



The Engineering Development Trust

Safeguarding Policy

October 2018

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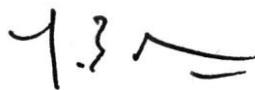
This Policy is reviewed annually, and was last reviewed on 6 September 2018

The Engineering Development Trust Policy Statement

The Engineering Development Trust (EDT) works to promote the study of STEAM (Science, Technology, Engineering, The Arts, and Maths) amongst young people. The aim of this policy is to ensure that young people attending our activities are well protected and that procedures are in place to safeguard their welfare. This policy works in conjunction with EDT's related policies contained in the Staff Handbook.

A child is defined as a person under the age of 18 (The Children Act 1989). EDT believes that children and young people should never experience abuse of any kind and that all children and young people should receive the protection and support they need. EDT has a responsibility to provide safe experiences, free from harm, exploitation and abuse, where children have their rights protected. This is the responsibility of everyone working for, or on behalf of EDT, whether paid or unpaid, and we proactively encourage and support our partners to do the same regarding safeguarding children.

Our approach to safeguarding is led from the very top with a Designated Lead Trustee for Safeguarding. A Designated Safeguarding Lead (DSL) and Deputy are appointed from the Senior Management Team and they have received relevant safeguarding training to the appropriate level. Together the group takes the strategic lead on safeguarding within EDT and is responsible for developing and reviewing EDT's safeguarding policies and through their implementation, ensuring that EDT meets its legal and moral obligations. Importantly, the group makes sure that safeguarding is embedded across all areas of our organisation so that everyone is clear about EDT's commitment and responsibility to safeguard young people.



Signed: _____

Nick Buckland, OBE
EDT Chair of Trustees

Julie Feest
EDT Chief Executive Officer

Date: 17/10/2018

The Engineering Development Trust's Safeguarding Policy

This policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of The Engineering Development Trust.

The purpose of this policy:

- to protect children and young people who receive The Engineering Development Trust's services. A child is defined as a person under the age of 18 (The Children Act 1989)
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;
- The Engineering Development Trust believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to work in a way that protects them.

EDT recognises that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989 and the Childcare Act 2006.
- All children and young people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children and young people are additionally vulnerable or have additional or other needs, because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children and young, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to them and respecting them
- appointing a Designated Safeguarding Officer (DSL) for children and young people, deputies and a lead board member for safeguarding
- providing training for Board members, EDT employees, temporary and casual staff, volunteers and others who work for or on behalf of EDT.
- holding and monitoring a detailed central training record and carrying out an annual audit to ensure that everyone has received the appropriate Safeguarding training.
- promoting effective safeguarding practices through developing, implementing and reviewing complementary EDT policies contained in the Staff Handbook, such as:
 - Section 9: Disciplinary Procedure
 - Section 11: Ethics and "Whistle Blowing"
 - Section 16.2: Anti-bullying procedure
 - Section 18: Social media code of conduct
- recruiting and inducting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Different types of abuse

Physical abuse is violence causing injury or occurring regularly during childhood. It happens when:

- a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- someone tries to drown or suffocate a child
- someone gives a child poison, alcohol or inappropriate drugs
- someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases, the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk.

Sexual abuse occurs when someone uses power or control to involve a child in sexual activity to gratify the abuser's own sexual, emotional or financial needs or desires. It may include:

- forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening
- encouraging children to behave in sexually inappropriate ways
- showing children pornographic material or involving them in the production of such material
- involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

Emotional abuse is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

- persistently denying the child love and affection
- regularly making the child feel frightened by shouts, threats or any other means
- hurting another person or a pet in order to distress a child
- being so over-protective towards the child that he/she is unable to develop or lead a normal life
- exploiting or corrupting a child, e.g. by involving him/her in illegal behaviour
- conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

Neglect involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met
- failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of activities or leaving a child alone in the house.

Child sexual exploitation (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities. It may include:

- young people being tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused.
- they may depend on their abuser or be too scared to tell anyone what's happening.
- they might be invited to parties and given drugs and alcohol before being sexually exploited.
- they can also be groomed and exploited online.
- some children and young people are trafficked into or within the UK for sexual exploitation.
- sexual exploitation can also happen to young people in gangs.
- child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering. Child trafficking can also be organised by individuals and the children's own families.

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons, and this is illegal in the UK. It is also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a girl is new-born, during childhood or adolescence, just before marriage or during pregnancy. It may be carried out for religious, social or cultural reasons, however FGM is child abuse. It is dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It's used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health. If you think that a girl or young woman is in immediate danger of FGM, you should contact the police by calling 999 to report emergencies or by calling 101 for non-emergencies. You can also email the fgmhelp@nspcc.org.uk or call 0800 028 3550.

Ways that abuse might be brought to your attention

- a child might make a direct disclosure about him/herself or another child
- a child might offer information that is worrying but not a direct disclosure
- a member of staff might be concerned about a child's appearance or behaviour or about the behaviour of a parent or a carer towards a child
- a parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- a parent might offer information about a child that is worrying but not a direct disclosure.

What to do if you suspect abuse or it is disclosed to you

- Reassure the child that telling someone about it was the right thing to do.
- Tell him/her that you now must do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- Ask the child what he/she would like to happen because of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111.

Logging an incident or disclosure

All information about the suspected abuse or disclosure will be recorded as soon as possible after the event – see Appendix 1, Reporting a Concern Form. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, it is essential to use the child's own words.
- Name, signature and job title of the person making the record

The record should then be passed to EDT's Designated Safeguarding Lead (or Deputy) who will decide whether they need to make a referral. If staff feel that the incident has not been adequately followed up, they may make a referral themselves.

Allegations against staff

- Any allegation will be taken seriously and recorded in writing. Any witnesses will be asked to make a witness statement in writing confirming the time, date and details of the incident
- The allegation must be reported to the Designated Safeguarding Lead (DSL), or the Deputy DSL if the DSL is unavailable.
- Following advice from the DSL or Deputy it may be necessary to suspend the member of staff pending full investigation of the allegation.
- Staff under investigation will be treated sensitively, fairly and with respect.
- A meeting will be held within 7 days between the staff member accused of abuse (who has the right to be accompanied) and, two senior managers of EDT.
- Facts will be recorded and kept secure. All parties concerned will receive a written account of the meeting and actions within 7 days of the date of the meeting. All parties concerned will be kept up-to-date with what is happening and given a response within 7 days of completion of investigation.

Helping a child in immediate danger or in need of emergency medical attention

- If the child is in immediate danger and is with you, remain with him/her and call the police on 999
- If the child is elsewhere, contact the police on 999 and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance on 999 and, while you are waiting for it to arrive, get help from your first aider.
- You also need to contact your supervisor/manager or named person for child protection to let them know what is happening.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this document. Use the Reporting a Concern Form (see Appendix 1) to record the concern in as much detail as you can remember and how it is dealt with using the relevant sections of the form completed that should be signed at each stage of the procedure.

The Prevent Duty and 4 British Values

To comply with the Counter Terrorism and Security Act 2015, EDT offers experiences for young people embracing the 4 British Values which are designed to keep children safe.

The 4 British Values:

- **Democracy:** Children are listened to, and we respect the rights of every individual to have their opinions and voices heard.
- **The Rule of Law:** The values and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken.
- **Individual Liberty:** Alongside rules and laws, we promote freedom on choice and the right to respectfully express views and beliefs
- **Mutual Respect and Tolerance of those with different faiths and beliefs:** To promote and celebrate our different backgrounds, languages, religions, beliefs and traditions by respecting everyone and everything.

Useful contact details:

Alison Moore (EDT Trustee) 0208 4289977, arlmoore@hotmail.com

Designated Safeguarding Lead (DSL) Susan Harris, EDT Dir of Central Programmes, 01707-871505 or 07984 862424, s.harris@etrust.org.uk

Deputy DSL Julie Gomer, EDT Finance Director
07557 381358, j.gomer@etrust.org.uk

Deputy DSL Mr Mark Williams, EDT Education Director
07710 444051 m.williams@etrust.org.uk

Local police: or dial 999

Hertfordshire County Council Children's Services (HCCCS) 0300 123 4043

NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

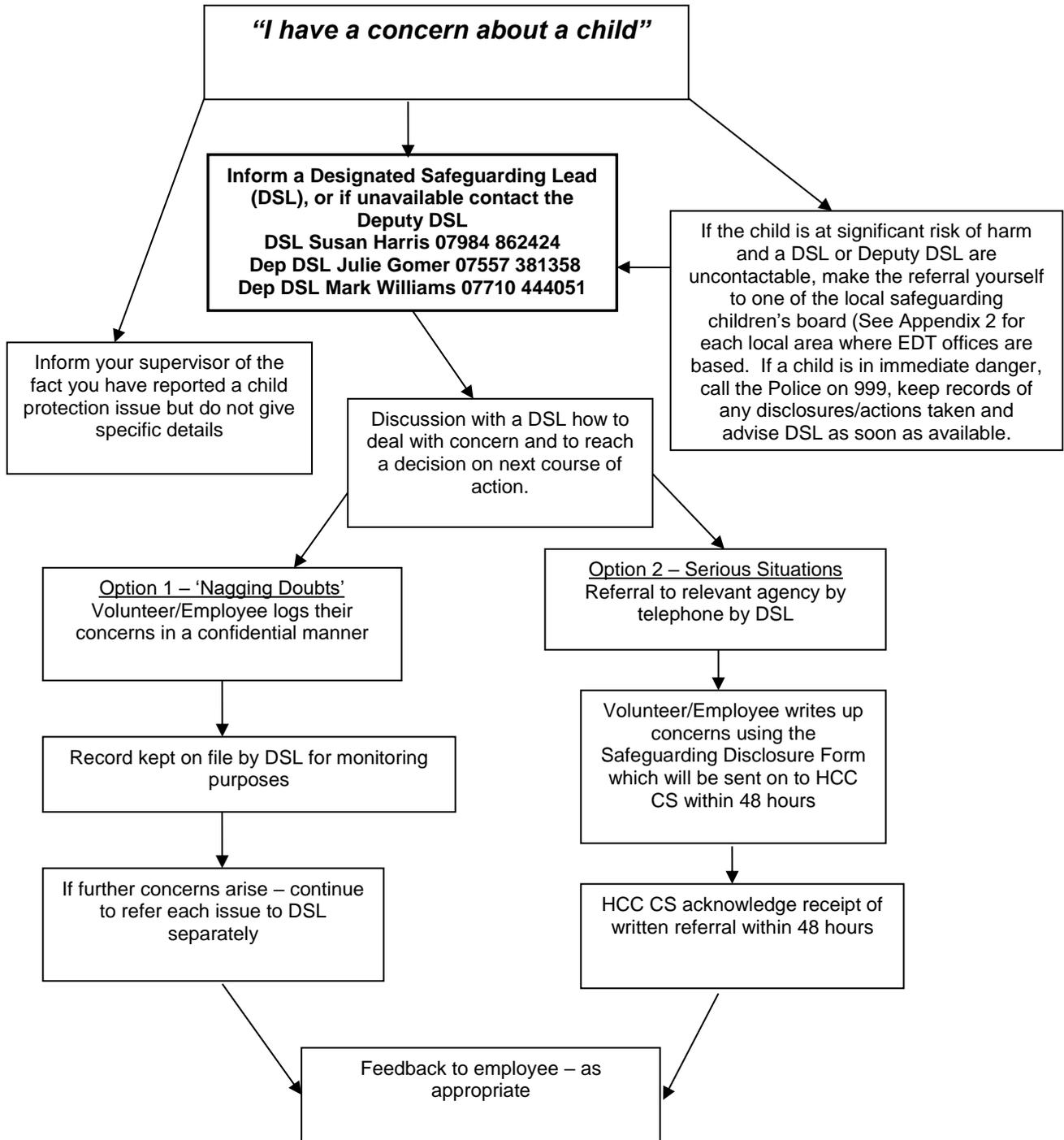
Designated Officer: 01992 555420

Anti-terrorist hotline 0800 789 321

Hertfordshire Safeguarding Children's Board - HSCB: 01992 588757

CEOP (Child Exploitation and Online Protection Command) www.ceop.police.uk

What to do if you have a concern about a child



Designated Safeguarding Lead (DSL)
Mrs Susan Harris, EDT Director of Central Programmes
tel/email: 01707-871505 or 07984 862424
s.harris@etrust.org.uk

Deputy DSL
Mrs Julie Gomer, EDT Finance Director
tel/email: 07557 381358 j.gomer@etrust.org.uk

Deputy DSL
Mr Mark Williams, EDT Education Director
tel/email: 07710 444051 m.williams@etrust.org.uk

HCC CS means Hertfordshire County Council Children’s Services and their number is 0300 123 4043

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 17/10/18

Signed:

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Alison Moore
EDT Trustee and Senior Lead for Safeguarding.

Appendix 1 – Disclosure Form



Safeguarding
Disclosure Form.doc

Appendix 2 – local safeguarding children’s boards for each of the areas where our offices are based

Glasgow Child Protection Committee - <https://www.glasgowchildprotection.org.uk/>
Durham Local Safeguarding Children Board - <http://www.durham-lscb.org.uk/>
Safeguarding Sheffield Children - <https://www.safeguardingsheffieldchildren.org/sscb>
Manchester Safeguarding Children Board - <https://www.manchestersafeguardingboards.co.uk/>
Birmingham Safeguarding Children Board - <http://www.lscbbirmingham.org.uk/>
Nottinghamshire Safeguarding Children Board - <http://www.nottinghamshire.gov.uk/nscb>
North Wales Safeguarding Board - <http://www.northwalessafeguardingboard.wales/>
Western Bay Safeguarding Children Board - <http://www.wbsb.co.uk/4476>
Bristol Safeguarding Children Board - <https://bristolsafeguarding.org/children-home/>
Oxfordshire Safeguarding Children Board - <http://www.oscb.org.uk/>
Southampton Local Safeguarding Children Board - <http://southamptonlscb.co.uk/>
Plymouth Safeguarding Children's Board - <http://www.plymouthscbdev.delthosting.co.uk/>
The Safeguarding Board for Northern Ireland - <http://www.safeguardingni.org/>