



SKILLS MAX ACADEMY

SAFEGUARDING & PREVENT POLICY & PROCEDURE

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1. Introduction

At Skills Max Academy we believe that the safety and welfare of our young people and adult is of the utmost importance. It is the duty of all our staff & volunteers to protect each learner from abuse and radicalisation and to be alert to the possibility of abuse and radicalisation.

The following Policy & Procedures have been adopted by the Management Committee of Skills Max Academy and have been set up in accordance with the London Child and Vulnerable Protection and CHANNEL Procedures, Newham Council Safeguarding Child and Adult Protection Policy.

Skills Max Academy adheres to the Newham Safeguarding Adults Partnership Board's Safeguarding Adults Policy, and we are committed to the health, safety, and welfare of all at risk people, whether children or adults, participating in our courses or activities.

Skills Max Academy, our staff, our providers, partners, and their staff have collective responsibility to prevent abuse or neglect of children or at-risk adults, respect any confidentiality, and report any abuse discovered or suspected.

It is the Skills Max Academy policy that all staff who have unsupervised access to children and vulnerable adults undertake a criminal record check with the Disclosure and Barring Service (DBS), checked prior to the commencement of their employment with Skills Max Academy, and act according to its policies and procedures. Skills Max Academy sets a contractual condition that our partner providers carry out DBS checks on all staff who have unsupervised access to children and vulnerable/at risk learners.

Skills Max Academy expects all partner providers to use or be informed by this policy and ensure that their staff are aware of the procedures for safeguarding children and vulnerable/at risk adults.

Skills Max Academy expects all staff and our partner providers to report and act upon any allegation or concern regardless of how small or trivial it may seem.

Where children or adults have been viewed as at-risk Skills Max Academy expects staff and providers to pay special attention to the learner's learning needs and try to consider any special requirements that they may have.

We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views, we are failing to protect our learners and to promote equality and diversity.

2. Definition

Young Person protection relates to any young person (under 18) who may suffer from, or may be at risk of physical injury, radicalised to support terrorism, neglect, and emotional or sexual abuse. A full list of definitions is attached as **appendix 1**.

3. Recognition

The first indication of concern about a child's and vulnerable adult welfare is not necessarily the presence of an injury.

Concerns may be aroused by:

- Bruises, bite marks, burns/scalds, scars or fractures on a learner's or vulnerable adult's body.
- Remarks made by the learner, another learner, a parent, or another adult.
- Negative Behaviour or extremist views to race, religion, culture, environment, engagement with terrorist ideology,
- Observations of the learner's behaviour or reactions to others.
- Unexplained changes in the learner's behaviour or personality.
- Evidence of disturbance or explicit detail in a child's play, drawing or writing.
- Neglect - where lack of due care for a learner is creating significant risk to their health & well-being.

4. Designated person for learner protection

The Lead Safeguarding Lead (**Amos Fanimó**) has the overall designated responsibility for Safeguarding protection, as appointed by the Management Committee. Anyone who has a concern about a learner should contact this person **Amos Fanimó (Protection Champion)** on **(020 3815 5140 or 07310 844 071)** immediately. If this person is not available, you should contact the Deputy (**Emmanuel Tetteh on 07538 933 920 or Benjamin Anokye on 07960 699 088**).

The designated person will:

- Liaise with Local Education Authority, Social Services, Key youth workers and any other agencies on individual cases of suspected or identified learner abuse within the Skills Max Academy working environment.
- Be responsible for co-ordinating action within Skills Max Academy on learner protection issues.
- Ensure that all staff & volunteers are familiar with this Policy and Procedures.
- Raise awareness about learner protection and arrange training as appropriate.

5. Safe Recruitment Procedures

Skills Max Academy's recruitment policy stipulates that all staff (paid or voluntary) will have to complete an application form, detailing past work history and references. Individuals are then interviewed, and references requested. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

All staff and volunteers working directly with learners (under 18 years) and any vulnerable adults are required to have an enhanced check through the Disclosure Service – the Government's Criminal Records Bureau (DBS/CRB) before commencement of work or placement. Skills Max Academy is registered as a DBS check approved organisation.

Staff members (voluntary or paid) are thus required to fill out a DBS form and produce evidence as to their identity, in accordance with the Disclosure Service Guidelines. This information is then witnessed by the Designated Person responsible for learner protection and signed as an acknowledgement of information produced.

Copies of all returned DBS checks and documentation pertaining to any learner protection issues will be kept confidentially and securely locked within the organisations administration office.

Staff can undergo training and induction whilst waiting for the checks to clear but cannot undertake any unsupervised face-to-face work until satisfactory checks have been received. This training will include mandatory learner protection awareness.

6. The role of individual staff / volunteers

All staff & volunteers working for Skills Max Academy must be aware that a learner may be the victim of abuse. Concern about a learner or young person must be discussed with the Protection Champion so that, if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed.

Individual staff or volunteers should not investigate concerns. This is the role of the statutory agencies. However, if a learner does say something, it is vital to listen carefully, so that it can be reported accurately.

7. Confidentiality

Our learner & young people have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those with a 'need to know' should be privy to it.

Procedure - what to do:

Concern may arise from observations of the learner (e.g., injury, behaviour, appearance and nature of play or work produced) **or** as a result of something said by the learner, another learner **or** an adult.

Do not delay:

- 1.** Tell the Learner Protection Person- as soon as you can, and such concern documented accordingly. See emergency contact numbers attached to this policy and procedure.

Early referral gives more time to help the learner and family before the situation becomes severe or serious. When necessary, early referral gives more time for others to protect the learner.

The Protection Champion may consult with the Local Education Authority, Social Services, and Newham Council. A flow chart of what to do and who to contact is explained further in a Referral Flow Chart (**appendix 2**).

- 2. Make written notes** - as soon as you can, write down your concerns and record the facts accurately on the Learner Protection Incident Form, available from admin office (**appendix 3**). Be clear when you are expressing an opinion and what your opinion is based on.

These notes must be given to the Designated Person immediately and will help to ensure accuracy in recalling events.

3. Concern about what the learner or someone in Skills Max Academy says

If a child or an adult comes to you with an apparent report of abuse, you should listen carefully to him/her, using the following guidelines. When listening to the individual staff must observe the following:

Do not promise to keep it secret - Remind the individual of your obligation to pass on information and that you will not be able to keep information confidential if it is a safeguarding concern as you will need to tell someone who can help.

Reassure - The learner has done nothing wrong - tell her / him it is all right to talk. Allow the individual to speak without interruption.

Never trivialise or exaggerate the issue and never make suggestions.

Never coach or lead the individual in any way.

Reassure the individual, let them know you are glad they have spoken up and that they are right to do so. Make the individual feel secure and safe without causing them any further anxiety.

Always ask enough questions to clarify your understanding, do not probe or interrogate – no matter how well you know the individual – spare them having to repeat themselves over and over.

Remain calm – remember this is not an easy thing for them to do.

Do not show your emotions – if you show anger, disgust, or disbelief, they may stop talking. This may be because they feel they are upsetting you or they may feel your negative feelings are directed towards them. Let the individual know that you are taking the matter very seriously.

Any detailed information about a case will be confined to the Designated Person and the Head of Adult Learning, except where referral to an external agency is to be made.

Information will be dealt with in a confidential manner. Staff will be informed of relevant details on a need-to-know basis when the Designated Person feels their having knowledge of a situation is relevant and appropriate. A written record will be made of what information has been shared with whom, when and why.

Safeguarding records will be stored securely in a central place. Access to these records by staff other than the Designated Person and their deputies will be restricted.

Skills Max Academy will not disclose to a parent, other relative or carer any information help on a child or at-risk person if it would put them at risk of significant harm.

Although Skills Max Academy and our partner providers are funded to work with learners 16-18 and those over the age of 19, all staff should be aware of the mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out or about to be carried out on a girl under the age of 18.

4. Remember

If in doubt, consult with senior staff members. Do not ignore concerns, even if these are vague. **Your first responsibility is to the learner/vulnerable adult.**

5. Contact with the family.

Before speaking to the learner's family, you should talk to the Protection Champion, who may consult outside the bounds of Skills Max Academy

In cases where a **physical injury causes concern**, it may be appropriate to discuss this with the parent or carer. If the explanation suggests the injury was non-accidental (or a failure to protect the Child/learner from harm), the parent or carer should be informed of the need to refer the matter to Social Services.

In cases of **possible neglect or emotional abuse**, the concern is likely to have built up over a period of time. There may have been discussion with the family about sources of help (e.g., Social Services, NSPCC), but if concerns persist, there must be an immediate referral to Social Services Referral and Assessment Team.

Where there are **suspensions of sexual abuse**, the Protection Champion will seek immediate advice from the Social Services Department before discussing the matter with the family.

Where there are **Financial Issue Concerns**, the Protection Champion will seek immediate advice from the Citizen Advice Bureau before discussing the matter with the learner.

6. Concern about a member of staff or volunteer

Allegations or concerns about a member of staff or volunteer must immediately be referred to the Protection Champion and eventually to a statutory agency.

7. Requests for assistance by other agencies

Skills Max Academy should assist local authority Social Services or the Police when they are making enquiries about the welfare of Child/Vulnerable adult within our provision. Information about a Child/Vulnerable adult must therefore be shared on a 'need to know' basis.

When such requests are received by telephone, **always** maintain security by checking the telephone listing before calling back.

Always advise the designated person of this contact.

8. General issues

All staff & volunteers must always observe the above policy and procedures and adhere to the Skills Max Academy Child/Vulnerable Adult Protection Code of Conduct (**appendix 4**).

Parental /Carer Consent needs to be sought for all vulnerable adults & young people taking part in any on or off-site activities/events, using Registration & Parental/Carer Consent Form (**appendix 5**).

As part of overall good practice risk assessments should also be carried out for all on & off-site activities, with staff taking full responsibility for using measures to reduce risk for activities within Skills Max Academy

This policy & procedures will be reviewed annually and/or as required by any stipulation within the London Learner Protection Procedures and the Newham Council Child/Vulnerable Protection Policy.

EMERGENCY CONTACT DETAILS

London Borough of Newham 1000 Dockside Road London E16 6QU	020 8472 9624
Newham Safeguarding Adults Board	020 3373 0440
Newham Council Children Services	020 8430 2000
NSPCC Child/Vulnerable Protection Help line	0808 800 5000
Victim Support	0208 9818421
Samaritan	0330 0945717
SANELINE National helpline for anyone coping with mental illness.	0845 767 8000
Child Exploitation and On-Line Protection Centre	0870 0003344
Child Line	0800 1111

Appendix 1:

Definitions of Child/Vulnerable Adult Abuse

The London Child/Adult Protection Procedures

Child abuse and neglect is a generic term encompassing all ill treatment of child/vulnerable adult including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the Child's/Vulnerable adult's health or development.

Child/Vulnerable adult may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the Child/Vulnerable Adults.

Working Together to Safeguard Children/Vulnerable Adult 1999 (as amended) sets out definitions and examples of the four broad categories of abuse which are used for the purposes of registration and have now added two new ones:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse

These categories overlap and an abused child or vulnerable adult does frequently suffer more than one type of abuse.

PHYSICAL ABUSE

Physical abuse may take many forms e.g., hitting, shaking, throwing, poisoning, burning, or scalding, drowning, or suffocating a child or vulnerable adult.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child or vulnerable adult (see 9.1 of London Child Protection Procedures)

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a learner such as to cause severe and persistent effects on the learner's emotional development, and may involve:

- Conveying to child or vulnerable adult that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.
- Imposing developmentally inappropriate expectations.

- Causing child or vulnerable adult to feel frightened or in danger - e.g., witnessing domestic violence.
- Exploitation or corruption of child or vulnerable adult

Some level of emotional abuse is involved in most types of ill treatment of child or vulnerable adult, though emotional abuse may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child, vulnerable adult, or young person to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening and includes penetrative (i.e., vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities, such as involving a child or vulnerable adults in looking at, or in the production of pornographic materials, watching sexual activities or encouraging child, vulnerable adult to behave in sexually inappropriate ways.

NEGLECT

Neglect involves the persistent failure to meet a child's, vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the learner's health and development.

This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's, vulnerable adult/ young person basic emotional needs.

RADICALISATION

Radicalisation is a process by which an individual or group comes to support terrorism and forms of extremism leading to terrorism. E.g., a radical view to social behaviour, religious ideals, political ideals, and aspirations.

Typically, a radicalisation process includes exposure of an individual to extremist viewpoints that may eventually influence the person to carry out an act of violent extremism or terrorism. This could take weeks, months or even years.

EXTREMISM

Extremism is an ideology or set of ideas which are outside the mainstream attitudes of society. Terrorism is an act of violence which is carried out with the purpose of influencing the government or intimidating the faith or the public. Extremism can take many forms including political, religious, and economic. Usually, extreme ideologies are intolerant of other perspectives.

This is a vocal or active opposition to democracy, the rule of **LAW**, individual **FREEDOM** and mutual **RESPECT** and **TOLERANCE** of different faiths and beliefs.

PREVENTING EXTREMISM AND RADICALISATION

Introduction

Skills Max Academy is committed to providing a secure environment for learners, where they feel safe and are kept safe and where equality and inclusion are actively promoted. This PREVENT strategy is underpinned by the following key objectives:

1. To promote and reinforce shared values.
2. To breakdown segregations amongst different students
3. To ensure student safety and ensure the Academy is free from bullying.
4. To provide support for students
5. To ensure both staff and students are aware of their roles and responsibilities in preventing violent extremism.

If you believe someone is at risk of radicalisation you can help them obtain support and prevent them becoming involved in terrorism by raising your concerns and making a referral to our Designated Safeguarding Officers.

Ethos and Practice

When operating this policy Skills Max Academy uses the following definition of extremism:

‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of any person, whether in this country or overseas’.

There is no place for extremist views of any kind in Skills Max Academy, whether from internal sources – learners, staff, or governors/trustees; or external sources - community, external agencies, or individuals. Our learners see our classes as a safe place where they can, at appropriate times, explore controversial issues safely and where our teachers encourage and facilitate this – we have a duty to protect this freedom.

We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views, we are failing to protect our learners.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the development of learners. Education is a powerful weapon against this; equipping people with the knowledge, skills and critical thinking, to challenge and debate in an informed way and to ensure that they thrive, feel valued and not marginalised.

As part of wider safeguarding responsibilities staff will be alert to:

- Disclosures by learners of their exposure to the extremist actions, views, or materials of others outside of the provider, such as in their homes or community groups, especially where learners have not actively sought these out.
- Graffiti symbols, writing or artwork promoting extremist messages or images.
- Learners accessing extremist material online, including through social networking sites.
- Partner providers, local authority services, and police reports of issues affecting learners in other providers or settings.
- Learners voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or ‘hate’ terms to exclude others or incite violence.

- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.
- Attempts to impose extremist views or practices on others.
- Extreme Anti-Western or Anti-British views.

Visiting External Speakers and Events

In order to comply with the Prevent duty, Skills Max Academy takes the appropriate measures to ensure that visiting speakers are suitably vetted, safety of our learners is not compromised, and security and welfare of learners and staff are prioritised. We encourage the use of external/visiting agencies or speakers to enrich the experiences of our learners; however, we will positively vet those external agencies, individuals or visiting speakers, to ensure that we do not unwittingly use agencies that contradict or are in opposition with the service's values and ethos, in particular the Values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs".

To ensure the safety of all our learners and staff we will follow the guidelines set out in the Newham Adult Learning Safeguarding and Prevent Policy – Visiting Speakers section.

These apply to all staff, learners and visitors and clearly set out what is required for any event or visit to proceed.

We understand that each provider needs to balance their legal duties in terms of both ensuring freedom of speech and protecting student and staff welfare.

NB: -If any member of staff has any concern regarding a venue or event, they should contact the Newham Safeguarding Adults Board on 020 3373 0440 or they should contact the police.

Teaching Approaches

At Skills Max Academy we promote the values of democracy, the rule of law, individual liberty, mutual respect, and tolerance for those with different faiths and beliefs. We teach and encourage learners to respect one another and to respect and tolerate difference.

We will all strive to eradicate the myths and assumptions that can lead to some people becoming alienated and disempowered, especially where the narrow approaches they may experience elsewhere may make it harder for them to challenge or question these radical influences.

In our provision this will be achieved by good teaching. We will ensure that all our teaching approaches help our learners build resilience to extremism and give learners a positive sense of identity through the development of critical thinking skills. We will:

- make a connection with learners through good teaching design and a learner centred approach.
- facilitate a 'safe space' for dialogue, and
- equip our learners with the appropriate skills, knowledge, understanding and awareness for resilience.

This approach will be embedded within the ethos of our providers so that learners know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation.

Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution.

E-safety

On-line safety and security is a prime consideration for all Skills Max Academy provision. Skills Max Academy recognises the benefits and opportunities which new technologies offer to teaching and learning. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use.

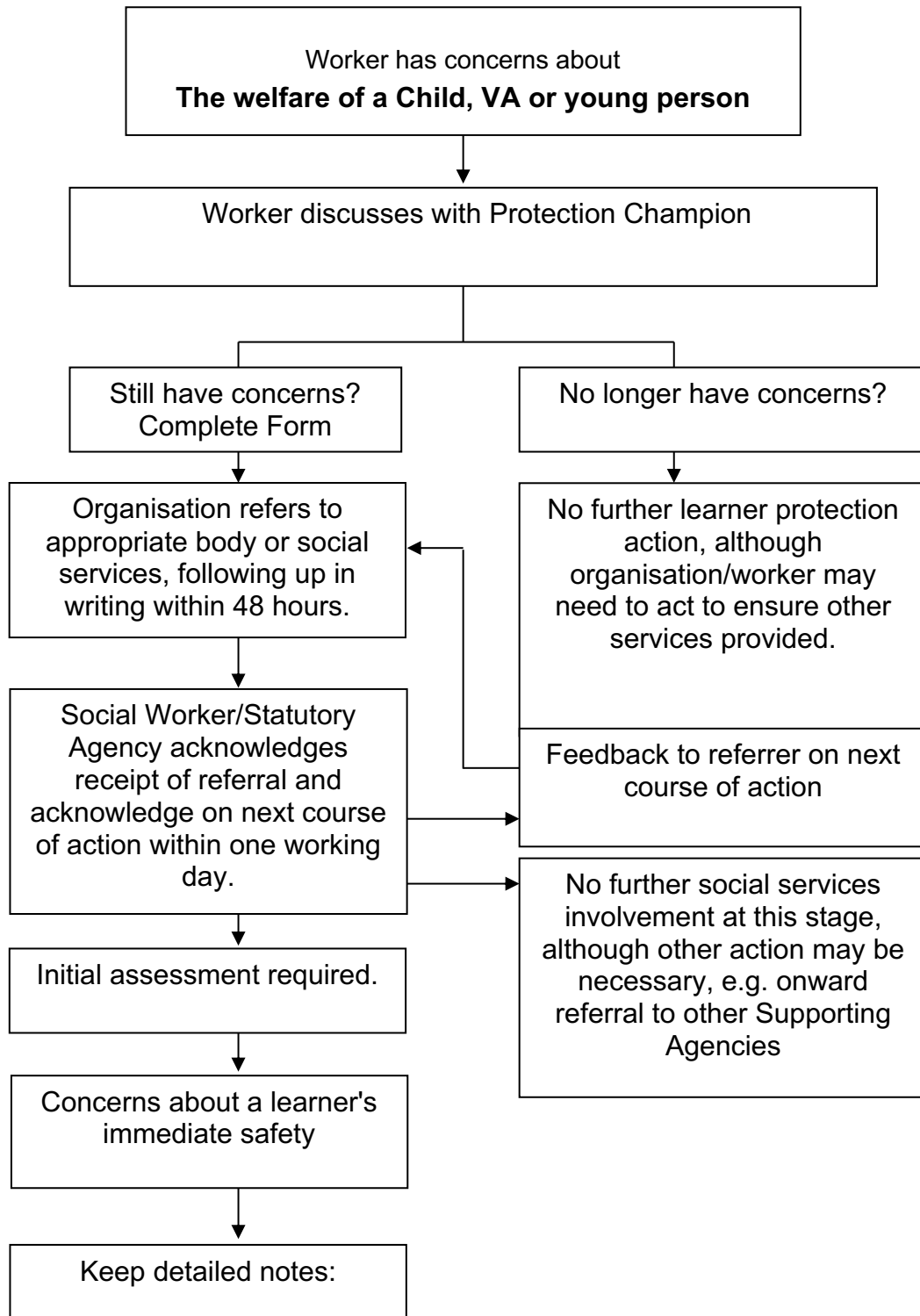
We will do all that we can to make our learners and staff stay e-safe and to satisfy our wider duty of care. This Safeguarding policy should be read in conjunction with the Skills Max Academy E-Safety and Acceptable Use of ICT policy and all other relevant Skills Max Academy policies.

Reporting Concerns

Where there are concerns of extremism or radicalisation, they should be reported to the provider's designated safeguarding person under existing safeguarding and Channel referral procedures (please see Reporting Flow and the Channel Referral Process Flowchart below).

Appendix 2:
Safeguarding Procedures Flow Chart for Referral

ARE YOU WORRIED A CHILD/YP/VA IS BEING ABUSED?



Appendix 3:

Child/Young Person/Vulnerable Adult Protection – Incident Report Form

"The welfare of the Child/YP and Vulnerable Adult are paramount."

PROTECTION – PREVENT/Safeguarding INCIDENT RECORD FORM

Your Name:
Your Position:
Child/Vulnerable Adult/Young Person's Name:
Date of Birth:
Date and Time of any Incident:
Your Observations:
Exactly what was said and what you said (Remember; do not lead the learner – record actual details. Continue on separate sheet if necessary)
Action Taken so far:

This section to be filled in by the designated worker. External Agencies Contacted (Date & Time)	
POLICE Yes/No	If Yes – Which Station & Officer: Contact Number: Details of Advice Received:
Social Workers ASSESSMENT TEAM: Yes/No	Name: Contact Number: Details of Advice Received:
NEWHAM CHILD/YP/VA PROTECTION ADVISOR Yes/No	Name: Contact Number: Details of Advice Received:
LOCAL AUTHORITY Yes/No	Name: Contact Number: Details of Advice Received:
Other (e.g. NSPCC)	Which: Name:

	Contact Number: Details of Advice Received:
Reporting Person	
Print Name:	
Signature:	
Date:	

- Remember to maintain confidentiality on a need-to-know basis only if it will protect the Child/Vulnerable Adult or Young Person.
- Do not discuss this incident with anyone other than those who need to know.

A copy of this form should be sent to borough Social Workers Assessment Team after the telephone report and to the Designated Protection Officer.

Appendix 4:

SAFEGUARDING PROTECTION CODE OF CONDUCT

All vulnerable adult and young people must be treated with equality, dignity, and respect. It is expected that any staff member, group, or organisation working with children, vulnerable adults & young people must carry out the following practices as a matter of high importance, both in centre based & off-site activities:

Organisational Responsibilities:

1. All groups, volunteer helpers and paid staff are to be given a copy of these guidelines and where appropriate a copy of the Skills Max Academy safeguarding protection policy. Staff (paid & unpaid) must also follow the Skills Max Academy Recruitment Procedures and agree to have a disclosure CRB check carried out.
2. There should always be at least two adults supervising activities, no matter how small the group. If a vulnerable adult or young person is to be interviewed alone there should be two adults present, or door left open in view of another adult. Where possible the gender of the adults, in a working or supervisory position, should reflect that of the group worked with or interview to be carried out.
3. A register & record of attendance of vulnerable adult or young people attending activities should be kept for each session. Also written consent should be sought for any on or off-site activities.
4. Confidentiality about, young people and adult's personal information must be practiced. All volunteers, paid staff and helpers must respect issues of confidentiality.
5. It is important to keep a check on visitors & guests whether their visit is by invitation or unsolicited. This will ensure the welfare of learners to be safeguarded at all times.
6. **A First Aid Kit & staff trained in first aid** should be available at all times, with clear information as to how to access it and where to get help in case of emergency. An **Accident Book** should be kept, and any accidents should be recorded immediately in the book.
7. All Health & Safety issues should be considered in the room(s) used. This includes all equipment and substances used and a separate risk assessment should be carried out for all activities and reviewed on a regular basis.
8. Photography & videoing events or activities can only be carried out with the full consent of parents/guardians. If publishing images on a web site or newsletter, names must be kept anonymous.

Code of Behaviour on Safeguarding for Skills Max Academy Staff

Skills Max Academy recognises that it is not practical to provide definitive instructions that would always apply to all situations whereby staff come into contact with at-risk individuals and to guarantee the protection of at-risk individuals and staff.

However, below are the standards of behaviour required of staff in order to fulfill their roles and duty of care within Skills Max Academy. This code should assist in the protection of both individuals and members of staff.

Staff Responsibilities

Staff Must:

9. Always implement the Protection of Adults and Safeguarding Children Policy and Procedure
10. Have due regard to the need to prevent people from being drawn into terrorism which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.
11. Understand their legal responsibility to exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" in their practice.
12. Have due regard to the safe and responsible use of online and digital technologies.
13. Staff should promote activities that are fun, enjoyable, and educational, ensuring fair play and challenging any bullying behaviour.
14. Any allegations or disclosure by a learner must be treated seriously and dealt with in line with the Skills Max Academy Safeguarding Protection Policy.
15. Members of staff should as part of their supervision of activity areas, check the toilet areas from time to time.
16. All staff (paid & unpaid) must not use any foul or abusive language and avoid making sexually suggestive comments to a learner or young person, even in fun.
17. The learner/young person should always be told why his/her behaviour is not acceptable and the reasons for applying a particular sanction. You must ensure that career/parents are fully informed and support whatever sanction is applied.
18. The leader in charge must be fully aware of fire safety and evacuation procedures in the event of an emergency and practice them at least once every six months.

Staff Must Never:

1. Engage in rough, physical games including horseplay with any learners.
2. Allow or engage in inappropriate touching of any kind.
3. Do things of a personal nature for adults or children that they can do for themselves.
4. Physically restrain an adult or child unless the restraint is to prevent physical injury of the adult/other adults/visitors or staff/yourself. In all circumstances physical restraint must be appropriate and reasonable; otherwise, the action can be defined as assault.
5. Make sexually suggestive comments to any learner.
6. Have adults or children on their own in a vehicle. Where circumstances require the transportation of individuals in their vehicle, another member of staff/volunteer must travel in the vehicle. Also, it is essential that there is adequate insurance for the vehicle to cover transporting individuals as part of the business of your work. In extreme emergencies (for medical purposes) where it is required to transport an individual on their own, it is essential that another member of staff /or your line manager and the key worker, or parent/carer are notified immediately.
7. Take an individual to the toilet unless another adult is present or has been made aware (this may include a group leader)
8. Spend time alone with an individual on his/her own, outside of the normal tutorial/classroom situation or any other. If a member of staff finds themselves in a situation where they are alone with an at-risk individual, the member of staff must make sure that they can be clearly observed by others.
9. Engage in a personal relationship with an adult/ learner, or an adult who becomes a learner, beyond that appropriate for a staff/ learner relationship.
10. Share **personal** mobile, email, or social media sites with learners.

Implications for staff

Staff who breach any of the above may be subject to disciplinary procedures. If an allegation against a member of staff has occurred, then an investigation will be carried out in accordance with the Skills Max Academy procedure for dealing with such allegations against staff.

Staff Training

In line with *Keeping Children Safe in Education: Information for all school and college staff*, September 2022, Skills Max Academy is committed to preparing us and our partner providers and their staff to act in accordance with the expected Safeguarding policy and procedures.

The Designated Safeguarding Lead is trained at National Level which should meet level 3 /4 standards. This must be refreshed every 3 years. In addition, the Designated Safeguarding Lead will undertake annual CPD which is documented on the central staff training record.

Where a Deputy Designated Safeguarding Lead is in place, they receive training at the equivalent to level 3. This is refreshed every 2 years. Annual CPD is delivered by the Designated Safeguarding Lead. This is certificated and recorded on the central staff training record.

Where there are Enhanced Safe guarders, they will receive training to the equivalent of level 2 via attendance at Local Safeguarding training. This is refreshed every 2 years. Annual CPD is delivered by the Designated Safeguarding Lead. This is certificated and recorded on the central staff training record.

All new staff are required to have a safeguarding induction at commencement of employment as they start in their role followed by mandatory safeguarding training. For learner-facing staff this should meet the Level 2 safeguarding training standards and can be written and delivered by a recognised Safeguarding expert or a Designated Safeguarding Lead.

It is expected that staff undertake formal refresher training every two years. This is in addition to annual CPD activity, annual refresher training and updates delivered by the designated lead or by a recognised Safeguarding expert. In year updates to policies/procedures will be communicated to relevant staff via email, updates or through team meetings.

Further to mandatory safeguarding training the Designated Safeguarding Lead and the Deputy Designated Safeguarding leads are available to offer generic and specific information, advice, and guidance to staff around day-to-day safeguarding matters either by phone or by email.

Review: This policy is reviewed annually

Appendix 5:
Information & Parental/Guardian Consent Form

Activity or Project:

Name:				Surname:			
Address of Residence And Contact Telephone Number							
		Post Code:		Telephone Number:			
Date of Birth	/ /	Age	Male (✓)		Female (✓)		
School you go to							
Contact For Parent/Carer In Case of Emergency		Name:			Name:		
		TEL:			TEL:		
Medical Information							
GP's Name Address & Tel. Number							
		Post Code:		Telephone Number:			
Please give the date of last Tetanus Injection if known							
Please tell us about: <ul style="list-style-type: none"> Any Dietary requirements Medication taken regularly. Disabilities Special educational needs Behavioural fits Allergies (e.g. penicillin) 							
Ethnic Origin (Please Tick One Box Only)							
Asian or Asian British		Mixed Heritage		White		Black or Black British	
Bangladeshi		White & Black Caribbean		British		Caribbean	
Indian		White & Black African		Irish		African	
Pakistani		White & Asian		European		Black Other	
Chinese		Other Mixed Heritage		White Other			
Asian Other		Other Ethnic Group (Please State)				Not Known/Prefer Not To Say	

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**Please read the following information & sign below
(A copy will be given to all parents/carers & members)**

- I give my consent for the person named on this form to attend Skills Max Academy and for him/her to take part in activities on and off site during advertised session hours. I will ensure that my learner understands that any rules and instructions given by staff must be always obeyed.
- I undertake to inform the Leader in Charge of any changes in the fitness of my learner, which may affect any activities they take part in. I give consent for those in charge to give permission for my learner to receive medical treatment in case of emergency, but only in the event that I cannot be contacted or present in time.
- I agree that if the person named on this form is responsible for any act, which damages the club premises or equipment, either individually or jointly with others. I will accept liability for the costs involved to remedy the damage, in proportion to the degree of involvement of my learner causing the damage.
- I understand that from time-to-time Skills Max Academy may photograph or video events & activities for use in promoting the organisation or satisfying funding bodies that activities have taken place. I give consent for these images to be used for **these purposes only**.

Signed:

(Parent/Carer)

Date:

Water Sports & Swimming Disclaimer (if applicable to activity)

My learner can participate in all water activities and is able to swim at least 25meters.

Signed:

(Parent/Carer)

Date:

Young Persons Contract

I agree:

- To show respect and courtesy to other members of the club and the staff of Skills Max Academy, both on and off site and to obey and instructions given by staff in relation to my safety.
- To show respect to the club equipment, premises, and the surrounding area. I understand that I will be responsible for any damages I caused as a direct result of vandalism.
- To pay any subscriptions or fees for use of the facilities or events and understand that I will not be allowed to owe any money from one day to another or one event to another.
- To keep the centre tidy during each session and assist staff in clearing up.

Failure to abide by this contract may result in members being barred for a period and parents or carers being notified.

Signed:

(Member of Club)

Date:

SAFEGUARDING, PREVENT AND INCIDENT / ALLEGATION / CONCERN REPORT

PART ONE

Incident Reported			
Date:		Time:	
Name:		Telephone:	
Email:		Reported to:	
Learner Details			
Identifier:		DOB:	
Gender:		Town:	
Is learner vulnerable as per legislation?			
Other Staff Involved			
Name:		Name:	
Role:		Role:	
Record of Incident			

PART TWO

Initial Review Outcome			
Person 1:		Person 2:	
1.			

Reports				
Which	Req'd	By	Date/Time	Comments/Response
Police				
Designated	Y			All allegations/incidents/near misses must be reported
Protection Champion	Y			All allegations/incidents/near misses must be reported

Action Plan				
No	Action	By	Date	Comp?

Support in completing form:

Q. What is the definition of a Vulnerable Adult?

A. A vulnerable adult is a person who is aged 18 years or older and:

1. is living in residential accommodation, such as a care home or a residential special school.
2. is living in sheltered housing.
3. is receiving domiciliary care in his or her own home.
4. is receiving any form of health care.
5. is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999.
6. is in contact with probation services.
7. is receiving a welfare service of a description to be prescribed in regulations.
8. is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions. (age-related needs includes needs associated with frailty, illness, disability, or mental capacity)
9. is an expectant or nursing mothers living in residential care.
10. is receiving direct payments from a local authority/HSS body in lieu of social care services.
11. Requires assistance in the conduct of his or her own affairs.

