

Safeguarding

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Disclaimer

While we do our best to ensure that the information contained in this document is accurate and up to date when it was printed please refer to the electronic copy on the intranet for the latest version.

If you require further clarification on our document control system, please contact the Quality Improvement Manager.

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2 Introduction

Every organisation that works with children, young people and adults is required to have a safeguarding policy statement that illustrates a commitment to keeping individuals safe and free from harm. This policy sets out Kibble’s commitment to keeping individuals safe and illustrates, through policy guidance, what employees are required to do to ensure that we meet the Scottish Government objective for children and young people by ensuring that Scotland is ‘the best place to grow up’.

3 Scope

Kibble Education and Care Centre is part of the Kibble Group, which is ultimately governed by Miss Elizabeth Kibble’s Trust. This document outlines the Group’s safeguarding approach and applies to the following companies:

- Kibble Education and Care Centre (KECC)
- Kibbleworks (KW)
- Kibble Campus Developments (KCDL)
- Kibble Construction (KCL)
- Kibble Trading Limited (KTL)

This policy applies to anyone working on behalf of Kibble including senior managers and the board of trustees, paid staff, volunteers, sessional workers, students and trainees. At Kibble we recognise that it is everyone’s job to make sure that children, young people and adults in our care are alright.

For clarification and ease of reading the term “Young Person” within this policy is used to describe all Children, Young People and Young Adults accessing the services at Kibble. The term “parent” is used to refer to parents, carers and legal guardians.

Where a policy, statement or procedure only applies to a specific registered service this will be clearly identified within the paragraph heading or as part of clearly defined Appendix.

4 Aim

Kibble works with children, young people, adults and their families as part of its activities which include a range of primary and secondary school provision, specialist intervention service provision, care and shared living arrangements across a range of settings and further education, training and work experiences.

The aim of this policy is:

- To protect children, young people and adults who receive Kibble’s services. This includes the children of adults who use our services,
- To provide staff, trainees and volunteers with the overarching principles that inform our approach to child and adult protection.

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5 Responsibility

5.1 Department/House Managers

Managers are responsible for ensuring that all employees are aware of this policy and that each part is adhered to within their services.

5.2 Employees

All staff members have responsibility for the effective implementation of this policy.

Staff are responsible for ensuring that each part of the policy is understood and followed.

5.3 Review

This policy will be reviewed annually.

6 Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. A summary of the key legislation and guidance is available from:

<https://learning.nspcc.org.uk/child-protection-system/scotland/>

7 Policy

At Kibble we believe that:

- Children, young people and adults should never experience abuse of any kind;
- We have a responsibility to promote the welfare of all individuals, to keep everyone safe and to practise in a way that protects people.

In order to fulfil our responsibilities to keep everyone safe we recognise that ‘the welfare of the child is paramount’. All individuals have the right to equal protection from all types of harm or abuse and research tells us that some children and young people are particularly vulnerable because of the impact of their life experiences, developmental stage or particular communication and dependency needs. We will work in partnership with all relevant stakeholders to ensure that we promote the welfare of those within our care.

We will keep children, young people and adults safe by valuing them, listening to them and respecting them. We have appointed a Child Protection Lead and designated Child Protection Advisers who are trained and experienced in dealing with issues of a child and adult protection nature. We will also ensure that our workforce receive training that reflects best practice in child and adult protection and we have guidance and systems in place to ensure that information is shared timeously and recorded effectively minimising the risk of any further harm.

We are committed to creating and maintaining an anti-bullying environment and to ensuring that we have an effective policy and procedure in place to help us to deal with this effectively. We also have an effective social media policy and related procedures. We recognise that abuse and risk of harm takes many forms and staff guidance on how to manage this effectively is set out within our child and adult protection guidance.

In addition, we aim to ensure that children, young people and adults are kept safe by:

- Sharing information about child protection and safeguarding best practice with staff, trainees and volunteers via leaflets, posters and training;
- Recruiting staff, trainees and volunteers safely, ensuring all necessary checks are made and appropriate support provided (see Scottish Safe Recruitment Policy, PVG Scheme and Staff Supervision Policy);
- Implementing a safe care induction and a code of conduct for staff, trainees and volunteers (see SSSC Code of Conduct);
- Using our procedures to manage any allegations including those against staff, trainees and volunteers appropriately;
- Ensuring that we have effective complaints and whistleblowing measures in place;
- Photography and information sharing guidance (see Data Protection and Organisational Retention Policy, thinkuknow CEOP, NSPCC Keeping Children Safe Online 3.00 course);
- Record and store information professionally and securely in line with our Data Protection Policy and Organisational Retention Policy.

This policy should be read in conjunction with our safeguarding guidance document for staff which highlights the signs and symptoms of abuse and illustrates to staff what they must do should they have concerns that someone is at risk of coming to harm.

8 Additional Resources

- CEOP Thinkuknow Resources
 - <https://www.thinkuknow.co.uk/>
- CYPCC (2013) Best Place To Grow Up
 - <https://www.cypcs.org.uk/ufiles/Best-Place-to-Grow-Up-Briefing.pdf>
- NSPCC (2018) Keeping Children Safe Online
 - <https://learning.nspcc.org.uk/training/introductory/keeping-children-safe-online-online-course/>
- Scottish Government (2014) Children and Young People (Scotland) Act
 - www.legislation.gov.uk/asp/2014/8/contents/enacted
- Scottish Government (2011) Children’s Hearing (Scotland) Act
 - <https://www.legislation.gov.uk/asp/2011/1/contents>
- Scottish Government (2002) It’s Everyone’s Job To Make Sure I’m Alright
 - <https://www.webarchive.org.uk/wayback/archive/20171002010928/http://www.gov.scot/Publications/2002/11/15820/14009>
- Scottish Government (2014) Child Protection National Guidance
 - <https://www.gov.scot/publications/national-guidance-child-protection-scotland/>
- Scottish Government (2016) Child Sexual Exploitation Definition and Practitioner Briefing Paper
 - <https://www.gov.scot/publications/child-sexual-exploitation-definition-practitioner-briefing-paper/>
- Scottish Government PVG Scheme
 - <https://www.mygov.scot/pvg-scheme/?via=https://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm>
- Scottish Social Services Council (2016) Codes of Conduct
 - <https://www.socialworkscotland.org/wp-content/uploads/2018/01/SSSCCodesofPractice2016.pdf>