



Safeguarding Policy **and implementation procedure for children.**

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Statement of Policy

Magdalen recognises that by their very nature, children and young people are at particular risk of abuse and mistreatment.

1. Magdalen's Safeguarding policy aims to uphold the rights of all children as stated in The United Nations Convention on the Rights of the Child 1989. Magdalen uses the Children Act (2004), The Care Act (2014), Working Together to Safeguard Children (2023) Keeping Children Safe in Education (KCSIE) (2024) and Pan Dorset Safeguarding partnership (PDSCP) We follow the guidance of Pan Dorset Safeguarding Children Partnership <https://pandorsetscb.proceduresonline.com/contents.html>

We use these documents to provide guidance on how to protect children and work in a multi-agency way to promote the welfare of children: children's needs and wellbeing are put at the forefront of the safeguarding process.

Within its services and programme Magdalen regulate their activities to comply with the Children's Act 2004 recognising that children have the right to be healthy, stay safe, enjoy and achieve, make a positive contribution and have economic well-being.

The 4 types of abuse recognised in children are as follows:

- Physical abuse.
- Sexual child abuse, sexual violence and sexual harassment (For example, rape, molestation, child pornography, child on child abuse)
- Neglect (For example, physical neglect, educational neglect)
- Emotional abuse (For example, verbal, mental, or psychological)

All staff are made aware that children can abuse other children at any age (often referred to as child-on-child abuse). Child-on-child abuse is likely to include, but may not be limited to: bullying, abuse in intimate personal relationships between children, physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm, sexual violence, sexual harassment,

All children and particularly those children who have/are being abused are vulnerable to radicalisation and extremism. Magdalen is committed to building children's resilience and promoting Core British Values throughout all its activities and programme. Magdalen does this by providing and encouraging Democracy, the Rule of Law, Individual Liberty, Respect and Tolerance. Magdalen's work is underpinned by the core values to help stop children becoming terrorists or supporting terrorism as outlined in PREVENT.

Magdalen is committed to ensuring that as far as possible all children and young people within its programmes are protected from harm. Staff maintain an attitude of 'it could happen here' where safeguarding is concerned.

A child and young person's welfare is paramount: safeguarding and promoting his / her welfare and safety is the overriding priority for all our work with the public.

Abuse may occur on-line. Magdalen recommends to all partners, who are visiting with children, to not permit mobile phones.

The welfare of service users must be protected by prompt, positive and pro-active attention.

Scope of policy

The policy applies to:

- All staff (including permanent, fixed term and short-term temporary appointments)
- Trustees
- Those whose work with Magdalen brings them into contact with children and young people to a degree that might put the child at risk, including contractors and volunteers.
- Any other person working with Magdalen or on Magdalen's land who a member of the public might reasonably assume was a Magdalen member of staff

All those covered by the policy have a duty to do everything reasonable in their power to ensure the safety and welfare of children while they are in contact with Magdalen.

All references to staff throughout these documents should be taken to include all those listed above.

Guiding Principles Magdalen will ensure that any actions will be:

- Prompt, positive and pro-active
- Appropriate in terms of individual family's race, culture, religious and linguistic background.
- Responsive to any special needs created by a disability or health problem.
- Drawn from effective collaboration between appropriate agencies.

Responsibilities

Responsibility for this policy lies ultimately with the Chief Executive.

Implementation and compliance is the responsibility of all staff.

Monitoring and review of the policy and procedures is the responsibility of the Chief Executive.

This policy has been approved by the Board of Trustees:

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Signed:  date...06.03.2024..... Chair of Board

Signed:  date...06.03.2024..... Chief Executive

Date of review:....06.03.2025.....

Implementation procedure

Contents:

1. Introduction
 2. Recruitment procedures, vetting and barring arrangements for trustees, staff and volunteers, freelance workers, contractors, partners and franchisees
 3. Training for staff, volunteers and freelance workers
 4. Prevention of harm
 - Safety during activities or on the Farm
 - Measures to prevent abuse or allegations of abuse
 - Suspicions or allegations of abuse
- Appendix: code of behaviour for staff and volunteers

Section 1: Introduction.

Magdalen wants all people, including children and young people to enjoy their involvement with us. It is important that we inform, educate and enthuse them about the work we do.

It is impossible to ensure that no child or young person ever comes to any harm while in contact with Magdalen. However, implementing this Safeguarding policy will enable us to undertake our work with children and young people confident that we have taken all reasonable precautions to prevent harm occurring while being prepared to deal with an incident should it occur.

This policy applies to all of Magdalen's work with children and young people under the age of 18 years.

Magdalen complies with the requirements of, and follows the advice of, the Dorset Children Safeguarding Board (DSCB), and will consult in the event of a relevant query with the Dorset LADO (Local Authority Designated Officer), as offered by the DSCB, and follow the LADO's advice.

Section 2: Recruitment procedures, Vetting and barring for trustees, staff and volunteers, freelance workers, contractors, partners and franchisees

2.1 DBS Checks.

In addition to normal recruitment checks, anyone undertaking a Regulated Activity with children and young people will be subject to the appropriate level of DBS (Disclosure and Barring Service) check.

No-one is authorised to carry out any activity which is defined by the Disclosure and Barring Service as Regulated without the appropriate check being in place, and the result being satisfactory.

2.2 Secure Storage and Use of Disclosure Information

General principles

Magdalen, compliant with the 2006 Safeguarding Act, currently uses the DBS service to help assess the suitability of applicants for positions of trust.

Magdalen complies fully with legislation regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998, General Data Protection Regulation 2016, Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR)

and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information is kept securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

2.2 Safer Recruitment

In addition to the DBS checks outlined above, Magdalen also ensures the safety of children and young people through robust recruitment procedures, in line with the Dorset Safeguarding Children Board guidance on safer recruiting:

https://pandorsetscb.proceduresonline.com/g_safe_rec.html Working Together to Safeguard Children 2023 and KCSiE (Keeping Children Safe in Education) 2024.

- All applications for employment are made through an application form which asks for addresses, previous names and complete lists of employment history, including explanations of gaps in that history. Incomplete applications are void.
- References are always taken verbally in order to press for details of previous working with children and young people, and any concerns which may have arisen. Verbal references are considered more likely to contain concerns which the referee may feel uncomfortable committing to paper and are less open to fraud on behalf of a dishonest candidate.
- Job adverts include a statement about our commitment to safeguarding and DBS requirements
- All candidates will receive an information pack which will include job description, person specification and details of safeguarding procedures.
- Interviews will always be held and will contain questions and discussion on the candidate's history of working with children and young people, and their attitudes towards those groups.
- Offers of employment are made conditionally, pending the complete and satisfactory conclusion of all the above, and of any other requirements in the Dorset Safeguarding Children Board guidance on safer recruiting.

Section 3: Training and induction for staff, volunteers and freelance workers

The training and induction requirements for staff, volunteers and freelance workers will take account of the safeguarding of children and young people.

All staff, volunteers and freelance workers will be made aware of Magdalen's safeguarding policy and implementation procedures as part of their induction process.

In addition, appropriate training will be provided to cover:

- Working safely with children and young people
- Identifying signs of abuse
- Other Safeguarding issues as appropriate
- The Prevent Duty

The nature of that training will be determined by the line manager.

Training will be delivered as appropriate to the specific role of the individual and could include:

- Internal delivery by an appropriately trained member of the staff team
- Delivery by accredited external agencies

Regular updates on policy and procedures will be given, and refresher training will be provided by the Senior Management Team.

Section 4: Prevention of harm

4.1 Safety during activities or on the Farm

Upon starting employment at Magdalen, all employees will receive and read copies of the Safeguarding and Health & Safety Policies and receive added verbal instruction in their implementation from their line manager.

No-one will work 1:1 with a child or young person unless:

- They have a satisfactory DBS check
- and
- Prior approval has been obtained from a member of the Senior Management Team.

In addition arrangements for short term 1:1 working should include working in open areas where other staff or responsible persons are nearby. Such arrangements must be approved in advance by a member of the Senior Management Team, and a written record made by email or other means. This approval only need be made once for prolonged work with individual clients.

No-one will exchange contact details with a child or young person.

Breach of these rules will result in disciplinary proceedings.

Lost or injured children and young people:

All staff and volunteers working with children, whether accompanied or unaccompanied, must be aware of and familiar with Magdalen's Lost Child Procedure, First Aid procedure and Serious Accident Procedures, which are part of the Health and Safety Policy. It is the line manager's responsibility to ensure compliance with this.

Activities in which children and young people are accompanied by a member of a visiting member of staff or a parent.

The visiting group leader retains primary responsibility for the safety of the group, including managing behaviour. Magdalen staff working alongside them will ensure our Safeguarding policy is adhered to. They must not agree to anything which contravenes the Policy.

Activities where children and young people are unaccompanied:

In most instances a teacher, parent or other appropriate adult with a professional relationship will accompany children or young person visiting Magdalen. In instances where this does not happen, Magdalen leaders of unaccompanied groups, have the following responsibilities:

- plan and risk assess the activities and make decisions during the event following the principles set out in this policy and its procedures.
- assign clear tasks to others involved in the children's activities and ensure that procedures are followed
- maintain appropriate child to adult ratios as required by the relevant local authority.

4.2 Measures to prevent abuse or allegations of abuse

Use of Information relating to children:

Information about children e.g. names and addresses, must be treated confidentially. It must be kept securely by the group leader, stored only as long as necessary and disposed of in a way which maintains their confidentiality.

Lone working with a child or young person is to be avoided wherever possible and if necessary, only carried out in line with the procedures in section 4.1 above. Magdalen aims to ensure that no adult is in a 1:1 situation with a child, and no staff member or volunteer is in a 1:1 situation with either a child or young person.

Occasionally, 1:1 working will be unavoidable due to:

- The therapeutic needs of child or young person, as requested by a referring agency
- An emergency situation or in the event of an unexpected risk to safety

In these instances:

- Line managers will ensure staff placed in a position which might demand they work 1:1 have read the Code of Behaviour in this Policy's appendix
- Those line managers will take every measure possible to ensure 1:1 working is carried out in a location which is visible to other adults.
- Those line managers will ensure a member of the senior management team knows when the activity is taking place.

4.3 Suspicions or allegations of abuse:

Suspicions of abuse or radicalisation

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. This should not prevent staff from having a professional curiosity and speaking to the designated safeguarding lead (DSL). It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

A Magdalen staff member or volunteer may become suspicious that a child or young person is being or has been abused or radicalised due to behaviour or injuries sustained either while at Magdalen, or before their arrival.

In this instance:

- Report the suspicion to the Safeguarding Officer or Deputy Safeguarding Officer, or in his / her absence, a member of the senior management team, who will record it in writing.
- The Safeguarding Officers will assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Concerns will be documented and advice sought, using the Children's Advice and Duty service (ChAD) https://pandorsetscb.proceduresonline.com/p_report_concerns.html
- The Safeguarding Officers will contact social services or the police, as appropriate.

Allegations of abuse disclosed to staff:

It is to be hoped that members of staff never have to deal with an alleged incident of child abuse.

It is possible that a Magdalen staff member may appear to be the best role model they have, or the most stable influence in their lives. In this instance, a child or young person may choose to disclose that they have been abused. Staff must follow the following steps:

1. DO listen carefully to what they're saying
Be patient and focus on what you're being told. DO NOT express your own views and feelings. DO NOT interrupt. DO NOT question them unless it is to confirm what you have been told.

2. DO give them the tools to talk
If they're struggling to talk to you use simple prompts to help them share what's happening and how they're feeling.
3. DO let them know they've done the right thing by telling you
Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.
4. DO tell them it's not their fault
Abuse is never a child's fault. It's important they hear, and know, this.
5. DO say you'll take them seriously
They may have kept the abuse secret because they were scared, they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them. DO NOT make promises that you might not be able to keep.
6. DO NOT confront the alleged abuser
Confronting the alleged abuser could make the situation worse for the child.
7. DO explain what you'll do next
For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.
8. DO Report what the child has told you as soon as possible

Report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

Once the disclosure / allegation has been made, immediately inform the Safeguarding Officers or in his / her absence, a member of the senior management team.

The Safeguarding Officers pass on the disclosure to the visiting school staff and other agencies as appropriate e.g. the Police or social services.

Fuller guidelines on how to record allegations of abuse:

Make a written record as soon as possible afterwards and always before the end of the day.

Record the context and background leading to the disclosure will be recorded. As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Don't make assumptions and speculation.

Record all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present.

Records will be signed and dated by the person receiving the information.

A log of actions will be maintained with times, dates and names of people contacted and spoken to as well as their contact details will be recorded, including Social Care Services and the Police, ensuring that a multi-agency approach is being taken.

All original records, including rough notes, will be provided to the relevant Chief Executive (Safeguarding Officer) by noon the next working day.

All records will be kept in a confidential and secure place and shared only in order to safeguard the adult at risk, in line with the information sharing protocol and requirements of the General Data Protection Regulation 2016 and data Protection Act 2018.

Allegations/concerns against Magdalen staff (other than the Chief Executive)

Though Magdalen's focus must be on safeguarding children staff must also be aware that allegations of abuse made by children about adults do occasionally happen. Some prove mistaken or, very rarely, malicious.

Staff must read the Code of Behaviour in the appendix to this policy to help them avoid situations in which well-intentioned actions could be misinterpreted and ensure that staff do not find themselves in a situation where an allegation by a child, or young person can be made.

In the event that an allegation of abuse is made against a member of Magdalen staff, the Safeguarding Officers are to be informed immediately who will follow the guidance contained within https://pandorsetscb.proceduresonline.com/p_alleg_against_staff.html

The Local Authority Designated Officer (LADO) will be informed within 1 working day of the allegation and will decide a course of action along with the DSL. Dorset: 01305 221122 or LADO@dorsetcouncil.gov.uk BCP 01202 738256
ChildrensOOHS@bcpcouncil.gov.uk

The Safeguarding Officer will then confirm the allegation with the child / young adult, and record the information disclosed.

The DSL will decide if the concerns / allegations meet the harm threshold OR if the concerns / allegations do not meet the harm threshold, known as 'low-level concerns'.

A low-level concern is any concern that an adult may have acted in a way that: is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO. Examples of such behaviour could include being over friendly with children, having favourites, engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or humiliating children.

Low level concerns will be recorded and reviewed.

On confirmation of the allegation, the Safeguarding Officer will create a risk assessment as to whether the staff member poses a risk of harm to the children and then a decision taken as to whether to suspend them on full pay.

If it is deemed that they do pose a risk of harm to children we will

- inform the staff member that he / she is suspended from work with immediate effect on full pay until the matter can be investigated,
- escort the staff member from the premises.

In the Safeguarding Officer's absence, a member of the senior management team must fulfil these functions.

A referral to the DBS should be made as soon as possible when an individual is removed from regulated activity.

Allegations/concerns against the Chief Executive

In the event that an allegation is made against the Chief Executive, (who is a Safeguarding Officer), the procedure above shall apply, but instead of informing the Chief Executive, any Magdalen staff member should contact and inform:

- The Chair of Trustees, or should he / she be unavailable, another trustee.
- Members of the Senior Management Team

who will follow the guidance contained within

https://pandorsetscb.proceduresonline.com/p_alleg_against_staff.html

Contact details for trustees and managers are readily available on the staff phone numbers lists in the office.

The Local Authority Designated Officer (LADO) will be informed within 1 working day of the allegation and will decide a course of action along with the trustee. Dorset: 01305 221122 or LADO@dorsetcouncil.gov.uk BCP 01202 738256
ChildrensOOHS@bcpcouncil.gov.uk

The most senior member of staff on duty (other than the Chief Executive) will then confirm the allegation with the child / young person, and record the information disclosed. In the unlikely event that there is no staff member available other than the Chief Executive, this confirmation will be done by the board of trustees at the first available opportunity.

The Trustees will decide if the concerns / allegations meet the harm threshold OR if the concerns / allegations do not meet the harm threshold, known as 'low-level concerns'.

A low-level concern is any concern that an adult may have acted in a way that: is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO. Examples of such behaviour could include being over friendly with children, having favourites, engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or humiliating children.

Low level concerns will be recorded and reviewed.

On confirmation of the allegation, the board of trustees will carry out a risk assessment as to whether the staff member poses a risk of harm to the children and then a decision taken as to whether to suspend them on full pay.

If it is deemed that they do pose a risk of harm to children:

- inform the Chief Executive that he / she is suspended from work with immediate effect on full pay until the matter can be investigated,
- escort the Chief Executive from the premises.

If the result of investigations is dismissal, the Chair of Trustees will inform the DBS.

Allegations/concerns against visiting group leaders / staff accompanying visiting groups

In the event that an allegation of abuse is made against a staff member of a visiting organisation, the Safeguarding Officer is to be informed immediately who will follow the guidance contained within https://pandorsetscb.proceduresonline.com/p_alleg_against_staff.html

The Local Authority Designated Officer (LADO) will be informed within 1 working day of the allegation and will decide a course of action along with the DSL. Dorset: 01305 221122 or LADO@dorsetcouncil.gov.uk BCP 01202 738256
ChildrensOOHS@bcpcouncil.gov.uk

The Safeguarding Officer will then confirm the allegation with the child / young person, and record the information disclosed.

On confirmation of the allegation, the Safeguarding Officer will carry out a risk assessment as to whether the staff member poses a risk of harm to the children and then a decision taken as to whether to suspend them on full pay.

If it is deemed that they do pose a risk of harm to children:

- inform the visiting group leader of the allegation, and that the person the allegation has been made against must leave the premises immediately,
- inform the visiting group leader that Magdalen will provide day time supervision and overnight staffing cover with the visiting group with immediate effect
- inform the visiting group leader that the allegation must be passed on to their employing / supervising organisation, and to the Police
- escort the staff member from the premises.
- inform the police and the visiting group's organisation.

In the Safeguarding Officer's absence, a member of the senior management team must fulfil these functions.

Appendix:

Code of Behaviour for staff members:

All staff members are expected to:

- Take all reasonable steps to ensure the health, safety and welfare of any child /young person in contact with Magdalen
- Not physically, emotionally or sexually abuse any child or young or young person.
- Respect the wishes of a child or young person as you would an adult, you must not impose yourself on them.
- Remember that children regard adults as role models and ensure behaviour, language, gestures etc. are appropriate and above reproach.
- Ensure that whenever possible there is more than one adult present during activities with under 18's, or at least you are within sight or hearing of others
- Be aware that even physical contact with a child or young person, or certain young person may be misinterpreted
- Be aware of Safeguarding issues at all times and do not become complacent and believe 'it could never happen to me'.
- Prevent any other staff members from putting any child or young person in a situation in which there is a significant risk to their health and safety. Take appropriate action if you become aware of anyone physically, emotionally or sexually abusing a child or young person.
- Report to the Chief Executive or a member of the Senior Management Team any evidence or reasonable suspicion that a child or young person has been physically, emotionally or sexually abused whether by an adult or another child to the Chief Executive.