



SAFEGUARDING CHILDREN AND YOUNG PEOPLE
TRANSFORM TRAINING
POLICY STATEMENT

Transform Training Ltd abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements. We will review this policy and procedures at least every 2 years to make sure it is still relevant and effective.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Purpose:

Transform Training Ltd will:

- Protect children and young people who receive Transform Training Ltd's services from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Transform Training Ltd, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Definitions:

We define a child as **anyone who has not yet reached their 18th birthday**. This is in line with the United Nations Convention on the Rights of the Child and civil legislation in England and Wales.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children: Safeguarding children is defined in Working Together to Safeguard Children 2018 as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Transform Training Ltd should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

The Prevent duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Training and Awareness:

Transform Training Ltd will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to Transform Training Ltd Adults Safeguarding Policy.

Confidentiality and Information Sharing:

Transform Training Ltd expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decisions made and why they were made. The incident report form should be used for this.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safe Recruitment & Selection: Transform Training Ltd is committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Transform Training Ltd has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

Social Media:

All employees and volunteers should be aware of Transform Training Ltd.'s social media policy and procedures and the code of conduct for behaviour towards the children we support.

Use of Mobile Phones and other Digital Technology:

The use of personal mobile phones and technology is not permitted when working directly with young people. Mobile phones and technology provided by Transform Training Ltd can be used, but understand that it is unlawful to store photographs of children and young people without the explicit consent of the person with parental responsibilities.

Whistleblowing:

It is important that people within Transform Training Ltd have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by Transform Training Ltd to protect whistleblowers.

Important Contacts:**Senior Lead for Safeguarding**

Name: Sophie Forbes-Taylor

Email address: sophie.t@transformtraining.org.uk

Telephone number 07921800755

Trustee for Safeguarding

Name: Hayley Phillips

Email address: hayleyphillips0509@gmail.com

Nottinghamshire Multi Agency Safeguarding Hub

<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child>

Telephone number: **0300 500 80 90**

Local Authority Designated Officer (LADO)

Telephone number: **0115 977 3921**

Police

Emergency – 999

Non-emergency – 101

NSPCC Helpline

Telephone number: 0808 800 5000

Signed by: Hayley Phillips
Designation: Chair of Trustees

Date: 27th December 2024

SAFEGUARDING CHILD/YOUNG PERSONREN & YOUNG PEOPLE PROCEDURE

TRANSFORM TRAINING Ltd

1. Our safeguarding lead is responsible for all safeguarding and Prevent duties for Transform Training Ltd.
2. All staff and volunteers will be carefully selected and vetted to ensure they do not pose a risk to child/young person. All staff and volunteers having contact with children and young people will be subject to a Disclosure and Barring Service (DBS) clearance and at least one reference from a professional person.
3. All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child/young person in line with our policy statement.
4. We will make this organisation a safe and caring place for children and young people to be by having a code of conduct for staff and users. This will be given to all staff and users and they will be expected to comply with it.
5. Any information given to users about activities of the organisation will include information about safeguarding children and young people. Parents and carers of any child/young person that uses our service will be given specific information about the policy and procedure.
6. The procedure will include provision for making complaints or whistle blowing.

DESIGNATED SAFEGUARDING AND PREVENT LEAD

1. This organisation will have a dedicated person to take responsibility for safeguarding and Prevent matters and a deputy who will take responsibility during periods of leave or sickness for the dedicated person.
2. They will be selected by the Chief Executive and their appointment will be ratified by the Chair of Trustees.
3. Designated safeguarding and Prevent lead will have knowledge or expertise in the field of safeguarding and will have completed the relevant training for this role. S/he will be required to undertake training and refresher courses to keep up to date with the requirements of this role every 3 years or more often if there is a change in legislation.
4. Because of their key role in keeping children and young people safe enhanced level DBS checks will be undertaken and 2 references taken up.
5. Their role is to;
 - Ensure the organisation's Safeguarding Children & Young people policy and procedures are followed.
 - Be the point of contact with the MASH and police staff responsible for dealing with child/young person safeguarding concerns both during and after office hours.
 - Report any concerns to MASH or the police. (N.B. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available.)

- Act as a source of advice on all child/young person safeguarding matters and seek further advice and guidance from local statutory agencies as needed.
- Ensure that a record is kept of any concerns about a child/young person or adult and of any conversation or referrals to statutory agencies.
- Ensure that any such record is kept safely and securely.

CODE OF CONDUCT FOR WORKERS IN INTERACTIONS WITH CHILDREN AND YOUNG PEOPLE

Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and Transform Training Ltd must be uppermost in your mind at all times.

1. CONFIDENTIALITY

- a) Do not divulge your own or anyone else's personal telephone number or address to a child/young person or young person without prior clearance from your Line Manager or project co-ordinator. If you are making a call to a young person from your own personal telephone always withhold your own number.
- b) Do not divulge any personal information about children and young people either in writing or verbally to a third party without ensuring that information sharing protocols are in place or seeking guidance from a manager or senior colleague.

2. MONEY AND OTHER PERSONAL POSSESSIONS/GIFTS

- a) Generally, you should not give young people presents or personal items. The exceptions to this would be a custom such as buying a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the Safeguarding Lead and the child/young person's parent. Similarly, do not accept gifts yourself other than small tokens for appropriate celebrations, any such gifts should be logged in the Register of Gifts book held in the Business & Admin Office.
- b) Do not lend money to young people or borrow money or other items from young people.

3. INTERACTIONS WITH CHILDREN AND YOUNG PEOPLE

- a) Never use any kind of physical punishment or chastisement such as pushing, shaking, smacking or hitting.
- b) Never smoke in front of, or in the presence of any child/young person. Do not provide cigarettes or any other tobacco product for young people's use.
- c) Transform Training Ltd considers that being involved in illegal or criminal activity is unacceptable behaviour for any staff member or volunteer and is a disciplinary matter. Never use illegal or banned drugs or substances or be under the influence of drugs or alcohol when in a working situation with young people. Do not discuss current drugs use with young people, seek guidance from your Line Manager or Project Co-ordinator.

- d) Never behave in a way that frightens or demeans any child/young person.
- e) Do not use any racist, sexist, discriminatory or offensive language in the presence of a child/young person.
- f) Do not use personal, political or religious views to indoctrinate, impress or otherwise influence children or young people who you are working with.
- g) You should not invite a young person to your home or arrange to see them outside the set programme/activity times.

4. PERSONAL RELATIONSHIPS

- a) All staff and volunteers must be constantly vigilant in their dealings and interactions with young people. The nature of our work is intensive and emotionally challenging. In this environment we recognise that vulnerable young people will begin to trust the adults who are supporting them. It is essential to maintain appropriate boundaries and ensure that trust is not abused.
- b) You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
- c) Exercise caution about being alone with a child/young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly make a note the conversation and keep it on the young person's file.
- d) Physical contact should be open and initiated by the child/young person's needs, e.g. for a hug when upset or in appreciation. Always prompt young people to carry out personal care, such as washing and toileting themselves and if they cannot manage ask if they would like help.
- e) Do not extend or accept personal invitations to or from young people to attend social functions without prior clearance from a senior manager. Avoid being in social situations where alcohol or other substances are in use in the presence of young people that you are working with.

5. PROACTIVE STRATEGIES FOR PROTECTING CHILDREN & YOUNG PEOPLE

- a) Do talk explicitly to children and young people about their right to be kept safe from harm.
- b) Do listen to children and young people and take every opportunity to raise their self-esteem.
- c) Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from young people and be consistent in enforcing it.
- d) If you have to speak to a child/young person/young person about their behaviour remember you are challenging 'what they did' not 'who they are'.

- e) Do make sure you have read the Children and Young People Safeguarding policy and that you feel confident that you know how to recognise when a child/young person may be suffering harm, how to handle any disclosure and how to report any concerns.
- f) Do seek advice and support from your colleagues, and your designated person for child/young person protection.
- g) Do be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child/young person that you cannot keep this information to yourself.

STAFF SELECTION AND TRAINING

1. All staff and volunteers will be required to complete the selection process before taking up their duties.
2. Brief job descriptions and person specifications will be prepared for all paid roles and volunteers.
3. The people responsible for selection will be: -
 - The Chief Executive
 - The Board of Trustees
 - Programme Managers
4. All staff and volunteers will be required to fill in an application form or submit a curriculum vitae accompanied by a written covering letter. They will be required to provide two referees who can vouch for their character and suitability to be in a position of responsibility for children and young people. They will also be required to complete a declaration of any criminal offences or matters of concern.
5. The people responsible as stated above will check the application and if applicant meets the basic requirements references will be taken up.
6. The applicant will then be interviewed; there must be at least two people on any selection panel but preferably no more than three. Where the role will include working directly with young people there should always be at least one young person included in the interview process.
7. If the person is thought to be suitable for the role they will be asked to apply for a DBS certificate and their identity checked. (They will need to provide some sort of photographic evidence of identity such as a passport or European Driving Licence)
8. Once a DBS Certificate is obtained and there are no adverse reports the person can start their duties. They will be given a copy of the Safeguarding procedure and the Code of Conduct and asked to sign for them.
9. Paid staff will serve a probationary period, there will be a meeting half way through this period to feed back any concerns and give them the opportunity to change. Programme Co-ordinators will speak with volunteers during the first six months so that any concerns arising on either side can be discussed and positive feedback given where appropriate.

10. All paid staff and volunteers will be required to complete induction training that will include reference to all policies and procedures. Staff will be required to undertake safeguarding and Prevent training within three months of starting in post. Volunteers will receive safeguarding training as part of their induction training.

COMPLAINTS PROCEDURE

- 1 If you feel that you have a complaint or concern about any matter related to safety, working practices, or other work related topics you should immediately discuss it with your line manager or supervisor.

If the complaint or concern is relating to your line manager or supervisor and you feel unable to raise the matter with them directly, then the Chief Executive Officer (CEO) should be approached and the procedure entered at point 3.

- 2 Your line manager or supervisor will investigate the complaint, and consult any other parties concerned. They should reply to you within 2 working days or a period of time mutually agreed upon.
- 3 If you are dissatisfied with the response given you should raise the matter with the CEO in writing.
- 4 On receipt of a written complaint or concern, the CEO will give the matter their urgent attention and may consider reports from all parties. You will be entitled to be accompanied by a friend or colleague at any meetings that you are invited to in order to discuss the matter or give evidence. Any other person invited to a meeting to discuss the matter or give evidence will also be entitled to be accompanied by a friend or colleague.
- 5 The CEO's findings will be reported to you within 10 working days of receipt of the complaint, unless an extension is agreed because of the complexity of the investigation. The CEO will inform all parties of the result of the investigation and any action that is to be taken as a result.
- 6 **If you remain dissatisfied you may request in writing that your complaint be put to the Board of Trustees through the CEO.**
- 7 Any decision of the Board of Trustees must be taken as final and binding on all parties.

This does not in any way alter your rights under whistle blowing legislation. The key piece of whistle blowing legislation is the Public Interest Disclosure Act 1998 (PIDA) which applies to almost all workers and employees who ordinarily work in Great Britain. Other relevant Acts and Statutory Instruments include: Police Reform Act 2002 - Employment Rights Act 1996 - Employment Rights Act 1996 - Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) - Public Interest Disclosure (Compensation) Order 1999 (SI 1999/1548) - Public Interest Disclosure (Prescribed Persons) Order 1999 (SI 1999/1549) - Public Interest Disclosure (Prescribed Persons) (Amendment) Order 2003 (SI 2003/1993) - Public Interest Disclosure (Prescribed Persons) (Amendment) Order 2004 (SI 2004/3265) Public - Interest Disclosure (Prescribed Persons) (Amendment) Order 2005 (SI 2005/2464).

APPENDIX 1 Relevant Legislation

Children Act 1989

Currently provides the legislative framework for child protection in England. Key principles established by the act include:

- the paramount nature of the child's welfare
- the expectations and requirements around duties of care to children.

[View the Children Act 1989](#)

Children Act 2004

Strengthens the 1989 Act. Encourages partnerships between agencies and creates more accountability. Part three of the Children Act 2004 applies solely to Wales.

- creates the post of Children's Commissioner for England
- places a duty on local authorities to appoint a director of children's services and an elected lead member for children's services, who is ultimately accountable for the delivery of services.
- places a duty on local authorities and their partners (including the police, health service providers and the youth justice system) to co-operate in promoting the wellbeing of children and young people and to make arrangements to safeguard and promote the welfare of children
- updates the legislation on physical punishment ([section 58](#)) by limiting the use of the defense of reasonable punishment so that it can no longer be used when people are charged with the offences against a child of wounding, actual or grievous bodily harm or cruelty. Therefore, any injury sustained by a child which is serious enough to warrant a charge of assault occasioning actual bodily harm cannot be considered to be as the result of reasonable punishment.

[View the Children Act 2004](#)

Children and Social Work Act 2017

- Section 2 of the Act requires English local authorities to publish information about services they offer to care leavers to help them adapt to adulthood and living independently.
- Section 3 requires English local authorities to appoint personal advisers for care leavers up to the age of 25.
- Sections 4 and 5 place duties on English local authorities and maintained school governing bodies to promote the educational attainment of looked after and previously looked after children.
- Sections 8 and 9 ensure that children's long-term needs and their relationship with carers are considered and prioritised in care and adoption proceedings in England and Wales.

Child Safeguarding Practice Review Panel

- Sections 12 to 15 of the Act provide for the establishment of a national Child Safeguarding Practice Review Panel for England.
- The panel will identify serious child protection cases which raise issues that are 'complex or of national importance'. Reviews of these cases will focus on lessons around how local authorities and others should work together to safeguard children.
- Reports must be published unless the panel consider it inappropriate to do so, in which case they should publish information relating to lessons learnt.

Local arrangements for safeguarding and promoting children's welfare

- Section 16 sets out arrangements to replace the previous model of local safeguarding children boards (LSCBs) in England.
- Safeguarding partners for a local authority area (named as the local authority, clinical commissioning group and police) are required to make arrangements to work together and with relevant agencies to safeguard and promote the welfare of children in the area.
- Under section 17, local safeguarding partners are required to identify serious child safeguarding cases which raise issues of importance to the area and, where they consider it appropriate, to arrange for these cases to be reviewed under their supervision.
- Reports on the outcomes of local child safeguarding practice reviews must be published (if this is considered appropriate) and copies given to the Secretary of State and the national Child Safeguarding Practice Review Panel.

Child death reviews

- Section 24 requires child death review partners (the local authority and clinical commissioning group) to make arrangements for the review of each death of a child normally resident in their area and, if appropriate, the deaths in their area of children who are not normally resident.
- The purpose of these reviews is to identify matters relating to the death that are relevant to the welfare of children in the area or to public health and safety.

Relationships, sex and PSHE education

- Section 34 requires all schools in England (academy, independent and maintained schools) to provide relationships education to pupils receiving primary education, and relationships and sex education to pupils receiving secondary education. Regulations must detail circumstances in which pupils can be excused from receiving relationships and / or sex education.
- Section 35 requires all schools in England to provide personal, social, health and economic education (PSHE) to all primary and secondary schools pupils.

Social work profession in England

- Section 36 establishes a new regulator for social work, Social Work England (SWE).
- SWE will be a non-departmental public body, or quango.
- SWE will need to obtain the Secretary of State's approval for professional standards.
- The Secretary of State will also have new powers to set 'improvement standards' for social workers and introduce assessments for practitioners.

[View Children and Social Work Act 2017](#)

Safeguarding Vulnerable Groups Act 2006

Established a single body to make decisions about individuals who should be barred from working with children and to maintain a list of these individuals.

[View the Safeguarding Vulnerable Groups Act 2006](#)

Protection of Freedoms Act 2012

Merged the Independent Safeguarding Authority with the Criminal Records Bureau (DBS) to form a single, new, non-departmental public body called the Disclosure and Barring Service (DBS).

[View the Protection of Freedoms Act 2012](#)

Children and Families Act 2014

Introduced a number of reforms including the following provisions:

- Encourages ‘fostering for adoption’ which allows approved adopters to foster children while they wait for court approval to adopt.
- Introduces a 26-week time limit for the courts to decide whether or not a child should be taken into care. In some cases, this limit may be extended by eight weeks.
- ‘Staying put’ arrangements which allow children in care to stay with their foster families until the age of 21 years. This is provided that both the young person and the foster family are happy to do so.
- Introduces a single assessment process and an Education, Health and Care (EHC) Plan to support children, young people and their families from birth to 25 years. The EHC plan will replace statements of special educational needs.

[View the Children and Families Act 2014](#)

Education Act 2002

Included a provision requiring school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of children.

[View section 175 of the Education Act 2002](#)