



The education business partnership

SAFEGUARDING POLICY

CONTENTS

	Page
CONTACT DETAILS	3
POLICY STATEMENT	3
PURPOSE OF THE POLICY	3
SCOPE OF THE POLICY	3
RESPONSIBILITIES	3
SAFEGUARDING CO-ORDINATOR	4
RECRUITMENT AND TRAINING OF PAID STAFF	4
RECRUITMENT AND TRAINING OF VOLUNTEERS	4
DBS DISCLOSURE PROCEDURE	4
IN HOUSE SAFEGUARDING PROCEDURES	6
REPORTING INCIDENTS AND ACCIDENTS	6
APPENDIX 1 REFERENCE REQUEST FORM	8-10
APPENDIX 2 STATEMENT OF PRINCIPLES FOR WORKING WITH YOUNG PEOPLE & VULNERABLE ADULTS	11
APPENDIX 3 FORM TO CONFIRM SIGHT OF DBS DISCLOSURE	12
APPENDIX 4 IN HOUSE SAFEGUARDING PROCEDURES	13
APPENDIX 5 FLOW CHART FOR REPORTING INCIDENTS AND ACCIDENTS	14
APPENDIX 6 DBS CODE OF PRACTICE	15-16
APPENDIX 7 ONLINE SAFEGUARDING	17-18

Elevate EBP's Safeguarding
Co-ordinator
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POLICY STATEMENT

Elevate EBP (hereafter referred to as the Company) is committed to Safeguarding and promoting the welfare of participants in its programmes, and expects all staff, partners, and volunteers to share this commitment. This Policy is compliant with the Department for Education statutory guidance 'Keeping Children Safe in Education' September 2022 and will be revised whenever new guidance is issued.

PURPOSE OF THE POLICY

The purpose of this Policy is to ensure all employees, the Board of Directors of Elevate EBP and all volunteers are aware of their obligations in the area of Safeguarding, and the procedures to be followed.

SCOPE OF THE POLICY

This Policy covers all employees of Elevate EBP, plus volunteers, partners, and visitors to our premises.

RESPONSIBILITIES

- It is the **Company's** responsibility to comply with all relevant legislation.
- [KCSIE Sept 2022](#)
- It is the **Chief Executive Officer's** responsibility to ensure adherence to all aspects of the policy and procedure and to put in place and review systems and procedures.
- In the event of a member of Elevate EBP staff advising that they have been arrested or cautioned, it is the responsibility of the **Chief Executive Officer** to risk assess the situation and/or seek advice from the LADO if appropriate.
- In the event of a member of Elevate EBP staff being disciplined or dismissed in relation to an incident related to Safeguarding, it is the responsibility of the **Chief Executive Officer** to inform the Disclosure and Barring Service.(DBS)
- It is the **Operations Lead** responsibility to ensure that Enhanced level DBS Disclosures are obtained for paid staff.
- It is the **Programme Manager's** responsibility to ensure that DBS disclosures are obtained for programmes and activities where necessary.
- It is the **Programme Manager's** responsibility to ensure that volunteers receive appropriate Safeguarding training.
- It is the **Operations Lead** responsibility to ensure recruitment procedures are followed, that all disclosure information is kept/disposed of in line with the procedure, that paid staff receive appropriate Safeguarding training and Channel (Prevent) training. Channel training offers an introduction to the Prevent duty and aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.
- It is the Safeguarding Co-ordinator's responsibility to follow the procedures detailed in Appendix 4.

It is the **Individual Employee's and volunteer's** responsibility to follow the procedure for reporting allegations/suspicion of abuse as detailed in Appendix 4. It is the individual employee's responsibility to inform the CEO of Elevate EBP in the event that they are arrested or cautioned, no matter what the offence, within 48 hours of the incident taking place.

1 SAFEGUARDING CO-ORDINATOR

The Company's Safeguarding Co-ordinator is Joanne Huddart (Helen Morris – Deputy). As part of the induction procedure, all staff and volunteers are made aware of the name of the Safeguarding Co-ordinator.

The Company's Board member with responsibility for Safeguarding is Ian Raikes.

2 RECRUITMENT AND TRAINING OF PAID STAFF

- Advertisements and Job Descriptions will show that the post is subject to an Enhanced level DBS Disclosure.
- It is essential that references are taken up prior to making a firm offer of employment. One referee must be the applicant's current or most recent employer if possible.
- References will not be accepted from relatives or from people writing solely in the capacity of friends.
- The current employer will be asked specifically about disciplinary offences relating to safeguarding.

Safeguarding Policy

- In the event of a Reference being returned with any information that gives cause for concern the matter will be referred to the Management Team, then if in any doubt, to the Board of Directors prior to an appointment being made.
- The request for references form is attached at Appendix 1.
- Upon appointment, paid staff attend Safeguarding training. This training is arranged by the Operations lead.

3 RECRUITMENT AND TRAINING OF VOLUNTEERS (including Work Experience placement providers, Business Mentors and employers providing support for Education Business Link activity)

- Volunteers are trained in Safeguarding by Elevate EBP staff. They receive a copy of the Statement of Principles in Working with Young People (Attached at Appendix 2)
- Business Mentors receive a copy of this Policy, receive training from Elevate EBP, and also receive details of specific safeguarding procedures if they are assigned to a school/college.

4 DBS DISCLOSURE PROCEDURE FOR PAID STAFF AND VOLUNTEERS

- All paid staff must obtain a satisfactory enhanced DBS disclosure. This is the responsibility of the Operations Lead. All EBP staff must also sign up to the DBS Update Service.
- It is the responsibility of the Relevant Manager to ensure that Disclosures are obtained for volunteers where necessary.
- Disclosures for Enterprise Advisers are processed through the CEC Experian system
- Advanced Disclosures are the umbrella body who process Elevate EBP's requests for any other DBS disclosures.
- Where possible all DBS applications. must be completed via the new electronic Portal from Advanced Disclosures, the Operations Lead will manage the processing of all applications and ensure the relevant ID checks have been completed (See Annex 8)
- Blank DBS forms are kept by The Operations Lead, who submits completed forms to Advanced Disclosures together with a completed identity checklist.
- Applicants should be encouraged to complete the form themselves, however if an applicant asks that the Elevate EBP member of staff completes the form, the staff member should cross check information verbally during the process, NB name, date of birth and current address.
- Evidence must be checked against actual original documentation. (NB: do not accept verbal information such as applicants simply stating their date of birth).
- Many documents must be recent – please checklist for further information.
- A birth certificate must have been issued within 12 months of the date of birth.
- Financial information downloaded from the internet is not acceptable.
- The following items must be cross checked against the evidence supplied by the applicant, and marked as 'verified' on the application form:
 - Name
 - Date of birth
 - National Insurance number
 - Driving licence
 - Passport
 - Current address
- Check documentation for evidence of tampering and forgery.

Safeguarding Policy

- Use a continuation sheet (which is saved under Shared Area/Child Protection/Continuation sheet.pdf) to record previous names and addresses if there is not sufficient space on the form.
- Make the applicant aware of the wording of the declaration before signing.
- Please see Appendix 7 for definition and information regarding unspent convictions.
- The list of offences will be updated to reflect changes to legislation in the future.
- Make the applicant aware that it is an offence not to disclose. If at this point the applicant declares an offence, ask them for permission to record on a separate piece of paper brief details and date, so this can be cross checked against the actual disclosure when received. This information should be passed to the Operations Lead together with the completed form.
- Details of applicants are then logged on the Evolutive database and Elevate EBP's DBS disclosure database, A copy of the completed form and any supporting information is kept in a secure filing cabinet.
- Volunteer work experience placement providers who provide placements for students of under 15 days duration within the space of a term (block work experience), are generally not required to obtain DBS Disclosure. However, if the person is deemed to be vulnerable a Disclosure may be required. For students attending school or college, it is the responsibility of the school or college to ensure that Elevate EBP are made aware that the young person is deemed as 'vulnerable', and the school or college should specifically request that a satisfactory DBS Disclosure be obtained prior to the student attending a work experience placement.
- Volunteer work experience placement providers providing placements for school and college students must obtain a satisfactory DBS Disclosure when the placement is for a period of longer than 15 days. The member of staff who has supervisory responsibility for that student should obtain this Disclosure. If the placement is for an adult, a risk assessment will be carried out prior to deciding whether a Disclosure should be obtained, this should be discussed and agreed with the Safeguarding Co-ordinator.
- Volunteer Business Mentors must obtain a satisfactory DBS Disclosure once they have been trained as a Mentor by the Company, prior to them being allocated a mentee.
- The Operations Lead will ask paid staff (or new staff prior to their appointment being confirmed) to bring in their Disclosure. Should anything be recorded on the Disclosure other than 'None recorded' for paid positions, the matter will be referred to the Chief Executive Officer, who will refer the matter to the Personnel committee and/or the full board.
- Elevate EBP no longer receive a copy of Disclosures, these are sent to the home address of the applicant. For work experience placements involving schools and colleges, the school/college will be kept informed by the Relevant Manager as to progress in obtaining sight of Disclosures, and informed that it is the school/colleges/partners' responsibility should they wish the student to attend the placement prior to Elevate EBP obtaining sight of the Disclosure.
- Elevate EBP will make arrangements with the work placement provider to obtain sight of this Disclosure. Any entries on the Disclosure stating anything other than 'none recorded' will be discussed with the work experience provider, and written permission will be requested in order to share this information as needed. (see Appendix 3)
- The Relevant Manager will be kept informed by the Elevate EBP team member who is arranging to obtain sight of the Disclosure. She will keep the school/college/partner informed in writing and will keep records of any related correspondence.

Safeguarding Policy

- Once Elevate EBP have received sight of a disclosure, this is recorded on Evolutive. Once the disclosure has been seen, the original application form is shredded. See Appendix 6 for the DBS code of practice.
- Disclosures for paid staff are checked every two years, and every three years for volunteers.
- Please see Appendix 6 for DBS Code of Practice for disposal of disclosure information.

6 IN HOUSE SAFEGUARDING PROCEDURES

- In the event of an allegation/incident/disclosure/suspicion, the Procedures detailed in Appendix 4 must be followed.
- Staff or volunteers should not travel with students, young people or clients in their own vehicles unless accompanied by another member of staff, and only in exceptional circumstances. Please refer to the Safeguarding Co-ordinator for further guidance if required.
- Employees should not share personal phone numbers with students, young people or clients,
- When using social media for business purposes, employees should only engage with students, young people or clients using official company [social media accounts](#) which are visible and regularly monitored by the Safeguarding Co-ordinator

7 REPORTING INCIDENTS AND ACCIDENTS

In the event of an incident or accident involving a participant taking part in a work experience program, the procedure in Appendix 5 must be followed. NB participants on work experience placement are deemed to be employees for the purpose of RIDDOR. If in doubt as to whether RIDDOR applies refer to the Health and Safety Executive for guidance.

POLICY ORIGINALLY DRAWN UP	FEBRUARY 2007
POLICY REVISED	NOVEMBER 2020
POLICY TO BE REVIEWED	FEBRUARY 2022

Policy Approved by the board of Elevate EBP 23rd February 2022.

Signed



APPENDIX 1

REFERENCE REQUEST FORM

REFERENCE FOR: _____ DATE: _____

How long have you known the candidate? _____

In what capacity? (e.g line manager, colleague) _____

In what capacity was the person employed? _____

If applicable, please list her/his main duties:

1. _____

2. _____

3. _____

Dates of employment: From: _____ To: _____

Please tick the boxes which most clearly resemble the candidate:

	Excellent	Good	Fair	Poor
Quality of work				
Quantity of work				
Enthusiasm/Drive				
Honesty/Integrity				
Working Relationships				
Reliability				
Punctuality				
Leadership/Management Skills				

Was the applicant's attendance record satisfactory? _____

How many days absence did the applicant have during the last 12 months of employment?

On how many occasions? _____

This post involves work with children and/or young people and vulnerable adults. We are therefore obliged to ask the following:

Are you completely satisfied that the candidate is suitable to work with children, young people and vulnerable adults? YES/NO

Safeguarding Policy

If no, please give details: _____

Was the candidate at any time during his/her employment with you subject to disciplinary procedure? YES/NO

If yes, please give details: _____

Was the candidate at any time the subject of any allegations or concerns that relate to the safety and welfare of children, young people or vulnerable adults? YES / NO

If yes, please give details: _____

Please comment on the candidate's reason for leaving: _____

Would you re-employ this person? YES / NO

Remuneration on leaving: £ _____

Are you aware of any other reason why this organisation should not employ this person? YES / NO

If yes, please give details: _____

Would you like to make any further comments on this person that would allow us to assess their suitability for a position with our Company?

SIGNED: _____ *DATE*

NAME:

Safeguarding Policy

POSITION:

NAME & ADDRESS OF COMPANY

COMPANY STAMP

APPENDIX 2
Statement of Principles for Working with Young People & Vulnerable Adults

Safeguarding Guidance for Placement Providers

For adults working with young people, particularly those still of compulsory school age, it is important to be aware of potentially difficult situations. By following the simple guidance outlined below it should be possible to ensure that the placement is a secure and productive environment for both the provider and the student.

TOUCH

There may be occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role and with the consent of the young person.

BEHAVIOUR

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, you should avoid being over familiar. Never permit 'horseplay' which may cause embarrassment or fear.

ENVIRONMENT

Where possible avoid being on your own in an isolated or closed environment with a young person.

TRAVEL

Please ensure that students only accompany you on official journeys with a work related destination. Where this is likely to happen parents will be informed of one to one travel via a Job Description.

MENTOR

Those placed immediately in charge of young people should be competent in their work role, mature in their attitudes, and yet, at the same time, be at ease with them.

DISCLOSURE

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical, emotional safety or well being. In such situations you should speak to your line manager and contact **Joanne Huddart at Elevate The Education Business Partnership on 0151 330 5751 or 07471037363**

DISQUALIFICATION

You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice Act, to declare that they are disqualified from working with children.

I have read, understood and agree to follow the above principles when working with young people. Should I have any cause for concern relevant to these points I will contact Elevate EBP immediately.

Name:.....Organisation:.....

Signed:.....Date:.....

APPENDIX 3

FORM TO CONFIRM SIGHT OF DBS DISCLOSURE

CONFIDENTIAL

Date of visit	
Elevate EBP staff name	
Applicant name	
Employer	
Date of disclosure	
Disclosure number	

Please tick	Not requested?	None recorded?	Other
Police Records of Convictions, Reprimands and Warnings			
Information from Section 142 List			
DBS Children's Barred List info			
DBS Adults Barred List info			
Other Relevant info			

If there are any entries given under 'other', is candidate willing to disclose?	Yes/No
If 'yes' please ask employer to read the following declaration and sign below. The relevant information should either be photocopied and securely attached, or detailed on the reverse of this form.	

I understand and agree that Elevate EBP will inform the Child Protection Officer/Headteacher at

.....

(insert name of school/college)

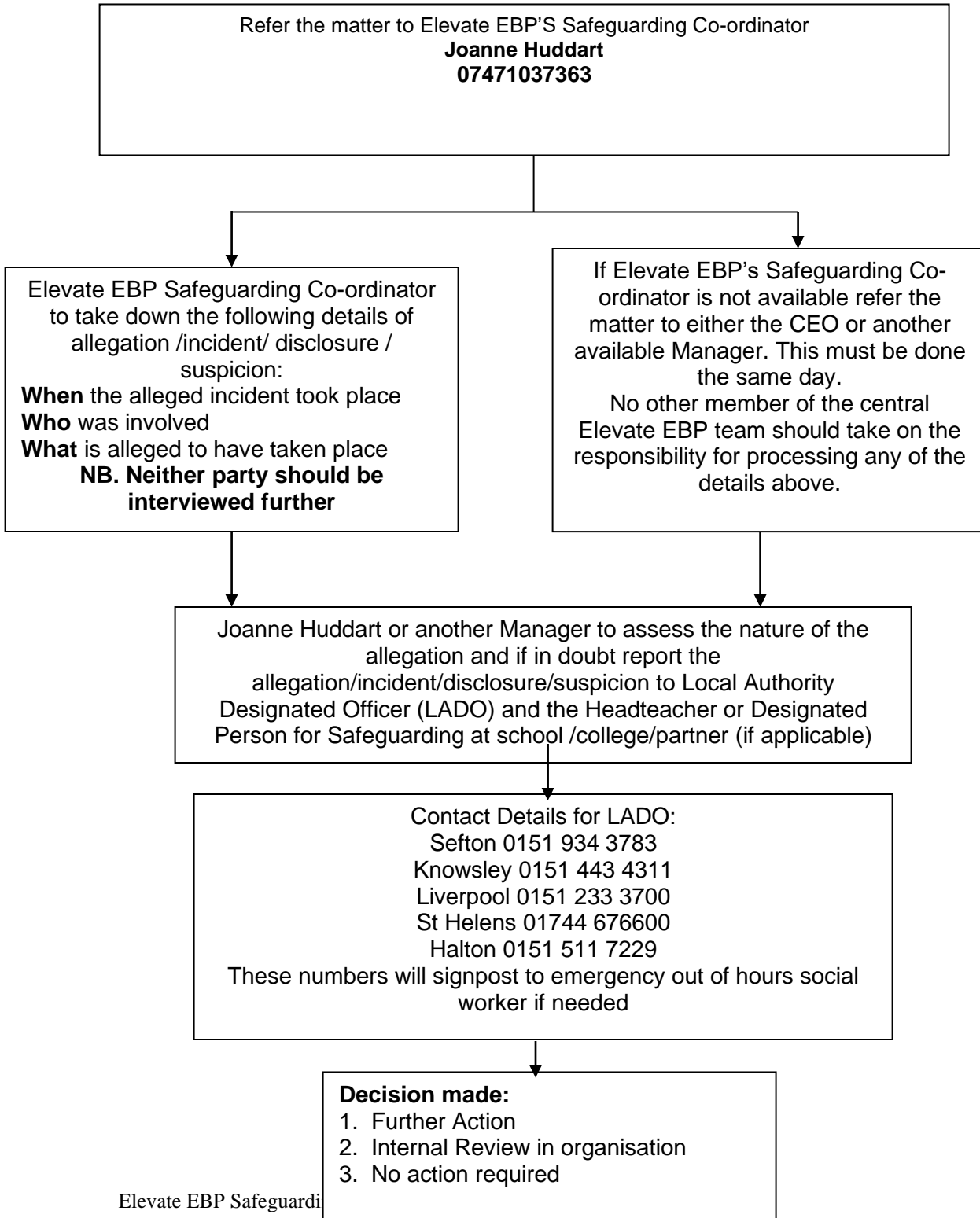
of the information on my DBS Disclosure which has been photocopied or detailed overleaf. The school/college will then make a decision as to whether the placement should commence or continue.

Signed	
Please print name	
Date	

**APPENDIX 4
In House Safeguarding Procedures**

In the event of an allegation, incident, disclosure or suspicion, the following procedures should be followed:

On receipt of the allegation, incident, disclosure or suspicion:



**APPENDIX 5
FLOWCHART FOR REPORTING ACCIDENTS AND INCIDENTS ON WORK
EXPERIENCE PLACEMENT**

Elevate EBP informed by employer or school/college/funding body that an incident has occurred.	
If initial contact is by employer, Elevate EBP informs school/college/funding body.	
Elevate EBP contacts employer to determine whether incident falls under RIDDOR. As a general guide, this is when an incident: <ul style="list-style-type: none"> ➤ Results in death or major injury ➤ An injury that will result in absence from the placement/school for over 7 days (including weekends) ➤ Constitutes a dangerous occurrence ➤ Results in a work related disease Further details of what and how to report are provided <u>on www.hse.gov.uk/riddor/</u>	
If incident falls under RIDDOR	If incident does not fall under RIDDOR
Elevate EBP Manager informs relevant funding body	Elevate EBP Health and Safety visitor visits employer to obtain further details
Elevate EBP Health and Safety visitor visits employer to investigate	H&S visitor reports back to relevant Manager
Employer to fill in and submit a relevant form. www.hse.gov.uk/riddor/ Ask employer to send copy to Elevate EBP	Elevate EBP manager reports to Chief Executive Officer
Manager reports to Chief Executive Officer	Chief Executive Officer decides if further action required
Chief Executive Officer decides if further action required for existing/future placements	

APPENDIX 6

DISCLOSURE AND BARRING SERVICE CODE OF PRACTICE

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Elevate EBP complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates, or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Safeguarding Policy

Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 (“the Order”). The rules covering filtering are as follows:

Convictions

A conviction received when the person was 18 or over will not be disclosed only if:

- (i) 11 years have elapsed since the date of conviction;
- (ii) it is the person’s only conviction; and
- (iii) it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of specified offences which must always be disclosed. If a person has more than one conviction, then details of all their convictions will always be included.

A conviction received when the person was under 18 would become eligible for filtering after 5.5 years – unless it is on the list of specified offences which must always be disclosed, a custodial sentence was received or the individual has more than one conviction

Cautions

A caution received when the person was 18 or over will not be disclosed if six years have elapsed since the date of issue – and if it does not appear on the list of specified offences which must always be disclosed.

A caution received when the person was under 18 will not be disclosed if 2 years have elapsed since the date of issue – but only if it does not appear on the list of specified offences which must always be disclosed.

List of specified offences which must always be disclosed

Certain sexual, violent and other offences are considered so serious that they will always be disclosed, regardless of when they took place and the person’s criminal record.

These offences are described in the Order and a list of offences which are always disclosable has been derived from the Order can be found under :

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Appendix 7
Virtual Delivery

As our delivery work evolves it is important to acknowledge that our practices and procedures need to evolve to safeguard our participants across all programmes.

Virtual delivery and contacting young people require additional planning to ensure both young people and delivery partners are appropriately safeguarded.

Good Practice for Virtual Meetings

- Webinars and recordings are recommended where possible as opposed to live delivery interaction (we recognise this is not always possible and may be a challenge when delivering personal guidance, however modes of delivery should be given careful consideration)
- We will endeavor to deliver all our virtual activities in a school setting. On the occasion a student is self-isolating at home additional measures will be put in place. Students who participate in our activities who are not in school will be required to have webcams turned off and a member of school staff must also be present at the session.
- Where possible try to avoid 1:1 situation – involve a parent or facilitator.
- All staff, young people, and volunteers must wear suitable clothing, including anyone else in the household.
- All staff participating in virtual delivery should take extra care when screensharing. Please ensure anything deemed confidential is not visible on screen.
- All staff participating in virtual delivery will receive the appropriate training on Teams / Zoom etc. Staff will be able to end or remove someone from the session and delete any comments within the chat function on the platform they deem inappropriate.
- Any computers used should be in appropriate areas, for example not in bedrooms, Consider the background that the person will see on video. Please use the Elevate virtual background where possible.
- If communicating with students online, make sure the platform you are using is suitable for their age group. Also check the privacy settings.
- Sessions should be kept to a reasonable time.
- Language must be professional and appropriate, including that of any family members in the background.
- When planning online delivery sessions if you are unsure about the privacy settings of any learning software and platforms please contact the school / college data controllers for further guidance.
- We should seek parental permission to contact young people directly, agreeing protocols for contacting beneficiaries with the school or college first. A Designated Safeguarding Lead (DSL) should be available at the school or college.

Safeguarding Policy

An example consent form can be found here : <https://learning.nspcc.org.uk/research-resources/templates/example-consent-form>

- Webinars and live broadcast should be recorded where possible to maintain a record of the activity.

The Department for Education have released the following safeguarding guidance for schools and colleges during the Covid-19 situation. It is useful for providers to be aware of the content and use to contextualize alternative services

.:<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Appendix 8

Please complete details for ID seen

Passport (Current & Valid)

Full name shown on passport			
Passport Number:	Nationality:	DOB:	Issue Date:

Photo Driving Licence/ UK/ Mann/ CHI/ EEA

Full name shown on Driving Licence			
Driver Number:	Country of Issue:	DOB:	Issue Date:
Home Address:	Postcode:		

Please list any other documentation seen here – if a utility bill has been seen please say what type and date of issue.

Name of Document: Home Address on Doc:	Issue Date:
Name of Document: Home Address on Doc:	Issue Date:
Name of Document: Home Address on Doc:	Issue Date:
Name of Document: Home Address on Doc:	Issue Date:

- You must only accept valid, current, and original documentation
- You must not accept photocopies
- You must not accept documentation printed from the internet e.g. internet bank statements
- You should, in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness
- All documents must be in the applicant's current name
- One document must confirm the applicant's date of birth
- You must ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name; if the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why, before considering to validate their identity
- You must see at least one document to confirm the applicant's current address