

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

SAFEGUARDING POLICY

2021 – 2022

POLICY LEAD: DESIGNATED SAFEGUARDING OFFICER

EFFECTIVE DATE: August 2021

REVIEW DATE: 01 August 2022

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

INTRODUCTION

Momentum Training and Consultancy recognises the responsibility to safeguard children, young people and vulnerable adults and is committed to keeping them safe. We will comply with the Working Together to Safeguard Children (2018) and Keeping Children Safe in Education' (Sept 2021).

The primary aim of this Safeguarding Policy is to promote the welfare of all children, young people and vulnerable adults throughout our organisation and practice in a way that protects them from harm.

In addition, Momentum Training and Consultancy aims to:

- Create a safe and secure environment where learners and staff are listened to when they have a concern
- Ensure all staff have a clear understanding about their safeguarding responsibilities
- Enable all staff to have a clear understanding of how these responsibilities should be carried out
- Embed safeguarding throughout the learner journey
- Ensure a straightforward reporting system should a concern be raised

To achieve this, Momentum Training and Consultancy will:

- ✓ Adopt an open door policy to encourage learners and staff to speak up as and when important situations arise
- ✓ Carry out progress reviews with learners to support progression, identify areas of need and encourage self-confidence
- ✓ Provide effective management for staff through supervision, support and training monitored via CPD and appraisal documentation
- ✓ Raise awareness of the effects of neglect and abuse and be alert to potential indicators of abuse and neglect through continual Safeguarding training for all staff
- ✓ Liaise and work together with external agencies involved in Safeguarding
- ✓ Recruit safely, ensuring satisfactory DBS checks are carried out on all staff working with children, young people and vulnerable adults
- ✓ Use the learner induction process to discuss the code of conduct and whom learners can approach if they have a concern
- ✓ Take opportunities to discuss safeguarding through teaching and learning
- ✓ Apply a zero-tolerance approach to bullying, discrimination and/or harassment in everyday practice
- ✓ Ensure ALL employees and learners adhere to our IT Usage Policy which promotes safety online
- ✓ Ensure any learners accessing remote training due to COVID-19 guidelines have access to safeguarding and are monitored in line with this policy as all face to face learners are

Momentum Training and Consultancy ensure all staff are up to date with Local Authority Safeguarding procedures and requirements and will liaise with the Local Authority Designated Officer (LADO) in the event of any safeguarding concerns. Our responsibilities under the Local Authority include:

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

- ✓ Be alert to potential indicators of abuse or neglect;
- ✓ Be alert to the risks which individual abusers or potential abusers, may pose to children;
- ✓ Be alert to the impact on the child of any concerns of abuse or maltreatment;
- ✓ Be able to gather and analyse information as part of an assessment of the child's needs.

Related Issues

Safeguarding covers more than the contribution made to child protection in relation to individual young people. It also encompasses issues such as learner health and safety, bullying and a range of other issues. For example, arrangements for meeting the medical needs of children, providing first aid, building security, drugs and substance misuse, positive behaviour, etc. There may also be other safeguarding issues that are specific to the local area or population that need to be identified in partnership with the Local Authority e.g. gang involvement, young carers and the safeguarding of vulnerable adults. Our duty is to ensure that safeguarding permeates all activities and functions. This policy therefore compliments and supports a range of other safeguarding issues including, but not limited to:

- Bullying, including Cyber Bullying
- Young people missing education
- Young people missing from home or education
- Child sexual exploitation (CSE)
- Child Criminal exploitation
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- So called honour-based violence
- Gang and youth violence
- Gender based violence/violence against woman and girls
- Hate
- Mental health
- Preventing Radicalisation
- Relationship abuse
- Sexting
- Sexual violence and sexual harassment between children
- Trafficking

ROLES & RESPONSIBILITIES

All staff have a responsibility to follow the Momentum Training and Consultancy Safeguarding procedures. Abuse can occur in all cultures, racial and religious groups and staff must be sensitive and respectful of ethnic and cultural backgrounds and these factors must not be used as a reason for delayed or non-intervention.

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

Designated Safeguarding Officer

- Ensure that all staff working with learners undertake safeguarding training as part of their induction to equip them to carry out their responsibilities for safeguarding effectively and that this is kept up to date by refresher training at three yearly intervals, in line with advice from the Local Safeguarding Children Partnership (LSCP).
- Ensure that the training centre operates within the legislative framework and recommended guidance and any changes are communicated effectively across the organisation
- Ensure that all staff, know where to locate and how to follow safeguarding procedures
- Develop effective working relationships with other agencies and services
- Decide upon the appropriate level of response to specific concerns and ensure that all records are completed accurately and efficiently and stored appropriately
- Ensure that any referrals are carried out within 24 hours
- Liaise and work with the LADO, Social Care teams, the Police, health services and other services over suspected cases of child abuse
- Ensure that cause for concerns are effectively monitored
- Provide guidance to staff about obtaining suitable support
- Maintain up to date knowledge and training in dealing with child protection concerns
- Maintain a central register of all staff working with learners
- Ensure DBS checks are carried out and updated in a timely fashion

Staff

- Provide a safe environment in which children and young adults can learn
- Know the systems and procedures which support safeguarding
- Attend regular Safeguarding and Prevent Duty training
- Be alert to the signs of abuse, neglect, radicalisation, and violent extremism
- Question the behaviour of children and young people and not necessarily take what you are told at face value
- Know where to turn to if you need to ask for help
- Liaise with the Designated Safeguarding Officer to maintain records and ensure timely referrals are made where safeguarding concerns arise
- Refer concerns directly to the local authority if you suspect that a child or young person is at risk of harm or is in immediate danger

Subcontracting Partners must adhere to Momentum Training and Consultancy Safeguarding and Prevent Duty Policies, unless the subcontracting partner has equivalent policies which meet all requirements set out by Local Authorities, ESFA and any other relevant bodies. Such policies must be audited by the Senior Responsible Person at Momentum Training and Consultancy to determine suitability.

CONFIDENTIALITY

Learners are advised that staff cannot guarantee confidentiality and may need to share information with others. If a learner confides in a member of staff and requests that the information is kept secret, the member of staff must tell

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

the learner that he or she has a responsibility to refer cases of alleged abuse to the designated person for the learner's own safety. However, the learner should be assured that staff who receive information may only share that information within appropriate professional contexts.

All cause for concerns and disclosures are recorded and stored securely.

COUNTER-TERRORISM

In accordance with the Counter Terrorism and Security Act, Momentum Training and Consultancy has a responsibility to safeguard learners and prevent people from being drawn into terrorism. Momentum Training and Consultancy consider Prevent within our safeguarding responsibilities and as such, in the instance of a concern, this should be reported in accordance with the safeguarding procedure.

Any identified concerns as the result of observed behaviour or reports of conversations to suggest that the young person supports terrorism and/or extremism, must be reported to the Designated Safeguarding Officer.

PREVENT is a key part of the government's strategy to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of Prevent in diverting people away from being drawn into terrorist activity. Prevent happens before any criminal activity takes place. It is about recognising, supporting, and protecting people who may be vulnerable to radicalisation.

In support of this strategy, Momentum Training and Consultancy will:

- ✓ Ensure that students and staff are aware of their roles and responsibilities in preventing violent extremism
- ✓ Ensure all staff have an awareness of the Prevent agenda and the various forms of radicalisation, being able to recognise signs and indicators of concern and respond appropriately
- ✓ Ensure learner safety and that the training centre is free from bullying, harassment and discrimination
- ✓ Provide support for learners who may be at risk using appropriate sources of advice and guidance
- ✓ Promote and reinforce shared values; create space for free and open debate, and listen and support the learner voice
- ✓ Promote wider skill development including the social and emotional development of learners
- ✓ Implement anti-bullying strategies and challenge discriminatory, oppressive behaviour
- ✓ Raise awareness of the threats from extremist groups and the risks for young people and vulnerable adults

EQUALITY & DIVERSITY

We recognise that all children and young people have a right to equal protection from all types of hardship and/or abuse regardless of age, gender, ethnicity, religious belief, sexual orientation, or any other protected characteristic indicated in the Equality Act 2010. In addition, we acknowledge that some children are additionally vulnerable because

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

of the impact of lived experiences, their level of dependency, communication needs and any other issues. In line with our Equality and Diversity Policy, Momentum Training and Consultancy is committed to anti-discriminatory practice.

FEMALE GENITAL MUTILATION

Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a young adult that might be at risk of HBV, they should inform the DSO who will engage local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers/assessors. [Section 5B of the Female Genital Mutilation Act 2003](#) (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers/assessors in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers/assessors on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015).

We recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fm@fco.gov.uk

PEER on PEER ABUSE

We recognise that young people are also vulnerable to physical, sexual, and emotional abuse by their peers or siblings. Abuse perpetrated by a young person can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers recognise the impact on both the victim of the abuse, as well as the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding procedures will apply in respect of any young person who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to Peer-on-Peer abuse; it must never be tolerated or dismissed as 'banter', 'just having a laugh' or 'part of growing up'.

Staff are aware that safeguarding issues can manifest themselves via Peer-on-Peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- up skirting
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

Reporting Concerns or Allegations of Abuse

All members of staff and associates must report any concerns or allegation of harm immediately to the Designated Safeguarding Officer (DSO). In the absence of the DSO, the matter should be reported to the person identified as their deputy. In the event of neither of these individuals being available the matter should be reported to the company directors. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Child Care Team or Police Public/Family Protection Unit.

In the case of it being out of hours the county Emergency Duty Team should be contacted. Any alert raised must be communicated by the fastest possible means and followed up with the Cause for Concern Form. Safeguarding documentation and information in relation to a Cause for Concern is to be kept strictly confidential and not to be discussed with anyone without prior permission from the DSO.

The Cause for Concern form is to be submitted to the DSO within 24 hours of any allegation being made, however any allegation should have already been communicated by the fastest possible means to the relevant party. On acknowledgement of the Cause for Concern the DSO will begin a Record of Events, this may be held electronically. Security measures are in place to ensure confidentiality.

The DSO will, if deemed appropriate, identify trained staff members within the organisation to deal with the Cause for Concern. The DSO will maintain a Record of Events and record all information obtained at this stage; any party involved in the case will also have access to maintain the Record of Events.

If deemed appropriate by the DSO, a Safeguarding Strategy meeting will be put in place to discuss the Cause for Concern raised and will be dealt with by the team assembled by the DSO. On conclusion of the factual evidence being gathered, the Record of Events will be collated and submitted to appropriate parties to illustrate information gathered and provide an indication of how the Cause for Concern will be managed going forward.

This Record of Events and its findings will clearly define who will be responsible for actions on any recommendations made. Throughout the process all staff involved are to give maximum communication and support to internal and external agencies.

DSO for Momentum Training and Consultancy: William Moore

Tel: 07950 327277

Email: billy_moore@btinternet.com

In **Romford** and areas in the **London Borough of Havering**, contact the Child Protection Team:

Monday to Friday (9am to 5pm) - 01708 433222

Out of hours/weekends - 01708 433999

In all areas under **Essex**, contact **Essex County Council**:

If you have an immediate safeguarding concern call 0345 603 7627 and ask for the priority line.

Out of hours or bank holidays, call the emergency duty team on 0345 606 1212.

NSPCC Helpline: 0800 800 5000

Safeguarding Policy

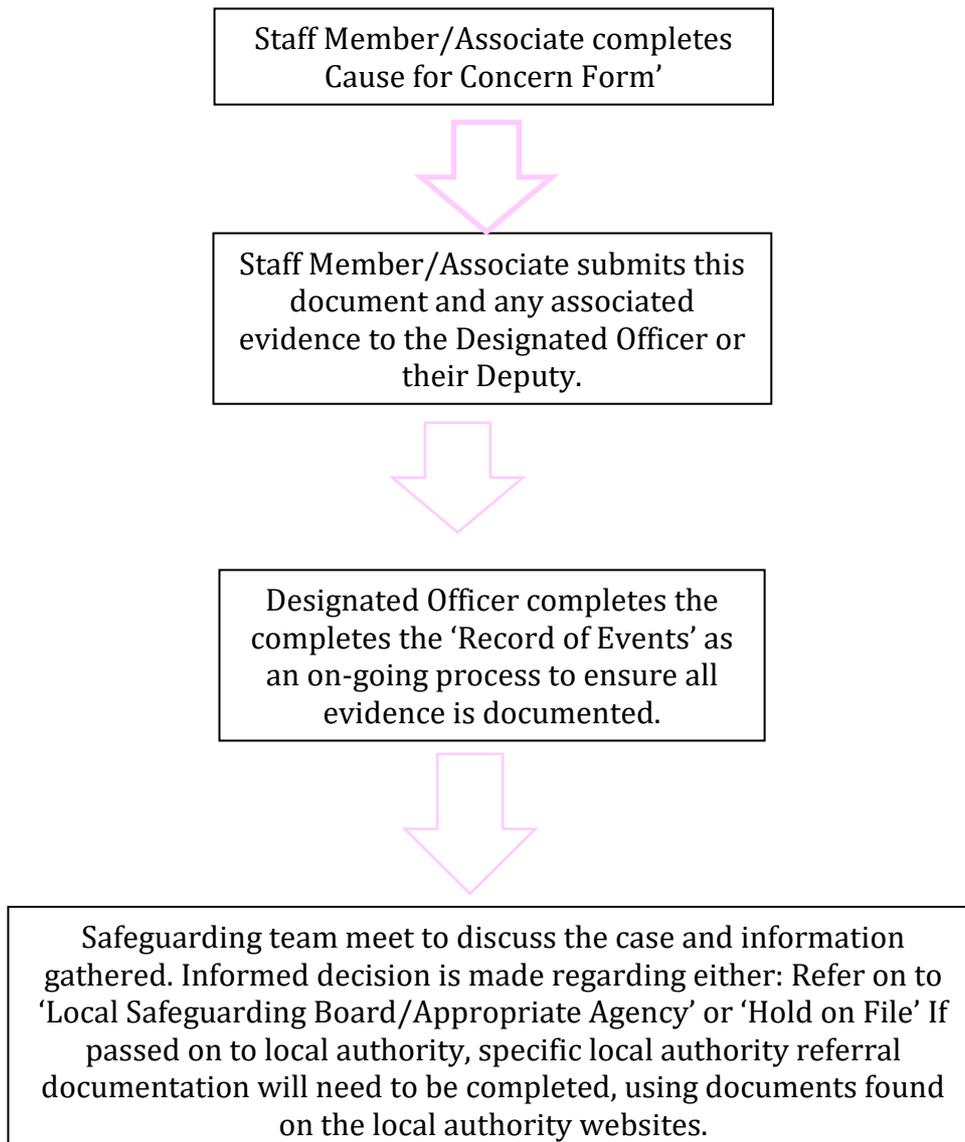
Updated August 2021

Next review date: 01 August 2022

For other counties contact the Local Authority Designated Officer, (LADO) in some areas the LADO is simply known as the Designated Officer (DO).

If you class any incident as an emergency call the Police either on 999 or 101 if the incident is not an emergency. If you contact the LADO or the Police you should inform the Company DSO at the first opportunity.

Safeguarding Reporting Procedure: Process Diagram



Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

Cause for Concern Form

Learner Name:		DOB:
Gender:	Ethnic Origin:	
Disability:	Religion:	
Date and Time of Concern:		
Your Account of the Concern: (What was said, observed, reported and by whom)		
Additional Information: (Context of Concern/Disclosure)		
What is the final outcome:		
Name:	Position/Job Role:	

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

Date and Time:	Signature:
Action and Response of Designated Senior person (DSP) Name: _____ Date: _____	

PLEASE PASS THIS FORM TO YOUR DESIGNATED PERSON FOR SAFEGUARDING OR THE DEPUTY DSP.

Confidential file note: Record of Telephone Conversation

Information required	To be completed
Learner Name	
DoB	
Centre	
Message for	
Caller <i>(please specify including full name, job title or relationship to learner)</i>	
Date	
Time	
Telephone Number	
Details/Key Points discussed	
Agreed actions <i>(include person responsible and timescales)</i>	

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

Information required	To be completed
Agreed actions <i>(include person responsible and timescales)</i>	
Agreed actions <i>(include person responsible and timescales)</i>	
DSO Name	
Signature	
Evidence of Follow-up action taken by DSO <i>(include progress against agreed actions, follow-up with other professionals, parents, centres and learner including the date)</i>	
Further Action Agreed <i>If required</i>	
Full name	
DSO Signature	
Date	

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022

Record of Events Sheet

This information is gathered to provide an overview of the nature of concerns and details of significant professional interventions.

Date & Time	Nature of contact including name(s)	Key issues discussed & actions agreed or taken in response	Further details in file? [Y/N]	Signature and role of record keeper

Safeguarding Policy

Updated August 2021

Next review date: 01 August 2022
