

Safeguarding Policy

Inspiring Learning



Reviewed by Sophie Rahim November 2019
Next review due November 2020
Version 5

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Policy Statement

Inspiring Learning is fully committed to safeguarding and protecting the welfare of all children, young people and adults at risk by taking all reasonable steps to protect them from threats risks and vulnerabilities. All team members will at all times show respect and understanding for the rights, safety and welfare of all children, young people and adults at risk with whom the organisation comes into contact, and conduct themselves in a way that reflects our principles.

We operate from centres in the UK and France. We host school, youth, uniform and faith groups from within the UK and from overseas. We provide adventurous activity, curriculum based learning and English language tuition on a residential or day-programme basis. This list is not exhaustive.

All Inspiring Learning team members have a duty to safeguard and promote the welfare of children and young people and adults at risk. This also applies to third party delivery agents who we may at times employ. All of these groups should be familiar with our policies and procedures, are expected to comply with them and have a duty to report any safeguarding, child and adult protection concerns or welfare concerns to the Designated Safeguarding Lead at the centre they are staying at.

In line with our company values we will treat children and adults at risk with respect and celebrate their achievements.

Policy Objectives

In support of this policy we will:

- ▶ Ensure that all team members are recruited according to current safer recruitment guidelines and receive training and supervision appropriate to their roles.
- ▶ Communicate to parents, children, our team members and others what our expectations are of their behaviour, and what they can expect in return.
- ▶ Provide information to parents, party leaders, children, adults at risk and carers and our own team members to allow them to raise concerns or complaints about safeguarding concerns.
- ▶ Maintain contacts with statutory child and adult protection agencies to allow close liaison and joint working to the best possible standards.
- ▶ Ensure arrangements are in place to maintain the health and wellbeing of all.
- ▶ Assess all risks that individuals may encounter and manage these accordingly, including risks relating to e-safety and radicalisation
- ▶ Take a proactive approach to safeguarding which constantly reviews our practice and responds to issues promptly and competently.
- ▶ Ensure each site has a local arrangement document, including thresholds and criteria for action.

Our policy applies to everyone and ensures that all children, young people and adults at risk have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

This policy is subject to review on an annual basis, or sooner if changes to the company's circumstances or the legislative environment necessitate an earlier revision. If no change of policy is required, it is valid for two years from the date of authorisation.

The annual review will be organised by the Policy Owner and take the form of a meeting between the Safeguarding Advisory Group personnel.

This policy has been written to ensure our safeguarding arrangements comply with statutory requirements, regional guidance and procedures together with current good practice, and pays particular regard to:

- ▶ The Children Act 1989
- ▶ The Children Act 2004
- ▶ UN Convention on the Rights of the Child
- ▶ Sexual Offences Act 2003
- ▶ Protection of Freedom Act 2012
- ▶ Keeping Children Safe In Education 2018
- ▶ Working Together to Safeguard Children 2018
- ▶ Care Act 2014
- ▶ Mental Capacity Act 2005
- ▶ Safeguarding Vulnerable Groups 2006
- ▶ Social Services and Wellbeing Act 2014
- ▶ General Data Protection Regulations

¹For the purposes of this policy, the terms 'children', 'child' and 'young people' refer to people under the age of 18.

²In the context of this policy, 'parents' is taken to also mean guardian(s) and all those with Parental Responsibility as defined by the Children's Act (2004).

³An "Adult at Risk" is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Governance and Accountability

Inspiring Learning Safeguarding: Lead and Deputy

Our Lead for Safeguarding is: Sophie Rahim, Head of Safeguarding, Inspiring Learning, Tel No: 07741653512

Our Deputy Lead is: Stephen Watson, People Director, Inspiring Learning, Tel No: 07814469179

Our Policy holder is: Sophie Rahim, Head of Safeguarding.

Their role is to:

- ▶ Oversee and ensure that our safeguarding policy is fully implemented and that we attain the trained Child and Adult Safeguarding national standards.
- ▶ Ensure our safeguarding standards are communicated to all team members.
- ▶ Ensure details are made available to all adults, children and parents/carers.
- ▶ Ensure all team members receive training in safeguarding, appropriate to their role.
- ▶ Ensure DBS (Disclosure and Barring Service) recruiting and reporting procedures are adhered to.
- ▶ Ensure accurate records are kept of all reported concerns.
- ▶ Ensure reports are made to the relevant agency in all cases where children or vulnerable adults are thought to be at risk.

Safeguarding Advisory Group

This Group represents a wide spectrum of areas within the business. Their role is to:

- ▶ Support and provide advice and assistance to the centre-based safeguarding lead
- ▶ Review on a quarterly basis all safeguarding reports and make recommendations to Inspiring Learning safeguarding lead
- ▶ Annually review the safeguarding policy and operating procedures manual

Centre-based Designated Safeguarding Leads

Their role is to:

- ▶ Receive information from team members, Party leaders, and teachers, accompanying adults, children or parents who have safeguarding concerns and record it.
- ▶ Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- ▶ Initially consult locally with a statutory child protection agency such as the Children's Social Care Services (formally known as Social Services) to test out any doubts or uncertainty about the concerns as soon as possible.
- ▶ Make a formal referral to social care services or the police, if a crime has, or may have been committed, without delay. Inspiring Learning recognises that it is not the role of the organisation to investigate or to decide whether or not a child has been abused. Further details of this role are shown on the DSL job description.

Further details of this role are shown on the DSL job description. See SAG terms of reference re Governance and Accountability.

Safeguarding Operational Procedures

In support of the Inspiring Learning Safeguarding Policy and to underpin legislation and national guidance Inspiring Learning have developed comprehensive operational procedures with key thematic areas of focus:

Safer Recruiting

We have a clear recruitment, induction and training strategy. We will adhere to safer recruitment best practice; clear job descriptions, terms and conditions of employment, team members responsibilities and training programmes which identify relevant procedures for each role. All new team members complete safeguarding training during their induction. This includes E-safety, the team code of conduct, reporting systems and the role of the DSL. All new team members will have a probationary review within the third month of employment and will then be observed and appraised at regular intervals throughout their period of employment.

The safeguarding training strategy, competencies, matrix and code of practice for training and qualification requirements for all Inspiring Learning employees are bench-marked against national standards and are outlined in the safeguarding operating procedures manual and the employee handbook.

Safer Environment

Inspiring Learning place a strong emphasis on ensuring each site is secure and has a consistent approach to safeguarding. Procedures have been developed to reflect and respond to the surroundings with the establishment of local arrangements. Each site is the subject of audit / inspection and review to ensure all procedures mitigate risk and enhance the learning experience.

Safer Systems

Robust and effective systems have been established that all team members are familiar with and have been equipped to respond appropriately to all safeguarding and child and adult protection concerns. Safer Systems provides clarity regarding Inspiring Learning referral pathways- this thematic area has been developed to ensure process is thresholding and decision making are consistent across all locations and provide a foundation to mitigate threat and risk and minimise harm to all concerned.

Safer Communication

Safer Communication in safeguarding- the ability for Inspiring Learning to communicate corporately to the Inspiring Learning Community with clear internal and external messaging regarding the importance of safeguarding together with reinforcing clear procedural messages is vital. This overarching strand has links to the marketing of safeguarding initiatives, developmental programmes and hot updates on safeguarding developments and learning underpinning a strong Inspiring Learning safeguarding culture.

Safer Workforce

To compliment Safer recruitment, Safer workforce ensures that each team member is trained, equipped and supported to be able to continuously and consistently deliver a safeguarding response to the highest standard.

Safer Data / Information


We have a clear policy regarding confidentiality and information sharing linked to GDPR and the Data Protection Act 2018. We will ensure that accurate records are made, stored securely and only shared appropriately.


We fully endorse the principle that the welfare of children and young people override any obligations of confidence we may hold to others.

Individual cases will only be shared or discussed on a "need to know" basis.

In very exceptional circumstances when someone is concerned that the company is not dealing with child or adult safeguarding concern appropriately (as per the 'open-door' policy), or when the concern is about a DSL they should contact speakupspeakout@Inspiring-Learning.com or our Head of Safeguarding. As a last resort they may contact Local Authority Children Social Care or Adult Social Care, or the police if a crime has, or may have been committed. This is an action that is legally covered by whistle-blowing.

This Policy should be read and applied in conjunction with the Inspiring Learning 'Safeguarding' Procedures. The Policy will be maintained by Head of Safeguarding and will be reviewed by the Safeguarding Advisory Group – Inspiring Learning in accordance with the annual review procedure set out in the company 'Safeguarding' Policy Statement.

Signed: 
Alex Williamson
Group Chief Executive Officer
Inspiring Learning
2019

Signed: 
Sophie Rahim
Head of Safeguarding
Inspiring Learning
2019