

# CASPARI FOUNDATION SAFEGUARDING POLICY

## 1. SCOPE OF POLICY

**1.1** This policy updates previous Safeguarding and Child Protection Policies and reflects the situation in July 2022.

This policy replaces previous Safeguarding and Child Protection Policies and reflects current UK legislation and guidance, including:

- Working Together to Safeguard Children 2023
- Children Act 1989 and Children Act 2004
- Care Act 2014
- Guidance from NSPCC and UK Council for Psychotherapy

**1.2** All Caspari Foundation staff, students, volunteers and subcontractors (tutors and supervisors) must be aware of the Safeguarding Policy and Procedures of the setting in which they are working and in particular the name and location of the Designated Safeguarding Lead (DSL) and the Local Authority Designated Officer (LADO).

**1.3** In the context of the overarching principle of the Children Act 1989, that the welfare of the child is paramount, all Caspari Foundation staff, students and volunteers will ensure that the welfare of children is safeguarded and promoted at all times.

**1.4** There will be times when Caspari Foundation staff, students, volunteers and subcontractors may, in the course of their work, encounter vulnerable adults. In all circumstances when this is the case, the principles of good safeguarding practice as set out in the Safeguarding Policy will be observed.

Safeguarding responsibilities in these cases will align with the Care Act 2014 and associated guidance.

An “adult at risk” is defined as someone who:

- has care and support needs
- is experiencing, or at risk of, abuse or neglect
- is unable to protect themselves

**1.5** Caspari employees working for the Caspari Foundation either as direct employees, consultants or subcontractors are required to have a current criminal record check (DBS enhanced status).

**1.6 Sub-Contractors and External Practitioners**

All sub-contractors, freelancers, and external practitioners engaged by Caspari Foundation must meet the following safeguarding requirements:

- A formal **contract or agreement** must be in place, including appropriate **supervision arrangements**, and must be signed prior to commencing any work.
- Individuals must **confirm that they have read and understood all relevant organisational policies**, including the Safeguarding Policy.
- A **basic DBS check** must be completed where the role involves **direct contact with children or young people**, in line with statutory guidance.
- Individuals must be a **registered member of the Information Commissioner's Office (ICO)**, where applicable, to ensure compliance with data protection requirements.

Failure to meet these requirements may result in termination of engagement.

## 1.7 Safeguarding Training

Caspari Foundation ensures that all those working with or on its behalf are appropriately trained to safeguard children and young people.

- **Onboarding**  
All staff, volunteers, trustees, and relevant personnel must complete safeguarding training **as soon as possible on joining Caspari**, in line with their role and responsibilities
- **Sub-contractors and External Practitioners**  
Sub-contractors must **provide evidence of appropriate safeguarding training** before commencing work
- **Ongoing Updates**  
All relevant individuals must take part in **regular refresher training**, including updates on **new developments, emerging risks, and changes in safeguarding practice**, in line with best practice guidance
- **Training Cycle**  
Full safeguarding training must be completed **at least every three years**
- **Designated Safeguarding Lead (DSL)**  
DSLs must complete **enhanced training**, with updates **at least every two years**, and more frequently where required to remain current with statutory guidance

Where training is not completed, individuals may not undertake activities involving children or young people.

The Caspari Foundation will maintain a central training register. Staff, students and volunteers will be expected to provide proof of attendance at appropriate training on request by the CF Designated Safeguarding Lead\* who is the designated person responsible for this monitoring.

**1.8 Safer Recruitment.** All Caspari Foundation staff, students, volunteers, consultants and subcontractors must:

- Hold an enhanced DBS check (including barred list where applicable)
- Provide satisfactory references
- Be assessed for suitability to work with children and vulnerable adults

**1.9 Safeguarding Governance.** Caspari Foundation will maintain a Designated Safeguarding Lead (DSL) and a Deputy DSL. Clear escalation routes must be in place at all times.

## **2. DEFINITION AND CATEGORIES OF ABUSE**

**2.1 Emotional abuse** - Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

**2.2 Physical abuse** - where beatings, assaults, poisonings, etc. inflict or may inflict actual bodily harm.

**2.3 Sexual abuse** - involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative acts or non-penetrative acts. It may include non-contact activities, such as involving children looking at, or participating in the production of, pornographic material or watching sexual activity, or encouraging children to behave in sexually inappropriate ways.

**2.4 Neglect** - is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**2.5 All Caspari staff:**

- will be alert to known and potential vulnerabilities in children
- will undertake all reasonable steps to safeguard children
- will take any necessary and reasonable steps to avert preventable harm

- will work in partnership with other specialist agencies and ensure regular communication is maintained at all times
- will work within the procedures set out by the host school or other organisation within whose location the Caspari Foundation is contracted to deliver services and will be aware of this policy and its procedures and attend appropriate training as required

**Additional Safeguarding risks.** Staff must also be alert to:

- Child sexual exploitation (CSE)
- Child criminal exploitation (including county lines)
- Online abuse and grooming
- Domestic abuse
- Radicalisation (Prevent duty)
- Female Genital Mutilation (FGM)
- Peer-on-peer abuse

2.6 **Responsibilities of all staff.** In line with the current [“Working Together to Safeguard Children”](#), all Caspari Foundation staff, students and volunteers must:

- Be alert to signs of abuse, neglect and vulnerability
- Take timely and appropriate action to safeguard children and adults at risk
- Report all concerns without delay, following safeguarding procedures
- Act to prevent harm where it is safe and appropriate to do so
- Work collaboratively with schools, settings and external agencies
- Follow both Caspari Foundation and host organisation safeguarding policies and procedures

### 3. ARRANGEMENTS FOR THE PROTECTION OF CHILDREN

3.1 “Effective safeguarding is achieved by putting children at the centre of the system and by every individual and agency playing their full part. A child centred approach is fundamental to safeguarding and promoting the welfare of every child. A child centred approach means keeping the child in focus when making decisions about their lives and working in partnership with them and their families.”

[Working Together to Safeguard Children](#) (DofE updated Dec 23)

#### 3.2 Reporting allegations of abuse or neglect

3.2.1 **Immediate action.** Wherever a member of staff working for the Caspari Foundation suspects child abuse, it is their duty to report



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the matter immediately to the **Designated Safeguarding Lead** (DSL) in the school or other setting in which they are working. Where this is not possible or appropriate, then contact should be made with the appropriate **Local Authority Designated Officer** (LADO).

- 3.2.2 **Investigation.** Staff must not investigate concerns. It is the responsibility and duty (where there are reasonable grounds for suspicion) of the local authority where the abuse is suspected of having occurred. Following a strategy meeting, the police may be involved in a joint investigation with the local authority if the case is deemed serious enough.
- 3.2.3 **Escalation and challenge.** If a response from the local authority's social care response is inadequate or deemed unsatisfactory by practitioners, then concerns must be escalated. Staff must follow local safeguarding partnership escalation procedures
- 3.2.4 **Internal reporting.** All safeguarding concerns must also be reported to the Caspari Foundation Designated Safeguarding Lead (DSL) who will maintain confidential safeguarding records and ensure appropriate follow-up.
- 3.2.5 **Role of Caspari Designated Safeguarding Officer:**
- **Be the point of contact.** Receive and record concerns raised by staff, volunteers or beneficiaries, including concerns about individuals involved with the organisation who may pose a risk
  - **Respond and refer.** Respond promptly to any concern about a child or adult at risk and, where necessary, make referrals to statutory services such as the police or social services.
  - **Maintain policies and procedures.** Keep the charity's safeguarding policy up to date, reviewed at least annually, and ensure it is accessible and understood by all staff and volunteers.
  - **Ensure everyone is trained.** Make sure all trustees, staff and volunteers, including themselves, receive appropriate safeguarding training and are kept up to date with changes in law and guidance.
  - **Report serious incidents.** Notify the relevant statutory agencies as required, and report serious safeguarding incidents to the Charity Commission where necessary.
  - **Promote a safeguarding culture.** Foster an open environment where all staff, volunteers and beneficiaries feel confident raising concerns, knowing they will be heard and acted upon.

**Note:** While the DSL manages day-to-day safeguarding responsibilities, overall accountability for safeguarding rests with the trustees.

3.2.6 To ensure that there is always a prompt response to any urgent safeguarding issue in the event of the Designated Safeguarding Officer or the Deputy Designated Safeguarding Lead not being available, the Chair of the Board of Trustees should be informed.

### 3.3 **Allegations against Caspari Foundation staff, students or volunteers**

3.3.1 Where an allegation is made against a Caspari Foundation staff member, student or volunteer, the Designated Safeguarding Lead (DSL) will decide what internal action is required. As soon as possible after the initial report the Designated Safeguarding Lead will enter the details of the incident and action taken into a confidential report to be kept safely in the Caspari Foundation offices.

3.3.2 Possible actions include:

- immediate suspension of the member of staff
- removal of the member of staff to other duties
- continuing as is but with a written risk assessment of the situation in conjunction with the host school or other organisation
- immediate invoking of disciplinary procedures

3.3.3 Members of staff, students or volunteers who are suspended, or otherwise implicated in a child protection investigation, will be supported as appropriate, including independent counselling where requested.

3.3.4 It is possible that a situation might arise where there is insufficient evidence to support criminal proceedings, but there is sufficient evidence to establish that abuse has occurred. In that event, depending on the nature of the abuse, the member of staff, student or volunteer may be:

- dismissed
- made subject of disciplinary proceedings
- issued with a written warning.

3.3.5 Depending on circumstance, disciplinary procedures may or may not run concurrently with a child protection investigation.

**3.4 Whistleblowing.** Staff must feel able to raise concerns safely and those concerns can be raised:

- internally via the DSL or Deputy DSL



- externally via statutory agencies or the NSPCC whistleblowing helpline

No detriment will occur for raising genuine concerns.

**3.5 Safeguarding in online and digital environments.** The charity recognises that safeguarding risks can occur online as well as in person. All online activities involving beneficiaries will be conducted safely and appropriately.

- **Online communications** between staff, volunteers and beneficiaries must be transparent, professional and, where possible, visible to more than one person. One-to-one private messaging with beneficiaries is not permitted.
- **Digital content** shared with or by beneficiaries must be appropriate and in line with this policy. Staff and volunteers must not share personal contact details or connect with beneficiaries on personal social media accounts.
- **Concerns arising online**, including inappropriate contact, harmful content or worrying behaviour, should be reported to the DSL in the same way as any other safeguarding concern.
- **Platforms and tools** used to engage with beneficiaries should be agreed in advance and reviewed regularly to ensure they remain appropriate and safe.

The DSL is responsible for ensuring this guidance is communicated to all staff and volunteers.

### **3.6 Recording and information sharing**

All safeguarding concerns must be recorded promptly, factually and securely. They must be stored in line with GDPR and safeguarding requirements. Information may be shared without consent where it's necessary to protect a child.

## **4. REVIEW OF THE SAFEGUARDING AND CHILD PROTECTION POLICY**

This policy will be reviewed at least once a year by the Designated Safeguarding Lead and the trustees. It will also be reviewed at any time in response to changes in legislation or statutory guidance, or following a safeguarding incident.

## **5. SAFEGUARDING CODE OF PRACTICE**

**5.1 When Staff are working with children on behalf of the Caspari Foundation, the following principles apply:**

- Unnecessary or potentially inappropriate physical contact must be avoided at all times.
- Staff should never carry out a personal task for children that they can do for themselves. Where help with a personal task or toileting is essential, staff should be accompanied by a parent or carer where possible.
- Staff should never make suggestive or inappropriate remarks to or about a child as this could be misinterpreted.
- Staff should treat all children with respect and act as role models of appropriate conduct.
- Staff should ensure that no child is subject to abuse. This includes challenging all unacceptable behaviour (including behaviour that breaches this policy) and report all such behaviour and suspicions of abuse to the Designated Officer.

**5.2 Examples of unacceptable behaviour are as follows:**

- Distressing a child by shouting at them or calling them derogatory names
- Abusing a child
- Holding a child in such a way that it causes pain
- Using force by shaking, pushing or pulling a child
- Physically restraining a child except to protect them from harming themselves or others.
- Allowing, or engaging in, inappropriate touching of any kind
- Engaging in sexually suggestive behaviour within a child's sight or hearing, or making suggestive remarks to or within earshot of a child
- Female Genital Mutilation (FGM)
- Child sexual exploitation

All staff must actively prevent and respond to discriminatory, abusive or harmful behaviour, including peer-on-peer abuse.

**5.3 If a child is abusive or violent, it is important that staff follow these steps:**

- Ensure the safety of all those involved in the incident including any other children
- In cases where there is a risk of physical injury, minimum and reasonable force necessary to protect self and others may be used
- Gain appropriate first aid or medical attention for anyone injured

- Take appropriate action to calm the child and restore order
- Once the child is calm, provide the opportunity for the child to reflect on the incident if this is appropriate
- Undertake a formal de-briefing with other adults involved or affected by the incident
- Ensure that the incident is formally recorded

#### 5.4 **Accidents and First Aid:**

- Unless there is good reason, first aid should not be administered without the permission of the child's parent, teacher or accompanying adult. A child cannot give consent.
- if possible, treatment should only be given by a trained First Aider or appointed person.
- Provided this does not put the child at risk, the educational therapist should always try to administer first aid within sight and sound of other adults.
- The educational psychotherapist should always tell the child what they are doing and why.
- When working with any child in individual educational psychotherapy or group work, the Educational Psychotherapist must have previously ascertained in writing with the appropriate school, clinic staff and/or parent/carer whether the child or young person has any allergies or medical conditions (e.g. asthma, diabetes, epilepsy) and whether medication (e.g. inhalers) may be required
- If a child needs a doctor or hospital, emergency services should be called without delay
- All accidents and first aid interventions should be recorded in line with organisational procedures

## 6. **CONFIDENTIALITY**

- 6.1 Confidentiality is of the utmost importance and must be respected. However, it is the child's welfare and best interests that are the priority at all times and this should be made clear in all circumstances.
- 6.2 Where educational psychotherapists need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing educational psychotherapists to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that educational psychotherapists gain consent, or if to gain consent would place a child at risk.

- 6.3 Educational Psychotherapists employed by the Caspari Foundation and working in schools or other settings must explain to any child or young person that their sessions will remain confidential unless they hear that the child or another person is being hurt, or at risk of being hurt, in which case information given by the child will be shared with the school's Designated Safeguarding Lead.
- 6.4 Information sharing must be proportionate, relevant and recorded appropriately.
- 6.5 Safeguarding records must be kept securely and access limited to those who need to know.

**Caspari Foundation** Designated Safeguarding Lead :  
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