

Safeguarding Policy

Last reviewed	October 2021
Next review due	October 2023
Responsible division	Programmes Division
Responsible director	Executive Director, School Leadership Programmes
Applies to	All beneficiaries, including participants and children whose schools are participating in Ambition programmes
Exceptions	N/A
Audience	Internal staff, contractors, delivery partners, schools, MATs, funders and regulatory and quality assurance bodies
Applicable laws	Education Act 2002 Education Regulations 2014 Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2019

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1. Objectives

Ambition Institute, its trustees and employees are committed to proactively safeguarding children, young people, beneficiaries and employees, and to taking reasonable steps to protect people who come into contact with the organisation from harm. This policy outlines the safeguarding procedures and responsibilities in place at Ambition Institute to ensure that all safeguarding concerns and disclosures are handled appropriately. It should be read in conjunction with the Safeguarding guidance.

The purpose of this policy is:

- > To provide protection for the children and young people who may come into contact with Ambition Institute's programmes or staff
- > To provide protection for participants on Ambition Institute programmes
- > To provide employees with guidance on procedures they should adopt in the event that they have concerns that a child, young person or participant may be experiencing, or be at risk of, harm (including where a child, young person or participant has made an allegation of abuse)

2. Background and Legal/Regulatory Framework

This policy is in line with the statutory duty under Section 175 of the [Education Act 2002](#), the [Education Regulations 2014](#) and [Department for Education \(DfE\) guidance Keeping Children Safe in Education \(KCSIE\) September 2019](#).

In addition to KCSIE guidance other considerations have been reviewed to formalise this policy including the Ofsted Education Inspection Framework (EIF), and the Charity Commission's guidance on [How to report a serious incident in your charity](#).

3. Scope

For the purposes of charity law and reporting obligations to the Charity Commission, the term safeguarding refers to the range of measures in place to protect the people who come into contact with charities through their work from abuse and mistreatment of any kind (including neglect). For charities providing activities and services to children or adults at risk, the term safeguarding also has a particular meaning under UK legislation and practice guidance and may require reporting of incidents to statutory safeguarding agencies.

The safeguarding principles outlined in this policy must be followed by all Ambition Institute staff, trustees and contractors, including external team members (including facilitators or coaches).

This policy refers to the safeguarding of the following groups:

- > Children: anyone under the age of 18 whose school is involved in an Ambition Institute programme
- > Vulnerable adult: anyone over the age of 18 whose school is involved in an Ambition Institute programme and who may, by reason of mental or other disability, age or illness, be unable to take care of themselves, or unable to protect themselves from significant harm or exploitation
- > Any participant on an Ambition Institute programme

Three separate types of safeguarding incidents are relevant to Ambition Institute and are covered by this policy:

- > **Incidents involving children:** Ambition Institute's programmes do not work directly with children, and in the course of programme delivery, no child should ever be left alone in the care of an Ambition

Institute employee. However, Ambition staff may come into contact with children while working in a school, or may receive a safeguarding disclosure through a participant. These incidents should be reported to the Designated Safeguarding Lead (DSL) at Ambition Institute, who will work with the relevant member of staff (as outlined in section 5 below) to report the issue to the school to manage according to their safeguarding policy.

- > **Incidents involving participants at Ambition events:** Ambition Institute is responsible for the safety and wellbeing of its participants during Ambition's events, and is committed to providing a safe and trusted environment. Any incidents of abuse or mistreatment involving participants at Ambition events are the responsibility of Ambition Institute and will be handled by the DSL and reported to the Charity Commission.
- > **Safety and wellbeing of participants outside of Ambition events:** Ambition staff may become aware of concerns for the safety or wellbeing of a participant. These incidents are not the direct responsibility of Ambition Institute, but may be reported to the participant's school following written consent from the participant.

Out of Scope

Incidents of abuse or mistreatment (alleged or actual) by someone connected to Ambition, including staff, trustees or contractors, will be handled according to the Disciplinary Policy and reported to the Charity Commission, and are not covered by this policy.

Concerns regarding the safety and wellbeing of Ambition Institute staff are not covered by this policy and should be addressed according to the Whistleblowing Policy and the Grievance Policy.

4. Responsibilities

Safeguarding is everyone's responsibility. However, it is the role of the Designated Safeguarding Lead (DSL) to take lead responsibility on establishing and maintaining safeguarding within our business. Notwithstanding statutory legal duties, we all have a moral duty to ensure the welfare of individuals by doing everything reasonably possible to prevent them from coming to foreseeable harm.

Responsibilities of the Designated Safeguarding Lead

The DSL will:

- > Ensure that this Policy is implemented across the organisation and that staff understand their responsibilities and duties;
- > Be responsible for receiving and appropriately dealing with any allegations which relate to safeguarding children and young people, as well as participants and other adults;
- > Ensure that written records of concerns about a child are kept and passed onto the relevant school, even if there is no need to make an immediate referral;
- > Liaise with the affected school and local authorities when appropriate;
- > Ensure that information regarding a safeguarding concern is only disclosed to other staff on a need to know basis;
- > Ensure that resources are allocated to enable safeguarding responsibilities to be carried out;
- > Ensure that there are identified deputies to take on these responsibilities in the absence of the DSL;
- > Ensure that all staff are aware of this Policy and the referral procedures, and know how to recognise any potential concerns;

- > Provide any support needed for a member of staff involved in a safeguarding case who has requested assistance;
- > Attend relevant meetings and safeguarding updates, to ensure that staff are updated regularly on current safeguarding issues and to provide a forum for the development of good practice;
- > Provide an annual report to the Trustee for safeguarding ahead of the June Board meeting detailing any suggested changes to the Policy and its associated procedures;
- > Ensure that all safeguarding records are kept confidentially, securely and are separate from the organisation's main records;
- > Attend appropriate training as required in order to keep up to date with current knowledge in fulfilling the role.

Responsibilities of the Deputy Safeguarding Lead

The Deputy Safeguarding Lead will:

- > Respond to any safeguarding concerns should the Designated Safeguarding Lead be unavailable;
- > Ensure the Policy and associated procedures are in place and implemented to ensure the welfare of team members and pupils;
- > Delegate operational responsibility and implementation of procedures as appropriate;
- > Receive an annual report from the Head of HR identifying all training related to safeguarding undertaken by members of the organisation;
- > Receive immediate notification of any changes affecting this policy or associated procedures and ensure the policy is reviewed and amended, as appropriate.

Responsibilities of the Designated Trustee responsible for safeguarding

The Trustee responsible for safeguarding children and young people will:

- > Review the charity's Safeguarding Policy and procedures annually and interrogate charity practice;
- > Provide advice should a safeguarding incident occur and liaise with the Executive Committee and Board of Trustees to ensure any relevant incident is reported to the Charity Commission;
- > In the event of any allegation made against the CEO, the Trustee will report the allegation directly to the Board of Trustees and ensure necessary actions are taken.

Role:	Person designated	When to contact	Contact details
Designated Safeguarding Lead (DSL) for Safeguarding concerns	Executive Director, Programmes Tom Rees	Contact the DSL immediately in the first instance with any safeguarding concerns	Tom.rees@ambition.org.uk

If the above individuals cannot be reached, please contact another member of the team as follows:

Deputy Safeguarding Lead	Director, Programme Operations	Contact the Deputy Safeguarding Lead with any concerns/issues if you cannot reach the DSL	
Chief Executive Officer	Chief Executive Hilary Spencer	Contact the Chief Executive for any safeguarding concern if above individuals cannot be reached	Hilary.spencer@ambition.org.uk
Our trustee with responsibility for safeguarding can be contacted if it is not appropriate to raise with the staff members above			
Trustee for Safeguarding	Interim Chair of the Board of Trustees Rich Jefferson	If it is not appropriate to raise issues with the individuals above, our Trustee for Safeguarding can be contacted	rich.jefferson@btinternet.com

5. Safeguarding of Children and Beneficiaries

This policy applies to all employees, including the Board of Trustees, or anyone working on behalf of Ambition Institute. Failure to adhere appropriately to this policy will be treated as a very serious matter and may result, in the case of staff, in disciplinary action or, in the case of contractors, in termination of contract. If you are not working under a contract (for example, you are a trustee), a breach of the policy (including falling below the expected standards) may mean that we have to ask you to cease being a trustee.

We will seek to safeguard all those who come into contact with Ambition Institute, including children and young people, by:

- > Valuing, listening to and respecting them;
- > Responding appropriately to all concerns and allegations of abuse;
- > Adopting safeguarding guidelines through procedures;
- > Recruiting employees safely, ensuring all necessary checks are made;
- > Sharing information about safeguarding and good practice with all staff;
- > Sharing information about concerns with agencies who need to know;
- > Providing effective management for employees through supervision, support and training.

Safer Recruitment

We have established a robust safer recruitment processes ensuring that all appropriate checks are carried out on new staff. Safer recruitment responsibility rests with all recruiting staff alongside the Head of HR and their team.

Our commitment to safer recruitment is outlined below:

- > All relevant staff who work in schools as part of Ambition programmes will undertake an Enhanced DBS check;

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- > All staff will be required to provide a minimum of two employment references;
 - > Complete an interview that ensures appropriate checks are carried out on suitability to the role;
 - > Complete a probationary period where all performance is reviewed as satisfactory;
 - > Provide verification of qualifications (copies provided and retained within employee file);
 - > Provide evidence of prohibition of teaching check.

All appropriate materials are kept within the employee file within Salesforce. It is the Head of HR responsibility to ensure the employee file is kept up to date with no administrative errors.

Where there is a concern about an existing staff member, we reserve the right to carry out all necessary investigatory and document checks in line with our HR policies and procedures. All existing staff DBS checks will be renewed every 3 years.

Staff training

Staff training is one of the many strategies we adopt to ensure protection and prevention of abuse as well as safer recruitment and promotion of health and wellbeing. Staff training ensures everyone is equipped with the correct knowledge and understanding of the signs and indicators of abuse and ensures staff know how to report a safeguarding concern.

All staff and contractors who work directly with participants or in schools will be expected to complete mandatory online safeguarding training on an annual basis. Staff will be responsible for ensuring that this is complete, and that they have evidence that their training record is kept up to date.

The DSL will participate in safeguarding training every year, either online or in-person.

Reporting Process

Safeguarding concerns may be communicated to Ambition staff via email, phone, during coaching sessions or at events (virtual or face-to-face). In rare instances, safeguarding incidents or disclosures may occur while an Ambition staff member, facilitator or coach is working in a school. Safeguarding incidents involving children should be immediately reported to the child's school, and handled according to the school's safeguarding policy, with support from Ambition Institute as needed.

The person who has the concern should use their judgement regarding the severity of the concern. Concerns of the highest severity (ie. acts of terrorism, or an immediate and real threat to the safety of a child, the participant or another person) should be shared with the police and/or the participant's school (depending on who is best placed to act on the concern) without delay. Concerns of lower severity should be handled according to the procedure below.

If an Ambition staff member receives a safeguarding disclosure while in a school or receives a communication from a participant which raises a safeguarding concern regarding a child, the following process should be followed immediately:

- > The staff member should write down details of the disclosure/concern using the Safeguarding Disclosure Form and send the completed form with a brief explanation to the DSL; this must be done on the same day;
- > The form should be saved in a secure Teams channel by the DSL;

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- > The DSL will assign an appropriate member of staff to handle the disclosure and investigate if necessary; this will normally be the Programme Leader (PL);
 - > The designated member of staff will phone the school with their concern (either the school's Designated Safeguarding Lead or Ambition's contact at that school e.g. the Head) and follow up with the school by sending the form via secure email as soon as reasonably possible, ideally on the same day;
 - > The designated member of staff should make clear in their report to the school that the responsibility for handling the concern will remain with the school;
 - > In exceptional circumstances where speaking to a member of the school's staff could increase the risk of harm to a child, the DSL should instead report the incident to the relevant local authority without delay.

Disclosures of historical abuse should be treated in the same way as disclosures of current abuse, particularly where there may still be a risk to children or vulnerable adults.

The DSL (or Deputy) will refer cases to the Disclosure and Barring Service (DBS) where a member of staff has been dismissed following concerns they posed a risk to a child, in accordance with relevant legislation and guidance.

Wellbeing cases involving adults

Should a staff member have a serious concern for the safety or wellbeing of a participant or person over the age of 18, written consent must be gained from the participant before the concern is shared with the participant's school. The participant should be encouraged to disclose the issue to their school themselves wherever possible. If consent is given, staff should fill in the Safeguarding Disclosure form and follow the procedure above. If consent is not given and concerns remain, the staff member should consult the DSL.

If a crime has been committed or if there is a real risk of imminent harm to the participant or another person, concerns should be shared with the police immediately. Consult your line manager if you have any concerns about how to handle situations involving participant wellbeing.

Incidents at Ambition events

Should a participant (or participants) be involved in an incident of abuse or mistreatment involving another participant(s) or member(s) of Ambition staff, the following procedure should be followed:

- > The incident should be reported to Ambition Institute as soon as possible;
- > Ambition's DSL will appoint an Investigating Officer to lead an investigation into the incident;
- > Ambition will launch an investigation, in which both parties will be interviewed individually; a written statement may be requested;
- > The outcome of the investigation will be discussed by the Board of Trustees and a decision will be made whether to involve outside agencies such as the police or the participant's school;
- > If the incident involves a member of Ambition staff, the staff member will be investigated and, where necessary disciplinary action will be taken according to the Disciplinary Policy;
- > The outcome of the investigation will be communicated to the relevant participant(s) or member(s) of staff by the Investigating Officer;

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- > The incident will be reported to the Charity Commission by the Trustee for Safeguarding;
 - > If the incident involves only members of staff and no external parties, Ambition's internal policies, including the Disciplinary Policy, will take precedence.

Privacy & Data Protection

Ambition Institute ensures that safeguarding information, including Child Protection information, is stored and handled in line with the principles of the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

In relation to Safeguarding, GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Legal and secure information sharing between schools, children's social care and other local agencies is essential for keeping children safe and ensuring they get the support they need. Information can be shared without consent if to gain consent would place a child or other person at risk.

Safeguarding Disclosure Forms contain only necessary information and are housed in a secure folder until the investigation is complete, after which they will be deleted within one month.

6. Links to Other Policies

Other policies referenced here include:

- > Malpractice and Maladministration Policy
- > Plagiarism Policy
- > Grievance Policy
- > Whistleblowing Policy
- > Disciplinary & Dismissal Policy