

The Smallpeice Trust

Child Protection Policy


Policy for Safeguarding Children, and Risk Minimisation and Crisis Management Procedures

No: HS002

Date of issue:

3rd April 2019

Authorised by:



Chief Executive

Contents

Contents	2
The Smallpeice Trust Child Protection Policy	3
1. Policy Statement.....	3
2. Key Principles.....	4
3. Promoting Good Practice	4
4. Designated Safeguarding Officer	5
5. Roles and Responsibilities	5
6. How to Handle a Disclosure.....	6
7. Signs and Symptoms	7
Risk Minimisation and Crisis Management Procedure	8
1. General Crisis Management Procedure	8
2. Risk Minimisation	9
2.1. Fire	10
2.2. 1:10 Supervisor: Student Ratio Breach.....	11
2.3. Transportation Accident	12
2.4. Missing Persons.....	12
2.5. Abuse of a Minor	12
2.6. Injury.....	13
2.7. Illness	13
2.8. Intruders	14
2.9. Accidents whilst walking between accommodation and teaching blocks	14
2.10. Sexual Activity	14
2.11. Loss of Essential Paperwork.....	15
2.12. Alcohol Abuse	15
2.13. Drug Abuse	15
2.14. Drowning / Injury	16
2.15. Sports Injury	16
2.16. Inappropriate Behaviour (including bullying).....	16
2.17. Death.....	17
2.18. Legal Responsibility	17
Appendix B – Welcome Guest Sheet	19
Appendix C – Supervisory Duties Brief	20
Appendix D – Incident Sheet	23
Appendix E – Student Transgender Policy	24
Please refer to The Smallpeice Trust’s Student Transgender Policy	24
(see I:\Common\Human Resources\Handbook\02_Policies\Student Transgender Policy)	24
.....	24
Appendix F – Senior Management Contact List	25
Appendix G – Child Protection Policy Revision History	26

The Smallpeice Trust Child Protection Policy

1. Policy Statement

This document has been drawn up as a coherent Child Protection and Safeguarding Policy for The Smallpeice Trust to ensure there is a framework for Child Protection and Safeguarding. It is also a tool to ensure parents and students know that there is a single policy relating to activities.

The Smallpeice Trust works to inspire young people to develop their interest in engineering as a career and to achieve their potential in educational and personal terms. The aim of this policy is to ensure that young people attending our activities are well protected and that procedures are in place to safeguard their welfare. This policy works in conjunction with the Trust's health and safety and risk assessment policies

Every child and young person who participates in the activities of the Trust should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in this organisation, whether staff members or volunteers (including volunteer residential supervisors). We recognise, however, that child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken. The Trust recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional abuse and neglect. It is determined to meet its obligation to ensure that the Trust provides opportunities for children and young people to do so, with the highest possible standard of care.

The Smallpeice Trust will ensure that:

- the welfare of the child is paramount
- all children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse
- an appropriate level of DBS clearance is used to ensure adequate safeguards, specifically all:
 - Trustees
 - Employees
 - Arkwright Liaison Officers
 - Arkwright Engineering Scholarship provided mentors (not including mentors provided by sponsoring organisations)
 - Associates
 - Supervisors will be DBS cleared to 'Enhanced' level before beginning employment or contractual duties for the Trust
- DBS clearance will be updated at least every three years
- At least one person on each interview panel on Arkwright Engineering Scholarship interview days will be DBS cleared or will be a practicing teacher
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- all staff members (paid/unpaid) working in this organisation and all volunteers have a responsibility to report concerns immediately to the Designated Safeguarding Officer, or their deputy, and the lead representative for The Smallpeice Trust at events organised by the Trust
- organisations that host Arkwright Engineering Scholarship programme events and activities (e.g. commercial companies hosting an Engineering Experience Day, extended work experience or providing mentoring of Scholars; or a university hosting an Interview Day) are aware that it is their responsibility to ensure that their staff who will come into significant contact with young people as part of the event/activity are suitable to work with young people and are DBS checked where necessary. This DBS checking is the host company's responsibility, but The Smallpeice Trust can help, where requested by the host company. **Note:** The Smallpeice Trust provides a Code of Conduct to help organisations supporting the Arkwright Engineering Scholarships

programme understand their responsibilities, and to set out a recommended level of DBS clearance for host staff.

- Appropriate parental consent forms are sent to parents by The Smallpeice Trust and must be signed and returned by parents for all Arkwright Engineering Scholarship programme activities/events, and residential courses.

2. Key Principles

The Smallpeice Trust will take responsibility for:

- respecting and promoting the rights, wishes and feelings of children and young people
- ensuring all staff members and volunteers adopt best practice to safeguard and protect children and young people from abuse
- ensuring all staff members and volunteers adopt and abide by the appropriate codes of conduct and the Child Protection Policies and Procedures outlined within this document
- responding to any allegations of abuse appropriately
- Regularly reviewing this policy

A child is defined as a person under the age of 18 (The Children Act 1989).

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home and school. Some individuals will actively seek employment or voluntary work with young people in order to abuse or harm them. All suspicious cases of poor practice should be reported to the Designated Safeguarding Officer (see Section 4) and the guidelines in this policy should be followed.

3. Promoting Good Practice

Good Practice means:

- Always working in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication
- Treating all young people equally with respect and dignity
- Always putting the welfare of each young person first
- Maintaining a safe and appropriate distance with young people and students involved in the programme, event, or activity. E.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them
- Building balanced relationships based on mutual trust and empowering children to share in decision making
- Keeping up to date with training, qualifications and insurance
- Involving children/ young people/ parents/ carers wherever possible
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental consent if staff are required to transport young people in their cars

4. Designated Safeguarding Officer

The Smallpeice Trust's Chief Operating Officer is the Designated Safeguarding Officer:

Lisa Foster.

Office telephone number: 01926 332646

Mobile number: 07909 683242

The Smallpeice Trust's Chief Executive Officer is the Deputy Safeguarding Officer:

Dr Kevin Stenson

Office telephone number: 01926 333205

Mobile number: 07899 663280

5. Roles and Responsibilities

The Designated Safeguarding Officer has the following responsibilities:

- Decide upon referral and refer cases of suspected abuse or allegations to relevant investigating agencies
- Act as a source of advice
- Liaise with a senior person to inform of any issues on ongoing investigations
- Ensure detailed, accurate written records of referrals/concerns are kept and that they are secure and confidential
- Ensure staff members and volunteers complete all relevant documentation, record accurately any incidents and follow procedures laid out in the Policy
- Ensure appropriate levels of training are provided to all staff members and volunteers
- Ensure the Child Safeguarding Policy is updated and reviewed annually

Staff of The Smallpeice Trust have the following responsibilities:

- Staff members, managers and partner organisations should ensure that anyone working on Trust activities, including volunteers, have read the policy and procedures manual and have acknowledged in writing that they have done so
- Activities are often held in schools, colleges and universities with their own designated safeguarding or child protection officer, it is the responsibility of the organising staff member to obtain the name and contact details of the designated officer in case of any child protection or welfare concern
- If a child protection or welfare concern occurs whilst in school, college or university it is the responsibility of Trust staff to inform the designated officer within the school, college, or university. The schools, colleges, or universities' designated safeguarding officer will be responsible for any concerns or events which occur in school, college or university
- It is the responsibility of all Trust staff, student advocates, mentors and volunteers to act in accordance with the policies and procedures contained within the Child Protection Policy and Procedures manual
- The Duty of Care for a student/Arkwright Engineering Scholar during travel to/from a Trust event/activity is on the public transport carrier, the student/Arkwright Engineering Scholar and, if the student/Arkwright Engineering Scholar is under 18 years of age, on the student's/Arkwright Engineering Scholar's parents. The Smallpeice Trust or event hosts have no responsibility for students/Arkwright Engineering Scholars during travel to/from events.

For Arkwright Engineering Scholarships programme multi-day work experience, with and without overnight stays:

- Where an Arkwright Engineering Scholarship programme sponsor or partner organisation will host work experience lasting more than a single day, The Smallpeice Trust will neither provide its staff to attend the event in anything other than a 'Visitor' capacity, nor to chaperone Arkwright Engineering Scholars during off-site 'down time' e.g. during overnight stays.

- The host organisation should appoint their own Designated Safeguarding Officer or Senior HR Representative in charge of overseeing the Arkwright Engineering Scholar from a Child Protection perspective when on site, and a responsible person to oversee the day-to-day management of the on-site work experience.
- The Smallpeice Trust has no responsibility or jurisdiction over periods of work experience:
 - The host organisation has the Duty of Care over the Arkwright Engineering Scholars when on site
 - Each Scholar and, if the Scholar is under 18 years of age, their parents are responsible for the care and safety of the Scholar during off-site downtime e.g. overnight stays or travel to/from the place of work experience. An Arkwright Engineering Scholarships programme, or host organisation parental consent form should be signed for each period of work experience.
- If a child protection or welfare concern occurs whilst at a host venue, it is the responsibility of the member of host staff overseeing the work experience to inform the host's Designated Safeguarding Officer or Senior HR representative. The host's Designated Safeguarding Officer or Senior HR Representative will be responsible for any concerns or events which occur on the host's premises. They should make The Smallpeice Trust's Designated Safeguarding Officer or their Deputy aware of the incident and action taken at the earliest opportunity.
- If a child protection or welfare concern occurs during off-site downtime e.g. during overnight stays or travel to/from the place of work experience, the Scholar or parent should make The Smallpeice Trust's Designated Safeguarding Officer or their Deputy, aware of the incident and action taken at the earliest opportunity.

6. How to Handle a Disclosure

The following four Rs underpin Safeguarding:

1. Recognise
2. Respond
3. Record
4. Refer

If someone discloses that they are being abused, whether in the home or in a Trust activity, or event, then upon **Recognising** a disclosure you should **Respond** in the following way:

- React calmly
- Reassure the child that they were right to tell you, that they are not to blame and that you will take what the child says seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the child/young person what you will do next

It is essential that you make a full written **Record** of what has been said/heard as soon as possible.

The **Record** of the Disclosure should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation, including dates, times and special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay

- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details

You should then **Refer** the Disclosure to the Designated Safeguarding Officer, who will provide support and advise of the next step.

The Designated Safeguarding Officer will assess whether the **Referral** be actioned in either of the following ways:

1. **Call the police.** i.e. if the Risk to the child is immediate
2. **Contact the Multi Agency Safeguarding Hub (MASH) (contact details readily available online) local to the student's home address**

Where possible, referral to the police or MASH should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If there are serious concerns about **Referring** the Disclosure to the Dedicated Safeguarding Officer, you can contact the local duty social worker direct or the NSPCC Child Protection Helpline on 0808 800 5000.

What The Smallpeice Trust will do next:

It is not our responsibility to decide whether abuse has taken place or not, however we will **refer** on the Disclosure to the appropriate authority as above.

All **Records** relating to the Disclosure will be stored confidentially in case they are required in the future.

Services for Children and Young People, Children's Social Care, have a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, they have a legal responsibility to investigate and all agencies have a duty to co-operate with those investigations. This may involve talking to the child and their family and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Clearly then concerns about children must not be taken lightly.

The protection of children is paramount and if we have any concerns about a child being abused or neglected, we will contact the local police (if the Risk to the child is immediate) or Multi Agency Safeguarding Hub (MASH) (contact details readily available online) local to the student's home address.

7. Signs and Symptoms

Signs/indicators of abuse and neglect are helpful if they are used with some caution. They are not necessarily evidence of abuse or neglect. However, if you are concerned about a child or young person, they can help you think about why you have that concern.

Signs that may suggest physical abuse:

- Multiple bruising to different parts of the body
- Bruising of different colours indicating repeated injuries
- Fingertip bruising to the chest, back, arms or legs
- Burns of any shape or size
- An injury for which there is no adequate explanation

Signs of possible sexual abuse:

- Something a child has told you
- Something a child has told someone else
- A child who shows worrying sexualised behaviour in their play or with other children

- A child who seems to have inappropriate sexual knowledge for their age
- A child who may be visiting or being looked after by a known or suspected sexual offender

Signs which may suggest emotional harm:

The following signs may be present in children whose parents are over-critical and emotionally distant, or who are unable to meet their child's emotional needs:

- Children whose behaviour is excessive. For example, excessive bedwetting, overeating, rocking, head banging
- Children who self-harm. For example, they may cut or scratch themselves or overdose
- Children who attempt suicide
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal
- Children who usually seek out or avoid affection

Signs which may suggest neglect:

- Squalid, unhygienic or dangerous home conditions
- Parents who fail to attend to their children's health or development needs
- Children who appear persistently undersized or underweight
- Children who continually appear tired or lacking in energy
- Children who suffer frequent injuries due to lack of supervision

Risk Minimisation and Crisis Management Procedure

1. General Crisis Management Procedure

Prior to any event/activity, contact will be established with the venue's senior staff member responsible for crisis management. Agreement will be reached on which organisations staff will be responsible for what actions in the event of any crisis. Clear lines of communication will be agreed between the Smallpeice representative on site and the senior venue staff member responsible for crisis management.

In the event of a crisis including missing persons, abuse, serious injury, serious illness, death or any other incident deemed to be a "crisis" the Crisis Management Policy should be followed:

Immediate Response

- The onsite Trust staff members and volunteers are to deal with people at the incident and keep a detailed written log of events
- Immediately feed facts back to Chief Operating Officer (who is also the Designated Safeguarding Officer) or appointed deputy (See Appendix E for contact details).
- The Chief Operating Officer or appointed deputy will become the main co-ordinator of the crisis team
- The Chief Operating Officer or appointed deputy should:
 - brief staff members and volunteers, and delegate tasks
 - decide whether to send an extra team to the incident and, if so, how many?
 - contact next of kin in case of injury / illness
 - contact appropriate authorities where necessary e.g. missing persons / abuse / death
 - Advice from independent sources should be sought if necessary
 - Counsellors should be sent to students and staff if necessary

- In the meantime, the onsite Trust staff members and volunteers should:
 - hold the fort and identify any emotional needs – are specialists required?
 - reassure/calm students and guests and, where necessary, guide them away from any danger until such time as expert assistance arrives
 - Arrange hospital visits if necessary
 - meet and liaise with visitors who are subsequently required e.g. family members identify any emotional needs – e.g. are specialists required?

Family Liaison

- One spokesperson should be elected to keep families informed of developments. The spokesperson should:
 - Establish one point of contact in the family
 - Always have factual up-to-date information to hand to deal with phone calls etc.
 - Contact families of those not directly affected to keep them informed
 - Communicate regularly
 - Be prepared to receive visitors
 - Provide first class family assistance

Staff

- All staff should be kept informed of developments even if they are not directly involved
- Staff should verify callers when asked to divulge sensitive information
- Regular briefings for staff with up-to-date information should be held
- Where an incident is classed as major with significant numbers of people affected and/or significant damage to buildings and property (e.g. as a result of a fire, flash flood or bomb) the incident will be reported, and continually updated, on the relevant Trust website (www.arkwright.org.uk or www.smallpeicetrust.org.uk) in such a way as to provide overview information to friends and relatives. No personal details (such as victims' names) will be used in website reports. The Chief Executive must authorise any web reports prior to their posting.

Media

- Please refer to The Smallpeice Trust's Crisis Communication Plan, see:
 - I:\Common\Operations\01 Emergency Procedures and
 - I:\Common\Operations\02_Crisis Communication Policy
- The Chief Executive Officer or appointed deputy should be responsible for media interviews. Media should have 24-hour accessibility to the spokesperson and other members of staff should not contact the media. Factual statements should be prepared, and staff should be informed of the details

2. Risk Minimisation

The Smallpeice Trust have robust policies in place to ensure that risks are minimised when organising and running its programmes.

The general policies are summarised below:

A robust network of staff members and volunteers should be in place during any Arkwright Engineering Scholarships programme event/activity:

- A minimum of two supervisory members of staff should attend each interview day and Awards Day. Any industry visit, career day, or similar activity should be attended by at least one member of staff;
- Staff members and interviewers should wear their name badges at all times;
- There should be two interviewers on each interview panel (at least one is to be DBS cleared or a practicing teacher, as outlined in Section 1: Policy Statement);
- Guest registration should be carried out on arrival at an event/activity and all guests should be asked to wear a name badge.

A robust network of staff members and volunteers should be in place on residential courses. In respect of residential courses, [staff members and] volunteers shall be referred to in the remainder of this document as 'Supervisors'.

- A minimum of 2 members of staff should attend courses
- There should be a ratio of 1:10 Supervisors to students
- At least 1 adult of each sex should be present
- Where possible venues should be booked solely for the use of The Smallpeice Trust
- All Supervisors or members of staff that will reside with students should be subject to an enhanced DBS check
- Supervisors are provided with information and training about their role (see Appendix C Supervisory Duties Brief)

Safe and secure accommodation should be used:

- Where possible venues should be booked solely for the use of The Smallpeice Trust
- Ground floor accommodation is avoided for minors where possible
- All course personnel are asked to wear their name badges at all times
- Where possible course venues with all necessary facilities onsite are selected. If off site travel is necessary main roads are avoided
- Male and female student accommodation is segregated by block where possible or alternatively by floor
- Student registration should be carried out in the morning and evening and regular head counts throughout the day

Comprehensive information about the venue and expectations is provided to all attendees both at the Welcome Address and in a programme documentation folder, this includes:

- Rules and consequences of unacceptable behaviour (see Appendix A Points for a Comfortable Stay)
- Site layout
- Fire Evacuation Procedures
- Information about the senior person with on-site responsibility for the programme, and their deputy, [including contact details, and bedroom location on residential courses]
- Information about the Supervisors, including contact details and bedroom location on residential courses

Health and Safety are given careful consideration in planning programmes and policies are implemented to minimise specific risks. The details of these risks and associated policies and procedures are detailed in the following sections.

2.1. Fire

Risk Minimisation:

- A copy of the venue Fire Evacuation Procedure is issued in all student and teacher folders and all Guest Welcome Packs
- The venue fire evacuation procedure is verbally explained at Welcome Address

Procedure:

Holly House:

- All colleagues (both Trust employees and our tenant's employees) based at Holly House are required to electronically register their entrance and departure from Holly House
- The building is to be evacuated and all staff members/volunteers/visitors/course attendees meet in the car park

- A register shall be carried out using a print out of colleagues registered as present at the time at Holly House, and the visitor's book
- Any missing persons must be reported to the Chief Fire Marshall, who will also take the register
- In the absence of the Chief Fire Marshall, the Deputy Fire Marshall will take the register
- The Smallpeice Trust's Chief Executive is the Chief Fire Marshall, Dr Kevin P Stenson. The Smallpeice Trust's Company Secretary is the Deputy Fire Marshall, Elizabeth Kavanagh

Residential Courses:

- Supervisors are asked to knock loudly on the bedroom doors of students assigned to them if safe to do so
- Evacuate building and make your way to the designated assembly point
- Supervisors shall identify and register their night-time allocated students at the designated assembly point. A morning and evening registration shall be taken by the Education Officer at the location and times set out in the Welcome Packs
- Once the register has been taken at the designated assembly point the Supervisors must report their results to the Education Officer
- The Education Officer must register all adults at the fire assembly point
- Any missing persons must be reported to the Senior Fire Officer who shall be a member of the venue's staff
- Buildings are not to be re-entered unless told to do so by the Senior Fire Officer

STEM Days/Arkwright Engineering Scholarship programme events at host venues:

- The building is to be evacuated and all staff/visitors/attendees meet in the designated assembly point as instructed by the host venue in their Welcome Address
- A register is carried out using the registration list
- Any missing persons must be reported to the venue's Chief Fire Officer
- Buildings are not to be re-entered unless told to do so by the Fire Officer

Please follow Crisis Management Procedure if persons are missing, seriously injured or dead.

2.2. 1:10 Supervisor: Student Ratio Breach

Risk Minimisation:

- Extra Supervisors should be built into the planning process where possible to avoid the risk of having too few Supervisors at a residential course (due to non-arrival or sickness during the course)

Procedure:

- The Education Officer must search for a replacement Supervisor by contacting other teachers if possible
- If this search fails, the Education Officer must contact The Smallpeice Trust office to recruit an alternative Trust staff member to act as a replacement
- If no staff member is available, the Education Officer should contact a local agency to obtain a Supply Teacher upon proof that they have a valid DBS disclosure
- The replacement Supervisor must be on site before the first evening registration after the non-arrival or departure of the other Supervisor

2.3. Transportation Accident

Risk Minimisation:

- A reputable company must be selected, and assurance obtained that it complies with current Department of Transport legislation.

Procedure:

- The Education Officer or an appointed Supervisor must carry a register of all persons travelling on the vehicle
- It is the vehicle operator's responsibility to take charge in the event of an emergency
- The Education Officer must ensure that relevant health forms are taken to the place of treatment

Please follow Crisis Management Procedure if persons are missing, seriously injured or dead.

2.4. Missing Persons

Risk Minimisation:

- All attendees are to wear a name badge
- Where applicable a map of the venue is issued to all attendees in programme folders or Guest Welcome Packs
- A general verbal description of the venue is given at the Welcome Address
- Where possible isolated venues are selected for residential courses
- Student registrations are carried out in the morning and evening at the location and times set out in the Welcome Pack
- Regular head counts are undertaken throughout each day
- Students are forbidden to leave the site unaccompanied
- A register of Supervisors is kept
- A daily diary of visitors to course is kept. All visitors are to report to the temporary Smallpeice Trust office to be registered as visitors.

Procedure:

- The senior Trust representative on site will be informed immediately that someone is missing (established by headcount or registration)
- The Education Officer will immediately co-ordinate room checks (to be carried out by 2 supervisors if entering a student's room) and searches to establish whether person is actually missing
- Venue security staff are to be immediately informed if person is actually missing and a full venue search is to be co-ordinated by security staff
- If the missing person is not found contact should be made with a family member to establish if contact has been made by the Missing Person with their family
- If no contact has been made, the Police should be informed, and their advice followed.

Please follow Crisis Management Procedure if persons are missing, seriously injured or dead.

2.5. Abuse of a Minor

Risk Minimisation:

- DBS disclosure procedure will be implemented by The Smallpeice Trust for the following personnel:
 - Smallpeice Trust staff, at intervals not exceeding 3 years
 - Supervisors, at intervals not exceeding 3 years
 - Project Leaders, at intervals not exceeding 3 years
 - Smallpeice Trust Trustees, at intervals not exceeding 3 years

- All courses are to have a minimum of two supervisory adults in attendance
- For mixed sex residential courses there must be a least one member of each sex in the supervision team
- Where possible the venue and residential accommodation should be booked exclusively for the Smallpeice Trust course
- If exclusive use is not possible, students' accommodation should be located as far away from other residents as possible
- Only course guests with a valid DBS disclosure may reside in student accommodation
- If entry to a student's room is required, a minimum of two supervisory staff should be in attendance

Procedure:

- Education Officer plus an adult of same sex as student to sensitively interview the student to establish nature of complaint
- Education Officer plus another adult to sensitively interview accused person
- Education Officer to inform Smallpeice Trust Senior Management Team
- Appropriate authorities may be contacted at senior representative's discretion

If the senior Smallpeice Trust representative deems the situation a crisis, please follow the Crisis Management Procedure.

2.6. Injury

Risk Minimisation:

- A safety briefing should be carried out by the Project Leader before using tools and equipment
- A health form detailing disabilities, illnesses, allergies, dietary requirements and current medication is completed by all course residents – all relevant information is communicated to appropriate people e.g. supervisors / venue / contract caterers
- 1 First Aider (holding valid First Aid at Work certificate) per 50 students will attend the course
- 1 fully stocked first aid box per 25 students
- Address and Map of Local Hospital to be kept in the course folder and Education Officers folder

Procedure:

- All injuries should be reported to a First Aider who will assess the injury, and provide treatment if possible (consulting health form if applicable)
- The Education Officer should co-ordinate further medical treatment if required (e.g. doctor / hospital visit). The person's health form must be taken to the place of treatment
- All injuries and treatment should be reported in the accident book located in the First Aid Kit
- First Aid materials used should be recorded and replenished as soon as possible

Please follow Crisis Management Procedure if persons are seriously injured

2.7. Illness

Risk Minimisation:

- A health form detailing disabilities, illnesses, allergies, dietary requirements and current medication is completed by all course residents – all relevant information is communicated to appropriate people e.g. supervisors, venue and contract caterers
- Address and Map of Local Hospital to be kept in the course folder and Education Officers folder

Procedure:

- All illnesses should be reported to a First Aider who will consult the person's health form, assess the illness and provide treatment if possible
- The Education Officer should co-ordinate further medical treatment if required (e.g. doctor / hospital visit). The person's health form must be taken to the place of treatment and the senior Smallpeice Trust representative should be informed
- All illnesses and treatment should be recorded in the accident book located in the First Aid Kit

In the event of serious illness please follow the Crisis Management Procedure

2.8. Intruders

Risk Minimisation:

- All selected venues have 24-hour on site security staff
- Residents are asked to keep all windows and doors shut when not occupying their room
- Ground floor accommodation for minors is avoided where possible
- All course personnel are asked to wear their name badges at all times

Procedure:

- Any suspicious persons should be reported to the Trust staff who will inform venue security staff

2.9. Accidents whilst walking between accommodation and teaching blocks

Risk Minimisation:

- Where possible course venues with all necessary facilities onsite are selected
- If off site travel is necessary main roads are avoided where possible
- Students are escorted by Supervisors en-route
- Students are reminded of basic road safety
- Smallpeice staff members are to wear day glow jackets with one at lead and one at rear of a 25-student long section

Procedure:

- Assess situation and follow injury procedure
- Contact emergency services if necessary and inform the senior Smallpeice Trust staff member in residence as soon as possible

Please follow Crisis Management Procedure if persons are seriously injured or dead.

2.10. Sexual Activity

Risk Minimisation:

- Male and female student accommodation is segregated by block where possible or alternatively by floor with lockable sections if possible
- Students are forbidden to enter a bedroom belonging to someone of the opposite sex
- Evening registration shall be carried out in residential blocks with a Supervisor remaining all night on each floor

Procedure:

- Minors engaging in sexual activity will be dismissed from the course and their parents/guardian contacted to arrange travel arrangements
- The Education Officer should inform the senior Smallpeice Trust staff member in residence

2.11. Loss of Essential Paperwork

Risk Minimisation:

- Staff, contractors and other agents must at all times conform to The Smallpeice Trust's Data Protection policy with regard to documents containing personal data
- All event plans, agendas, joining instructions etc will be produced electronically. A copy will be retained on the Trust's server, to be e-mailed to Trust's on-site staff, for printing at the venue, if hardcopy versions are lost or destroyed
- For Arkwright Engineering Scholarship programme interview days, all student application forms will be retained electronically on the Trust's server prior to each interview day. These can then be emailed to on-site staff, for printing at the venue, if hardcopy versions are lost or destroyed
- For residential course, three copies of health form files are to be produced - two taken to venue and a third copy to be held at Holly House
- For residential courses, three copies of the course file are held – i) hard copy taken to venue, ii) electronic copy on laptop taken to venue iii) electronic copy on the Trust's server

Procedure:

- If documents are lost, appropriate efforts must be made to locate them, including informing venue staff to keep a look out for them
- If copies are required contact the office to arrange documents to be faxed, emailed or sent by courier to venue as soon as possible
- If health form file is lost copies must be obtained immediately

2.12. Alcohol Abuse

Risk Minimisation:

- Normal UK licensing laws apply at venue bar
- During formal course dinner waiting staff will only serve wine to people identified by the Course Administrator as being allowed to drink
- Adults attending the courses are requested to moderate their alcohol consumption
- Supervisors are not to drink any alcohol at any time on the course

Procedure:

- Students discovered taking alcohol will be dismissed from the course
- Adults will be asked to leave if necessary and a replacement will be found if required (follow Supervisor: student ratio breach procedure at paragraph 2.2 above if necessary)

2.13. Drug Abuse

Risk Minimisation:

- All course attendees shall be informed that anyone found using illegal substances will be dismissed from the course

Procedure:

- Obtain medical treatment if necessary (taking individual's health form to place of treatment)
- The Education Officer will inform the senior Smallpeice Trust staff member in residence as soon as possible
- Anyone found using drugs will be dismissed from the course
- In the case of a student, the senior Smallpeice Trust staff member in residence will contact the parents/guardians to arrange transport for the student

- In the case of an adult the senior Smallpeice Trust staff member shall report the incident to their school head teacher/company line manager
- The senior Smallpeice Trust staff member in residence may decide to contact the appropriate authorities

Please follow Crisis Management Procedure if persons are seriously ill / affected by drugs

2.14. Drowning / Injury

Risk Minimisation:

- A qualified lifeguard or person with bronze medallion must be in attendance
- General life saving equipment must be available
- If open water is present at the site reassurance from the venue that life-saving equipment is available should be obtained

Procedure:

- Lifeguard to treat individual
- Assess situation and follow injury procedure at paragraph 2.
- Contact emergency services if necessary and inform the senior Smallpeice Trust staff member in residence as soon as possible

In the event of serious injury or drowning please follow Crisis Management Procedure

2.15. Sports Injury

Risk Minimisation:

- Organised sports activities are to be run by the venue Sports Co-ordinator or a similarly qualified individual

Procedure:

- Follow injury procedure at paragraph 2.14 above

Please follow Crisis Management Procedure if persons are seriously injured or dead

2.16. Inappropriate Behaviour (including bullying)

Risk Minimisation:

- Staff who are on site are to keep a look out for signs of inappropriate behaviour
- The DBS disclosure procedure, as set out in Section 1, will be followed at all times
- The Trust will also obtain written confirmation that the host venue has carried out DBS disclosure to the best of its ability on relevant host personnel according to their own DBS guidelines
- Students are informed that inappropriate behaviour will result in expulsion from the programme and all other programmes
- Application process and teacher endorsement on application form should help to eliminate disruptive students
- Students' behaviour is monitored throughout the programme
- An open-door policy operates at each course and students are encouraged to speak to any Supervisor if they have any concerns or problems
- A traffic light system is in operation for minor offences

Procedure:

- All suspected incidents of inappropriate behaviour should be reported to the senior representative on site
- If the incident is deemed by the senior representative on site to be 'abuse of a minor' the procedure set in section 6 of this document - "How to handle a disclosure" – should

be followed and the bullet points below should be ignored. **If the senior representative deems the situation a crisis, please follow the Crisis Management Procedure**

- The accused perpetrator of the inappropriate behaviour will be sensitively interviewed by a member of the onsite staff and a second responsible adult preferably of the same sex as the accused
- The alleged victim of any inappropriate behaviour will be sensitively interviewed by a member of the onsite staff and a responsible adult of the same sex as the victim
- Where the interviewing teams have reasonable cause to believe that inappropriate behaviour has occurred, the perpetrator will be asked to leave
- If a student is asked to leave an event, a member of the onsite staff will contact the student's parents / guardians to make transport arrangements
- The student's headteacher will be informed

2.17. Death

Risk Minimisation:

- The risk of death is minimised as a result of minimising all risks referred to in this document

Procedure:

- Ascertain that the person is indeed dead
- Liaise with venue staff
- Isolate (but do not move, unless absolutely necessary) the body and remove all other people, not directly involved, from the immediate area
- Call police and ambulance and give health form to ambulance staff
- The onsite senior Trust representative is to be informed
- Contact the Chief Operating Officer

Please follow Crisis Management Procedure

2.18. Legal Responsibility

The Education Officer will have legal responsibility for the students at the residential during the period commencing from the Welcome Address until the presentation of certificates at the end of the course or 12 o'clock midday on the last day of the course whichever is the later.

The Education Officer is covered by the Smallpeice Trust's public liability insurance, which covers all parties on the course, that is staff members, Supervisors, students, guests and visitors. A copy is available from The Smallpeice Trust) office in Leamington Spa.

To be completed and returned

Appendix A – Students’ Points for a Comfortable Stay

- Please behave responsibly during the course.
- To maintain a safe residential environment, you are not permitted to enter any bedroom or accommodation block belonging to the opposite sex. You must not change from the bedroom that has been allocated to you. If you have a problem with your room, please inform a member of staff. Doors should be locked and windows shut (particularly rooms on the ground floor) whilst your room is unoccupied.
- You are responsible for the keys / swipe cards issued to you on arrival. If you lose them, you must report this immediately to a member of staff. You may have to pay for a replacement.
- You must attend all lectures and activities as well as registering each morning and evening at the times stated on the programme.
- You are to work in your allocated team for all activities unless specifically told not to do so under direction of the course education officer.
- You will not leave your rooms after the lights out time stated on your programme, other than to use the bathroom in shared facility locations. Long days mean that all people on the course will require a good undisturbed rest period for safe working practices to be met.
- You should not leave the campus at any time. If you have forgotten an essential item e.g. shampoo, toothpaste etc, please see a member of staff from The Smallpeice Trust.
- No smoking is permitted by any student.
- Drinking alcohol or being in possession of alcohol by any student will result in immediate dismissal from the course.
- The taking or possession of illegal substances by any student will result in immediate dismissal from the course.
- If you feel unwell at any time, please report to a staff member or Supervisor. Your Supervisor at night is name to be confirmed on arrival who will be staying in room number to be confirmed on arrival.
- Please report any accidents, suspicious persons or concerns to a staff member or Supervisor immediately.
- You must familiarise yourself with the fire evacuation instructions and emergency exits.
- You must wear your name badge at all times on the lanyards provided on the upper halves of your body.
- Mobile phones are not to be used during teaching sessions, failure to comply will result in the phone being confiscated. Phones are not to be used after midnight or before 6.00am.
- The Smallpeice Trust operates an open-door policy. Please feel free to visit our temporary Smallpeice Trust office on site (details of which can be found on the programme) at any time. If you would prefer to talk to an adult of the same sex, please advise us when you arrive at the office.

Any student found breaking any of the above conditions may be dismissed from the course.

Your parent(s)/guardian(s) will be asked to collect you. Your head teacher will also be informed.

Above all, enjoy the course, make new friends and fully grasp the opportunity that is on offer.

I have read and agree to abide by the conditions stated above.

Course Title

Name (BLOCK CAPITALS)

Signed

**Please
Staple/Paper Clip
your photo here.**

(Please do not use
Glue/Tape.)

Thank You.

Appendix B – Welcome Guest Sheet

We are delighted to welcome you to this course. In the interests of safety, we ask you to read the following points:

- Please familiarise yourself with the fire evacuation instructions and emergency exits.
- Please wear your name badge on the lanyard provided at all times.
- If you are leading a project, please deliver a safety briefing to the students where appropriate.
- Adults should not enter a students' room at any time or invite a student to their room for any reason. Please be aware that only adults with an enhanced DBS disclosure are permitted to be alone with students in a public space at any time.
- All residents at the venue must register each morning [and evening] at the time and location on the programme. If you leave the campus at any time, please inform a member of The Smallpeice Trust staff in case of a fire etc.
- All non-residents should inform a member of The Smallpeice Trust staff of their arrival and departure each day in case of a fire etc.
- Though it is discouraged, if you do smoke, please do this in designated smoking areas only, out of sight of students.
- Please do not drink alcohol during the course as you may be required to assist a member of The Smallpeice Trust staff in dealing with student welfare e.g. escorting students to hospital.
- Anybody taking or possessing illegal substances will be dismissed from the course and the appropriate authorities will be informed.
- Please report any accidents, suspicious persons or concerns to a member of The Smallpeice Trust staff or a Supervisor immediately.
- You are responsible for the keys / swipe cards issued to you on arrival. If you lose them, you must report immediately to a member of The Smallpeice Trust staff. You may have to pay for a replacement.

Appendix C – Supervisory Duties Brief

In this Appendix, 'Supervisors' refer to the volunteer residential supervisors appointed by The Smallpeice Trust.

Supervisors are representing The Smallpeice Trust and should project a professional image and good example to students. Supervisors should be fair, honest, polite and be aware of sensitivity to cultural and social diversity, whilst promoting equality of gender and ethnicity in all aspects of the course.

The duties of a Supervisor are integral to every course we deliver. We aim to make the role easy and enjoyable so both Supervisors and students get as much from their experience as possible. We value our Supervisors and encourage a close team atmosphere during the courses. **Smallpeice staff members are happy to assist and answer any questions you may have at any time.**

Arrival at the Residential Course Venue

Supervisors are required to **arrive before the registration of the students** on the day the course commences. Supervisors will assist the students in locating their rooms and returning them to the designated meeting area ready for the Welcome Address at the start of the course. The Education Officer (the senior person with on-site responsibility for the residential course) will hold a Supervisor Briefing with all the Supervisors on the first day of the course to go through all the information needed.

Student Supervision – Daytime Activities

- Supervisors will be allocated teams, usually 2-3 Supervisors to work with the same group of 10-15 students, for the duration of the course. Supervisors are expected to encourage full participation in all activities, they are to assist and guide the students where required without actively giving them the answers to the challenges they face during their project work
- Please assist colleagues by encouraging positive behaviour of all students at all times, particularly on company visits, coach journeys etc. By working together, Supervisors will maintain a high standard during the course and contribute to the smooth running and success of the course
- Please ensure that students are accounted for at the start of all daytime activities, including after breaks and lunch times. Notify a member of the Smallpeice Trust staff if any students are not accounted for
- During lectures, please ensure that students are sat within their teams if possible and that lecture theatre seats are filled from the front of the lecture theatre first. Supervisors are required to space themselves around the lecture theatre so that student behaviour can be monitored.
- Please make sure students are not alone in a room with adults who are not Smallpeice Trust staff members or Supervisors (i.e. not DBS cleared). Be aware that you may need to wait around for all students to leave a room/workshop at the start of break time before you are able to leave
- The use of iPods, mobile phones and hand-held computer games is unacceptable during working activities **by both students and Supervisors**. Supervisors are asked to monitor this and ensure that students do not break this rule
- Please carry your folder with you during day and evening activities and do not leave it unattended as it may contain sensitive data about the students attending the course

Monitoring Forms

- A brief report on each student is to be completed by the end of the course. This report relates to the student's performance and can be requested by the student, parents and teachers. The report must be completed in full, be comprehensive, constructive and indicate scores appropriate to the abilities, attitude and behaviour of the students' performance each day. The written part of the report is to elaborate on the scores given
- On each monitoring form there is a space in order to place a 'X' to bar students from future courses, if you feel that a student has behaved and/or performed in such a way to warrant this, please discuss with a member of The Smallpeice Trust staff before you mark the box. Please remember that any behavioural issues of a student should be brought to the attention of a Trust staff member well in advance of it reaching this stage

Student Supervision – Evening Activities

- All Supervisors are required to attend all evening activities, however, where staff levels allow (and at the discretion of the Education Officer) a small amount of free time may be allowed in certain evening activities
- Please assist colleagues by encouraging full participation and positive behaviour of all students during evening social activities
- Please ensure that students are accounted for at the start of all evening activities and notify a member of The Smallpeice Trust staff if any students are not accounted for
- During social activities which are held off campus, please be aware of students' whereabouts and be aware of their safety at all times
- High visibility vests will be provided for Supervisors to wear if escorting students off campus on foot

Student Supervision – Night Time/Morning

- Supervisors will be allocated a group of students to supervise at night., This group will be different to those that are monitored and supervised during the day. The students will be the same gender as you and will be listed in your folder (PM List)
- Please ensure that students allocated to you at night time are all registered and accounted for. The Education Officer should be notified immediately if you have not been able to register all the students in your PM List
- Once students have been registered at night, they must be encouraged to remain in their own rooms. Supervisors may need to check that students are adhering to this
- As first point of contact you will be required to place a 'Supervisor' sign on your door so that students know your whereabouts and may contact you if necessary. If a problem should arise, please contact a Trust staff member.
- Never invite a student into your room or enter a student's room alone
- Please take note of the fire exits for the accommodation that you are based in (usually on the back of the bedroom door). In the event of a fire knock loudly on the door of each student to ensure that they have vacated the building
- Agree with the students' what time you intend to knock on their door in the morning if required (allow at least 15 minutes before registration time)

Health and Safety

- The Smallpeice Trust staff members maintain overall responsibility for students and Supervisors during each course, however, you are required to act as first point of contact to students and in cases where students approach you with issues such as feeling home sick, unwell or with any other problems, please inform a Smallpeice Trust staff member in these instances
- The Smallpeice Trust staff members are First Aid trained and carry Health Forms for each student on the course. Please do not administer any first aid or medication yourself
- For fire safety and to ensure the students are supervised properly, please do not leave the course venue without notifying a Smallpeice Trust staff member first

Student Safety and Protection

The following points are very important and are highlighted not only for the protection of our students but also for the protection of our staff members and Supervisors:

- **Alcohol consumption is prohibited for Supervisors and Smallpeice Trust staff members working in a supervisory role on a residential course.** Any alcohol consumed by such Smallpeice Trust staff members during the residential course would be a breach of their employment contract with The Smallpeice Trust
- Supervisors should **never enter a student's room alone** or allow a student to enter their room. Always contact a Smallpeice Trust staff member so that we can manage a situation appropriately and ensure that other people are present
- We request that Supervisors do not encourage relationships with students on **social networking sites** (such as Facebook/Bebo/Myspace) or by the exchange of personal details such as telephone numbers, e-mail addresses etc.
- **Smoking** is only permitted in designated smoking areas, preferably out of sight of the students
- The Smallpeice Trust staff members have received **Student Protection Training** and any issues referring to the safety of a student should be referred to them
- It is unacceptable for students of different genders to enter each other's rooms/flats/floors in student accommodation. Students are notified during the Welcome Address that this is unacceptable, and it is the responsibility of staff on each course to monitor this. A Smallpeice Trust staff member should be notified immediately in this instance

Other

Throughout the course students may use a variety of resources such as memory sticks, laptops, tool kits, work benches, soldering irons etc. We need your assistance to make sure that these resources are used in the correct manner adhering to any health and safety issues. All resources need to be returned to Smallpeice in the same condition, with ALL equipment, cables etc. being returned in the same way they were given out. Please oversee this with each team you are given, it is important for students to have due care and respect for the resources they are given.

On the final day of the course your fully completed Monitoring Forms, Supervisor Feedback and Expenses Claim Form should ideally be handed to the Course Administrator before you leave.

Appendix D – Incident Sheet

Programme:			
Location:			
Date:			
Time:			
Person Reporting:			
Incident Details:			
Reporters signature:		Date:	
Managers signature:		Date:	
Follow up actions:			

F0240 Incident Sheet V1.0 14/02/19

Appendix E – Student Transgender Policy

Please refer to The Smallpeice Trust's Student Transgender Policy
(see I:\Common\Human Resources\Handbook\02_Policies\Student Transgender Policy)

Appendix 1 Student Transgender Risk Assessment - Events & Residential

Appendix F – Senior Management Contact List

Chief Executive
Dr Kevin P Stenson
Deputy Safeguarding Officer
Chief Fire Marshall
Mobile: 07899 663280
Office: 01926 333205

Chief Operating Officer
Lisa Foster
Designated Safeguarding Officer
Mobile: 07909 683242
Office: 01926 332646

Company Secretary
Miss Elizabeth Kavanagh
Deputy Chief Fire Marshall
Mobile: 07909 683243
Office: 01926 333207

Head of Business Development
Mr James Alterman
Mobile: 07970 644004
Office: 01926 333215

Head of Marketing
Craig Carrington
Designated Contact Crisis Communications
Mobile: 07467 045610
Office: 01926 333203

Appendix G – Child Protection Policy Revision History

Issue No.	Page No.	Date Issued	Changes Made	
001	Whole Document	November 2003		
002	Whole Document	January 2004		
003	Whole Document	August 2004		
004	Whole Document	February 2005		
005	Whole Document	December 2006		
006	Whole Document	April 2008		
007	Whole Document	April 2009		
008	Whole Document	August 2010		
009	Whole Document	March 2013		
010	Whole Document	April 2013		
011	Whole Document	August 2013	Amendment of CEO	
012	Whole Document	August 2014	Updated appendices, inserting revision history	
013	Whole Document	January 2015	Updated designated Child Protection Officers and job title	
014	Whole Document	May 2016	Named staff & details	
015	Whole Document	March 2017	Named staff & details changes	
016	Whole Document	Oct 2017	Appendix A – Students’ Points for a Comfortable Stay Updated	
017	Whole Document	Feb 2018	Updated in respect of volunteers and supervisors	
018	Whole Document	May 2018	Document updated regarding merging of Arkwright Scholarships to Smallpeice	
019	Whole Document	March 2019	Changed Designated Safeguarding Officer contact details to COO contact details (throughout document). Inserted version-controlled Incident Sheet, Page 25 Appendix E. Added file paths for Crisis Communications Policy and Emergency Policy (N Smith
020	Page 5 & 25	April 2019	Changed telephone number for Lisa Foster, COO	N Smith
021	Page 5 & 25	April 2019	Added CEO details - Deputy Safeguarding Officer	N Smith