



TechResort CIC

Safeguarding Policy

Introduction

TechResort works with children, young people and adults. It's essential that we have procedures in place to ensure, as far as we can, the safety and wellbeing of all the people with whom we are working.

Commented [KB1]: It looks like you've addressed her first point here

This policy applies to all staff and volunteers (including WEX candidates) who are present during any of our work with young people.

We have a specific duty of care to safeguard and to promote the welfare of children and young people under the age of 18.

The main pieces of legislation are

- The Children Acts 1989 and 2004 and
- The Care Act 2014
- The Children and Social Work Act 2017.
- Working Together to Safeguard Children 2023

This policy concerns our duty of care under these Acts, as well as our aim to provide a safe, supportive and enjoyable space for children and young people.

We also understand that some of the young people with whom we work may be particularly vulnerable to abuse and we'll take reasonable additional steps to ensure their welfare.

(see note below concerning the safety of adults)

What We'll Do

- promote and prioritise the safety and wellbeing of all children and young people irrespective of their age, disability, gender, gender identity, race, religion, nationality, beliefs, sexuality or ability.
- value, listen to and respect children
- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of any incidents or concerns and provide support to the individual(s) who raised or reported the concern



- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in Access Controlled facilities.
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- appoint a nominated safeguarding lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- make sure that children, young people and their parents know where to go for help if they have a concern

Safeguarding Practical Measures and Processes

DBS checking

All group leaders and duty managers will subject to an Enhanced DBS check prior to assuming that role. Leaders will also have training in safeguarding.

If DBS checking has not been completed by the time a leader/manager is due to take up a role, groups will be co-led by another DBS checked person.

DBS checked adults may be identified by their green TechResort lanyard.

Recognising the Signs of Possible Abuse

Because we're an independent organisation, children and young people may raise their concerns with us, but we also need to be alert to children's demeanour and behaviour, particularly if we see changes in children we've known for a while.

The NSPCC have lots of information and guidance relating to different sorts of abuse, and we'll ask designated leaders to ensure they're familiar with this guidance

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

The signs we're likely to see may include things like:

- Injuries
- Changes in general demeanour
- Being more withdrawn than usual
- Bullying behaviour towards others
- Petty crime like attempting to steal items used in a workshop
- Being secretive -especially with online content
- Inappropriate talk with other session attendees.

Obviously, there are many reasons why any young person might go through some of these behaviours, but staff and volunteers are encouraged to raise it if they feel concerned about the child or young person.



What to do if you are concerned about a child or young person.

If you are helping or attending a session and are worried about a child, please first talk to the designated leader for the session about your concerns. All our leaders are DBS checked and have safeguarding training.

Liz Crew (liz@techresort.org, 07770 986296) and Will Callaghan (will@techresort.org, 07545 892307) are the Safeguarding Officer and deputy.

It is their responsibility to ensure that any events with unaccompanied children adhere to the processes below, and that those staffing the events are made aware of the processes and understand how to apply them.

If the designated leader believes there's an **immediate risk** to a child and can't make contact with Liz or Will, then they should call the children's services Single Point of Access (SPoA) in East Sussex on 01323 464222.

If the designated leader for a session doesn't believe there's an immediate risk, then they should make a note of the details of the concern and raise it as soon as possible with Liz or Will. Please add the name of the people raising concerns and date the note. It can be raised on paper, but electronic means are preferred.

The safeguarding officers will plan the actions to take with the leader who raised the concerns – after having taken further advice, if required.

Available sources of advice are Dr Petra Boynton (part time member of staff via Will Callaghan), NSPCC (0808-800-5000) and SPoA for East Sussex (<https://earlyhelp.eastsussex.gov.uk/web/portal/pages/precontactpage>)

In the case of concerns related to an adult working with children, the Local Authority Designated Officer (LADO) should be informed.

<https://www.eastsussex.gov.uk/children-families/professional-resources/allegations/referrals/form-lado-referral>

All information about the concerns will be stored in the "Safeguarding" folder held in secure storage, with access level controls in place. It should be noted that data relating to these concerns can be passed onto SPoA if they require it but should not otherwise be discussed within or outside the organisation.

Anyone raising concerns will receive feedback about the actions taken, whilst maintaining appropriate levels of confidentiality.

Extra support if you feel upset by your concerns

We will support anyone who raises safeguarding concerns so you may always talk to the safeguarding staff, or the wider board of directors about how an incident affected staff members or volunteers.

We also have an occasional member of the team who is a specialist in the field and will be happy to have a confidential chat with you. Ask Liz or Will for their details.

Commented [KB2]: I would start off with this paragraph - they'll want to see that it's really clear for your staff the steps they take, then who the leads are and then what happens next - I think that's what she's getting at in her email

I think it's quite useful to have a graphic form of this too - I did one for HEART but FSN do it too, they've given me their adult one - I'll put it in the email

Commented [KB3]: I've got the pro forma now from FSN, so I'm changing HEART's - again they've given me all their adult stuff but I think it's all quite clear how to change it for children. And their happy for us to stick our logo on it etc. Apologies if you already have them

Commented [KB4]: This is nice - because this is about safeguarding staff too. It may be worth having something that mentions "feedback"



Keeping Adults Safe

Adults with whom we're working aren't the subject of all the same sets of legislation but can still expect our care and support, whether or not we're aware they may be considered to be an Adult at Risk. If you're ever concerned about anyone who is attending our activities, please raise it with the session leader and the concern should follow a similar process as that for under 18's. The relevant contacts are:

- East Sussex Adult Safeguarding Board (0345 60 80 191)
- Reporting a non-urgent concern
<https://www.eastsussexsab.org.uk/what-is/report>

If the situation is urgent, contact the police on 999.

Running Workshops

One-off public events

Where a public event is aimed specifically at children, young people then the same procedures will be put in place as for recurring events (see below).

Where the public event is principally aimed at adults but would also be of interest to younger people then proportionate measures will be put in place, depending on the nature of the event.

The first step will be to assess the event and the potential age-limits for unaccompanied children/young people. The decision and rationale will then be documented for later reference.

Measures to be put in place may include the following, or additional measures as seen to be sensible based on the circumstances:

- Parental consent requirement for unaccompanied children
- Parent contact details required for unaccompanied children.
- Arrival and leaving instructions from parents (eg: children make their own way home, or are to be picked up by an adult...etc)
- Designated "safeguarding person" being on site and accessible for the whole of the event.
- Leader responsible for the event to ensure that all staff to know who the safeguarding person is for the event.
- Introducing the unaccompanied young people to the safeguarding person in a non-frightening way (e.g.: this is John, if you need anything, or want to ask questions, come and speak to him)
- A willing DBS-checked adult with appropriate skill/training providing direct supervision for a group of unaccompanied children (more suitable with younger children)
- All staff members wearing ID badges
- List of unaccompanied u18 delegates made and checked for attendance/leaving
- If the event is outdoors or in a large building where children could get lost, ensure there is a "lost child" procedure in place for accompanied children, with a dedicated "lost child" officer and ensure all staff know the procedure.



Recurring events

Recurring events are more likely to be for unaccompanied children and their recurring nature will be such that children will develop a longer-term relationship with leaders, mentors and other attendees. For this reason, it's important to have formal guidelines for the behaviour, training and supervision of all course leaders and mentors.

Each course will be run by a leader who has been DBS checked and appropriately trained. The course leader will generally be designated as the safeguarding adult for that course – although this role could be taken by another suitable adult if mutually agreed. This is most likely where we are working in partnership with another organisation where we're taking on the role of "subject matter experts" and the partner organisation will supply a safeguarding lead at the workshop – this must be agreed in advance.

Other staff and volunteers who support a course may be DBS checked, any who are not will not be left in sole charge of any client.

If supervising children, adults must not be under the influence of alcohol or other substances. When inviting other adults to assist with mentoring and other activities, the course leader is to ensure they are satisfied (however informally) that the person is fit and proper for the task.

All adults (leaders and mentors) need to be aware that their language must be appropriate to the age of the youngest child in the group.

All adults need to be aware that they are role models to the children in the groups, and ensure their behaviour is appropriate to that role. Any concerns about the behaviour of children in the group, or other adults must be communicated to the course leader/safeguarding person or directly to TechResort's safeguarding lead.

Although we won't expect all children to come to all sessions in a given course, we do need to know roughly who we expect to turn up, how they'll arrive (with parents/on their own) and how they'll leave. Parental consent and emergency contact details are also essential for each attendee.

Behaviour guidelines (for in the session and contact out of the session) will be given to all course leaders/mentors.

All allegations of improper behaviour will be investigated by an independent officer of TechResort and referred to the police if appropriate. Any concerns to be raised with the course leader or the TechResort safeguarding officer.



Use of Computers

Use of computers and other digital devices are core to what TechResort offers. Our laptop stock for use in young people's sessions and/or work experience (WEX) are segregated from those for the use of staff, or by visiting adults. This is to reduce the likelihood of unsuitable material/weblinks being available on laptops used by young people.

Staff are trained in the proper deployment of all segregated devices. In the unlikely event an alternative laptop needs to be used for children's sessions – staff will be responsible for checking the alternative machine(s) are fit for use.

During the course of sessions, staff will ensure that they maintain visibility of the attendees' activities to prevent computers being used inappropriately. Leaders need also to remain vigilant to the tone and topics of conversation between the attendees. Concerns to be raised with designated safeguarding adult for the session.

Photography

Our Code of Conduct refers to photography and how we generally share images. We will not expect written consent, but we will respect the rights of children to ask for photographs not to be taken at the time and parents' requests to not take or use photographs. Session leaders will apply this principle when running a session.

Obtaining and Retaining DBS check information

Where a prospective worker or volunteer who will take a supervisory role in a workshop already has a recent DBS certificate by dint of other employment or volunteering activities, TechResort may seek to use that certificate but retain the right to contact the applicant organisation to verify the reasons for the check and ask to be informed of any concerns.

The candidate needs to supply the original certificate or the certificate number in order for TechResort to check any disclosures on it.

In other cases, TechResort will require the worker or volunteer to apply for an enhanced DBS check, using the prevailing process in place at the time.

The worker or volunteer is required to supply the details of the DBS check (either electronically or by sight of the original certificate) to TechResort before any unaccompanied supervisory activities take place.

Where a check takes place, full details (such as a copy of the certificate) will only be retained for a maximum of six months from the date of receipt. Information will be held only in electronic form. Any paper copies used in the process of the check will be shredded using a cross-cut shredder.

After this time, only a record of the certificate number and the check date will be retained on the organisation's current electronic management platform which will have appropriate access control measures in place. Remaining electronic information will be deleted.

Checks will not be required annually. Typically, we will work on a three-year cycle after the initial checks have taken place.



Certificate numbers will not be shared with other organisations, but we may be prepared to confirm to another organisation, if requested by our member of staff or volunteer, whether we have had concerns about the person in order for them to use the certificate/ check for their own purposes

Where an employee retains an annual DBS subscription, we may be prepared to contribute to the annual check.

Employing Workers Who Are Ex-offenders

Where an ex-offender approaches TechResort for volunteering or working opportunities, the recruitment team at the time will apply our normal criteria for recruitment based on:

- Skills
- Ability
- Other suitability for the role
- Observing our usual approach for inclusivity

The usual rules related to the safeguarding of young people and vulnerable adults will apply. DBS certificates are not sought before any candidate selection takes place.

If a candidate chooses to declare an offence prior to being offered a role, it will not prejudice the recruitment process.

Where a DBS certificate, which was obtained for a worker or volunteer who has been offered a role, discloses offences, the Board will discuss the suitability after taking appropriate advice and then discuss with the candidate.

This process may be noted on a candidate's initial selection documentation and retained electronically for a maximum of six-months.

None of this information, or the details disclosed on the certificate, will be shared with other organisations.