



Safeguarding policy

1. Scope and purpose

- 1.1. This policy applies to everyone working, volunteering or acting for or on behalf of The Careers Office (TCO).
- 1.2. The purpose of this policy is to provide information on how to:
 - promote the welfare of children, protect them from harm and respond to child protection concerns
 - protect staff, volunteers and members of the public from harm
 - how to identify and manage safeguarding risks.
- 1.3. Safeguarding in relation to children comprises:
 - protecting children from abuse and maltreatment
 - preventing harm to children's health or development
 - ensuring children grow up with the provision of safe and effective care
 - taking action to enable all children to have the best outcomes.
- 1.4. The safeguarding procedure is found at [TCO safeguarding procedure](#) and provides detailed safeguarding guidance.

2. Policy statement

- 2.1. TCO believes that everyone we come into contact with has the right to be protected from all forms of harm, abuse, neglect, and exploitation, regardless of age, ethnic origin, religion or belief, disability, sexual orientation or gender identity. TCO is committed to providing a safe, trusted environment and will not tolerate abuse and exploitation towards or by staff and associated parties.
- 2.2. TCO seeks to keep people safe by:
 - providing regular guidance and support for directors and volunteers
 - providing effective supervision and support of volunteers
 - recruiting staff and volunteers safely, ensuring all necessary checks are made
 - recording and storing information professionally and securely
 - designing and undertaking all programmes and activities in a way that protects people from risk of harm that may arise from their coming into contact with us. This includes the way in which information about individuals in our programmes is gathered and communicated
 - maintain and manage a safeguarding risk register



- asking all staff, volunteers and associated personnel to create and maintain an environment that prevents safeguarding violations and promotes adherence to the safeguarding policy.

3. Risk identification and management

3.1. Managing risk is central to safeguarding people, especially children. TCO manages risk by:

- assessing the risks in relation to children, staff, volunteers and members of the public who come into contact with TCO in any manner
- identifying the needs of children
- determining how the risks are to be managed
- agreeing the level of acceptable risk
- having procedures in place to record and deal with any concerns or issues.

3.2. Any significant new risks are to be reported at the next board meeting and if necessary the register, policy and or procedure amended.

4. Reporting concerns

4.1. TCO will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to directors, staff, volunteers and the people or groups we work with.

4.2. If a staff member or volunteer believes someone is in immediate danger, they should call the emergency services. Once emergency services have been called, the staff member/volunteer should proceed with the reporting process below, when they are able to.

4.3. A staff member/volunteer is obliged to report any concerns or suspicions regarding safeguarding issues or violations they have observed, been informed of, or experienced where a person has been harmed or may be at risk of harm to the TCO activity lead.

4.4. If that is not possible s/he is to report the issue to the Chair of the Board of Directors.

4.5. The TCO activity lead is to report the safeguarding issue to one of the people in 4.4 above depending on the area of concern.

4.6. If the director, staff member or volunteer does not feel comfortable reporting to a person named above (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any of the other directors or the company secretary.

5. Response to safeguarding concerns

5.1. TCO will follow up all safeguarding reports and any concerns according to the relevant policy or procedure for the specific concern, and any and all legal and statutory obligations on a case-by-case basis.



5.2. All safeguarding concerns or incidents will be initially handled by the TCO's Chair of the Board of Directors, unless there is due reason this is not appropriate. For example, if there is a concern or allegation involving these individuals directly.

5.3. All safeguarding concerns or incidents are to be reported to the Board of directors.

6. Safeguarding requirements for direct-delivery organisations

6.1. When TCO works with another organisation to provide a programme where children take part the TCO activity lead on that programme will seek confirmation from the other organisation that they have appropriate safeguarding policies and procedures.

7. Recruitment and roles

7.1. TCO aims to appoint staff and volunteers who are appropriately qualified and have the skills and knowledge to deliver a quality service and to minimise the risk of engaging anyone who may pose a risk to children.

7.2. All roles are to be risk assessed, taking into account the working environment to determine if they are eligible for a Disclosure and Barring Services (DBS) check and if so, at what level. DBS checks will be undertaken at least every three years.

7.3. If a director, staff member or volunteer is ever required to work regularly or alone with children or have access to sensitive information, then an Enhanced DBS check will be completed and arranged by TCO.

7.4. If an Enhanced DBS returns information on an individual that means they pose a risk or threat to children or other vulnerable people, their employment/volunteering with TCO will be terminated in line with their contract.

8. Criminal offence data protection

8.1. TCO will ensure that its processing of criminal records is lawful, fair and transparent and complies with all the other principles and requirements of the UK GDPR.

8.2. When applicable, TCO will always seek consent from the individual for the processing of criminal offence data. However, if consent is not given and the risk assessment for that post identifies a DBS check is to be undertaken we can either:

- not employ or accept that person as a volunteer, or
- undertake a check when it is required for the safeguarding of children, in accordance with Para 18 Schedule 1 of the Data Processing Act 2018 (DPA)¹.

8.3. The TCO policy on processing criminal offence data can be found at TCO criminal offence data protection policy.

9. Storage and sharing of images of children

¹ [Schedule 1 Data Protection Act 2018](#)



- 9.1. Photographs/videos of children can only be taken with their permission.
- 9.2. Photographs/videos are to be stored in accordance with the Data Protection Act.
- 9.3. Photographs/videos cannot be shared without the child's or parent's permission.

10. Ownership, roles and responsibilities

- 10.1. The Board of directors are the ultimate owner of all of TCO's policies, including the safeguarding policy.
- 10.2. The senior nominated child protection lead and lead directors for safeguarding and child protection is the Chair of the Board of Directors. Their role is to oversee, champion and challenge the working of the safeguarding policy and procedures of TCO. The Chair is also the owner of the safeguarding policy and procedures.
- 10.3. For each activity, however small, at least one person (the 'nominated child protection lead') is to be responsible for dealing with concerns or worries about children and with allegations of abuse against staff or volunteers. Everyone in the group should know who this is and how to contact them. The nominated child protection lead need not be a TCO person but TCO's activity lead on that project should confirm with the delivery organisation that they have a child protection lead in place.
- 10.4. TCO's Board of directors will review the safeguarding policy, procedures, risks, roles and responsibilities, and the acceptable level of risk on a yearly basis, or as and when changes need to be made within the year.

11. Contacts

- 11.1. Data protection officer:

Name: Deborah Streatfield
 E-mail: Deborah@thecareersoffice.co.uk
 Telephone: 07974 357922

- 11.2. Other directors and company secretary

| Name | Email |
|---|--|
| Elizabeth Bacchus Michael Connele Keith Herrmann Ian MacGregor Colin Miller | beth.bacchus@outlook.com michael.connele@icloud.com kherrmann@me.com icmacgregor61@gmail.com colin@thecareersoffice.co.uk |



- 11.3. A nominated child protection officer is the TCO activity lead for that project/programme or the person appointed by the other organisation when the activity is delivered jointly.
- 11.4. The NSPCC helpline if a staff member, volunteer or member of the public, including a child, wants to contact an outside organisation is 0808 800 5000.

Approved by Board of Directors on 4 May 2023.