
Pedestrian Safeguarding Young People Strategy

Safeguarding Policy Statement

Pedestrian is committed to the safeguarding and wellbeing of all of our learners and fully recognises its responsibilities for protecting vulnerable groups and individuals.¹ Our policy applies to all staff, learners, contractors, visitors and volunteers working on behalf of or in conjunction with Pedestrian. There are five main elements to our policy:

- Ensuring we operate safe recruitment practices
- Raising awareness of safeguarding throughout the organisation and ensuring that staff are equipped with the appropriate skills and knowledge to support learners effectively and help keep them safe
- Raising awareness of safeguarding to all of our learners
- Developing and implementing procedures for identifying and reporting cases or suspected cases of abuse
- Securing safe environments in which all groups and individuals can learn and develop

We recognise that because of the day to day contact with learners, our staff are well placed to observe the outward signs of abuse. Pedestrian will therefore;

- Maintain an environment where learners feel secure, are encouraged to talk and are listened to
- Ensure learners know that there are designated staff within Pedestrian whom they can approach if they are concerned or worried

We recognise and adhere to the statutory requirements within the following important and relevant pieces of safeguarding legislation;

- Safeguarding Children and Safer Recruitment in Education (2007)
- Safeguarding Vulnerable Groups Act SVGA (2006 amended 2012)
- Protection of Freedoms Act (2012)
- Disclosure and Barring Service Code of Practice (2012)
- Sexual Offences Act (2003 amended 2012)
- Equality Act (2010)
- Data Protection Act (2008)

To support our commitment to the safeguarding and well being of all of our learners and with regard to the above legislation we will;

- Ensure we have a Designated Person for Safeguarding (known as the Safeguarding Officer) who has received appropriate training and support for this role.

¹ Changes in legislation from September 2012 included the term 'vulnerable adult' no longer being in use, replaced by 'adults in challenging circumstances'.

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- Ensure that all staff and learners are aware of our Safeguarding Officer. This will be communicated via our staff and learner induction process, internal training and awareness sessions and the learner handbook.
 - Ensure that all staff are aware and understand their responsibilities in relation to safeguarding and for referring any concerns directly to the Safeguarding Officer.
 - Ensure that effective safeguarding procedures are developed, implemented and monitored to ensure their effectiveness.
 - Ensure that we develop effective links with relevant external agencies, local safeguarding boards and co-operate with any requirements with any safeguarding referral matters
 - Ensure that we keep written records of safeguarding concerns, even when there is no need to refer the matter to the relevant agencies
 - Ensure all records are stored securely and in accordance with the Data Protection Act
 - Utilise our membership to the NSPCC Safe Network to frame our safeguarding practice, policy and procedures.

Safer Recruitment

Pedestrian will take all possible steps to prevent unsuitable persons working with learners and in doing so will follow the good practice contained within the legislative document Safeguarding Children and Safer Recruitment in Education (2007).

When interviewing potential staff we will ensure that:

- There is an open recruitment process
- There is a rigorous interview with specific questions relating to safeguarding
- Applicants identity and claims to academic or vocational qualifications will be verified
- References will be taken up by direct contact with referees
- Evidence of the date of birth and address of the applicant will be obtained
- Where appropriate, an Enhanced Disclosure and Barring Service Check will be conducted

Where a position requires an Enhanced DBS check this will be made clear on the job advert and application form and a statement explaining Pedestrian's commitment to safeguarding will be documented. All applicants will complete an application form enabling each of them to have the same opportunity to provide information about themselves and assist in identifying any gaps in their employment history.

During interviews the panel will explore:

- The applicants attitude and demeanour towards all learners
- The applicants ability to support our commitment to safeguarding and promoting the welfare of learners
- Any gaps in the applicants employment history

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- Any concerns or discrepancies arising from the information obtained

Prior to making an employment offer:

- Positions will only be offered to prospective employees on the understanding of satisfactory references and suitable DBS clearance.

Additionally we will:

- Comply with all requirements of the DBS, including the linking of information to inform the barred lists, and the responsibilities under the DBS referrals and decision-making processes.
- Ensure that we remain informed about current legislation in line with the DBS requirements.

Post Appointment

All staff will take part in an induction programme, which will vary dependent on the nature of the role. The purpose of this will be to:

- Provide awareness and explanations of relevant policies and procedures
- Provide support for the role in which they have been engaged
- Provide opportunities for a new member of staff to ask questions or discuss concerns relating to their role or responsibilities
- Enable individual line managers and colleagues to recognise any concerns about the persons ability or suitability from the outset and address them if deemed appropriate
- Ensure that individuals are aware of reporting concerns and who the Designated Persons for Safeguarding are
- Ensure that individuals are aware of other relevant policies and procedures; i.e. disciplinary procedure, EDI Policy.

Promoting a Safe Environment – Designated Staff with responsibility for Safeguarding

The Designated Safeguarding Lead is:

Daniel Aldred – Safeguarding Officer/Designated Person

danny@pedestrian.info (0116 251 6207 or 0116 429 9363)

The Safeguarding Team comprises:

Bob Christer – bob@pedestrian.info (0116 251 6207)

Daniel Aldred - danny@pedestrian.info

Kate Rounding - kate@pedestrian.info (0116 251 6207)

The entire team can be reached using – safe@pedestrian.info

The responsibilities of the Safeguarding Officer and the Safeguarding Team are:

- Overseeing the referral of cases of suspected abuse or allegations in line with the local authority safeguarding policy and procedures
- Maintaining a record of all safeguarding referrals, complaints or concerns (even when the concern does not lead to a referral)
- Ensuring that appropriate safeguarding arrangements are made for all learners
- Ensuring that all staff are trained and aware of the Safeguarding Policy

Guidance for Handling Disclosure of Abuse and Procedure for Reporting Concerns

Any member of staff may become aware of, or concerned about abuse in the following ways:

- Observed Abuse (an Incident): the abuse has been directly witnessed
- Disclosed Abuse (a Disclosure): a person says they are being or have been abused
- Suspected Abuse (a Cause for Concern): there are indicators that abuse is happening, but it has not been witnessed or disclosed.

When a criminal offence may have occurred the first consideration and action should be the immediate safety of the person (s) at risk.

All members of staff have a duty to report any disclosure, allegation or suspicion of abuse to their line manager, and the designated safeguarding Officer. This should be done as soon as possible after the disclosure/allegation/suspicion is made/arises and must be made within 12 hours (see Appendix 1 Actions Needed When...).

The Safeguarding Officer will assess the information, consult with the Safeguarding team and where appropriate make and alert the appropriate authorities.

The Five R's – Recognise, Respond, Report, Record and Refer

- Recognise, the ability to recognise a change of behaviour is of fundamental importance, and vital in playing a role in meeting the learners needs, a learner may choose anyone in the organisation to disclose to including tutors, facilitators and business support staff. This is why all staff will be trained in how to recognise and respond to this situation, and how to report a concern.
- Respond is about how we react in the moment to a disclosure, allowing the young person to say as much or as little as they wish, clarifying, but not asking leading questions or putting words into their mouth, or delving too deeply. Also it is vital that you do not make promises to keep it quiet, but letting them know whom you have to tell. (the Safeguarding Officer).
- Report immediately to the Safeguarding Officer. The Safeguarding Officer will gather all the information and discuss with the Safeguarding Team and decide what course of action to take. i.e. to monitor and record the concern, or to refer it on. Only the Safeguarding Officer should be making referrals outside of the organisation. Records of any disclosures will be stored securely at the Pedestrian Studio.
- Record what the learner has told you as soon as possible to capture as much as you can, in the words they used rather than interpretation. This is important, you do not want to jeopardise any future investigation.

Five actions to be followed if you have a safeguarding disclosure or concern:

- Listen
- Ask open questions, not leading questions
- Do not make promises
- Do be clear about what happens next
- Do not panic

Record Keeping

It is important that documents relating to an investigation are retained in a secure place together with a written record of the outcome and, if disciplinary action is taken against a member of staff, details retained on the member of staff's personal and confidential file in accordance with internal procedures.

Definitions of abuse and neglect

The types of abuse listed below do not constitute an exhaustive list but should assist in recognising abuse:

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Neglect and acts of omission
- Institutional abuse
- Discriminatory abuse
- Domestic abuse
- Hate crime

Related Policies

Pedestrian is an organisation committed to providing a safe and healthy working environment for staff, learners, contractors, visitors and volunteers.

Policies related to Safeguarding are:

Health and Safety,
Equality,
Diversity & Inclusion
Harassment and Bullying
Recruitment and Selection
Whistleblowing
Data Protection
Secure Storage of Data

It is the responsibility of the Director to ensure that these policies are enforced, regularly monitored and reviewed as necessary to facilitate changing legislation and industry-approved codes of practice.

Updated: October 2016
BC on behalf of the Trustees of Pedestrian