

**INTEQUAL**

# Safeguarding Policy

Version 2

**Ref – Safeguarding Policy**

**Issue: October 2022**

**Review: October 2023**

**Approved by: Rod Harris  
(Board Representative)**

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## Our commitment

All our employees have a crucial role to play in safeguarding. This policy has been produced (and is supported by Information, Advice and Guidance), to help you to establish safe and responsive environments which safeguard all. We all have a duty of care to safeguard and promote welfare, and to enhance awareness of the broader welfare spectrum, specifically the issues facing young people in society.

Intequal works with learners on a remote basis and therefore will have reduced direct contact with young people. We do, however, recognise our responsibility in appropriately supporting young adults and that they may make disclosures that could affect the safety of others.

To be read alongside **Prevent Action Plan**.

## Objectives

- To outline Intequal's commitment to ensuring the safety of learners engaged in our direct delivery learning programmes.
- To provide a learning environment in which Learners feel safe, secure, valued and respected, feel confident and know how to approach Intequal if they are in difficulties.
- To raise the awareness of the Intequal team of the need to safeguard Learners and of their responsibilities in identifying and reporting possible cases of concern.
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding.
- To develop a structured procedure within Intequal that will be followed by all members of the team in cases of concern.
- To implement Prevent through training of staff and monitoring of activity via calls and progress review activity.

- To develop effective working relationships with all other agencies, involved in the safeguarding of Learners.
- To ensure that all adults within our team who have access to learners have been checked for their suitability.

## Scope

This policy covers safeguarding of Children and Adults at Risk – our learners, learners during EPA, learners within sub-contracted provision, and those persons in settings in where we practise which fall into the category of child or adult at risk. It is inclusive of specific highlighted safeguarding agenda areas – as defined by law, as specified in Keeping Children Safe in Education (2021) and in the wider context all our students and learners. This policy also aligns our compliance with the Government Prevent Duty.

## Key contacts

### Rod Harris – Safeguarding Lead

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07753 455417

### Safeguarding Queries

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## Definitions

Keywords used in the policy and what they mean in relation to this policy:

Keyword	Definition
Adult	Learners over the age of 18

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Child/Children	Learners under the age of 18
Disclosures	When learner tells you that they are being/have been abused.
GDPR	General Data Protection Act
Safeguarding	The protection of children and adults at risk from abuse and neglect, promoting health and development, ensuring safety and care, and ensuring optimum life chances.
Special category data	Personal data revealing a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and the processing of genetic data, biometric data to uniquely identify a person or data concerning health or sex life and sexual orientation.

## Intequal safeguarding management

- Intequal have a member of staff who acts as the Safeguarding Lead. This is Rod Harris.
- Intequal's Director with responsibility for Pastoral and Safeguarding is; Rod Harris.
- All members of the Intequal direct delivery team will receive Safeguarding and Prevent training in order to develop their understanding of the signs and indicators of abuse, neglect and/or radicalisation every year.
- Intequal will provide a Safeguarding Team to whom Learner pastoral concerns will be passed for investigation and resolution.
- All members of the Intequal direct delivery team know how to respond to a Learner who discloses abuse or neglect, and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.

- Learners are made aware of Intequal responsibilities regarding safeguarding procedures through being made aware of the Safeguarding Policy at their programme induction and within their handbook.
- Intequal’s selection and recruitment policy include all checks on staff suitability including DBS checks as recommended and in accordance with current legislation and good practice.

## Responsibilities

Intequal understands our responsibility to safeguard our Learners requires that we all appropriately share any concerns.

We have a Nominated Safeguarding Lead who is responsible for:

- Referring a Learner where there are concerns about welfare, possible abuse or neglect to the Learner’s local Children Social Care. A phone call will be made and then a written referral (if required) will be emailed as soon as possible by the close of the day.
- Ensuring that detailed and accurate written records of concerns.
- Ensuring that all such records are kept confidentially and securely and are separate from other records, with front sheet listing dates and brief entry to provide a chronology.
- Ensuring that an indication of further record-keeping is marked.
- Acting as a focal point for our team’s concerns and liaising with other agencies and professionals.
- Ensuring that all the Intequal team are aware of our safeguarding policy and procedures and know how to recognise and refer any concerns.
- Keeping themselves up to date with the knowledge to enable them to fulfil their role, including attending relevant training, at least every two years.

## Procedures around a learner making a disclosure

Issues of safeguarding may relate to:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Radicalisation

Where a Learner makes a disclosure the Intequal Practitioner should:

- At the first appropriate moment explain that you cannot keep the information confidential.
- Listen - avoid asking leading questions.
- Encourage the Learner to talk to the Safeguarding Lead.
- At the first possible moment write up the details as accurately as possible making sure you write down what was said and not make judgments about what was said. A factual account of the conversation should be written.
- If you are at all concerned whether a Learner has made a disclosure or you think they may have started to make a disclosure, but you were interrupted, discuss details with the Safeguarding Lead.
- The Safeguarding Lead should fully document the disclosure before making a referral to the appropriate Children's Social Care, first by phone and followed up with a written referral if requested.
- The Intequal Team should only be given access to confidential information on a need-to-know basis and at the discretion of the Safeguarding Lead.

## What employees should do when learners make a disclosure

- Revisit your initial discussions with the Learner to ensure they understand your "duty of care" and can therefore make an informed choice as to what they share with you.

- Whilst following lone working protocols, ensure they are somewhere comfortable and that your conversation can not be overheard.
- Take them seriously and explain that you understand they are telling **you** for a reason.
- Acknowledge they have been brave to tell you and that you will support them throughout the escalation process.
- Take your time, this could be the first time that they have built up the courage to discuss with anyone.
- Reassure them that what has happened is not their fault.
- Reassure them that abuse, in general, is not unusual and has happened to lots of children and young people.
- Be honest about your position. Explain what you will have to tell and why.
- Write up the details as soon as possible and include a factual account.
- Speak to the Safeguarding Lead as soon as possible

## What employees shouldn't do when learners make a disclosure

- Make promises you cannot keep.
- Try and shield them from the process.
- Lead or 'interrogate' them with lots of questions.
- Cast doubt on what they tell you. It has taken a great deal of courage for them to tell.
- Say anything, which may make them feel responsible for the abuse (e.g. "Why haven't you told anyone before?")
- Communicate your own feelings of anger without stating that it is the abuser you feel angry towards.
- Panic. When confronted with the reality of abuse there is often a feeling of needing to 'act immediately'. Action taken too hastily can be counterproductive.
- Put any timescales on escalations.
- Feel that you are not supporting them by passing the situation ownership to the Safeguarding Lead, Intequal understand the importance of supporting them through this very challenging time.



## Confidentiality

We recognise that all matters relating to child protection are confidential.

The Safeguarding Lead will disclose personal information about a Learner to other members of staff on a need-to-know basis only. All of the Intequal Team, however, **must** be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All the Intequal team must be aware that they cannot promise a learner to keep secrets which might compromise their safety or well-being or that of another.

We will always undertake to share our intention to refer to social services with their parents /carers unless doing so could put them at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with social services on this point.

## Supporting the Intequal Team

We recognise that our team members working and becoming involved with a SU who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support them by providing an opportunity to talk through their anxieties with the Safeguarding Lead and to seek further support.

We understand that staff should have access to advice on the boundaries of appropriate behaviour.

## Implementation

- All Learners will be advised of the policy on induction.
- Partner organisations will be notified of the policy through dialogue and our website.
- All of our team will be notified of the policy when they begin employment.

## Special category data

It is important employers and learners alike are aware of and understand this special category of personal information. It replaces and is very similar to, the “sensitive personal data” category contained in the old Data Protection Act. It is personal data that is more sensitive than other types, and so requires additional protection and safeguards. It is defined in Article 9 of the General Data Protection Act (GDPR):

“personal data revealing a person’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and the processing of genetic data, biometric data to uniquely identify a person or data concerning health or sex life and sexual orientation”.

## How special category data should be handled

Processing of such special category data is prohibited under the GDPR unless one of the listed exemptions applies.

- The individual has given explicit consent to the process of those personal data for one or more specified purposes; OR
- Processing is carried out in the course of its legitimate activities with appropriate safeguards.

**Rod Harris** takes overall responsibility for the policy and its implementation, for liaison with stakeholders and appropriate outside agencies. The Safeguarding Lead will ensure the daily management of this policy and that all staff are adequately trained and supported.

## Changes to this policy

Intequal review policies and subsequent documents will be published on our website annually. The policy issue and review date can be found in the footer of the document.