

Safeguarding

- ▶ It is the responsibility of the MIH to ensure the safety of children and vulnerable adults whilst in our care. We are committed to creating an environment which is safe from abuse and any suspicion of abuse is promptly and appropriately dealt with.
- ▶ MIH Safeguarding Policy focuses on:
 - Minimising the risk of abuse taking place through good planning and best practice
 - Empowering those it works with to stay safe and speak out
 - Taking appropriate action when any allegations arise
- ▶ All staff will have enhanced checks from the Disclosure & Barring Service, dated within 5 years and at the current home address. MIH will not employ people with unsuitable DBS certificates and any recruitment will be in accordance with NSPCC safer recruitment guidelines. All volunteers and visitors will be thoroughly checked: references / employment history / record of qualification / or because we will have had prior personal knowledge of the person. If the visitor has a DBS certificate relevant to working with children or vulnerable adults, this will be checked by a member of MIH. Participants will not be left unsupervised with a visitor or volunteer where no DBS certificate has been seen.
- ▶ Ratio of staff to participants will be agreed prior to activity sessions, using EHC Plans, case studies, individual risk assessments and guidance from MIH management familiar with each participants needs. This will ensure appropriate support and supervision of groups at all times: In all cases a minimum of two staff should be present – ie MIH lead and staff supporting their group.
- ▶ Toileting If required or requested from the participant, only the schools supporting staff or parents/ carers may assist with this.
- ▶ Disclosures, Recording & Reporting Appropriate steps will be taken where concerns arise regarding the safety of a participant. Concerns will be reported to a designated safeguarding lead and we will ensure that disclosures are responded to sensitively and appropriately, in line with up to date safeguarding protocol.
 - Any concerns will be taken seriously and acted upon immediately.
 - Positive action will be taken to ensure the protection of participants who are subject to any concerns.
 - The safety of the rest of the group will be secured before taking further action if on site – if a crime has taken place call 999 and report this to the Police.
 - Implicated adult(s) will be encouraged to leave the group until the disclosure is officially cleared/action taken.
 - All appropriate staff/managers will be informed.
 - Relevant information/evidence will be recorded in an appropriate and cooperative manner.
 - In all child/vulnerable adult protection situations, confidentiality will be maintained at all times by disclosing information only to those who need to know.

MIH will....

- ▶ Communicate to all workers their legal and moral responsibility to protect children and young people from harm, abuse and exploitation. • Communicate to all workers their responsibility to work to the standards that are detailed in Keeping Children Safe in Education 2016 and the need to work at all times towards maintaining high standards of practice in protection of children and young people. • Ensure that all workers have undertaken basic child protection training and a record kept. • The Designated Safeguarding Lead will confirm with individual workers their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's Designated Safeguarding Lead for child protection. • Ensure that the Designated Safeguarding Lead has undertaken basic training and that they understand their responsibility to refer any child/young person protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care/LADO). • Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner. • Provide opportunities for all workers to further develop their skills and knowledge particularly in relation to the welfare and protection of children and young people.
- ▶ Facilitate opportunities for participants to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure. • Facilitate involvement of parents or carers in the work of the organisation and to make participants protection policies and procedures available to them. • Endeavour to keep up to date with national developments relating to the welfare and protection of children and young people. • These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by MIH. • The procedures recognise that child/young person protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. • MIH is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Disclosure and reporting

- ▶ MIH recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with children and/or young people and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.

A working document for The Multiple Intelligence Hub Limited
Company No 11525015

For full detailed policies and procedures please refer to www.multipleintelligencehub.co.uk

- ▶ How to respond if you receive a disclosure:
 - Reassure the person concerned and allow them to talk freely
 - Listen to what they are saying without displaying shock or disbelief
 - Record what you have been told/witnessed as soon as possible using a concern form
 - Remain calm and do not show shock or disbelief
 - Tell them that the information will be treated seriously
 - Don't start to investigate or ask detailed or probing questions
 - Don't promise to keep it a secret.
- ▶ If you witness abuse or abuse has just taken place the priorities will be:
 - To call an ambulance if required
 - To call the police if a crime has been committed
 - To preserve evidence
 - To keep yourself, staff and service users safe
 - To inform the Designated Safeguarding Lead
 - To record what happened
- ▶ All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Lead. The alleged victim will be told that this will happen. This stage is called 'the alert'. The Designated Safeguarding Lead can then take advice from the LADO and/or other advice giving organisations.
- ▶ If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral to Social Care will be made.
- ▶ If the individual experiencing abuse is not able to understand what is happening to them, a referral will be made without that person's consent.

Document Created: January 2019

Review Date: January 2020

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