



Dorset Trade Skills (SW) Limited

Safeguarding of Children and Young People Policies and Procedures

Jan 2025

Review date Jan 2026

Safeguarding of Children and Young People Policies and Procedures

Policies' Introductory statement and considerations

Fundamentally informed by Children's Safeguarding requirements as set out in the latest guidance as issued by the Secretary of State (Keeping Children Safe in Education KCISE 2024) <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> and as mirrored by Dorset Children's Safeguarding Board (DCSB), Dorset Trade Skills (DTS) routinely offers tuition, training and guidance to children and young people referred to it by schools, Social Services and other organisations and agencies, all of whom exercise their own Children's Safeguarding policies for the duty of care towards young people and the safe working practices of the adults who work with them. Following admission of a child, DTS complies with the child's partner agency's own Children's Safeguarding policies and the duties of care of parents, foster-parents, guardians and carers, mainly in the form of rapid and clear sharing of information in a child's Safeguarding interests. DTS additionally implements its own policies for the Safeguarding of Children.

In order to reduce the risk of harm to children, DTS provides that:

- All its staff, voluntary and remunerated, are checked as part of their recruitment via the Disclosure and Barring Service, to Enhanced Level, to ascertain their suitability to work with children.
- It is aware that its specific safeguarding concerns are complex: children learn in proximity to persons over 18 years using building construction machinery, tools and materials.
- Visitors are required to wait in the loading bay before being accompanied by a member of staff throughout their visit into the workshop and the rest of the centre.
- All aspects of Equality and Diversity legislation are abided by as described in its Anti-Bullying policy.
- Social engagement during working hours is observable by either closed circuit television (recorded) or through glass.
- Electronic communication devices are handed in at the start of work periods and procedures for the safe use of IT, when appropriate, are observed.
- An "open door" policy is in place whenever possible.
- More than one responsible adult is within earshot of encounters between other adults and children.
- All new students / learners are required to sign a contract in which they understand that any matter disclosed, however personal, is the responsible concern of all DTS staff; that confidentiality never implies secrecy.
- Parental/primary carer consent and learner application forms are signed and completed prior to admission.

- It does not recruit children independently from Dorset Council. The composition of students is internally monitored for mutual compatibility using information requested and received from referring parties.
- Each young persons' risk assessment is in place. DTS will comply with risk assessments carried out by other agencies. It shares information openly and responsibly according to its understanding of the best Safeguarding interests of each child.
- It will inform partner agencies immediately if a child absconds or engages in behaviour or speech which could put self or others at risk (which is also set out in a Service Level Agreement).
- It abides by an Accident and Emergency Policy when physical injury occurs. All staff members are aware of the policy and procedures when dealing with accidents and emergencies. The policy along with DTS' safety awareness practices are regularly reviewed and improved at staff meetings.
- All staff receive Children's Safeguarding training which is as current as possible.
- Written records are kept of all matters relating to Children's Safeguarding interests.
- All staff are familiar with policies relating to Children's Safeguarding and have signed to the effect they have understood them and intend to abide by them.

DTS' Children's Safeguarding Policies are implemented in the courses of action which follow where Child Safeguarding is concerned.