



TILEYARD EDUCATION

CHILD PROTECTION AND SAFEGUARDING POLICY

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Key Purpose and Objectives

Tileyard Education has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of young people receiving education and training at Tileyard Education.

This Policy outlines Tileyard Education's procedures for dealing with the protection of children, young people and adults 'at risk'.

It clarifies roles and responsibilities within the organisation and the processes which should be followed to safeguard all learners.

The Islington Safeguarding Children's Board (ISCB) have produced Child Protection Interagency Procedures and Practice Guidelines which Tileyard Education will adopt and will be accessed for advice and guidance <https://www.islingtonscb.org.uk>

Key Responsibilities

The Managing Director is ultimately responsible for safeguarding issues and compliance, alongside the Director of Education.

The designated senior member of staff with lead responsibility for safeguarding is the Head of Teaching and Learning - Steve Cole.

Other staff with specific responsibility are detailed in the first section.

Policy and Legislative Connections

- The Children Act 1989 places a duty on Local Authorities to take steps to protect children and gives certain powers to the Police so that they may take action to protect children.
- 2004 Children's Act- Every Child Matters placed a duty on schools/services to safeguard and promote the well-being of pupils and introduced Children Services and a Local Safeguarding Children's Board (LSCB).
- Working Together to Safeguard Children September 2018
- Islington Safeguarding Children Board (ISCB)
- Keeping Children Safe in Education September 2019
- The Care Act 2014



OVERVIEW

Scope

The Children Act 1989 defines a **child** as “a person under the age of 18”. This could therefore include:

- Any student up to the age of 18;
- Any other person under the age of 18 who becomes known to Tileyard Education, including visitors and staff.

Where reference is made within this policy, to children and young people, this term is used to mean those under the age of 18. Any concerns raised to Local Authority will be raised to Children’s Social Care.

The term “adult at risk” is used within this policy in replacement of the term “vulnerable adult”.

An adult at risk is a person of 18 years of age or older who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of him or herself, or be unable to protect him or herself against significant harm or exploitation.

An adult at risk may therefore be a student who, for example:

- Is an older person who is frail due to ill health, physical disability or cognitive impairment;
- Has a learning disability;
- Has a physical disability and/or a sensory impairment;
- Has mental health needs including dementia or a personality disorder;
- Has a long-term illness/condition;
- Misuses substances or alcohol;
- Is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse;
- Lacks the mental capacity to make particular decisions and is in need of care and support.

Key Principles

Children, young people and adults at risk have a fundamental right to be protected from harm. The protection of children and adults at risk is a shared community responsibility. The abuse of children and adults at risk is a clear infringement of human rights and in many cases may be a criminal offence.

Tileyard Education is committed to ensuring that it:

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- Creates a positive and safe environment;
- Actively safeguards and promotes the welfare of students, following robust procedures;
- Identifies children, young people and adults 'at risk' who are suffering, or likely to suffer, significant harm;
- Takes appropriate action to see that such children, young people and adults 'at risk' are kept safe, both at home and at Tileyard Education;
- Provides well-trained and well-supported staff to deliver safeguarding provision;
- Adopts an attitude of 'it could happen here'.

All staff will receive training adequate to familiarise them with safeguarding issues and responsibilities and Tileyard Education procedures and policies, with further updates every year. There will be a senior member of the Tileyard Education Executive Management Team overseeing strategic responsibilities and a member of the Senior Management Team with lead responsibility for safeguarding. There will also be identified deputies. These persons will undertake specific high level safeguarding training every 2 years as recommended by the Islington Safeguarding Children Board (ISCB). The Safeguarding Leads will be nominated to liaise with the Local Authority and Director of Education on issues of safeguarding and the CEO in the event of allegations of abuse made against the Director of Education or one of the Safeguarding Leads.

A Safeguarding Working Group and a Safeguarding Review Group will oversee the safeguarding agenda and safeguarding will feed into a number of other meetings and working groups.

RESPONSIBILITY FOR ACTIONS WITHIN THE POLICY

Designated Safeguarding Lead

The designated senior member of staff with lead responsibility for safeguarding is Steve Cole. They have a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children, young people and adults 'at risk', and the promotion of a safe environment for all students learning at Tileyard Education and is also the Looked After Children (LAC) designate.

The DSL will receive training at least every two years along with training in safeguarding issues and inter-agency working, as required by the Local Safeguarding Partnership. The DSL will also attend the local DSL network to ensure that practices and knowledge are kept up to date with the current local climate and links are created with peers. The DSL will receive Peer Support and supervision from an external party.

Responsibilities of the DSL includes:

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- Overseeing the referral of cases of suspected abuse or allegations to Social Care Services.
- Overseeing the referral of cases to 'Channel' where there is a concern of radicalisation.
- Providing advice and support to other staff on issues relating to child and adult safeguarding.
- Ensuring a record of any child and adult protection referrals, complaints or concerns (even where that concern does not lead to a referral) is maintained.
- Ensuring that parents/carers of children and young people within Tileyard Education have access to the Safeguarding Policy.
- Liaising with the Islington Safeguarding Children Board (ISCB) or relevant Local Authority and other appropriate agencies
- Oversee staff acting as a contact point for young people who are 'looked after' or who are 'leaving care'.
- Ensure that all staff receive basic training in safeguarding issues and are aware of Tileyard Education's safeguarding procedures.
- Updating policies when there is a change in policy or requirements locally or nationally.
- Undertaking an annual audit of safeguarding procedures.
- Ensuring that a DSL is on site during all times the setting is open to under 18's.
- Reporting deficiencies in procedure or policy identified by the ISCB (or others) to the Director of Education and/or CEO at the earliest opportunity.
- Convene a review group meeting for all Designated Staff to discuss current cases and to review any applications that pose a safeguarding risk.
- Review Safeguarding Risk Assessments where required.
- Where needed, they may also decline offers for students who pose a safeguarding risk.
- Lead the liaison between Social Care Services and TYE in connection with allegations against staff. This will include undertaking or supporting the investigation and communicating allegations and findings to the Director of Education.

Deputy Safeguarding Lead

The Deputy Safeguarding Lead is Oli Fisher. The Deputy DSL will support the DSL in carrying out their safeguarding role. Some responsibilities may be delegated to the Deputy DSL but the DSL will remain ultimately responsible.

The Deputy DSL will undertake DSL training every two years along with training in safeguarding issues and inter-agency working, as required by the ISCB. The deputy will also receive Peer Support and supervision from an external party.

In addition to supporting the responsibilities outlined in 2.1, the deputy will also:

- Refer cases and support DSO's to refer to social care or other relevant agencies.



- Liaise with the manager(s) responsible for secondary schools which send pupils to Tileyard Education to ensure that appropriate arrangements are made for their pupils.
- Undertake Safeguarding Risk Assessments where required.
- Ensure all cases are recorded timely and accurately.
- Provide advice and support to DSO's and other staff in the absence of the DSL.

Designated Safeguarding Officers

Tileyard Education has further Designated Staff.

All designated staff will undertake DSL training every two years along with training in safeguarding issues and inter-agency working, as required by the ISCB. All staff dealing with disclosures will receive Peer Support and attend the Safeguarding Review Group meetings.

They are expected, when needed to support all responsibilities outlined in 2.1 and 2.2.

Other Staff Members

All staff, regardless of role, have a responsibility to safeguard our students. There are some key roles/teams however that have a remit to pick up and deal with wider safeguarding issues presented by students/staff.

These staff will:

- Pass on any concerns to the DSL, Deputy or DSO's;
- Know how to make an appropriate referral;
- Be available to provide advice and support to other staff on issues relating to child and adult safeguarding;
- Have a responsibility to be available to listen to students who have concerns;
- Deal with individual cases, including attending case conferences and review meetings as appropriate;
- Receive training in wider safeguarding issues.

For students with Additional Needs who may need advocacy/ support, a member of the Academic Learning Support team will be assigned.

The Director of Education

The Director of Education - Harry Leckstein - is responsible for liaising with the Executive Management Team, Directors and the senior staff members with lead responsibility over matters regarding child protection, including:



- Ensuring that Tileyard Education has adopted the Interagency Procedures produced by the Islington Safeguarding Children Board (ISCB)
- Ensuring that the senior staff consider and approve the Tileyard Education Child Protection and Safeguarding Policy each year;
- Ensuring that each year the senior staff are informed of how Tileyard Education and its staff have complied with the policy, including a report on the training that staff have undertaken;
- Ensuring there are procedures for reporting and dealing with allegations of abuse against members of staff;
- The safe recruitment of staff;
- Overseeing the liaison between Social Care Services and an independent body in connection with allegations against the Senior Staff Member(s) with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist inquiries. For allegations against the Director of Education, the CEO will assume this responsibility.

To assist in these duties, the Director of Education shall receive appropriate training as directed by ISCB.

Independent Body Acting as HR

The designated Independent Body has responsibility for

- Ensuring that appropriate training has taken place for all staff and is made available for volunteers, including the logging that all staff have read Part one of Keeping Children Safe in Education (See go to policies and procedures/safeguarding).
- Ensuring that there are safe recruitment policies and practices, including enhanced Disclosure and Barring Service (DBS) checks on staff who have regular, unsupervised access to children up to age 18 and Vulnerable Adults and where appropriate, for governors and volunteers.
- Ensuring that there is record of all DBS checks undertaken on staff and where, appropriate, governors and volunteers.
- Ensuring that there is a robust procedure for responding to concerns and allegations of abuse regarding employees who work with children and young people, including a clear and robust 'whistle-blowing' policy.
- Manage the process of allegations against staff alongside the DSL and external agencies (where required).

The above responsibilities may be delegated, where appropriate, but the designated Independent Body maintains responsibility.

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The Work Placement Co-ordinator

The Work Placement Co-ordinator (WPC) will take responsibility for students that are out on placement with support and advice from the DSL. The WPC will liaise with employers regarding any concerns and will report them to the safeguarding team.

The WPC will also take responsibility for ensuring any DBS checks are carried out (where needed) and any self-disclosure forms with employers.

The WPC will ensure that employers are aware of their safeguarding responsibilities and will report any concerns to the DSL. The WPC will also ensure that all employers receive the safeguarding expectations document.

TYPES OF ABUSE

Children and Young People under 18

Tileyard Education recognises the following as definitions of abuse and neglect as defined within *Keeping Children Safe in Education*:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children, this could include their peers within Tileyard Education.

Keeping Children Safe in Education outlines four areas of abuse as follows:

Physical abuse: a form of abuse which 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.

Emotional abuse: the persistent emotional ill treatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or '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 interactions. 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, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person 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, sexual images, watching sexual activities, 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.

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 maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, Keeping Children Safe in Education identifies that there are wider safeguarding issues that we need to consider and act upon. Some of these include:

Child Sexual Exploitation
Bullying including Cyberbullying
Domestic Violence
Drugs and Alcohol Misuse
Peer on Peer Abuse (3.4)
Fabricated or Induced Illness
Faith Abuse
Honor Based Violence
Female Genital Mutilation (FGM) (see 3.2)
Forced Marriage
Gangs and Youth Violence
Gender-based Violence
Private Fostering
Mental Health
Preventing Radicalisation (see 3.3)
Sexting
Relationship Abuse
Children Missing Education

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Children Missing from Home or Care

Trafficking

Hate Crime

Missing Children and Adults

Serious Violence

Contextual Safeguarding

Suicidal ideation/Attempts

Female Genital Mutilation: Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Tileyard Education recognises that it now has a statutory duty, to report to the police any discovery that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Any suspected cases of FGM should be reported to one of Tileyard Education's Designated Safeguarding Officers who will involve Social Care as appropriate.

Preventing Radicalisation: Protecting individuals from the risk of radicalisation should be seen as part of Tileyard Education's wider safeguarding duties, and is similar in nature to protecting individuals from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing other safeguarding risks, staff should be alert to changes in individual's behaviour which could indicate that they may be in need of help or protection. Staff should use their professional judgement in identifying individuals who might be at risk of radicalisation and refer any concerns to one of Tileyard Education's Designated Safeguarding Staff.

Tileyard Education recognises that it now has a statutory duty to have 'due regard to the need to prevent people from being drawn into terrorism. In complying with the duty, Tileyard Education commits to demonstrating an awareness and understanding of the risk of radicalisation and extremism in their institution. Tileyard Education has produced an action plan that considers levels of risk in the key areas as outlined by the Department of Education.

Prevent at Tileyard Education, falls under the banner of safeguarding and will be led by the Head of Teaching and Learning - Steve Cole - who is also the Designated Safeguarding Lead. If any staff have any concerns relating to students and radicalisation, they should refer them to one of Tileyard Education's Designated Safeguarding Staff. Tileyard Education's Designated



Safeguarding Staff will then work with external agencies such as Channel or the regions local Prevent Co-ordinator if appropriate.

Peer on Peer Abuse: Peer on Peer abuse is a specific form of abuse that is a particularly challenging and complex area of safeguarding. Staff should recognise that students are capable of abusing their peers and inappropriate behaviour should not be tolerated or dismissed as 'banter'.

Peer in Peer abuse should be referred to the disciplinary process and reported as a safeguarding issue.

Types of Peer on Peer abuse can include:

- Physical abuse such as biting, hitting, hair pulling.
- Sexually harmful behaviour such as touching, assault, inappropriate and unwanted Touching.
- Bullying and cyber bullying.
- Sexting.
- Abuse in relationships.

Adults at risk aged 18+: Chapter 14 within the Care Act 2014 replaces the 'No Secrets' guidance The safeguarding duties within the Care Act apply to an adult who:

- Has needs for care and support (whether or not 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.

Islington Adult Safeguarding Board (IASB) now refers to adults to whom the duty applies as 'adults at risk'.

Tileyard Education recognises the following as definitions of abuse and neglect as defined within *Chapter 14 - 'The Care Act'*

Physical abuse: this includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence: this includes psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse: this includes 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: this includes 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: this includes 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: this 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: this includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse: this includes 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: this includes 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.

INFORMATION SHARING AND CONFIDENTIALITY

Sharing Information

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults at risk.

Where there are concerns about the safety of a child, young person or an adult at risk, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing



information where the failure to do so would result in a child, young person or adult at risk being placed at risk of harm.

Staff should use their judgement when making decisions on what information to share and when. A flowchart on when and how to share information is available in Appendix 3. If any member of staff is in doubt, they should contact one of the Designated Safeguarding Staff.

The principles of sharing information.

Tileyard Education adopts the 'seven golden rules to sharing information' as outlined in the HM Government document '*Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers*'.

Necessary and proportionate – when taking decisions about what information to share, you should consider how much information you need to release. The Data Protection Act requires you to consider the impact of disclosing information on the information subject and any third parties. Any information must be proportionate to the need and level of risk.

Relevant – only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make sound decisions.

Adequate – information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Accurate – information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely – information should be shared in a timely fashion to reduce the risk of harm. Timeliness is a key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore harm a child, young person or adult at risk.

Secure – wherever possible, information should be shared in an appropriate, secure way.

Record – information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester of the information.

DEALING WITH DISCLOSURES OF ABUSE AND REPORTING CONCERNS



Disclosures

If a member of staff suspects or receives information, or an individual discloses that they are at risk of harm or abuse may be occurring, they have a responsibility to refer to one of the Designated Safeguarding Staff. The safety and welfare of the individual is the primary objective and a member of staff should not delay in seeking medical help in an emergency situation or in contacting other staff to assist if immediate protection is needed.

The member of staff should contact the Head of Teaching and Learning - Steve Cole or the Head of Student Services- Oli Fisher. Members of staff should be aware that their duty to refer such suspicions or allegations overrides the concept of confidentiality and this should be explained to the student in a manner best suited to the individual student. Help to communicate with Students with Learning Difficulties / Disabilities will be sought from the Additional Learning Support Manager, if needed.

Procedure for referral

Any allegation, disclosure or suspicion of abuse needs to be taken seriously and handled in a sensitive manner. Individual members of staff should never deal with disclosures in isolation, and **should always refer to a Designated Person**, who will undertake the interview. Information should be strictly limited to those who need to know.

However, as outlined in Part One of Keeping Children Safe in Education **‘Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children’s social care (and if appropriate the police) is made immediately.’**

Staff should **ALWAYS** make it clear to a young person that they cannot make guarantees of confidentiality. If possible, they should warn the individual about this **before** they are given an opportunity to disclose.

If the young person does not wish to continue:

- Encourage them to access support services within Tileyard Education;
- State that you may have to pass on any disclosure
- If the young person wishes to continue:
 - Listen carefully to what is being said;
 - Keep questions to a minimum, just to clarify what is being said;
 - Avoid leading questions, prompting or making comments;
 - Suspend your own judgement and remember that you are not investigating the matter;
- Staff should support the student and give reassurances whilst explaining which other people will need to know about the allegations;
- Inform the young person of the actions that will follow your conversation and assure them that they will be kept informed of all developments;



- Staff should make notes of the conversations which may be needed by the investigating agency (e.g. Social Services)

Where possible, staff should include the following:

- Names of those present during the disclosure/allegation
- Address and contact of young person
- Date of birth
- Ethnic origin
- Other agencies already involved
- Date and time of the conversation
- Place where the alleged abuse happened
- Brief description of the allegation
- Any visible injuries
- Any alleged injuries
- Young person's preferred action
- Means of contacting the young person
- Next steps and follow up agreed

Staff should contact one of the Designated Safeguarding Staff immediately after the initial disclosure and pass all information to them. The Designated Safeguarding person who receives the information will make a decision with the SSM about who to contact, usually Social Care and / or the Police.

Appendix 2 provides a flowchart that details how to deal with concerns, suspicions or disclosures of harm or abuse.

Designated Staff Duties

If the student wants to take the allegation forward themselves, the Designated Person should support the student in contacting Social Care Services, and ensure that is made within 24 hours of initial disclosure/allegation. (The police may be contacted if the student is in immediate danger of harm to self or others).

If the Designated Person decides that they must report the allegation, the Designated Person should contact Social Services by telephone and complete any additional paperwork within 24 hours of the initial disclosure/allegation, if requested. If a Designated Person is unsure whether to make a referral, they should contact the Islington Safeguarding 02075272299.

The student and referring staff member should be informed of the action being taken and the reasons for this decision. This should happen before Social Care Services are informed, unless doing so would place the person at greater risk. In this case, both staff and student should be contacted as soon as safety considerations of the person permit.



The parents/carer for a child, young person or adult at risk should also be informed of the action being taken, unless doing so would place the person at greater risk.

The Designated Person should contact Social Care Services by telephone, in the first instance. The date and time of the contact and the duty officer's name should be recorded.

Where any proceedings follow the initial referral, the Designated Person should provide relevant feedback to the student as recommended by Social Services.

The Designated Person should ensure that all written records relating to the incident are kept indefinitely, in a secure location. The Designated Person is responsible for ensure that cases are fully recorded and updated. All cases should remain on review until concluded. If a suitable intervention is not received from Social Care, the DSL should support the DSO to escalate the concerns with social care – team manager, service manager, head of service, director of safeguarding, Safeguarding Children's Partnership chair.

Designated staff should, at all times, keep the DSL up to date on proceedings.

Procedure for post-18's

It is **not** a legal requirement to inform statutory agencies of abuse cases involving students over 18 years old who aren't deemed to be adults at risk. However, if someone at Tileyard Education is over 18 and disclose information regarding anyone under 18 who they may be associated with, e.g. their own children, siblings, other family members, then you must report this to one of the Designated Safeguarding Staff.

A duty of care is maintained for students over 18 and support/referrals will be offered.

REPORTING AND DEALING WITH ALEEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

Introduction

In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Tileyard Education recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

Tileyard Education recognises that the Children's Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation,



confidence and career. Therefore, those dealing with such allegations within Tileyard Education will do so with sensitivity and will act in a careful, measured way.

Receiving an Allegation from a Child, Young Person 16-18 or Vulnerable Adult

A member of staff who receives an allegation about another member of staff from a child/young person should follow the guidelines in Section 3 for dealing with disclosure.

The **Procedure for dealing with allegations of abuse against members of staff** (see Appendix 5) should be followed.

Allegations may be received via the complaints process, the DSL will lead on the complaint with Independent HR body.



Appendix 1

Safeguarding Working Group

Tileyard Education is committed to the safeguarding of all staff and students and recognises it has a duty of care to protect children and adults 'at risk' from maltreatment; prevent impairment of their health and development; ensure that they live in circumstances consistent with the provision of safe and effective care; and take action to enable all children and adults 'at risk' have the best outcomes.

It is within the duty of care to act if there is a cause for concern and to notify the appropriate agencies so that the matter can be investigated and further action be taken if necessary. Tileyard Education has a responsibility to provide information to other appropriate agencies in response to safeguarding matters.

As part of Tileyard Education's responsibilities, it convenes a Safeguarding Working Group to oversee all aspects of Safeguarding. The group will have the following responsibilities:

- Ensure that Tileyard Education fulfils its role in relation to safeguarding children and adults 'at risk' and has the required procedures in place.
- Review and advise on the implementation of all related safeguarding legislation.
- Establish and maintain policies and procedures relating to safeguarding including practices around 'Safer Recruitment'.
- Ensure staff are appropriately trained in accordance with the Islington Safeguarding Children Board (ICSB).
- Agree and support procedures that enable risk assessments to be carried out on potential students who may pose a threat to others and / or themselves.
- Contribute towards providing an environment that is healthy, safe and secure including making recommendations on site security.
- Work in conjunction with Health & Safety, to triangulate common themes and concerns.
- Share information relating to safeguarding and compliance issues.
- Feed issues into other teams / departments internally or externally, as part of development and improvement plans.

MEMBERSHIP

The Safeguarding Working Group will be chaired and convened by the Designated Safeguarding Lead. Membership of the group will include:

Title Name	
Managing Director	Harry Leckstein

Tileyard Education Limited, (09959654)
Lynton House, 7-12 Tavistock Square
London WC1H 9LT



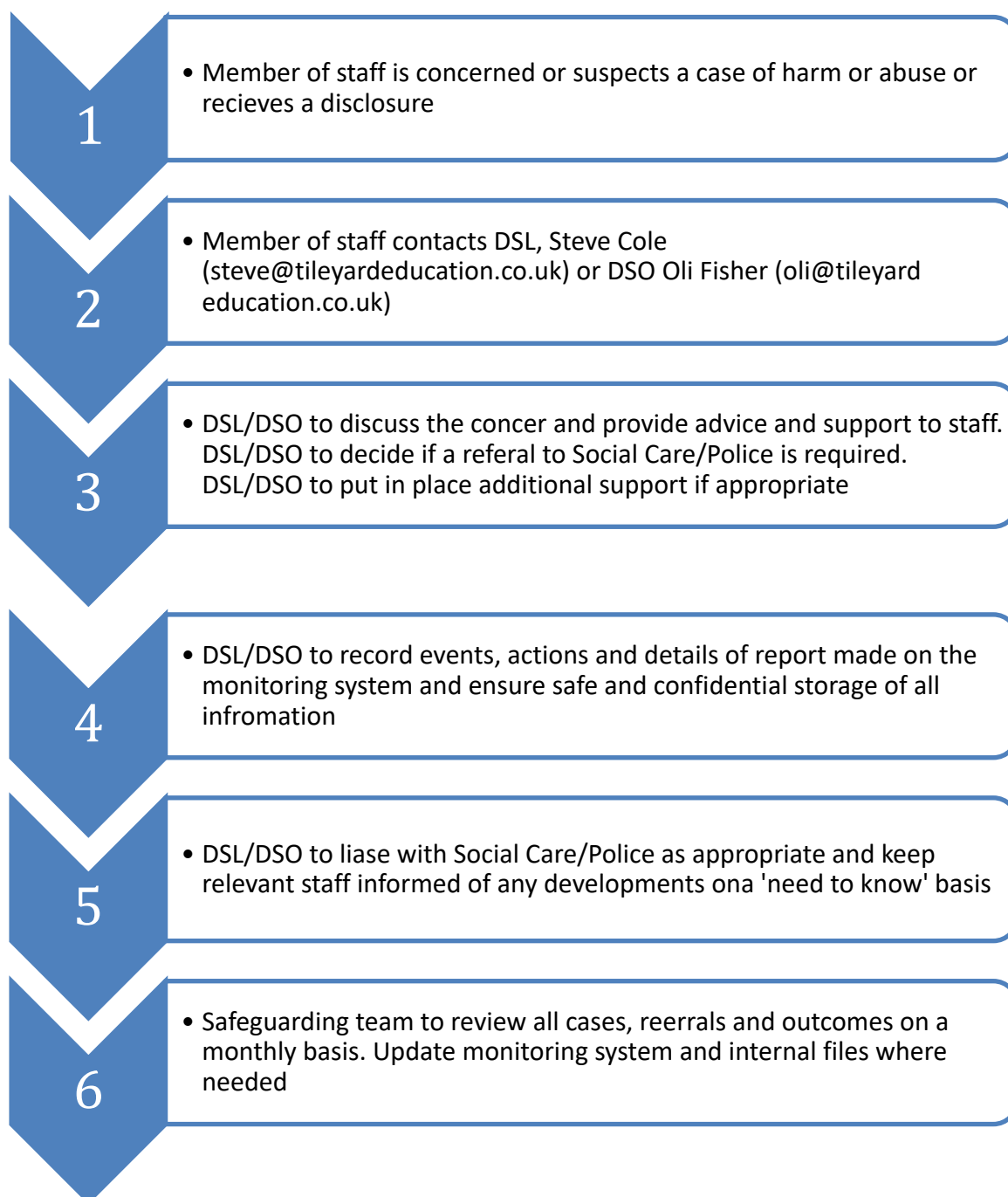
Operations manger	Ciaran Robinson
Head of Teaching and Learning	Steve Cole
Head of Student Services	Oli Fisher
Head of A&R and Commercial Partnerships	Jamie Searls

The meetings will be held termly, with agenda items being tabled on a meeting by meeting basis.



Appendix 2

Flowchart for dealing with concerns, suspicions or disclosures of harm or abuse





Appendix 3

For use by the Safeguarding Team

ISCB

Children's Social Care	Adult Social Care
Within office Hours: (Mon - Thurs 8.30a.m. - 5.00 p.m. Fri 8.30am – 4.30pm) - 02075274234	Office hours: Monday – Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm
Outside Office Hours (including weekends & bank holidays): Emergency Duty Team: 02072260992	Access Duty Team for Adults – 02075272299
	Outside Office Hours (including weekends & bank holidays): 02072260992



Appendix 4

Dealing with Allegations Against Staff

1. Action to be taken pre-employment

Where a candidate has applied to volunteer or for work and appears on the Disclosure and Barring Service (DBS) barred list, or there are serious concerns about an applicant's suitability to work with Children and Adults at Risk, Tileyard Education has a duty to notify the DBS.

Referral information is found at point 4.

2. Action to be taken in employment

Responding to an allegation of abuse against a staff member

Where allegations indicate that an employee may be unsuitable to continue to work with Children or an Adult at Risk in either their present position or any capacity as they may have:

- Behaved in way that has harmed a child or an adult at risk or may have harmed a child or an adult at risk.
- Possibly committed a criminal offence against or related to a child or an adult at risk.
- Behaved toward a child, children or an adult(s) at risk in a way that indicates that they may pose a risk of harm to them.

Note:

The concept of 'harm' may have occurred in either a personal or professional capacity

The following action must be taken:

The allegation must be raised with the Head of Teaching and Learning - Steve Cole, or where they are the subject of the allegation, the Director of Education - Harry Leckstein- should be contacted.

The Head of Teaching and Learning - Steve Cole, will then, with support from suitably experienced and senior Tileyard Education personnel, immediately discuss the allegation with the Local Authority Designated Officer(s).

The purpose of this discussion is to consider the nature, content and context of the allegation and agree a course of action. This could include a decision that no further action is to be taken.

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In these cases this decision and a justification for it will be recorded and the Tileyard Education, together with the Local Authority Designated Officer, will agree what information should be put in writing to the individual concerned and by whom.

The Local Authority Designated Officer is always contacted before any action is taken in respect of a staff member unless there is an immediate risk to others or evidence of a criminal offence when the police may be contacted.

Tileyard Education will act on the advice of the Local Authority Designated Officer. In Islington, the Designated Officer role is undertaken by the following people:

Name	Role	Contact Details
Timur Djavit	LADO	02075278102 LADO@islington.gov.uk

Having obtained advice from the LADO Timur Djavit, Tileyard Education will usually inform the employee about the allegations. Where the employee is a union member, they will be advised to seek the support of that body from the outset.

The employee will be provided with as much information as possible, however where a strategy discussion is required, or other services need to be involved, Tileyard Education may not be able to disclose information until all agencies have agreed what can be disclosed.

Where allegations indicate that another person is or has been at risk of harm, or the allegation warrants investigation by the police / social services, or where the alleged act may constitute serious or gross misconduct, the employee should be suspended on full pay for good and urgent cause. Other reasonable alternatives will be considered prior to suspension.

Details on suspension arrangements are found within the Staff disciplinary policy. The member of staff is suspended to enable an investigation to be carried out and it does not infer that any conclusions have been reached about the validity of the allegation.

If immediate suspension is considered necessary, the rationale and course of action should be agreed with the Director of Education - Harry Leckstein. This should also include what alternatives to suspension were considered and why they were rejected.

An investigation will then be carried out following the process outlined in the Disciplinary policy. It does not automatically follow that the outcome is a Disciplinary penalty, but this policy provides the framework for the process to be followed.

Head of Teaching and Learning- Steve Cole will assume responsibility under the direction of the Director of Education and CEO, for the investigation into the allegations and for ensuring



that the employee is kept informed of progress, adhering to the guidelines contained in the document 'Keeping Children Safe in Education 2019'.

Head of Teaching and Learning - Steve Cole will assume responsibility under the direction of the Director of Education and CEO for ensuring that parents and carers of those 'at risk' involved in the allegation are kept informed upon the advice of the Director of Education / Local Authority Designated Officer.

If an employee tenders their resignation in response to an allegation, a full investigation will still be undertaken. Every effort should be made to fully investigate the allegation and come to a conclusion, even if the employee refuses to co-operate with the process. Where this is the case it should be noted.

Settlement agreements will never be used in situations where an allegation of this nature has been received.

The investigation report, all statements taken (signed) and all associated documents will be provided to Head of Teaching and Learning - Steve Cole who will liaise with Director of Education, CEO to determine the next steps.

3. Action to be taken to report misconduct post employment

Where Tileyard Education has ceased to employ someone engaged in Regulated Activity because they were considered unsuitable to work with children or adults at risk (Safeguarding reasons) a referral will be made to the Disclosure and Barring Service promptly and within 1 month of the employment ending. This includes situations where the employee would have been dismissed had they not resigned.

Details of the information required for a referral is found on the forms below.

Historical allegations against a member of staff who is no longer employed will be referred to the Police.

4. Referral information

Referrals should be made to: Disclosure and Barring Service PO Box 181 Darlington DL1 9FA



5. General Principles

Tileyard Education recognises that it has a duty of care to employees and as such will provide support for anyone facing an allegation. Should suspension be required they will be provided with a named contact within Tileyard Education.

All efforts will be made to deal with allegations of abuse as quickly, fairly and consistently as possible and in a way that complies with procedural requirements, the effective protection of the child or adult at risk and at the same time supports the employee who is the subject of the allegation.

6. Record keeping

Details of allegations which have been found to be malicious will be removed from the employee's record.

For all other allegations Keeping Children Safe in Education requires that a clear and comprehensive summary of the allegation, the details of how the allegation was followed up and resolved, a note of action taken and decisions reached shall be kept on the employee's confidential file with a copy provided to the person concerned.

These records will be retained until either the person has reached the age of 65 or a period of 10 years from the date of the allegation (whichever is longer). This is necessary should any further allegations arise in the future.

7. Employment references

Cases in which an allegation was proven to be false, malicious or unsubstantiated will not be included in an employment reference, regardless of the allegation being a one-off or there being a history of such allegations.