

LEDLET SAFEGUARDING POLICY JULY 2019

GENERAL

The Lord Edmund-Davies Legal Education Trust (LEDLET) recognises its duty of care under child care legislation and that safeguarding is a key governance priority. LEDLET is committed to safeguarding children and vulnerable adults. The Trustees accept and recognise their responsibilities to develop an awareness of the issues which may cause children and vulnerable adults harm.

LEDLET recognises that it is essential that it:

- Provides a **safe and trusted environment**. LEDLET provides a duty of care to everyone who comes into contact with LEDLET and not just vulnerable beneficiaries like children and young people.
- Sets an **organisational culture that prioritises safeguarding**, so it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately.
- Has adequate safeguarding **policies, procedures and measures** to protect people and makes sure these are made public, reviewed regularly and kept up to date.
- Handles any incidents as they arise. LEDLET recognises that any incidents must be reported **to the relevant authorities** including the police and the Charity Commission. In the event of any incident the Trustees acknowledge that they will endeavour to learn from any mistakes made and put in place the relevant mechanisms to stop them happening again.

LEDLET endeavours to safeguard children and vulnerable adults by

- Actively promoting a safe culture and strong awareness of and adopting safeguarding guidelines through our practice, procedures and policies.
- Making Trustees, candidates, successful students, their parents, mentors, volunteers and all third parties who come into contact with LEDLET aware that we take child and vulnerable adult protection seriously and respond to all concerns.
- Sharing information about any concerns promptly with agencies who need to know, the police, the Charity Commission and involving parents and children appropriately.

LEDLET recognises that abuse can take many forms, including physical abuse, emotional abuse, sexual abuse and neglect. LEDLET is committed to maintaining practices which protect children from harm, including exploitation, radicalisation and the consequences of the misuse of personal data. All members of LEDLET are required to uphold this commitment by being aware of situations which may cause children harm and by taking responsibility and appropriate action to eliminate these.

LEDLET's policy states that:

- All children will be treated with respect and in a manner appropriate to their needs.
- The welfare of each child will always take priority over other considerations.
- All comment and criticism of a child's behaviour or performance will be phrased in positive and constructive terms.
- Any form of bullying, harassment and discrimination will not be accepted or condoned. Bullying shall include (but not necessarily be restricted to) offensive, insulting, malicious or insulting behaviour intended to undermine, humiliate or denigrate the recipient. Harassment

shall include (but not necessarily be restricted to) unwelcome physical, verbal or non-verbal conduct that has the purpose of and/or effect of creating an intimidating, hostile, degrading or offensive environment.

- Action will be taken to stop any inappropriate verbal or physical behaviour by any volunteer of LEDLET.
- All LEDLET volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for volunteers when present with individual children to be in view of another adult.
- LEDLET will keep up-to-date with health & safety, equality and diversity legislation and maintain policies and procedures to ensure strict adherence to its statutory obligations.

This policy is underpinned by the following principles:

- Successful students have access to information and knowledge about the detail of the summer scheme.
- Successful students and their parents are provided with a copy of this policy.
- Information about candidates held by LEDLET is managed appropriately and all Trustees understand the need for confidentiality.
- The individual needs of each candidate are respected.
- The background and culture of all candidates are respected.
- Practice procedures ensure the safety of candidates at all times.

LEDLET believes that:

- The welfare of the child is paramount.
- All children, regardless of age, gender, culture, race, language, religion or disability should be free from bullying, discrimination and harassment and they have the right to protection from all forms of abuse.
- All indications, suggestions or allegations of abuse should be taken seriously and acted upon promptly and appropriately.
- All trustees and volunteers of LEDLET should be clear on procedures for taking appropriate action.

Within LEDLET, Elizabeth Hicks, one of the Trustees, is our safeguarding champion responsible for ensuring our procedures for safeguarding children and vulnerable adults are kept up to date and is our point of contact for raising concerns.

The students will be staying in Gray's Inn for the duration of the scheme. Designated responsible adults are Trustees Elizabeth Hicks and Gerwyn Samuel, who live within 15 minutes of Grays Inn and who can be contacted in an emergency. Should the Trustees be contacted by a student, they will assess the matter and contact two of the alumni of the scheme to attend if necessary. The alumni are staying very close by at International House, 16 Stulkeley Street, London WC2B 5LQ. If the matter cannot be dealt with by the alumni, Elizabeth Hicks and/or Gerwyn Samuel, will deal themselves.

LEDLET Trustees and volunteers are aware of the Charity Commission guidance on how to report a serious incident, which includes reporting an incident to the police if the incident or concern involves criminal behaviour and reporting to social services and other agencies where necessary.

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees> LEDLET is committed to reviewing our policy and good practice standards every year.

Supporting guidance

Successful candidates should be kept safe from harm and danger. All Trustees of LEDLET and mentors and volunteers working with LEDLET should know what to do to keep candidates safe and what action to take if they think that someone is being harmed. The mentor or volunteer will liaise with the Trustees in the event of any concern being raised by or about a successful candidate.

Definitions

- A child is anyone who has not yet reached their 18th birthday.
- A vulnerable adult is a person aged 18 years or over who is, or may be, in need of community care services or is resident in a continuing care facility by reason of mental or other disability, age or illness or who is, or may be, unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.

Signs of abuse

LEDLET Trustees or volunteers may observe the signs of abuse or neglect or hear something that causes them concern about a child or vulnerable adult. They are not responsible for making a diagnosis of child abuse or neglect, just for sharing concerns appropriately. Each Trustee should be aware of the local procedures for child protection. Each mentor or volunteer will know to liaise with the Trustees about any concerns raised by or about a successful candidate.

Abuse or neglect may present to LEDLET in a number of different ways:

- Through a direct allegation (sometimes termed a 'disclosure') made by the child, vulnerable adult, a parent or some other person;
- Through signs and symptoms which are suggestive of physical abuse or neglect;
- Or through observations of child behaviour; or observation of the vulnerable adult

If abuse or neglect is suspected

It is uncommon for Trustees or volunteers of LEDLET to see candidates with signs of abuse but where you have concerns about a candidate who may have been abused and there is no satisfactory explanation, prompt action is important.

- Discuss your concerns with a/another Trustee.
- If you remain concerned, seek informal advice from the local social services department without disclosing the child's name to help you decide whether a formal referral is needed.
- Seek permission from the candidate to refer – unless doing so would put them at greater risk or sexual abuse by a family member is suspected.

Where there is serious physical injury arising from suspected abuse:

- Refer the individual to the nearest hospital A&E department, with the consent of the person having parental responsibility or care of the child.
- Advise the A&E department in advance that the patient is being sent.
- If consent is not obtained, contact the duty social worker at the local Social Services Department or the police, so that action can be taken to safeguard the welfare of the individual

Records

Records of the incident should be maintained and be restricted to:

- The nature of the injury.
- Facts to support the possibility that the injuries are suspicious.

LEDLET has designated Elizabeth Hicks and all of LEDLET's trustees to ensure adherence to this child protection policy for all LEDLET activities and by all volunteers and associates of LEDLET involved in those activities.

4 July 2019