



## **SAFEGUARDING POLICY**

### **Purpose**

In the work of Education 4 Diversity (E4D) we often come into contact with children and young people in schools and other educational institutions. Many of the young people we work with, particularly newly arrived migrants, unaccompanied minors and asylum seekers are highly vulnerable and have experienced great difficulties and our overriding aim is to keep all children and young people physically, socially and mentally safe. This safeguarding policy outlines how we intend to do this.

### **1. Scope**

This policy applies to the expectations of E4D trustees regarding the work and relationships of practitioners (teachers, workshop leaders, lecturers and artists) and volunteers working for E4D with children and young people under 18 years of age. All adults working with or for E4D and with young people and children are expected to comply with it.

### **Who the Policy applies to**

This policy applies to all those working with children and young people under the age of 18. All children and young people working with us will have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. Because we work at the invitation of schools and other educational institutions we will necessarily abide by their safeguarding policies. Lead practitioners, practitioners, artists, and volunteers working with and for E4D will have enhanced and portable DBS checks if they are to work with children and any workers, volunteers or helpers will be supervised by the lead practitioners (currently Alex Ntung and Jonathan Barnes).

We recognize that as a charity working with vulnerable young people and children some of whom may have had traumatic experiences as refugees, we need to be particularly mindful of issues surrounding abuse, trafficking and modern forms of slavery. The procedures set out in this policy are designed to offer those we work with the highest degree of safeguarding and to ensure that staff and volunteers are fully aware of the sensitive context in which they will be working. It follows that all concerns and allegations of abuse arising from E4D activities will be taken seriously and responded to appropriately. (3a and 3h)

### **2. Context**

Education for Diversity is an organization set up to support schools working towards developing a local community and culture that celebrates diversity and includes all. The educational approach of E4D uses refugee stories, maps, visual evidence and statistics to resource practical workshops for both teachers and students to think and discuss issues related to forced and economic migration. We will always work within the safeguarding rules and curriculum of the schools and other educational institutions and expect members of school staff to be present. At times we will also work with Local Authority Children's Services and refugee support agencies such as Kent Refugee Action Network (KRAN) to organize supervised sporting or arts-based interactions between unaccompanied minors and local students of similar age in school settings. We will only work with other agencies and partners who have their own approved safeguarding procedures in place and this requirement will be part of any partnership agreement policy.

E4D offers more formal, one-off presentations, lectures and assemblies designed to help educate and inform teachers and students wishing to build more empathetic, welcoming and trusting communities. We offer expert educational advice on how to embed new knowledge, approaches and new understandings on migration and diversity across the whole curriculum. Each of these may put us in contact with groups of children and young people.

### **3. Policy Statement**

In our work we are specifically committed to anti-discriminatory practice and we actively recognise and respond to the additional needs of SEND children and those from minority ethnic groups and disabled children and the barriers they may face, especially around communication and participation. We are also aware of the need of our own staff, trustees and volunteers to be safeguarded against any kind of bullying or abuse.

We will ensure that E4D practitioners and volunteers are not left alone with individual young people or children, but are accompanied by a designated teacher or other member of staff from the partner institutions. E4D practitioners or volunteers will not embark on work with young people and children unless taken through the school's safeguarding policies first. Practitioners and volunteers will be made fully aware of procedures to follow in the event of incidents or concerns related to safeguarding

#### **3a. We recognize that:**

- The welfare of the child as enshrined in the Children Act 1989, is paramount,
- All children 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 are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, 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 and respecting them
- appointing a Designated Safeguarding Officer and deputy from the board of trustees to oversee and support the application of the E4D safeguarding policy.
- providing effective management for staff and volunteers through supervision, support training and quality assurance measures found in the statements on recruitment, complaints, whistleblowing and code of conduct below.
- Fostering a culture where users workers and trustees feel comfortable to raise any concerns
- Be alert to early signs of abuse or neglect
- recruiting staff and volunteers safely, ensuring all necessary checks are made (see Recruitment paragraph 3j below)
- Ensuring that volunteers and practitioners are supported by references and reputations attesting to their suitability to the roles asked of them
- Informing parents, carers or local authority of the presence and policies of E4D workers with their children and young people, through links on our website
- Establishing the identity of the Child Protection or Safeguarding officer in each institution worked within
- recording and storing all sensitive information safely in a locked cabinet at the charitable company head office
- immediately sharing any concerns regarding the safety of children, including disclosure, firstly with the child protection officer of the school or educational institution involved, with the E4D practitioner present and then the DSO of E4D who will report issues to the Board of Trustees
- investigating any safeguarding concerns regarding E4D staff or volunteers within a day of them being raised
- abiding by the safeguarding policies and procedures of the educational institution within which E4D practitioners are working
- ensuring that we provide a safe physical environment for all by conducting risk assessments, using the E4D standard risk assessment form, at each of the places and for each of the interventions proposed in an E4D project
- striving to create a positive and inclusive environment in each project through using, praise, constructive interactions, appropriate challenge, fair, honest and balanced responses and attention
- ensuring that a complaints procedure based around a standard complaints form are available to all participants and observers
- making safeguarding an agenda item at each Trustees meeting and making an annual report on safeguarding
- establishing that the safeguarding officers' responsibility is to see that staff and volunteers learn about safeguarding issues and E4Ds safeguarding policies

### **3b Designated Safeguarding Officer**

The E4D Designated Safeguarding Officer, currently Helene Cohen, will attend NSPCC safeguarding training every three years and update trustees, volunteers and staff on safeguarding issues arising. She/he will also make trustees volunteers and staff aware of categories and signs of abuse in each category as indicated in NSPCC guidelines:

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>. The deputy safeguarding officer's role will be to support and advise the designated officer and to stand in for them should the need arise.

**3c. Complaints and Whistleblowing:** In the event of allegations against volunteers, trustees and staff who are working under the auspices of E4D being accused of misconduct, the following process will be initiated. (a) The subject is raised with the chair of trustees and the safeguarding officer unless there is a concern about either of those two. They will investigate the matter in conjunction with a second member of the Board of trustees. When the allegation is against the chair him/herself or the safeguarding officer the complaint should be taken to the honorary treasurer or the deputy safeguarding officer who will act in a similar way (b) All complaints will be recorded and the investigators will decide whether and how to take further action (c) should it be necessary to report to statutory agencies the safeguarding officer will follow the procedures recommended by the NSPCC training including reporting to the Charity Commission. (d) should we believe criminality is involved the police will be informed immediately (e) If a member of staff or volunteer is released from their role in the case of inappropriate behavior towards beneficiaries E4D will alert the Criminal Record Agency and funders.(3b)

**3d. Types of abuse:** We know that abuse may occur in any social setting including between adult or child peers. We recognize four main categories of abuse:

1. Sexual:
2. Neglect
3. Emotional
4. Physical

We recognize the importance of vigilance towards common signs of abuse which apply to all these categories and both adults and children. This signs include:

- Withdrawal
- Changes of behavior
- Flinching
- Anger
- Not arriving at work
- Evasion
- Unexplained physical signs such as bruising
- Unexplained reluctance to socialize
- Inappropriate sexualized language
- Sudden unexplained illness

For further signs we refer to the NSPCC website : <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>.

### **3e Responding to allegations of abuse**

If a member of staff, volunteer or practitioner working with E4D suspects that a young person is suffering from abuse they would normally (a) inform the school or institution designated safeguarding lead (b) record the matter and keep the information secure.

If there is an allegation against an E4D worker/volunteer then the E4D safeguarding officer will be informed along with the institution. They will investigate and refer safeguarding matters to the relevant authority, children's services, police, health services and or NSPCC.

### **3f. Links:**

Charity Commission: <https://www.gov.uk/government/organisations/charity-commission>

NSPCC: <https://learning.nspcc.org.uk/child-protection-system/>

<https://learning.nspcc.org.uk/safeguarding-checklist/>

<https://learning.nspcc.org.uk/research-resources/2019/safeguarding-child-protection-standards/>

Ann Craft Trust: <https://www.anncrafttrust.org/>

Association of charitable foundations: <https://www.acf.org.uk/>

Kent police and multi agency:

[https://www.proceduresonline.com/kentandmedway/chapters/pr\\_contacts\\_kent.html](https://www.proceduresonline.com/kentandmedway/chapters/pr_contacts_kent.html)

Kent County: <https://www.kent.gov.uk/education-and-children/protecting-children>

Kent children safeguarding board: <https://www.kscmp.org.uk/>

**3g. Recording incidents:** We maintain a safeguarding file recording all safeguarding incidents and complaints and the action taken in response to them. This is managed by the safeguarding officer and deputy and securely kept in compliance with GDPR. All personal information relating to E4D activities and personnel (users, workers and trustees) will be securely kept, not distributed and kept for only as long is necessary. Computers will be password protected. The trustee who has completed the GDPR train will ensure that trustees will be informed of their responsibilities.

**3h. Confidentiality:** When working with young people trustees, staff and volunteers will be expected to treat sensitive information with confidentiality. They will not share information anecdotally or use the names of young people in conversation or writing unless a situation such as a report of abuse requires it.

**3i. Code of behavior for Trustees workers and volunteers:** E4D expects the highest standards of behavior from all its trustees, volunteers workers and practitioners. They will be expected to operate reasonable care, skill and diligence at all times. They all be introduced to the safeguarding policy. Additionally they will receive documents on the aims and expectations of E4D and made aware of the policies underpinning the charity.

- (a) Trustees** need to be sure that they are up to date with the purposes and practice of the charity, policies are kept up to date and regularly referred to, financial reporting and accounts are kept up to date and that they hold any employees and volunteers to account. They must at all times act in the charity's best interests, making balanced informed decisions: recognizing and managing conflicts of interest; questioning and challenging; not serving their personal interests; seeing that stakeholders are informed appropriately of E4D activities; know that everyone involved in E4D know who to turn to for advice on safeguarding. The board of trustees will monitor the effectiveness of its practice by reference to the E4D code of conduct.
- (b) Workers and volunteers:** We will always work within schools and institutions and defer to their safeguarding procedures, should E4D workers be in a lone working situation with young people the door will always remain open and we are never alone with a single child. We will request in our partnership agreement with schools and institutions that a member of their staff accompanies us to avoid lone working.
- (c) Consequences:** The consequences of breaching expectations of the code involve the following sequence of events: 1 a formal discussion between chair or other trustee with the aim of mentoring/coaching to prevent further incidents; 2. A verbal warning; 3. A written warning 4. restriction on practice; 5. cessation of work with E4D.

**3j. Recruitment:** The safe recruitment of staff, volunteer and trustees is a priority. This will involve checking that all adult staff and volunteers are suitable to act in their roles. We will check that their values, attitudes and behaviours comply with the aims and values of E4D. This will also be done through requiring and checking references, diligent interviewing regarding the particular vulnerabilities of the young people with whom we work, insisting on annual DBS checks and complying with the safeguarding policies of the schools and other institutions within which we work.

**3l. Monitoring and supervision:** Since E4D practitioners, volunteers or workers only work within other institutions we do not work with children and young people on our own. Under their own child protection procedures schools statutorily provide supervision and monitoring. One of the charitable purposes of E4D is to provide training and mentoring for teachers therefore professional expectations on monitoring and supervision form part of the staff development programs we offer.

**3m. Keeping safeguarding central:** Safeguarding is a standing item for all trustee meetings. Our safeguarding officer and deputy will make an annual report on safeguarding.

#### **4. Other Relevant Policies and Procedures**

Our *Photography and video policy* is part of our commitment to the safety and security of children as is the fact that we require parental and child permission before taking or publishing any photographs or videos.

Our *Health and Safety Risk Assessment* form must be used before any E4D active/workshop activity

Our *Complaints, Issues and Suggestions* proforma provides institutions with an opportunity to raise general concerns and/or specific issues for consideration by the trustees.

Our *Partnership agreements* consist of the signing of a *Memorandum of Understanding* proforma which includes the understanding that E4D will follow the safeguarding policies and procedures of the institutions it works with.

This Safeguarding policy is drawn up on the basis of law and guidance that seeks to protect children. We have consulted:

- The Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Data Protection ACT 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Children Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Needs and Disabilities SEND code of Practice 0 – 25 years. 2014
- Information Sharing Advice for Practitioners, 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children 2015
- NSPCC safeguarding advice (2019)  
<https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement/#heading-top>

This policy will be revised at the January 2024 trustees meeting in the light of guidance given by the designated Safeguarding Officer after the NSPCC safeguarding for trustees course: <https://learning.nspcc.org.uk/safeguarding-child-protection/charity-trustees/> It will be reviewed every two years from that date.

In accordance with financial safeguarding guidance, E4D accounts are externally audited.

### **Contact details**

The Central Office of E4D is: 15 South Canterbury Road, CANTERBURY, CT1 3LH

Email: Education4diversity@outlook.com

The Designated Safeguarding Officers is: Dr. Helene Cohen

Signature:

Dr Stephen Scoffham, (Chair of Trustees, Education4Diversity) 16<sup>th</sup> January 2024