



Safeguarding Policy

Updated: 28/06/18

Safeguarding Policy

This policy is linked to UK2Learn's Child Protection Policy and describes the policy aims and safeguarding measures.

UK2Learn Safeguarding Officer is Fiona Sutherland, Guardianship Manager. The Safeguarding Officer has lead responsibility for safeguarding and child protection.

Any concerns or issues should be reported to Fiona Sutherland on 07786934555 or fsutherland@uk2learn.com

Children under 18 have an entitlement to be protected from harm and to be properly cared for by the adults who work with them.

All adults who work within our organisation as staff, volunteers and host families have a duty to safeguard all our students.

UK2Learn office staff are trained in Introduction to Safeguarding Children Training (formerly referred to as Level 1 Safeguarding). Annual training is made available to staff. Introduction to Safeguarding Children Training (formerly referred to as Level 1 Safeguarding) is made available to all host families and taxi drivers.

Aims of our Safeguarding Policy

- UK2Learn is committed to providing the highest possible standards of care so that all children, whatever their age, culture, ability, gender, disability, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- To build and protect relationships of trust between the UK2Learn students and the adults working on and participating in the service
- To ensure all participants of the UK2Learn service have access to and understand the contents of this policy
- To consider the views and needs of all participants in UK2Learn service, including the children's, when reviewing this policy
- To ensure that all UK2Learn personnel, and personnel offering outsourced services, who come into direct contact with students in our care, are recruited using safe recruitment practices and are formally screened through the completion of an Enhanced DBS check.
- To circulate regular safeguarding and child protection updates to all staff and partners (where possible) to ensure that the most current and comprehensive information is made available to them.
- To ensure UK2Learn office staff record any allegations/concerns and refer them to the Safeguarding Officer. Where appropriate, concerns will be reported to the relevant Children's Services Duty team or Multi Agency Safeguarding Hub (MASH) in the local area.


Staff Code of Conduct

- Always work in an open environment (e.g. avoiding private or unobserved situations and encourage open communication and no secrets)
- Maintain a safe and appropriate distance. (e.g. it is not appropriate for staff or volunteers to have an intimate or close relationship with a child)
- Staff must be made aware that if an up to date has not been received then the applicant must not be allowed to engage in "regulated activity" (unsupervised) while checks are pending

- Staff and students should not share personal contact and any on-line communication should be restricted to be through UK2Learn approved channels ie specified email addresses, mobile numbers and approved UK2Learn social media sites
- Staff should work in pairs in changing rooms when supervising students
- Avoid unnecessary physical contact with young people or vulnerable adults. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- Focus on making the UK2Learn experience, valuable and enjoyable for all: promote fairness, confront and deal with bullying, reward achievement and good behaviour
- Staff should treat all young people equally and with respect and dignity and always put the welfare of the young person first
- Staff are asked be observant to changes in behaviour, signs of illness or unhappiness and respond to any concerns concerning a child's well being
- Staff are trained to recognise possible symptoms of the four areas abuse , physical, sexual, emotional and neglect as referred to in the document 'Recognising symptoms of abuse' available to view on the UK2Learn Child Protection Policy document.
- Staff are trained to respond appropriately to disclosures of abuse in accordance with the document 'Handling Disclosure from a Child' available to view on the UK2Learn website document.
- Immediately report absences from lessons or school to Suzie Mackie or Alex Mackie
- Recognise the needs and potential and achievement of each student and always give enthusiastic and constructive feedback rather than negative criticism
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- Keep a written record of any injury that occurs, along with details of any treatment given

Declaration

On behalf of **UK2Learn** we, the undersigned, will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure it is adhered to. The policy will be reviewed annually.

Signed : 



(N.B. One of the signatories should be the nominated Officer)

Name:
Suzie Mackie

Name:
C Fiona Sutherland

Position within UK2Learn:
Director

Position within UK2Learn:
Guardianship Manager

Date:
28/06/18

Date:
28/06/19