






Maybird Training Safeguarding Policy

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Date	6 th Sept 2019	6 th March 2020	6 th Sept 2020	6 th March 2021	6 th Sept 2021	6 th March 2022	6 th Sept 2022
Author	Claire Piper	Claire Piper	Claire Piper	Claire Piper	Claire Piper	Claire Piper	Claire Piper
Approved By	Claire Piper Director	Claire Piper Director	Claire Piper Director	Claire Piper Director	Claire Piper Director	Claire Piper Director	Claire Piper
Approver Signature							
Governor Approval	Deborah Bridger	Deborah Bridger	Deborah Bridger	Deborah Bridger	Deborah Bridger	Deborah Bridger	Deborah Bridger
Governor Signature							
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Author	Julie Williams						
Author signature							
Approved By	M. Simpkins						
Approver Signature							
Governor Approval	L Wakefield						
Governor Signature							
Next Review Date	31.7.24						

Important contacts

If an apprentice or learner is seeking safeguarding or pastoral support or guidance, they can refer to their tutor or directly to the designated safeguarding lead or deputy. If a learner or apprentice is at risk of harm or immediate danger this should be referred to children's social care or adult care and/or the police immediately. Please see contact details below.

ROLE/ ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Julie Williams	07881 795615 Safeguarding@maybirdtraining.com
Deputy DSL	Sonya McPherson-Hills	07725 328666 Safeguarding@maybirdtraining.com
Lead Governor	Louisa Wakefield	Louisa.wakefield@maybird.onmicrosoft.com 07756 749379
Children's Social Work Services		Central Duty Team: 03000 411111 (Front Door) central.duty@kent.gov.uk (for under 18's) or email social.services@kent.gov.uk . Out of Hours Number: 03000 419191 Front door online portal for referrals: https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public.Default.aspx
Local authority designated officer (LADO)		03000 410888 kentchildrenslado@kent.gov.uk

ChildLine 0800 1111

ROLE/ ORGANISATION	NAME	CONTACT DETAILS
Channel helpline		020 7340 7264 Email: counter.extremism@education.gov.uk Contact form: https://report-extremi...
Prevent	Jess Harman (Kent & Medway)	Jess Harman. jess.harman@kent.gov.uk
	Helene Morris South East (Kent, East & West Sussex)	DfE Regional Prevent Co-ordinator for South East Helene.morris@education.gov.uk 020 456 66324 / 07901 384401
	Jennie Fisher (London)	DfE Regional Prevent Co-ordinator for London Jennie.fisher@education.gov.uk 07880 469588
	David Layton- Scott East of England (Essex)	DfE Regional Prevent Co-ordinator for East of England David.layton-scott@education.gov.uk 07384 452155

Kent Safeguarding Children Multi-Agency Partnership		www.kscmp.org.uk 03000 421126 kscmp@kent.gov.uk https://kmsab.org.uk social.services@kent.gov.uk Kent County Council 03000 41 61 61
KMSAB Kent and Medway Safeguarding Adults Board		
ESSCP East Sussex Safeguarding Children Partnership		https://www.esscp.org.uk 01273 481544 ESSCP.contact@eastsussex.gov.uk https://sussexchildprotection.procedures.org.uk/page/quickguideex Child Protection and Safeguarding Procedures Manual
ESSAB East Sussex Safeguarding Adults Board		http://www.eastsussexsab.org.uk 0345 6080 191 Contact us online East Sussex County Council
WSSCP West Sussex Safeguarding Children Board		West Sussex Integrated Front Door (IFD) 01403 229900 (office hours) 033 022 26664. (out of hours) WSChildrenservices@westsussex.gov.uk
West Sussex Safeguarding Adults Board		03302 227952 safeguardingadultsboard@westsussex.gov.uk Safeguarding referral - West Sussex Self Service (achieveservice.com)
Essex Safeguarding Children Board		https://www.escb.co.uk Children and Families Hub 0345 603 7627 (out of hours 0345 606 1212) Request for support form https://www.essex.gov.uk/adult-social-care-and-health/report-abuse-or-neglect/report-concern-about-child?formId=1%3FformId%3D1

<p>ESAB Essex Safeguarding Adults Board</p>	<p>http://www.essexsab.org.uk 0345 6037630 Essex Safeguarding Adults Board - Reporting Concerns (essexsab.org.uk)</p>
<p>London Safeguarding Children's partnership Contacts</p>	<p>https://www.londonscb.gov.uk/london-scb-contacts/</p>
<p>For all other national Local Safeguarding Children Multi- Agency Partnerships</p>	<p>https://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links</p>

Aim

Maybird Training is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices. All those involved in training must adhere to the ethos that '**it could happen here**' to reinforce the protection of individuals and the identification/reporting of concerns. Safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy, when concerned about an apprentice's welfare, all those involved must always act in the best interests of the apprentice.

Maybird Training recognises the importance of providing an ethos and environment that will help apprentices to be safe and feel safe, secure, and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and follow our procedures to ensure that children, young people, and vulnerable adults receive effective support, protection and justice.

Maybird Training aims to ensure that:

- Appropriate action is taken immediately.
- We safeguard and promote apprentice's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issues.
- We are an important part of the wider safeguarding systems for apprentices.
- It is everyone's responsibility to safeguard and promote the welfare of apprentices.

Key definitions

Children and Young people

Those under 18, that is, up until their 18th birthday.

Vulnerable adults

Anyone over 18 years of age who:

- receive a health, personal or social care service from a professional
 - may have learning or physical disabilities,
 - may have mental health problems or may need mental health support,
 - may be old, frail, or ill,
 - cannot take care of themselves or protect themselves without support.
- All apprentices and learners have a right to be heard and to have their wishes and feelings considered.
- All our staff understand safe professional practice and adhere to our code of conduct and safeguarding policies.
- We have a responsibility to recognise vulnerability in apprentices and learners and act on any concern in accordance with this guidance.

This policy and procedure will be reviewed annually in consultation with the governors and with sign off from the lead governor.

Every staff, SMT and governor meeting has safeguarding and child protection as an agenda item to safeguard and educate individuals and to gain commitment to this policy and procedure.

We recognise our legal duty under the following legislation and statutory guidance:

Education Act 2002	Protection of Freedoms Act 2012
The 1989 and 2004 Children Acts	Mental Capacity Act 2005
Working Together to Safeguard Children 2018	Equality Act 2010
Keeping Children Safe in Education 2023	Human Rights Act 1998
Childcare Act 2006	Police Act 1997 Part V
Education and Skills Act 2008	The Care Act 2014
Safeguarding Vulnerable Groups Act 2006	Counter Terrorism and Security Act 2015
Prevent Duty Guidance 2023	Female Genital Mutilation Act 2003 amended 2015
Modern Slavery Act 2015	SEND Code of Practice 2015

Safeguarding child and vulnerable adult protection are **everyone's** responsibility. This policy applies to all staff, volunteers and governors at Maybird Training and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to off-site activities.

Apprentice's entitlement

All apprentices are entitled to:

- Be taught in safe environments which are conducive to learning and free from disruption or threat of harm,
- Expect appropriate action from Maybird Training to challenge incidents of threatening behaviour, violence, abuse, discrimination, or harassment,
- Have reports of safeguarding issues taken seriously by us and investigated appropriately,
- Be treated with respect.

Apprentice's responsibilities

- To contribute to a safe environment,
- Show respect to training staff and fellow apprentices,
- Report any incidents of concern,
- Not increase the risk of safeguarding risks to themselves or others or use Maybird's identity inappropriately,
- Adhere to codes of conduct and follow reasonable instructions from training staff,
- Promote British Values

Maybird Training staff responsibilities

- Have current knowledge of, and actively promote the safeguarding policy,
- Facilitate safe learning environments for apprentices (including use of technology and access to the internet),
- Listen to apprentice's concerns and respond in an appropriate manner,
- Make referrals to the DSL and know the procedure to contact outside agencies for information, advice, and guidance if unsatisfied with the DSL's response,
- Be secure in being able to recognise and respond to concerns around those with SEND or vulnerabilities.

Management responsibilities

- To ensure there are effective safeguarding policies and procedures in place and communicated to all staff, in line with Local Safeguarding Children Boards (LSCB) and Safeguarding Adults Boards (SAB) procedures,
- To make the safeguarding policy available to staff and parents (where applicable),
- Ensure safe staff recruitment procedures with appropriate checks carried out on all staff who work with apprentices,
- Appoint a Designated Safeguarding Lead, within the management team, to take lead responsibility for safeguarding issues. A deputy safeguarding officer should be appointed to lead in the DSL's absence,
- To ensure all apprentices are aware of contact details for the DSL and DSO,
- Provide current and regular training for all staff to fulfil their safeguarding roles.

Designated Safeguarding Lead responsibilities

- The referral of safeguarding concerns to relevant parties and contributing to assessment and case conferences as appropriate,
- Act as a source of support and guidance when deciding whether to make a referral and liaising with relevant outside agencies,
- Maintaining accurate, secure records associated with safeguarding concerns and providing timely updates to involved partners,
- Ensuring that training staff have adequate support within safeguarding referrals and procedures,
- Ensuring policies and procedures are current. Discussing safeguarding policy and procedure at staff meetings. Contributing to staff training.

This policy will be evaluated against the following standards:

- Feedback received from learner surveys and staff responses,
- Reflection of, and reporting on, operating safeguarding procedures through regular monitoring and analysis of submitted 'Cause for Concern' forms and safeguarding referrals,
- Safeguarding processes will feature in our self-assessment.

What to do if you have a concern:

Why are you concerned?

- Allegation or apprentice shares a concern or worry
- Employer shares a concern or worry
- Indicators of abuse or neglect



Immediately record your concerns

Follow Maybird Training's recording and referral procedure by emailing safeguarding@maybirdtraining.com

Clarify concerns if necessary (TED: Tell, Explain, Describe)

Use child's/vulnerable adults own words

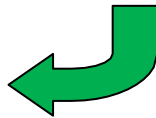
Date all records made including rough notes and use the safeguarding report form

Reassure the child/vulnerable adult



Designated Safeguarding Lead

- Consider whether the child or vulnerable adult is at immediate risk of harm e.g. unsafe to go home
- Consider KSC Support Levels Guidance document and procedures: <https://www.kscmp.org.uk/> or other KSCMP for other geographical locations
- Refer to other agencies as appropriate e.g. Children's Social Care, Adult Care, LADO, Police, Early Help Notification Form or Inter-Agency Referral Form
- If unsure then consult with KSCMP



Are you concerned that the child, vulnerable adult or apprentice is in immediate danger or risk of harm?



Immediately report your concerns to the DSL/DSO

Julie Williams 07881 795615
Julie.williams@maybird.onmicrosoft.com

Sonya McPherson 07725 328666
sonya.hills@maybirdtraining.com



If you are unhappy with the response

Staff:

- Seek advice from your area safeguarding board/partnership
- Follow Whistleblowing Procedures

Apprentice/Learner and Parents:

- Follow the Maybird Training complaints procedures (see website)



Record decision making and action taken on the Safeguarding Report Form and save in the password protected file on the secure drive.

DSL to Monitor

What you are monitoring e.g. behaviour trends, appearance etc
How long you will monitor.
Where, how and to whom you will feedback
how you will record



Review and Re-refer (if necessary) Central Duty team or the KSCMP.

Whistle blowing

A whistle blower is a worker who is concerned about a wrongdoing and reports it. This can be something they have seen at work. The wrongdoing that is disclosed must be in the public interest. This means it must affect others, e.g., the general public.

Whistle blowers are protected by law.

The following are examples of when it may be appropriate to whistle blow:

- a criminal offence, e.g., fraud
- someone's health and safety are in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, e.g., doesn't have the right insurance
- you believe someone is covering up wrongdoing.

Staff who suspect malpractice within their workplace or a workplace that they visit must report their concerns to either the Designated Safeguarding Lead (DSL) or Director. This is called "whistleblowing". The Public Interest Disclosure Act came into force in 1999 and gives statutory protection to staff who legitimately make a disclosure in the public interest which relates to:

- Crime
- Failure to comply with legal obligations
- Miscarriages of justice
- Health & safety threat
- Damage to the environment

Not reporting malpractice is considered misconduct and may lead to disciplinary action.

It is the responsibility of Maybird Training to ensure that any reports are thoroughly investigated, and findings recorded. If the report relates to their manager, then a SMT member or Director should be approached. If the concern is regarding an apprentice, employer, or workplace, it should be discussed with Maybird Training in the first instance, which could be the Tutor and/or DSL or DSO. If the whistle blower feels victimised or does not believe that their concerns have been taken seriously, they are encouraged to raise the issue with a director. Any malicious reports that are made by a staff member will lead to disciplinary action. We will also look to refer whistleblowing to the local safeguarding children multi-agency partnership.

Staff should be able to report their concerns to the designated safeguarding lead or deputy without fear of repercussions. Each member of staff should know and understand the whistle blowing procedures. All disclosures will be treated in confidence and the whistle blower will be protected by law.

Safeguarding Boards/partner contacts can be found on pages 2 and 3 of this document.

If you are unsure – follow the flowchart on page 7.

For advice and guidance on whistle blowing you can use this helpline from the NSPCC Contact the Whistleblowing Advice Line Call [0800 028 0285](tel:08000280285) or Email help@nspcc.org.uk .