

iQuda safeguarding policy

1. Our safeguarding policy

All staff working for iQuda have a duty to protect children and young people. This policy applies to all staff, managers, owners, volunteers, apprentices, third parties and other permanent and nonpermanent staff working for or on behalf of iQuda.

2. Purpose

This safeguarding policy has been developed to:

- i) Protect children and young people who receive iQuda services. This includes the children of adults who use our services or come into contact with us for any reason.
- ii) To protect children and young people who work with iQuda or come into the iQuda office for whatever reason, whether permanently or temporarily (e.g. work experience placements).
- iii) To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.
- iv) Allow iQuda to continue to offer valuable work experience placements to young people.

iQuda believes that children and young people should never experience abuse of any kind whatsoever. We have an important responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to operating in a way that protects children.

3. Six Key Principles Underpinning Safeguarding

There are six key principles that underpin our approach to safeguarding. These are:

- 1) **Empowerment:** people being supported and encouraged to make their own decisions and give informed consent
- 2) **Prevention:** it is better to stop something before harm occurs
- 3) **Proportionality:** the least intrusive response appropriate to the risk presented
- 4) **Protection:** support and representation for those in greatest need
- 5) **Partnership:** local solutions through services working with their communities – communities have a part to play in preventing, detecting and reporting neglect and abuse
- 6) **Accountability:** accountability and transparency in safeguarding practice

4. Relevant Law & Legislation

This policy draws upon relevant law & legislation in the United Kingdom, namely:

Classification: PUBLIC. iQuda Safeguarding Policy. Ref: Q219
Version Number: 5. Approved by: Anthony Jones. Created by: Garth Macintosh.
Date implemented: 02.06.2016. Date of last edit: 21.05.2019. Date of next review: 21.05.2020.

- Children Act 1989
- United Convention of the Rights of the Child 1990
- Data Protection Act 2018
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children
- The General Data Protection Regulations 2016

The company is 100% committed to ensuring that we comply with all relevant laws and legislation, and that every interaction we have with children or young people promotes lawful behaviour and the highest standards of safeguarding.

5. iQuda recognises that

- All children and young people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- We are responsible for taking adequate safeguards to protect children and young people we come into contact with for any reason.
- We are responsible for promoting the welfare of children and young people in the workplace.

6. We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Adopting child protection practices through our procedures and code of conduct
- Providing effective management for staff through supervision, support and training
- Recruiting staff and third parties safely, ensuring all necessary checks are made
- Sharing concerns with any third parties or agencies who need to know, involving parents and children appropriately.
- Ensuring we only process their data where parental consent is

7. As part of our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

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- promote a culture that protects, defends and prioritises the care of children and young people.

The policy and procedures will be widely promoted and are mandatory for everyone involved at iQuda. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

8. Things to avoid. You should never:

- Develop inappropriate relationships with children or young people that is not directly part of your role
- Expose children or young people to material that has the potential to cause them harm or is age inappropriate
- Allow children or young people to smoke or drink alcohol when they are in our care and they are below the legal age to do so
- Administer any medication to children or young people
- Patronise or treat children or young people unfairly
- Let children and young people have your personal (non-work related) contact information
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children or young people
- Act in threatening or abusive manner
- Make inappropriate promises to children and young people
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person represents a serious breach of trust and is against the law.
- Allow allegations about abuse or misconduct to go unreported
- Rely on your reputation or that of iQuda to protect you from prosecution in the event that you commit an offence.

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