
Pedestrian Safeguarding Policy

Safeguarding Policy Statement

Pedestrian is fully committed to the safeguarding and wellbeing of all of our children, young people and learners and fully recognises its responsibilities for protecting vulnerable groups and adults at risk.

Pedestrian is a registered charity that provide education and outreach for children, young people and adults at risk. We are not a registered school and do not meet the definition criteria for being a registered school as outlined in KCSIE 2021 (Keeping Children Safe in Education).

Pedestrian believes that

- The welfare of every child and young person is paramount
- All children and adults at risk without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- We must play an important role in safeguarding those that access our services

Our policy applies to all staff, learners, contractors, visitors and volunteers working on behalf of or in conjunction with Pedestrian. There are five main elements to our policy:

- Ensuring we operate safe recruitment practices
- Raising awareness of safeguarding throughout the organisation and ensuring that staff are equipped with the appropriate skills and knowledge to support learners effectively and help keep them safe
- Raising awareness of safeguarding to all of our learners
- Developing and implementing procedures for identifying and reporting cases or suspected cases of abuse
- Securing safe environments in which all groups and individuals can learn and develop

We recognise that because of the day-to-day contact with learners, our staff are well placed to observe the outward signs of abuse. Pedestrian will therefore;

- Maintain an environment where learners feel secure, are encouraged to talk and are listened to
- Ensure learners know that there are designated staff within Pedestrian whom they can approach if they are concerned or worried

- Ensure all concerns, and allegations of abuse will be taken seriously by all staff and responded to appropriately

We recognise and adhere to the statutory requirements within the following important and relevant pieces of safeguarding legislation;

- Safeguarding Children and Safer Recruitment in Education 2007 (updated 2012)
- Working Together to Safeguard Children (2018)
- Safeguarding Vulnerable Groups Act SVGA (2006 amended 2012)
- Protection of Freedoms Act (2012)
- Disclosure and Barring Service Code of Practice (Nov 2015)
- Sexual Offences Act (2003 amended 2019)
- Voyeurism (Offences) Act 2019
- Equality Act (2010)
- General Data Protection Regulation (2018)
- Keeping Children Safe in Education KCSIE (Jan 2021)
- Prevent duty guidance for England, Scotland and Wales (2015) (updated 2019)

To support our commitment to the safeguarding and well being of all of our learners and with regard to the above legislation we will;

- Ensure we have a Designated Safeguarding Lead (known as the DSL) and a Deputy DSL who have received appropriate training from the local authority and support for this role and their training will be refreshed every two years.
- Ensure that all staff and learners are aware of our Designated Safeguarding Lead. This will be communicated via our staff and learner induction process, internal training, awareness sessions, safeguarding posters in workshop, communal areas, toilets and the learner handbook.
- Ensure that all staff are aware and understand their responsibilities in relation to safeguarding and for referring any concerns directly to the Designated Safeguarding Lead.
- Ensure that effective safeguarding procedures are developed, implemented and monitored to ensure their effectiveness.
- Ensure that we develop effective links with relevant external agencies, local safeguarding boards and co-operate with any requirements with any safeguarding referral matters
- Ensure that we keep written records of safeguarding concerns, even when there is no need to refer the matter to the relevant agencies
- Ensure all records are stored securely and in accordance with GDPR

- A safeguarding concern function on our website for anybody who wants to raise any concerns about children and young people
- Utilise our membership to the NSPCC Safe Network to frame our safeguarding practice, policy and procedures.

Safer Recruitment

Pedestrian will take all possible steps to prevent unsuitable persons working with learners and in doing so will follow the good practice contained within the legislative document Safeguarding Children and Safer Recruitment in Education (updated 2012).

When interviewing potential staff we will ensure that:

- There is an open recruitment process
- There is a rigorous interview with specific questions relating to safeguarding
- Applicants identity and claims to academic or vocational qualifications will be verified
- References will be taken up by direct contact with referees
- Evidence of the date of birth and address of the applicant will be obtained
- Where appropriate, an Enhanced Disclosure and Barring Service Check will be conducted

Where a position requires an Enhanced DBS check this will be made clear on the job advert and application form and a statement explaining Pedestrian's commitment to safeguarding will be documented. All applicants will complete an application form enabling each of them to have the same opportunity to provide information about themselves and assist in identifying any gaps in their employment history.

During interviews the panel will explore:

- The applicant's attitude and demeanour towards all learners
- The applicant's ability to support our commitment to safeguarding and promoting the welfare of learners
- Any gaps in the applicant's employment history
- Any concerns or discrepancies arising from the information obtained

Prior to making an employment offer:

- Positions will only be offered to prospective employees on the understanding of satisfactory references and suitable DBS clearance.

Additionally, we will:

- Comply with all requirements of the DBS, including the linking of information to inform the barred lists, and the responsibilities under the DBS referrals and decision-making processes.

- Ensure that we remain informed about current legislation in line with the DBS requirements.

Post Appointment

All staff will take part in an induction programme, which will vary dependent on the nature of the role. The purpose of this will be to:

- Provide awareness and explanations of relevant policies and procedures
- Provide support for the role in which they have been engaged
- Provide opportunities for a new member of staff to ask questions or discuss concerns relating to their role or responsibilities
- Enable individual line managers and colleagues to recognise any concerns about the persons ability or suitability from the outset and address them if deemed appropriate
- Ensure that individuals are aware of reporting concerns and who the Designated Safeguarding Leads are
- Ensure that individuals are aware of other relevant policies and procedures; i.e. disciplinary procedure, EDI Policy.
- Provide opportunities for discussion in monthly review meetings during initial three month probationary period.

Promoting a Safe Environment

Safeguarding Team

The entire team can be reached using – safe@pedestrian.info

The Designated Safeguarding Lead is:

Daniel Aldred (Education Manager & DSL)

Email: danny@pedestrian.info

Telephone (office hours): 0116 251 6207

Mobile Telephone: 07716 641767

The deputy DSL is:

Hema Mistry (Director & Deputy DSL)

Email: hema@pedestrian.info

Telephone (office hours): 0116 251 6207

Mobile Telephone: 07873 222676

The responsibilities of the Designated Safeguarding Lead and the Safeguarding Team are:

- Overseeing the referral of cases of suspected abuse or allegations in line with the local authority safeguarding policy and procedures
- Maintaining a record of all safeguarding referrals, complaints or concerns (even when the concern does not lead to a referral)
- Ensuring that appropriate safeguarding arrangements are made for all learners
- Ensuring that all staff are trained and aware of the Safeguarding Policy

Any individual conducting work on behalf of Pedestrian in a paid or voluntary capacity must demonstrate safeguarding knowledge with consideration (but not limited) to the following areas. (This knowledge will be assessed through a variety of multiple choice and written response questions & answers, further training opportunities may be identified if individual responses are insufficient).

- **Physical abuse**
- **Sexual abuse**
- **Psychological or emotional abuse**
- **Financial or material abuse**
- **Neglect and acts of omission**
- **Institutional abuse**
- **Discriminatory abuse**

- Domestic abuse
- Hate crime
- Prevent Duty – Individuals at risk of extremism/ radicalisation
- Whistleblowing – allegations against staff
- ACE' s – Adverse Childhood Experiences
- Child Criminal Exploitation (CCE) - Contextual Safeguarding
- County Lines
- Knife Crime – Youth & gang violence
- Cyber Crime
- Child Sexual Exploitation
- Child on child sexual violence (peer on peer abuse)
- Upskirting
- Modern Slavery & trafficking
- Female Genital Mutilation (FGM)
- Forced Marriage
- Children Missing in Education

Annual in-house training covering the areas listed above will be offered to Pedestrian associate staff members, tutors, freelancers, trainees & volunteers. Attending the training is mandatory for employees and individuals working on Pedestrians Alternative Education provision.

Guidance for Handling Disclosure of Abuse and Procedure for Reporting Concerns

Any member of staff may become aware of, or concerned about abuse in the following ways:

- Observed Abuse (an Incident): the abuse has been directly witnessed
- Disclosed Abuse (a Disclosure): a person says they are being or have been abused
- Suspected Abuse (a cause for concern): there are indicators that abuse is happening but it has not been witnessed or disclosed.

When a criminal offence may have occurred the first consideration and action should be the immediate safety of the person (s) at risk.

All members of staff have a duty to report any disclosure, allegation or suspicion of abuse to their line manager, and the designated safeguarding Officer. This should be done as soon as possible after the disclosure/allegation/suspicion is made/arises and must be made within 12 hours (see Appendix 1 Actions Needed When...).

The Designated Safeguarding Lead will assess the information, consult with the Safeguarding team and where appropriate make and alert the appropriate authorities.

The Five R's – Recognise, Respond, Report, Record and Refer

- **Recognise**, the ability to recognise a change of behaviour is of fundamental importance, and vital in playing a role in meeting the learners needs, a learner may choose anyone in the organisation to disclose to including tutors, facilitators and business support staff. This is why all staff will be trained in how to recognise and respond to this situation, and how to report a concern.
- **Respond** is about how we react in the moment to a disclosure, allowing the young person to say as much or as little as they wish, clarifying, but not asking leading questions or putting words into their mouth, or delving too deeply. Also it is vital that you do not make promises to keep it quiet, but letting them know whom you have to tell. (the Designated Safeguarding Lead)
- **Report** immediately to the Designated Safeguarding Lead. The Designated Safeguarding Lead will gather all the information and discuss with the Safeguarding Team and decide what course of action to take. i.e. to monitor and record the concern, or to refer it on. Only the Designated Safeguarding Lead should be making referrals outside of the organisation. Records of any disclosures will be stored securely at the Pedestrian office.
- **Record** what the learner has told you as soon as possible to capture as much as you can, in the words they used rather than interpretation. This is important so to not jeopardise any future possible investigation (s).
- **Refer** If there is genuine concern for an individual's safety, or if you think someone might be a victim of abuse, neglect, or maltreatment, you must refer your concerns to the correct authority. This will usually happen via your Designated Safeguarding Lead, who will escalate the concern with social services, the local authority, the police, or any other relevant partner agencies. In this case, you need to ensure that any supporting records and information you have about the incident or individual are passed on as well.

Five actions to be followed if you have a safeguarding disclosure or concern:

- Listen
- Ask open questions, not leading questions
- Do not make promises
- Do be clear about what happens next
- Do not panic

Record Keeping

It is important that documents relating to an investigation are retained in a secure place together with a written record of the outcome and, if disciplinary action is taken against a member of staff, details retained on the member of staff's personal and confidential file in accordance with internal procedures.

Related Policies

Pedestrian is an organisation committed to providing a safe and healthy working environment for staff, learners, contractors, visitors and volunteers.

Pedestrian's policies related to Safeguarding are:

- Health and Safety,**
- Equality and Diversity**
- Equal Opportunities**
- Anti-Bullying**
- Safer Recruitment**
- Whistleblowing**
- Privacy**

It is the responsibility of the Director to ensure that these policies are enforced, regularly monitored and reviewed as necessary to facilitate changing legislation and industry-approved codes of practice.

Updated: January 2021
HM on behalf of the Trustees of Pedestrian

Appendix 1 – Actions Needed When... *All electronic documents to be password protected when sharing digitally. When emailing send passwords in a separate email from the document.

| Happening... | Actions | Document |
|--|--|---|
| A disclosure is made | <p>Listen, do not lead the conversation</p> <p>Document, share with DSL & act on disclosure (once it's been written). Make sure DSL has received disclosure.</p> <p>Ensure young people or adults in challenging circumstances are safe and protected from the situation.</p> | <p>Document/ scribe the conversation in detail on paper (or where you can) immediately! Add dates and witnesses and room etc.</p> <p>Appendix 3 – Disclosure Report Log can be used as an aide.</p> <p>Communicate the disclosure to the DSL!</p> |
| Incident | <p>Document the Incident and share electronically with staff and keyworkers. This ideally should be completed without delay and sent out as soon to incident as possible.</p> <p>Share document with program manager & DSL.</p> | <p>Complete the Appendix 2 - IR1 Incident Report Form and send out to line manager, DSL & any client support/ key workers.</p> |
| Cause for Concern | <p>Low Risk - Contact DSL & line manager first if possible. If not then keyworkers and share with staff.</p> <p>If you feel it is a High Risk concern then complete referral form or Contact:</p> <p>Social Care and Safeguarding (24 Hours a day) 0116 454 1004</p> <p>Police (non emergency) 101 or 999 (Emergencies)</p> <p>NSPCC 0808 800 5000</p> | <p>Can be documented on Appendix 4 – Cause for Concern (note keeper)</p> <p>If High Risk: Complete referral form digitally (ideally with safeguarding officer) and send in ASAP</p> |
| Injury to learner/ participant (either witnessed or disclosed) | <p>Injury to participants may form part of a disclosure, incident or you may witness an injury on a participant. Complete a body map to document location and severity of injury. This can then accompany relevant disclosure Report Log/ Incident Report Form/ Cause for Concern.</p> | <p>Appendix 5 – Body Map. As accurately as possible draw approx. size and location of injuries sustained. Compliment with any description of injury.</p> <p>On body map pages that don't display injury, clearly highlight the page as not applicable (n/a).</p> |

Appendix 2 - IR1 Pedestrian – Incident Report Form

| | | | | | |
|--|--|---|---|--|--------------|
| Section 1 Incident Details: | | | | | |
| Date: | | Time: | | Location: | |
| Student's Name: | | | | | |
| Staff involved in the incident | | | Other students involved in the incident. | | |
| Name: | | Role * | First Name & Gender: | | Role* |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| * Key to Roles: V = Victim R = Reporter W = Witness D = Duty I = Instigator | | | | | |
| Section 2 – Description of Incident: | | | | | |
| Type of Behaviour Demonstrated: Tick as appropriate | | | | | |
| General Disruption | | Physical assault staff/student | | Damage to Property | |
| Persistent Disruption | | Sexually inappropriate behaviour/language | | Refusal to leave classroom / workshop area | |
| Refusal to Co-operate | | Threatening staff/students | | Student at risk of harming self/others | |
| Verbally Abusive | | Racially Abusive | | Use of Weapon | |
| Absconding | | Suspected drugs incident | | Theft | |
| Other (Please specify): | | | | | |
| Behaviour Trigger(s): Tick as appropriate | | | | | |
| Request to comply | | Behaviour of others | | Confrontation with student | |
| Denied item/activity | | Refusal to engage | | Direct challenge | |
| Other (Please specify): | | | | | |
| Brief Description of the Incident: | | | | | |

Use script format: to convey conversation, Underline to add factual info and *Italics or highlight for professional opinions*

Section 3 – Action Taken to Resolve the Incident:

| | | | | | |
|----------------------------------|--|---------------------------|--|--------------------------------------|--|
| Verbal Request | | Student removed/sent home | | Student gets warning | |
| Meeting with keyworker/guardians | | Phone call home | | Student gets strike | |
| IEP Meeting | | Student suspended 1 week | | Student gets excluded (final strike) | |

Other details:

Section 4 – Follow up Action (s):

Recorded in incident log

| | | |
|---------------|------------|-------|
| Staff (Name): | Signature: | Date: |
|---------------|------------|-------|

Follow Up Action:

Appendix 3 – Disclosure Report Log

Document used to report a disclosure made by a participant to a Pedestrian associate

| | | | |
|---|--|--------------------------------------|--|
| Participant Name | | Associate Name | |
| Participant D.O.B (if known) | | Associate Role | |
| Participant Involvement with Pedestrian | | Relationship to participant | |
| Date | | Time of disclosure | |
| Location | | Witnesses present | |
| Have you written any initial notes? | YES/NO *If yes have they been submitted to DSL? YES/NO | Time Disclosure Report Log populated | |

*Use script format: to convey conversation, Underline to add factual info and *Italics* or **highlight** for professional opinions

Appendix 4 – Cause for Concern (note keeper)

| | |
|---|-----------------------------|
| Participant Name | Associate Name |
| Participant D.O.B (if known) | Associate Role |
| Participant Involvement with Pedestrian | Relationship to participant |
| Date | Time of Concern |
| Location | Associates present |

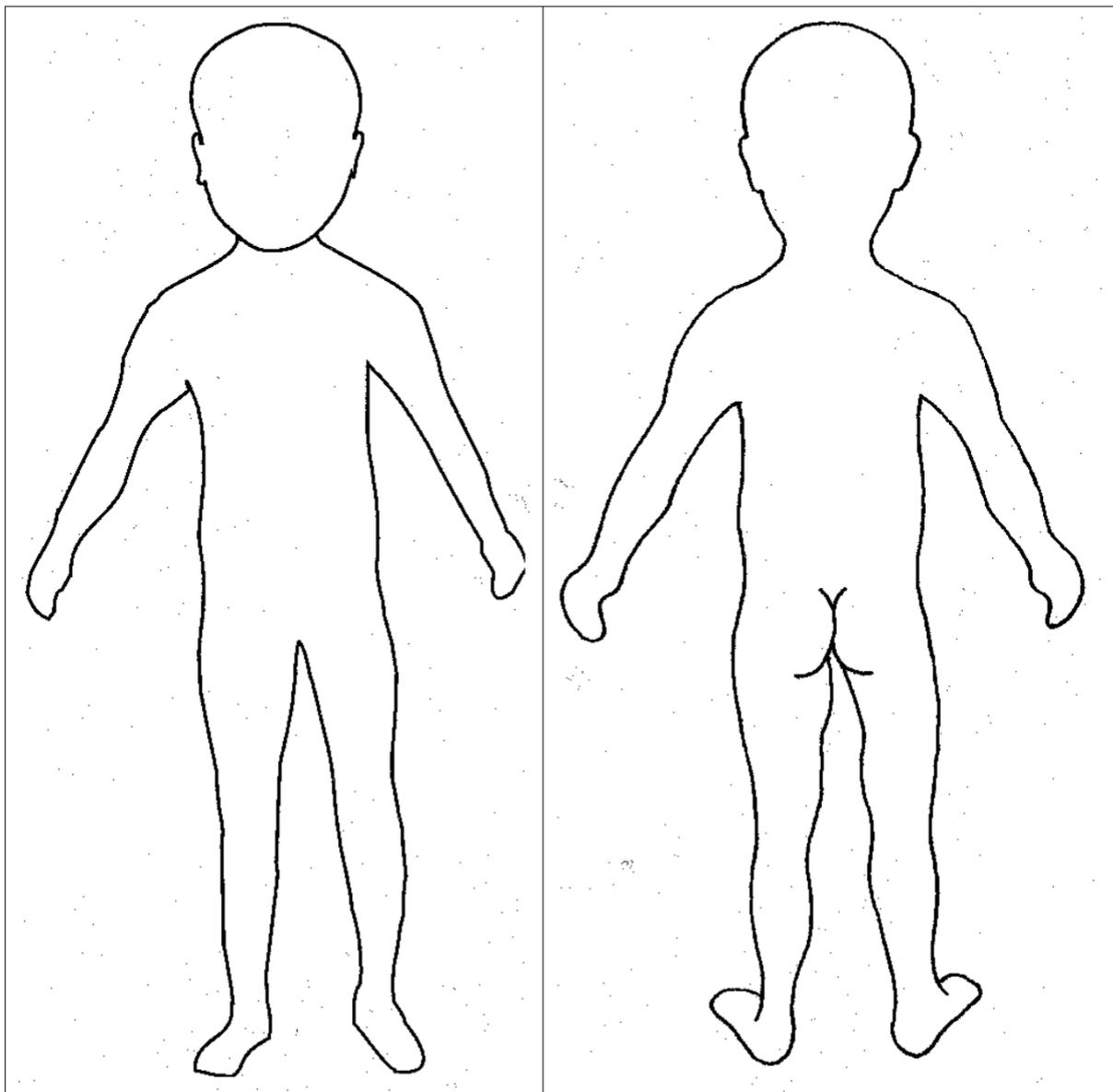
*Use script format: to convey conversation, Underline to add factual info and *Italics or highlight for professional opinions*

Appendix 5 – Body Map

BODYMAP

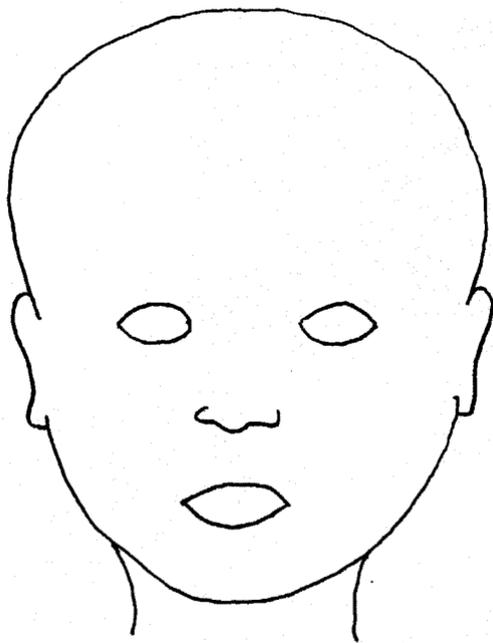
(This must be completed at time of observation)

| | | | |
|-------------------------------|--|----------------|--|
| Names for Child: | | Date of Birth: | |
| Name of Worker: | | Agency: | |
| Date and time of observation: | | | |

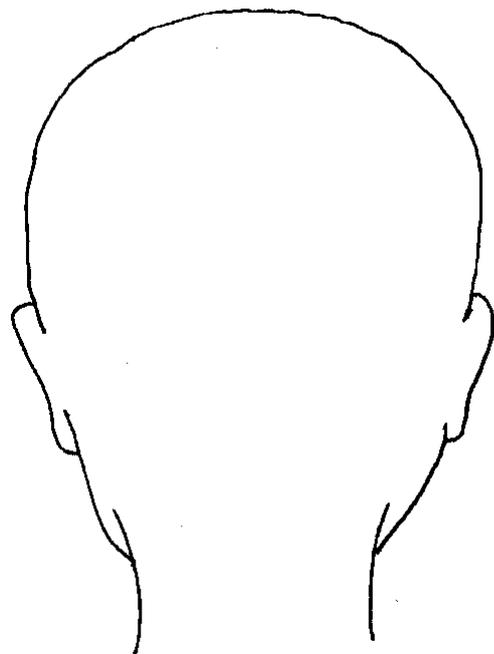


Name of
Child:

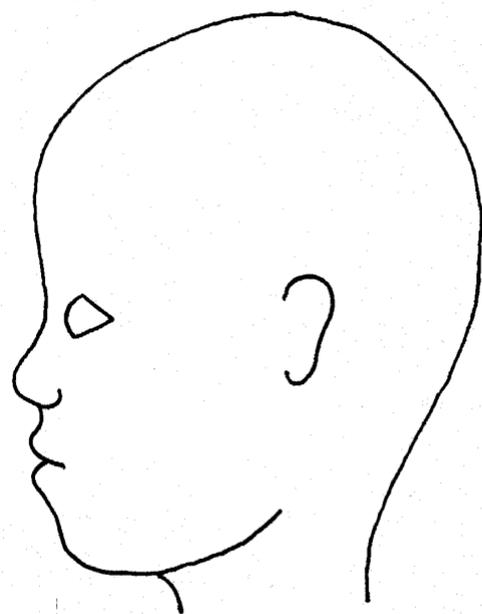
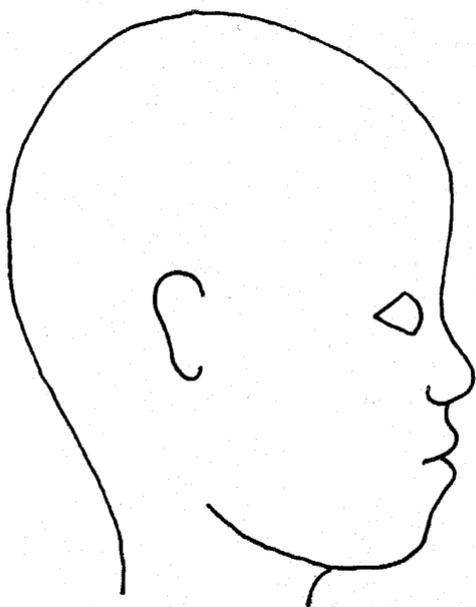
Date of
observation:



FRONT

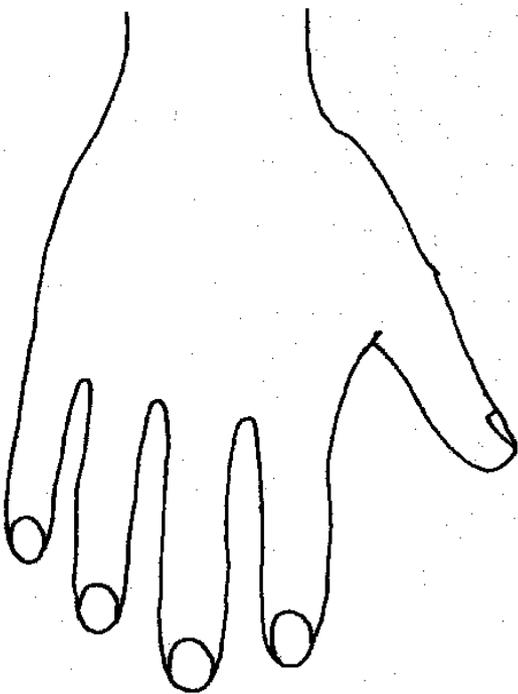
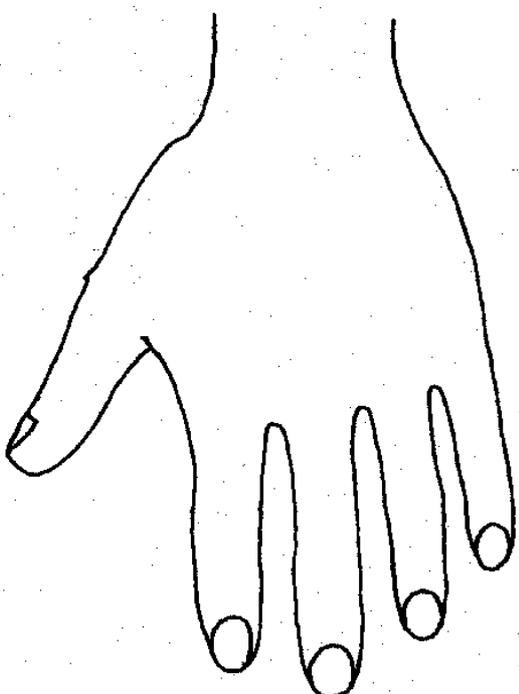
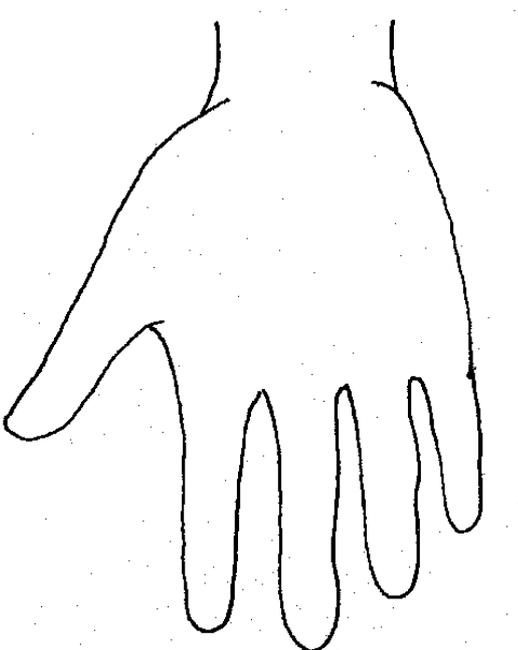
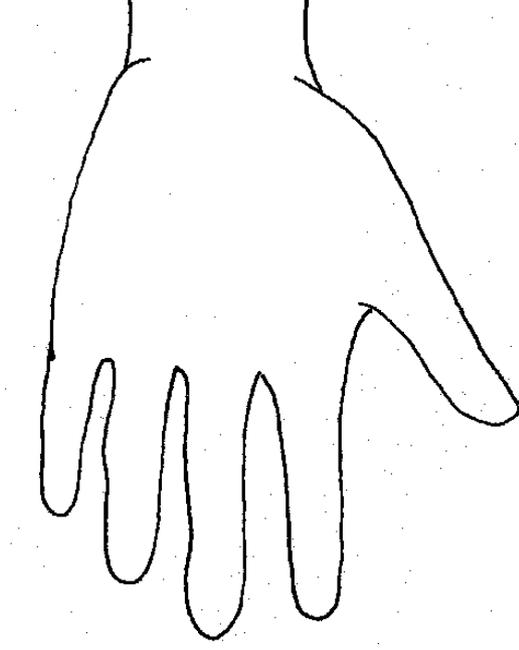


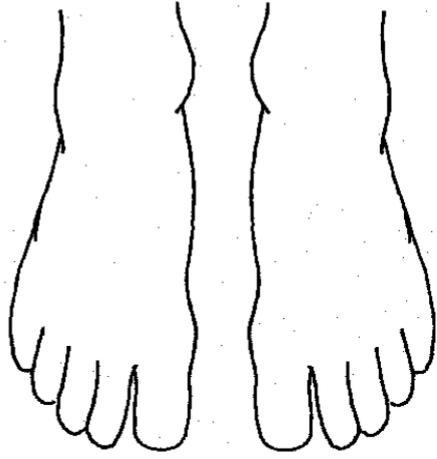
BACK



RIGHT

LEFT

| | | | |
|---|--|--|--|
| Name of Child: | | Date of observation: | |
|  | |  | |
| R | | L | |
| BACK | | | |
|  | |  | |
| R | | L | |
| PALM | | | |

| | | | | | |
|---|-----|---|--|--------|---|
| Name of Child: | | | Date of observation: | | |
|  | | |  | | |
| | | | | | |
| R | TOP | L | R | BOTTOM | L |
|  | | |  | | |
| | | | | | |
| R | | | L | | |
| INNER | | | | | |
|  | | |  | | |
| | | | | | |
| R | | | L | | |
| OUTER | | | | | |
| Printed Name and Signature of worker: | | | Date: | | |
| | | | Time: | | |
| Role of Worker | | | | | |
| Other information: | | | | | |



A young person's guide To raising a concern

need someone
to talk to?

need help?

Our Safeguarding Team make sure everything is as safe as possible. They train all the tutors as well as working with the police, parent/carers and more.



Designated Safeguarding Lead (DSL)
Danny - Education Manager

You may want to **T**ell, **E**xplain or **D**isclose something that is troubling you to a tutor. It might be personal, it could be a secret, it might be about someone you care for or it might be about what someone has/is doing to you. This is called a disclosure. A tutor will listen carefully, they will not investigate but they will tell you what will happen next. **Please remember** that sometimes Pedestrian will need to contact the police or social care in your best interest and this will be explained at the time.

Leicester City Council
Safeguarding Team
0116 454 1004



Police
Non emergencies, **call 101**
In emergencies, always **dial 999**

worried about a
friend or someone
in your family?

Feeling anxious?



You can email a member of the Safeguarding Team confidentially on safe@pedestrian.info

