



Safeguarding and Child Protection Policy

Introduction:

We aim to safeguard the welfare of children and young people referred to NT&AS. In order to protect children and young people from potential and actual abuse it is important that everyone working for NT&AS has an understanding of the issues involved and all concerned follow company procedures.

The role of NT&AS staff is one of recognising possible safeguarding / child protection issues which are recorded and reported. NT&AS is not an investigatory authority.

NT&AS is committed to providing an environment that enables children and young people to learn, develop and express themselves safely.

This policy is available to parents and carers on request and on the NT&AS website.

Aims:

The young person's welfare is the first consideration.

All children and young people, regardless of age, disability, gender or ethnic origin have a right to be protected from all forms of harm, abuse, neglect and exploitation.

To comply with guidance from Safeguarding Children and Safer Recruitment in Education 2007 issued by DFE.

To ensure that NT&AS policies, procedures and service delivery take account of their responsibility to keep the children and young people referred to the service safe and to identify any young people deemed to be at risk of harm.

To ensure that relevant information is shared effectively between agencies.

Potential Safeguarding / Child Protection Concerns

It is NOT the responsibility as members of NT&AS staff to decide whether there is a child protection case to answer but it IS our responsibility to act on any concerns and to do something about it. NT&AS staff annual Safeguarding training and Induction addresses: types of abuse; best practice in responding to concerns and disclosures and the NT&AS Safeguarding process.

Recruitment:

High quality staff are recruited through the following process; application forms are evaluated; interviewed by an experienced manager, references taken up and checked; work history checked; qualifications checked; enhanced DBS completed and Teaching Agency confirmation where appropriate.

Job descriptions and person specifications are part of the NT&AS application form.

The application form and job adverts state that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Training:

All new staff complete an induction programme prior to working with young people which includes training on Safeguarding and Child Protection, Safe Working, Code of Conduct and Health and Safety.

NT&AS staff are provided with training and management support to enable them to fulfil their responsibility to protect children. Any child protection concerns are reported to the NT&AS Safeguarding and Child Protection Officer who will take appropriate action including reporting any concerns to the relevant agencies in accordance with NT&AS Safeguarding and Child Protection Policy. NT&AS will also follow the Safeguarding and Child Protection procedures in the educational setting.

Working in educational settings:

Evidence of all safeguarding checks required by DfE and a copy of NT&AS Safeguarding and Child Protection Policy is sent to schools or other educational settings when NT&AS staff are working in these locations with young people.

When staff working in schools are directly employed by an agency but managed by NT&AS then evidence of necessary checks will be provided by the agency to NT&AS who will make this information available to the relevant school/educational setting.

Casework:

Risk assessments are completed for all young people and reviewed regularly.

NT&AS has a system of individual supervision between team managers and teachers / learning mentors which provides an opportunity for any concerns about children and young people to be discussed with a senior manager and appropriate action taken.

DBS/ Umbrella Body

NT&AS acts as an Umbrella Body in relation to the DBS Disclosure information service and countersigns applications on behalf of other employers and recruitment organisations who are not themselves registered with the DBS.

NT&AS is also an employer in its own right, and accesses the DBS service in order to complete the necessary checks on new recruits prior to the commencement of their employment.

As an Umbrella Body NT&AS complies fully with the DBS Code of Practice and the obligations of the Data Protection Act and other legislation in relation to the safe handling, use, storage, retention and disposal of Disclosure information.

Disclosure information is stored in secure conditions. It is kept separate from individual personnel files and held in locked, non-portable filing cabinets. Access to Disclosure information is be strictly limited to those who require it on a "need to know" basis. NT&AS has three designated officers who are able to access the DBS Disclosure services.

NT&AS recognises that a DBS check in isolation is not enough. The best way to prevent abuse is through good management practice and the continuous support, guidance and supervision of staff. NT&AS has a rigorous supervision process in place in addition to quality assurance checks to ensure that staff activities are closely monitored.

Inspection:

NT&AS is inspected indirectly by Ofsted as part of the work carried out on behalf of local authorities. In addition NT&AS is inspected by Ofsted (CSCI) as part of the inspection process in Foster Care agencies and Children's Homes.

All NT&AS policies are reviewed on an annual basis.

Detailed policies are available on:

- NT&AS Code of Conduct
- Quality Assurance
- Criminal Records Bureau [DBS] Umbrella Body Policy
- DBS Disclosure Agreement

NT&AS Allegations Against Staff

All staff employed by NT&AS are subject to NT&AS disciplinary policy. Allegations against staff are always investigated and relevant bodies informed of the outcome if necessary.