



Name of Policy: Safeguarding Children and Vulnerable Adults Policy
Date issued: September 2022
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Author: Human Resources
Scope: All Employees

The Careers and Enterprise Safeguarding Children and Vulnerable Adults Policy

1. Introduction

The Careers and Enterprise Company (CEC) is committed to safeguarding the welfare of children and vulnerable adults

- treat children and vulnerable adults with care, respect and dignity;
- ensure that all staff recognise they may be perceived by children and vulnerable adults as trusted representatives of CEC;
- ensure communication with children and vulnerable adults is open and clear and that, where appropriate, records of official communication are kept;
- appropriately identify and assess risks of its activities arranged for children and vulnerable adults where relevant;
- investigate fully any concerns raised by staff in connection with the welfare of children and vulnerable adults in CEC
- provide suitable levels of support and training to staff consistent with their involvement with children and vulnerable adults in the workplace.

- Adverts are posted so individuals understand how to apply and what is required of them;
- When applicants apply, they can self-declare any criminal convictions;
- At least two CEC members of staff meet the applicant before offer and an interview takes place to make sure any gaps in their application are filled in; and,
- All new staff attend an induction, and some have specific training. Through

- agree which positions require enhanced disclosure checks;
- be the focal point for all safeguarding questions
- provide safeguarding support to student facing teams
- have responsibility to provide advice and guidance to staff who during the course of their work, believe that a child or vulnerable adult may be at risk welfare.

The Safeguarding Officer shall receive appropriate training and support to undertake their respective roles.

5. How do I raise a concern?

Staff should remember that they are not formally trained to deal with situations of welfare or to decide if abuse has occurred and should therefore immediately report any concerns following the procedures below.

All concerns, allegations or actual incidents under the supervision of CEC shall be reported to the Safeguarding Officer.

The Safeguarding Officer will investigate the concerns and/or allegations, attached at Appendix 3 and keep such other appropriate written records. The Safeguarding Officer will ensure that all such records are kept securely in locked locations within HR.

or social services being contacted. In other instances it may result in procedures being invoked, such as the disciplinary and/or grievance procedures.

All information in relation to such incidents should be recorded and must include as a minimum:

- The date and time of the disclosure, concern, allegation or actual abuse incident;
- Details given about the incident;
- An indication of the parties involved;
- Details of any action that CEC has taken; and
- Details of further reporting actions (e.g. to relevant agencies and organisations). If, for any reason, it is decided that it is not appropriate to consult with a relevant statutory agency, a full explanation must be documented.

CEC recognises the difficulty staff may have in reporting these types of concerns to their work colleagues. As part of the arrangements made by CEC to facilitate

It is the responsibility of the line manager responsible for the activity involving children to complete

- It is not an offence for someone to take an appropriate photograph on public property even if asked not to do so.

Work Experience/Placements:

CEC may invite children to take up work experience with CEC from time to time. Work experience will be managed by HR and any offers of work experience should be in accordance with the internal work experience policy.

7. Health and Safety

Any risk assessment conducted in line with our Health and Safety Policy involving activity working with children and vulnerable adults must take account of their particular vulnerabilities, please refer to Appendix 4.

8. Travel and Transport

When children are being transported on behalf of CEC they should be accompanied by a parent, guardian, teacher or chaperone, previously identified to CEC as such.

In exceptional cases where a child/children are to be transported unaccompanied by a parent, guardian, chaperone or teacher, this must be by a member of CEC staff who has a satisfactory DBS check, and in either case only with the specific prior written consent of their parent or guardian.

Please use the Parental Consent Form attached at appendix 2 and provide the signed original to HR.

This does not apply in the case of children attending work experience placements at CEC offices, where the work experience agreement will cover parental consent for the placement, which will include children travelling to and from the placement unaccompanied.

9. Accommodation

Any child must be accompanied by a parent, guardian, chaperone or teacher if required to stay overnight on CEC business or CEC approved events.

APPENDIX 1

CEC staff and volunteers regularly working within education settings should familiarise themselves with Keeping Children Safe in Education [\(updated September 2021\)](#)

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APPENDIX 2

The Careers and Enterprise Company (CEC): Parental/Guardian Consent Form

1. Details

Address

CEC activities e.g. on their website or in media, subject to only their first name and school (if applicable) being referred to in the captions.

4. **Medical Information**

Does your child have any condition requiring medical treatment, including medication and/or is your child allergic to any medication? **YES / NO** (please circle)

If YES, please give details

 Google

I hereby agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as

Name (print)

Relationship with

Date

APPENDIX 3

When?

Offer an opinion, if relevant

Note of any action taken by you:

Name of person to whom your information is being passed:

(Print)

(Signature)

Appendix 4

Risk Guidance

Your role

- Understanding the characteristics of children and vulnerable adults.
- Understanding and awareness of your behaviour and its potential to influence a child or vulnerable adult.
- Being aware of the full picture: health, welfare and level of supervision suggested by a parent/carer/guardian.
- Recognising a need for help and knowing where to get assistance from.
- Acknowledging that children/vulnerable adults require specific attention and greater supervision.

What should an assessment cover?

- The characteristics of children/vulnerable adults and activities that present significant risks to their health and safety.
- Safe guarding your health.

Children from a safety perspective:

- Why do we need to specifically consider the risks to children in the work environment and how does that effect the way in which we work safely?
- All people are at particular risk of injury in the first six months of a job as they may be unaware of existing or potential risks. Children will frequently be in this category.
- Children may lack experience or maturity or may be unaware of how to raise concerns.

- They may not have reached physical maturity and therefore lack the strength demanded.
- They may be eager to impress or please people with whom they work.

Principles of risk assessment

Consider:

- Physical and psychological capacity of the young person
- Pace of work
- Temperature extremes, noise and vibration
- Radiation
- Hazardous substances
- Lack of training and experience

Specific factors:

- The fitting/layout of the workplace and the particular area they will work in or be visiting;
- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- What types of work equipment will be used and how will this be managed;
- The need to assess and provide health and safety training;
- Risks from particular agents, processes and work.

Ask yourself:

Is this a routine activity?

- If not what new hazards are there and what is the risk?
- What do you do in the event of an incident/emergency?
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- How can you avoid adverse behaviour?
- How have you communicated your plan of action and how have you made sure it is understood?

Feedback and building trust:

Lack of experience in the world of work presents a need for a managed approach that ensures the safety of children and does not compromise your personal safety and professionalism.

Children should be invited to discuss their views on what they are being asked to do and be encouraged to develop an understanding of risk and proportionate risk management.

Working practises and methods of engagement should be reviewed in light of feedback and new information.

APPENDIX 5

The Careers and Enterprise Company: Parental/Guardian Letter and Consent Form User Testing

Dear Parent

I am the User Researcher working at The Careers & Enterprise Company. We are an employer-led organisation that has been set up to inspire and prepare young people for the fast-changing world of work. We aim to help motivate young people, support them in making informed choices about their future and help them achieve against those choices. Our role is to take an umbrella view of the landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the country.

As part of this process we are inviting young people to participate in a one on one interview which will help to inform the design of a new product and m needs are met.

The interviews will last for 45 minutes. With your permission the sessions will be audio recorded but any recordings will be kept confidential and only used for the purposes of checking the notes. Your child will not be identified in the research results.

enjoy participating in my research. It is really important for The Careers & Enterprise Company to gain an underst build digital products which will meet their needs.

Please see the parental information sheets and consent form for more information.

Many thanks,

xxx

**User Researcher
Careers & Enterprise Company**

Parental consent form

Please read and complete this form

Topic of study: The Careers and Enterprise Company User Research

Institution: The Careers and Enterprise Company

Purpose: User research for the purpose of discovering the requirements of our digital product users.

Please tick the boxes to confirm:

I understand that the information my child gives to the researcher will be held securely and anonymised when written up.