

Safeguarding Policy

Marshall Centre working with Aerospace and Defence Group (MADG) expects all employees to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the Company. These include: Grievance Policy, Disciplinary Policy, Health and Safety Policy, Equality at work, Bullying and Harassment, Health and Safety and Wellbeing policies.

This Policy does not seek to discourage activities involving children. Instead, this Policy seeks to support these activities and to offer assurances to both employees, students and visitors that, through its implementation, the Company seeks to protect children, young people and vulnerable adults and to keep them safe from harm. Safeguarding is about embedding practices throughout the Company to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Marshall Centre wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom the Company's work brings it into contact, whilst recognising that ultimate responsibility rests with parents and guardians.

While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this Policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals. The term 'safeguarding' is outlined as putting in place 'arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimised'.

Definition of a child

A child is under the age of 18 (as defined in the Children Act 2004).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm, abuse or exploitation.

In this document the term child / children is used generically and includes vulnerable adults. Employee is used to describe all employees whether temporary or permanent, contractors, apprentices. Premises include all buildings, grounds, roadways, vehicles and other means of transport belonging to the Company.

All references to the Safeguarding Officer include the Deputy Safeguarding Officer.

These provisions apply to all employees within Marshall Centre. All employees have the responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the specified procedures (i.e. social care services and / or the police). Any incidents of alleged misconduct concerning children and / or abuse of children will be taken seriously by the Company and responded to swiftly and appropriately in accordance with this policy. Where appropriate, breaches of this policy and / or allegations of misconduct concerning children and / or abuse of children will result in the Company invoking the Disciplinary Policy and Procedures.

This policy supersedes all previous policies on the same or similar subjects.

This policy will be reviewed when required by the Safeguarding Officer, the HR department and where appropriate the Trade Union.

Scope

Marshall Centre makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

The Company comes into contact with children and or vulnerable adults through the following activities:

- Apprenticeships
- Work Experience
- Insight into Aerospace
- School Visits

The Company will ensure that all employees, STEM Ambassadors or other individuals working in regulated activity will undergo an enhanced Disclosure and Barring Service (DBS) check. Regulated activity is defined as:

- Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving a vehicle only for children.
- Work for a limited range of establishments ('specified places'), with opportunity for contact, for example schools, children's homes, childcare premises (but not work by supervised volunteers).
- Work is Regulated Activity only if done regularly. In this context, 'regular' means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period.
- This policy seeks to ensure that Marshall Centre undertakes its responsibilities regarding protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid employees in their practices and clarifies the Company's expectations.

Safeguarding Arrangements

The Company's designated Safeguarding Officer is the Quality & Compliance Manager, (Marshall Centre) who in conjunction with the HR department is responsible for:

- Implementing and promoting this policy;
- Ensuring that the policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
- Acting as the main contact within the Company for the protection of children;
- Ensuring that appropriate employees are provided with information, advice and training on the protection of children;
- Providing adequate information on this policy as part of the induction process new employees;
- Establishing and maintaining contacts with the local children's social care services departments and police;
- Maintaining confidential reports of reported child abuse cases and action taken.

The Company's deputy safeguarding officer is Nicola Turner, Learning Facilitator (Marshall Centre).

It is the Company's policy that children under the age of 18 are not allowed into the workplace or onto Company premises other than those children who are formally attending;

- Organised events where they are the responsibility of their school or parents / guardians;
- Summer schools;
- Open days;
- Taster days;
- Work experience;
- Industrial placement students;
- Apprenticeships

Working with children and the process of responding to possible abuse

Employees are reminded that it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 where the adult is in a position of trust in relation to the under 18-year-old (Sections 3 and 4 of the Sexual Offences (Amendment) Act 2000 refers).

The Company recommends that all employees take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:

- Always working in an open environment with children where they can be seen by others;
- Avoiding unnecessary physical contact with children unless to prevent danger to the child or others;

- First aid treatment should be carried out with more than one adult present unless any delay could prove life-threatening;
- Avoiding unaccompanied journeys with a child. Always use the official mode of transport and the appropriate parental consent has been received;
- Avoiding unaccompanied time with a child;
- Not making suggestive remarks or being inappropriately familiar with children as this could be misinterpreted by them;
- Always acting upon and reporting allegations / reports of abuse made by children;
- Always reporting potential concerns / allegations / reports of abuse made by children to the Safeguarding Officer;
- Avoid inviting or allowing children to socialise with them and / or visit them outside the workplace;
- Avoid giving the child their personal contact details such as address, home or mobile phone numbers and personal email address;
- Avoid connecting with the child on social media;
- Reporting any potential concerns to the Safeguarding office or head of department.

Responding to possible abuse

If an employee has a suspicion that a child is being abused he / she should seek the advice and assistance of the Safeguarding Officer or the relevant HR Business Partner, setting out the basis of the suspicion as clearly as possible. This should be done immediately.

If an employee receives from a child an allegation they or another child is being abused, has been abused or is at risk of abuse he / she should:

- Listen carefully and stay calm,
- Ensure that he /she does not interview the child. However, if necessary he / she may seek to clarify, using open questions and without putting words into the child's mouth, in order to be sure that they understand what the child is telling them;
- Reassure the child that by telling him / her they have done the right thing;
- Inform the child that you must pass the information on, but that only those that need to know about it will be told;
- Inform the child to whom you will report the matter;
- Make a detailed note of the date, time, place, what the child said and did and the questions asked of the child etc.

Employees should not investigate concerns or allegations themselves but should report them immediately to the Safeguarding Officer or the relevant HR Business Partner.

On receipt of a report of a suspicion / allegation of child abuse the Safeguarding Officer alongside the HR Business Partner will make a referral to the local Children's Social Care Services department and / or police or other relevant organisations where there is significant harm to a child and take steps to initiate the appropriate disciplinary procedure.

Young People First - Code of Behaviour

To make sure children and young people are treated fairly by all employees dealing with young people and know what is expected from them, we have developed a Code of Behaviour for Children & Young People and for Adults.

The Code of Behaviour attached has been developed to:

- Provide CHILDREN AND YOUNG PEOPLE with advice on the behaviour that is expected of them when attending and using the facilities of Marshall Centre.
- Give positive guidance, setting out a code of behaviours for all ADULTS at Marshall Centre.