

EPUT EDUCATION CENTRE SAFEGUARDING POLICY

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KEY CHANGES FROM PREVIOUS VERSION	To be used in conjunction with EPUT Safeguarding Children Policy CLP37 and Safeguarding Adults policy CLP39 Clinical Guidelines
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POLICY SUMMARY
<p>This policy will enable staff to recognise and take appropriate action when there is a concern or allegation of significant harm to Apprentices / Students undertaking education programmes within EPUT Education Centre.</p> <p>The Policy complies with Working Together to Safeguard Children 2015, Guidance from the Local Safeguarding Children Boards in Essex, Bedfordshire and Suffolk and reflects the principles of the Safeguarding Vulnerable People in the NHS- Accountability and Assurance Framework 2015.</p> <p>These procedures also reflect local EPUT children's services operational protocols available on the EPUT Intranet page and is used as an addition to the EPUT Safeguarding Policies and Procedures.</p>
EPUT monitors the implementation of and compliance with these guidelines in the following ways:
<p>The Executive Director responsible for monitoring and reviewing this policy is –The Executive Director of People & Culture</p>

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Assurance Statement

This EPUT Education Centre Safeguarding Guidelines are set out for use in conjunction with the overarching Essex Partnership University NHS Foundation EPUT (EPUT) Safeguarding Policy. Its use is for those Apprentices / Students undertaking education programmes within the EPUT Education Centre (EEC). This guideline is to be used in conjunction with the EPUT Safeguarding of Children policy and Safeguarding of Vulnerable Adults policy. [CLP39 - Safeguarding Adults Policy.pdf \(eput.nhs.uk\)](#), [CLINICAL POLICY CLP37 \(eput.nhs.uk\)](#).

1 INTRODUCTION

- 1.1. The EPUT Education Centre (EEC) aims to maintain a safe and welcoming environment in all its training venues for staff, Apprentices / Students and visitors. It is committed to meeting its duty to safeguard and promote the welfare of children and vulnerable adults, and recognises its role in identifying cases of suspected abuse and to liaise and work in conjunction with the EPUT Safeguarding Team following the EPUT Safeguarding Policy and guidelines. [CLP39 - Safeguarding Adults Policy.pdf \(eput.nhs.uk\)](#), [CLINICAL POLICY CLP37 \(eput.nhs.uk\)](#).
- 1.2. It takes seriously its obligation to deliver the outcomes specified in the Ofsted Education Inspection Framework (EIF). In the context of this policy, inspectors will make a judgement on the effectiveness of leadership and management by evaluating the extent to which leaders, managers and governors safeguard all learners. [Education inspection framework \(EIF\) - GOV.UK \(www.gov.uk\)](#).
- 1.3. The EPUT Education Centre (EEC) recognise the need to work with other agencies in performing its duties under the Education Act 2011 and Children Act 2004. These are, in summary:
 - to have in place and follow procedures in keeping with local inter-agency (Local Safeguarding Children's Board) guidelines
 - to operate safer recruitment procedures
 - to have in place procedures to deal with allegations against staff
 - to ensure all staff working with learners/ Apprentices receive appropriate safeguarding training and are aware of their responsibilities
 - to review guidelines in line with the overarching EPUT policy
[Education Act 2011 \(legislation.gov.uk\)](#), [Children Act 2004 \(legislation.gov.uk\)](#)
- 1.4. The safety and well-being of Apprentices / Students are paramount and all concerns about abuse are taken seriously.
- 1.5. The EEC is committed to applying these principles in respect of those felt to be vulnerable. Each programme run under the EPUT Education Centre (EEC) has nominated Safeguarding officer that monitors all procedures relating to the protection and safeguarding of children and vulnerable adults including safer recruitment and staff training. Safeguarding Officer's report to the overall Safeguarding Lead in EPUT.
- 1.6. The EEC reserves the right to refuse admission to any Apprentice / Student who may pose a risk to children or vulnerable adults, and all Apprentices / Students

as employees of NHS EPUTs or external stakeholders have undertaken a Disclosure and Barring Service check.

2 LEGAL FRAMEWORK

- 2.1 The Children Act 1989 placed a duty on Local Authorities to investigate situations where a child is at risk of significant harm. The EPUT have a legal obligation to work with investigating agencies acting on behalf of children in need. [Children Act 1989 \(legislation.gov.uk\)](#)

Section 175 of the Education Act 2002 requires Education establishments to have arrangements in place to ensure that they safeguard and promote the welfare of children. [Children Act 2004 \(legislation.gov.uk\)](#)

- 2.2 This duty is very general but acquires substance in guidance issued periodically by the Department for Education. S175 imposes a statutory duty to have regard to the guidance issued by the Secretary of State.

- 2.3 The Children Act 2004 resulted from Lord Laming's report into the death of Victoria Climbié. Section 11 of the Act, which came into force in October 2005, brought other key agencies into line with the duties already placed on schools and The EPUTs by s175 of the Education Act 2002.

In April 2014 the Department for Education replaced this with new statutory guidance 'Keeping Children Safe in Education'. The guidance was revised in 2015 and 2016 and 2022 and reflects recent changes to the vetting of staff, including the introduction of the Disclosure and Barring Service (DBS) to replace CRB, and the notion of 'regulated activity' which prescribes which staff may and may not be subject to pre- appointment checks. The document sets out what schools and The EPUTs should do to safeguard and promote the welfare of children, as well as the legal duties with which they must comply. Although it is designed to be read in conjunction with 'Working Together to Safeguard Children', the intention of the guidance was to scale back to a minimal set of requirements which make clear where individuals should use their own professional judgement.

[Keeping children safe in education 2022 \(publishing.service.gov.uk\)](#), https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

- 2.4 The Protection of Freedoms Act 2012 changed the definitions of regulated activity and amended the provisions of the Safeguarding Vulnerable Groups Act 2006, which altered the definition of a vulnerable adult. [Protection of Freedoms Act 2012 \(legislation.gov.uk\)](#), [Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](#)

- 2.5 There is a mandatory duty to report known cases of Female Genital Mutilation to the police.

- 2.6 The Children Act 1989, and subsequent legislation and guidance, are concerned with the emotional, physical or sexual abuse or neglect of children, defined as under the age of 18. However, it is recognised that children acquire degrees of legal capacity (for example, the ability to give informed consent) and maturity prior to their 18th birthday, and also that there are adults over 18 who continue to be vulnerable due to a learning difficulty and/or disability. It is also acknowledged that additional barriers may exist when recognising the signs of abuse and neglect in children who have special educational needs and/or disabilities.
- 2.7 In February 2015 the Counter-Terrorism and Security Act placed on The EPUTs identifies the duty to have due regard to the need to prevent people from being drawn into terrorist activity. [Counter-Terrorism and Security Act 2015 \(legislation.gov.uk\)](http://legislation.gov.uk)
- 2.8 The EPUT is mindful of the current local and national agenda, including child exploitation, domestic violence/domestic abuse, female genital mutilation, adverse childhood experiences, radicalisation and violent extremism, and the importance of 'early help'. The also recognises its role in promoting the wellbeing of its Apprentices, and, through its tutorial framework, cross-The EPUT events and national campaigns, seeks to raise student awareness of safeguarding issues and develop resilience and protective behaviours.

3 Equality and Diversity Statement

- 3.1 EPUT Education Centre is committed to the promotion and development of equality and diversity. We aim to provide a working and learning environment which values individuals equally and does not discriminate on any grounds including age, disability, race, sex (gender), sexual orientation, gender reassignment, religion or belief, marriage or civil partnership and pregnancy and maternity.

This policy will be implemented in accordance with our the EPUT Education Centre Equality, Diversity and Inclusion Policy (EEC 1) and the Equality Act 2010, and decisions/actions taken in relation to a potential safeguarding or child protection incident will not be influenced by the background or situation of any persons involved. Each case will be dealt with on its own merits. [Equality Act 2010 \(legislation.gov.uk\)](http://legislation.gov.uk)

- .2. This policy is subject to equality impact analysis.

Supporting Documentation

In addition to the overarching EPUT Safeguarding Policies (Children and Adult) and their supporting appendices these additional documents are applicable:

- Accommodation of Apprentices/ Students under Eighteen by Further Education

National Minimum Standards (DoH 2002) [Annex B FE Residential Accommodation National Minimum Standards Final Text 20.02.2018 \(publishing.service.gov.uk\)](#)

- Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (2009) Professional and Personnel Relationships (cscp.org.uk)
<https://cscp.org.uk/wp-content/uploads/2021/03/Guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-DCSF.pdf> Dealing with Criminal Convictions Policy [Criminal convictions good practice for HE providers | Undergraduate, Postgraduate, Conservatoires, Teacher Training | UCAS](#)
- Education Act 2002 (s175) [Education Act 2002 \(legislation.gov.uk\)](#)
- Education Act 2011 [Education Act 2011 \(legislation.gov.uk\)](#)
- Keeping Children Safe in Education (2022) [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)
- Children Act 1989 and 2004 [Children Act 2004 \(legislation.gov.uk\)](#)
- Prevent Duty Guidance (2015) [The Counter-Terrorism and Security Act 2015 \(Risk of Being Drawn into Terrorism\) \(Amendment and Guidance\) Regulations | 2015 \(legislation.gov.uk\)](#)
- What to do if you are worried a child is being abused (2015) [Stat guidance template\(publishing.service.gov.uk\)](#)
- Safer Practice, Safer Learning (NIACE 2007) [Safer Practice, Safer Learning \(excellencegateway.org.uk\)](#)
- SET Guidelines <https://www.essexsab.org.uk/media/2244/set-safeguarding-adult-guidelines-final.pdf>

4 Child Protection & Safeguarding Procedures

- 4.1 These guidelines apply to all adults, including volunteers, working in or on behalf of EEC. They are to be read in conjunction with the EPUT Safeguarding policy and guidelines.

Education institutions and their staff are an important part of the wider safeguarding system for children. This system is described in statutory guidance Working together to safeguard children.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make

sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action."

Keeping Children Safe in Education DfE September 2018 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/714627/Keeping-children-safe-in-education-2018.pdf)

It is commonly accepted that as the EPUT staff spend time in contact with children young people and vulnerable adults that they are in a good position to discern whether they may be a victim of abuse or not. Therefore, it is important to know what this abuse is and how it can be identified.

The four principal categories of harm suffered by children are set out in national guidance. These are used to assist those responsible for the welfare and protection of children to understand and recognise the symptoms of abuse. The diagnosis of abuse is difficult, even for experts.

Staff working with children, young people or vulnerable adults within an education/training setting may also work with people who have been at risk or experiencing domestic violence and need to have an understanding on the appropriate measures to take if this is identified.

It is NOT the role of The EPUT Education Centre staff to define or attempt to diagnose whether a child or vulnerable adult has suffered abuse within certain categories. An understanding of the categories is, however, important to enable staff to recognise symptoms of abuse. All NHS and EEC employees are required to follow specific EPUT policies and guidelines with respect to Safeguarding Vulnerable Adults and Children. All EEC and NHS employees undertake Safeguarding Training at a level appropriate to their role.

5 Specific Safeguarding Issues

- 5.1 All staff should have an awareness of safeguarding issues that can put children/vulnerable adults at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.
- 5.2. All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:
 - bullying (including cyberbullying);
 - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
 - sexual violence and sexual harassment;
 - sexting (also known as youth produced sexual imagery); and

- Initiation/hazing type violence and rituals.
- 5.3. All staff should be clear as The EPUT's policy and procedures with regards to peer on peer abuse.
 - 5.4. Staff within the overarching EPUT Safeguarding team and expert professional organisations are best placed to provide up-to- date guidance and practical support on specific safeguarding issues. The EEC staff refer and report to these professionals for further advice and guidance and regular meetings are held with the programme safeguarding officers and the Safeguarding Lead.
 - 5.5. In addition the EEC staff report all Safeguarding events to the EPUT Education Board on which the Designated Lead for Safeguarding sits. This offers additional challenge and review of all events.

6 Safeguarding Information for Students

- 6.1 The EEC is committed to ensuring that Apprentices / Students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All Apprentices / Students on programmes within EEC know that they are able to speak to their Tutors / Programme Lead or designated Safeguarding officer for their programme should they have any safeguarding concerns. It is clearly identified to Apprentices / Students that they have a right to be listened to and heard and what steps can be taken to protect them from harm. This information is delivered to Apprentices/ Students at the start of their course and is reinforced throughout their programme of study. The EEC documentation also highlights whom to speak to and is available in the Apprenticeship programme handbooks.
- 6.2. The EEC arrangements for consulting with and listening to Apprentices are through Student Forums and through all EEC engagements with their Apprentices / Students.
- 6.3. Apprentices / Students are made aware of these arrangements by presentations, the tutorial programme and course handbook, the induction programme and The EPUT documents available on the intranet. All EPUT staff undertake safeguarding training in line with EPUT policy.

7 Responding to a Disclosure or Suspicion of Abuse

- 7.1 EEC staff are required to follow the EPUT EEC safeguarding policy and the EPUT Safeguarding Policy and guidelines regarding disclosure or suspicion of abuse. All allegations or suspicions must be taken seriously.
- 7.2. All Apprentices / students are encouraged to report abuse, or give consent for a report to be made. However, in an incident where the apprentice / student does not consent for information to be shared, then the process detailed in Section 9 'Information sharing' must be followed.
- 7.3. The apprentice must be advised that information regarding a potential

safeguarding concern cannot be kept confidential and will need to be passed on to the relevant Safeguarding Team(s).

- 7.4. In the first instance, all allegations or suspicions of abuse must be reported to the course safeguarding officer who will inform the overarching EPUT safeguarding lead.
- 7.5. The EPUT safeguarding lead will then ensure that all allegations of abuse are reported to the EPUT Integrated Risk Team via the Datix system. The Safeguarding Team, Risk Team and Complaints Department work closely together to ensure a consistent approach to investigations
- 7.6. If the Apprentice / Student is employed in another NHS EPUT, the Safeguarding Team for their employing EPUT will also be informed and the employers Safeguarding Policies followed in parallel with the EPUT processes.
- 7.7. Relevant EEC staff and the course safeguarding officer will remain an active part of any investigation, and will implement any actions as agreed with the overarching EPUT safeguarding lead.
- 7.8. Where there is an allegation against a member of staff in the EEC, the overarching EPUT Safeguarding Team and the EPUT Human Resource team will meet to decide the effective planning of an investigation. The overarching Safeguarding team, in consultation with the EEC course safeguarding officer will focus on the needs of the Apprentice / Student whilst the HR department focuses on the disciplinary process. A communication pathway will be established between the Safeguarding Team and HR department to ensure all matters are dealt with in a timely and effective manner. The HR Department will send the results of an HR investigation to the Safeguarding team to ensure outcomes of all safeguarding issues are collected.

8 Safeguarding Students Aged 16 and 17

- 8.1 Apprentices/ Students aged 16 and 17 are covered in law by the Children Act. Like Apprentices / Students, allegations or suspicions of abuse must be taken seriously by EEC staff and acted upon according to the procedures in place.
- 8.2 The welfare of the young person is paramount and staff have a duty to pass on relating to (Sec 47 Children Act 1989) suspected child abuse. As above, concerns or suspicions must in the first instance be reported to the Course Safeguarding Officer who will inform the overarching EPUT Safeguarding Lead. The overarching EPUT Safeguarding children policy and procedures will be followed.
- 8.3 The Apprentice / Student will be offered pastoral support and guidance throughout any ensuing investigation from their EEC course tutor.

9 Safeguarding Students Aged Under 16

- 9.1 Occasionally the EPUT may host Students under the age of 16 years for Work Placement or 'Experience Days'. If there are concerns raised regarding allegations or suspicions of abuse the overarching EPUT Safeguarding team must be contacted immediately and a written record of conversations be kept.

10 Confidentiality and Information sharing

- 10.1 Good information sharing practice is at the heart of good safeguarding practice. Information sharing is covered in legislation principally by the Data Protection Act (2018) which is the UK's implementation of the General Data Protection Regulation (GDPR). EEC staff should use this policy in conjunction with the EPUT Policy document for Consent and Confidentiality (CP59) the Information sharing Policy CPG9c and multi-agency information sharing agreements. [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](#), [Regulation \(EU\) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data \(United Kingdom General Data Protection Regulation\) \(Text with EEA relevance\) \(legislation.gov.uk\)](#); [CP59 - Data Protection and Confidentiality Policy.pdf \(eput.nhs.uk\)](#); [CPG60 - Information Sharing and Consent Procedure.pdf \(eput.nhs.uk\)](#)
- 10.2 Strong working relationship between staff and Apprentices / Students depends to a large extent on the establishment of EPUT. This may be described as a 'confidential relationship'. However, guarantees of absolute confidentiality should not be given. Where there are concerns about abuse or the risk of significant harm particularly where other people may be at risk of significant harm, it may prove necessary to break confidentiality and inform the course Safeguarding officer, who in turn will inform the overarching EPUT Safeguarding lead.
- 10.3 If a student discloses abuse to a member of the EEC staff, it is important that the boundaries of confidentiality and the need to pass on that information are explained to the student. Where ever possible, EEC Staff should obtain the consent of the Apprentice / Student for the sharing of information as part of the safeguarding investigation.
- 10.4 There are circumstances in which safeguarding concerns will need to be shared ever when consent is not given by the Apprentice/ Student. Disclosure without consent may be justified where:
- Seeking consent is likely to increase risk to the apprentice / student in question or other;
 - Permission has been refused but sufficient professional concern remains to justify disclosure; and
 - Seeking permission is likely to impede a criminal investigation.

11 Safer Recruitment of Staff

- 11.1 The EEC undertakes best endeavors to ensure that its employees are fit to work with children and vulnerable adults. The EPUT and EEC has safer recruitment procedures in place to prevent unsuitable people from working with children and vulnerable adults and promote safe practice. Changes to the Protection of

Freedoms Act which came into force in September 2012 have resulted in a new definition of regulated activity which determines when disclosure and barred list checks may be undertaken. [Protection of Freedoms Act 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2012/42),

- 11.2 'Keeping Children Safe in Education' (2022) describes the checks that are, or may be, required for any individual working in EEC.
[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101333/Keeping-children-safe-in-education-2019.pdf)
- 11.3 In accordance with the regulations, a single central record is kept of all checks and disclosures carried out. This is kept by the EPUT HR department.
- 11.4 All staff employed by the EPUT Education Centre teaching on Education Programmes will have undergone Safeguarding Training at level1/2 as part of their mandatory training which is refreshed annually.
- 11.5 All staff are made aware of our duties under the Prevent agenda and have undertaken Prevent training as part of their mandatory training.

12 Safe Practice

- 12.1 The EEC ensures that all staff are safe and aware of behaviours, which should be avoided.
- 12.2 Safe working practice ensures that all staff:
- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
 - work in an open and transparent way
 - discuss and/or take advice from EPUT Designated Safeguarding Lead over any incident which may give rise to concern
 - record any incidents or decisions made
 - apply the same professional standards regardless of gender or sexuality
 - are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
 - undertake appropriate risk assessments for their work area
- 12.3 All allegations and concerns against staff will be taken seriously and dealt with according to the relevant statutory guidance.
- 12.4 Any such allegation must be reported to the Safeguarding Team as soon as possible and no later than 24 hours at the latest. The Designated Safeguarding

Lead will investigate the allegation and deal with and refer on as appropriate.

13.0 MONITORING & REVIEW

- 13.1 The EEC Team in liaison with the overarching EPUT Safeguarding Team will ensure an audit of key parts of this policy will be undertaken every three years with a rotating theme for example; recommendations from Serious Case Reviews, the referral process to Social Care, support offered to staff, duties being undertaken appropriately and training uptake.
- 13.2 The overarching EPUT Safeguarding Team will work with the EPUT Education Centre team and provide advice on the review and appropriate changes to this policy.
- 13.3 This policy is linked to the EPUT Education Centre Prevent Policy (EEC8)