Safeguarding Standards

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Control Sheet

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"No child left behind."

Children and vulnerable adults have the right to live free from harm regardless of age, disability, race, religion or belief, gender, or sexual orientation and have a right to equal protection from all types of abuse and harm.

Innovate Dorset Ltd. recognises as its responsibility that an essential part of our practice is working in partnership with other agencies to provide parents and staff with these principles that guide our approach to child protection and promote the welfare of children and vulnerable adults, ensuring our practice protects all those who receive support from Innovate Dorset Ltd., and developing a safer environment for all.

"To this end, Innovate Dorset Ltd. pledges to be courageous, forthcoming, and clear when upholding the standards to which we work."

Kevin Tatchell - 25th September 2019.

Purposes of This Document

This document will explain the Safeguarding Standards that Innovate Dorset Ltd. works to and demonstrates our commitment to creating a safer environment for children and vulnerable adults by ensuring that we meet the following seven standards that we have set for ourselves in respect of our safeguarding responsibilities.

Please note: Safeguarding children is everyone's responsibility, regardless of whether you have a Designated Safeguarding Lead (DSL) or not.

Aim of This Policy

To inform readers of the Company's commitment to child safety via outlining:

1. What are the Standards for?
2. Our Standards.

Reasons for the Standards

What are the Standards for?

- All staff are responsible for protecting children and vulnerable adults from all forms of abuse, neglect, and harm.
- Minimises risks to children and vulnerable adults by ensuring all appropriate professionals are made aware of any concerns.
- All due diligence is taken to keep staff and children safe.

Our Standards

Standard 1.

All staff must have a complete Enhanced DBS check.

> All staff are required to pass an Enhanced DBS (Disclosure and Barring Service) before starting work with any of the children and YP that the Company supports. This requirement is set by the government and can be found on the following link: About us - Disclosure and Barring Service - GOV.UK (www.gov.uk)

All staff receive appropriate safeguarding training and ongoing support.

> As part of our commitment to creating a safer environment through recruitment, it is a requirement for all staff to regularly train to a minimum of Safeguarding Level Two or above and maintain or progress to an upper level while in the employment of Innovate Dorset Ltd.

Standard 2.

Safeguarding guidance and support is easily accessible.

Staff have direct access to the DSL and DDSL. If not available, the DSL or DDSL will return a request for contact within 24 hours of the request for support or guidance to raise a concern.

There is a dedicated named DSL and DDSL:

- DSL: Samuel Thomas
- DDSL: Aaron Scott
- *In the absence of the DSL, please seek the DDSL, or where the DSL is the subject of the allegation or concern, contact the Company Director*.
- See also the **DSL Roles and Responsibilities**.

There is clear reporting guidance in the form of a Safeguarding Flowchart displayed in the office.

Clear guidance in the form of a flowchart and the DSL/DDSL information is hung within areas that staff frequently and easily have access to. A copy of which can be found in the **Appendix** below.

Standard 3.

Children and vulnerable adults are respected, protected, and empowered.

The child's welfare is of paramount importance. The Company will establish and maintain an ethos where YP feel secure, are encouraged to talk, are listened to, and are safe. Children at the Company will be able to talk freely to any member of staff if they are worried or concerned about anything.

*All staff follow the **Safeguarding Policy** and Standards*.

All staff are emailed a digital copy of these Standards and are updated when a change is made. All staff are required to follow these Standards and are monitored through supervision.

Safeguarding procedures are risk assessed and monitored.

The implementation of procedures should be regularly monitored and reviewed. The DSL should regularly report progress, challenges, difficulties, achievement gaps and areas where changes are required to the Company Leadership. All policies should be monitored and reviewed annually or whenever there is a major change in the Company or relevant legislation.

The wellbeing of children and vulnerable adults is prioritised in text and images.

No information that identifies a child or vulnerable adult is published on social media by the Company, nor does the Company sell data or information to third parties.

To prioritise the wellbeing of children and vulnerable adults in text and images, in newsletters, websites, and other traditional and social media: every child and vulnerable adult has a right to be accurately represented through words and images. Language and images that could be taken out of context, degrade, victimise, or humiliate a child or adult are prohibited.

In images, everyone is appropriately clothed and not depicted in any poses that could be interpreted as sexually provocative. Images and text protect the identity of all children and vulnerable adults. Details that make a child or vulnerable adult easily identifiable including surname, address, name of the school, and contact details are avoided. Written permission from the vulnerable adult or child and their parent/carer is obtained prior to taking and sharing photos, videos, or information.

Children and vulnerable adults are involved in shaping the programs that support them.

As far as possible, children and adults are encouraged to give their own accounts rather than have people speak on their behalf. Feedback from service users helps to improve our service.

Standard 4.

Children and vulnerable adults are kept safe online.

The safety and wellbeing of children and vulnerable adults is prioritised in all Company online communication. To keep children safe online and maintain clear boundaries: staff will not communicate privately with children online when representing the Company (including Facebook messenger, e-mail, text). Where online communication with a child is necessary, a senior member of management is copied into the communication or copies of the conversation are made available to management immediately.

Where online groups for children are set up, parents give written permission for their child to participate. The groups are monitored by the DSL/DDSL. Parents are responsible for monitoring their children's social media use.

Children and vulnerable adults are supported and empowered to stay safe online.

All staff must always prioritise the safety and wellbeing of children and vulnerable adults in online communication and empower them to stay safe online and report any social media safeguarding concerns.

Incidents of cyber-bullying, sexting, grooming and all other forms of online abuse are recognised, reported, and responded to.

All online safeguarding concerns are immediately reported, following the **Reporting Procedure**.

Sharing children and vulnerable adults' identities via any social media platforms.

No information that identifies a child or vulnerable adult is published on social media by the Company (see Standard 3).

More information and guidance on how to stay safe online is available on the Child Exploitation and Online Protection (CEOP) website: www.thinkuknow.co.uk/.

Standard 5.

All safeguarding concerns and disclosures are responded to, reported, and recorded immediately.

Report all safeguarding concerns and disclosures immediately, no matter how small something may seem, using TeamDesk Session report/Safeguarding concern or Incident forms and the DSL or DDSL must be informed immediately.

Staff who report safeguarding concerns or disclosures are protected and supported.

- We recognise that involvement in situations where there is risk or actual harm can be stressful for the staff concerned. The mechanisms in place to support staff include:
    - Debriefing support for all staff so they can reflect on the issues they have dealt with.
    - Signposting to further support as appropriate, e.g., access to counselling.
    - Staff who have initiated protection concerns will be contacted by the Company's Wellbeing Officer within one week.

All safeguarding concerns/allegations made against an employee of Innovate Dorset Ltd. will follow disciplinary procedures and may be reported to external authorities.

Anyone who 'Whistle-blows' about concerns they have about the practice or activities of any employee of Innovate Dorset Ltd. is protected and supported, with information only being shared with those who need to know. See also the **Whistleblowing Policy**.

Where there has been a complaint against an employee, there may be three types of investigation:

- Criminal, in which case the Police are immediately involved.
- Child protection/safeguarding, in which case the social services (and possibly) the Police will be involved.
- Disciplinary or misconduct, in which case the Company will be involved.

It is not the responsibility of the Company to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies responsible for child protection. The Local Authority has a legal responsibility under The Children Act 1989 and Safeguarding Vulnerable Groups Act 2006 to investigate all child protection/safeguarding referrals by talking to the individual and family/carer (where appropriate), gathering information from other people who know the individual and making inquiries jointly with the Police.

Allegations of abuse or neglect made against an Innovate Dorset Ltd. employee are taken very seriously, and the wellbeing of children and vulnerable adults is always prioritised.

Standard 6.

All safeguarding information is recorded, stored, accessed, and shared safely following GDPR.

All Company staff are responsible for recording, accessing, and sharing safeguarding information safely. In particular, only keeping a record of relevant information about children and adults who are supported by Innovate Dorset Ltd. (name, address, date of birth, relevant health/support requirements). This information is stored securely by the Company TeamDesk Database system and Microsoft SharePoint.

Confidential safeguarding information and data about children and vulnerable adults is recorded safely and stored using the Company TeamDesk database system. Company data is accessed and processed securely and shared securely and appropriately using encrypted emails. All information is disposed of correctly once it is no longer required. The Safeguarding Lead keeps confidential records of all safeguarding concerns and disclosures reported, safely sharing sensitive information on a 'need-to-know' basis. See also the Company's **Data Protection Policies and Procedures**.

Informing individuals about what information you keep, where it is stored, and for how long.

Under review.

Standard 7.

Fostering a collaborative approach to safeguarding and protection across the organisation and with other agencies.

The Company seeks to create and maintain a collaborative approach to safeguarding by safely sharing relevant information with all recognised services that require information and data to better the position or circumstances of a child or vulnerable adult.

Appendix 1 – Safeguarding Flowchart

Approved by: Kevin Tatchell
Date of Approval: Wednesday, 23 October 2024
Next Review Date: Thursday, 23 October 2025
Status of policy: Approved

Signature: Kevin Tatchell

Kevin Tatchell – Company Director
Signed on behalf of the Company.