



Policy for Safeguarding

Policy for Safeguarding (the "Policy")

1. PURPOSE

- 1.1 The Brilliant Club (hereinafter known as "the organisation") recognises that it has a duty to promote and safeguard the welfare of children and young people receiving education and training with the organisation. The purpose of this Policy is to provide a framework by which the organisation carries out its obligation to protect children, young people, beneficiaries and staff from harm.
- 1.2 The Policy provides clear direction to all members of the organisation and their partners to ensure any concerns, referrals and monitoring of actions are handled appropriately. It should be read in conjunction with the organisation's Safeguarding Guidance for Children and Young People (the "Guidance"). Accordingly, all those to whom this Policy applies are to receive a copy of this Policy, the Guidance and Section 1 of 'Keeping Children Safe in Education' September 2016 (as updated from time to time) and must sign to confirm that they have read and agree to abide by them.
- 1.3 The Policy applies to the safeguarding of children and young people, as well as beneficiaries and staff. The Brilliant Club and its trustees are committed to proactively safeguarding children, young people, beneficiaries and staff and to taking reasonable steps to ensure that those who come into contact with the organisation do not, as a result, come to harm. This Policy should be read in conjunction with other policies outlined in the Employee Handbook such as our Whistleblowing Policy, Grievance and Disciplinary Policy, Harassment and Bullying etc. Safeguarding concerns relating to children and young people should be raised with the Designated Safeguarding Lead (DSL) or Deputy DSL. Any other issues (grievances, allegations of harassment, bullying etc) should be raised with the COO in accordance with the applicable policy.

2. SCOPE

- 2.1 This Policy applies to all those working in the organisation including staff, PhD tutors, trustees and volunteers. This Policy is also applicable to all visitors to the organisation. Failure to adhere appropriately to this Policy and the Guidance will be treated as a very serious matter and may result, in the case of staff, in disciplinary action for gross misconduct or, in the case of contractors, in termination of contract. If you are not working under a contract (for example, you are a volunteer or trustee), a breach of the policy (including falling below the expected standards) may mean that we have to ask you to cease being a volunteer or trustee.
- 2.2 A child or young person includes anyone under the age of 18.
- 2.3 Pupils under the age of 18 whose main education provider is a school are covered by all aspects of the Policy when working with the organisation. All those to whom this Policy applies should report any issues to the school under their safeguarding policy, and the National Programme Director (or Deputy) at the Brilliant Club (DSL or Deputy). Should there be an emergency and the DSL (or Deputy) is unable to contact the appropriate school or local authority, the organisation will apply its own referral procedures to the situation to ensure a child is safe. These referral procedures are contained within this document.

3. PRINCIPLES

- 3.1 As a general principle, the organisation has a responsibility to:
 - (a) safeguard and promote the welfare of children and young people; and
 - (b) work together with other agencies to ensure adequate arrangements are in place for safeguarding children, young people and adults at risk in order to identify, assess, and support those who are suffering from, or at risk of, harm (including female genital mutilation (FGM) and child sexual exploitation (CSE)).



3.2 There are three main elements of the Policy: prevention; protection; and support.

Prevention:

- (a) Providing an environment in which children and young people feel safe, secure, valued and respected; and feel confident and know how to obtain help and support.
- (b) Training and raising awareness of all staff of the need to safeguard children and young people and of their responsibilities in identifying and reporting possible cases of abuse or radicalisation.
- (c) Ensuring that all adults within the organisation that carry out regulated activity have been subject to the appropriate checks using safer recruitment procedures.

Protection:

- (a) Through structured procedures within the organisation to be followed in cases of suspected abuse.
- (b) Through effective working relationships with all other agencies involved in safeguarding children and young people.
- (c) Ensuring that children and young people are listened to and their concerns taken seriously and acted upon.

Support:

- (a) Working with others to support children and young people who may have been abused.
- (b) Providing support to staff as needed. If staff need pastoral support in relation to safeguarding issues (for example, as a result of a disclosure made to them by a child or young person) they should speak to the DSL.

4. SAFER RECRUITMENT and DATA PROTECTION

Safer Recruitment

- 4.1 Preventing unsuitable people from working with children and young people is essential to keeping children safe and free from radicalisation.
- 4.2 Rigorous selection, criminal record checking and recruitment of those working with children and young people is a key responsibility of the DSL.

Records and Monitoring

- 4.3 The Chief Operating Officer works with the HR Manager to provide guidance to staff on Data Protection.
- 4.4 The Chief Operating Officer ensures that safeguarding and child protection records are kept separately, securely and in accordance with confidentiality and data protection principles. The Chief Operating Officer determines when and how information should be passed to other agencies, in consultation with the Executive team and DSL. However, this does not prevent the sharing of information in accordance with the referral process set out within the Policy and Guidance.

5. ROLES AND RESPONSIBILITIES

- 5.1 The Board of Trustees reviews, approves and endorses this Policy and reviews it and its implementation annually or when legislation changes. The Board of Trustees reports serious incidents to the Charity Commission (see below).
- 5.2 The names and contact details of the persons carrying out the responsibilities below are displayed on the relevant staff and tutor documentation. Each responsible person receives written confirmation of their responsibilities and, where appropriate, their job description.

Responsibilities of the Designated Trustee responsible for safeguarding children and young people



5.3 The Trustee responsible for safeguarding children and young people will:

- (a) Review the charity's Safeguarding Policy and procedures annually and interrogate charity practice
- (b) Provide advice should a safeguarding incident occur and liaise with the Executive Team and Chair of the Board of Trustees to ensure any relevant incident is reported to the Charity Commission
- (c) In the event of any allegation made against the CEO, the Trustee will receive the allegation and consult with the Chair of the Board of Trustees to ensure necessary actions are taken

Should any allegation be made against the Trustee responsible for safeguarding, the CEO will report this directly to the Chair of the Board of Trustees

Responsibilities of the COO

5.4 The COO will:

- (a) Ensure the Policy and associated procedures are in place and implemented to ensure the welfare of team members and pupils;
- (b) Delegate operational responsibility and implementation of procedures as appropriate;
- (c) Receive an annual report from the National Programme Director and HR Manager identifying all training undertaken by members of the organisation;
- (d) Receive immediate notification of any changes affecting the Policy or associated procedures and ensure the Policy is reviewed and amended, as appropriate; and
- (e) Be responsible for receiving and appropriately dealing with any allegations which do not relate to safeguarding children and young people.
- (f) Ensure that all safeguarding records are kept confidentially, securely and are separate from the organisation's main records;
- (g) Ensure there is a standing item on the Board agenda to bring safeguarding matters to the attention of the Board

5.5 Safer recruitment responsibility rests with all staff alongside the Chief Operating Officer and her team. All recruiting staff have a responsibility for safer recruitment including agency workers and volunteers.

Should any safeguarding allegation be made against the COO, this should be reported directly to the CEO

Responsibilities of the Senior Designated Lead Person for Safeguarding Children and Young People (the "**Designated Safeguarding Lead**") who is the National Programme Director for The Scholars Programme

The DSL will:

- (a) Ensure that this Policy is implemented across the organisation and that staff understand their responsibilities and duties;
- (b) Ensure that resources are allocated to enable safeguarding responsibilities to be carried out;
- (c) Ensure that appropriate members of staff have received specialist training on the safeguarding referral processes;
- (d) Ensure that there are identified deputies to take on these responsibilities in the absence of the DSL;
- (e) Attend relevant meetings and safeguarding updates, to ensure that staff are updated regularly on current safeguarding issues and to provide a forum for the development of good practice;



- (f) Provide any support needed for a member of staff involved in a safeguarding case who has requested assistance;
- (g) Provide an annual report to the COO ahead of the June Board meeting detailing any suggested changes to the Policy and its associated procedures;
- (h) Ensure that the referral process is properly followed;
- (i) Ensure that information regarding a safeguarding concern is only disclosed to other staff on a need to know basis;
- (j) Liaise with the local authorities when appropriate
- (k) Ensure that written records of concerns about a child are kept and passed onto the relevant school, even if there is no need to make an immediate referral;
- (l) Ensure that all staff, volunteers, visitors are aware of this Policy and the referral procedures, and know how to recognise any potential concerns;
- (m) Attend appropriate training as required in order to keep up to date with current knowledge in fulfilling the role;

Should any safeguarding allegation be made against the National Programme Director, this should be reported directly to the COO

5.6 The overarching monitoring and case management tracking and reporting for issues is the responsibility of the DSL who will update the Executive team ahead of any key decision making. The COO will keep the Safeguarding Trustee up-to-date and involved in any key decision making

5.7 The charity's Whistleblowing Policy can be found [here](#).

Responsibilities of all those working with the organisation (including staff, volunteers, contractors, etc)

5.8 Those working with the organisation will:

- (a) Have a responsibility to identify children or young people who may be in need of help or who are suffering, or are likely to suffer, significant harm. All staff then have the responsibility to take appropriate action, by immediately notifying the safeguarding lead or other designated person;
- (b) Undertake the charity's safeguarding training upon joining the organisation and annually
- (c) Be alert to signs of abuse, CSE, FGM or radicalisation and report immediately, in person, to the DSL;
- (d) Comply with the organisation's policies and procedures on behaviour management and the organisation's code of conduct;
- (e) Follow the safeguarding procedures of the school where any incident happens regarding a pupil at that school
- (f) Read and comply with the Code of Safe Conduct; and
- (g) Read and comply with this Policy and the Guidance.

5.9 Children or young people cannot be expected to raise concerns in an environment where staff fail to do so. All staff are made aware of their duty to raise concerns about the attitude or actions of colleagues or others in the organisation, for example, a volunteer or another pupil.

Executive responsibility

5.10 The Executive lead for this Policy is the COO

The referral process

5.11 Any safeguarding concerns, suspicions or allegations should be raised with the relevant staff member outlined in the Protocol for Safeguarding Referral process above.



- 5.12 On being informed of an incident relating to the safeguarding of children and young people, the DSL (or Deputy) will, without delay, liaise with the school's DSL regarding reporting to the relevant local authority (which is the local authority where the child or young person lives, or if not known, where the incident occurs). If the DSL (or Deputy) is not satisfied that the school has reported to the local authority, s/he should consult the policies of the relevant local authority and in accordance with those policies make a report to the Local Authority Designated Officer (LADO) without delay. In exceptional circumstances where speaking to the school's DSL or deputy could give rise to harm to a child or young person, the DSL (or Deputy) should not do so and should report to the relevant local authority without delay.
- 5.13 The DSL (or Deputy) will liaise with the school regarding who will inform the child or young person's family or carer and when they will be informed, taking advice from the LADO. The general expectation is that this will be the school's responsibility.
- 5.14 Where there are concerns about radicalisation, the DSL (or Deputy) will notify the school
- 5.15 Where a crime has or may have been committed, the DSL (or Deputy) will report it to the police, in consultation with the school
- 5.16 The DSL (or Deputy) will report to the Executive team and Safeguarding Trustee as appropriate, to enable prompt and appropriate reporting of any serious incidents to the Charity Commission and/or insurers. Any serious incident reports to the Charity Commission must be reviewed and approved by the Board of Trustees. Guidance from the Charity Commission indicates the circumstances in which a report should be made and includes where:
- beneficiaries (noting that this is a wider group than children/vulnerable adults) have been, or are alleged to have been, abused or mistreated while under the care of the charity, or by someone connected with the charity, for example a trustee, staff member or volunteer;
 - there has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with the activities of the charity;
 - there has been a breach of procedures or policies at the charity which has put beneficiaries at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children or adults.¹
- 5.17 Disclosures of historical abuse should be treated in the same way as disclosures of current abuse, particularly where there may still be a risk to children or vulnerable adults.
- 5.18 The DSL (or Deputy) will refer cases to the Disclosure and Barring Service (DBS), Disclosure Scotland, or Access NI where a member of staff has been dismissed following concerns they posed a risk to a child, in accordance with relevant legislation and guidance.

¹ Refer to the Charity Commission's serious incident guidance for more information:
<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>