

Manatec

Safeguarding Policy

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1. Statement of Intent

Manatec is committed to promoting the welfare of children and adults at risk, as defined in The Children's Act 1989 and The Care Act 2014. It is the duty of all staff to play an active role in ensuring this. This policy applies to all staff, including Directors, paid staff, learners and anyone working on behalf of Manatec.

All staff are expected to be aware of:

- Their duty to report concerns
- The guidance for identifying child abuse
- What to do if a child makes an allegation of child abuse
- Issues about confidentiality

Manatec recognise that protecting and safeguarding children and adults at risk is a shared responsibility and depends upon effective partnership working between agencies and professionals.

Manatec has a duty of care to safeguard the adults at risk it comes into contact with and therefore clear guidelines and procedures have been set out so that all staff can act with clarity and understanding. All new staff at their induction are made aware of the procedure for recording and reporting concerns.

Manatec aim to protect adult learners at risk in its learning environment by:

- Ensuring that all staff are carefully selected, trained and supervised in accordance with Manatec's Recruitment Policy and have up to date DBS checks.
- Having a policy and procedure for the protection of adults at risk in line with national and local policy developments and which is updated annually.
- Ensuring that Manatec has a Designated Safeguarding Lead (DSL) for adults at risk and that all staff are aware of the named person and the process of reporting concerns to them.
- Informing learners with care and support needs and their parents/carers at induction, assessment and at reviews about who to go to if they have any worries or concerns. Safeguarding information will also be provided in easy-read format within the learner handbook.

2. Principles

Children and adults at risk have a fundamental right to be protected from harm. The protection of children and adults at risk is a shared community responsibility. The abuse of children and adults at risk is a clear infringement of human rights and in many cases may be a criminal offence. Manatec is committed to ensuring that it:

- Actively safeguards and promotes the welfare of all learners
- Provides a safe environment in which all learners can learn
- Identifies children and adults 'at risk' who are suffering, or likely to suffer, significant harm

- Takes appropriate action to see that such children and adults ‘at risk’ are kept safe, both at home and in the learning environment

All staff will receive adequate training to familiarise themselves with safeguarding issues and responsibilities, with refresher training every year. There will be a senior member of the management team with special responsibility for safeguarding issues. This person will act as the lead and will undertake safeguarding training every year.

There are five main elements to the policy:

- Ensuring that Manatec practices safe recruitment by checking the suitability of staff and volunteers to work with learners
- Raising awareness of child protection issues amongst staff
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of child abuse
- Supporting the person who has been abused
- Establishing a safe environment in which people can learn and develop, and where they are able to talk and be listened to.

3. Definitions

3.1 Child

The Children Act 1989 defines a child as “a person under the age of 18”. This could therefore include:

- Any learner up to the age of 18
- Any other person under the age of 18 who becomes known to Manatec

With reference to The Education Act 2002:

Duties of LEAs and governing bodies in relation to welfare of children E+W

(1)A local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children.

(2)The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

(3)The governing body of an institution within the further education sector shall make arrangements for ensuring that their functions relating to the conduct of the institution are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the institution.

(4)An authority or body mentioned in any of subsections (1) to (3) shall, in considering what arrangements are required to be made by them under that subsection, have regard to any guidance given from time to time (in relation to England) by the Secretary of State or (in relation to Wales) by the National Assembly for Wales.

Safeguards for disabled children are essentially the same as all other children. Particular attention should be paid to promoting a high level of awareness of the risks of harm and to high standards of practice, and strengthening the ability of children and families to help themselves.

Manatec recognise and ensure that:

- Make it common practice to enable disabled children and adults to make their wishes and feelings known in respect of their qualification and delivery of it.
- Ensure that disabled children receive appropriate personal, health and social education (including sex education);
- Make sure that all disabled children and adults know how to raise concerns and give them access to a range of adults with whom they can communicate. This could mean using interpreters and facilitators who are skilled in using the child's preferred method of communication;

Where reference is made within this policy, to children and young people, this term is used to mean those under the age of 18. Any concerns raised to the Local Authority will be raised to Children's Social Care.

3.2 Safeguarding adults

The term 'Safeguarding adults' is used within this policy to replace the term 'vulnerable adult'.

A Safeguarding adult is a person of 18 years of age or older who is, 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/herself, or be unable to protect him or herself against significant harm or exploitation.

A Safeguarding adult may therefore be a learner, or a service user in a residential home or other premises who, for example:

- Is an older person who is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or sensory impairment
- Has mental health needs including dementia or a personality disorder
- Has a long term illness/condition
- Misuse substances or alcohol
- Is a carer such as a family member/friend/learner who provides personal assistance and care to adults and is subject to abuse
- Lacks the mental capacity to make particular decisions and is in need of care and support.

3.3. Types of Abuse

Children and Young People under 18

Manatec recognises the following as definitions of abuse and neglect as defined within ***Keeping Children Safe in Education***.

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. They may be abused by an adult or adults or another child (ren).

Keeping Children Safe in Education outlines four areas of abuse as follows:

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional ill treatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may include interactions that are beyond the child’s developmental capability as well as normal social interactions. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying) causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child’s business physical/and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger
- Ensure access to appropriate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

In addition, Keeping Children Safe in Education identifies that there are wider safeguarding issues should be considered and acted upon. The statutory guidance lists 16 specific safeguarding issues and provides links to further information regarding all of these areas, they are:

Child Sexual Exploitation: Many of these are common teenage behaviours, but keep an eye out for increased instances of changes in behaviour that may be signs of grooming:

- Being secretive about who they are talking to and where they are going
- Often returning home late or staying out all night
- Sudden changes in their appearance and wearing more revealing clothes
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women

- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer.

3.4. Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

- A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:
- A long holiday abroad or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

A girl or woman who's had female genital mutilation (FGM) may:

- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment or fear

Reporting requirements

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under 18s to the police (Home Office, 2016)

3.5. Preventing Radicalisation

Protecting individuals from the risk of radicalisation is part of Manatec's wider safeguarding duties, and is similar in nature to protecting individuals from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing safeguarding risks, staff should

be alert to the changes in individual's behaviour which could indicate that they may need help or protection. Staff should use their professional judgement in identifying individuals who might be at risk of radicalisation and refer any concerns to the Manatec DSL.

Manatec recognises that it has a statutory duty to have 'due regard to the need to prevent people from being drawn into terrorism'. In complying with the duty, Manatec commits to demonstrating an awareness and understanding of the risk or radicalisation and extremism in their organisation. To this end, all staff and sub-contractors have completed Prevent training and will update this annually.

3.6 On-Line Safety

Refer to Manatec Social Media Policy

3.7 Adults at risk aged 18+

Chapter 14 within the Care Act 2014 replaces the 'No Secrets' guidance. The safeguarding duties within the Care Act apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Manatec recognises the following as definitions of abuse and neglect as defined within Chapter 14 of The Care Act.

Physical Abuse: this includes assault, hitting slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic Violence: this includes psychological, physical, sexual, financial, emotional abuse or so called 'honour' based violence.

Sexual Abuse: this includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological Abuse: this includes emotional abuse, threats or harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal or services or supportive networks.

Financial or material abuse: this includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern Slavery: this encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory Abuse: this includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational Abuse: this includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission: this includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-Neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

4 Safeguarding Roles and Responsibilities

In the event of an allegation of abuse, the first priority for everyone is to ensure the safety and protection of the adult(s) at risk. All staff who have contact with adults at risk have a personal responsibility to be aware of issues of harm.

All staff have a duty to act in a timely manner, on any concern or suspicion that an adult who is vulnerable is at risk of being or is being harmed and to ensure that the situation is assessed and investigated.

The DSL is Claire Elmugadam, contact on 07808 770261 or claire.elmugadam@manatec.co.uk, will ensure that all staff know when and how to record concerns about an adult at risk's welfare however small or apparently insignificant. This is an essential part of the role. In the absence of the DSL, the appointed Deputy is Lisa Bates, contact on 07834 321511 or lisa.bates@manatec.co.uk

It is the DSL responsibility to decide what actions need to be taken in response to reported incidents or welfare concerns.

When an incident/welfare concern is passed to the DSL they will:

- Check that the form is sufficiently detailed.
- Check that it has been dated and signed by the staff member who reported the incident/welfare concern
- Ensure safe recruitment procedures are being adhered to (see safer recruitment policy)

The Directors are responsible for ensuring that:

- The Safeguarding Policy and procedures are fully implemented and followed by staff
- The DSL(s) have sufficient time and resources to carry out their roles
- All staff feel able to raise concerns about the safety of children and vulnerable adults
- Concerns are dealt with sensitively, effectively and in a timely manner.

Learning Consultants and Tutors are responsible for ensuring that

- Safeguarding is discussed with all learners and employers at Induction and ongoing when conducting reviews.
- If any learner and/or employer requires the Safeguarding Policy in any other format (to

meet any specific need or language requirement), they need to request this from the designated Safeguarding Lead.

- Overlays are provided if requested.

The overall responsibility for Safeguarding at Manatec is the Managing Director Roger Dixon, contact no. 01472 344144, email roger.dixon@manatec.co.uk

Manatec has a robust incident reporting and monitoring system in place that all staff are made aware of through regular training. **The DSL will also review incidents on an annual basis to identify any patterns or common concerns and will report this to the MD.**

5 Information Sharing and Confidentiality

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults at risk.

Where there are concerns about the safety of a child, young person or a safeguarding adult, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 1998 places a duty on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child, young person or a safeguarding adult being placed at risk of harm.

Staff should use their judgement when making decisions on what information to share and when. If in doubt staff should contact the DSL.

5.1 The principles of sharing information

Manatec adopts the ‘seven golden rules of sharing information’ as outlined in the HM Government document ‘**Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers**’:

Necessary and proportionate – when taking decisions about what information to share, staff should consider how much information it is necessary to disclose. The Data Protection Act requires you to consider the impact of disclosing information on the information subject and any third parties. Any information must be proportionate to the need and level of risk.

Relevant – only information relevant to the purpose should be shared with those who need it. This allows others to do their job effectively and make sound decisions.

Adequate – information should be adequate for its purpose. Information should be of the right quality to ensure it can be understood and relied upon.

Accurate – information should be accurate and up to date. It should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely – information should be shared in a timely fashion to reduce the risk of harm. Timeliness is a key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore harm a child, young person or safeguarding adult.

Secure – wherever possible, information should be shared in an appropriate, secure way.

Record – information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information

has been shared and with whom. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester of the information.

6 Dealing with disclosure of abuse and reporting concerns

6.1 Disclosures

If a member of staff suspects or receives information, or an individual discloses that they are at risk of harm, or abuse may be occurring, they have a responsibility to refer to the DSL. The safety and welfare of the individual is the primary objective and a member of staff should not delay in seeking medical help in an emergency situation or in contacting other staff to assist if immediate protection is needed.

Staff should be aware that their duty to refer such suspicions or allegations overrides the concept of confidentiality and this should be explained to the learner in a manner best suited to them. Help to communicate with learners with learning difficulties/disabilities should be sought from the DSL.

6.2 Procedure for referral

Any allegation, disclosure or suspicion of abuse must be taken seriously and handled sensitively. Individual members of staff should never deal with disclosures in isolation and should always refer to the **DSL immediately after the initial disclosure** who will undertake the interview. Information should be strictly limited to those who need to know.

However, as outlined in Part One of Keeping Children Safe in Education '***if, at any point, there is a risk of immediate serious harm to a child a referral should be made to Social Care immediately. Anybody can make a referral.***

Staff should **ALWAYS** make it clear to a young person that they cannot guarantee confidentiality. If possible the individual should be warned about this **before** they are given an opportunity to disclose.

If the young person does not wish to continue:

- Encourage them to access support services locally
- Offer access, wherever possible, to a privately located telephone for helpline support (see Appendix 1)
- State that you may have to pass on any disclosure

If the young person wishes to continue:

- Listen carefully to what is being said
- Keep questions to a minimum, just to clarify what is being said
- Avoid asking leading questions, prompting or making comments
- Suspend your own judgement and remember that you are not investigating the matter
- Staff should support the learner and give reassurances whilst explaining which other people will need to know about the allegation
- Inform the young person of the actions that will follow your conversation and assure them that they will be kept informed of all developments
- Staff should make notes of the conversations which may be needed by the investigating agency e.g. Social Services
- Where possible staff should include the following
 - Names of those present during the disclosure/allegation

- Address and contact details of the young person
- Date of birth
- Ethnic origin
- Other agencies already involved
- Date and time of the conversation
- Place where the alleged abuse happened
- Brief description of the allegation
- Any visible injuries
- Young person's preferred action
- Means of contacting the young person
- Next steps and agreed follow up action

Staff should contact the DSL immediately after the initial disclosure and pass all information to her. The DSL will make a decision about who to contact, usually Social Services/ Safeguarding team/CQC and/or the Police.

Manatec has a robust 'Whistle-blowing' policy and will ensure that no-one will be penalised for reporting a safeguarding concern, regardless of the circumstances.

6.3 Designated Safeguarding Lead Duties

If a learner wants to take the allegation forward themselves, the DSL should support the learner in contacting Social Services/ Safeguarding Team/CQC and /or the Police, and ensure that it is made within 24 hours of initial disclosure/allegation (the Police may be contacted if the learner is in immediate danger of harm to self or others).

If the DSL decides that they must report the allegation, they should contact Social Services by telephone.

The learner and referring staff member should be informed of the action being taken and the reasons for this decision before Social Services are informed, unless doing so would place the person at greater risk. In this case, both staff and learner should be contacted as soon as safety considerations of the person permit.

The parents/carer for a child, young person or safeguarding adult should also be informed of the action being taken, unless doing so would place the person at greater risk.

The DSL should contact Social Services/ Safeguarding Team/CQC by telephone, in the first instance. The date and time of the contact, and the duty officer's name, should be recorded.

Where any proceedings follow the initial referral, the DSL should provide relevant feedback to the learner as recommended by Social Services.

The DSL must ensure that all written records relating to the incident are kept indefinitely, in a secure location.

The DSL will develop effective links with relevant agencies and co-operate as required with any enquiries regarding child or adult as risk protection matters, including attendance at case conferences.

6.4 Procedure for post-18s

It is **not** a legal requirement to inform statutory agencies of abuse cases involving learners over 18 years old who aren't deemed to be adults at risk. However, if someone learning with Manatec is over 18 and discloses information regarding anyone under 18 who they may be associated with e.g. their own children, siblings, other family members, this must be reported to the DSL.

6.5 Further information on Preventing Radicalisation

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"). This guidance will be updated further to reflect the implications of the Prevent duty, which is expected to come into force later in 2015.

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 will come into force on 12 April 2015 but many local authorities already have Channel panels set up in their area.

The DSL will complete the Humberside Channel referral form, in their absence it will be the Director.

7.0 Allegations of abuse against members of staff

Allegations of abuse, or concerns raised against members of Manatec staff, will always be treated seriously. It is also recognised, however, 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 will act sensitively and in a careful, measured way.

The allegation must always be referred to the DSL who will follow the Safeguarding Procedure in the same way as for other safeguarding allegations.

The DSL will take the appropriate steps to ensure the safety of the young person or safeguarding adult, and any others who may be at risk. The DSL will also inform the Directors so that Manatec procedures are followed, and a Disciplinary Investigation is carried out. The DSL and the Directors operate on an 'open-door' policy and at all times encourage openness and transparency regarding any safeguarding related issues.

If the allegation or concern is against the DSL, it should be reported to the Directors.

The procedure for dealing with allegations of abuse against members of staff is shown in Appendix 2.

8.0 Disclosure and Barring Scheme (DBS)

All staff employed by Manatec must produce DBS clearance documents at induction where a renewal will be completed and requested. It is Manatec policy for the clearance to be renewed every 3 years. Records of all checks carried out are kept centrally in a secure location within the office.

9.0 Staff Training and Development

All new staff will undertake on line Safeguarding and PREVENT training, within one month of engagement.

Appendix 1 : Useful numbers and external contacts

1	Alcohol - Drinkline	0300 123 1110	
2	Samaritans	08457 909090	www.samaritans.org.uk
3	Anxiety Disorders – Helpline offering services in different Asian languages	08444 775774	
4	Cruise Bereavement Support Young person’s freephone	0844 477 9400 0808 808 1677	www.cruse.org.uk www.hopeagain.org.uk
5	MIND – Mental Health charity	0300 123 3393	
6	Saneline – Mental Health (6-11pm)	0845 767 8000	
7	BEAT – beat eating disorders For adults For Teens	0345 634 1414 0345 634 7650	www.b-eat.co.uk
8	Worth talking about – information on contraception, sexual health and relationships	0300 123 2930	
9	Domestic Violence – National Helpline	0808 200 0247	
10	Childline: 0 -19	08001111 (Free from a mobile)	www.wru.co.uk www.childline.org.uk
11	FGM Helpline	0800 028 3550	fgmhelp@nspcc.org.uk

Other useful organisations

Issue/information on	Website address
AIDS, being gay and coming out aimed at young people – info about	www.avert.org www.stonewall.org.uk
Anxiety information from Royal School of Psychiatry	www.rcpsych.ac.uk/mentalhealthinfo.aspx
Attention Deficit Hyperactivity Disorder	www.nimh.nih.gov/health/publications/attention-deficit-hyperactivity-disorder
Autism and Aspergers	www.nas.org.uk
Childhood sexual abuse – information and links to those who have experienced this	www.thesurvivorstrust.org
Information on symptoms and treatment of depression	www.depressionalliance.org
Good information on drugs	www.talktofrank.com
Dyslexia	www.dyslexiaaction.org.uk
Facts and impartial advice for young people	www.thesite.org.uk

Issue/information on	Website address
AIDS, being gay and coming out aimed at young people – info about	www.avert.org www.stonewall.org.uk
General health issues aimed at teens	www.teenshealth.org
Useful for all aspects of health	www.bbc.co.uk
Housing for homeless and vulnerable people	www.frameworkha.org
Panic attack information and self-help techniques	www.panic-attacks.co.uk
Relationships	www.relate.org.uk
Self-Harm network	www.harmless.org.uk
Sex and Relationships – info about	www.nhs.uk/livewell/sexandyoungpeople
Sexual assault and rape support for women	www.rapecrisis.org.uk
Sexual Health – details of STI and other health conditions	www.netdoctor.co.uk
Suicide – “if you are thinking of suicide, read this first”	www.metanoia.org/suicide
Organisation for carers	www.carersfederation.co.uk
Self-help website aimed at teens	www.ru-ok.org.uk
Excellent self-help leaflets from Cambridge University counselling service – numerous subjects covered	www.counselling.cam.ac.uk/selfhelp

Appendix 2: Procedure for dealing with allegations of abuse against members of staff.

1. Action to be taken pre-employment

Where a candidate has applied for work with Manatec and appears on the Disclosure and Barring Service (DBS) barred list, or there are serious concerns about an applicant's suitability to work with Children and/or Adults at risk, Manatec will notify the DBS.

2. Action to be taken during employment

2.1 Responding to an allegation of abuse against a staff member

Where allegations indicate that an employee may be unsuitable to work with Children or a Safeguarding adult, in either their present position or any capacity as they may have:

- Behaved in a way that has harmed a child or Safeguarding adult or may have harmed a child or a Safeguarding adult.
- Possibly committed a criminal offence against or related to a child or a Safeguarding adult.
- Behaved toward a child, children or adult(s) at risk in a way that indicates that they may pose a risk of harm to them.

The concept of 'harm' may have occurred in either a personal or professional capacity.

The allegation must be raised with the DSL or, where they are the subject of the allegation, with the one of the joint Managing Directors. The DSL/Managing Directors will then discuss the allegation with the DSL and or of the City/County Council of the area concerned, to consider the nature, content and context of the allegation and agree a course of action. This could include a decision that no further action is to be taken. In this case, the decision and the justification for it will be recorded and the DSL/Managing Director will agree the information that should be put in writing to the individual concerned, and by whom.

A DSL should always be contacted before any action is taken in respect of a staff member unless there is an immediate risk to others or evidence of a criminal offence, in which case the police should be contacted.

Having obtained advice from the DSL, the employee will usually be informed about the allegations. If they are a Trade Union member they will be advised to seek the support of that body from the outset. They will be provided with as much information as possible, however, where a strategy discussion is required, or other services need to be involved, Manatec may not be able to disclose information until all agencies have agreed what can be disclosed.

Where allegations indicate that another person is or has been at risk of harm, or the allegation warrants investigation by the police/social services, or where the alleged act may constitute serious or gross misconduct the employee should be suspended on full pay for

good and urgent cause. Other reasonable alternatives will be considered prior to suspension.

The member of staff is suspended to enable an investigation to be carried out and it does not infer that any conclusions have been reached about the validity of the allegation.

If immediate suspension is considered necessary, the rationale and course of action should be agreed with the DSL. This should also include what alternatives to suspension were considered and why they were rejected.

An investigation will then be carried out following the process outlined in the ACAS Disciplinary guidelines. It does not automatically follow that the outcome is a Disciplinary penalty, but this policy provides the framework for the process to be followed.

The DSL will assume responsibility for the investigation into the allegations and for ensuring that the employee is kept informed of progress, adhering to the guidelines contained in “Keeping Children Safe in Education July 2015’.

The Managing Director will designate a manager to ensure that parents and carers of those ‘at risk’ involved in the allegation are kept informed upon the advice of the Managing Director/DSL.

If any employee tenders their resignation in response to an allegation, a full investigation will still be undertaken. Every effort should be made to fully investigate the allegation and come to a conclusion, even if the employee refused to co-operate with the process. Where this is the case it should be noted.

The investigation report, all signed statements taken and all associated documents will be provided to the Managing Director who will determine the next steps.

The following definitions will be used when determining the outcome of allegation investigations:

- **Substantiated:** There is sufficient evidence to prove the allegation
- **Malicious:** There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** There is sufficient evidence to disprove the allegation
- **Unsubstantiated:** There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

3. Action to be taken to report misconduct post-employment

Where Manatec has ceased to employ someone engaged in Regulated Activity because they were considered unsuitable to work with children or adults at risk (Safeguarding reasons) a referral will be made to the Disclosure and Barring Service promptly and within one month

of the employment ending. This includes situations where the employee would have been dismissed had they not resigned.

Details of the information required for a referral can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447517/DBS_referral_guidance_completing_the_form_v1.0_Jul_15.pdf

Referrals should be made to:

Disclosure and Barring Service
PO Box 181
Darlington
DL1 9FA
Telephone: 01325 953795

4. **General Principles**

Manatec recognises that it has a duty of care to employees and as such will provide support for anyone facing an allegation. Should suspension be required they will be provided with a named contact within Manatec.

All efforts will be made to deal with allegations of abuse as quickly, fairly and consistently as possible, and in a way that complies with procedural requirements, the effective protection of the child or Safeguarding adult and at the same time supports the employee who is the subject of the allegation.

Employees may also contact the Employee Assistance Helpline on 0800 068 6729.

5. **Record keeping**

Details of allegations which have been found to be malicious will be removed from the employee's record.

For all other allegations, Keeping Children Safe in Education (July 2015) requires that a clear and comprehensive summary of the allegation, the details of how the allegation was followed up and resolved, a note of action taken and decisions reached will be kept on the employee's confidential file with a copy provided to the persons concerned.

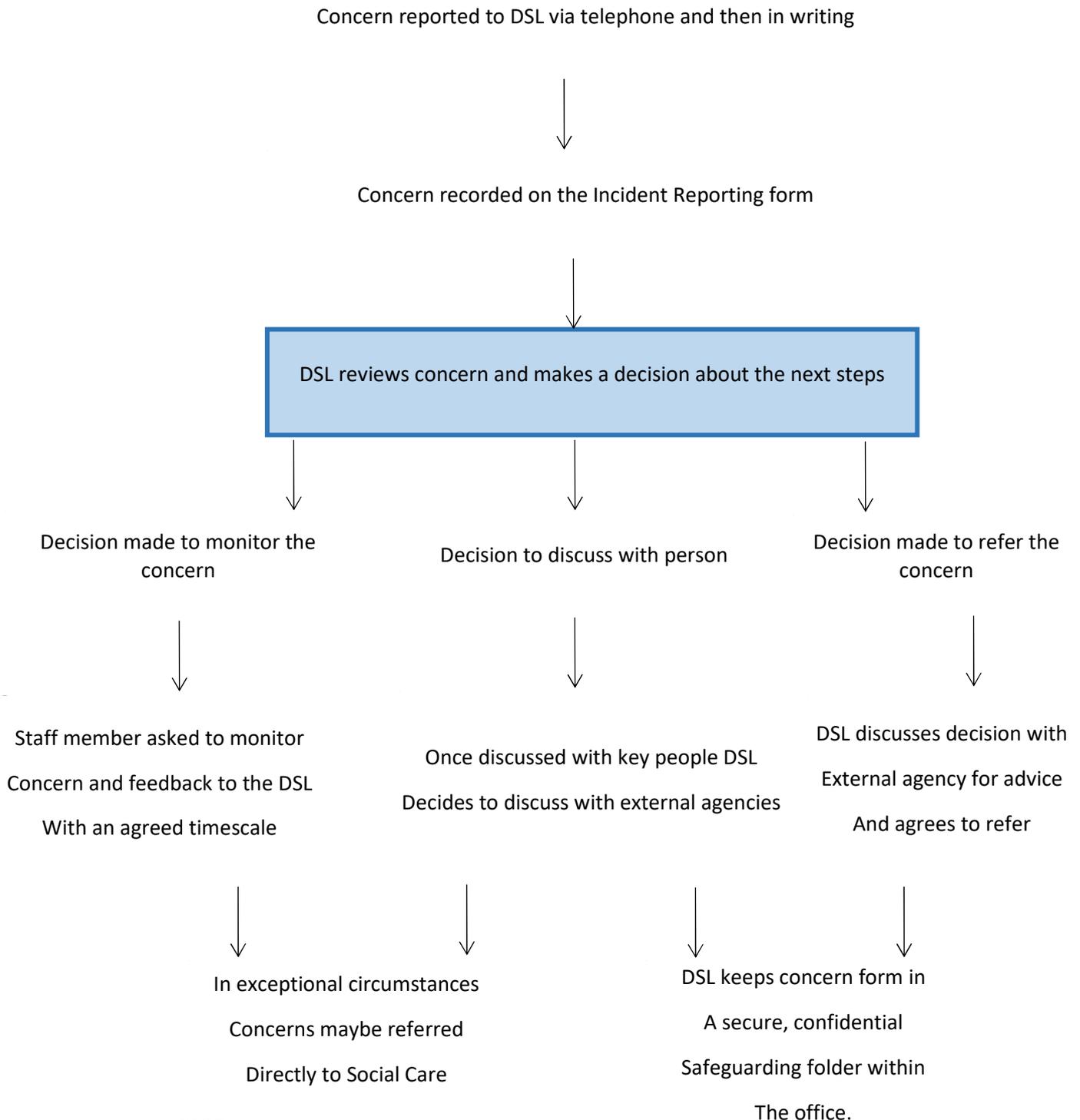
These records will be retained until either the person has reached the aged of 65 or a period of 10 years from the date of the allegation (whichever is longer). This is necessary should any further allegations arise in the future.

6. **Employment References**

Cases in which an allegation was proven to false, malicious or unsubstantiated will not be included in an employment reference, regardless of the allegation being a one-off or there being a history of such allegations.

Version 4: Mar 2020

Reporting Procedure for Safeguarding concerns



Name: Roger Dixon
Title: Managing Director

Signed:

Date: Mar 2020
Review Date: Mar 2021