



Safeguarding Policy

Issue Date: October 2020, in line with updated guidance; Keeping Children Safe in Education September

2020: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_ep_2020.pdf

Designated Safeguarding Lead: Maxine Tasker

Deputy Safeguarding Lead: Julie Phillips

Chief Executive Officer: Gordon Phillips

Statement of Intent:

Connect2Education Ltd is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns they may have about their own safety, or the well-being of others.

Connect2Education will safeguard and promote the welfare of children by: protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; taking action to enable all children to have the best outcomes.

The Designated Safeguarding Lead is required to take responsibility for child protection issues for students who are under the care of Connect2Education Ltd and ensure the company's safeguarding policy is adhered to.

Safeguarding children is everyone's responsibility regardless of role.

Policy aims:

The purpose of this policy is to:

- Identify the names of responsible persons in Connect2Education and explain the purpose of their role with regard to the safeguarding of children and young people in the Stokesley centre and/or whilst working within an outreach capacity. (See above)
- Describe what should be done if a staff member in the centre or a tutor on outreach tuition has a concern about the safety and welfare of a child or young person.

Due to Covid 19 enforced changes to our working practice, outreach tuition into private residences has ceased. Students who remain at home are now taught via the on-line platform Zoom. Please refer to our On-Line Tuition Policy: -

<https://www.Connect2Education.co.uk/wp-content/uploads/2020/03/On-Line-Tuition-Policy-March-2020-v2.pdf>

- Identify the particular attention that should be paid to those children who fall into a category that might be deemed "vulnerable"
- Set out expectations in respect of staff safeguarding training.
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff.
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, designated carers and contractors.
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping
- Outline how the implementation of this policy will be monitored.



Connect2Education staff will follow the procedures set out in this policy, in conjunction with the Child Protection/Safeguarding policy of the school where the student is on roll and where needful, follow the protocols of the Local Safeguarding Children Board of the Local Authority within which the school is based, or the child resides.

To achieve this, we will: -

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure every member of staff knows the names of all designated senior persons responsible for child protection and their role.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and for referring any concerns to the designated teacher responsible for child protection.
- Notify social services if there is an unexplained absence of more than one day of a young person who is on the child protection register or subject to a Child Protection Plan.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters.
- Ensure all records are kept secure.
- Ensure safe recruitment practices are always followed.
- Work with all parties, commissioner and relevant safeguarding bodies, to ensure that child protection processes are followed, in a confidential manner, where there is a significant concern about a young person.
- Follow due procedure where an allegation is made against a member of staff or volunteer. (See below).

If a young person alleges abuse or neglect to a member of staff, Connect2Education staff will operate according to the following guidelines:

- Listen to the child or young person.
- Respect the person's point of view
- Do not question the child or young person.
- When the clarification of information is necessary, **do not** use leading questions. Allow the young person to write down any information or use some other form of communication, if this makes the young person feel more comfortable.
- Be honest about your responsibility and explain what you do.
- Do not promise confidentiality.
- Immediately report to the Designated Safeguarding Lead at Connect2Education, or if in a school/academy, their identified Designated Safeguarding Lead.
- Keep written records of the events, conversations and observations which led to the concerns being made and all actions taken.
- Date and sign all reports.

A young person whose name is placed on the Child Protection Register:

Must be monitored closely.

Must have any further concerns reported to the Connect2Education, Designated Safeguarding Lead.

Must have reports, verbal or written, given to the Connect2Education, Designated Safeguarding Lead, or if in school, their Designated Safeguarding Lead.

**Continued Support for the young person:**

Liaison with other agencies that support the young person, such as safeguarding leads, social care, Child and Mental Health Services, educational welfare services and educational psychology service, must be ongoing.

Confidentiality

We recognise that all matters relating to child protection are confidential. However, a member of staff must never guarantee confidentiality to a young person, nor should they agree to keep a secret. Where there is a child protection concern it must be passed immediately to the Designated Safeguarding Lead. Referrals to Social Care must be made as soon as possible, at least within one working day of the concern being noticed. The Connect2Education, Designated Safeguarding Lead will disclose personal information about the young person, including the level of involvement of other agencies, to other members of staff on a 'need to know' basis, following advice and guidance from: school safeguarding lead and/or social care, or CAMHS (Child and Adolescent Mental Health Service)

Responsibilities and action points:

All staff working at Connect 2 Education Ltd (including visiting staff, contractors, or volunteers) are required to report instances of actual or suspected child abuse, or neglect, to the Designated Safeguarding Lead.

The Designated Safeguarding Lead at Connect2Education is also the first point of contact for external agencies that are pursuing Child Protection investigations for children or young people, who are connected to our service.

If a child is in immediate danger, or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

Anyone can make a referral.

Types of child abuse and neglect:

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 or children.

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. (Fabricated or Induced Illness: -

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar 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 feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including **Cyber bullying**), causing some children and young people to feel frightened or in danger. Cyberbullying can involve 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. (See DfE advice:)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf



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 in 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 basic 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 adequate supervision (including the use of inadequate caregivers); or 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 to these types of abuse and neglect, members of staff will also be alert to the following specific safeguarding issues:

Child Criminal Exploitation (CCE): CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines, see below), being forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.



Child Sexual Exploitation (CSE): CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

The above CCE indicators can also be indicators of CSE, as can:

- Children who have older boyfriends or girlfriends; and
- Children who suffer from sexually transmitted infections or become pregnant.

The Department for Education provide:

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

County lines: County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line". Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network. One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs. If a child is suspected to be at risk of, or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation. Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/839253/moj-county-lines-practical-guidance-frontline-practitionerspdf.pdf



So-called ‘honour-based’ abuse (including Female Genital Mutilation and Forced Marriage):

So-called ‘honour-based’ abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Actions:

If staff have a concern regarding a child that might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency 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 that requires a different approach (see following section).

FGM

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.

FGM mandatory reporting duty for teachers

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 along with regulated health and social care professionals 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 may face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils or students, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: Mandatory reporting of female genital mutilation procedural information:

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school’s or college’s Designated Safeguarding Lead (or deputy) and involve children’s social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: FGM Fact Sheet

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/49641/5/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf

**Preventing Radicalisation:**

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools' or colleges' safeguarding approach.

- Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can; as defined in the Government's Counter Extremism Strategy, as defined in the Revised Prevent Duty Guidance for England and Wales, as defined in the Terrorism Act 2000 (TACT 2000), occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the Designated Safeguarding Lead (or deputy) making a Prevent referral.

The school's or college's Designated Safeguarding Lead (and any deputies) should be aware of local procedures for making a Prevent referral.

The Prevent duty:

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations. Designated Safeguarding Leads and other senior leaders should familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76, which are specifically concerned with schools (and also covers childcare). The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.



VEMT (Vulnerable Exploited Missing Trafficked): Victims of sexual exploitation are often unaware that they are being exploited. This type of abuse could happen to any child or young person from any background. The signs you should look out for (in a child or young person) are as follows:

Spending a lot of time associating with an older person away from the home · Secretive mobile phone or computer use – sometimes at unsociable hours Regularly missing from school and not taking part in education.

Missing for long periods of time and/or coming home late

Suffering from sexually transmitted infections

Appearing to have new unexplained gifts

Showing inappropriate sexual behaviour

Mood swings or emotionally upset

Chatting online with strangers

Changes in eating patterns

Misusing alcohol or drugs

Bullying: Connect2Education Ltd and staff, have a strong commitment to an anti-bullying ethos and will consider all coercive acts and peer on peer abuse within a Child Protection context. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of other pupils and their behaviour will be dealt with under the Connect2Education Behaviour Policy if in Centre, or whilst being taught online, or referred to the child's school if behaviours are noted during outreach tuition in a school approved venue such as a library or a Sure Start Centre.

As an alternative education provider, we aim to minimise the risk of allegations against pupils by providing developmentally appropriate PSHE lessons, which help children and young people to develop an understanding of acceptable behaviour and how to keep themselves safe, having systems in place for any pupil to raise concerns with staff, knowing that they will be listened to, believed and valued. Connect2Education staff will deliver targeted work to pupils identified as being at potential risk of bullying by other pupils.

Peer on peer/ child on child abuse

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to): abuse within intimate partner relationships; bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals.

Sexual violence and sexual harassment between children in schools and colleges:

Context

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.



Staff should be aware of the importance of:

- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- Not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- Challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

What is sexual violence and sexual harassment?

Sexual violence

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003.

Please see:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf

What is consent? Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

Sexual harassment

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual “jokes” or taunting.
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - Non-consensual sharing of sexual images and videos.
 - Sexualised online bullying.
 - Unwanted sexual comments and messages, including, on social media.
 - Sexual exploitation; coercion and threats; and
 - Upskirting.

Upskirting The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. ‘Upskirting’ is where someone takes a picture under a person’s clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.



What should I do if I have concerns, in regard to any of the above? All concerns should be reported to the Designated Safeguarding Lead for Connect2Education or the Deputy Safeguarding Lead for Connect2Education. You may be asked to fill in a Safeguarding form for clarification.

You can find further information from the government website here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

Vulnerable children & young people: Particular vigilance will be exercised in respect of pupils who are subject to Child Protection Plan and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker. If the pupil in question is a Looked-After child, this will also be brought to the notice of the Designated Person with responsibility for children in public care. In a school or academy, this will be a Designated Teacher.

We acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We are aware that additional barriers can exist when recognising abuse and neglect in this group of children. This can include assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs.

Domestic abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

If a pupil discloses that they have witnessed domestic abuse or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Safeguarding Lead as a safeguarding issue.

Students with additional vulnerabilities: Connect2Education Ltd and staff acknowledge the additional need for support and protection of children who are vulnerable by virtue of homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those with mental health difficulties or with parents with poor mental health, those with a parent or carer in prison, those subject to private fostering arrangements, those who are young carers, mid-year admissions, pupils who are excluded from school and pupils where English is an additional language (particularly very young children) when an appropriate translation service should be used, if necessary.

Links to additional advice and support on all of the above vulnerabilities, are available in: Keeping Children Safe in Education, September 2020. At the end of Annex A, Further Safeguarding Information.



Training: Training on safeguarding issues will be delivered as and when deemed necessary but at least on an annual basis. In addition, all staff members will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

All newly recruited staff (teaching and non-teaching) will be apprised of this policy and will be required to attend training. In addition, all new staff and temporary staff will be required to attend an induction session with the Designated Safeguarding Lead prior to their first day in the business

Recruitment: Connect 2 Education Ltd is committed to the principles of Safer Recruitment (NSPCC Certification) and, as part of that, adopts recruitment procedures that help deter, reject and/or identify people who might abuse children. Safe recruitment processes are followed and all staff recruited to Connect2Education will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks [Disclosure and Barring Service (DBS) checks], barred list checks and prohibition checks will be undertaken, as outlined in Part three of the DfE guidance “Keeping Children Safe in Education, September 2020 update.

We will also have regard to DfE’s statutory guidance for schools about the employment of staff disqualified from childcare “Disqualification under the Childcare Act 2006”, which also contains information about ‘disqualification by association’.

Volunteers: Any parent or other person/organisation engaged by Connect2Education to work in a voluntary capacity with children or young people will be subject to all reasonable vetting procedures and Criminal Records Checks.

Under no circumstances a volunteer, in respect of whom no checks have been obtained, will be left unsupervised or allowed to work in **regulated activity**.

<https://www.gov.uk/government/publications/new-disclosure-and-barring-services>

The new definition of ‘regulated activity’: regulated activity refers to certain roles that involve working with children or vulnerable adults, such as teaching and providing care. Anyone who is on the Disclosure and Barring Service (DBS) barred lists cannot work in these roles.

Volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one- off basis on our Connect2Education site/in centre, are deemed to be in regulated activity. We will obtain an enhanced DBS certificate (which will include barred list information) for all volunteers who are new to working in regulated activity.

The law has removed supervised volunteers from regulated activity. There is no legal requirement to obtain a DBS certificate for volunteers who are not in regulated activity and who are supervised regularly and on an ongoing day to day basis by a person who is in regulated activity, but an enhanced DBS check without a barred list check may be requested following a risk assessment.

Further information on checks on volunteers can be found in Part three of the DfE guidance “Keeping children safe in education”. Volunteers will be subject to the same code of conduct as paid employees of the school.

Carers: Any paid carer or other person/organisation engaged by an outside agency or school/residential placement to work in a supporting capacity or where there is a risk assessment in place which requires their attendance to session in the Connect2Education Centre will be subject to all reasonable vetting procedures and Criminal Records Checks.

**Staff Code of Conduct for Connect2Education Ltd:**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families.

The Teachers' Standards 2019 [Teaching Standards 2019](#) state that all teachers, including Head Teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour Management Policy.

Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present.

Connect2Education staff should also be alert to the possible risks that might arise from social contact with pupils outside of work.

- Home visits to pupils, or private tuition of pupils, should only take place with the knowledge and approval of the Safeguarding Leads at Connect2Education and the students school.
- If required, Connect2Education staff will only use the school's, or approved venues digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head of Centre or Library.
- Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils, or staff and will not store images at home.
- Staff should be aware of Connect2Education's whistle-blowing procedures and share immediately any disclosure or concern that relates to a member of staff with the Safeguarding Leads.

Contractors: It is Connect2Education's policy, that under no circumstances we will allow a contractor, in respect of whom no checks have been obtained, to work unsupervised, or engage in regulated activity. We will determine the appropriate level of supervision depending on the circumstances. We will always check the identity of contractors and visitors (and their staff) upon arrival at the centre and any person visiting, such as a social worker.

Complaints and Allegations made against staff: Connect2Education Ltd takes seriously all complaints made against members of staff. All such complaints should be brought immediately to the attention of the Designated Safeguarding Lead and Chief Executive Officer. Nothing should be said to the colleague involved. In cases where the Safeguarding Lead, or the Chief Executive Officer, is the subject of the allegation or concern, they will be reported to the person not subject to the allegation or concern, in order that they may activate the appropriate procedures. These procedures are used in respect of all cases in which it is alleged that a teacher, or member of staff, with Connect2Education, or in a school, college or approved venue that provides education/provides facilities for the education of children under 18 years of age has: behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against or related to a child; behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

**Recording incidents:**

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. These notes are significant, especially if the incident or the concern does not lead to a referral to other agencies. All contact with parents and external agencies will be logged and these will be kept on file in a locked cabinet in the education centre for Connect2Education Ltd.

Child protection (CP) records are not open to pupils or parents. Records may only be accessed by the Designated Safeguarding Lead. Records will be shared with appropriate agencies and where it is not clear which agencies require information, this will be decided by the school's child protection officer, or a social worker.

Safety in the educational environment or approved education venue:

Authorised visitors to the centre will be logged into and out of the premises. Unidentified visitors will be challenged by staff or reported to the Safeguarding Leads.

Connect2Education Ltd conduct a safeguarding visit for any tuition required in a home environment, prior to tutors beginning tuition, as stated in the Service Level Agreement.

Working in partnership with parents, carers and schools: It is our policy to work in partnership with parents, carers and schools to secure the best outcomes for our children. We will use clear statements in our reports and correspondence. We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families.

We will be alert to the needs of parents/carers who do not have English as their first language and will utilise the translation services as necessary. We will make available a copy of this policy to any parent/carer who requests it. The policy will also be available through the Connect2Education website.

Monitoring and evaluation: The Designated Safeguarding Lead will monitor the safeguarding arrangements of Connect 2 Education Ltd on daily basis, in centre, to ensure that these arrangements are having a positive impact on the safety and welfare of children.

The Safeguarding Lead, or Deputy Safeguarding Lead is available to staff members throughout the working day and on call to ensure that staff are supported. Training for staff at Connect2Education will ensure that all staff are aware of the signs that children may be at risk of harm either within the educational setting, or in the family or wider community, outside the setting. Staff are also made aware of the timeliness of response to any safeguarding concerns that are raised and the correct person to raise concerns with, at the time.

Complaints: Any complaints arising from the operation of this policy will be considered by the Safeguarding Lead. If required, the Safeguarding Lead may contact the Local Authority Designated Officer for Safeguarding in Education Service.