

# SATRO POLICY

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## 1. Aim of Policy

The charity's responsibility to safeguard and promote the welfare of children is of paramount importance. The aim of this policy is to safeguard the young people we work with.

Our core safeguarding principles are:

- Safeguarding and promoting the welfare of children is everyone's responsibility
- Safer children make more successful learners.
- To provide all staff with the necessary information to enable them to meet their child protection responsibilities.
- To ensure consistent good practice.
- Policies will be reviewed annually, unless an incident or new legislation or suggests.

The principles on which this policy is based are:

- Welfare of the child is paramount.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All trustees/staff/associates/volunteers have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Learners and those involved in disclosing child protection issues will receive appropriate support.

The key terminology used in safeguarding is:

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

**Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm. Staff refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity. It also includes the dealing with child on child abuse.

**Child** refers to all young people who have not yet reached their 18th birthday.

## 2. Responsibilities

It is the responsibility of every adult working with children to take the necessary safeguarding action in light of information that is shared with them or of which they become aware. In doing so you must be clear that you will be required to report any concerns.

Whilst at a school site it is the school's Safeguarding Policy that takes precedence in terms of action. Where SATRO staff/associates/volunteers provide an ongoing provision of activity in a school they will be made aware of these policies at the start of the year by the school and we ask schools to keep SATRO updated as to any changes. Reports of safeguarding issues on the school site should therefore be reported to the school's Child Protection Officer (CPO). This should include allegations in regard to a member of staff at the school, unless it is about the designated CPO. In this case the report should be made to the Managing Director of SATRO, and our Designated Safeguarding Lead, using the procedure outlined below.

It is the responsibility of all those working with SATRO to be aware of the risks that may present themselves in relation to their own situation whilst working with children. For example, remember you are in a position of authority as an adult, and that the trust which you are given must not be abused. You should not put yourself in the situation of being alone with a child, for example in a room with a closed door unless in agreement with the school for example for mentoring sessions. Be aware that your responsibility in understanding safeguarding is also about protecting yourself from allegations.

The reporting of any safeguarding allegations by a member of SATRO should be highlighted to the Managing Director. It is important that the Charity is aware that a report was made and by whom but the confidentiality of the report should be maintained at all times.

Where a notification is made directly to SATRO our internal Safeguarding Procedure will be followed including the process of recording information. It will be the responsibility of the Managing Director to contact the Local Authority Designated Officer (LADO) if required or necessary and to work in confidence with those involved. In the event of the Managing Director being unavailable the Chair of Trustees will take on responsibility.

Key contacts in this regard are:

Email: [safeguarding@satro.org.uk](mailto:safeguarding@satro.org.uk)



Contact Details:	Designated Safeguarding Lead	Anne Edward	07826 592580
	Chair of Trustees	Howard Railton	07852 973923
	Surrey LADO		0300 470 9100 (out of hours 01483 517898)

### 3. Recognising Safeguarding Issues

All staff and associates need to note the following definitions and should pass on any concerns to the nominated officer within the school in which they are working, and to the Designated Safeguarding Lead in SATRO, depending on the circumstances.

Abuse may be described as:

“An act, or failure to act, by the person responsible for the care of the child. It may involve cruelty, exploitation or neglect.”

Abuse takes many forms. *“Working Together to Safeguard Children”* (DoH 1999) provides key definitions:

**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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult, adults or by another child or children.

**Physical abuse** 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.

**Neglect** is 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional abuse** is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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.

**Domestic abuse** can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. 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, well-being, development, and ability to learn.

**Female Genital Mutilation** Whilst all staff should speak to the school designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

**Mental Health** can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

**Peer on Peer Abuse** is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- • causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos<sup>13</sup> (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

## 4. Reporting Concerns

If you have found yourself in the position of receiving a child's confidence and declaration of concern or have recognised the signs of abuse which cause you concern you must report them. You cannot offer to 'keep them secret' it is your responsibility to inform the relevant person of your concern so that action may be taken where necessary.

Staff working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.

In any discussion with a child you should:

- **Receive** – listen to what is being said, take it seriously and make note as soon as possible
- **Reassure** – be honest though you must not make promises you are unable to keep – for example you cannot promise to stay with them or to keep it confidential.

- **Respond** – do not ask leading questions, criticise or ask why, simply respond as far as is necessary to establish whether or not you need to report the matter
- **Report** – share your concerns as soon as possible to the school CPO or deputy, and in the case of an allegation against that person to the Managing Director of SATRO.
- **Record** – make brief notes at the time recording time, place, persons present, behaviour of the child and actual words used where possible. Record facts and observations only.
- **Remember** – support the child by listening and reassuring, share your knowledge only with an appropriate professional. Also remember to get some support for yourself if necessary.
- **Review** – this should be led by the CPO and report any weaknesses you may have identified in the process and whether further training is required.

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the designated safeguarding lead (DSL) if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

At all times victims should be taken seriously, kept safe and never made to feel like they are creating a problem for reporting abuse, sexual violence or sexual harassment.

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately.

Whilst all staff should speak to the designated safeguarding lead with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a tutor, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

The Data Protection Act 2018 and UK GDPR do not prevent 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 safeguard and promote the welfare and protect the safety of children.

<b>SATRO Reporting Safeguarding Concerns</b>	
Name of person/s for whom safeguarding concern is raised	
Location and event at which it took place	
Date & Time of incident	
Name of person reporting the incident to SATRO	
Position and contact details of person reporting incident inc. phone and email	
If reported by a school, organisation or authority understand what action is being taken and what is expected of SATRO. Also does the person about which the incident is being reported know.	
If reported by an individual directly to SATRO explain that the information will be dealt with by our Safeguarding Policy and will be reported accordingly to the relevant organisations eg. school, local authority safeguarding officer	
Person in SATRO receiving the report and position	
Date and Time report received	



Reason for Safeguarding Report	
Who? <ul style="list-style-type: none"> <li>• Who was involved?</li> <li>• Were there witnesses?</li> <li>• Was it reported?</li> </ul>	
What? <ul style="list-style-type: none"> <li>• What is the allegation?</li> <li>• What has been disclosed?</li> <li>• Have any actions been taken?</li> </ul>	
Where? <ul style="list-style-type: none"> <li>• Where did it happen?</li> </ul>	
When? <ul style="list-style-type: none"> <li>• When did it happen?</li> <li>• When was it reported?</li> </ul>	
Why? <ul style="list-style-type: none"> <li>• Has an explanation been given as to why it happened?</li> </ul>	
Any Further Information	
Reported To	
Proposed Action	
Signature	

## 5. Whistleblowing

If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the school or college low-level concerns policy.

SATRO staff should refer to the Staff Handbook for the procedure in regard to concerns or allegations regarding colleagues within SATRO – whistleblowing. However, please remember that any immediate concern must be reported to the school.

## 6. Safer Recruitment

SATRO endeavours to ensure that we employ staff or engage associates/volunteers following the guidance of Safeguarding Children and Safer Recruitment in Education. This means that all applicants for staff positions will:

- Complete an application form
- We will seek two references
- Provide evidence of identity (inc. photo ID)
- Provide evidence of the right to work in the UK
- Be interviewed
- DBS checked

Staff and trustees panels involved in recruitment will have a member with Safer Recruitment training.

## 7. Safeguarding Training

SATRO staff, trustees and associates receive regular Safeguarding Children training, renewed every 3 years. In the interim regular safeguarding updates are provided annually. Tutors working regularly in schools have updates and training as part of an annual induction day at the start of the academic year.

This training should equip Trustees the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place, effective and support the delivery of a robust approach to safeguarding. Their training will be regularly updated.

Specific Designated Safeguarding Lead (Level 3) training is provided to the Managing Director.

## 8. Volunteers

All volunteers supporting a workshop or event are DBS checked if they are either supporting students in an independent manner or committing to a longer term programme. In the case of a corporate volunteer attending a single session they will be supervised at all times in accordance with host school policy.

As part of our mentoring scheme, an academic year commitment, the volunteers will receive an induction and safeguarding training from one of our Mentoring Team. This team have both Train the Trainer, Safeguarding and Mental Health First Aid training related to the programme. All volunteer mentors will be made aware of the school's safeguarding policy and will be given details of the school's DSL.

## 9. Photography & Images

No photographs or images should be taken of a learner unless the school has provided express permission on our Media Permission Form. This will also outline the level of use permitted for any images eg. for portfolio work or whether publication is allowed. If in doubt it is best practice to ask permission on the day for anything other than course work.

All images should be uploaded to the secure server in the office as soon as possible and deleted from a mobile device to ensure compliance with GDPR.

## 10. Reference Document

Keeping Children Safe in Education, Statutory guidance for schools and colleges, September 2022, Department for Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>



## Appendix A Internal Safeguarding Reporting Procedure

A call or email is received in the SATRO office regarding a safeguarding incident the following action will be taken:

1. The call or email should be escalated to the Managing Director, or in her absence the Chairman of the Board. If not available, a report will be completed by the senior staff member present.
2. A Safeguarding Report will be completed, signed and forwarded with urgency to the Managing Director or Chair for immediate action. Any hard copy should be kept in a locked filing cabinet.
3. A decision will be made as to when the member of staff, associate or volunteer can be informed of the report, and whether they are withdrawn from activities during an investigation.
4. All incidents and reports will be kept strictly confidential at all times.
5. SATRO will comply with the safeguarding policies of any reporting organisation, giving full cooperation.
6. SATRO will manage direct incidents through internal procedures in collaboration with other organisations and authorities as required and advised.