teaching, training, instructing, coaching, caring for or supervising children or providing personal care, healthcare, social work, assistance with household matters and personal affairs, and transportation to vulnerable adults.

3. Roles & Responsibilities

Safeguarding is everyone’s responsibility and all staff involved in the organisation’s activities have a role to play. Cambridge Spark will ensure that staff undergo safeguarding training at induction, advanced training (as appropriate) and will take part in regular

development sessions where safeguarding updates/refreshers will be programmed.

3.1. Designated Safeguarding Lead (DSL)

Cambridge Spark have appointed Designated Safeguarding Leads (DSLs) to act as the single point of contact in all safeguarding matters.

Cambridge Spark's DSLs are:

Zoe Wells - Coaching Manager (zoe@cambridgespark.com)

Judit Gorog - Office Manager (judit@cambridgespark.com)

The DSLs will be responsible for;

- ensuring that all staff and learners understand their responsibilities for safeguarding through training and regular updates;

AND

- managing, when required to do so, the referral of cases of suspected abuse or allegations to the relevant agencies,
- providing advice and support to staff who have made referrals to other agencies,
- keeping detailed, accurate, secure written records of concerns and referrals,
- referring cases to the Channel programme via the MASH team where there is a radicalisation concern,
- maintaining secure and accurate records of any child protection concern, referral, complaint or allegation,
- attending case conferences and review meetings as appropriate,
- communication of the policy and arrangements to all relevant parties including but not limited to children, young people and vulnerable adults, their parents and families, staff,
- engaging with local authorities and other agencies as appropriate,
- ensuring that staff receive safeguarding training appropriate to their roles and update this annually, ensuring that
 - maintaining accurate and up to date employment records of all staff including DBS checks,
 - maintaining safeguarding training records,
 - providing periodic reports to the board about safeguarding incidents or referrals as well as policy implementation,
 - act as a source of support, advice and expertise for staff

3.2. Staff Responsibilities

Staff have responsibility to report safeguarding concerns. If any member of staff is concerned about the welfare or safety of a child, young person or vulnerable adult, they must report their concerns to the DSL, as soon as practicably possible. If the member of staff has made written notes of the disclosure or concern, these must be kept and stored securely in case they are required at a later stage. Staff will receive training on how to deal with disclosures made by a child, young person or vulnerable adult.

3.3 Leadership and Management

Cambridge Spark's leadership team will ensure that safeguarding is a key priority for the organisation and will do all it can to promote a culture of safeguarding in all aspects of the business.

4. Safer Recruitment

4.1. Staff Checks

Cambridge Spark operates safer recruitment and employment practices in accordance with Part 3 of 'Keeping Children Safe in Education' and will ensure that the required level of checks for members of staff will be made

Staff checks and critical processes undertaken include:

- Enhanced Disclosure and Barring Service (DBS) check where the member of staff is involved or likely to be involved in 'regulated' activity. Where this is not the case a standard DBS check will be made.
- Where a conviction is recorded, the DSL will carry out a risk assessment and decide whether to confirm or reject the individual's appointment. (Anyone that is barred from working with children or vulnerable adults will NOT be appointed).
- 2 employment/education references including the most recent employment.
- Check on gaps in work history.
- Evidence of identity is obtained, including the right to work in the UK.
- Qualifications are checked and verified with original certificates.
- Areas of concern in the CV or application will be addressed during the interview.
- Applicants sign the application form to declare the information they have provided is true.

4.2. Allegations against Staff

The primary concern in the event of an allegation against a member of staff is to ensure the safety of the young person or vulnerable adult. In all cases, action will be taken quickly, confidentially and professionally, with all parties clear that suspension is not an indicator of guilt, but a required part of a process.

Where an allegation is made, the DSL will meet with HR and senior managers to discuss the action that Cambridge Spark must follow. In order that a full and fair investigation can

be carried out, consideration must be given to suspending the member of staff. Where it is clear that a criminal offence may have occurred, the matter must be reported to the police. Any subsequent dismissal and/or must be reported to the Disclosure and Barring Service.

In the event that a member of staff suspects any other member of staff of abusing a child, young person or vulnerable adult, it is their responsibility to report these concerns to the DSL, except when they are the person against whom the allegation is being made. In this instance, the report should go to HR or a senior manager.

5. Useful Contacts

IF A CHILD, YOUNG PERSON OR VULNERABLE ADULT IS IN IMMEDIATE DANGER, ALWAYS CALL 999

National helplines

NHS 111 Call 111 for 24-hour emergency medical advice and information. It provides 24-hour access, seven days a week, 365 days a year, advice and support.

Samaritans - Freephone Helpline 116 123 Befriending helpline for those in crisis or despair. Open 24 hours and 365 days.

ChildLine 0800 11 11 Free and confidential helpline for children and young people.

NSPCC 0808 800 5000 If you're worried about a child or young person, you can contact the NSPCC helpline for support and advice for free

National Domestic Abuse Helpline 0808 2000 247 (www.nationaldahelpline.org.uk)

Men's Domestic Abuse Advice Line - 0808 801 0327

HopeLine UK 0800 068 41 41 A specialist helpline staffed by trained professionals who give non-judgemental support, practical advice and information if you're under 35 and struggling with suicidal feelings, or concerned about a young person who might be struggling.

Campaign Against Living Miserably (CALM) 0800 58 58 58 If you identify as male and have hit a wall for any reason, you can call or use their webchat service 5pm-midnight.

SANEline If you're experiencing a mental health problem or supporting someone else, you can call SANEline between (4.30pm–10.30pm every day).

Young Minds Parents Helpline 0808 802 5544 Open (9:30am – 4pm) Monday to Friday – a free and confidential national helpline for parents.

Learning Disability Helpline 0808 808 1111 - provides information and advice.

Citizens Advice - 03454 04 05 06 Legal advice.

Centre point 0808 800 0661 Provides housing advice in England to young people aged 16-25 or their family and friends over email, webchat and phone.

Local helplines

The Cogwheel Trust 01223 464385 47-51 Norfolk Street, Cambridge CB1 2LD. Offers a wide range of counselling and consultancy resources for individuals, couples, families and groups. Children and adults alike.

Email: cwt@btconnect.com

Samaritans (Cambridge Branch) 24-hour helpline: 01223 364455 or Freephone 116 123 4 Emmanuel Road, Cambridge CB1 1JW. Befriending helpline for those in crisis or despair. Open 24 hours and 365 days.

Cambridge Women's Aid 01223 460947 CWA offers information, advice and ongoing practical and emotional support. To speak to someone about accessing safe refuge accommodation.

Cambridge Rape Crisis Centre 01223 245888 Box R, 12 Mill Road, Cambridge CB1 2AD. Helpline open Wednesdays 7.30pm-9.30pm (24hour voicemail)

Support to women experiencing domestic abuse in strictest confidence 01223 460947.

Home-Start cambridgeshire 01480 700242 Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age.

Cruse Bereavement Care (Cambridge Branch) 01223 633536 Monday-Friday 9.30-1.30pm. Bereavement care open to all. Telephone helpline, individual help or counselling, drop-in coffee sessions, groups for the newly bereaved and those bereaved by suicide, children's play scheme and counselling for children. There is no charge for Cruse services however any donations are appreciated.

Email: cambridge@cruse.org.uk

Relate Cambridge 01223 357424 3 Brooklands Ave, Cambridge CB2 8BB. Open Mon-Fri: 9am-9pm; Sat: 9am-1pm. Support and counselling for individuals or couples experiencing relationship difficulties. Open to everyone regardless of their ability to pay.

Cambridge Citizens Advice Adviceline: 0344 848 7979 any time between 9.00 - 5.00 from Monday to Friday. Service to help people who live or work in Cambridge City and South Cambridgeshire District with Legal advice.

Disability Cambridgeshire 01223 755610 An advice and information service for disabled people, older people, their families and carers. We serve people of all ages in South and East Cambridgeshire, Fenland and Cambridge City.

Safeguarding Procedures

1. Reporting a concern

If a **member of staff** is concerned about the welfare and/or safety of a learner, they must treat it as a matter of urgency and contact the Designated Safeguarding Lead. (DSL)

The DSL will assess the situation and decide whether the matter needs to be referred to external agencies or whether the matter just needs to be recorded and monitored.

If the child or adult at risk is in immediate harm, then the relevant authorities (e.g. police) must be contacted immediately. In this situation, the member of staff must ensure that the child or vulnerable adult is accompanied and kept safe until the relevant authorities arrive.

If an **apprentice or other learner** reports unsafe practices or safeguarding issues within their working environment to a member of Cambridge Spark staff, the staff member must report the incident to Cambridge Spark's DSL. The DSL will offer guidance and signposting for the learner and will support the learner to report the matter through the employer's whistleblowing/reporting procedures or report the matter directly to the employer if more appropriate.

If a **member of staff** observes a safeguarding issue taking place within the working environment, they must:

- Take action to stop the activity immediately
- Inform the individual of your concerns
- Ask them to remove themselves from the area
- Inform Cambridge Spark's DSL.

If a **member of staff or learner** has a concern or wishes to make an allegation about a member of Cambridge Spark staff, they should contact the DSL directly, unless it is the DSL that they have concerns about in which case they should report the matter to a senior manager. All learners are informed at induction that if they have any concerns over their own personal welfare and wellbeing that they do not feel comfortable talking to their tutor about, they should contact Cambridge Spark's DSL.

2. Dealing with a disclosure

If a learner directly approaches any member of the Cambridge Spark staff to report a safeguarding issue, they should:

- Listen without making judgements.
- Stay calm.
- Only ask open questions to seek clarification and not to probe or investigate.
- If possible, make a written record of what was said, ideally using their words, then sign and date the record.

- Inform Cambridge Spark's DSL as soon as possible and pass on the written record as it may be required at a later date as evidence.
- Not discuss the situation with others.
- Not give an opinion or offer advice.
- Not promise confidentiality - explain that you will need to talk to the DSL.
- Not investigate the issue yourself as it must be escalated.

The DSL will make a decision on further action to be taken and will, where possible, keep the member of staff informed as to the action that has been taken.