



## Safeguarding Policy

### Introduction

This document sets out the safeguarding children, young people and vulnerable adult's policy of MBKB.

MBKB promote this policy at all times by encouraging safe working practices and raising awareness of safeguarding amongst all team members. MBKB are committed to ensuring our safeguarding policies and procedures are compliant with current legislation and guidance.

Whilst the Police and Social Services have primary responsibility in the field of safeguarding, all staff at MBKB Training have a duty of care to ensure that all learners who are undertaking training with us are safeguarded. MBKB are committed to our responsibility to safeguard and promote the welfare of our learners and understand their welfare is paramount.

This policy aims to raise awareness for all team members of their responsibilities in identifying and reporting safeguarding concerns. It also ensures structured procedures are understood by team members and followed in cases where harm or abuse is suspected.

The policy, including the Code of Conduct and Acceptable IT use policy, is discussed on induction with all team members who are asked to confirm that they have read and understood it.

The policy is reviewed and updated annually to reflect the latest guidance and any updates in legislation. It can also be found on MBKB's website and copies are available on request to learners, parents and employers.

It is written with regard to the following documents:

'Keeping Children Safe in Education' – 'KCSIE' – (DfE, September 2018)

'Working Together to Safeguard Children' (DfE, July 2018)

'What to do if you're worried a child is being abused – advice for practitioners' (March 2015)

The Children's Act 1989 and 2004

The Education Act 2002

Sexual offences Act 2003

- 'Signs, symptoms and effects of child abuse and neglect', NSPCC factsheet (<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>) West Midlands Child Protection and Safeguarding Procedures Manual (<http://westmidlands.procedures.org.uk/>)
- Safeguarding Vulnerable Groups Act 2006
- Modern Slavery Act 2015
- West Midlands 'see me hear me' framework (<https://www.seeme-hearme.org.uk/>)
- Malicious Communications Act 1988
- General Data Protection Regulation 2018

Working Together to Safeguard Children 2018 and The Children's Act 2004 place a duty on local authorities to take steps to protect children, young people and vulnerable adults in appropriate circumstances and give certain powers to the police so that they can take action to protect them. The intention is to ensure that there is a 'joined up' approach to all inspections of Children's Services to ensure improvements in the monitoring and planning of all services designed to



protect and promote the interests of children, young people and vulnerable adults. At MBKB we understand the importance of working together as a team to safeguard children and vulnerable adults, and accept the shared sense of responsibility across all agencies working with children to safeguard them.

Section 175 of The Education Act 2002 makes it a statutory duty to ensure that responsibilities under the Education Acts are carried out with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults.

The Sexual Offences Act 2003 makes it an offence for a person over 18 (e.g. a lecturer or other member of staff) 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. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Keeping Children Safe In Education 2018 is statutory guidance that MBKB staff need to have regard to when carrying out duties to safeguard and promote the welfare of our learners. We recognise it is everyone's responsibility to safeguard children and that our approach should always be child-centred. All team members, but especially the designated safeguarding lead, should be considering the context within which safeguarding incidents and/or behaviours occur. This is known as contextual safeguarding, which means assessments of children, young people and vulnerable adults should consider whether wider environmental factors are present in their life that are a threat to their safety and/or welfare. We need to be aware that risks are present beyond families and people can be vulnerable to abuse in a range of social contexts.

The Safeguarding Vulnerable Groups Act 2006 was introduced with the aim to avoid harm, or risk of harm, by preventing unsuitable people from working with children, young people and vulnerable adults. At MBKB we follow this legislation by ensuring all team members have a disclosure and barring service check, and we recognise that this is vital in order to safeguard our learners. In developing the policies and procedures, the senior management at MBKB will consult with, and take account of, guidance issued by the Department for Education (DFE), the Disclosure Barring Service Guidance (DBS) and other relevant bodies and groups. The procedures have been developed in cooperation with the Local Safeguarding Children Board by following and gaining advice from the West Midlands Child Protection and Safeguarding Procedures Manual (<http://westmidlands.procedures.org.uk/>).

## **2) Types of Abuse**

Physical Abuse – This is when a person is physically harmed, resulting in pain, discomfort or injury. This type of abuse may involve hitting, throwing, shaking, burning, poisoning, scalding, suffocating or drowning the child. It may also involve children or young people being supplied drugs or being physically restrained. Physical harm may also be a result of a parent or carer fabricating or inducing illness, also known as Munchausen syndrome by proxy.



**Neglect** – This is when a child’s basic needs are not being met, which is likely to result in the serious impairment of the child’s or young person’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child or young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of child’s or young person’s basic emotional needs.

**Sexual Abuse** – This is any form of sexual activity with a child under the age of consent or young person. Sexual harm involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children or young people in looking at or in the production of pornographic material or watching sexual activities or encouraging children or young people to behave in sexually inappropriate ways. Further sexual activities can take the form of downloading child pornography, taking indecent photographs and sexualised texting (sexting).

**Emotional/Psychological Abuse** – This is the emotional ill-treatment of a child or young person, causing an adverse effect on their emotional development. It may involve telling a child or young person they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve placing too much responsibility on a child or young person or having inappropriate expectations of a child or young person for their age or development level. It may involve causing an individual to frequently feel frightened or in danger, or the exploitation or corruption of a child or young person. It may also involve children or young people having to witness aggressive, violent or harmful behaviour such as domestic abuse. Some level of emotional harm is involved in all types of the ill-treatment of a child or young person, although it may occur alone.

**Bullying and Cyberbullying**- This is behaviour that hurts someone else – either physically, mentally or emotionally. Bullying includes verbal abuse such as name calling, abuse via text message or social media, emotional abuse such as humiliating somebody, manipulating somebody, racial, sexual or homophobic abuse, physical assaults and also making hoax calls.

Bullying that involves the use of information communication technology, such as mobile phone or online, is called cyberbullying. Cyberbullying can now often include posting images and videos of children and young people to embarrass them or ‘trolling’ – posting nasty or hurtful comments on social media. This is outlined as an offence in The Communications Act 2003. The danger with cyber bullying is it can happen any time, anywhere, and often happens in front of a wider audience.

**Peer on peer abuse** – At MBKB we recognise that any type of abuse may not necessarily be perpetrated by an adult; Peer on peer abuse is when children or young people abuse other children or young people. It is important this is not seen as ‘banter’ or less serious as abuse perpetrated by adults.

**Honour Based Violence** – These types of violent acts are committed to protect or defend the honour of a family and can involve many different types of abuse. HBV may include FGM, breast ironing and forced marriage. FGM stands for Female Genital Mutilation. It is the partial or total removal of external female genitalia for non-medical or cultural reasons. It is also known as



'cutting' or 'female circumcision'. Breast ironing is where young pubescent females have their breasts ironed or flattened down using heated objects in the view that this will protect them from harm such as abduction, rape and sexual harassment. Both FGM and breast ironing are harmful cultural practices and are child abuse. If an MBKB staff member suspects HBV or any other forms of abuse, they are to follow the reporting procedures outlined in section 4.

## **Child Sexual and Criminal Exploitation-**

Child sexual exploitation (CSE) is a type of child abuse. It involves children and young people under the age of 18 being exploited and groomed. In these cases the child or young person receive something (for example money, alcohol, drugs, affection, cigarettes, material possessions etc.) in return for performing or having sexual acts performed on them. CSE can occur face to face (in person) or via technology, for example children being groomed online and being asked to send/ post sexual images of themselves in return for something.

Child criminal exploitation involves children being coerced into committing crimes, in exchange for money, alcohol, drugs, gang status etc.

*"County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons."*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741194/HOCountyLinesGuidanceSept2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741194/HOCountyLinesGuidanceSept2018.pdf).

Often the child or young person does not immediately recognise the coercive nature of the relationship or see themselves as a victim. The child or young person is targeted based on their age, lack of confidence and lack of experience.

We would follow actions outlined in section 4 to deal with any disclosures or concerns about child exploitation, ensuring we adapt to the circumstances as needed.

At MBKB we follow the "See Me Hear Me" Framework principles developed for the West Midlands in relation to preventing and stopping child sexual exploitation:

- 1. The child's best interests must be the top priority - Everything we do puts the child or young person first.*
- 2. Enduring relationships and support -Support is given to the child and family as far as possible, by the same person over time , based on individual circumstances and who they most trust. This can be the DSL or a staff member chosen by the child or young person as long as they have relevant experience.*
- 3. Participation of children and young people - We will include children in all decisions made about them.*



- 4. A shared responsibility - Recognising and responding to those at risk of or subject to CSE is everyone's responsibility (as part of their everyday professional duties), not just the responsibility of specialists.*
- 5. Effective information-sharing within and between agencies - Agencies agree to share information about individuals and know how to, in what circumstances.*
- 6. Comprehensive problem-profiling – we use intelligence to identify problems in specific areas in order to understand the patterns of CSE, to identify possible victims, address areas where problems are identified, disrupt offender behaviour and pursue and prosecute perpetrators.*
- 7. Supervision, support and training for staff – We ensure we have a confident, competent workforce, at the front line in every organisation in the city which has contact with children as well as in specialist services.*
- 8. Evaluation and review – We regularly evaluate and review our policies and update them as necessary. We review staff training regularly also.*
- 9. We intervene as early as possible – by identifying and responding to CSE through services designed to identify and meet need with advice and guidance from the specialist multi agency CSE Team*

At MBKB we work in line with “Working Together to Safeguard Children 2018.” This states that professionals should be aware of the need for early help (including in relation to the risk of CSE) for a child who:

- is disabled and has specific additional needs.
- has special educational needs.
- is a young carer.
- is showing signs of engaging in anti-social or criminal behaviour.
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- is showing early signs of abuse and/or neglect

## **2a) Harm to Vulnerable Adults**

Who is a Vulnerable Adult? - The broad definition of a ‘vulnerable adult’ referred to in the 1997 Consultation Paper Who decides? Issued by the Lord Chancellor’s Department, is a person: ‘who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or



herself against significant harm or exploitation”. It must not be forgotten, however, that any adult could potentially be the victim of abuse.

All MBKB learners complete a ‘barriers to progress’ checklist as part of their induction and embedded within this are factors that would indicate if the learner is vulnerable. Should a learner be rated as amber or green, the DSL is notified and will offer support and guidance to that learner where needed.

**Physical Abuse** – This may include ‘hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions’. ‘Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.’

**Sexual Abuse** – This may include ‘rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.’ Sexual abuse also includes forcing a person to look at pornographic materials taking indecent photographs.

**Emotional/Psychological** – This may include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial or Material Abuse** – This may include ‘theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.’

**Neglect and Acts of Omission** – This may include ‘ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate heating and nutrition.’

**Discriminatory Abuse** – This may include abuse, bullying and harassment based on the individual’s age, sex, disability, religion, race or ethnicity or sexual orientation.’ Some of the recognised signs of discriminatory abuse might be very similar to emotional and psychological abuse.

### **3. Monitoring / Reviewing**

The designated person and designated staff members as indicated below in this policy will have completed basic child protection training and further child protection training which is refreshed every two years.

MBKB designated safeguarding lead- Katie Biggs

MBKB deputy designated safeguarding leads – Julie Fellows and Danni Northall

Senior Management Team with further child protection training--Lisa Elcocks and Sarah Watkins.



Team members with Mental Health First Aid Training- Katie Biggs and Sarah Watkins.

All staff will receive safeguarding training as part of their induction, refreshed every 2 years.

All staff who work with children, young people and vulnerable adults will undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, and this is kept up to date by refresher training at 2 yearly intervals. Their knowledge is also refreshed with regular safeguarding updates during staff meetings delivered by DSL/ DDSL.

Voluntary or temporary staff are also made aware of the arrangement for child protection and their responsibilities through their employing agency.

Senior management at MBKB are aware of how to manage allegations against staff and should follow the Dudley Safeguarding LADO process flowchart for guidance. The link for this can be found in appendix A within this policy.

All staff at MBKB who take part in recruitment and selection activity will attend Safer Recruitment Training which will be kept up-to-date by refresher training at 3 yearly intervals.

In order to monitor safeguarding issues, the DSL will provide the senior team with a quarterly report. This report will identify any trends in safeguarding issues and any training needs for MBKB staff members. This ensures a 'joined-up' approach to safeguarding our learners. In addition to this, once cases/ concerns are closed, the safeguarding team review conclusions and impact of measures taken to ensure continuous monitoring and evaluation of safeguarding procedures.

#### **4. Management Responsibilities**

- a. MBKB have in place an effective Safeguarding Policy and Procedures in-keeping with locally agreed interagency procedures and the policy is available to learners, employers, parents or other users on request.
- b. MBKB operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children and vulnerable adults, including DBS checks.
- c. MBKB have in place procedures for dealing with allegations of abuse against members of staff and volunteers. We follow the Dudley Safeguarding LADO process flowchart for guidance.
- d. MBKB have a senior team member who is designated to take lead responsibility for dealing with safeguarding issues, providing advice and support to other staff and liaising with local agencies when necessary. ee. MBKB ensures that the DSL undertakes further child protection training that is up to the standards agreed by the LSCB and refresher training at 2 yearly intervals.

#### **5. Dealing with disclosure of abuse and procedure for reporting concerns.**

In the event that a child, young person, vulnerable person or any learner of MBKB discloses possible abuse, the following steps should be taken:



- a. Listen carefully and stay calm.
- b. Do not interview the person, but question normally and without pressure in order to be sure that you understand what they are telling you.
- c. Do not put words into the person's mouth.
- d. Reassure the person that, by telling you, they have done the right thing.
- e. Inform the person that you must pass the information on, but that only those that need to know about it will be told, for example, the designated safeguarding lead and any potential witnesses. Never promise to keep it a secret.
- f. Make a detailed note of the date, time, place, what the person said, did and your questions etc on an MBKB Safeguarding Incident Report form. Include exact quotes where possible. Information should be recorded as soon as possible to ensure accuracy. Staff should not investigate concerns or allegations themselves but should report them immediately to the Designated safeguarding Lead. Safeguarding Incident Report forms must be passed onto the DSL within 24 hours. Particular attention may have to be given to those with speech impediments, as these can make communication difficult. In addition, this applies to people whose first language is not English and it is important to consider any cultural differences when a disclosure is made.

MBKB will comply with GDPR and data protection act 2018 when sharing information relating to a disclosure or concern for welfare. We follow 7 golden rules for information sharing

1. Remember the Data Protection Act 2018 and GDPR are not a barrier to sharing information
2. Be open and honest
3. Seek advice
4. Share with consent where possible and appropriate
5. Consider safety and well-being
6. Necessary, proportionate, relevant, accurate, timely and secure
7. Keep a record

## **6. Reporting and dealing with allegations of abuse against members of staff**

MBKB recognises that, due to the nature of frequent contact with children, young people and vulnerable adults, a staff member or person working on behalf of MBKB may have an allegation of abuse or misconduct made against them. MBKB recognises that an allegation may be made for a variety of reasons and the facts of the allegation may, or may not be true.

It may be alleged that a person has:

- a. Behaved in a way that has or may have abused or harmed a child or vulnerable adult.
- b. Committed a criminal offence against or related to a child, young person or vulnerable adult.
- c. Behaved towards a child, young person or vulnerable adult in a way that indicates he or she is unsuitable to work with children, young people or vulnerable adults.





It is essential that allegations are dealt with fairly, quickly and consistently, in a way that provides effective protection for the child, young person or vulnerable adult and at the same time supporting the person who is the subject of the allegation.

Whilst the welfare of the child, young person or vulnerable adult is the paramount concern, it is recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within MBKB will do so with sensitivity.

MBKB have a whistleblowing policy in place so that, should a staff member have concerns about a colleague or practices of MBKB, they can report them confidentially without fear of detrimental treatment for doing so. We advise that team members report concerns to the DSL, or if concerns are about the DSL, then report to DDSLs or CEO. We advise team members contact the Dudley Safeguarding Children's Board on 0300 555 0050 for guidance if they feel that their concerns are not being taken seriously or that a concern is not being dealt with correctly.

## **7. Receiving an allegation from a child, young person or vulnerable adult**

A member of staff who receives an allegation about another member of staff from a child, young person or vulnerable adult should follow the guidelines below.

Procedures in section 4 should be followed and the allegation should be reported immediately to the DSL, unless this is the person against whom the allegation is made, where it should be reported DDSL or CEO.

- a. Obtain details of the allegation from the person who received it.
- b. Record information about times, dates, locations and names of potential witnesses.

The DSL can make an initial assessment based on information. This guidance applies to all MBKB staff, whether at arranged work placements, in our office, working with or representing MBKB or its clients. The DSL would not investigate the allegations. We follow the Dudley Safeguarding LADO process flowchart for guidance, ensuring we inform the LADO. The link for this can be found in Appendix A. The DSL would inform the senior team of any allegations and it is recognised that, depending on the outcome of the investigation by the LADO, disciplinary action may need to be taken.

## **8. Dealing with disclosure**

In the event that a young person or adult tells a member of staff about possible abuse within a work placement or work-based learning setting, the procedures in section 4 should be followed. In the event that an employer, fellow employee, placement organiser, parent or guardian of a young person or vulnerable adult, or any other person coming into contact with a learner within the workplace context, tells a member of MBKB staff about possible abuse the procedure as described in Section 4 should be followed.

In the event a member of staff receives an e-mail, text or telephone message from a learner, employee, fellow employee, placement organiser, parent or guardian or any other person coming into contact with a learner in the workplace context, they should immediately record this on a



Safeguarding Incident Report form and notify the DSL who will investigate the report and advise on further action needed.

## **9. Complaints relating to the handling of safeguarding concerns/ disclosures**

MBKB recognise the right that learners, families and employers have to complain about the process followed during the handling on safeguarding concerns or disclosures. However, the issues relating to the lead up of the concern will be considered within the safeguarding policy. At MBKB we take all complaints seriously and recognise them as opportunities to learn and to gain better understanding.

In the event that a complaint is made, the DSL and CEO will record the following information from the complainant:

- Date complaint received
- Name of complainant
- Nature of complaint
- Who dealt with the complaint
- Outcomes and actions
- Verbal/written responses to complainant
- Signed and date of completion

We will acknowledge receipt of any complaints within 48 hours and then carry out a full investigation.

## **10. Recruitment and selection procedures**

MBKB has Recruitment and Selection Procedures. In respect of this policy, they should take account of the following:

- a. The procedures apply to staff, volunteers and agency staff who may work with children, young people and/or vulnerable adults.
- b. The post should be clearly defined and the key selection criteria for the post should be identified.
- c. Vacancies should be advertised widely in order to ensure a diversity of applicants.
- d. Applicants are required to complete an application form and sign to declare the information they have provided is true. Where submissions are by email, the applicant has deemed to have accepted the declaration.
- e. Application forms are reviewed by the senior team and any gaps in employment or other missing information is highlighted. The Chair of the interview panel will ask questions in respect of areas of concern and ensure the right people are selected for employment.
- f. Applicants invited to interview are requested to provide documentary evidence of identity which will satisfy DBS requirements.
- g. Documentary evidence of academic/vocational qualifications is obtained.



- h. Professional and character references are required for successful candidates.
- i. Previous employment history is verified.
- j. Conditional offers of appointment are made subject to Disclosure Barring Service (DBS)

## Modern Slavery / Anti-Slavery Policy

This policy is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that MBKB Training has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain. Modern slavery encompasses slavery, servitude, human trafficking and forced labour. MBKB has a zero-tolerance approach to any form of modern slavery. We are committed to acting ethically, with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

We operate a number of policies to ensure that we are conducting business in an ethical and transparent manner. This policy sets out the organisation's stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.

1. Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
2. We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.

**Our Employers** - MBKB operates an Employer vetting policy, utilising the Organisational Needs and Policy Analysis (onapa) document and maintains a preferred list. We conduct due diligence on all employers and organisations before allowing them to become access to our training and services. This due diligence includes an online search to ensure that particular organisation has never been convicted of offenses relating to modern slavery [and on-site audits which include a review of working conditions]. Our anti-slavery policy forms part of our contract with all employers and organisations and they are required to confirm that no part of their business operations contradicts this policy. In addition to the above, as part of our contract with employers, we require that they confirm to us that; they pay their employees any prevailing minimum wage applicable and provided suitable working conditions, the must also adhere to all our policies, as outlined at sign up. We reserve the right to terminate the contract at any time should any instances of modern slavery come to light.

**Staff Training** - We regularly conduct training for our team so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain.

Appendix A) <http://safeguarding.dudley.gov.uk/child/work-with-children-young-people/management-of-allegations/>



Name – Mark Bremner

A handwritten signature in black ink, appearing to read 'Mark Bremner'.

Date 25.4.19