the <coders> guild

Developing the Future

Safeguarding Policy

*V1.8 Last reviewed/updated **4th Jan 2023***

The UK's new gold standard for tech education, continually developed by industry-led peers to better discover, develop and supply tech's new talent to ambitious, socially conscious companies.

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 English legislation, policy and guidance that seek to protect children, adults and vulnerable adults. A summary of the key legislation and guidance is available below:

Keeping Children Safe In Education:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

Tackling Violence Against Women and Girls:
https://www.gov.uk/government/publications/tackling-violence-against-women-and-girls-strategy-progress-update/tackling-violence-against-women-and-girls-strategy-progress-update

Protecting Vulnerable Adults and Young people
https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care, which was later replaced by The Care Act (2014). Statutory guidance: Care and support statutory guidance updated June 2020 that provides detailed guidance on all aspects of implementing the requirements contained in Part 1 of the Care Act (2014) to local authorities, the NHS, police, and other partner organisations. (Department of Health and Social Care)
https://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf

Our Commitment:

All staff are aware of and have read all policies and procedures. They demonstrate their commitment by signing their contract of employment which stipulates in their role and responsibilities that they are committed to ensuring that The Coders Guild provides a safe and secure environment for all staff and learners.

We employ a Designated Safeguarding Lead and a Deputy Safeguarding Lead to support our staff and learners. All new staff complete mandatory training, meet with the Designated Safeguarding Lead and are given training on processes and procedures for identifying and reporting safeguarding concerns. This is also identified in the employee handbook and available to view on Tetra and Monday, is regularly updated and available at any time.

All staff are required to take part in training/CPD activities to ensure they are fully updated with recent developments and able to have the knowledge and skills to implement.

We are committed to ensuring that:

- 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 that indicates their understanding and commitment to our safeguarding approach, procedures and safe working practices prior to working with Apprentices or on commencement of the contract, whichever comes first.

- All staff will complete online Safeguarding and Prevent training (repeated annually as is all mandatory training) to ensure they know what to look for and how to report incidents and concerns. All staff are aware of how to report incidents or concerns using the 'Cause for Concern' process which is monitored and evidenced via the safeguarding log and meeting minutes. The safeguarding leads are responsible for ensuring that all 'Cause for Concern' learners are supported fully and referred if required with stringent tracking in place. All staff also understand the 'Learners At Risk' (of withdrawal) status of learners - this is triggered if attendance becomes variable, poor or unexplained or if a learner makes a disclosure to a staff member about why their attendance is variable (e.g. childcare issues etc).

- All Apprentices and staff are 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 where appropriate. Training is largely delivered remotely with learners using their own equipment and browsers. We actively ensure that learners are aware of the threats and potential dangers of accessing and sharing information on apps and websites which is re-enforced via newsletters and in sessions. All staff have access only to the relevant learners information via Google drive and this is monitored regularly for permissions.

- All learners throughout their learning journey are informed of the safeguarding / learner care contacts who they can contact should they need to. This is reinforced via our detailed monthly newsletters where we share pertinent information regarding safeguarding/ Health & wellbeing/ Prevent/ British Values and any other information relating to their safety and wellbeing.

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 Designated Safeguarding Lead 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 Designated 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 to follow the procedures set out in the Safeguarding procedure document including referring to other agencies as appropriate.

- Safeguarding and Prevent issues will be theDesignated Safeguarding Lead 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.

The Prevent Duty: Departmental advice for schools and childcare providers (Department for Education. June 2015).

https://www.gov.uk/government/collections/counter-terrorism-and-security-bill

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'.

Guidance on protecting vulnerable adults and young people:

We recognise that a young person or vulnerable adult who is abused or witnesses violence may feel helpless and humiliated and will need support. The Coder's Guild recognises that the behaviour of a young person or vulnerable adult in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. We aim to support young people and vulnerable adults by:

• Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.

• Ensuring repeated hate incidents, e.g. racist, homophobic or gender or disability-based bullying, are considered under safeguarding procedures.

• Promoting a caring, safe and positive environment, with access to appropriate adults to approach if they are in difficulties.

• Supporting and encouraging learners using our service to use the internet and communication channels in a way that keeps them safe and shows respect for others. This includes support for digital resilience.

• Liaising and working together with all other support services and those agencies involved in the safeguarding of children, including notifying social care as soon as there is a significant concern.

• Notify the allocated social worker of any new concerns about a young person or vulnerable adult who is subject to a child protection plan or a child in need plan

• Monitoring young people and vulnerable adults who have been identified as having welfare of protection concerns and providing appropriate support. An individual support plan is devised, implemented and reviewed regularly for pupils requiring early help of safeguarding. This is kept with the safeguarding record.

• Where young people and vulnerable adults have exhibited sexually inappropriate/ harmful behaviour and/or exhibited sexually inappropriate/harmful behaviour towards others. Where necessary a co-ordinated multi-agency response is undertaken to ensure the appropriate safeguards and support are in place. We ensure that the needs of young people and vulnerable adults who abuse others will be considered separately from the needs of their victims.

• Providing continuing support to a young person or vulnerable adult about whom there have been concerns who leaves The Coder's Guild by ensuring that appropriate information is copied under confidential cover to the young person's new setting.

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:

Physical Abuse	• 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.
Domestic VIolence	• Psychological, physical, sexual, financial, emotional, 'honour-based violence.
Emotional and Psychological Abuse	• Persistent emotional maltreatment or psychological bullying, emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

Sexual abuse	• 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. • This can also include rape, indecent exposure, sexual harassment, inappropriate touching or looking, sexual teasing or innuendo, sexual photography, pornography, indecent exposure, sexual assault, and sexual acts to which the person was pressurised into consenting.
Neglect / Self Neglect	• Persistent failure to meet one's basic physical and/or psychological needs is likely to result in the serious impairment of the person's health or development.
Financial or material abuse	• Pressure in connection with wills, property, or inheritance, or the misuse of / or misappropriation of property, possessions or benefits. Theft, fraud, exploitation, and internet scams.
Discriminatory:	• Verbal or physical abuse, bullying and harassment based on an individual's age, gender, disability, religion or belief, race, ethnicity or sexual orientation.
Modern Slavery	• Slavery, human trafficking, forced labour and domestic servitude.

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 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 Leads

Safeguarding Lead

Name: April Thirlaway

Email: april@thecodersguild.org.uk

Name: Francesca French

Email: francesca@thecodersguild.org.uk

April Thirlaway

Francesca French

Designated Safeguarding Officer

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

This policy was last reviewed on: 4th January 2023

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 an 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 Cause for Concern 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 the 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:	