

The STC Group – Safeguarding Policy

Specialist Trade Courses Group (STC Group) is fully committed to safeguarding the welfare of all stakeholders by taking all reasonable steps to protect them from harm and accepts its corporate responsibility for the well-being and safety for its stakeholders including children and vulnerable groups.

Policy Statement

The company recognises its responsibility and acknowledges that it is the duty of STC Group's workforce in its entirety to uphold British Values and to safeguard the welfare of all stakeholders by creating an environment that protects them from harm and reduces any potential risks of being exposed to violence, extremism, exploitation, or victimisation. Therefore employees, volunteers, delivery partners and contractors will always show respect and understanding for the rights, safety and welfare of all parties and conduct themselves in a way that reflects the principles, values and culture of our organisation and be aware and follow current legislation regarding the safeguarding of all stakeholders.

This policy has been developed to describe the responsibilities of everyone for the recognition and prevention of abuse and to clarify the actions to take when abuse is suspected or identified. Therefore, the aim of this policy is to ensure that we fulfil its responsibilities towards the protection, welfare and safety of children and vulnerable adults. They will also be aware of and follow current legislation regarding the safeguarding of all stakeholders. Our policy sets out, in detail, the roles and responsibilities of all parties in providing a safe working and learning environment whereby everyone is protected from abuse of any kind.

Policy Applies to

Staff, Associates, Volunteers, Delivery Partners (for the purpose of this policy we will use the terms stakeholders or staff).

Reason for Policy

To ensure that anybody who has cause to come into contact with any of our learners, young people or adults at risk knows what is expected of them and can safeguard themselves and others.

Context

- All complaints, allegations or suspicions of abuse must be taken seriously, and all colleagues must adopt a 'could happen here approach'.
- Absolute promises of confidentiality must not be given as the matter may develop in such a way that these might not be able to be honoured. This must be made clear at the outset to the individual who is making the disclosure, with reassurance that they are doing the right thing and information will only be passed on to those who need to know this to safeguard them and others.
- If the complaint/allegation comes directly from a young person or adult, questions should be kept to a minimum necessary to understand what is being alleged. Leading questions must also be avoided.

It is STC Group's intention to

- Ensure that all stakeholders are protected from abuse regardless of sex, race, disability, age, sexual orientation, religion or belief, gender reassignment, maternity or because someone is married or in a civil partnership
- Ensure that staff are appropriately trained in safeguarding and to understand the risk of radicalisation, their role in implementing the Prevent Duty, and the impact this has on their job role and how to refer an individual who they feel is at risk
- Ensure that appropriate supervision is given where required
- Take the necessary steps to inform all stakeholders of relevant policies and procedures and Code of Conduct
- Regularly review and monitor STC Group's policies and procedures to ensure our legal, moral, and social responsibilities are met
- Take all suspicions and allegations of abuse including risks of radicalisation extremely seriously and to respond to concerns with due speed and consideration
- Work in partnership with and in accordance with organisations' procedures where required, including Designated Person in Local Authority, Safeguarding Children's Boards, Safeguarding Adults Boards, and the Channel multi-agency panel
- Comply with and maintain knowledge of all relevant legislation, codes of practice and appropriate guidance to any amendments to such
- Have Designated Safeguarding Officers (DSO's) in place to advise on and manage any concerns and referrals made
- Ensure that relevant employment and security checks are undertaken, as required
- Ensure that all personal data will be processed in accordance with the requirements of the Data Protection Act 1998
- Ensure that personal information is confidential and should only be shared with the permission of the individual concerned (and or those with parental responsibility) unless the disclosure of confidential information is necessary to protect a child or vulnerable adult from serious harm or promote their welfare. In all circumstances, information must be confined to those people directly involved in the professional work of each individual child or vulnerable adult and on a strict "need to know" basis

Statutory Obligations

LCG has a statutory duty under Section 175 of the Education Act (2002) and must have in place arrangements for carrying out its duties with a view to safeguarding and promoting the welfare of children, young people and adults who may be at risk of harm or abuse. This policy sets out a framework for those arrangements and should be read in conjunction with the associated LCG policies and procedures listed, the web links provided, and various appendices attached, including our Safeguarding Procedures that link to the Local Authority Safeguarding Procedures. This policy considers, amongst others, the following publications, including recent / relevant guidance and legislation in this area:

Keeping Children Safe in Education (KCSIE): Statutory guidance for schools and colleges. (Department for Education, September 2021) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. (Her Majesties Government, July 2018)
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The Care Act (2014). Statutory guidance: Care and support statutory guidance updated June 2020 that provides a detailed guidance on all aspects of implementing the requirements contained in Part 1 of the Care Act (2014) to local authorities, the NHS, police and other partner organisations. (Department of Health and Social Care)
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-supportstatutory-guidance>

The Prevent Duty: Departmental advice for schools and childcare providers (Department for Education, June 2015).
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-theprevent-duty>

Policy Principles

We endeavour to safeguard children and adults at risk by:

- Valuing, listening to and respecting them.
- Adopting policies, guidelines, a Code of Conduct and behaviour for employees, volunteers, Sub-contract Partners, and contractors
- Sharing information about concerns with agencies which need to know and involving parents and children appropriately.
- Ensuring that the DBS, in accordance with their guidelines, checks all staff, volunteers and Sub-contract Partners with responsibilities for children and adults at risk, including relevant non-delivery roles.
- Recruiting staff, associates, volunteers, Subcontract Partners, and contractors who are aware of our Safeguarding and Prevent Policy and procedures
- Providing all staff, volunteers, governors and Subcontract Partners with safeguarding training
- Ensuring that all children, adults at risk, their parents and carers are aware of our Safeguarding and Prevent Policy and procedures
- Ensuring that all staff and stakeholders are aware of their role and responsibilities in relation to safeguarding.

We are committed to be alert to a young person or adult who:

- Is disabled and has specific additional needs.
- Has special educational needs (whether they have a statutory Education, Health and Care Plan)
- Is a young carer.
- Is an apprentice.
- Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organized crime groups.
- Is frequently missing / goes missing from care or from home.
- Is at risk of modern slavery, trafficking, or exploitation.
- Is at risk of being radicalised or exploited.

- Is in family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- Is misusing drugs or alcohol themselves.
- Has returned home to their family from care.
- Is a privately fostered child.

Impact of Domestic Abuse on Children

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, wellbeing, development, and ability to learn. Children and adults should receive adequate, individual support to keep them safe in educational settings.

We are committed to reviewing our policies and good practice annually, unless there is a change to legislation, or if there has been a significant change within the organisation. The DSL is responsible for updating the policy with support from the Quality Manager.

The following policies (a number of which are also located within our Staff Handbook) demonstrate and support STC Group's shared commitment to safeguarding and promoting the welfare of its stakeholders:

Bullying & Harassment	Code of Conduct
Public Interest Disclosure (Whistleblowing)	Data Protection
Safeguarding Children and Vulnerable Groups	Prevent Policy
Equality, Diversity & Inclusion Policy	Disciplinary
Complaints Procedure	Grievance
Information Security Awareness Policy	Group IT & Data Security Policy
Health and Safety Policy	Lone Worker
Recruitment & Selection Policy	Probation Policy
Criminal Records Policy	

Roles & Responsibilities

All staff have a responsibility to follow the Company's Safeguarding procedures. Abuse can occur in all cultures, racial and religious groups and staff must be sensitive and respectful of ethnic and cultural backgrounds and these factors must not be used as a reason for non-intervention.

STCG Designated Safeguarding Lead

Maria Darbin	Operations Manager	Harold Wood	07849 805282
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We have appointed a Designated Safeguarding Lead who is the Quality Manager and they have overall responsibility for issues related to safeguarding children and vulnerable adults and are supported by a team of DSOs. The DSL is responsible for acting as a source of advice on child and adult at risk safeguarding

matters, for coordinating action within the organization and for liaising with health, children’s service, adult services and other agencies about suspected or actual causes of abuse. The DSL will be assisted by other designated members of staff drawn from senior management and suitably experienced staff. Designated members of staff have a key responsibility for raising awareness, within the staff, of issues relating to the welfare of children and adults at risk and the promotion of a safe environment for children and adults at risk.

The DSL has oversight over Safeguarding and Prevent matters across the business, and the CEO has overall responsibility for Safeguarding and Prevent. The CEO will ensure that resources, support, and all relevant training are available and in place for staff and governors. The CEO will support the DSL and Quality Manager in meeting their responsibilities and will ensure that we meet these commitments. There is a clear and robust job description for the DSPO role within the business which can be assessed on the system, the DSL with support from Quality Manager is responsible for reviewing the child and adult at risk Safeguarding and Prevent Policies annually, or more frequently if there is a change to current legislation, along with any policies linked to the Safeguarding and Prevent Policy and processes and procedures that support the embedding and working practices of this policy.

- Being aware of how to make referrals to children’s social care and adult’s social care for statutory assessments via the local authority multi-agency safeguarding units, along with the role they might be expected to play in such assessments
- The DSL will alert the police when a crime may have been committed.
- The DSL will foster strong links with the LSCB and Designated Local Authority Person.
- The DSL refers all cases of suspected abuse to the local authority, children’s social care agency or, in the case of a vulnerable adult, to the local authority adult’s social care.
- The DSL will refer to the ESFA should we be subject to an investigation regarding our safeguarding practices.
- The DSL will refer all reportable safeguarding matters to the funding partner, where we are not the funder.
- The DSL will liaise with senior management to inform them of issues, especially on-going enquiries, and police investigations.
- The DSL will maintain a proper record of any safeguarding referral, complaint, or concern, even when that concern does not lead to a referral.
- The DSL will alert the DBS via HR when a person has been dismissed or left due to risk to or harm that they presented, or may have presented, to a child or vulnerable adult.
- The DSL will liaise with relevant agencies following a referral to ensure it has been dealt with effectively and identify whether a resolution has been achieved. The DSL ensures that we work with employers and other training organisations that provide Apprenticeships and / or work placements for children or adults at risk, to ensure that appropriate safeguarding’s are in place.
- The DSL in conjunction with the Quality Manager will provide information to Governors about how we have discharged our duties. The DSL is also responsible for reporting deficiencies in procedure or policy identified to the Quality Manager and Managing Director.
- If the DSL is absent from the business, the Deputy Lead DSO will be responsible for undertaking DSL duties.

STCG Designated Safeguarding Officers

Name	Role	Location	Contact Details
(Deputy Safeguarding Lead) Cheryl Jones	Compliance, Administration & Audit Manager	Harold Wood	0345 565 2626

Sarah Tipple	Curriculum Manager/Lead IQA	Colchester	07866 121121
Stephen Tipple	Construction Manager	Harold Wood	07590 422218
Luke Reinbach	Lead Learner Recruiter	Romford	07849 806033

Designated members of staff and governors receive training in safeguarding children and adults at risk. They also receive refresher training annually as required by us. The team are required to keep up to date with developments in safeguarding children and adults at risk.

All DSOs act as a source of advice, support, and expertise to staff on matters of safety and safeguarding.

- Ensure that all staff working with learners undertake safeguarding training as part of their induction to equip them to carry out their responsibilities for safeguarding effectively and that this is kept up to date by refresher training at three yearly intervals, in line with advice from the Local Safeguarding Children Board (LSCB).
- Ensure that the training centre operates within the legislative framework and recommended guidance and any changes are communicated effectively across the organisation
- Ensure that all staff, know where to locate and how to follow safeguarding procedures
- Develop effective working relationships with other agencies and services
- Decide upon the appropriate level of response to specific concerns and ensure that all records are completed accurately and efficiently and stored appropriately
- Ensure that any referrals are carried out within 24 hours
- Liaise and work with Social Care teams, the Police, health services and other services over suspected cases of child abuse
- Ensure that cause for concerns are effectively monitored
- Provide guidance to staff about obtaining suitable support
- Maintain up to date knowledge and training in dealing with child protection concerns
- Maintain a central register of all staff working with learners
- Ensure DBS checks are carried out and updated in a timely fashion

The Quality Manager

- The Quality Manager in liaison with Human Resources, ensures that all staff, associates, volunteers, governors and any subcontract partners receive training in safeguarding children and vulnerable adults, are aware of procedures for protecting children and adults at risk and that refresher training takes place annually.

STC Groups Safeguarding E-mail Address- safeguarding@thestcgroup.co.uk

If you have any concerns, contact the officers above, or use the email above. Learners are also made aware of this email address.

All Staff

All colleagues / volunteers are responsible for:

- Reading and understanding Keeping children safe in education: Statutory guidance for schools and colleges Part 1: Information for all school and college staff (Department for Education, September 2021)
- Providing a safe environment in which children, young people and adults at risk of harm, abuse or neglect can learn.
- Being prepared to identify children, young people and adults at risk of harm, abuse or neglect, who may benefit from early help and understand the early help process and their role in it, together with the completion or assisting with the completion of a risk assessment or support plan where required.
- Following the framework described in the Safeguarding referral procedure, know where to go and what to do if they have any safeguarding concerns.
- Attending safeguarding and child protection training and updates as required, on Induction and an update at least once every year.
- Reading and familiarising themselves with associated policies via BrightHR.
- Reading safeguarding newsletters, hot topics and associated guidance when published.
- Promoting awareness of safeguarding issues/support amongst learners, colleagues and other stakeholders.
- Protecting themselves by being familiar with and adhering to the Staff Professional Code of Conduct, safer working practice and other key safeguarding standards.
- Signing in and out always when working on or off STC Group sites.
- Reporting to a DSO any learner welfare concerns that they may have or may need support with.
- Reporting to the Human Resources any potential criminal charges or personal issues that may have a bearing on their ongoing 'suitability' to work in an educational environment with children, young people and adults at risk of harm, abuse or neglect.
- Reporting to the DSL or Human Resources any concerns they may have about the conduct of colleagues in relation to Safeguarding and / or Professional Staff Code of Conduct.
- Maintaining an appropriate level of confidentiality whilst at the same time liaising and sharing information with relevant professionals.
- Provide a safe environment in which children and young adults can learn
- Know the systems and procedures which support safeguarding
- Attend CPD training
- Be alert to the signs of abuse, neglect, radicalisation, and violent extremism
- Question the behaviour of children and young people and not necessarily take what you are told at face value
- Know where to turn to if you need to ask for help
- Refer concerns directly to the local authority if you suspect that a child or young person is at risk of harm or is in immediate danger

In addition, the Company aims to:

- Create a safe and secure environment where learners and staff are listened to when they have a concern
- Ensure all staff have a clear understanding about their safeguarding responsibilities
- Enable all staff to have a clear understanding of how these responsibilities should be carried out
- Embed safeguarding throughout the learner journey
- Ensure a straightforward reporting system should a concern be raised

To achieve this, The STC Group will:

- Adopt an open-door policy to encourage learners and staff to speak up as and when important situations arise

- Carry out progress reviews with learners to support progression, identify areas of need and encourage self-confidence
- Provide effective management for staff through supervision, support and training monitored via CPD and appraisal documentation
- Raise awareness of the effects of neglect and abuse and be alert to potential indicators of abuse and neglect through Safeguarding training for all staff and governors
- Liaise and work together with external agencies involved in Safeguarding
- Recruit safely, ensuring satisfactory DBS checks are carried out on all staff working with children, young people and vulnerable adults
- Use the Learner Induction to discuss Code of Conduct and whom learners can approach if they have a concern
- Take opportunities to discuss safeguarding through teaching and learning
- Apply a zero tolerance for bullying in everyday practice

Related Issues

Safeguarding covers more than the contribution made to child protection in relation to individual young people or adults. It also encompasses issues such as learner health and safety, bullying and a range of other issues. For example, arrangements for meeting the medical needs of children and adults, providing first aid, building security, drugs and substance misuse, positive behaviour, etc. There may also be other safeguarding issues that are specific to the local area or population that need to be identified in partnership with the Local Authority e.g., gang membership and the safeguarding of vulnerable adults. The Company has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore compliments and supports a range of other safeguarding issues including:

- Bullying, including Cyber Bullying
- Young people missing education
- Young people missing from home or education
- Child sexual exploitation (CSE)
- Child Criminal exploitation (CCE)
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- So called honour-based violence
- Gang and youth violence
- Gender based violence/violence against woman and girls
- Hate
- Mental health
- Preventing Radicalisation
- Relationship abuse
- Sexting
- Sexual violence and sexual harassment between children
- Trafficking

Safer Recruitment and Training for Staff

The STC Group will select and recruit in accordance with the statutory guidance set out in Part 3 of KCSIE (2021), which details Safer Recruitment pay due regard to the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedom Act 2012. The recruitment policy and procedures ensure that all appropriate measures are applied in relation to everyone working in STC, including staff, volunteers and staff employed by external partners / contractors. Human Resources will ensure that a single central record is maintained of all pre-appointment checks.

DBS checks are undertaken in line with Government guidance and current legislation, alongside appropriate references being obtained and ensuring qualifications are verified.

As part of the shortlisting process, we carry out an online search (including social media) as part of their due diligence on the shortlisted candidates. We do this as it may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.

Newly appointed staff will have an Induction in line with our probation policy over a 3-month period. We ensure that all employees are made aware of the standards expected of them and implements the appropriate support, training feedback to achieve these standards. Employees will be made aware of the relevant Safeguarding and Prevent procedures as part of that Induction program and will be given a copy of our Safeguarding Policy.

Individual / Group	Training	Frequency
All new staff and annual updating	<ul style="list-style-type: none"> • Safeguarding • Prevent Duty • Policy review (internal and external) • Identified essential reading (KCFE part 1) • Hot topics, Newsletter, videos and CPD training events by the DSO team 	At Induction and annual updating or at time of changes
Safeguarding Leads (DSL)	<ul style="list-style-type: none"> • Identified essential reading • Specialist training as identified • Designated Safeguarding Officer Training 	Complete and appropriate updating
Governors and Senior Managers	<ul style="list-style-type: none"> • Annual training and updating 	Complete and appropriate updating
HR	<ul style="list-style-type: none"> • Safer Recruitment Practices 	Complete and appropriate updating

Confidentiality

The Data Protection Act (2018) and General Data Protection Regulations (GDPR) do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children, young people and adults at risk of harm, abuse or neglect.

Colleagues should never promise that they will not tell anyone about an allegation or disclosure, as this may ultimately not be in the best interests of the child, young person or adult at risk of harm or abuse. All suspicions, allegations and investigations will be kept confidential and shared only with those who need to know in accordance with GDPR and Data Protection Act (2018), following government advice and guidance.

- Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

Consider safety and well-being:

- Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Counter Terrorism

In accordance with the Counter Terrorism and Security Act, the Company has a responsibility to safeguard our learners and prevent people from being drawn into terrorism. The Company views Prevent within the safeguarding responsibilities and as such, in the instance of a concern, this should be reported in accordance with the safeguarding procedure.

Any identified concerns as the result of observed behaviour or reports of conversations to suggest that the young person supports terrorism and/or extremism, must be reported to a Designated Safeguarding Officer.

PREVENT is a key part of the Government's strategy to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of Prevent in diverting people away from being drawn into terrorist activity. Prevent happens before any criminal activity takes place. It is about recognising, supporting, and protecting people who might be susceptible to radicalisation.

In support of this strategy, the Company will:

- Ensure that learners and staff are aware of their roles and responsibilities in preventing violent extremism
- Ensure all staff have an awareness of the Prevent agenda and the various forms radicalisation takes in being able to recognise signs and indicators of concern and respond appropriately
- Ensure learner safety and that the training centre is free from bullying, harassment and discrimination

- To provide support for learners who may be at risk and appropriate sources of advice and guidance
- To promote and reinforce shared values; to create space for free and open debate, and to listen and support the learner voice
- Promoting wider skill development such as social and emotional aspects of learning
- Implementing anti-bullying strategies and challenging discriminatory behaviour
- Raise awareness of the threat from violent extremists' groups and the risks for young people

The Preventing Radicalisation information website link is [EducateAgainstHate](#)

The link leads to a source of advice and trusted resources for independent training providers/schools/colleges to safeguard Learners from radicalisation.

The link takes you to a specific web page where there is a list of behaviours to use as a guide to identify possible radicalisation, including new behaviours listed:

- becoming increasingly argumentative;
- unwilling to engage with students who are different;
- becoming abusive to students who are different;
- embracing conspiracy theories.

Equality, Diversity & Inclusion

We recognise that all children, young people and adults have a right to equal protection from all types of harm or abuse regardless of age, gender racial heritage, religious belief, sexual orientation or identify. In addition, we acknowledge that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. In line with our Equality and Diversity policy the Company is committed to anti-discriminatory practice.

Female Genital Mutilation

Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a young adult that might be at risk of HBV, they should inform the DSL or a DSO who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers/assessors. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers/assessors in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers/assessors on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: Mandatory Reporting of Female Genital Mutilation- procedural information Home Office (December 2015)

We recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has statutory guidance and multi-agency guidelines and can be contacted for advice or more information: Contact 020 7008 0151 or email fmufco.gov.uk.

Child on Child Abuse (under 18 years old and **Peer on Peer Abuse** for Adults)

We recognise that young people are also vulnerable to physical, sexual, and emotional abuse by their peers or siblings. Abuse perpetrated by a young people can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding procedures will apply in respect of any young person who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to Child-on-Child abuse; it must never be tolerated or passed off as ‘banter’, ‘just having a laugh’ or ‘part of growing up’.

Staff are aware that safeguarding issues can manifest themselves via Child-on-Child abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- up skirting
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals

KCSIE Sept 2022 - note peer on peer abuse, amended to child on child abuse, to make it explicitly clear that it refers to children.

KCSIE Sept 2022 – Part 5 – note [Sexual violence and sexual harassment between children in schools and colleges](#) originally an advice document for governors, senior leaders and DSLs is now part of the statutory guidance.

Reporting Concerns or Allegations of Abuse

All members of staff and associates must report any concerns or allegation of harm immediately to the Designated Safeguarding Lead (DSL). In the absence of the DSL, the matter should be reported to the person identified as their Deputy. In the event of neither of these individuals being available the matter should be reported to the company directors, ie Managing Director in the first instance. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Child Care Team or Police Public/Family Protection Unit.

In the case of it being out of hours the Emergency Duty Team should be contacted. Any alert raised must be communicated by the fastest possible means and followed up with the Safeguarding Referral Form. Safeguarding documentation and information in relation to a Safeguarding Referral is to be kept strictly confidential and not to be discussed with anyone without prior permission from the DSL.

The Safeguarding Referral form is to be submitted to the DSL within **24 hours** of any allegation being made, however any allegation should have already been communicated by the fastest possible means. On acknowledgement of the Safeguarding Referral Form the DSL will begin a Record of Events, this may be held electronically. Security measures are in place to ensure confidentiality.

The DSL will, if deemed appropriate identify trained staff members within the organisation to deal with the Safeguarding Referral/Cause for Concern. The DSL will maintain a Record of Events and record all information attained at this stage; any party involved in the case will also have access to maintain the Record of Events.

If deemed appropriate by the DSL a Safeguarding Strategy meeting will be put in place to discuss the Safeguarding Referral/Cause for Concern raised and will be dealt with by the team assembled by the DSL. On conclusion of the factual evidence the Record of Events will be collated and submitted to appropriate parties to illustrate, information gathered and provide an indication of how the Safeguarding Referral/Cause for Concern will be managed going forward.

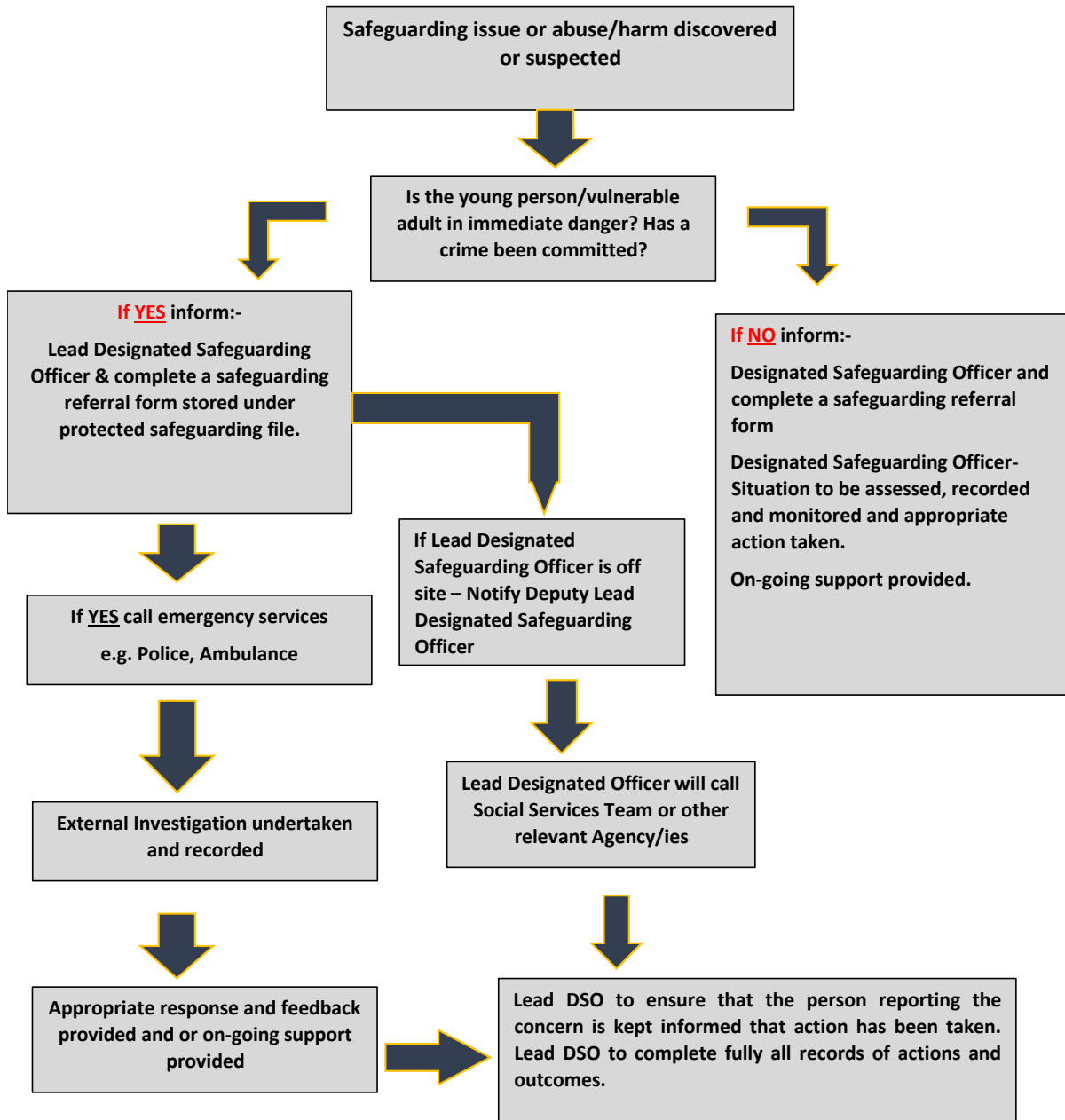
This Record of Events and its findings will clearly define who will be responsible for actions on any recommendations made. Throughout the process all staff involved are to give maximum communication, and support to internal and external agencies.

For Children and Young People

Childline	Tel: 0800 1111
Child Exploitation and Online Protection Centre (CEOP)	http://www.thinkuknow.co.uk/ TEL: 0870 000 3344
Child and Family Consultation Service	http://www.there4u.info/index.html
NSPCC Helpline	Tel: 0808 800 5000 https://www.nspcc.org.uk/
NSPCC Whistleblowing helpline	Tel: 0800 028 0285 help@nspcc.org.uk
Internet Watch Foundation	https://www.iwf.org.uk/
Social Care link for Safeguarding concerns	https://www.gov.uk/report-child-abuse-to-local-council
Forced Marriage Unit	https://www.gov.uk/guidance/forced-marriage

Essex Safeguarding Adult Board:	https://www.essexsab.org.uk/
Concerned about an adult? Essex social care direct:	0345 603 7630
Essex Safeguarding Children Board:	https://www.escb.co.uk/
Emergency Duty Team:	escb@essex.gov.uk

SAFEGUARDING FLOWCHART



Training Interventions

Individual/Group	Training	Frequency
All new staff	Safeguarding induction Prevent Duty and Chanel	During Induction
All staff	Safeguarding refresher Prevent Duty/Chanel	Annually
Lead DSO/DSO	DSO training/refresher for children and vulnerable groups safeguarding	Every 2 years
Recruitment managers	Safer Recruitment	Annually
On-call managers	Safeguarding referral guidance as part of On-Call Training	Annually
Board members	Safeguarding awareness and refresher. Training in relation to safeguarding required in their role as a Board member	Annually
Delivery Partners staff	Safeguarding refresher Prevent Duty Chanel	Annually
Volunteers	Safeguarding refresher Prevent Duty Chanel	Annually

The STC Group National Designated Safeguarding Referral Form

Name of Child/Vulnerable Adult:							
If an STC Group learner, please state which programme and location they are allocated to:							
Programme				Location			
Gender:	M/F	DoB:		Ethnicity:			
				Language:			
				Interpreter needed?		Y/N	
Address:							
Postcode:				Phone:			
Service/Organisation:				Date started at Service/Organisation:			
Main Carer/s: (Specify relationship)	Name:	DoB:	Address:	Phone No:			
Is the main carer aware of the referral?				Yes		No	
If No, state reason:							
Does the individual concerned know a referral is being made?				Yes		No	
If No, state reason:							
Other Relevant Information (GP, Health Visitor Name)							

Reason for Concern: (State briefly what the individual concerned said or what you observed that caused concern. Include date, time, and event. Please use an additional sheet if necessary)										
Category of concern:										
Physical		Neglect		Emotional		Sexual		Financial		Extremism

Who have you spoken to and what was said?			
State what action taken, and when:			
Signed:			
Print Name:			
Date:		Position:	

It is important that you complete all sections of the form. Once completed, please forward the form for the attention of the Designated Safeguarding Officers via email (safeguarding@thestcgroup.co.uk) and your form will be dealt with accordingly.

STC Group's Duty Manager Rota

Duty Managers Name	Contact Number	Hours Covered	Notable Dates
Maria Darbin	07849 805282	Out of Hours	
Cheryl Jones	07736 987658	Holiday cover only	

Notable dates may be Christmas or if a DSO has hospital appointments.

Hours covered will be due to Katy O'Donnell being off ill or on holiday and will be confirmed during weekly team meetings as necessary.

List of relevant Agencies and Contact Details

Website: www.samaritans.org Telephone: 020 8394 8300 Email: jo@samaritans.org

UK Helpline: 08457 90 90 90

Local GP Finder: www.nhs.uk/ServiceDirectories/pages/servicesearch.aspx

Website: www.bacp.co.uk Email: bacp@bacp.co.uk

Website: www.aest.org.uk

Website: www.nspcc.org.uk Telephone: 0808 800 5000

TEXTPHONE: 0800 056 0566

Email: help@nspcc.org.uk

Website: www.kidscape.org.uk Helpline: 08451 205 204

Website: www.ChildLine.org.uk ChildLine: 0800 1111

Website: www.voiceuk.org.uk Telephone: 0845 122 8695

Website: www.bullying.co.uk/ Email: help@bullying.co.uk

Website: www.direct.gov.uk/en/EducationAnd Learning/AdultLearning/index.htm

Website: www.mind.org.uk Telephone: 020 8519 2122

or 0845 766 0163

Email: contact@mind.org.uk

Website: www.elderabuse.org.uk

Website: www.cruse.org.uk Telephone: 0844 477 9400 (helpline) Email: info@cruse.org.uk or helpline@cruse.org.uk

Young Person's Free Helpline: 0808 808 1677

Website: www.suzylamplugh.org Telephone: 020 7091 0014

Email: info@suzylamplugh.org

Website: www.ncdv.org.uk/ Telephone: 0800 970 2070

Email: office@ncdv.org.uk

Website: www.respond.org.uk/easy_read.html Helpline: 0808 808 0700

Website: www.relate.org.uk Telephone: 0845 456 1310 or 01788 573241

Email: enquiries@relate.org.uk

Website: www.thesite.org

Website: www.talktofrank.com

Tel: 0800 77 66 00 (in 120 languages)

TEXTPHONE: 0800 917 8765

Website: www.stonewall.org.uk

Website: www.thinkuknow.co.uk Telephone: +44 (0)870 000 3344 Email enquiries@ceop.gov.uk

Website: www.carers.org

Email: info@carers.org

Website: www.youngminds.org.uk/

Policy Reviews

All partners' policies and procedures are checked during due diligence and any policies or procedures that do not meet the legislative standards must be revised. We will support partners to revise these documents if they are unsure. All Subcontract Partners' policies are refreshed annually. The partners will follow their own policies and procedures which are checked during the Quality Monitoring (QM) visits to highlight if any safeguarding concerns have been raised, if their policies and procedures have been followed up to ensure action has been taken. All incidents handled by a subcontract partner must be disclosed to the DSPO team so that they can identify trends and revise processes and procedures, accordingly, offer support if required to volunteers or Subcontract Partners from the Supply Chain (SC), and, if necessary, report individual/s to the DBS.

Office Use:

Policy Name: STC Group Safeguarding Policy		Version Number	7
Review Date	9 August 2022	Reviewers	D.Shanley
Approved Date	9 August 2022	Next Review Date	August 2022
Approved By	Mark Eighteen Managing Director		