



ACHIEVE INSPIRE and MOTIVATE CIC
(AIM CIC)

Policy for Safeguarding Incorporating Child Protection

The policy is provided to all AIM CIC Members and Associates at induction alongside our Code of Conduct.

[Keeping Children Safe in Education 2021](#)

This policy will be reviewed in full by the Board of Directors on an annual basis. This policy was last reviewed and agreed by the Board on 6th October 2021 It is due for review on 1st October 2022

Signature

A handwritten signature in black ink, appearing to read 'J. G. [unclear]', written in a cursive style.

6th October 2021

(Director/Safeguarding Officer)

The minutes of the AIM CIC Board decision made at a Virtual Board meeting on 6th October 2021 clearly demonstrate where this Policy has been developed with the staffing group using their expertise and knowledge.

Publication date: **6th October 2021**

Renewal Date: **1st October 2022**

1. PURPOSE & AIMS

The purpose of **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** Safeguarding Policy is to ensure we:

- **Are committed** – to develop a robust culture of vigilance and challenge.
- **Build resilience** – by raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe.
- **Establish a safe environment** – in which children can learn and develop within an ethos of openness and where children are taught to treat each other with respect, to feel safe, to have a voice and know that they will be listened to.
- **Support vulnerable young people and children** – who have been abused, have witnessed violence towards others or may be vulnerable to abuse.
- **Prevent unsuitable people** – from working with children by ensuring we practice safe recruitment in checking the suitability of **all ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Directors and Associates** to work with young people and children. And to maintain an active vigilance thereafter in line with the safeguarding culture.

Our aim is to follow the procedures set out in Keeping **Children Safe in Education 2021** by **knowing** and **understanding** that:

- Safeguarding and promoting the welfare of children is **everyone's** responsibility, and the **voice of the child** is evident.
- **Everyone** who comes into contact with children and their families has a role to play whether we are working with them in school or in the family situation to have best outcomes.
- **Everyone** should ensure that their approach is **child-centred** considering, at all times, what is in the **best interests of the child**.
- By establishing a **safe environment**, we **enable** our children to learn and develop within an ethos of openness.
- **No single practitioner** can have the 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 children and their families has a role to play in identifying concerns, sharing information and taking prompt action
- The importance of providing children with a **balanced curriculum** including PHSE, healthy relationship education, online safety, sexting, peer on peer abuse as well as County Lines, Contextualised issues and Child Criminal

Exploitation. Also supporting this with online activities, enabling them to enhance their **safeguarding** skills and knowledge whilst **understanding the risks**.

- Undertaking the role to enable children and young people with whom we work to have **best outcomes**.
- Ensuring that as a Company we have awareness of our members' knowledge and understanding as well as embedding safeguarding, through clear systems of communication and Continuous Professional Development (CPD) so that safeguarding is a **robust element** of our practice.

At **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** we strive to: -

- **Protect** children and young people from maltreatment.
- **Prevent** impairment of our children and young people's mental and physical health or development.
- **Ensure** that children and young people grow up in circumstances consistent with the provisions of safe and effective care.
- **Take action** to enable **ALL** children to have the **best outcomes**.

This policy provides guidance to all adults working with young people, children and their families.

- This policy is available on our website.
- This policy will be reviewed in full by the **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors** on an annual basis or sooner should legislation/guidance change.
- This policy sets out how the **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors** discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children and young people with whom this Company works. Our policy applies to all staff; paid and unpaid, working with young people, children and their families.
- The policy is provided to all staff (including temporary staff, supply staff and volunteers) at the point of induction, alongside our Staff code of conduct.
- **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors** and our Designated Safeguarding Lead, ensure that all Members and Associates are provided with and read Part One of Keeping Children Safe in Education 2021.
- **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** follows the respective Safeguarding Children's Board policies and procedures in the Local Authority Area where it operates. ¹

¹ In Staffordshire, for example, this would be the [StaffsSCB](#)

2. ETHOS

The child's welfare is of paramount importance, we are a Company that works with young people, children and their families and make all efforts possible to capture the voice of the child and to try and understand what their daily lived experiences are like. **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** operates in a variety of venues and locations; where this is a school, youth centre outdoor facility we ensure we work with a shared approach to ensure young people and children are listened to and heard.

We all have a statutory duty to safeguard and promote the welfare of children and to maintain a professional attitude of it could happen here where safeguarding is concerned.

ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) is committed to safeguarding children and promoting children's welfare and expects its Members and Associates to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to **act without delay** to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours, that underpins this commitment. **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers 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.'

(Keeping Children Safe in Education 2021)

All members are encouraged to report any concerns that they have and **not see these as insignificant**. On occasions, a referral is justified by a **single incident** such as an injury or disclosure of abuse. More often however, **concerns accumulate over time** and are evidenced by building up a picture of harm; this is particularly true in cases of emotional abuse and neglect. In these circumstances, **it is crucial that staff record and pass on concerns** in accordance with this policy to allow the Designated Safeguarding Lead to build up a picture and access support for the child at the earliest opportunity.

We maintain a professional attitude of **'it could happen here'** where safeguarding is concerned. When there are concerns about the welfare of a child, staff members will always act in the best interests of the child. This policy has been developed in-conjunction with our Company's culture of prevention, protection, and support.

The Young People and Children with whom **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** work are reassured that they have a voice, they are listened to and what they say taken seriously. They know that they will be supported and kept safe. They are never be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment. Young People and Children with whom we work, are encouraged to talk freely with staff if they are worried or concerned about something and our staff understand that a victim of any type of abuse should never be made to feel ashamed for making a report.

3. KEY PRINCIPLES

The young person or child's needs and welfare are paramount and **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) is a child centred company**. All children have a right to be protected from abuse and neglect and have their welfare safeguarded. Children should be **listened to** and their views and wishes should inform any assessment and provision for them. Staff should always act in the **interests of the child** in order to protect them.

ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) recognises that scrutiny, challenge, and supervision are key to safeguarding children.

- At **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** we have a robust Safeguarding training schedule for all staff, which is monitored by the DSL. All staff receive Level 1 Safeguarding training, as required in KCSIE 2021, and receive regular updates through staff meetings, briefings, emails etc. to develop and support robust safeguarding practices amongst all staff.
- The Company has **clear induction processes** for all Members and Associates, and all required documents and policies are provided both at induction, and on a yearly refresh basis for current members. These documents include:
 - Part 1 of KCSIE 2021 (**members sign to say that they have read and understand what this means to them in their daily practice**);
 - Code of Conduct;
 - Behaviour policy;
 - the role of the DSL and this Safeguarding Policy as well as peer-on-peer abuse and child on child sexual violence and sexual harassment.

- **All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members** will be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.
- **All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members** will be aware that safeguarding incidents and /or behaviours can be associated with factors outside of their school or college and /or can occur between children outside of these environments.
- **All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members**, but especially the Designated Safeguarding Lead (DSL) will consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including, but not limited to, sexual exploitation, criminal exploitation and serious youth violence.
- **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** is committed to working with other agencies to provide **early help** for children before they become at risk of harm or require a 'child in need' statutory assessment.
- **All members** should be aware of the local early help process and **understand their role in it.** (KCSIE 2021). 'Early Help means providing support **as soon as a problem emerges**, at any point in a child's life, from the foundation years through to the teenage years. '(WT 2018). This includes liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.' (DfE 2018)
- **All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members** should be aware of the **process** for making referrals to children's social care and for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments. (KCSIE 2021)
- **All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members** have equal responsibility to report their concerns about a child or the behaviour of any adult without delay to the Designated Safeguarding Lead. Whilst the Designated Safeguarding Lead will normally make referrals to the relevant Children's Services Department, **any staff member can refer their**

concerns to children's social care directly in emergencies or if they feel they need to do so. ²

- Everyone has responsibility to **escalate their concerns** and 'press for reconsideration' if they believe a child's needs remain unmet or if the young person or child is failing to thrive and in need or if the child is at risk of harm.
- **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** understands its responsibility to **request a statutory assessment** lead by a social worker for any child in need, as defined under the Children Act 1989, who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services.
- **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** will work in **partnership with other agencies** to promote the welfare of children and protect them from harm, including the need to share information about a child to safeguard them.
- **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** will **work with other agencies** to ensure any actions that are part of a multi-agency coordinated plan are completed in a timely way.
- **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** will follow the Local Safeguarding Children's Board's procedures in the Local Authority Area in which it is operating and provide them with information as required. ³
- Members, young people, children, and families will need support following child protection processes being followed.
- Young People and Children have a right to learn ways to keep themselves safe from harm and exploitation. We will provide opportunities for young people and children to develop skills, concepts, attitudes, and knowledge that promote their safety and well-being.
- Safeguarding issues would be addressed through the PSHE curriculum of a school or youth centre where **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** would be operating, this would include self-esteem, emotional literacy,

² in respect of Staffordshire: Children's Advice & Support on 0800 1313126

³ In Staffordshire this will be [StaffsSCB](#)

assertiveness, power, consent, coercion, control as part of healthy relationship education (previously known as sex and relationship education SRE), online safety (formally known as e-safety), sexting and bullying (including cyber bullying). **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** may support the direct delivery of this curriculum. We would also reinforce this in our practice with young People and Children

- All our policies, which support our ethos of safeguarding, will be interlinked with this Safeguarding Policy.

4. LEGISLATION & GUIDANCE

Schools and colleges **must have regard** for the DfE statutory guidance '**Keeping Children Safe in Education (DfE2021)**).

[Keeping Children Safe in Education 2021](#)

This guidance is read alongside

- statutory guidance [Working Together to Safeguard Children](#)
- departmental advice [What to do if you are Worried a Child is being Abused- Advice for Practitioners](#) and
- departmental advice [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)

All Members and Associates must read and understand **at least part 1 of [Keeping Children Safe in Education 2021](#)**

Local authorities have a duty to make enquiries under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, **significant harm**, to enable them to decide whether they should take any action to safeguard and promote the child's welfare. There may be a need for immediate protection whilst the assessment is carried out.

A **child in need** is defined under the Children Act 1989, as a child who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a child who is disabled. A social worker will lead and co-ordinate any assessment under section 17 of the Children Act 1989.

5. ROLE & RESPONSIBILITIES

Designated Safeguarding Lead

Our Designated Safeguarding Lead is **Dean Goodwin**

The Designated an (DSL) will carry out their role in accordance with Keeping Children Safe in Education 2021

[Keeping Children Safe in Education 2021](#)

The DSL will undergo the appropriate Safeguarding Training to provide them with the knowledge and skills to carry out their role.

The DSL will liaise with the DSL in the school, youth centre or outdoor education facility within which **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** is operating to ensure a co-ordinated and coherent approach is achieved.

In addition to the formal training, their knowledge and skills are refreshed at regular intervals, at least annually, through the termly DSL Briefings with appropriate Local Authorities, meeting other DSL's, emails and reading statutory guidance. The training provides DSL with a good understanding of their own role, the processes, procedures, and responsibilities of other agencies, particularly children's social care.

DSL will refer cases of suspected abuse to the local authority children's social care as required. They will represent **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** at child protection conferences and core group meetings. The DSL will be the expert within our setting to support staff in liaising with other agencies, making assessments and referrals. Any member maybe required to be part of strategy discussions with other interagency meetings and contribute to the assessment of child/ren

The DSL should liaise with the three safeguarding partners and work with other agencies in line with Working Together to Safeguard Children 2018.

[NPCC Guidance 'When to call the Police'](#) helps designated safeguarding leads understand when they should consider calling the Police and what to expect when they do.

Oure Designated Safeguarding Lead will, where appropriate:

- make referrals to the appropriate Children's Advice and Support service.
- cases to the Channel programme where there is a radicalisation concern as required, and support staff making Prevent referrals to the Channel programme

- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- refer cases where a crime may have been committed to the Police as required.
- help to promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues

DSL ensures systems are in place to induct new **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** Members and Associates is robust and monitored and non-compliance shared with the Board of Directors. DSL ensure induction policy is updated annually in-line with Keeping Children Safe in Education.

ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors

The Board of Directors is accountable for ensuring the effectiveness of this policy and compliance.

The Board has a Safeguarding Lead who is **Dean Goodwin**

The Board of Directors ensure that they facilitate a whole setting approach to safeguarding. This means ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes, policies and practice, should operate with the **best interests of the child** at their heart.

Where there is a safeguarding concern, the Board ensure the young person's or child's wishes and feelings are considered when determining what action to take and what services to provide. Systems are in place and are well promoted, explained properly and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

The **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board** maintains and updates its Policies:

- **Safer Recruitment Procedures**, that include the requirement for appropriate checks in line with national guidance, are followed.
- **Anti-Bullying**
- **Behaviour**
- **Confidentiality**
- **Equality**
- **Whistle blowing**
- **Complaints**

It also maintains its **Health and Safety Policy, Risk Assessments** and a **Business Continuity Plan**

The **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board** has an overview of **training schedule and future training requirements**.

6.WORKING WITH PARENTS/CARERS

At **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** we are committed to working in partnership with parents/carers to safeguard and promote the welfare of their children, and to support them to understand our statutory responsibilities in this area.

We are committed to working with parents in a positive, open and transparent way. We ensure that all parents are treated with respect, dignity, and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or if it is necessary to do so to safeguard a child from harm.

We will seek to share with parents/carers any concerns we may have about their child before making a referral, unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns we have about a child will not prevent the Designated Safeguarding Lead making a referral to the relevant local authority in those circumstances where it is appropriate to do so.

To keep children safe and provide appropriate care for them, **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above)
- Health issues or allergies of the young person or child that may be relevant in their attendance at sessions
- Full details of any other adult authorised by the parent to collect the child from session (if different from the above).

7. KEEPING CHILDREN SAFE IN EDUCATION 2021-SPECIFIC SAFEGUARDING ISSUES.

All **ACHIEVE INSPIRE** and **MOTIVATE CIC (AIM CIC) Members and Associates** have an awareness of the following safeguarding issues through regular training and briefings. They are aware that these behaviours can make young people and children vulnerable and put them in danger:

- Abuse
- Behaviours linked to safeguarding issues
- Children and the courts system
- Children with family members in prison
- Children missing from education
- Child missing from home or care
- Child Criminal Exploitation (CCE)
- Child sexual exploitation (CSE)
- County Lines
- Domestic abuse
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Homelessness
- Mental health
- Missing children and adult's strategy
- Online safety
- Peer on peer abuse/child on child abuse
- Private fostering
- Preventing radicalisation
- Prevent Duty and Channel
- Serious violence
- Sexual violence and sexual harassment
- Sexting
- Trafficking
- Up skirting

Behaviours linked to safeguarding issues

All **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Members and Associates** have an awareness of safeguarding issues that can put children at risk of harm. Presenting behaviours linked to issues such as:

- drug taking and or alcohol misuse,
- deliberately missing education
- consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.

Other safeguarding issues that all staff should be aware of include:

- Children Missing Education
- Child Missing from Home or Care
- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).
- Child Criminal Exploitation (CCE)
- Child sexual exploitation (CSE)
- County Lines
- Domestic Abuse

This can encompass but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- Drugs
- Fabricated or Induced Illness (FII)
- Homelessness
- Honour-based Abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Mental Health
- Online Safety
- Peer on peer abuse (including Child on Child Sexual Violence and Sexual Harassment)

ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Members and Associates are aware of the groups that are potentially more at risk as evidence shows that girls, children with SEND and LGBT children are at greater risk.

- Bullying, including Cyberbullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to protect themselves. It can take many forms, but the main types are:

- Physical (e.g. hitting, kicking, theft)
 - Verbal (e.g. racist or homophobic remarks, threats, name-calling)
 - Emotional (e.g. isolating an individual from the activities and social acceptance of their peer group)
 - Cyberbullying (including sexting)
- Private Fostering
 - Preventing Radicalisation
 - Prevent
 - Channel
 - Serious Violence

8. MANAGING ALLEGATIONS AGAINST ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Members and Associates

Our aim is to provide a safe and supportive environment securing wellbeing and best possible outcomes for the children with whom we work. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

The **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors** ensure that there are procedures in place for dealing with the two sections covering two levels (see below) of concern and/or allegations against staff members, supply staff, volunteers, and contractors.

- Allegations that may meet the harms threshold.
- Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns’.

Allegations that may meet the harms threshold

We follow KCSIE 2021 guidance where it is alleged that anyone working in our education setting providing education for children under 18 years of age, including Associates has:

- behaved in a way that has harmed a child or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may
- pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If an allegation is made or information is received about an adult who works at **ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)** which indicates that they may be unsuitable to work with children, the member receiving the information should inform the Designated Officer. They would contact the DSL within the site or premises where the work is being delivered, for example the school, youth centre or outdoor facility. They would also seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns’.

We are aware that concerns may arise in several ways and from several sources, for example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of our setting; or as a result of vetting checks undertaken.

We have the appropriate policies and processes in place to manage and record any such concerns and take appropriate action to safeguard children.

We understand how crucial it is that any such concerns, including those which do not meet the harm threshold, are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively will also protect those working in or on behalf of our setting from potential false allegations or misunderstandings.

9. KEY LEGISLATION

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children 2018](#) (DfE)
- [Keeping Children Safe in Education 2021](#)
- [Disqualification under the Child Care Act 2006](#)
- [Information Sharing Advice for practitioners providing safeguarding services](#)

- The Children Act 1989 and 2004
- Education Act 2002
- [Online Safety Toolkit](#)
- [Children Missing Education policy](#)
- [Early Years Statutory Framework](#)
- [Statutory policies for schools](#)
- [NSPCC/TES safeguarding in education tool](#)
- [Visa – Immigration/Asylum](#)
- [Children’s commissioner](#)