

Safeguarding employees, children and young people and vulnerable adults policy

Policy

Educaterers Ltd provide a number of services to schools which include; lunchtime meal service, management advisory service for schools providing their own catering services, catering functions, teacher training days and school celebrations, food related advice and training within or outside the boundaries of Warwickshire. This includes children, young adults and adults, some of whom are vulnerable. The purpose of this policy is to highlight the role and responsibilities of every employee working in Educaterers Ltd to safeguard and protect other employees, adults, young people and children from exploitation, abuse, or significant harm.

Educaterers Ltd works with schools and adopts the policies and procedures of Warwickshire County Council.

Educaterers Ltd acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff and subcontractors know what to do in the event of a Safeguarding issue arising. The Policy Statement and Procedures have been drawn up in order to enable Educaterers Ltd to:

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- To ensure that any allegations of abuse or suspicions are dealt with appropriately

The effective implementation of the protocols within this Policy aims to assure the safety and security of the children, young people, adults, and all service users that come into contact with our staff in the course of our operations. Safeguarding the welfare of these groups is part of our core business and all staff must be aware of their responsibilities in this regard. The responsibilities of the business in ensuring the protection of our employees, in the course of their public facing duties, are also covered in this policy.

Whilst Educaterers have no direct responsibility for the pupils and young persons in the schools, in order to implement the policy Educaterers Ltd will work with the schools to:

- To promote the rights of all people to live free from abuse and coercion
- To ensure the safety and well-being of people within the schools.
- To manage services in a way which promotes safety and prevents abuse
- Recruit staff and engage subcontractors safely, ensuring all necessary checks are made
- Provide effective management for staff and volunteers through supervision, support and training

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Educaters Ltd will

- Ensure that all management, staff, and subcontractors are familiar with this policy and procedures
- Designate accountability and responsibility to staff in respect of safeguarding
- Ensure robust systems and policies are in place and are followed consistently
- Ensure training and supervision to enable staff to recognise and report incidents of abuse
- Provide guidance and support to staff
- Act within its confidentiality policy
- Report concerns to the appropriate Safeguarding Officer in the school
- Keep up to date with national developments relating to preventing abuse and the welfare of young people and vulnerable adults
- Ensure that all staff understand their responsibility to refer incidents of abuse or concerns to the relevant Designated Safeguarding Lead (DSL)

The Designated Named Person

John Findlay – Educaters Company Director

They should be contacted for support and advice on implementing this policy and procedures.

Scope of the Policy

This policy, with the associated procedures, is applicable to:

- All services and operations delivered by Educaters Ltd
- All frontline and office based employees
- Senior management
- All sub-contractors within the context of their work for Educaters Ltd

The policy seeks to promote effective working in light of the appropriate legislation:

Related Policies

The policy should be applied in conjunction with:

- Employer & Employee Code of Conduct
- Risk Assessment
- Health and Safety Policy
- Data Protection Policy
- Whistle Blowing Policy
- Equality and Diversity Policy
- Dignity at Work Policy
- Disciplinary Procedures
- Email, Internet, Social Media Policy
- Information Compliance Policy

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Definitions

1. The purpose of safeguarding adults at risk, young people and children process is to prevent and reduce abuse. Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. Abuse may be:
 - Physical
 - Sexual
 - Psychological
 - Financial or material – stealing or denying access to money or possessions
 - Neglect
 - Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background
 - Grooming, behavioural stalking
 - Internet/mobile technologies relating to cyber-bullying – This bullying may manifest itself through electronic communications such as email, voice call text or picture messages that intentionally hurts another individual or group either physically or emotionally and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation
 - Organisational abuse is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.

Responsibilities

All staff working in any of the Educaterers Ltd operations have a responsibility to prevent harm and take action when there are concerns that people at risk.

Management Team

- Implement the principles set out in this policy.
- Ensure that all staff as part of their induction is aware of this policy and the required standards of service delivery.
- Ensure that individuals within the team understand their roles and responsibilities with regard to safeguarding.
- Understand and implement safeguarding responsibilities relevant to the service.
- Ensure that staff have the tools, resources and skills to promote and deliver services that safeguard children, young people and adults at risk.
- Address any local issues related to safeguarding, sharing the learning with team members.
- Ensure that an effective monitoring and complaints process enables regular review of the operation of this policy.
- Understand and identify the early signs of potential abuse and reporting mechanism for processing

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All Staff

- Uphold the duty of care and practice within the legislative framework.
- Adhere to the principles set out in this policy.
- Disclose any non-compliance with the policy to their line manager.
- Follow the process of reporting abuse
- Participate in any related safeguarding training or service development initiatives identified by their manager.

Protocols

1. Recruitment

Educaters Ltd uses clear and fair procedures to recruit all staff. Enhanced Disclosure and Barring Service (DBS) checks are requested when we offer an applicant a post to provide background information about them.

Educaters Ltd will seek to recruit using appropriate procedures, safeguards and checks.

We will take up two references (last employer and character references) for all relevant posts prior to appointment. We will use Disclosure & Barring Service (DBS) checks to conduct the following:

- Enhanced with barred list check, this allows an additional check to be made as to whether the person appears on the children's barred list.

We will assess any criminal record information that is disclosed in line with our data protection and equalities (treating ex-offenders fairly) policies.

We will provide an induction programme for all new staff, supply and agency, appropriate training to enable all personnel to undertake their roles safely and confidently, and ongoing training as benefits the personal and professional development of individuals and of our organisation.

We will regularly review our recruitment process in response to changes in legislation and systems external to our organisation e.g. DBS and barring list checks.

2. Training

All staff receives mandatory induction training and annual refresher training which includes familiarisation with safeguarding responsibilities, and the local procedures to be followed if anyone has any concerns about an individual's safety or welfare. This will include:

- Handling a disclosure
- Reporting an allegation
- Confidentiality
- Code of Practice
- Code of Behaviour
- Reporting to appropriate agencies

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3. Local Protocols

The following guidelines are a common sense approach that both reduce opportunities for the abuse of children/young people and vulnerable adults and help to protect our staff from any false allegation.

- Treat all children/young people and vulnerable adults with respect and respect their right to personal privacy
- Ensure that, whenever practicable, you are within sight or hearing of others but in any event operate within the guidance offered by this code
- Exercise caution when discussing sensitive issues with children/young people or vulnerable adults
- Exercise caution in initiating any physical contact with a child/young person or vulnerable adults
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Report inappropriate computer activity whether internet or network related. This includes mobile phone or related technologies.

You SHOULD NOT:

- Spend excessive time alone with children/young people or vulnerable adults away from others
- Take children/young people or vulnerable adults alone in a car journey, however short
- Take children/young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a child/young person or vulnerable adult even as a 'joke'
- Let allegations, over familiar or sexually suggestive comments or approaches made by a child/young person or vulnerable adult go unchallenged or unrecorded.
- Do things of a personal nature that children/young people or vulnerable adults can do for themselves
- Take photographs, videos or other images of a child/young person without the express permission of their parents.
- Allow inappropriate computer activity whether internet or network related.
- This includes mobile phone or related technologies.

Reporting and Complaints

This policy should be used when a member of staff is concerned that

- A child, young person or adult is at risk or significant harm
- There are suspicions or allegations of abuse by a person who works with children young people or adults at risk in a paid or unpaid capacity as a permanent, temporary/supply or agency staff member

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Educaters Ltd recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

- All schools have a designated member of staff responsible for child protection.
- Our responsibility is if you see, hear or are told something which gives you cause for concern you **must** report it to the Designated Safeguarding Lead (DSL). If you are not sure tell the Head Teacher.
- It is important not to delay in passing on your concerns. Sometimes a child chooses a person to tell something to because they are approachable and are not their teacher, parent or guardian
- You must report this to the appropriate member of staff immediately
- You must not investigate any claim by a child
- You must not tell a child you can keep something confidential and you must pass information on to the relevant staff. However any information about a child is confidential and must not be shared in casual conversation

Local Authority Designated Officer (LADO)

A Local Authority Designated Officer (LADO) works within each Local Authority area and is there to support staff across all organisations who work with children and young people if any concerns arise regarding any practitioner who works with children and young people.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed a child
- or may have harmed a child
- possibly committed a criminal offence against a child/children

If a practitioner has concerns regarding the conduct of a colleague then they should in the first instance report this to the Designated Safeguarding Lead within their own organisation, who is required by law to report this concern to the LADO. However, it is important to note that anyone can contact the LADO if they need to do so for advice or support,

Managing allegation made against member of staff

Educaters Ltd will ensure that any allegations made against members or member of staff will be dealt with swiftly.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

Educaters Ltd has a whistle blowing policy. Details of the policy are held in the school kitchen and dining centre.

Recording and managing confidential information

Educaters Ltd is committed to maintaining confidentiality wherever possible and information around Safeguarding issues should be shared only with those who need to know.

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Disseminating/Reviewing policy and procedures

This Safeguarding Policy and procedure will be clearly communicated to staff, sub-contractors and clients.

The Safeguarding Policy and procedures will be reviewed annually by the Development Manager who will make any changes. The Development Manager will also ensure that any changes are clearly communicated to staff.

This policy outlines the intent of Educaterers Ltd. However, there may be exceptional instances where the company is unable to fulfil the obligations laid down in the policy. In these circumstances the company is committed to act in a fair and reasonable manner.

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