



Safeguarding Policy Statement

Rev 3.0

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1 Purpose

This policy outlines SquareOne's commitment to safeguarding and promoting the welfare of children and vulnerable adults. It is applicable to all aspects of our operations and to all individuals working for SquareOne, including employees and contractor/trainers. We adhere to the guidelines for the protection of children and adults at risk, as specified in the Education Act 2002. All SquareOne employees, including contractors, are responsible for recognising and reporting concerns related to Safe Guarding, whether or not they work directly with individuals under 18.

While SquareOne's core business does not involve training children, we acknowledge that individuals under 18 may attend our courses when booked by a company or guardian. SquareOne places the highest priority on the health, safety, and welfare of all children and adults at risk participating in our courses, whether in a classroom or online. This responsibility falls upon SquareOne.

SquareOne will inform companies/parents/guardians/carers of delegates (learners) under 18 about the existence of SquareOne's Safeguarding Policy and Procedures upon request. This includes the possibility of referring cases to investigative agencies in the best interest of the child or adult at risk.

SquareOne will educate learners who are children or adults at risk about the required standards of behaviour and safety when attending our courses or services. This information will be provided during an induction for classroom participants or as part of the onboarding process for employees.

SquareOne is committed to collaborating with local agencies, including the Local Authority Designated Officer (LADO), Local Safeguarding Partners, or Safeguarding Adult Boards, Citizens Advice to ensure the safeguarding of children and adults at risk through the effective implementation of SquareOne's safeguarding procedures.

SquareOne complies with all relevant Health and Safety legislation to ensure the safety of learners during on-site or online training with SquareOne.

SquareOne acknowledges that any child or adult at risk can be subjected to abuse, and all allegations of abuse will be taken seriously and handled in accordance with SquareOne's procedures.

SquareOne recognises that all employees are responsible for acting on any concern, regardless of its perceived significance.

SquareOne acknowledges that individuals with disabilities are at a significantly higher risk of harm due to their core needs or vulnerability. SquareOne accepts that indicators of abuse when dealing with a person with a disability may not always provide conclusive evidence of abuse.

SquareOne ensures the application of its Equality & Diversity Policy and aims to prevent all forms of bullying.

SquareOne ensures the implementation of policies and procedures aimed at preventing bullying and harassment.

SquareOne takes full responsibility for implementing, maintaining, and reviewing procedures designed to prevent or report suspected abuse. This policy will undergo regular reviews, with an annual review scheduled for March of each year and as needed.

SquareOne is committed to supporting, resourcing, and training individuals who work with or come into contact with children and adults at risk and to providing appropriate supervision.

SquareOne ensures that any staff/contractors engaged in the delivery of our training and services have appropriate safeguarding, child protection, and health and safety policies in place when relevant. Additionally, a Disclosure Scotland (DBS Check) will be required.

SquareOne will train and annually refresh all staff on Safeguarding responsibilities and SquareOne Processes, with training typically taking place in March.

2 Monitoring and Review

SquareOne will conduct surveys of learners to gauge their sense of safety at SquareOne and the effectiveness of support services. Feedback will be reviewed and acted upon daily to ensure compliance with this policy and to promote the safety of our delegates and staff.

3 Categories of Abuse

Children and adults can potentially face abuse within the family, community, or classroom, including by other delegates, staff, and consultants. The following are broad categories of typical abuse, but this list is not exhaustive. The key indicators to look for are: Physical Abuse

This refers to any intentional act that causes injury or trauma to another person or animal through bodily contact. Although children are often the victims of physical abuse, adults can also be victims, as seen in cases of domestic violence or workplace aggression. This category may also encompass sexual abuse. Physical abuse involves the use of force that may result in bodily injury, pain or impairment. This could include hitting, slapping, pushing, or inappropriate use of restraints.

4 Emotional or Psychological Abuse

Emotional or psychological abuse is the ongoing emotional mistreatment of a child or adult at risk to the extent that it severely and persistently affects their emotional development, it can include threats, humiliation, intimidation or isolation and will lead to a feeling of worthlessness, inadequacy, and being unloved, leading to feelings of vulnerability and fear that will affect the persons emotional well being and mental health. Emotional abuse may also make individuals feel at risk of harm or frightened. Some level of emotional abuse is present in all forms of ill-treatment, though it can occur independently.

5 Cyberbullying

Cyberbullying is a significant component of emotional or psychological abuse, particularly with the increasing use of technology. It involves individuals feeling rejected, ignored, undesirable, and subjected to verbal threats, humiliation, abuse, or isolation. SquareOne strictly prohibits any form of cyberbullying, whether through verbal communication or social media. Failure to comply with this prohibition will result in an investigation.

6 Sexual Abuse

Sexual abuse occurs when a child or vulnerable person is coerced or deceived into engaging in sexual activities. They may not understand the nature of these activities or may fear reporting the abuse. Sexual abuse can take place in person or online and includes:

Contact:

- Sexual touching of any part of a child's body or a vulnerable person's body, whether clothed or not.
- Using body parts or objects for rape or penetration.
- Forcing participation in sexual activities.
- Compelling a child or vulnerable person to undress or touch someone else.
- Sexual abuse can encompass touching, kissing, oral sex, and other non-penetrative acts.

Non-contact

Abuse can occur without physical contact between the abuser and the child or adult. This can happen in person or online and includes activities such as:

- Exposing or flashing.
- Showing pornography.
- Exposing a child or vulnerable person to sexual acts.
- Forcing a child or vulnerable person to masturbate.
- Compelling a child or vulnerable person to create, view, or share child abuse images or videos.
- Creating, viewing, or distributing sexual images or videos.
- Forcing a child or vulnerable person to engage in sexual activities or conversations online or via smartphones.

7 Neglect

Refers to the failure to meet an individual's basic needs, such as providing food, shelter, clothing, medical care, or emotional support.

8 Financial Neglect

Involves the misuse or exploitation of someone's financial resources, often by someone in a position of trust or authority.

9 Discriminatory Neglect

Discriminatory abuse refers to an individual or group being treated unequally because of characteristics identified in the Equality Act 2010.

It involves ignoring a person's values, culture or beliefs. Examples include: harassment, slurs or similar treatment because of their race, gender, gender identify, age, disability, sexual orientation or religion.

10 Modern Savery

Indicators of modern slavery include: Signs of physical or psychological abuse. They may be malnourished, unkempt or seem withdrawn. They may show signs of avoidance of eye contact, appearing frightened or hesitant to talk to strangers, they may have few or personal belonging and would rarely be allowed to travel on their own.

11 Designated Safeguarding Lead (DSL)

The role of a safeguarding lead is crucial in ensuring the safety and well-being of individuals, especially those who might be vulnerable to abuse, neglect, or exploitation. The person responsible for the role of Safeguarding Lead (DSL) at SquareOne is Lisa Johnson.

The DSL for safeguarding is required to possess knowledge of:

- Reviewing and updating the policies and procedures.
- Implementing the policies and procedures.
- Support and guidance.
- Safeguarding champion.
- Record-keeping requirements.
- Identifying signs and symptoms of abuse and when to report to external authorities.
- Local child and adult at risk protection procedures and the DSL's role within them.
- The roles and responsibilities of investigating agencies and how to cooperate with them.
- Conducting reporting meetings and how the DSL or other employees/trainers/consultants can contribute effectively.

12 Advice to Employees on When to Take Action & How:

Upon suspecting or learning of any abuse involving a child or adult at risk, employees should immediately inform Lisa Johnson, either face-to-face or via email at Lisa.Johnson@squareonetraining.com. When emailing, ensure that all documentation is saved in a Word document and sent as a password-protected file with "URGENT DSL" in the title.

Employees must also contact the DSL if they are aware of or suspect that an employee or delegate has a history of child or adult at risk abuse.

If an employee/consultant is accused of abuse, this must be escalated to the DSL immediately.

If it is decided that the matter should be taken further after the initial contact with the DSL, a written email report must be prepared. This report should be stored securely on our Office 365 SharePoint site, and if emailing, all files must be password-protected.

When interacting with individuals who have disclosed abuse, follow these guidelines:

- **Listen Without Interruption:** Give the child or adult the space to express themselves without interruptions.
- **Remain Calm and Composed:** Stay composed to create a safe environment for the conversation.
- **Control Emotional Reactions:** Avoid strong emotional displays, as they may hinder the individual from sharing. Your reactions can influence their comfort in disclosing.
- **Avoid Minimising or Exaggerating:** Treat the issue seriously without downplaying or sensationalising it.
- **Refrain from Leading Questions:** Avoid suggesting or leading the conversation to ensure the information provided is the individual's own account.
- **Reassure the Seriousness of Disclosure:** Reassure the individual that their disclosure is being taken seriously and will be handled appropriately.
- **Ask Clarifying Questions Respectfully:** Ask necessary questions to understand the situation without making the individual feel interrogated.
- **Honesty About Reporting:** Be honest about the need to report the matter to the relevant authorities, maintaining transparency in the process.
- **Ensure Safety and Provide Clear Next Steps:** Create a sense of safety and security, explaining the subsequent steps to alleviate any anxiety and uncertainty the individual might be experiencing.

13 DBS Check

We conduct Disclosure and Barring Service (DBS) checks on trainers to safeguard our learners and enhance safety and confidence when necessary. We maintain a database of trainers and retain copies of their certificates.

14 Confidentiality

SquareOne must maintain confidentiality and trust throughout the process to the extent possible while ensuring the safety of the child or adult. The level of confidentiality will be determined by the need to protect the child or adult and take necessary actions.

Individuals should be informed at the earliest stage of their disclosure that it will be reported to appropriate agencies.

All conversations regarding a child or adult should always occur in private.

SquareOne complies with the Data Protection Act 2018, allowing the disclosure of personal data when necessary to protect the vital interests of a child or adult. Any written documentation must be in a Word document and password-protected, stored on our secure SharePoint site. Any emails must attach files instead of displaying sensitive contents directly.

SquareOne employees and consultants must not discuss any aspect of the case with anyone not directly involved. Concerns or issues about the case should be discussed with the DSL. Breach of this confidentiality may result in disciplinary action.

15 Allegations Against Employees

SquareOne's primary concern is ensuring the safety of the child or adult. In cases of suspected abuse, action must be taken promptly and professionally, regardless of the validity of the allegations. There are situations where a child or adult may accuse an employee or consultant of physical or sexual abuse, which may or may not be true. SquareOne treats all cases seriously and must take necessary actions. False allegations will also be addressed to support all parties involved.

16 Safeguarding

SquareOne ensures that all staff, training consultants, and other individuals associated with SquareOne are informed about this policy and their responsibilities. The cooperation of all staff and contractors is vital for the success of this policy. Ultimately, the responsibility for achieving the policy's objectives and ensuring compliance with relevant Acts of Parliament and codes of practice lies with SquareOne's Managing Director, Lisa Johnson.

Behaviours or actions contrary to the spirit of this policy will be considered a serious matter and may, in some cases, lead to contract termination.

17 Review

This document will be formally reviewed annually, with the next review scheduled for August 2024.