

ICE Torbay Safeguarding Policy

Policy Statement

ICE Torbay recognise and are committed to fulfilling our obligation to the protection and safeguarding of all children and adults at risk of abuse. It recognises that safeguarding is everyone's responsibility. This policy will set out how we will work to keep children safe and respond to child protection concerns.

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice to which we will adhere. The main legislation in England is the Children Act 1989, the Children Act 2004 and the Children and Social Work Act 2017. Key guidance includes Working together to safeguard children (Department for Education, 2023), Children's social care national framework (Department for Education, 2023) and What to do if you're worried a child is being abused: Advice for practitioners (Department for Education, March 2015).

ICE Torbay is committed to best practice which safeguards children and young people irrespective of their background and which recognises that a child may be abused regardless of their age, gender, religious beliefs and racial origin of ethnic identity, culture, class, disability or sexual orientation.

In our work within schools, the policy and working structure of the school takes precedence (links available at the end of this document). However, workers of ICE Torbay should always seek clarification where there is a reasonable difference between this policy and that of the school in which we may be called.

Any concerns should be reported via the schools' or colleges' Designated Safeguarding Lead. It is not our role to investigate safeguarding concerns. The Safeguarding Lead will decide on the next course of action and whether to make a referral to children's social care or police.

The Designated Safeguarding Lead Trustee is Graham Massey and can be contacted using graham@icetorbay.org.uk

Telephone no: 01803 921546 & 07798 772974

Registered Address: Lower Watergate, Broadhempston, Totnes, Devon, TQ9 6AU

Keeping children safe

Safeguarding is the action we will take to promote the welfare of children and protect them from harm. In doing so we will promote the welfare of children and young people, work to prevent abuse from occurring and seek to protect those that are at risk of being abused.

ICE Torbay will take appropriate steps to maintain a safe environment for all and to practice fully and positively Christ's ministry towards children, young people to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

The Schools Workers will run Religious Education lessons as directed by the school that align with the agreed curriculum. This will be group work with a designated class of children.

The Schools Workers also run lunchtime clubs. Attendance by children at these clubs is voluntary and therefore numbers can vary. The preparation and running of these clubs are directed by the Schools Workers themselves.

Physical environment:

Schools Workers operate within multiple schools in the Devon area and therefore are designated a space by the school to conduct group work with children. This is always within the school grounds.

Should this space be unsuitable to undertake the work agreed then the Schools Worker is to raise it with their point of contact in the school and if unresolved raise it with their line manager to address with the school.

Children with additional needs/disability:

It is known through research that children with additional needs/disability are more vulnerable and therefore identified at higher risk of abuse or neglect. The Schools Workers are to be aware of this in their contact with children.

Any children with additional needs within the group should be provided with appropriate support via the school who will understand best how to meet their needs. Should any concerns arise over a child's ability to access the session then this is to be raised by the Schools Worker with the point of contact within the school.

Direct work principles:

- Schools Workers to recognise that they are in a position of trust and influence over the children in their care.
- Schools Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- All materials used should be age appropriate to the children in the group.
- Should a Schools Worker find themselves alone with a child (for example lunchtime club) then they should consider the physical space including whether they are visible to others and seating placement. Check if the child is happy to proceed with the session, then make a school staff member aware of the situation.
- At no time will School's Workers seek to meet with children from this work outside of the school environment.

- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child is to be avoided.
- When praying with individual children consent should be sought to ensure that the child understands and is comfortable with this happening. Ideally this should take place in a shared space or with another person present.
- Schools Workers will not share their contact details including social media handles with children nor accept any child's contact details or social media requests.
- Schools Workers will not take photographs or videos of the children at any time, unless there has been prior agreement and consent with the relevant people sought via the school.
- Should the Schools Workers wish for a visitor to attend the session with them this must be agreed in advance with their line manager and school. Appropriate checks are to be undertaken as required by the school and a clear purpose set out as to why this is happening.
- Schools Workers are to record who was present during their sessions if not done so already by the school and to record topics covered during the session.
- Schools Workers should not show favouritism towards children. Any gifts/rewards given out to children should be done so with prior agreement of their line manager and the school to ensure there is no perception of favouritism or grooming type behaviour.
- Should any concerns arise during the sessions in relation to the discussions or behaviour displayed then the Schools Worker to notify the school and their line manager immediately after the session.

Safer recruitment

ICE Torbay will ensure that a Designated Safeguarding Lead has been appointed. This person will have the relevant training and experience to respond to any safeguarding issues that arise within the organisation. They will be responsible for ensuring that up to date information is provided to Schools Workers and that the relevant training and checks have been completed on workers.

Central to the Safeguarding Policy is the principle of 'safer recruitment' and we seek to implement that in our recruitment process.

This includes ensuring that:

- There is a written job description/person specification for the post.
- Those applying have completed an application form or provided their CV.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.

- A disclosure and barring check has been completed where necessary.
- Qualifications where relevant have been verified.
- Suitable training is provided for the successful applicant. The applicant has completed a probationary period.
- The applicant has access to the organisation's safeguarding policy and knows how to report concerns.

Training and supervision

ICE Torbay understand that one way they can best promote a culture of keeping children safe is through the requirement of regular staff training and supervision. The area of safeguarding and child protection is one that requires understanding of new and contemporary issues as well as an opportunity to refresh knowledge on core elements of this work.

Those that are employed as Schools Workers will undergo Level 2 safeguarding training. This will be updated annually.

Others in the organisation who will also undergo Level 3 safeguarding training are the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead.

Schools Workers are offered regular support and supervision through termly staff meetings and one to one meetings with the lead Trustee.

Responding to child protection concerns

Abuse is defined as any form of maltreatment of a child, young person or adult and includes somebody inflicting harm or failing to act to prevent harm. Abuse may take place in any context; a family setting, an institution or a community setting and may involve someone known to the child or may involve a stranger. Abuse may be perpetrated by an individual or by a group and may be by an adult or by another child or children.

In respect of how to approach child protection concerns ICE Torbay adopt the recognise, respond, record and refer process.

1. Recognise – signs of abuse or potential risks to welfare

As training sets out there are many indicators of abuse (physical, emotional and/or sexual) or neglect. This can include:

- Someone saying they have been abused or neglected
- Someone else reporting that someone has been abused or neglected
- A person's appearance such as poor hygiene or visible injuries
- Changes to a person's physical appearance such less selfcare
- Changes to a person's behaviour such as more withdrawn or acting out.

Given the regularity of the work the Schools Worker may be well placed to identify abuse and neglect. In addition, some of the topics covered are likely to cause discussions relating to values, ethics, family life and relationships. This kind of discussion can cause children to question or identify abuse within their own experience. It is important for Schools Workers to be aware of these potential triggers.

2. Respond – appropriately and promptly to any concerns about child safety

When an indicator or abuse or neglected has been identified it is important to consider how we respond.

If a verbal disclosure is made some points to consider are:

- Staying calm
- Allow space for the child to explain in their own words.
- Do not ask leading questions but do ask clarifying questions if needed.
- Do not promise confidentiality – inform the child that you will have to share the information and with whom.
- Reassure the child that they will be informed of any actions taken.

Should a Schools Worker receive a disclosure from a child of neglect or abuse or have concerns about what they are seeing or hearing then they should notify the school's Designated Safeguarding Lead or Deputy as soon as is practically possible.

3. Record – all relevant information accurately and confidentially

The Schools Worker should provide the school with a written account of the concerns/incident prior to the end of the school day. The ICE Torbay Designated Safeguarding Lead should be notified by the Schools Worker that this has taken place.

The ICE Torbay Designated Safeguarding Lead will keep a written record (child's name anonymised to initials) of action taken. This is to be stored securely with restricted access in place.

Points to consider are:

- Ensure the time and date of concern identified is clearly recorded.
- The Schools Worker to complete the written record themselves.
- A clear chronology of actions and outcomes to be included.
- Use the child's own words within the account for accuracy even if this is offensive or uncomfortable for the worker to do so.

4. Refer – on to the appropriate services for further investigation or support

As Schools Workers are operating within the school setting during school hours then any concern that arises will be passed directly to the school's Safeguarding Lead or Deputy for a decision to be made regarding referring on to other services whether this is children's social care or the police.

The Schools Worker can request feedback from the school's Designated Safeguarding Lead on action taken and any changes required to their lesson or programme as a consequence of the concern.

The ICE Torbay Designated Safeguarding Lead will follow up with the Schools Worker regarding any additional support they may need.

Allegations against staff/volunteers

Schools Workers and ICE Torbay Volunteers

Should an allegation of abuse or neglect be made about the actions of a Schools Worker or volunteer then the following is to happen.

A written record should be made by the person who received the allegation and ICE Torbay's Designated Safeguarding Lead to be notified as soon as possible but on the same day.

If the allegation relates to an incident within the school environment, then the school Designated Safeguarding Lead or equivalent is to be contacted and notified of the allegation.

A discussion between the ICE Torbay Designated Safeguarding Lead and school is to be had in terms of the information received and what actions are necessary to take next in relation to any children/vulnerable adults involved and in terms of the Schools Worker's or volunteer's presence in the school environment.

Consideration to be given to whether any children are at risk of harm or have been harmed as a consequence and referrals made to children's social care and/or the police.

School staff

Should a Schools Worker have concerns about any staff within the school that they are working in then they should contact the Designated Safeguarding Lead within the school. Should the concern be about the school's Safeguarding Lead then the Schools Worker to report the concerns to the Head Teacher.

The Schools Worker should notify the ICE Torbay Designated Safeguarding Lead of the concerns and action taken. A written record to be kept securely by the ICE Torbay Designated Safeguarding Lead of the concern and action taken by the Schools Worker.

Should advice be needed the Local Authority Designated Officer (LADO) can be contacted for advice. Should the allegation clearly warrant a referral then the LADO to be notified.

The Local Authority Designated Officer (LADO) should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicated they may pose a risk of harm to children.
- behaved or may have behaved in a way that indicates that they may not be suitable to work with children.

Allegations of non-recent abuse should be responded to in the same way as contemporary concerns.

Any concern that meets the criteria above should be referred **within one working day** of the concern coming to your attention. This can be done by completing the online notification form on the link <http://www.torbaysafeguarding.org.uk/professionals/managing-allegations/>

Policy derogation/whistle blowing

Failure to adhere to this policy could lead to dismissal or may constitute gross misconduct. If this policy changes as a result of amendments in the law, the changes will be notified to the team via their manager. This policy does not form part of any contract of employment you may have and it may be amended at any time.

Should any significant safeguarding concerns about the organisation arise then LADO can be contacted and/or the NSPCC on 0800 028 0285 or email on help@nspcc.org.uk

Version 2

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Schools we work in and links to their safeguarding policy

Upton St James C of E Primary School

[Safeguarding - Key Information - Upton St James Church of England Primary School \(upton-st-james-primary.torbay.sch.uk\)](https://www.upton-st-james-primary.torbay.sch.uk)

St Marychurch C of E Primary and Nursery School

[Safeguarding - Key Information - St Mary church Church of England Primary School and Nursery \(st-marychurch-primary.org.uk\)](https://www.st-marychurch-primary.org.uk)

Sherwell Valley Primary School

[Sherwell Valley Primary School - Safeguarding \(sherwell-valley-primary.torbay.sch.uk\)](https://www.sherwell-valley-primary.torbay.sch.uk)

Torre C of E Academy

[Safeguarding | ACE | Torre Church of England Academy | Devon \(torrecofeacademy.org\)](https://www.torrecofeacademy.org)

Roselands Primary School

[Safeguarding | Roselands Primary School](https://www.roselands-primary.torbay.sch.uk)

Shiphay Learning Academy

[Safeguarding | Shiphay Learning Academy](https://www.shiphay-learning-academy.torbay.sch.uk)

Warberry C of E Academy

[Safeguarding & wellbeing - Warberry C of E Academy \(warberry-lap.co.uk\)](https://www.warberry-lap.co.uk)

Brixham C of E Primary School

[Safeguarding | ACE | Brixham Church of England Primary School | Brixham \(brixhamcofe.org\)](https://www.brixhamcofe.org)

Ilsham C of E Academy

[Safeguarding & wellbeing - Ilsham C of E Academy \(ilsham-lap.co.uk\)](https://www.ilsham-lap.co.uk)

St Michaels C of E Primary School

[Safeguarding - St Michael's C of E Primary School \(st-michaels-pri.devon.sch.uk\)](https://www.st-michaels-pri.devon.sch.uk)

Oldway Primary School

[Safeguarding | Oldway Primary School \(oldwayschool.co.uk\)](https://www.oldwayschool.co.uk)



We are about to start work at Collaton St Mary C of E Voluntary Aided Primary School
[Safeguarding | Collaton St Mary C of E Primary School | Paignton](#)
[\(\[collatonstmaryprimary.org\]\(http://collatonstmaryprimary.org\)\)](http://collatonstmaryprimary.org)