



## **SAFE FROM HARM POLICY AND PROCEDURE**

**V2 February 2024**

This Safe From Harm Policy is subject to an Annual Review.

**Next version review February 2025**

**Safeguarding Trustee – Helen Springett**

[hspringett@cen.dgat.org.uk](mailto:hspringett@cen.dgat.org.uk)

**Designated Safeguarding Lead – Lorraine Pearson**

Phone: 01684 291635 Email: [Lorraine.pearson@isingpop.com](mailto:Lorraine.pearson@isingpop.com)

**Director - Miz Porter**

[miz.porter@isingpop.com](mailto:miz.porter@isingpop.com)

## Index

	Page
Section One	3
1. Safeguarding Statement	3
2. Key Contacts	3
3. Policy Principles	3
4. Roles and Responsibilities	4
5. Background	5
6. Safer Recruitment and Selection Process	5
7. Reporting concerns	6
8. Policy and guidelines	6
Section Two	6
1. Designated person with responsibility for Child Protection in schools and other organisations	6
2. Dealing with disclosures and the procedure for reporting any concerns	6
3. Allegations of abuse against an employee, volunteer or contractor	6
4. Abuse of trust, clarity of behaviour and boundaries	7
5. Further Information and Resources	8
Appendix	
A Innervation Trust's Safeguarding Process	9
B Definitions of Abuse	10

## Safe from harm policy – safeguarding in action

### Section I

#### I. Safeguarding Statement

Innervation Trust recognises our moral and statutory responsibility to safeguard and promote the welfare of all. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the Trust safeguarding responsibilities. The Trust will fully contribute to multi-agency working in line with statutory guidance outlined in Keeping Children Safe In Education 2023 and working together to safeguard children. Safeguarding is everyone's responsibility.

#### 2. Key Contacts

The Designated Safeguarding Lead (DSL) is: Lorraine Pearson  
Contact details: email: [lorraine.pearson@isingpop.com](mailto:lorraine.pearson@isingpop.com) Telephone: 01684 291635

*Lorraine will be the first point of contact for any employee who may have concerns or queries.*

Director: Miz Porter  
Contact email: [miz.porter@isingpop.com](mailto:miz.porter@isingpop.com) Telephone: 01684 291635

*In the case of any allegations about members of staff within iSingPOP Miz Porter will be the first point of contact. In the event of any concern or allegation regarding Miz Porter please contact Helen Springett, Safeguarding Trustee.*

The Safeguarding Trustee is: Helen Springett  
Contact email: [hspringett@cen.dgat.org.uk](mailto:hspringett@cen.dgat.org.uk)

*Helen will take responsibility for monitoring this policy and other working practices.*

#### 3. Policy Principles

- 3.1** All children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.
- 3.2** We recognise that all employees, including temporary staff, volunteers and contractors, have a full and active part to play in protecting children from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- 3.3** All staff believe that our projects/events should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 3.4** Staff involved in child protection issues will receive appropriate support.

## 4. Roles and Responsibilities

The Safeguarding Trustee will ensure that

- There is a Safeguarding policy in place, that is reviewed on an annual basis, and is available on the website.
- There is a Designated Safeguarding Lead in place, at Senior Leadership level.

The Designated Safeguarding Lead will

- ensure that all staff have an enhanced DBS check at time of recruitment, and every three years thereafter.
- Arrange for all staff to receive appropriate safeguarding training on an annual basis, and arrange online training for all members of the staff, every three years.
- Ensure that all records are kept up to date showing DBS checks and safeguarding training.
- Ensure all staff and contractors are provided with the Trust's Safeguarding Policy.

The Director will

- Ensure the Trust operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children.
- Ensure the Safeguarding policy is implemented and followed by all staff.
- Ensure the Safeguarding policy is available on the website.
- Hold ultimate responsibility for safeguarding within the organisation.
- liaise with the Local Authority Designated Officer when allegations are raised, in line with Working Together to Safeguard Children.
- Ensure that DBS checks are up to date and safeguarding training is arranged.

The Staff/contractors/volunteers will

- Ensure they provide a safe environment for the children and young people with whom they may work.
- Understand the signs of possible abuse of children and young people and report it to the appropriate authority/lead.
- Make themselves aware of this policy and the "Designated Safeguarding Lead" in the school/organisation/church where they are working.

## 5. Background

5.1 This policy, complete with its relevant sections of procedure and guidance is intended to ensure that all employees, volunteers, and those contracted to work with us understand the importance of **safeguarding** the young people and vulnerable adults with whom we work. **Safeguarding** is broader than 'child protection' as it also includes prevention.

5.2 Innervation Trust (the Trust) recognises its responsibilities and moral duty in relation to the safeguarding of those children and vulnerable adults it may come into contact with during the course of its operations. We will adhere to all government legislation and statutory guidelines on the matter.

- 5.3 The Trustees of Innervation Trust have a legal responsibility to ensure that all employees, volunteers and those contracted to work with us act in a way appropriate to the role they are undertaking and that those employees are fully aware of their responsibilities under Safeguarding legislation and guidance.
- 5.4 The Trustees have a duty of care to ensure that there are appropriate safeguards in place not only to protect and promote the welfare of children but to also enhance the confidence of trustees, employees, volunteers, parents/carers, and the general public.
- 5.5 In pursuit of this responsibility the Trustees are committed to the adherence of this policy and future reviews and procedures that may be adopted.
- 5.6 This policy is reviewed annually by the Trustees.

## **6. Safer Recruitment and Selection Process**

- 6.1 The Trust is committed to safer recruitment for all relevant posts and will maintain a record of all DBS checks which are renewed every three years. Employment checks are undertaken in line with advice and guidance set out in Keeping Children Safe in Education (KCSIE), and information is shared with school's and churches at the beginning of every project. It is the responsibility of every employee and those working/volunteering on the Trust's behalf to inform the Trust of any incidents or matters that may affect their ability to continue to work with children.
- 6.2 The Trust's recruitment and selection procedures take account of the following:
- i. The post or role must be clearly defined.
  - ii. The level of mandatory training required whilst in post if successful.
  - iii. The key selection criteria for the post or role must be identified.
  - iv. Obtain character references from outside of the Trust (and always the previous employer).
  - v. Disclosure and Barring Service disclosure (maintain sensitive and confidential use of the applicant's disclosure)
  - vi. Use a variety of selection techniques (e.g., qualifications, previous experience, reference checks)

## **7. Reporting concerns**

- 7.1 It is the duty of each employee or person working/volunteering on behalf of the Trust to ensure that, when working with children or vulnerable persons, they do everything to ensure that those persons are not subjected to abuse, and to report any concerns they may have, whether disclosed, discovered, or suspected. Any

report must be made to the Designated Safeguarding Lead at the location where they are working, in accordance with the school/church own procedures and processes.

## **8. Policy and guidelines**

- 8.1 A copy of this policy statement will be displayed on our website. Each employee, volunteer, or contracted worker is duty bound to abide by it.

## **Section 2**

### **1. Designated person with responsibility for Child Protection in schools and other organisations**

- 1.1 Within each school or organisation/church where we work there will be an identifiable person nominated as the designated person with responsibility for safeguarding in that context.
- 1.2 It is the responsibility of each person working on behalf of Innervation Trust to identify who this person is so that they can act appropriately, should the need arise. This person will be the main contact point for safeguarding issues at the time.
- 1.3 Where a concern is raised about an employee, volunteer or contractor of the Trust this person will also contact Miz Porter to report this. In the event of an allegation being made about Miz Porter this should be reported to Helen Springett, Safeguarding Trustee.

### **2. Dealing with disclosures and the procedure for reporting any concerns**

- 2.1 The Trust has very clear expectations about the systems and processes that its employees and contractors will follow at all times when working for Innervation Trust. For full details of our processes please see Appendix A

### **3. Allegations of abuse against an employee, volunteer or contractor**

- 3.1 Where an allegation is made against someone employed by, volunteering with, or contracted by the Trust, the Director must be informed immediately. They will ensure that the relevant authorities including Local Authority Designated Officer (LADO) are made aware and will work in consultation with the school/church to ensure that every assistance is given to the investigating authorities. It needs to be ensured that both the school/church and Innervation Trust Policy are followed at all times.
- 3.2 The Trust recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in

connection with an employee can irreparably damage an individual's reputation, confidence, and career.

- 3.3 However, it may be that someone needs to be withdrawn from their role for a period of time to allow for an appropriate process to be undertaken. This does not indicate an admission of guilt but is to safeguard all involved whilst the relevant authorities investigate. Therefore, those responsible for Safeguarding within the Trust will manage the situation with sensitivity and will act in a careful, measured way and ensure pastoral support is offered.

#### **4. Abuse of trust, clarity of behaviour and boundaries**

- 4.1 The Trust understands that relationships between children or young people and their leaders will develop and take many different forms. They can all be described as 'relationships of trust'.
- 4.2 The leader is someone in whom the child or young person has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.
- 4.3 In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child or young person. It is important for all those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship.
- 4.4 Those taking on work or already working with young people will be made aware, through training that they are in a position of trust and the responsibilities this brings with it. The Trust ensures that all staff and employees update their training on a regular basis at least annually.
- 4.5 The Trust's aim is to protect:
- I. The young person from an unequal and potentially damaging relationship.
  - II. The person in a position of trust by preventing him/her from entering such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable; how to recognise boundaries, and how to seek advice and guidance where there are concerns or worries.
  - III. An employee, contractor, or volunteer will be expected not to engage in any activity or correspondence with a child from a school or other place where you are working or have worked.
  - IV. You may not give out your personal/work email address or contact details or any social media contact information to a child or young person.

- V. Any requests for such information should be declined and children, parents and adults should be referred to the Trust's email, telephone, website, Facebook, or twitter accounts.

## **5. Further Information and resources**

Additional and further information relating to safeguarding of children and young people can be found at

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

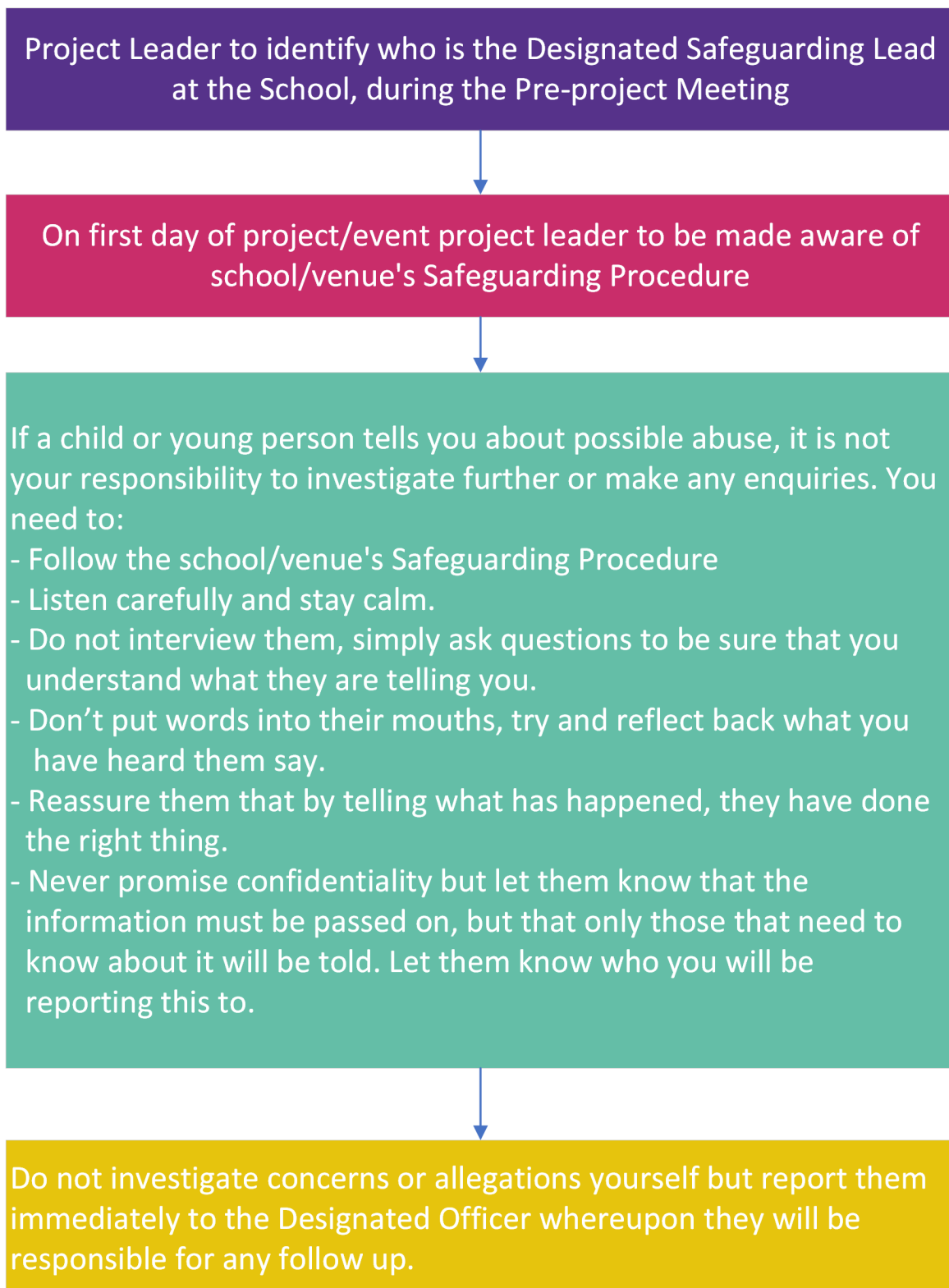
<https://learning.nspcc.org.uk/child-protection-system>

<https://www.churchofengland.org/safeguarding>

2024/v2



## Appendix A – Innervation Trust’s Safeguarding Process



## Appendix B - Definitions of abuse

The following is a guide regarding definitions of abuse, but this is not an exclusive list:

- i. Physical Abuse: Physical abuse causes harm to a child or person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating. It may be done deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring.
- ii. Neglect: Neglect is the persistent or severe failure to meet a child or person's basic physical and/or psychological needs. It will result in serious impairment of the child's **health or development**.
- iii. Self-Neglect: Self neglect is when a person is unable or unwilling to care for their own essential needs, which can include neglecting personal hygiene, health or surroundings, refusal of necessary support and obsessive hoarding. It can include failure to seek help or access services to meet health and social care needs.
- iv. Domestic Abuse: Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a personal or family relationship. Domestic abuse covers abuse between family members (e.g. adolescent to parent violence) as well as abuse in personal relationships. Coercive control and Honour based violence are both forms of domestic abuse.
- v. Online Abuse: Online abuse is any type of abuse that happens on the internet, for example through social media or mobile phones. Examples of online abuse include trolling, cyberbullying, stealing someone else's identity and cyber-stalking.
- vi. Stalking: Stalking can be defined as persistent and unwanted attention that makes you feel pestered or harassed. It includes behaviour that happens twice or more, and which causes you to feel alarmed or distressed or to fear that violence might be used against you.
- vii. Discriminatory Abuse: Discriminatory abuse is the unequal treatment of an individual based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Discriminatory abuse can include suffering insulting language, harassment, or ill-treatment due to these personal characteristics.
- viii. Sexual Abuse: Sexual abuse involves a child or young person being forced or coerced into participating or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual, and the apparent consent of the child is irrelevant.

- ix. Female Genital Mutilation: Female Genital Mutilation (FGM) is when a woman or girl's genitals are deliberately cut, injured or changed for no medical reason. It is also known as female circumcision or cutting. It is usually carried out on young girls between infancy and 15 years old but can also be carried out during adolescence or before a young woman gets married. It can also happen to adult women. FGM is a crime and must be reported to police.
  
- x. Emotional Abuse: Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.
  
- xi. Financial Abuse: Financial abuse can involve taking or misusing someone else's money or belongings for their own harm or controlling someone's purchases or access to money, thus harming, depriving or disadvantaging the victim. It is often associated with other forms of abuse but doesn't always involve a crime like theft or fraud.
  
- xii. Organisational Abuse: Organisational abuse is the inability to provide a good level of care to an individual or group of people in a care setting such as a hospital or care home, or in a person's own home if they receive care assistance there. This could include a lack of dignity or respect, rigid routines organised to meet employees needs rather than individuals, disrespectful attitudes towards individuals receiving care and a culture or tolerance of abusive behaviour, as well as a repeated failure to prevent abuse or neglect within a service.

## **Appendix C - DBS Check and the Barring Process**

### **Regulated Activity and obtaining Enhanced Disclosure and Barring Service checks**

- 1.1 Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated Activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties.
- 1.2 However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but must still have an enhanced DBS disclosure check. Since they are working in a supervised role, the enhanced check will not include a check of the children's barred list.
- 1.3 Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.
- 1.4 Whilst as a Trust in the projects and activities we lead, some of our employees and those working with or volunteering with us may not generally be left alone with children, or reach a threshold for which a DBS is required, we recognise that schools and other organisations may require a check as a means of completing their own central registers or other compliance. We will therefore ensure that all of our employees and those working on our behalf receive a DBS check.

### **2. The DBS barring process**

- 2.1 Whenever new relevant information becomes known (such as a conviction or caution or where someone has left a role for a safeguarding reason), the information is required to be sent to the DBS. The DBS will then undertake its own process and decide whether in its judgement the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.
- 2.2 The applicant may make representation to the DBS regarding a barring process/decision.
- 2.3 If there is sufficient barring evidence, the applicant will be placed on either the Children's Barred List or the Vulnerable Adults Barred List or both depending on the offence. The applicant must then be removed from regulated activity and it is an offence for them to then apply for a role if the barring prevents them from doing so.
- 2.4 The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.
- 2.5 An employee or person working or volunteering on behalf of Innervation Trust, should immediately inform the Safeguarding Officer at Innervation Trust if they are aware of any concern raised against them so that the Trust can carefully work through appropriate policies and actions.