



**Edu-Lettings**

School Facility Hire



# Safeguarding Policy

EDU-LETTINGS LTD UK safeguarding policy for children and 'adults at risk'.

## PRINCIPLE

As an organisation, we prioritise the wellbeing and safety of children and adults at risk. We accept our obligations and will do the right thing to promote environments and cultures in which children and adults at risk can enjoy, learn, and develop. We agree Safeguarding is everyone's responsibility.

EDU-LETTINGS LTD UK and its facility users believe that any child or 'adult at risk' should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk, and to keep them safe. We are committed to practise in a way that protects them.

This policy applies to all EDU-LETTINGS (UK) LTD staff and facility users (including paid staff, volunteers, members of boards of trustees, sessional workers, agency staff, students, subcontractors or anyone else who may be working on behalf of EDU-LETTINGS LTD UK or facility users).

All to whom the policy and procedure apply will be informed during their induction and at regular intervals thereafter.

## DEFINITIONS

- Children and young people are those under 18.
- Adults are those of 18 and over.

When applied to children and young people aged up to 18, the definition of the term safeguarding is the same as that used in the statutory government guidance Working Together to Safeguard Children (2018). Here, safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

When applied to adults, safeguarding duties are considered in the Care Act 2014: Statutory guidance for implementation (2014) as applying to all adults at risk (previously known as vulnerable adults). This means any person aged 18 or over who:

- has needs for care and support (whether the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either
- the risk of, or the experience of abuse or neglect.

## CATEGORIES OF ABUSE, WHEN APPLIED TO CHILDREN, ARE:

### PHYSICAL

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### SEXUAL

Forcing or enticing a child or children to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Recently, varying agencies have also identified '**Sexual Harassment**' as any verbal or physical conduct of a sexual nature which is unwelcome. Sexual Harassment includes sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when such conduct is made either explicitly or implicitly. Sexual Harassment may take the form of Sexual Abuse. Both abuse and harassment may include the exploitation of children.

### NEGLECT

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of material substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, clothing, and shelter, including exclusion from home or abandonment; failure to protect a child from physical harm or danger; failure to ensure adequate supervision, including the use of adequate care takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### EMOTIONAL

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

More recently, the definition of '**Psychological abuse**' has been noted, particularly in sport, around the protection of children from harassment or hazing, identifying behaviours involving a pattern of deliberate, prolonged, repeated non-contact behaviours within a power differentiated relationship.

## **TYPES OF ABUSE AFFECTING ADULTS AT RISK MAY INCLUDE (NOT EXCLUSIVELY):**

### **PHYSICAL ABUSE**

Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

### **DOMESTIC VIOLENCE**

Including psychological, physical, sexual, financial, emotional abuse. So called 'honour' based violence.

### **SEXUAL ABUSE**

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

### **PSYCHOLOGICAL ABUSE**

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

### **FINANCIAL OR MATERIAL ABUSE**

Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

### **MODERN SLAVERY**

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **DISCRIMINATORY ABUSE**

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

### **ORGANISATIONAL ABUSE**

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

### **NEGLECT AND ACTS OF OMISSION**

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

### **SELF-NEGLECT**

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## THE PURPOSE OF THIS POLICY:

- To protect children, young people and adults at risk who come into direct contact with EDU-LETTINGS LTD UK, its staff, business and facility users.
- To provide staff working for EDU-LETTINGS LTD UK with the overarching principles that guide our approach to child and adult protection, so that they understand the expectations that EDU-LETTINGS LTD UK has of them in terms of safeguarding.
- To help ensure that groups and organisations who use facilities managed by EDU-LETTINGS LTD UK, have appropriate safeguarding arrangements in place, so that children, young people and adults using their services are kept safe.
- To help ensure that schools/colleges with whom EDU-LETTINGS LTD UK works are aware of the safeguarding standards to which we work.
- To help ensure that the boundaries and scope of EDU-LETTINGS LTD UK's own safeguarding responsibilities and those of its facility users and host schools/colleges are clearly understood, as well as the relationship between the safeguarding responsibilities of the various parties.

## WE WILL ACT:

All EDU-LETTINGS LTD UK staff and those covered by this policy must;

- Recognise the welfare of the child (and adult at risk) is paramount
- Take all reasonable, practical steps to protect children and young people (and adults at risk) from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Respond - all concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately.
- Refer any concerns to the DSO, Deputy DSO or Regional Operations Manager as soon as practicable and in any case within 24 hours.



## LEGAL FRAMEWORK

This policy has been drawn up based on law and guidance that seeks to protect children and adults at risk, namely:

- Children Act 1989 and 2004
- Sexual Offences Act 2003 (including 'Position of Trust' sexual offence amendments)
- Children and Families Act 2014
- United Nations Convention on the Rights of the Child 1991
- Human Rights Act 1998 and 2010
- Care Standards Act 2000
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Care Act 2014
- Data Protection Act 1998 and 2018
- Safeguarding Adults: A National Framework of Standards for good practice and outcomes in adult protection work; ADASS, 2011
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018
- Keeping children safe in education 2022
- Disclosure and Barring Service 2022

## THIS POLICY SHOULD BE READ ALONGSIDE EDU-LETTINGS LTD UK POLICIES AND

- Vetting Policy
- Hirer Terms and Conditions
- Health and safety Policy
- Safe Recruitment Policy

## WE RECOGNISE THAT:

- In all situations where a child or young person may be at risk of abuse, the welfare of the child is paramount, as enshrined in the Children Act 1989 / Working Together 2018
- All children and adults at risk, regardless of age, disability, gender, racial heritage, ethnicity, socio-economic status, 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
- Working in partnership with adults at risk, their families, carers, and other agencies is essential in promoting the welfare of adults who may be at risk
- Under the Mental Capacity Act 2005, adults at risk have the right to make their own decisions (including those deemed by others to be unwise or eccentric) and must be assumed to have capacity unless proved otherwise
- Adults at risk must receive all appropriate help and support to make decisions
- Decisions made on behalf of an adult who lacks mental capacity must be done in their best interests and be the least restrictive of their basic rights and freedoms
- If an adult at risk who has capacity refuses intervention (about, for example, the suitability of a relationship or their ability to manage their financial resources), their wishes should be respected unless: there is a public interest, for example, not acting will put other adults or children at risk; or there is a public duty of care to intervene, for example a crime has been or may be committed.



## **WE WILL SEEK TO KEEP CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK SAFE BY:**

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for children and adults at risk, a deputy and a lead board member for safeguarding
- Adopting child protection and adult safeguarding practices through procedures and a code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, parents, adults at risk and their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using safeguarding procedures to share concerns and relevant information with agencies who 'need to know', and involving children, young people, adults at risk, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- 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
- Providing a mix of formal training or workplace training relevant to the role for all staff.
- Ensuring that a facility hire agreement is put in place between EDU-LETTINGS LTD UK and all facility users in premises that we manage on behalf of schools and colleges
- Ensuring that a service level agreement is put in place between EDU-LETTINGS LTD UK and all schools and colleges whose premises are managed by EDU-LETTINGS LTD UK
- Ensuring that these agreements are clear and explicit about the respective safeguarding responsibilities that EDU-LETTINGS LTD UK, hirers and schools/colleges are expected to fulfil, and about what we can expect from each other in terms of safeguarding
- Ensuring that the safeguarding aspects of these agreements are reviewed, and quality assured on an annual basis



## CONTACT DETAILS

### DESIGNATED SAFEGUARDING OFFICER (DSO) (CHILDREN)

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### DESIGNATED SAFEGUARDING OFFICER (DSO) (ADULTS)

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### DEPUTY SAFEGUARDING OFFICER (DSO) (CHILDREN)

Kieron Marsh  
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### DEPUTY SAFEGUARDING OFFICER (DSO) (ADULTS)

Kieron Marsh  
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### SENIOR LEAD FOR SAFEGUARDING AND OVERSEEING REVIEW:

Nick Bowen  
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EDU Lettings supports the work of numerous charities, organisations and public bodies. Further support, guidance and information can be found by visiting

### CEOP

[www.ceop.police.uk](http://www.ceop.police.uk)

### NSPCC HELPLINE

0808 800 5000  
help@nspcc.org.uk

### CHILDLINE

0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)

We are committed to reviewing our policy and good practice annually and when there are significant internal changes in EDU-LETTINGS LTD UK or in terms of legislation and guidance.

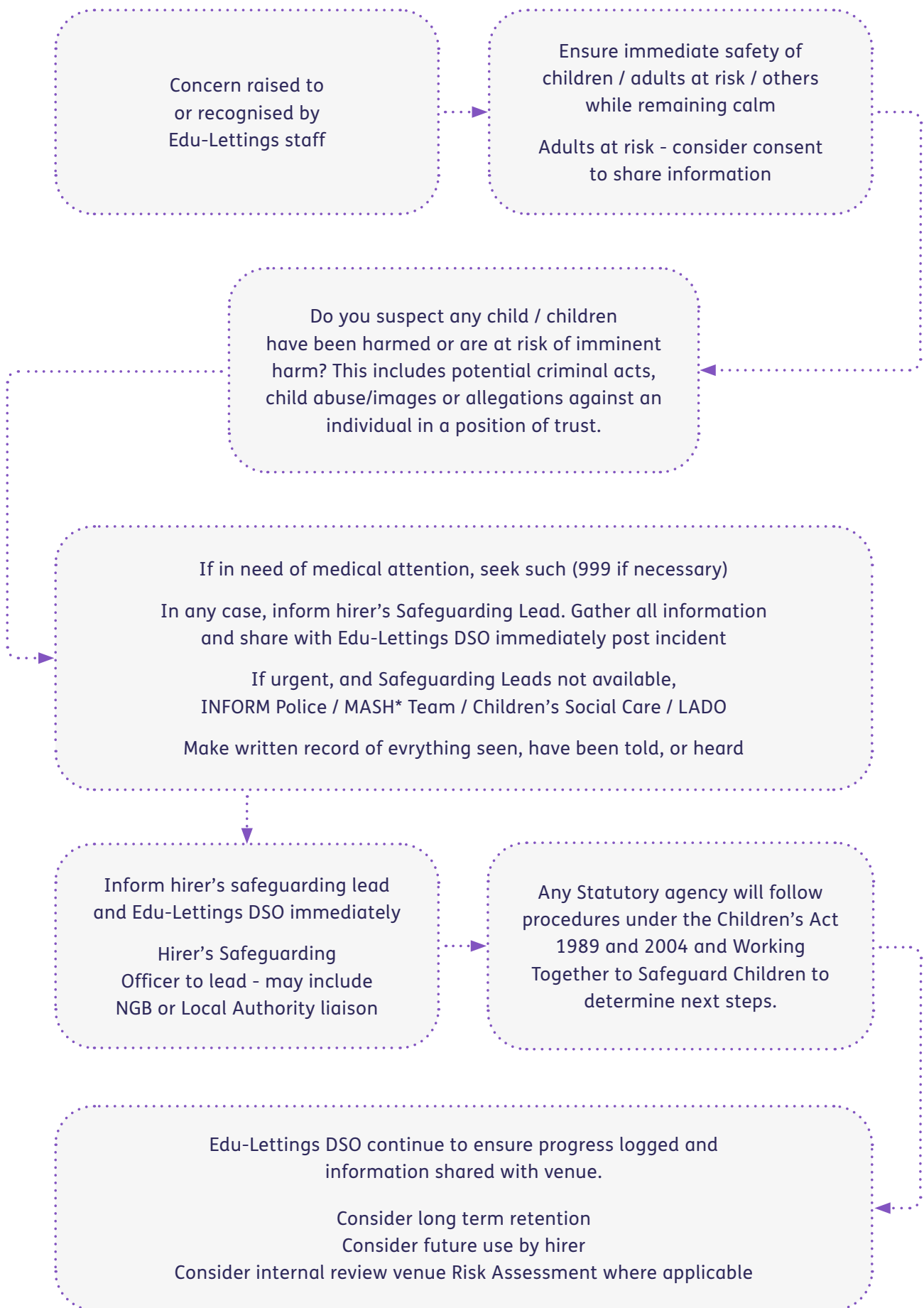
## DOCUMENT ISSUE AND CONTROL

A copy of this policy document is available to all staff at the office and at each workplace. Upon each revision to the policy, a revised copy will be distributed, and it is the responsibility of the Directors to communicate the implications and requirements of the policy to staff under their supervision and/or control.

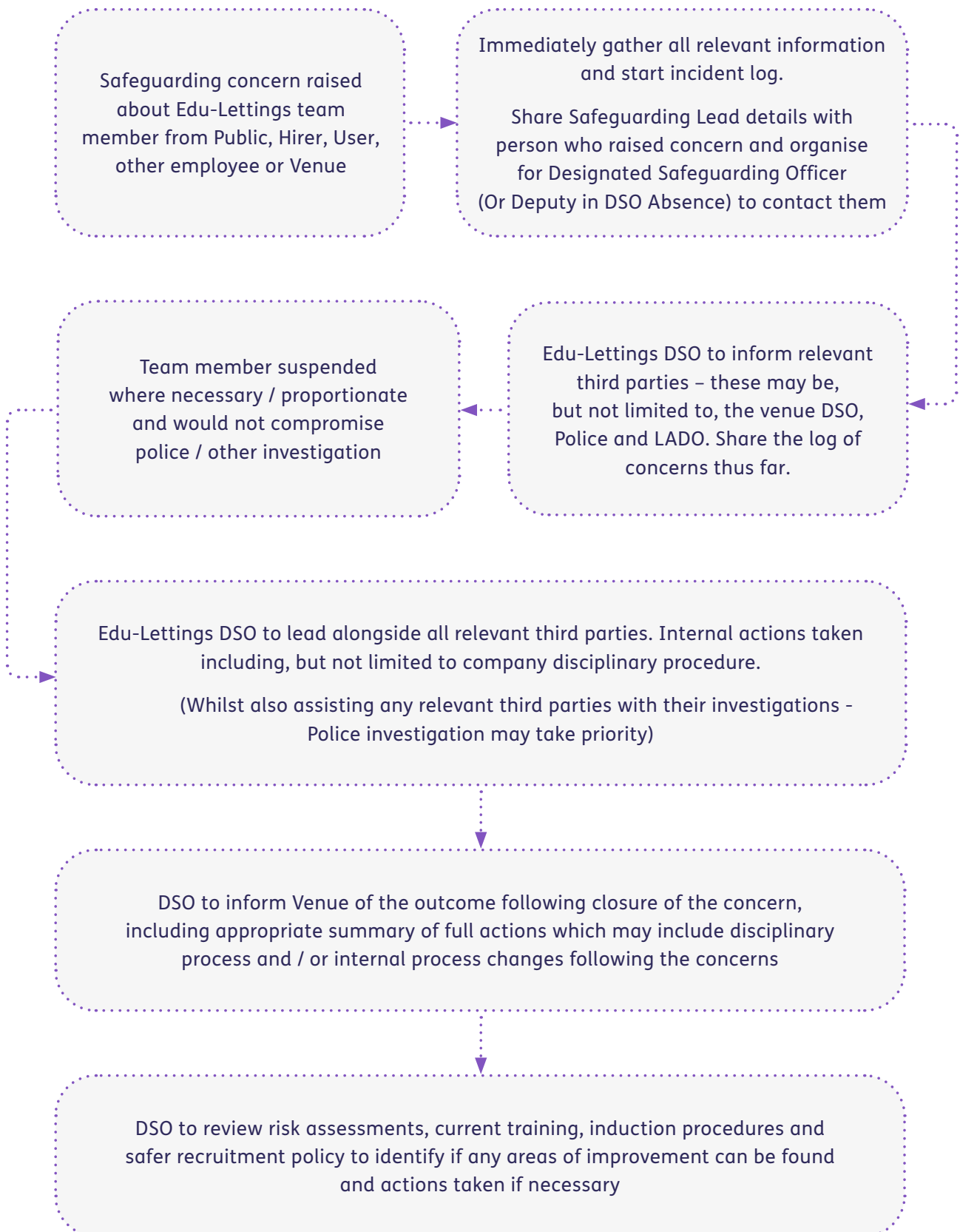
## POLICY REVIEW RECORD

REVISION STATUS	DATE	REVIEW SUMMARY
1	1/7/2020	Initial issue
2	1/10/21	Annual review – no changes
3	22/11/22	Review – Sign off from KO Safeguarding

## SAFEGUARDING FLOWCHART – FACILITY HIRER



## SAFEGUARDING FLOWCHART – TEAM MEMBER





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