

WOOLF INSTITUTE SAFEGUARDING POLICY

Our Safeguarding Policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of the Woolf Institute.

The purposes of this policy are:

- To protect children, young people and vulnerable adults who receive educational provision from the Woolf Institute. This includes the children of adults who receive such provision;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

The Woolf Institute believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of children, young people and vulnerable adults and to keep them safe. We are committed to practise in a way that protects them.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and vulnerable adults, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006

- Mental Capacity Act 2005
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Department for Education (2015), *Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carer*, London: HM Government;
- Department for Education (2015), *Working together to safeguarding children*, London: HM Government.
- Department for Education (2015), *Child abuse concerns: Guide for practitioners*, London: HM Government.

We recognise that:

- the welfare of children, young people and vulnerable adults is paramount, as enshrined in the Children Act 1989 and other relevant legislation;
- all children, young people and vulnerable adults regardless of age, disability, gender, ethnicity, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse;
- some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people and vulnerable adults and their parents, carers and other agencies is essential in promoting children's, young people's and vulnerable adults' welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing them, listening to and respecting them;
- appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable adults and a Safeguarding Lead on the Board of Trustees;

- providing effective management of staff and volunteers through supervision, support, training materials and quality assurance measures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers including the availability of one-to-one discussions;
- sharing concerns and relevant information with agencies who need to know, and involving children, young people and vulnerable adults and their parents, families and carers quickly and appropriately;
- responding to any allegations against staff and volunteers of failures in our safeguarding practices quickly and appropriately ;
- creating and maintaining an anti-bullying environment and responding quickly and appropriately to any bullying instances or allegations;
- implementing an effective response to complaints or allegations in respect of safeguarding and bullying – or reports of such matters (whistleblowing) – by providing that all such allegations or reports should be reported immediately to the Executive Director who will put in place an appropriate and fair investigative response commensurate with the nature of the allegation, complaint or report, consulting the Safeguarding Lead on the Board of Trustees both on the process and the outcome which could involve disciplinary procedures or the criminal law.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regularity guidance.

Contact details

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Designated and Safeguarding Officer (DSO) – Joint

Name: Dr Emma Harris

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Safeguarding Lead on Board of Trustees

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed in: November 2021