



All Spring Media

Safeguarding Policy

What is Safeguarding?

In recent years there has been increasing concern about the safety and welfare of both children and vulnerable adults.

Safeguarding is defined by the Keeping Children Safe in Education Act 2018 as

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

The Care Act 2014 provides the framework for protecting vulnerable adults. The act defined a vulnerable adult as,

- Over 18
- Needing care and support
- Experiencing or at risk of abuse/neglect
- Unable to protect themselves from abuse/neglect

Statement of Policy

All Spring Media is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, engaged in the breadth of its activities.

As a consequence, All Spring Media has taken the view that in the interests of good practice there should be a clear policy and associated procedures to guide work with under- 18-year old's and vulnerable adults.

All Spring Media recognises that it has a duty to help staff and learners recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.

Safeguarding Structure and Responsibilities

All Spring Media has in place an organisational structure for safeguarding children and vulnerable adults. Key staff with designated safeguarding responsibilities include:

- Designated Safeguarding Lead, Denise Gardner, Training Coordinator who will lead investigations if required.
- Deputy Safeguarding Lead, Martina Porter, Director who will step in as DSL when Denise Gardner is absent.
- Quality Manager, Claire Ellis for monitoring
- Health and Safety Appointed person, Denise Gardner.

The DSL and Deputy DSL co-ordinate holidays to ensure there is always one of them present at any given time. Outside Office Hours, learners are able to contact the DSL on the Emergency Mobile number. In those areas where staff and learners work with children and vulnerable adults as part of their roles, a manager is nominated to have responsibility for safeguarding in their area.

All Spring Media takes the view that all staff and learners are required to take a shared responsibility for the protection and safety of any children, young people and vulnerable adults on site must be aware of and abide by All Spring Media expected behaviours.

It is expected that all parents/guardians (either learners or from the general public) who bring children into All Spring Media site or any external facilities / events abide by the expected conduct as well as health and safety regulations.

Processes are in place to check the suitability of staff and learners working directly with children and young people staff and learners across the company will be in regular or significant occasional contact with under-18s or vulnerable adults in the course of their teaching or other work. is a commitment that such staff and learners have satisfactory

Control Measures/Procedures

Learners

All Spring Media believes that children/young people have rights as individuals and should be treated with dignity and respect will strive to provide a safe environment for any young people (under-18s) and vulnerable adults in its care while they are studying at All Spring Media) visiting our premises or participating in All Spring Media activities. Activities at All Spring Media that involve children/young people and vulnerable adults, in organising learning and teaching and delivery of services, are risk managed and will be supported by risk assessments, and make reasonable, proportionate adaptations to their activities as appropriate.

All Spring Media reserves the right to refuse to admit a child or vulnerable adult to a programme of study, or other managed activities, if it judges that the adaptation necessary to safeguard that individual's wellbeing go beyond what is reasonable and proportionate.

Where adaptations are reasonable and proportionate, All Spring Media puts into place a number of an action plan in order to safeguard the wellbeing of children and vulnerable adults are kept under review and added to as necessary.

As a condition of admission to certain programmes of study where they will come into close contact with children and vulnerable adults, learners (may or will be) required to undergo a DBS check prior to the commencement of placement / training activity. All Spring Media is obliged to refuse admission if the DBS disclosure disqualifies the applicant from practicing in their chosen field.

Staff

All Spring Media staff members, contractors and volunteers are advised to minimise physical contact with learners, except for reasons of health and safety, or where physical contact may be a necessary part of learning.

All Spring Media reserves the right to deny employment to individuals where permitted criminal records checks suggest they might pose a danger to the learning community.

All Spring Media also reserves the right to suspend and/or dismiss staff members, in accordance with its employment procedures, from employment or from undertaking a specific role with respect to that employment. May apply if information was withheld, when requested, about their criminal record at the point of employment, or acquires a criminal record during employment.

All members of staff working closely with children or vulnerable adults have to be alert to possibilities of abuse and any concerns about the behaviour of any adult with respect to that child should be reported in accordance with procedures. This will be supported by relevant training, skills development and updates to ensure recognition, response, reporting, recording and referral are all to required standard.

Any staff member who considers that they themselves may be a vulnerable adult, can seek support from All Spring Media human resource, who will as required support with appropriate occupational health, or counselling.

DBS disclosures will be obtained for all staff and volunteers as appropriate. All Spring Media will where appropriate evaluate information to determine individual's appropriateness to work in such an activity.

Where staff are not engaged in regulated positions but are involved in activities that may involve children or vulnerable adults, a risk management approach is taken to delivery of learning and teaching, and activities involving the wider public.

Other Groups

The parent/guardian of children on All Spring Media premises or arranged work placement activity, whether they are children of learners, staff members or visitors, remain their responsibility, unless they are enrolled as learners, or otherwise involved in All Spring Media managed activity.

The organiser of activities on All Spring Media premises or satellite centers that children are participating in (without their parent/guardian), is responsible for their safeguarding and wellbeing.

Procedures to be used when harm/abuse is suspected

All members of staff working closely with children and/or vulnerable adults have to be alert to possibilities of abuse. Concerns should be reported to the Designated Safeguarding Officer who will decide what further action to take.

It is the duty of staff to inform only not to investigate – this is the role of the Police and Social Services.

If staff, in the course of their work at All Spring Media have a safeguarding issue brought to their notice, this must be treated as a priority over all work.

Guidance with regard to a specific incident may be obtained from the Designated Safeguarding Lead.

How and when to react to concerns

- Everyone given name of who to contact (Denise Gardner) and how to contact her
- Confidentiality assured for the person reporting a concern
- Everyone told to report any concern or incident, however small
- Reassurance that all will be dealt with sensitively and carefully

All Spring Media operate the Three Step process in reporting Safeguarding Concerns

1. MAKE SAFE

- Have you addressed the degree of harm?
- If emergency services are required call 999.
- Take reasonable steps to ensure that there is no immediate danger.
- Protect evidence; do not start investigating the matter yourself.

2. NOTIFY

- Your manager.
- Or more senior manager if there is a conflict of interest or your manager is unavailable.
- Directly to Safeguarding Adults Team if appropriate.
- Is the person experiencing or at risk of experiencing abuse, neglect or self-neglect?
- Please refer to the safeguarding
- Threshold Guidelines at BSAB website: [http://www.buckinghamshirepartner.co.uk/safeguarding-adults board](http://www.buckinghamshirepartner.co.uk/safeguarding-adults-board)

3. REFER? Does the case meet the threshold for referring further?

At this point you need to contact either Martina Porter or Denise Gardner to either refer or record the incident.

Useful Contacts

Denise Gardner/Martina Porter (office hours)	01494 774162
Emergency Out of Hours mobile	07988 767481 / 07702 116360
Samaritans	116 123 (free call)

Addendum - Safeguarding for training via zoom (5/5/20)

Due to covid-19 measures All Spring Media have used zoom to facilitate webinars and training for apprentices to keep them engaged and motivated during lockdown.

Whilst zoom, as an organization, has improved its security and 'user interface', it should be remembered it is still vulnerable to hackers and others who would misuse intercepted information.

When hosting a zoom session

Make yourself familiar with the security procedures available. For example there is now a security button on the main host page to access all the security settings.

Other measures zoom have put in place to enhance security include:

- zoom meeting ID is no longer displayed on the title toolbar
- the waiting room feature is now on by default so the session can only be started by the host
- meeting passwords are on by default
- account administrators and hosts can disable the ability for participants to rename themselves
- if recording a session advise other people and also keep track of where you save the recording and how long it will be saved for

Other ways of protecting your zoom space are

- use a new meeting room each time (i.e. not the personal meeting ID)
- don't allow attendees to join before host
- mute attendees on joining
- turn screen sharing off
- set up a 'waiting room'
- lock your meeting room after you have started
- advise people if you are recording the session and why
- don't publicise the meeting's link on social media
- have a plan B if the meeting is hacked or interrupted (i.e. if you have to abort the meeting, have a plan of where the meeting will move to and how people can rejoin)
- ensure you are in control of who can control the screen, save the video/chat content
- learn how to mute and unmute all participants including video screens
- be conscious of background environments and others in the room
- use the whiteboard and annotation notes to improve engagement
- manage your time – give people enough time to ask questions or pause for reflection
- advise people how to join in (i.e. put their hand up, use chat box etc)
- remind users about respecting others and using the chat box for commentary
- dress and talk appropriately!

When joining a zoom session

- consider how you will be portrayed online so think about your background displays and how you are dressed
- turn your video on – it is important that the host and others can see **who** is actually joining in the meeting

- do not share meeting ID or links with others, or any other personal information
- do not share inappropriate messages or content with others – act the same way as you would in any training session.