



SAFEGUARDING STANDARDS

THE NEXT REVIEW DATE FOR THIS POLICY: 25TH SEPTEMBER 2020

SAFEGUARDING STANDARDS

Designated Safeguarding officer (DSO) & Deputy Designated Safeguarding officer (DDSO):

- Senior members of management with safeguarding training who supports staff to safeguard children and vulnerable adults.



No Child Left Behind. Innovate Dorset believe everybody has a duty of care not only to the Mentees within our care, but any child or vulnerable adult who is in danger, risk or suffering from physical or mental harm. Safeguarding is the duty of everyone and Innovate Dorset Ltd pledge to be courageous, forthcoming and clear when upholding the standards to which we work.

Kevin Tatchell - 25th September 2019

What are the Standards for?

The Safeguarding Standards aim to ensure that Innovate Dorset:

- Takes appropriate responsibility for protecting children and vulnerable adults from abuse and neglect
- Minimises risks to children and vulnerable adults as far as reasonably possible
- Provides beneficial, enjoyable and rewarding services for all involved
- Complies with legislation.

The Standards

Standard 1: Recruitment, induction, training, and supervision prioritise safeguarding

- Applications, interviews, and references address safeguarding where applicable
- All eligible staff have a criminal records check
- All staff receive appropriate safeguarding training and ongoing support.

Standard 2: Safeguarding guidance and support is easy to access

- There is a named DSO & DDSO
- There is clear reporting guidance in the form of a Safeguarding Flowchart

Additional Guidance

Designated Safeguarding Officer (DSO) to whom allegations or concerns should be reported:
Mrs C. Escott – c.escott@innovatedorset.co.uk - 07923211875 – 01202 885511

In the absence of the DSO or where that person is the subject of the allegation or concern.

Deputy Designated Safeguarding Officer (DDSO):

Mrs D. Crutcher – d.crutcher@innovatedorset.co.uk - 07570437127 – 01202 885511

Standard 3: Children and vulnerable adults are respected, protected and empowered

- All staff and volunteers follow the Safeguarding Policy and Standards
- Safeguarding procedures are risk assessed and monitored
- The well-being of children and vulnerable adults is prioritised in text and images
- Children and vulnerable adults are involved in shaping the programmes that support them.

Additional Guidance

Prioritising the well-being of children and vulnerable adults in text and images, for example 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. As far as possible, children and adults give their own accounts rather than have people speak on their behalf. They are supported to make informed decisions about what information they share, when, how and for how long. Language and images that could be taken out of context, degrade, victimise or humiliate a child or adult are avoided.

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 school and contact details are avoided. Written permission from the vulnerable adult or child and their parent/guardian is obtained prior to taking and sharing photos, videos, or information.

Standard 4: Children and vulnerable adults are kept safe on-line

- The safety and well-being of children and vulnerable adults is prioritised in all Innovate Dorset on-line communication
- Children and vulnerable adults are supported and empowered to stay safe on-line
- Incidents of cyber-bullying, sexting, grooming and all other forms of on-line abuse are recognised, reported, and responded to.

Additional Guidance

Social media has a lot of benefits to children and adults, but it also poses a high number of risks. All staff must always prioritise the safety and well-being of children and vulnerable adults in online communication; empower them to stay safe on-line; and report any social media safeguarding concerns.

To keep children safe on-line and maintain clear boundaries:

Adults will not communicate privately with children online when representing Innovate Dorset (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 DSO/DDSO. Parents are responsible for monitoring their children's social media use.

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

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

Information and guidance on how to stay safe on-line is available on the Child Exploitation and Online Protection Centre website: www.thinkuknow.co.uk/

Standard 5: All safeguarding concerns and disclosures are responded to, reported and recorded immediately

- Staff who report safeguarding concerns or disclosures are protected and supported
- All safeguarding concerns/allegations made against an Innovate Dorset director, or staff follow Innovate Dorset disciplinary procedures and may be reported to external authorities.

Additional Guidance

Report all safeguarding concerns and disclosures immediately. However small something may seem, reporting it could help to protect a child or vulnerable adult from abuse or neglect. Always follow Innovate Dorset's Safeguarding Flowchart and remember – if someone is in immediate danger, call the police (999). Once either you inform the Innovate Dorset DSO/DDSO, they assess the concern/disclosure and follow up in line with legislative requirements and good practice,

sharing information with external safeguarding authorities as appropriate on a case-by-case basis.

In addition:

- Anyone who 'whistle-blows' (informs Innovate Dorset about any safeguarding concerns they have about a director, or member of staff) is protected and supported by Innovate Dorset
- Any allegation of abuse or neglect made against a director, or member of staff is taken very seriously and the well-being of children and vulnerable adults is always prioritised.

Standard 6: All safeguarding information is recorded, stored, accessed and shared safely

- Confidential safeguarding information and information about children/vulnerable adults is:
 - Recorded safely
 - Stored and archived securely
 - Accessed and processed securely
 - Shared securely and appropriately.

Additional Guidance

All Innovate Dorset staff have a responsibility to record, store, access and share safeguarding information safely. In particular:

- Only keep a record of relevant information about children and adults who are supported by Innovate Dorset (name, address, date of birth, relevant health/support requirements). This information is stored securely by the Innovate Dorset office staff. Hard copies of sensitive information and images (photos, videos) are kept in a locked cupboard and electronic copies are password protected
- Informing individuals about what information you keep, where it is stored and for how long
- Safely sharing sensitive information on a 'need-to-know' basis.
- Recording safeguarding concerns/disclosures immediately and passing the report to the Safeguarding Lead. Note that the Safeguarding Lead keeps confidential records of all safeguarding concerns and disclosures reported.
- Making information that may be needed in an emergency (for example, family contact details during an event or meeting) readily available whilst ensuring it is stored securely

Standard 7: Innovate Dorset fosters a collaborative approach to safeguarding and protection across the organisation and with other agencies.

- Data protection is never a barrier to sharing safeguarding concerns.

APPENDIX A:

What to do if a disclosure from a child or vulnerable adult is made to you:

1. Reassure the child/vulnerable adult that s/he is right to report the behaviour
2. Listen carefully and calmly to him/her
3. Avoid questioning where possible – and never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the Innovate Dorset Safeguarding Lead (and the police in an emergency) because it is in his/her best interest
5. REPORT IT! In an emergency, call the police (999), otherwise talk to the Innovate Dorset Safeguarding Lead as soon as possible. Once reported, the Safeguarding Lead will take proper steps to ensure the safety and well-being of the child/vulnerable adult
6. Do not permit personal doubt to prevent you from reporting the allegation
7. Make an immediate, objective written record of the conversation. Make certain you distinguish between what the person has said and the inferences you may have made. Your report should be sent to the Safeguarding Lead within 48 hours of the incident, who will store it safely.

APPENDIX B:

Criminal Records Checks

A criminal records check helps identify someone's suitability for working with children and/or vulnerable adults. However, a criminal records check is only one part of safer recruitment processes. Criminal records checks include: Disclosure and Barring Service (DBS) – England and Wales

This policy was adopted by Innovate Dorset on 03/02/2017
 Last revision: 25th September 2019
 and the next review date for this policy 25th September 2020

Signed on behalf of the Company by:

Signature:



Name in Capitals: KEVIN TATCHELL