
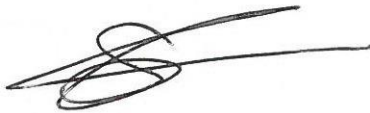


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Signature of Person Responsible



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ABOUT THIS POLICY

1.1. Purpose

The purpose of this policy is to ensure the safety and wellbeing of our staff, customers and the learners we work with. PET-Xi has a statutory, moral and ethical responsibility to safeguard the welfare of all learners. Our workplace is a safe environment where all individuals are respected and valued. The aim of this policy is to ensure all learners are protected and receive the support, assistance, protection and respect they are entitled to and deserve. PET-Xi aims to create a culture where the welfare of students is paramount and that all staff and contractors are trained and confident in addressing any concerns.

1.2. Applicability

This policy covers all employees, officers, consultants, contractors, volunteers, interns, work experience, students, casual workers and agency workers and our learning partners. The word '*staff*' is used for ease of description.

This policy does not form part of any employee's contract of employment and we may amend it at any time.



1.3. Personnel responsible for this policy

The Company Directors have overall responsibility for the effective operation of this policy and for ensuring compliance with any relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the Head of Shared Services.

All managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

1.4. Terminology

- The term 'child' means a person under 18 years of age.
- Adult at risk of abuse or neglect' means any adult (a person aged 18 or over) has needs for care and support (whether the local authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

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1.5. References

Disciplinary Policy/Procedure
Whistle Blowing Policy
Recruitment Policy
Complaints Policy

2. CORE PRINCIPLES

PET-Xi is fully committed to safeguarding the welfare of all children and adults at risk by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. PET-Xi's Safeguarding Policy and Procedure is based on the principles contained within UK and international legislation and government guidance. All staff will, at all times, show respect and understanding for the rights, safety and welfare of the children and adults at risk in our care and conduct themselves in a way that reflect the principles of our organisation. We will do this by:



- Ensuring that all new staff, including volunteers and interns, are made aware of PET-Xi's arrangements for safeguarding children and their responsibilities.
Providing mandatory safeguarding training for staff and volunteers which will be reviewed on an annual basis and updated in line with Local Safeguarding Children's Board requirements. The Designated Safeguarding Lead (DSL) and Deputy Safeguarding Lead will receive training updated every two years, including training in interagency procedures.
- Recognising the roles and responsibilities of the statutory agencies in safeguarding learners and the responsibility and expertise of the relevant agencies in determining whether individuals have or may have been abused or otherwise harmed.
- Carefully assessing all risks which children and vulnerable adults encounter and taking all necessary steps to minimise and manage them.
- It is the responsibility of child protection professionals to determine whether abuse has taken place but it is everyone's responsibility to report concerns.
All staff must follow the procedures in place for reporting concerns or disclosures (See Appendix 2).

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- Informing parents, children and vulnerable adults on how to voice concerns or complaints about anything that they may not be happy with.
- Giving parents, children, vulnerable adults and staff information about what we do and what can be expected from us.
- Responding to allegations appropriately with full investigation and, if appropriate, implement PET-Xi disciplinary and appeals procedures.
- Illustrating a clear commitment to prevention of abuse through rigorous recruitment and training and the promotion of safer working practice which supports transparency and prompt reporting of suspicions or allegations.
- Monitoring and reviewing systems to ensure compliance with Child Protection Legislation and procedures.

PET-Xi is committed to ensuring that the organisation:

- Provides activities and events that are planned, taking into consideration the safety and well-being of children and adults at risk, and organised in a way which minimises the possibility of them being harmed.
- Practises safe recruitment in checking the suitability of staff (including agency staff), volunteers and contractors to work with or in an environment where young people and vulnerable adults are present.
- Will notify the DBS of any suspicions regarding staff or prospective members of staff.
- Identifies children and adults at risk who are suffering, or likely to suffer, significant harm. In addition, ensuring that the safety of children and vulnerable adults is always considered where domestic abuse, mental health or drug and alcohol abuse are known to be a factor.
- Takes appropriate action to see that such children and adults at risk are kept safe at all times.
- Takes appropriate action to ensure that such children and adults at risk have access to all appropriate, available support in order to improve life chances and opportunities to learn and achieve.
- Ensure staff are trained appropriately in recognising signs of child abuse or neglect and the safeguarding procedures they need to follow. (Including the signs and symptoms that may suggest a child or young person is being drawn into terrorism or violent extremism See Appendix 1 11.1 Prevent Duty)
- Ensure staff are trained in procedures to protect themselves and limit the opportunities for misconduct allegations.
- DSL will comply with the DBS reporting requirement where it has concerns that a member of staff has caused harm, or poses a future risk of harm to vulnerable groups, including children.

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In the pursuit of these aims, PET-Xi will annually review policies and procedures with the aim of:

- Raising the awareness of issues relating to the welfare of children and adults at risk and the promotion of safe environments in which they can learn.
- Aiding the identification of young people and adults at risk of significant harm, from others or themselves, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- Ensuring the effective and safe recruitment of staff. PET-Xi will assess all posts to be filled and ensure recruitment checks, including Disclosure and Barring Service (DBS) checks are undertaken in line with the PET-Xi Recruitment Policy. Recruitment, selection and pre-employment vetting is carried out in accordance with Keeping Children Safe in Education 2016.

In developing these policies and procedures, PET-Xi will consult with, and take account of, guidance issued by the Department for Education, the Disclosure and Barring Service (DBS) and other relevant bodies and groups.



Appendix 1 details the definitions of abuse that staff will be trained in recognising.

3. DESIGNATED STAFF WITH RESPONSIBILITY FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Designated Safeguarding Lead (DSL) for safeguarding and child protection issues is the Head of Shared Services, Nasir Lakhnopal, who can be contacted on 02476420310. The Deputy Safeguarding Lead is a Simon Agar.

This person is a member of PET-Xi Senior Leadership Team. He has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children and vulnerable adults, and the promotion of a safe and positive learning environment.

The Designated Safeguarding Lead and the Deputy will receive training in safeguarding children and vulnerable adults' issues and inter-agency working, and will receive refresher training every two years.

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The Designated Safeguarding Lead (DSL) is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies.
- Ensuring that, when appropriate, Early Help Procedures are implemented e.g. Common Assessment Framework (CAF) procedures, and overseeing the CAF process.
- Providing advice and support to other staff on issues relating to safeguarding.
- Maintaining a proper record of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral to an external agency).
- Ensuring there is effective liaison with the Local Authority and Coventry Safeguarding Children's Board and other appropriate agencies.
- Ensuring there is effective liaison with schools which allow their pupils to attend training events to ensure that appropriate arrangements are made for the pupils.
- Ensuring that all staff receive training in safeguarding issues and are aware of PET-Xi child protection procedures.
- Complies with the duties under the Care Act 2014 and liaises with the local Safeguarding Adults Board where appropriate.

4. GOOD PRACTICE GUIDELINES

To ensure the objectives of this Policy are met a certain level of conduct is required from all our staff:

- Treat all staff, pupils, business partners and learners with respect.
- Recognise that challenging behaviour or changes in behaviour may be indications of abuse.
- Avoid befriending learners on a personal level or sharing too much information about personal lives, this includes by social media.
- Ensuring dignified and positive conduct with learners at all time even when faced with challenging behaviour.
- Avoiding all physical contact with learners and unnecessary time alone.
- Respecting professional boundaries with other staff when pupils present.
- Careful use of reasonable force and only in times of physical danger. All instances of force used must be reported to the DSL and recorded.
- Dealing with any issues of learner infatuation and misconduct in a professional way and reporting it to the Head of Shared Services at the first opportunity.

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- Referring all concerns about a pupil's safety and welfare to the DSL, or, if necessary directly to police or children's social care
- The use of photography of other staff and learners must be limited and done with their consent. The photos must not be taken of learners unless the purpose has been previously identified and agreed with the DSL.
- Avoiding all inappropriate behaviour towards pupils. Under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual.



5. PROCEDURE FOR REPORTING CONCERNS

Staff working with children and young people will be issued with guidance and training on safeguarding procedures as part of PET-Xi's Welcome Induction. The reporting process is as follows:

- Immediate notification to the Lead Trainer or Line Manager who will notify the organisation's Designated Safeguarding Lead (DSL) for all child protection matters (this is followed by notification to their Team Leader who will report the incident to the National Programme Manager).
- Designated Safeguarding Lead will advise and feedback to the member of staff reporting the concern.
- In the absence of any of the Designated Contacts, if at any point there is a risk of immediate harm to a child or vulnerable adult, staff are responsible for reporting the concern directly to Social Care and/or the Police immediately. (***see contact information section for external agencies***)
- The DSL will be responsible for ensuring there is effective liaison with schools to ensure that appropriate arrangements are made for the pupils.
- This policy should be read in conjunction with PET-Xi's Whistle Blowing Policy.

6. REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

In rare instances, staff of training providers have been found responsible for abuse. Due to their frequent contact with children and young people, staff may have allegations of abuse made against them. PET-Xi recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

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PET-Xi recognises that the *Children Act 1989 and 2004* states that the welfare of the child or young person is the paramount concern. It is also recognised that hasty or ill-informed decisions regarding a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within PET-Xi will do so with sensitivity and will act in a careful, measured way.

A member of staff who receives an allegation about another member of staff from a child or a young person should follow the guidelines in Appendix 2 for dealing with disclosure.

The allegation should be reported immediately to the Designated Safeguarding Lead (DSL), unless this manager is the person against whom the allegation is made, in which case the report should be made to the Deputy Safeguarding Lead.

The Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead must:

- conduct a speedy initial investigation, gathering relevant facts from both parties.
- Make an initial assessment of the need to report the allegations to the school or appropriate external agencies.



Where the allegation is considered to be either a potential criminal act or indicates that the child or vulnerable adult has experienced, is experiencing or is likely to experience significant harm, the matter should be reported immediately to the school and/or appropriate agencies. The appropriate external agency (Police/Social Services) will then be expected to conduct an investigation.

The Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead in consultation with Local Authority Designated Officer (LADO) at Coventry Safeguarding Children's Board, will also assess the case for suspension of the member of staff.

Should this action seem advisable, the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead will decide whether to recommend suspension under the terms of the Disciplinary Policy.

Suspension may be recommended in the following cases:

- where a young person or vulnerable adult is at risk;

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- to alleviate stress on the member of staff concerned during investigation; where necessary, for the good and efficient conduct of the investigation.

In all cases involving an investigation by an external agency, even when the PET-Xi Disciplinary Policy has been invoked, PET-Xi's internal investigation procedures will be held in abeyance, pending advice from the investigating agency that PET-Xi procedures will not compromise the external investigation.



Where the allegation is NOT considered to warrant an immediate report to the Coventry Safeguarding Children's Board or appropriate agencies, an internal investigation under the PET-Xi Complaints Policy should be undertaken. Several outcomes from this investigation are possible: The investigation concludes that although it is neither potentially a crime nor a cause of significant harm to the child or vulnerable adult, the allegation represents inappropriate behaviour or poor practice by the member of staff. The matter should then be addressed in accordance with PET-Xi Disciplinary Policy.

The investigation concludes that the allegation cannot be substantiated on the balance of probabilities and no malpractice can be apportioned to the member of staff.

No formal disciplinary action should be taken. However, in some circumstances, it may be considered appropriate to hold a discussion with the member of staff to agree expectations of future conduct, offer advice and support for the member of staff. The investigation concludes that the allegation can be shown to be false. In these cases, when the allegation has been made by a child or young person, the designated senior manager will liaise with the school or Student Discipline Policy may be invoked where appropriate.

In cases of false allegations, the Designated Safeguarding Lead (DSL) should also take the following actions:

Inform the member of staff against whom the allegation is made, orally and in writing, that no further disciplinary or safeguarding action will be taken. Consideration may be given to offering counselling/support to the member of staff. Inform the parents/carers of the alleged victim of the outcome of the investigation. Where the allegation was made by a child or young person other than the alleged victim, consideration should be given to informing the parents/carers of that young person/vulnerable adult.

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Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken. A record of the allegation must be kept and, since false allegations may be indicative of problems of abuse elsewhere, consideration should be given to a referral to other agencies may act upon the information.

All staff will be issued with a guide for Safer Working Practices.

7. MONITORING EFFECTIVENESS

Where an allegation has been made against a member of staff, the designated senior manager and other colleagues as appropriate, should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of PET-Xi's procedures. Consideration should also be given to the training needs of staff.

8. EQUALITY IMPACT ASSESSMENT

This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

9. REVIEW OF POLICY

The above policy will be reviewed annually or as required subject to legislative changes.

10. Contact Information of External Agencies

Local Authority Designated Officers

Coventry - Coventry Safeguarding Children Partnership (CSCP) - LADO

Email: lado@coventry.gov.uk Tel: 024 7697 5483

This phone number is for the Coventry Safeguarding Children Partnership only.

You cannot report a concern via this number. Please use www.coventry.gov.uk/cscpccontacts

Visit: <https://www.coventry.gov.uk/cscpccontacts>



Birmingham - The LADO Team can be contacted on 0121 675 1669 or via email:

Ladoteam@birminghamchildrenstrust.co.uk . For more information visit website

<http://www.lscbbirmingham.org.uk/lado>

Solihull - Telephone: 0121 788 4310

Secure email: cpru@solihull.gcsx.gov.uk please put 'LADO referral' in subject line

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Sheffield - To make a referral to the LADO please complete the LADO request form 2018 and email it from your secure email to lado@sheffield.gcsx.gov.uk for more information and to obtain the reporting form visit <https://www.safeguardingsheffieldchildren.org/sscb>

Other important support numbers

Samaritans 116 123 (free 24hr service) www.samaritans.org.uk NSPCC 0800 1111 www.nspcc.org.uk

Relate 0300 100 1234 www.relate.org.uk

CALM (for males) 0800 58 58 58 www.thecalmzone.net For men who are down or in crisis

Refuge (for females) 0808 2000 247 www.refuge.org.uk

Frank 0300 123 6600 www.talktofrank.com For anyone concerned about drug and alcohol use

The Mix 0808 808 4994 www.themix.org.uk Essential information for under 25s:

- Break ups
- Bullying
- Drugs
- Finding a job
- Homelessness
- Mental Health
- Money

Papyrus 0800 068 4141 www.papyrus-uk.org.uk Support for those dealing with depression, suicidal feelings, depression or emotional distress, particularly teenagers and young adults

Runaway Helpline 116 000 www.runawayhelpline.org.uk

Useful websites

Assertiveness www.mindtools.com www.skillsyouneed.com

Career Explorations www.barclayslifeskills.com

Communication Skills www.mindtools.com

Confidence www.barclayslifeskills.com Finances www.moneyadviceservice.org.uk

Health, Fitness and Exercise www.nhs.uk.co.uk



Healthy Eating www.nhs.uk/LiveWELL/healthy-eating

Housing www.coventry.gov.uk/housing

Mental Health and Wellbeing www.youngminds.org.uk , www.mindtools.com, www.mind.org.uk

11.Related Policies

PREVENT

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12. APPENDIX 1

12.1. Definitions of Child Abuse – Working Together to Safeguard Children - 2015 HM Gov

Child abuse is 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

12.2. 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.

12.3. 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 care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

12.4. Sexual Abuse and Child Sexual Exploitation CSE

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

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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.

12.5. Child Sexual Exploitation CSE

Child sexual exploitation is when a child receives something from an adult as a result of engaging in sexual activity. This can be in a circumstance where the child thinks they are in a relationship or where they are being groomed by individuals or gangs. These cases of abuse are in situations where there is a power imbalance. Staff with any suspicions of this should make a report to the DSL under this procedure and the Police.



12.6. Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent 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 children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

12.7. Bullying and Harassment

There is no legal definition of bullying. However, the Government's Bullying at School website says it is usually defined as behaviour that is: repeated;

- intended to hurt someone either physically or emotionally;
- often aimed at certain groups, e.g. because of race, religion, gender or sexual orientation.

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It takes many forms and can include:

- physical assault;
- teasing;
- making threats;
- name calling;
- cyberbullying - bullying via mobile phone or online (e.g. email, social networks and instant messenger).

(<https://www.gov.uk/bullying-at-school/bullying-a-definition>)

Bullying and/or harassment expressed verbally or through electronic media (SMS, social networking, texts, etc.) can be regarded as a form of abuse in its own right, or may feature in any of the main forms of abuse outlined above. Peer on Peer abuse with also be considered within bullying and any cyber bullying, sexting, hate crimes should be reported in the correct manner.

12.8. Children with sexually harmful behaviour

Young people and learners who demonstrate harmful sexual behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who become concerned about a pupil's sexual behaviour should speak to the DSL in line with this Policy.

12.9. Honour Based Violence HBV – e.g. FGM/Forced Marriage.



12.9.1. Female Genital Mutilation FGM

This practice is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. Staff who are aware of this are under a duty to report it to the DSL and police.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf

12.9.2. Forced Marriage

Is illegal and a form of child abuse for an individual to be forced into marriage against their will. Staff with knowledge or suspicions that forced marriage has occurred or is causing concern for a learner are under a duty to disclose it to the DSL.

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13. Prevent Duty 2015

From 1st July 2015 PET Xi's staff are under a duty to have due regards to prevent children and adults at risk from being drawn into terrorism. It is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. PET Xi staff should follow the normal safeguarding procedures and report such concerns to their local Police Force.

13.1. Anti-Radicalisation

Being aware of indicators that may indicate a child or young person is being drawn into terrorism/violent extremism. This is part of our wider safeguarding duty. We need to intervene where possible to prevent vulnerable children being radicalised.

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.
- Day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far-right groups).
- Attempts to recruit others to the group/cause/ ideology.
- Communications with others that suggest identification with a group/cause/ideology.
- Clearly identifying another group as threatening in what they stand for and blaming that group for all social or political ills.
- Using insulting or derogatory names or labels for another group.
- Speaking about the imminence of harm from the other group and the importance of action now; expressing attitudes that justify offending on behalf of the group, cause or ideology.
- Condoning or supporting violence or harm towards others.
- Plotting or conspiring with others.
- Having a history of violence.
- Being criminally versatile and using criminal networks to support extremist goals.
- Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction).
- Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

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14. APPENDIX 2

14.1. Definitions of Adult Abuse – Care and Support Statutory Guidance issued under the Care Act 2014

14.1.1. Adult Abuse and Neglect

This section considers the different types and patterns of adult abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

14.1.2. Physical abuse

including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.²³⁴ Care and Support Statutory Guidance

14.1.3. Domestic violence

including psychological, physical, sexual, financial, emotional abuse; so, called ‘honour’ based violence.

14.1.4. Sexual abuse



including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

14.1.5. Financial or material abuse

including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

14.1.6. Psychological abuse

including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

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14.1.7. Modern slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

14.1.8. Discriminatory abuse

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

14.1.9. Organisational abuse



Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structures, policies, processes and practices within an organisation.

14.1.10. Neglect and acts of omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

14.1.11. Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

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15. APPENDIX 3

15.1. Guidelines for Dealing with Disclosure



If a child or young person tells a member of staff about possible abuse, the member of staff should:

- Listen carefully and stay calm, never promise confidentiality.
- Not interview the alleged victim, but question normally and without pressure, in order to be sure that the member of staff understands what the alleged victim is telling them.
- Not put words into the alleged victim's mouth.
- Reassure the alleged victim that, by telling the member of staff, they have done the right thing.
- Inform the alleged victim that the information must be passed on, but that only those that need to know about it will be told. Inform the child or young person of to whom the matter will be reported.
- Record the main points carefully.
- Make a detailed record of the date, time, place, what the alleged victim said, did and the questions asked by the member of staff, etc.

Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Safeguarding Manager. For **2018-19** this is: **Nasir Lakhmanpal – Head of Shared Services**
In his absence, the report must be made to a member of the team of designated managers listed below. The group comprises:

Simon Agar – Head of Quality

Contact details for PET-Xi designated safeguarding managers and key external agencies will also be included in the Business Continuity Plan.

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16. APPENDIX 4

16.1. Definition of young people and vulnerable adults

16.1.1. Definition of Child - Working Together to Safeguard Children - HM Gov 2015

The policy and procedures apply to all children and young people up to the age of 18 years. Within the document the terms “children” or “child” refer to all children and young people up to the age of 18 years.

The fact that a child has become sixteen years of age, is living independently or is in further education, is in the armed forces, in hospital, or in prison or a young offender’s institution, does not change their status or their entitlement to services or their protection under the Children Act 1989.



16.1.2. Definition of an Adult at risk of abuse or neglect – Care Act 2014

When a young person reaches the age of 18 the responsibility for their well-being may transfer to adult service providers. Although they cease to be subject of the Safeguarding Children Procedures, some adults may continue to be at risk of abuse or neglect.

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Since the publication of the Care Act 2014, the range of people considered to be vulnerable has been widened to include, people trafficking and modern slavery, adults encountering domestic abuse violence, substance misusers, asylum seekers and those who self-neglect.

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17. APPENDIX 5

17.1. Safeguarding Legislation and Guidance

17.1.1. Education Act 2002

Section 157 and 175 cover arrangements for safeguarding and promoting the welfare of children and learners.

17.1.2. Counter Terrorism and Security Act 2015

Section 26 Applies to schools and other providers; to prevent children and learners being drawn into terrorism.

17.1.3. Working Together to Safeguarding Children (2015)

Covers the requirements of Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of safeguarding in schools and details how learning establishments should safeguard child welfare.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

17.1.4. Keeping Children Safe in Education (2018)

Is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This covers Guidelines for schools and colleges for safeguarding.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

17.1.5. Prevent Duty Guidance – England and Wales

These Guidelines cover section 29 Counter Terrorism and Security Act 2015, to prevent terrorism.

<https://www.gov.uk/government/publications/prevent-duty-guidance>
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

17.1.6. Teaching Standards

The Teacher Standards 2012 state that teachers as part of their professional duty should safeguarding children's wellbeing and maintain public trust for their profession.