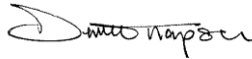


# ETT Safeguarding Vulnerable Groups Policy

**Signed:**



**Position:** Chief Executive

**Date:** October 2017

**Review Date:** October 2018

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## Introduction

The Electrical Training Trust (ETT) is committed to practice which keeps all of its apprentices[CB1] safe. Our policy is based upon the guidelines provided by Co-Operating to Safeguard Children (DHSSPS, 2003), Area Child Protection Committee's Regional Policy and Procedures (2005) and guidance from the Child Protection Support Service for Schools (2009), DEL Circulars: [CB2]Child Protection: Employment of substitute teachers Circular no 2006/07, Child Protection: recruitment of people to work with children and young people in educational settings circular number 2006/06 and Pastoral Care in Schools Child Protection circular number 1999/10.

It is ETT's policy to ensure that every child and young person who takes part in any activity, including careers awareness activities and apprenticeship training that we provide, should be able to do so in a safe environment.

Staff, training officers and lecturers [CB3]are appropriately trained and accept and recognise their responsibilities to comply with Safeguarding Vulnerable Group requirements.

To achieve our goal we have taken the following steps:

- Adopting guidelines provided by ACPC etc
- Implementation of a Code of Conduct for staff (see section 3)
- Following recommended recruitment and selection procedures (see section 5)
- Providing effective supervision, support and training for staff, training officers and volunteers (see section 6)
- Effectively communicating relevant information about Safeguarding Vulnerable Groups to apprentices, parents, teachers, staff and employers (see section 8)
- Sharing information with relevant agencies
- Appointing a Designated and Deputy Designated person for safeguarding and ensuring that these people are known to all staff and young people

## Key Principles

- A child is defined as any person under the age of 18
- The welfare of the child is paramount

- All children and young people have the right to be protected from abuse regardless of age, culture, ability, gender, language, racial origin, religious belief or sexual identity
- All allegations of abuse will be taken seriously and responded to appropriately in a timely manner
- All staff will be appropriately trained in the area of Safeguarding Vulnerable Groups to facilitate best practice

## **Safeguarding Code of Conduct**

- The Safeguarding Code of Conduct:
- Makes clear what is required of all staff, training officers and lecturers
- Supports staff in meeting their obligations
- Reduces the risk of misplaced or malicious allegations by clarifying responsibilities

Staff, training officers and lecturers should:

- Respect the rights, dignity and worth of all and treat everyone with equality
- Ensure that the activities which they direct or advocate are age appropriate
- Follow all appropriate health and safety at work guidelines and be adequately insured
- Consistently display high standards of personal behaviour and appearance
- Endeavour at all times to ensure the safety and well-being of all apprentices
- Record and report all allegations to the Designated Safeguarding Person

It is not permissible for staff, training officers or lecturers to:

- Use their position to intimidate, bully, threaten, discriminate against, coerce or undermined apprentices/apprentices
- Communicate with apprentices in ways which seek to build inappropriate relationships
- Spend excessive amounts of time alone with apprentices. Meeting with apprentices should take place as openly as possible. Where one to one contact is unavoidable this should be recorded and details forwarded to the Designated Safeguarding Person
- Engage in or attempt to engage in suggestive conversations, comments, texting or emails
- Allow apprentices to use inappropriate language unchallenged
- Take apprentices alone in a car, except in unavoidable circumstances when permission should be sought from a supervisor or parent and the details recorded and reported

## **Supervision of Children and Young People**

To minimise opportunities for children and young people to suffer from harm of any kind while participating in activities provided by ETT, the following procedures should be adhered to:

- Activities should be planned in advance and schools/organisations advised of programme details in advance
- Written parental consent should be obtained by the events co-coordinator prior to children and young people participating in activities[CB4]
- Parents should be given appropriate information about activities including supervision ratios
- Children and young people should be supervised at all times in line with standard supervision ratios. ETT will ensure that children are supervised by at least 2 nominated members of staff [CB5]from their organisation. ETT will also ensure that at least 2 nominated members of staff will accompany children and young people to and from the activity venue
- Any activity using potentially dangerous equipment should have constant supervision by staff, training officers or lecturers

- Dangerous behaviour by children should not be allowed

## Recruitment and Selection

ETT is an Equal Opportunities Employer and will adhere to its Recruitment and Promotion Policy and Procedures which apply to both internal and external recruitment of staff.

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (SVG Order) and equivalent legislation in England, Wales and Scotland, established new safeguarding arrangements across the UK aimed at strengthening protection for children and vulnerable adults in the work place. A new Independent Safeguarding Authority (ISA) was established (October 2009) to register and monitor those working with children and vulnerable adults and to maintain lists of those barred from such work on the basis of harm or risk of harm.

Full implementation of the scheme has been halted while the government conducts a review. While the review is taking place pre-employment checks on people working with vulnerable groups can still be carried out via Access Northern Ireland (ANI).

ETT will seek Access Northern Ireland checks on all staff deemed eligible under the current scheme. When the review of Independent Safeguarding Authority is completed in 2011, ETT will adjust its policy and procedures to comply with government guidelines.

## Effective Management, Supervision, Support and Training

All members of staff will attend Safeguarding Children and Vulnerable Adults training organised by the Designated Safeguarding Person at least annually. They will also attend any necessary refresher courses.[CB6]

The Designated Safeguarding Person and the Deputy Designated Person will complete appropriate training in safeguarding children and vulnerable adults provided by a recognised training body, during their first year in post. They will also receive refresher training (one day) after three years in post.

The Chief Executive [CB7] will attend appropriate training in safeguarding children and vulnerable adults provided by a recognised training body.

All Board Members [CB8] will receive training in safeguarding children and vulnerable adults as part of their induction programme. Those who sit on interview/appointment panels will also receive specific training on recruitment and vetting procedures.

New staff will receive an awareness raising session around safeguarding children and vulnerable adults as part of their induction programme.



## **Bullying**

Bullying is universal and longstanding in schools and communities. It harms those subjected to it, sometimes significantly and can have both short and long term effects on health and well-being.

Bullying may be defined as deliberately hurtful behaviour that is often repeated over a period of time. Bullying may take many forms but the three main types are:

- Physical (eg hitting, kicking, theft)
- Verbal (eg racist or homophobic remarks, threats, name calling) and
- Emotional (eg isolating the individual from the activities and social acceptance of their peer group)

(Taken from Barnardo's UK Safeguarding and Protecting Children Policy 2010)

## **Principles:**

- Everyone has the right to live, work and play free from fear, harassment, intimidation or violence
- Everyone has the right to be treated with respect and to have their individual qualities and contributions recognised and valued

## **Requirements for staff:**

- The safety of a child or young person is to be addressed as a priority
- Staff are required to report, record, respond and review situations where bullying takes place
- Bullying behaviour should be challenged
- Children and young people should be listened to with the purpose of fully understanding what has happened, context and history

- An action plan should be agreed and, when appropriate parents should be involved

Messages around keeping ETT a safe organisation for children and vulnerable adults will be actively promoted within the curriculum, including education around safe and appropriate use of the internet and social networking sites.

## **Dissemination of Safeguarding Information within the Organisation**

ETT will ensure that information on safeguarding policy and procedures is available to all staff, training officers, lecturers, apprentices and their families.

All Board Members have a copy of the organisations Safeguarding Vulnerable Groups policy and procedures, relevant DEL circulars and other relevant documents.

A confidential system is in place to record information in relation to:[CB9]

- Suspicions of abuse of a child or young person
- Disclosure of abuse by a child or young person
- Allegations of abuse against members of staff

(Records of any allegations of abuse by members of staff should be reviewed on at least an annual basis by the ETT Board of Employers where it should be confirmed that appropriate action has been taken).

## **Monitoring the Policy - Quality Assurance**

It is the responsibility of the Board of Employers to ensure that ETT's Safeguarding Vulnerable Groups Policy is regularly monitored. The Chief Executive will review annually the ease of implementation and the effectiveness of the policy. All Safeguarding Vulnerable Groups' activities will be presented on at least an annual basis to the Board of Employers. A record of any safeguarding complaints or issues will be reviewed annually to confirm that appropriate actions have been taken. ETT will co-operate fully at all times with the Statutory Agencies responsible for safeguarding vulnerable groups.



Staff, training officers and lecturers will be made aware of, and familiarize themselves with, the reporting procedures outlined in Annex A of this policy

Annex B of this policy provides information to children and young people about how, and with whom, they can share their concerns, complaints and anxieties.

A checklist of questions that should be addressed when recording allegations or suspicions of abuse is included in Annex C.

## ANNEX A

### PROCEDURE FOR RESPONDING TO COMPLAINTS AND ALLEGED OR SUSPECTED INCIDENTS

1. Abuse of a child or young person may become apparent in a number of ways:
  - A child or young person may tell you
  - A third party may have reported an incident, or may have a strong suspicion
  - You may have a suspicion
2. Staff, training officers and lecturers should never let allegations a child or young person makes go unchallenged or unrecorded. If an allegation is brought to your attention:

#### ***Step 1 - Listen and Reassure***

#### **DO**

- Stay calm; do not rush into inappropriate action
- Reassure the child or young person that they are not to blame and confirm that you know how difficult it must be to confide
- Listen to and accept what the child or young person says and show that you take them seriously
- Allow only one adult to talk to the child or young person, as any discrepancies in statements may lead to legal problems
- Keep questions to a minimum; in many cases it may be more appropriate to nod and acknowledge the child or young person's account. If you must question, then use open ended questions i.e. those where more than a yes/no response is required. The law is very strict and child or young person abuse cases have been dismissed if it appears that the child or young person has been led or words and ideas have been suggested
- Ensure that you clearly understand what the child or young person has said, so that you can pass it on to the appropriate agencies
- Consult with the Designated Safeguarding Person or the Deputy Designated Person ensuring that you communicate all the information accurately
- Maintain confidentiality

## DO NOT

- Panic
- Make promises you cannot keep; explain that you may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality
- Make the child or young person repeat the story unnecessarily
- Delay
- Take sole responsibility for further action
- Start your own investigation

### **Step 2 – Record**

- Record what the child or young person has said and/or your concerns legibly and accurately
- Details should include:
  - The child or young person's name, address and date of birth
  - Date and time of the incidents and/or nature of allegations
  - Your observations e.g. describe the behaviour and emotional state of the child or young person and/or bruising or other injuries
  - The child or young person's account, if it can be given, of what has happened
  - Any action that you took as a result of your concerns e.g. comments made to the child or young person, whether the parents/carers have been contacted
- Record whether the person writing the report is expressing their own concerns or passing on those of someone else
- Sign and date the report
- Keep a copy of the report

Please note that when a disclosure is made, it is the person to whom the disclosure is made that the authorities (police and/or social services) will come to for an account of what was said. This first hand account is of primary importance.

### **Step 3 - Involve the appropriate people**

Once you have completed your report you must ensure that the Designated Safeguarding Person or the Deputy Designated Person have been informed so a decision can be made as to the most appropriate action. If the Designated Safeguarding Person or the Deputy Designated Person is unavailable or is the accused, the report must be forwarded directly to Mr Morris Cairns ETT Board Director, and Mr Roy Bonar nominated ETT Board member. All reports of allegations or suspicions of abuse will be dealt with as quickly as possible.

## REPORTING PROCEDURE



## **ANNEX B**

### **ADVICE FOR CHILDREN & YOUNG PEOPLE**

#### **What is misconduct?**

Very broadly, any form of unacceptable behaviour towards you such as sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures or other material, or some other forms of abuse such as physical violence and all forms of bullying.

#### **What you can do to avoid such misconduct?**

- Listen to the advice of your parents
- Avoid being left alone with anyone
- If you have to leave a group tell someone where you are going, why you are going, how long you are likely to be, and report to them when you return
- Do not allow anyone to talk to you about something personal concerning themselves if it has nothing to do with their job or work in construction. If they still persist, walk away and complain to someone in a senior position
- Do not agree to meet anyone on your own any time, without informing another adult
- Do not accept a lift from anyone if you will be the only passenger, unless you have informed another adult. Either refuse or insist that someone else go along too. Do not accept a lift if you feel unsafe
- Do not be over friendly towards staff, instructors or employer volunteers involved in the activity you are attending
- Do not walk home alone at night
- Be especially wary of parked cars with engine running
- Do not tolerate any form of bullying from others

#### **If misconduct happens what should you do?**

- Tell that person to stop at once
- Tell others who may be present what happened
- If they actually saw what happened remember who they are so they can be your witnesses
- If the misconduct continues, tell that person again to stop at once, then leave if you can or shout help. If this is not possible then you must report the matter as soon as possible, to another official or adult
- Tell your parents as soon as possible

- Keep a record of the date, time and place and what happened, and make a list of any witnesses
- If any of your group or school mates have suffered the same sort of experience, ask them to make a similar record
- Ask any witnesses to do the same
- Talk to your parents and decide to whom to make a formal complaint. You should at least report it to the Designated Safeguarding Person or the Deputy Designated Person.

**What you should definitely not do:**

- Do not wrongly complain if nothing happened
- Do not exaggerate if something did happen
- Do not ignore behaviour that makes you uncomfortable
- Do not keep to yourself what happened
- Do not delay before complaining
- Do not agree to hush up or hide what happened
- Do not be afraid or embarrassed to tell your parents or a friend

## ANNEX C

### GUIDELINES FOR RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE

**In any case where an allegation is made, or someone in your organisation has concerns, a record should be made. Below is a checklist of questions, which should be addressed when making a record of such a claim.**

Note:

**Notes should be written on the presumption that schools or parents can request access to them**

**Note taker's personal feelings and reactions should not be noted**

**Notes should be factual and in neutral language**

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1. Name of child or young person
2. Age
3. Any special factors
4. Parents name(s)
5. Home address (and phone number, if available)
6. Is the person making the report expressing their own concerns, or passing on those of somebody else?  
If so record details
7. What has prompted the concerns?  
Include dates and times of any specific incidents.
8. Any physical signs?  
Behavioural signs?  
Indirect signs?
9. Has the child or young person been spoken to?  
If so, what was said?

10. Have the parents been contacted?  
If so, what was said?

11. Has anybody been alleged to be the abuser?  
If so, record details

12. Has anyone else been consulted?  
If so, record details

Adapted from guidelines produced by the NI Volunteer Development Agency