

SAFEGUARDING POLICY

PURPOSE

1. RobocodeUK (the Organisation, we, our or us) is committed to preventing and responding to risks of harm to and promoting the welfare of all children that we work with (i.e. as RobocodeUK's clients). These individuals are referred to as the 'Beneficiaries' of this Safeguarding Policy.
2. We recognise the importance of this commitment to safety and welfare and, further, are committed to safeguarding all Beneficiaries without discrimination due to an individual's age, disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity leave status, marriage or civil partnership status, or sexual orientation.
3. This Safeguarding Policy is based on the safeguarding laws of England, Wales, and Scotland, including related guidance issued by the UK Government and relevant governmental departments, agencies, and public bodies. If this Policy is at any time inconsistent with this body of law, RobocodeUK will act to meet the requirements of up-to-date safeguarding laws in priority to the requirements set out in this Policy.
4. RobocodeUK has implemented this Safeguarding Policy in order to meet its obligations as a childcare provider registered with Ofsted with URN 2715831.
5. Any questions in relation to this Policy should be referred to **Khaled Ayad** in the first instance, by emailing **k.ayad@robocode.uk** or by contacting **07711983559**

SCOPE

6. This policy aims to ensure all children and vulnerable individuals engaged with our activities are safe and protected from harm.
7. This Policy's guidelines and obligations apply to all individuals working for or acting on behalf of RobocodeUK in the UK at all levels, including senior managers, officers, employees, consultants, trainees, homeworkers, part-time and fixed-term workers, casual workers, agency workers, volunteers, and interns (collectively 'Staff Members')
8. This Policy does not form part of any contract of employment or similar and RobocodeUK may amend it at any time at our absolute discretion.

DEFINITION

9. 'Safeguarding' is an umbrella term that refers to work (e.g. practices and procedures) aimed at preventing or responding to harm or risks of harm posed to vulnerable individuals, and at promoting these individuals' wider welfare. Safeguarding is particularly important for children and adults at risk. Most safeguarding legal obligations relate to the care of these groups. This Safeguarding Policy specifically deals with safeguarding children. For safeguarding purposes, children are individuals younger than 18 years old
10. The commitments and practices contained in this Safeguarding Policy apply to the safeguarding of RobocodeUK 's Beneficiaries from harm caused by either:
 - a. The activities and practices of RobocodeUK and any conduct of its Staff Members, or
 - b. People and situations outside of RobocodeUK 's and its Staff Members' control, where RobocodeUK 's Staff Members are aware of, ought to be aware of, or reasonably suspect the risks posed by a situation.
11. For the purposes of this Policy, a 'Safeguarding Concern' is any conduct or situation that is known or reasonably suspected by a Staff Member or another party that risks violating the safeguarding commitments set out above.

KEY MEASURES

12. Following applicable local safeguarding arrangements when safeguarding children in accordance with [Solihull LSCP Multi-agency Procedures](#).
13. Complying with specific safeguarding obligations for childcare providers, including:
 - a. Complying with relevant statutory regulations, for example, The Childcare (General Childcare Register) Regulations 2008 (when caring for children under 8 years old).
 - b. Making appropriate registrations with Ofsted.
 - c. Ensuring that Staff Members are aware of potential signs of child abuse and neglect and understand what actions to take to protect children in situations of suspected abuse or neglect.
 - d. Having due regard to the need to prevent people from being drawn into terrorism (i.e. meeting the 'Prevent' duty imposed by the Counter-Terrorism and Security Act 2015) by, for example, providing Staff Members with training on recognising signs of radicalisation and on responding to these.
14. Ensuring that Staff Members are trained to, and encouraged to, report any Safeguarding Concerns that they identify. Staff Members will be encouraged follow RobocodeUK s safeguarding reporting procedures as closely as possible when reporting concerns (set out below under the heading Procedures: Reporting).

15. Ensuring that all Staff Members listen to all safeguarding-related queries and concerns raised by other Staff Members, Beneficiaries, or relevant other parties, with respect and professionalism. Staff Members should be trained how to, and encouraged to, then assist with reporting any such concerns via RobocodeUK 's regular reporting procedures.
16. Ensuring that all reported Safeguarding Concerns are dealt with by appropriate individuals and teams and in accordance with RobocodeUK 's relevant procedures (set out below under the heading 'Procedures: Investigation and Response').
17. Implementing and maintaining comprehensive, accessible, fair, and efficient procedures for Staff Members to use when reporting and dealing with Safeguarding Concerns. These procedures will be made known and easily accessible to all Staff Members.
 - a. Procedures will be designed to ensure all safeguarding issues are dealt with fairly and objectively even when allegations are made against one of RobocodeUK 's Staff Members. Any such allegations will be treated in a manner that takes into account the gravity of the accusations, but which does not vilify or presume the guilt of an accused individual without a fair investigation.
 - b. Any reports that qualify as protected disclosures under whistleblowing law will be treated securely and in a protected manner in line with whistleblowing law and RobocodeUK 's Whistleblowing Policy.
18. Appointing **Khaled Ayad** to hold responsibility for managing safeguarding policies and procedures within RobocodeUK.
19. Following appropriate recruitment processes when recruiting new Staff Members, including volunteers This includes:
 - a. Conducting all appropriate pre-employment checks (e.g. Disclosure and Barring Service (DBS) criminal record checks).
 - b. Ensuring new Staff Members take part in, and understand the content of, all necessary safeguarding training before having any contact with RobocodeUK 's Beneficiaries.
 - c. Following RobocodeUK 's Recruitment Policy.
20. Providing appropriate safeguarding training for all relevant Staff Members. Every Staff Member should be provided with, and required to undertake, training that is appropriate to their role, responsibilities, and degree and type of contact with Beneficiaries. This should, where appropriate, include training on:
 - a. How to define and identify potential signs of different types of abuse, including physical abuse, emotional abuse, sexual abuse and exploitation, neglect, and others.
 - b. How to listen to and respond to concerns or disclosures about safeguarding issues during an initial conversation (e.g. how to explain when information can and cannot be kept confidential).
 - c. How to use RobocodeUK 's safeguarding reporting procedures and when doing so is appropriate.

- d. Which additional resources (e.g. policies, other supporting documents, or external educational resources) are available to ensure Staff Members remain informed about safeguarding
- e. Child Protection Training
- f. First Aid essentials g. Health & Safety
- g. Safeguarding Children with Special Education Needs and Disabilities.
- h. Safeguarding Young People
- i. Module 2 Chil Protection and Introduction to multi agency working The Introduction to Safeguarding for VCSE organsations.
- j. A Practical Guide to GDPR.
- k. An Introduction to Risk Assessment.
- l. Anti-Fraud, Bribery and corruption.
- m. Safer Recruitment.
- n. The Prevent Duty.

21. Ensuring that all information related to Safeguarding Concerns, including the content of reported concerns as well as the personal data of anybody involved, is handled safely and securely. This involves:

- a. Following the requirements set out by the UK's data protection laws, including The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- b. Following RobocodeUK 's data protection policies and procedures, including our Data Protection and Data Security Policy.
- c. Providing Staff Members with training on data protection and privacy, where appropriate.
- d. Ensuring Staff Members always have an identifiable point of contact for questions or concerns about data protection and privacy. This is Currently **Ahmed Ayad** who can be contacted by emailing **A.ayad@robocode.uk** or at **07826285825**.
- e. Only sharing information about a Safeguarding Concern internally as far as is necessary to manage the concern for the relevant Beneficiary's benefit.

22. Ensuring transparency and awareness regarding safeguarding information and procedures. For example, by:

- a. Providing information to Beneficiaries about our safeguarding procedures so that they are aware of how to raise any concerns.
- b. Ensuring all Staff Members are aware of commitments and procedures, and Staff Members' responsibilities in relation to these.

23. Regularly reviewing all safeguarding policies and procedures to ensure that they are up-to-date with safeguarding law and that they remain suitable for RobocodeUK 's Relevant Activities and workforce, and meeting any review and evaluation requirements specific to RobocodeUK 's industry and organisation type.

STAFF MEMBER’S RESPONSIBILITY

- 24. All Staff Members have a responsibility to promote the safety and wellbeing of all of RobocodeUK 's Beneficiaries. This means that all of RobocodeUK 's policies and procedures relevant to safeguarding and all UK laws relevant to safeguarding must be followed at all times.

- 25. All Staff Members must contribute to upholding the key measures that RobocodeUK has committed to taking to safeguard its Beneficiaries (set out above) to responsibilities, and degree and type of contact with Beneficiaries. Specific ways that Staff Members should do this will be clarified during training. If a Staff Member is uncertain as to their responsibilities, it is their responsibility to raise this with **Khaled Ayad**.

- 26. Staff Members must actively participate in all safeguarding training they are assigned and, if they do not understand any aspects of their training, must raise this with **Khaled Ayad**.

- 27. Staff Members must never do anything to actively risk the safety or wellbeing of any of RobocodeUK 's Beneficiaries. This includes, but is not limited to:
 - a. Subjecting them to or facilitating abuse of any sort.
 - b. Engaging in any sexual activity with children.
 - c. Participating in or facilitating any activities that may commercially exploit Beneficiaries. For example, failing to report suspected child labour or trafficking.

- 28. Staff Members must report all Safeguarding Concerns that they have regarding Beneficiaries, regardless of whether the concerns relate to potential wrongdoing of other Staff Members, other Beneficiaries, or external parties (e.g. parents, teachers, other organisations, or members of the public).

SAFEGUARDING ROLES IN ROBOCODEUK

<p>Designated Safeguarding Lead Khaled Ayad-Director 07711983559 k.ayad@robocode.uk</p>	<p>Deputy Safeguarding Lead Ahmed Ayad-Operational Manager 07826285825 a.ayad@robocode.uk</p>
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<p>First Aid Lead Khaled Ayad-Director 07711983559 k.ayad@robocode.uk</p>	<p>Case Manager Nahla Ahmed-Comm Manager 07826285825 a.ayad@robocode.uk</p>
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PROCEDURES: REPORTING

29. Staff Members will receive safeguarding training that should enable them to identify Safeguarding Concerns (e.g. suspected abuse, neglect, or threats to wellbeing) relevant to RobocodeUK 's Beneficiaries. Staff Member must recognise that a disclosure may come directly from the child, or from a third party, e.g. friend, neighbour, other family member. Alternatively, it may be through the suspicion of staff based on a variety of symptoms and knowledge of possible indicators of abuse. When receiving a disclosure from a child that he/she has been abused in some way the member of staff must:

- Take seriously any disclosures made to them and provide reassurance to the discloser through their responses and behaviour.
- Find time and, if necessary, a suitable place to listen to the child, when information about possible abuse comes to light.
- Listen to what is being said without displaying shock or disbelief.
- Not make false promises which may not be able to be fulfilled and do not promise confidentiality. If the child asks that information is kept secret, it is important that you tell the child in a manner appropriate to the child's age/stage in development that you cannot promise complete confidentiality – instead you must explain that you may need to pass information to other professionals to help keep the child, or other children, safe.
- Not criticise the alleged perpetrator.
- Stress that it was the right thing to tell.
- Find out just enough to be sure of the need to refer, and keep any questions open rather than closed. Do not ask leading questions. Education is a referrer, not an investigative agency for child protection matters. An incident may eventually end up as a court case and children's evidence can all too easily be compromised by leading questions or repeated recital.
- Make records that are factual, accurate and relevant and avoid subjective judgements. It is not the school's responsibility to 'check out' what any child tells nor should any abuser be questioned.
- Sign and date the record of the disclosure.

30. The member of staff who has the concern or received the disclosure must report the concern/disclosure to the **Designated Safeguarding Lead**, or **in his/her absence, the Deputy Designated Safeguarding Lead**, immediately. The member of staff must provide the DSL with a signed, dated written record of the concern/disclosure.

31. When the Designated Safeguarding Lead, or in his/her absence, the Deputy Designated Safeguarding Lead, has been informed, he/she shall make the decision whether or not to refer the concern to Social Care (and/or other appropriate services). On the question of how to

decide whether to refer to Social Care, the Solihull Safeguarding Children Board's document 'Children's Social Care Thresholds and Practice Standards' states:

“Professionals in all agencies have a responsibility to refer a child to Children's Social Care when it is believed or suspected that the child:

- Has suffered significant harm; or
- Is likely to suffer significant harm.

All referrals to Children's Social Care must be made in writing using the Multi-Agency Referral Form or CAF assessment where one has been completed. A history of key events is useful when communicating concerns so that any emerging patterns are recognised.”

The full Children's Social Care Thresholds and Practice document is available at <http://solihullscb.proceduresonline.com/>

The Referral and Assessment Service will be consulted when there is uncertainty about whether to refer.

Referrals must be made as soon as possible and the appropriate forms completed and sent at the same time. Referrals to Children's Social Care must be made to the Referral and Assessment Service at: <https://eservices.solihull.gov.uk/ChildrensSocialWorkServiceReferral/>

Telephone: 0121 788 4333

In exceptional circumstances, such as in an emergency or in the absence of all 3 safeguarding leads, any staff member can speak directly to Social Care.

However, to avoid unnecessary calls to Social Care and to ensure we have a consistent and carefully monitored approach to Safeguarding at Solihull Academy, we would actively encourage all staff to refer any concerns to the designated safeguarding lead/s in the first instance. The safeguarding lead/s will then carefully consider the next step and make a referral to the appropriate external services if needed.

DEALING WITH CONCERNS REGARDING STAFF

32. A concern, sometimes referred to as an allegation, is any information which indicates that a member of staff/volunteer may have failed to meet the requirements set out in the staff behaviour (code of conduct) policy, or may have:

- Behaved in a way that has harmed a child, or may have harmed a child; or Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

33. The person to whom a concern or allegation is reported must take the matter seriously, keep an open mind, and must:

- Find time and, if necessary, a suitable place to listen to the person's concerns or allegations.
- Listen to what is being said without displaying shock or disbelief.
- Not make false promises which may not be able to be fulfilled and do not promise confidentiality. If the person asks that information is kept secret, it is important that you tell the person that you cannot promise complete confidentiality.
- Allow the person to talk freely. Do not cross examine, interview, or probe. Do not ask leading questions. Listen, only asking questions when necessary to clarify.
- Not criticise the alleged perpetrator.
- Stress that it was the right thing to share the concerns.
- Make records that are factual, accurate and relevant and avoid subjective judgements. It is not the school's responsibility to 'check out' what any child tells nor should any abuser be questioned.
- Sign and date the record of the disclosure.

34. The member of staff must provide the Designated Safeguarding Lead (or in his/her absence, his/her deputy) with a signed, dated written record of their concerns, without delay.

35. The DSL or Deputy DSL receiving the concern/allegation must not unilaterally determine its validity, and must report the concern/allegation to the Case Manager immediately.

36. The Case Manager will not investigate the concern itself, or take written or detailed statements, but will assess whether the concern meets any of the three criteria set out in **section 32** above. If any of the criteria are met then the Case Manager must contact the LADO (Education) within one working day and provide the LADO with written confirmation of the concern.

Local Authority Designated Officers (LADO), for allegations against staff:

Lesly Hudson

The LADO service is based at:

Child Protection and Review Unit

Bluebell Centre

Chelmsley Wood

B37 5TN

Telephone: 0121 788 4310

Secure email: cpru@solihull.gcsx.gov.uk (please put 'LADO referral' in subject line)



Solihull safeguarding contacts

Reporting a concern

As a person who works (paid or unpaid) with children and young people, you have a duty to refer any concerns you may have regarding the welfare of a child or young person in accordance with [Solihull LSCP Multi-agency Procedures](#).

You must refer your concerns to Solihull Children's Social Work Services using the multi-agency referral form below and if you are concerned about the immediate safety of a child or young person you should contact the **Police** on **999**

You can access the Multi-agency referral form by clicking [here](#)

If you think a child or young person is being harmed or is at risk of being harmed, then you must contact Children Social Work Services and tell them your concerns.

You can report your concerns to, or ask for advice from Solihull Children's Social Work Services by calling the **MASH Team** on **0121 788 4300**.

Alternatively you can contact the **NSPCC** on **0808 800 5000** or report your concerns on line via the 'Report child abuse online' by clicking [here](#)

If you need to report concerns out of office hours, then please contact the **Emergency Duty Team (EDT)** on **0121 605 6060**

Reporting concerns about someone who works with or is in a position of trust with children and young people

If you wish to make an allegation against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self-employed, then you should contact the Local Authorities Designated Officer (LADO) as soon as possible in cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Solihull LADO can be contacted on 0121 788 4310

More information

[Safeguarding children and young people in Solihull](#)

[Solihull Local Safeguarding Children Partnership \(LSCP\)](#)

SUPPORTING DOCUMENTS

37. This Safeguarding Policy does not cover all of RobocodeUK 's commitments relevant to protecting its Beneficiaries. We also have other policies in place that protect our Beneficiaries, Staff Members, and/or others. These include:

- a. Code of Conduct.
- b. Whistleblowing Policy.
- c. Health and Safety Policy.
- d. Equal Opportunities Policy. e. A Recruitment Policy.
- e. Data Protection and Data Security Policy.
- f. Disciplinary Procedure.
- g. Complaints Policy
- h. Digital Acceptable Use Policy.
- i. Domestic Abuse Policy.
- j. Supervision Policy.

39. All of the policies, procedures, and other documents set out above are available on request from the person within the Organisation responsible for HR matters or via Staff Members' line managers.

Approved by Director:	Khaled Ayad	Date: 23.04.2024
Last reviewed on:	23.04.2024	Signature:
Next review due by:	01.05.2025	