



**Career Seekers Direct**  
Career & Employability Services

## **Career Seekers Direct**

### **Safeguarding and Wellbeing Policy**

Career Seekers Direct Ltd is passionate about safeguarding our learners. We have a statutory duty to ensure that we safeguard and promote the welfare of children, young people and adults at risk of harm, but also a moral duty. Our duty under PREVENT to protect learners from radicalisation is included in this policy. This policy and procedure focuses on how we recruit and train our trainers and consultants, support our learners and deal effectively with allegations against staff.

Throughout this policy and procedure, reference is made to 'children and young people'. This term is used to mean those under the age of 18 years old. Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes ([Keeping Children Safe in Education, 2014](#)).

Reference is also made throughout to 'adults at risk of harm'. Adults at risk of harm are defined as people aged 18 years old and over who may need or receive community care services by reason of mental health or other disability, age or illness and who may be unable to take care of themselves or protect themselves against significant harm or exploitation ([No Secrets, Department of Health, March 2000](#)). The procedure will be applied, with appropriate adaptations to all learners.

This policy has been developed with reference to [Working Together to Safeguard Children \(2015\)](#), [SET Procedures 2015](#), [Counter-Terrorism and Security Act \(2015\)](#) and [Keeping Children Safe in Education, 2014](#)

Career Seekers Direct Ltd will:

- provide a safe environment for children, young people and adults at risk of harm to learn in
- identify those who are suffering or are likely to suffer significant harm or who are at risk of radicalisation
- have a system for identifying concerns in relation to abuse of adults at risk of harm and effective methods of responding to disclosures
- refer concerns that a child, young person or adult at risk of significant harm or might be at risk of significant harm to the appropriate referral agents



**Career Seekers Direct**  
Career & Employability Services

- work effectively with others as required by '[Working Together to Safeguard Children \(2015\)](#),
- take into account the interagency safeguarding procedure of Warwickshire Multi Agency Safeguarding Hub

Career Seekers Direct Ltd will approve and review policies and procedures:

- ensuring systems are in place and effective in relation to the identification of children, young people and adults at risk of harm, and procedures for reporting concerns are widely known
- ensuring effective procedures for reporting and dealing with allegations of abuse by members of staff or others who come into contact with learners
- ensuring safe recruitment of staff
- ensuring staff are appropriately trained to discharge their duties in relation to safeguarding and PREVENT
- In developing policies and procedures, Career Seekers Direct Ltd will take account of guidance issued by the Department for Education, Ofsted and other relevant bodies and groups including Warwickshire Multi Agency Trust (MASH) and Coventry Safeguarding Children Partnership.

### **Types of abuse and neglect**

Career Seekers Direct Ltd uses the following as definitions of abuse for children, young people and adults at risk of harm.

**Abuse:** a form of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

**Emotional abuse:** Emotional abuse is the persistent emotional maltreatment of a child or adult at risk of harm such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

It may include not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the developmental capability, as well as overprotection and limitation of exploration and learning, or preventing from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing victims to frequently to feel frightened or in danger, or the



**Career Seekers Direct**  
Career & Employability Services

exploitation or corruption of other. Additionally, 'revenge porn' has been identified as a specific criminal offence (Criminal Justice and Courts Act 2015).

The Act creates a new criminal offence of disclosing private sexual photographs and films without the consent of an individual who appears in them and with intent to cause that individual distress. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

**Sexual abuse:** Sexual abuse involves forcing or enticing a child, young person or adult at risk of harm to take part in sexual activities. It may not necessarily involve a high level of violence, whether or not the child or adult may not be aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

**Neglect:** Neglect is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers) or
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to basic emotional needs. This also applies to adults at risk of harm for whom neglect is an often under reported or challenged concern.

**Forced Marriage:** This involves a young person, or adult at risk of harm being forced into a marriage against their will.

**Child Sexual Exploitation:** Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status. The manipulation or 'grooming' process involves befriending children, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of



**Career Seekers Direct**  
Career & Employability Services

power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited (Barnardo's 2012).

Children who run away or who are missing from home: There are no exact figures for the number of children who go missing or run away, but estimates suggest that the figure is in the region of 100,000 per year. Children may run away from a problem, such as abuse or neglect at home, or to somewhere they want to be. They may have been coerced to run away by someone else. Whatever the reason, it is thought that approximately 25 per cent of children and young people that go missing are at risk of serious harm. There are particular concerns about the links between children running away and the risks of sexual exploitation. Missing children may also be vulnerable to other forms of exploitation, to violent crime, gang exploitation, or to drug and alcohol misuse.

Although looked after children are particularly vulnerable when they go missing, the majority of children who go missing are not looked after, and go missing from their family home. They can face the same risks as a child missing from local authority care.

**Domestic Violence:** The Home Office defines domestic violence as, "Any incident or pattern of incidents of controlling, coercive or threatening behavior, violence or abuse between those aged 16 years old or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Children who live in households where domestic violence is taking place are seen to be highly vulnerable. There are other forms of abuse or behaviour that put children at risk; the links below provide useful information.



**Career Seekers Direct**  
Career & Employability Services

**Female Genital Mutilation:** This comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.

**Radicalisation:** Some young people and adults at risk of harm may be vulnerable to radicalisation for the purpose of violent extremism. Concerns regarding radicalisation will be referred to Channel which is a multi-agency panel who will offer guidance and support with the aim of preventing activity which could be deemed as criminal.

**Financial or Material Abuse:** This applies to largely adults at risk of harm and relates to circumstances where trust in relation to financial matters is abused. Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Bullying:** Bullying someone because of their age, race, gender, sexual orientation, disability and/or transgender will not be tolerated as Best for Training operates a zero tolerance approach. Bullying of this nature is also against the law. Bullying can take many forms and includes:

- Emotional: Being excluded, tormented (e.g. hiding things, threatening gestures)
- Physical: Pushing, kicking, punching or any use of aggression and intimidation
- Racial: Racial taunts, use of racial symbols, graffiti, gestures
- Sexual: Unwanted physical contact, sexually abusive comments including homophobic comments and graffiti
- Verbal: Name calling, spreading rumours, teasing
- Cyber: All areas on internet, such as email and internet, chat room misuse. Mobile threats by text message and calls. Misuse of associated technology i.e. camera and video facilities, sexting.

**Online:** Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people and adults may experience cyberbullying, grooming, sexual abuse, sexual exploitation, emotional abuse, financial abuse or identity fraud.

Below are lists of links that will provide further, expert and up to date information from professional organisations:

- [Child Sexual Exploitation \(CSE\)](#)
- [Bullying including cyberbullying](#)
- [Domestic violence](#)
- [Drugs](#)
- [Fabricated or induced illness](#)
- [Faith abuse](#)
- [Female genital mutilation \(FGM\)](#)



**Career Seekers Direct**  
Career & Employability Services

- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Private fostering
- Radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking
- PREVENT

### **Designated Staff with Responsibility for Protection from Abuse**

In all cases where allegations are made against people who may constitute part of the children's workforce, Career Seekers Direct will consult with the Local Authority Designated Officer (LADO) [LADO@warwickshire.gov.uk](mailto:LADO@warwickshire.gov.uk). They will offer advice regarding appropriate next steps in relation to referral and investigation and ensure that all cases are handled in accordance with safeguarding procedures. The MD will have on-going communications with the LADO as part of their safeguarding responsibilities to ensure that policies and procedures are effective and meet the requirements of current legislation. Allegations relating to adults at risk of harm will be referred to the Warwickshire Safeguarding Adults Adult Social Care 01926 412080 email [mash@warwickshire.gov.uk](mailto:mash@warwickshire.gov.uk).

PREVENT concerns in Warwickshire will be passed to **Warwickshire** Police and West Mercia Police **Prevent** officers on [prevent@warwickshireandwestmercia.pnn.police.uk](mailto:prevent@warwickshireandwestmercia.pnn.police.uk). Contact is Geoff Thomas please phone: 01926 412016.

PREVENT concerns in Coventry refer to [CTU\\_GATEWAY@west-midlands.pnn.police.uk](mailto:CTU_GATEWAY@west-midlands.pnn.police.uk) and [mash@coventry.gov.uk](mailto:mash@coventry.gov.uk) or contact West Midlands Police on 101. Anything suspicious or connected with terrorism. Call the Anti-terrorism hotline on **0800 789 321** to report your concerns in the strictest confidence.

### **Directors with Lead Safeguarding Responsibility:**

Eva Harrison – Managing Director and Designated Safeguarding Officer

[Enquiries@careerseekersdirect.co.uk](mailto:Enquiries@careerseekersdirect.co.uk)

Career Seekers Direct, 6 Hornton Grove, Hatton Park, Warwick CV35 7UA

DSO Responsibilities include:



**Career Seekers Direct**  
Career & Employability Services

- ensuring safeguarding and wellbeing concerns are recorded using Safeguarding and Wellbeing Form (Appendix 1)
- ensuring cases of suspected abuse or allegations are appropriately referred to relevant agencies
- providing advice and support to staff, consultants and trainers on issues relating to safeguarding is provided
- ensuring all records of any safeguarding referral, complaint or concern is kept, (even where that concern does not lead to a referral)
- ensuring all staff, consultants, trainers and learners have access to the Safeguarding and Wellbeing Policy
- ensuring safer recruitment practices are in place
- ensuring Safer Recruitment guidelines are applied to learners applying to courses which give access to working with children, young people and adults at risk of harm
- ensuring identification badges are issued to staff, consultants, trainers.

## **Safeguarding Procedures**

How to deal with suspicions/concerns of abuse or neglect

Key things to remember if a child, young person or adult at risk of harm tells you about possible abuse:

- Never promise confidentiality – you will have to break it, and with it the persons trust in you
- Listen carefully and stay calm – you need to listen without making assumptions or judgements
- Do not interview a child, young person or adult at risk of harm. Question normally and without pressure and only to be sure that you understand what you have heard. Never ask leading questions or act as an investigator. Do not put words into their mouth
- Reassure them that by telling you, they have done the right thing
- Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter
- Find out what the child or adult at risk of harm would like to happen, but make them aware that you may have to act against their wishes (e.g. they may ask you not to disclose to anyone else). For learners under the age of 18; wishes regarding action to be taken will be noted, where possible. However, the learner will be made aware that this will not affect the final decision to make a referral
- Note the main points carefully
- Use the Safeguarding and Wellbeing Form (appendix 1), to gather key information and as a record of your discussion
- Do not investigate concerns or allegations yourself, but report them immediately to a Designated Safeguarding Officer



**Career Seekers Direct**  
Career & Employability Services

Adult learners have the right to make their own choices where they are capable of doing so.

### **Concerns about individuals who are not learners with Career Seekers Direct Ltd**

- For young people who are not learners at Career Seekers Direct, the referral must go back to the head of the organisation to which they are attached. The contact can be made direct or via the Safeguarding Lead if they are on site.
- Where there is no organisational contact available, the referral will be made direct to Children's Services.
- If there is a concern about a workplace this should be recorded on the Safeguarding Form and reported immediately to a Designated Safeguarding Officer.

### **Reporting and Dealing with Allegations of Abuse against Members of Staff**

The procedures apply to all staff, consultants and trainers whether teaching, administrative, management or support. Allegations of abuse against a member of staff can be defined as when a person has:

- Behaved in a way that has harmed or may have harmed a child, young person or adult at risk of harm
- Possibly committed a criminal offence against or related to a child, young person or adult at risk of harm
- Behaved towards a child, young person, or adult at risk of harm in a way that indicates she/he is unsuitable to work with children, young people or adults at risk of harm.

Following an allegation of abuse against a member of staff, consultant or trainer, the Designated Safeguarding Officer would inform the appropriate authority (LADO, Police). The member of staff, consultant or trainer would either be suspended or not offered any further work until the outcome of the allegation is confirmed.

### **Recruitment and Selection**

Career Seekers Direct Ltd aims to recruit and develop skilled and motivated staff who will deliver an outstanding service to the local community. An effective recruitment and selection process is a major contributor to this aim. Career Seekers Direct Ltd is committed to safeguarding and promoting the welfare of children and adults at risk of harm, and expects its staff to share this commitment.

The Disclosure and Barring Service (DBS), was introduced on 1 December 2012, through the Safeguarding Vulnerable Groups Act 2006 and Protection of



**Career Seekers Direct**  
Career & Employability Services

Freedom Act 2012. Its purpose is to reduce the risk of harm to children and vulnerable adults. All members of staff, consultants and trainers working in settings with children, young people or vulnerable adults, present on site, must have a current DBS (within 3 years) and submit a copy to the Designated Safeguarding Officer. All members of staff, consultants and trainers working in settings with children, young people or vulnerable adults, present on site, must have completed PREVENT and safeguarding in the last 3 years. This will be checked as part of occupational competency.

The Safeguarding Children and Safer Recruitment in Education guidance which came into force on 1st January 2007, recommends that in addition to the various staff records which are kept as part of normal business, Career Seekers Direct Ltd will keep and maintain a single central record of recruitment and vetting checks.

Career Seekers Direct Ltd will apply principals of Safer Recruitment to learners working with children, young people and adults at risk of harm as part of their course requirements when applying for a place on the course. It will be the employer/ workplace's responsibility to ensure that their staff and volunteers have the relevant DBS disclosures. Career Seekers Direct Ltd will not undertake DBS checks for learners.

All staff who participate in the recruitment process are required to undergo recruitment and selection process training. In addition, every interview panel must have at least one member who has received Safer Recruitment training.

Whilst it is a criminal offence to knowingly employ someone who is barred from working with children or adults at risk of harm in regulated activity, it is possible to allow such a person to work in controlled activity, subject to specific safeguards being in place. The decision whether to employ in controlled activity someone who is barred from working with children or adults at risk of harm in regulated activity will be made by the Director of Career Seekers Direct Ltd.

Career Seekers Direct Ltd. reserve the right to take up references for all members of staff, consultants or trainers. All members of staff, consultants and trainers working in settings with children, young people or vulnerable adults, present on site, must have two references (see appendix 2).



**Career Seekers Direct**  
Career & Employability Services

## Appendix 1

### Safeguarding and Wellbeing form

Name of person reporting the incident/ concern	Date of report
Course	
Location of incident/ concern	Date of incident/ concern
Name of the person you are concerned about	Names of those involved
Contact details of the person you are concerned about (if known)	Is the person you are concerned about currently safe?
Details of incident/ concern	
Is this a PREVENT referral?	Yes No Not sure
Designated Safeguarding Officer (DSO) only Report number:	
Name of DSO	Date received
Action taken	



**Career Seekers Direct**  
Career & Employability Services

## Appendix Two

New Contractor Information Form	
Please return this completed for with a copy of your current CV detailing your occupational competence and recent Continuous Professional Development (CPD).	
Full name	Date of birth
Proof of identification	Please provide a scanned copy of one of the following, with this form: • Driving license • Passport
Home address including postcode	
Email address	Contact numbers
DBS number, if relevant Please provide a scanned copy	All members of staff, consultants and trainers working in settings with children, young people or vulnerable adults, present on site, must have a current DBS (within 3 years).
Emergency contact name and number	
Bank account details	Name of bank: Sort code: Account number:
List relevant qualifications	Please provide scanned copies, with this form
By returning this document you are confirming:	<ul style="list-style-type: none"><li>• ✓ I have read and understood all Career Seekers Direct Policies and Procedures</li><li>• ✓ I have completed safeguarding and PREVENT training</li><li>• ✓ As a self-employed contractor, I understand I am responsible for maintaining my professional business insurance</li><li>• ✓ As a self-employed contractor, I understand I am responsible for my own legal obligations to HMRC</li><li>• ✓ As a self-employed contractor, I understand I am responsible for maintaining my DBS, if required</li></ul>
Please return this form to <a href="mailto:enquiries@careerseekersdirect.co.uk">enquiries@careerseekersdirect.co.uk</a> Please provide a scanned copy of the follow:	



**Career Seekers Direct**  
Career & Employability Services

- • CV detailing your occupational competence and recent Continuous Professional Development (CPD)
- • Proof of identification
- • DBS certificate, if relevant
- • Accredited certificates