

SMBP Safeguarding Policy 2019

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1. Introduction

The Social Mobility Business Partnership (“SMBP”) takes seriously its responsibilities to safeguard and promote the welfare of children by ensuring there are adequate health and safety arrangements in place at participating organisations and best practice guidance with regard to safeguarding is followed.

For the purpose of this policy the term ‘staff’ will be used to describe employees of SMBP, those people contracted as consultants by SMBP, trustees and/or anyone who is a volunteer on the SMBP programme and/or presenting to the children as part of the SMBP programme.

The terms ‘child’ or ‘children’ include any person under the age of eighteen (as defined in The Children Act 1989).

2. Scope

This policy applies to any staff that are in direct contact with students participating on the SMBP programme.

SMBP is committed to ensuring all students, irrespective of their age, disability, gender, race, religion, sexual orientation or identity can work in a safe environment whilst participating in the SMBP, free from abuse.

3. Purpose

The policy is designed to ensure:

- The SMBP programme is a safe environment in which all students can learn and develop their skills
- Awareness is raised among staff of child protection and safeguarding issues
- Procedures for identifying and reporting cases or suspected cases of abuse are implemented and maintained

4. Legislation

SMBP recognises its duties under the relevant legislation as follows:

- Working together to safeguard Children 2010
- The Children Act 1989
- Children Act 2004
- Children and Young Person’s Act 2008

5. Responsibilities (During and After the SMBP Programme)

All staff have a duty to safeguard and promote the welfare of children.

All staff must comply with the following during the SMBP Programme:

- Familiarise themselves with the safeguarding policy
- Address students at SMBP Work Insight and Skills days in groups and DO NOT be alone with a child or cause someone else to be alone with a child
- Do not agree to meet with students in person on a one to one basis prior to or following the SMBP Work Insight and Skills week
- Be aware that any physical contact with a child should always be avoided
- Do not share personal email or telephone details with a child
- Do not attempt to or agree to 'connect' with a student through social media (including, without limitation, Twitter, Facebook, Snapchat and Instagram)
- Do not attempt to or agree to 'connect' with a student under the age of 18 through LinkedIn. The SMBP LinkedIn Alumni Group should be used as guidance as to whether a student can or cannot be connected with, i.e. only students aged 18 and above, who can be connected with, will be members of this group
- All SMBP students under the age of 18 requiring support following the SMBP Work Insight and Skills week should be made aware of the SMBP virtual coaching services as an appropriate platform for support. (For clarity, this service is available for students both under and over the age of 18)
- Safeguard and promote the welfare of children under the SMBP
- Alert the relevant co-ordinator of the SMBP day (if applicable) and the SMBP Safeguarding Officer (Carole Mehigan: CMehigan@ReedSmith.com) if they have concerns about a child

Staff should be aware that being alone with a student, either directly or indirectly (for example contact by text or email) may result in a referral to the SMBP Safeguarding Officer and to the relevant Local Authority Children's Social Care team.

DBS checks

The following staff shall be subject to an enhanced DBS check:

- Trustees
- An appointed lead who will chaperone students on transportation booked by staff,

known as the “Lead Chaperone”. There may be additional chaperones to assist larger groups of students but only the Lead Chaperone will be required to complete an enhanced DBS check.

- SMBP Cluster Heads
- SMBP Student Sourcing Leads

6. Responsibilities (Data Handling)

Staff will have access to a range of personal information and data. The data may be held in a digital format or on paper records. This includes:

- Personal information about students and their family members – including names, addresses and contact details
- Academic data
- Any other information that might be disclosed by parents / carers

All staff that hold personal data relating to the students must:

- Comply with the SMBP Data Protection Policy (available on request)
- Handle all information with sensitivity and confidentiality
- Keep information securely and not make it available to others without the relevant consent.
- Where necessary, dispose of data relating to under 18s in a confidential manner
- Not use information inappropriately, especially if it will cause harm to the child concerned

7. Responsibilities (Virtual Coaching)

Virtual coaches can only contact children via the SMBP online virtual coaching portal.

All virtual coaches must comply with the following (regardless of the age of the student):

- Ensure that all contact is appropriate
- All communication remains ONLY through the virtual service (i.e. is not via personal or business email, nor in real-time communication platforms such as Skype, FaceTime and WhatsApp)

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- Must not provide students with their personal email or telephone details
 - Alert the SMBP Safeguarding Officer if they have concerns about a child

8. Reporting Procedures

If staff or others have identified any signs or indicators that a child is being abused then they must ensure:

- They record the known facts and any other information that might be relevant and pass this written information onto the SMBP Safeguarding Officer immediately, who will assess the risk and involve any relevant agencies or services, including the police and social services
- If the child is in immediate danger or a crime has been committed, dial 999

If a child discloses information to staff or others relating to abuse or bullying, staff and others must:

- Advise the student that you will offer them support, but that you will have to pass the information onto the SMBP Safeguarding Officer. (If after advising the student, they no longer wish to disclose the information, staff must still follow the steps set out in the following two bullet points)
- Record the facts in writing, using the words the student used as well as including any other information that might be relevant and including the date on which the student has disclosed the information
- Disclose any reports given to them with SMBP Safeguarding Officer, which in turn will be shared with the SMBP Programme Director for their information. They will also involve any relevant agencies or services, including the police and social services

Trustees will report any serious incidents to the Charity Commission, in line with their legal duties.

9. Dates and signatures


This policy was last reviewed on: 17th October 2019

Signed on behalf of the SMBP Trustees:

Signed by

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Signature:

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Andrew Garard as Trustee

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Name:

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Date:

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Signed by

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Signature:

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Carole Mehigan as Trustee

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Name:

C. MEHIGAN.....

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Date:

23/10/19.....