



# SAFEGUARDING STANDARDS

Safeguarding children is the responsibility of everyone,  
regardless of whether you have a Designated  
Safeguarding Officer or not

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## SAFEGUARDING STANDARDS



*"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 its responsibility that an essential part of our practice is working in partnership with other agencies to provide parents, staff, and volunteers 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 developing a safer environment for all.*

*"To this end, Innovate Dorset 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 demonstrate 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 Officer or not.

## The Aim of this policy

Inform readers of the company's commitment to child safety via the following title headings:

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

## What are the Standards for?

- All staff and volunteers 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 eligible 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 young people that Innovate Dorset support. This requirement is set by the government and can be found in the following link. [DBS \(Disclosure & Barring Service\)](#)*

All staff receives 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 DSO and DDSO. If not available DSO or DDSO 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 DSO & DDSO

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

*In the absence of the DSO, please seek the DDSO, or where the DSO is the subject of the allegation or concern, contact the Company Director.*

*Deputy Designated Safeguarding Officer (DDSO):*

*Mr. Luke Monahan – [l.monahan@innovatedorset.co.uk](mailto:l.monahan@innovatedorset.co.uk) - 07923211894 – 01202 885511*

[DSO/DDSO Roles and Responsibilities](#)

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

*Yes, clear guidance in the form of a flowchart and the DSO/DDSO information is hung within areas that staff frequently and easily have access to. A copy of which can be found in this document Appendix B.*

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| <p><b>Standard 3:</b></p>   |  |
| <p>Children and vulnerable adults are respected, protected, and empowered.</p>                | <p><i>The child's welfare is of paramount importance, Innovate Dorset Ltd will establish and maintain an ethos where young people feel secure, are encouraged to talk, are listened to, and are safe. Children at Innovate Dorset Ltd will be able to talk freely to any member of staff if they are worried or concerned about anything.</i></p>  |
| <p>All staff and volunteers follow the Safeguarding Policy and Standards</p>                  | <p><i>All staff are emailed a digital copy of this standard and are updated when a change is made. All staff are required to follow these standards and are monitored through supervision.</i></p>   |
| <p>Safeguarding procedures are risk assessed and monitored.</p>                               | <p><i>The implementation of procedures should be regularly monitored and reviewed. The DSO 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 in relevant legislation.</i></p>  |
| <p>The well-being of children and vulnerable adults is prioritised in text and images.</p>    | <p><i>No information that identifies a child or vulnerable adult is published on social media by Innovate Dorset, nor does Innovate sell data or information to 3<sup>rd</sup> parties.</i></p> <p><i>Prioritising the well-being 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.</i></p> <p><i>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/guardian is obtained prior to taking and sharing photos, videos, or information.</i></p> |
| <p>Children and vulnerable adults are involved in shaping the programs that support them.</p> | <p><i>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 is the sort to help improve our service.</i></p>  |

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| <p><b>Standard 4:</b></p>   |  |
| <p>Children and vulnerable adults are kept safe on-line</p>   | <p><i>The safety and well-being of children and vulnerable adults is prioritised in all Innovate Dorset online communication. To keep children safe online and maintain clear boundaries: Adult staff and volunteers 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.</i></p> <p><i>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.</i></p> |
| <p>Children and vulnerable adults are supported and empowered to stay safe online.</p>  | <p><i>All staff must always prioritise the safety and well-being of children and vulnerable adults in online communication; empower them to stay safe online and report any social media safeguarding concerns.</i></p>  |
| <p>Incidents of cyber-bullying, sexting, grooming and all other forms of online abuse are recognised, reported, and responded to.</p> | <p><i>All online safeguarding concerns are immediately reported, following the Reporting Procedure.</i></p>  |
| <p>Sharing Children and vulnerable adults' identities via any social media platforms.</p>   | <p>No information that identifies a child or vulnerable adult is published on social media by Innovate Dorset (see Standard 3)</p>   |

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/](http://www.thinkuknow.co.uk/)

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| <p><b>Standard 5:</b></p>   |  |
| <p>All safeguarding concerns and disclosures are responded to, reported, and recorded immediately.</p>  | <p><i>Report all safeguarding concerns and disclosures immediately, no matter how small something may seem using TeamDesk Session report/Safeguarding concern or Incident forms.</i></p>   |
| <p>Staff who report safeguarding concerns or disclosures are protected and supported</p>  | <p><i>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: -</i></p> <ul style="list-style-type: none"> <li><i>• Debriefing support for all staff so they can reflect on the issues they have dealt with.</i></li> <li><i>• Signposting to further support as appropriate, e.g., access to counseling.</i></li> <li><i>• Staff who have initiated protection concerns will be contacted by the company's Wellbeing Officer within one week</i></li> </ul>  |
| <p>All safeguarding concerns/allegations made against an employee of Innovate Dorset Ltd will follow disciplinary procedures and may be reported to external authorities.</p> | <p><i>Anyone who 'Whistle-blows' about concerns they have about the practice or activities of any employee of staff is protected and supported, with information only being shared with those who need to know <a href="#">Innovate Whistleblowing policy</a></i></p> <p><i>Where there has been a complaint against an employee or volunteer, there may be three types of investigation.</i></p> <ul style="list-style-type: none"> <li><i>• Criminal in which case the police are immediately involved</i></li> <li><i>• Child protection/safeguarding, in which case the social services (and possibly) the police will be involved</i></li> <li><i>• Disciplinary or misconduct in which case Innovate Dorset Ltd will be involved</i></li> </ul> <p><i>It is not the responsibility of Innovate Dorset Ltd 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.</i></p> <p><i>Allegations of abuse or neglect made against an Innovate Dorset Ltd employee is taken very seriously, and the well-being of children and vulnerable adults is always prioritised.</i></p> |



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| <p><b>Standard 6:</b></p>  |   |
| <p>All safeguarding information is recorded, stored, accessed, and shared safely following GDPR.</p> | <p><i>All Innovate Dorset staff are responsible for recording, storing, 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 (name, address, date of birth, relevant health/support requirements). This information is stored securely by the Innovate Dorset Ltd TeamDesk Database system and Microsoft SharePoint. Hard copies of sensitive information and images (photos, videos) are kept in a locked cupboard, and offices are locked when not in use.</i></p> <p><i>Confidential safeguarding information and data about children and vulnerable adults is recorded safely and stored using our TeamDesk database system. Our data is accessed and processed securely and shared securely and appropriately using encrypted emails. All information disposed of correctly once no longer required. Safeguarding Lead keeps confidential records of all safeguarding concerns and disclosures reported, safely sharing sensitive information on a 'need-to-know' basis.</i></p> <p><i>GDPR policy</i></p> |
| <p>Informing individuals about what information you keep, where it is stored, and for how long</p>   | <p><b>Under review</b></p>  |

Data protection is never a barrier to sharing safeguarding concerns.

**Standard 7**

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

*Innovate Dorset Ltd 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.*

## Control Sheet

|                        |                                |
|------------------------|--------------------------------|
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| Approved by            | Company Director               |
| Date of next review    | 1 <sup>st</sup> September 2024 |
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Signed on behalf of Innovate Dorset Ltd

Sign:  Date: 01.09.23

Company Director