



Developing the Future

# Safeguarding Policy

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## The purpose and scope of this policy statement

Safeguarding is the term used to denote measures to protect the health, well-being and human rights of individuals, which allow people – especially children, young people and vulnerable adults – to live free from abuse, harm and neglect.

The Coders Guild is committed to providing a safe and secure environment for learning whether this takes place in the classroom, in the workplace or online. We have a responsibility to protect all children, adults and vulnerable adults, therefore, this policy applies to anyone accessing training or working on behalf of The Coders Guild irrespective of their employment status.

A child is defined as anyone under the age of 18. An adult is anyone over the age of 18. A vulnerable adult (age 18 years or over) is someone who may be considered as vulnerable when they are receiving one of the following services defined as a “regulated” activity: Health care; relevant personal care; social care work; assistance in relation to general household matters by reason of age, illness or disability; conveying (due to age, illness or disability in prescribed circumstances) (Safeguarding of Vulnerable Adults Act 2006/ with some amendments in the Protection of Freedoms Act 2012).

## Legal framework

This Policy articulates The Coders Guild’s commitment to its safeguarding approach by detailing its procedures for safe working practices. These have been devised based on of English legislation, policy and guidance that seeks to protect children, adults and vulnerable adults. A summary of the key legislation and guidance is available from:

The Care Act 2014: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Working together to safeguard children. HM Government, 2018 and  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Child abuse concerns: advice for practitioners. HM Government, 2015  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

## Our Commitment:

- The welfare of our Apprentices and staff is paramount and that adult and child safeguarding is the responsibility of everyone regardless of age, ability, gender, race, religion or belief, sex, or sexual orientation.
- All staff working on behalf of The Coders Guild will read and sign a declaration which indicates their understanding and commitment of our safeguarding approach, procedures and safe working practices prior to working with Apprentices or on commencement of contract, whichever comes first.
- All staff will complete online Safeguarding and Prevent training (which will be repeated annually) to ensure they know what to look for and how to report incidents and concerns.
- All Apprentices and staff will be made aware of our online safety policy and related procedures for the safe use of electronic and social media and this will be promoted via our website and posters where appropriate.

## We recognise that:

- It is The Coders Guild's responsibility to carry out stringent safeguarding checks on all staff prior to working with Apprentices; including obtaining suitable references and receiving full DBS clearance
- For Safeguarding policy, procedures and reporting systems to be implemented effectively The Coders Guild must thoroughly comply with maintaining confidential and secure written records in line with Data Protection legislation (See GDPR and Data Protection Policy)
- It is the Director's responsibility to know their responsibilities and legislative requirements with respect to the protection of children, young people and vulnerable adults and to maintain, review and update this policy regularly to reflect both the law and best practice.
- It is the Director's role as Safeguarding Lead to act promptly in accordance with the safeguarding policy if there are any issues of suspected or reported abuse of children, young people or adults and following the procedures set out in the Safeguarding procedure document including referring to other agencies as appropriate.
- Safeguarding and Prevent issues will be It is the Director's responsibility as Safeguarding Lead, to promote a culture of vigilance where students and staff feel safe and people feel able to raise concerns about safeguarding practice by discussing these matters regularly and will take into account sharing information on topical issues, incidents or changes in legislation.

## Recognising Abuse and Protocols

The Coders Guild Ltd expects all staff and stakeholders will be alert to the signs and symptoms of abuse and to respond effectively when they think an adult or child is at risk of harm (See Appendices A and B). This procedure should also be followed if a person is showing signs of radicalisation and extremism or if they think an adult or child is at risk of harm under the terms of the Prevent Duty.

Abuse can be defined as 'a violation of an individual's human and civil rights by any other persons' and it can take place in any context.

'Abuse can happen through a single act or sequence of incidents. It may be physical, verbal or psychological. It may be an act of neglect or an omission to act. It may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subjected to it'.

No Secrets: Guidance on protecting vulnerable adults

<https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care>, which was later replaced by The Care Act, 2014  
<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

The table below attempts to summarise many different forms of abuse; however this does not attempt to convey all types of abuse or neglect, as they can take many forms and the circumstances of the individual:

<b>Physical Abuse</b>	<ul style="list-style-type: none"> <li>Assault, hitting, shaking, slapping, throwing, poisoning, pushing, burning or scalding, restraint, misuse of medication, drowning, suffocating, inappropriate physical sanctions or other ways to inflict bodily harm.</li> </ul>
<b>Domestic Violence</b>	<ul style="list-style-type: none"> <li>Psychological, physical, sexual, financial, emotional, 'honour' based violence.</li> </ul>
<b>Emotional and Psychological Abuse</b>	<ul style="list-style-type: none"> <li>Persistent emotional maltreatment or psychological bullying, emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.</li> </ul>
<b>Sexual abuse</b>	<ul style="list-style-type: none"> <li>Anything involves forcing or enticing a child, young person or adult to take part in sexual activities. This may 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.</li> <li>This can also include rape, indecent exposure, sexual harassment, inappropriate touching or looking, sexual teasing or innuendo, sexual photography, pornography, indecent exposure, sexual assault, sexual acts to which the person was pressurised into consenting.</li> </ul>
<b>Neglect / Self Neglect</b>	<ul style="list-style-type: none"> <li>Persistent failure to meet one's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development.</li> </ul>
<b>Financial or material abuse</b>	<ul style="list-style-type: none"> <li>Pressure in connection with wills, property, or inheritance, or the misuse of / or misappropriation of property, possessions or benefits. Theft, fraud, exploitation, internet scamming.</li> </ul>
<b>Discriminatory:</b>	<ul style="list-style-type: none"> <li>Verbal or physical abuse, bullying and harassment based on an individual's age, gender, disability, religion or belief, race, ethnicity or sexual orientation.</li> </ul>
<b>Modern Slavery</b>	<ul style="list-style-type: none"> <li>Slavery, human trafficking, forced labour and domestic servitude.</li> </ul>

## Information Sharing

- The Coders Guild Ltd is aware that appropriate information sharing policies need to be in place. “The General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately”. (HM Government: Information sharing. July 2018). <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>.
- A member of staff who receives a disclosure or has a concern should explain clearly to the person about what to expect next and how information could be shared with others who need to know. It is important to seek their agreement, except when to do so would put the child, adult or others at increased risk of significant harm. A degree of professional judgement is involved. There must be a legitimate purpose for sharing information with the overriding consideration being the individual’s safety and welfare. Information sharing will be based on “The Seven Golden Rules to Sharing Information” and will be “necessary, proportionate, relevant, adequate, accurate, timely and secure” (HM Government: Information sharing. July 2018).
- There is a statutory or professional duty to share relevant information in circumstances where children need to be safeguarded. The Safeguarding and Prevent Lead will review the case and refer to the relevant Local Authority Adult Board, Children’s Social Care, Police or other professional organisation where appropriate. The Coders Guild applies the same policy in situations where an adult is at risk of abuse or neglect.
- If a child is in immediate danger or is at risk of harm, you should refer to local social services teams and/or the police. Before doing so, you should try to establish the basic facts. However, it will be the role of social workers and the police to investigate cases and make a judgement on whether there should be a statutory intervention and/or a criminal investigation.

## Contact details

Nominated Safeguarding Lead

Name: Charlie Jones

Email: [Charlie@thecodersguild.org.uk](mailto:Charlie@thecodersguild.org.uk)

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 10th May 2021

## APPENDIX A: Safeguarding and Prevent Duty Process

### Recognise



- The signs of abuse, grooming or inappropriate behaviour
- The signs of radicalisation or vulnerability to extremism

### Respond to a Concern or Disclosure



- Gain sufficient information to assess the priority level of the situation.
- If you have concerns that a child or adult is in immediate danger, contact the police by phoning 999, then follow the procedures in the flow chart straightaway
- If you think there is immediate risk under the terms of the Prevent duty dial 999 or call the confidential Anti- terrorist hotline on 0800 789 321. Then follow the procedures in this table straightaway.

### Record



- Precisely what has been said , including your observations WITHOUT asking leading questions

### Report



- Report to the Safeguarding / Prevent Lead with all the information surrounding the case using the Incident Report Form

### Refer



- The Safeguarding / Prevent Lead will make a decision on whether to refer a complaint or allegation to the relevant external bodies

### Review



- Safeguarding / Prevent Lead will review the outcomes and make the decision when to close the case.

## APPENDIX B: Recording Safeguarding and Prevent Concerns

# Safeguarding and PREVENT Incident Recording Form

This form is to be completed where there is:

- An allegation /disclosure of abuse
- An incident of concern
- A Prevent duty concern

### PART A

#### Details of person at potential risk:

Name:	
Address:	
Date of Birth:	
Telephone numbers:	
Course /Timings:	
Venue/ Location:	

#### Details of person completing Part A:

Name:	
Role:	
Location	
Email:	
Tel no:	
Signature	
Date:	

Is the person at risk on a course targeted for adults who may be considered vulnerable OR is the person vulnerable for other reasons?

Describe the incident/what was disclosed briefly (include additional sheets/supporting evidence, if required). Clearly indicate whether this is a concern under the Prevent duty.

Time of incident:

Names and contact details of any witnesses:

Part A submitted to line manager/Safeguarding Lead

Name:

Contact details:

Role:

Date:



PART B:

To be completed by line manager or Safeguarding Lead

Action taken	By whom	Date

Date completed:

Signed:

Copy to Safeguarding  
Lead (date):

Further action by Safeguarding Lead (if required)

Date:

Name:

## Date Case Closed

Signed:

Date: