



**Ambition  
Institute**

# Safeguarding Policy

## Safeguarding Policy

<b>Last reviewed</b>	September 2023
<b>Next review due</b>	September 2024
<b>Responsible division</b>	Programmes division
<b>Responsible director</b>	Executive Director, ECF and NPQ Programmes
<b>Applies to</b>	All staff, including any activity connected to Ambition Institute or its programmes that may involve children or adults at risk.
<b>Exceptions</b>	N/A
<b>Audience</b>	Ambition Institute employees, contractors, partners, schools, participants / trainees and other in-school staff supporting Ambition programmes, funders, and regulatory and quality assurance bodies.
<b>Applicable law</b>	Education Act 2002 Education Regulations 2014 Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2023

### Contents

1. Purpose .....	1
2. Policy Principles .....	1
3. Background and Legal/Regulatory Framework .....	2
4. Definitions and Scope .....	2
5. Responsibilities .....	2
6. Safer Recruitment .....	3
7. Safeguarding Procedure .....	4
8. Privacy & Data Protection .....	5
9. Links to Other Policies .....	5
10. Appendices .....	6

### 1. Purpose

- 1.1. Ambition Institute is committed to creating and sustaining a culture of vigilance among our staff and students to recognise, respond, record and report safeguarding concerns and provide a proportionate response. Ambition Institute respects that all individuals regardless of race, gender, disability, religion, sexual orientation, family status, age or social background have a right to equal protection from all types of harm or abuse.
- 1.2. This policy describes how Ambition Institute meets its statutory safeguarding requirements to protect the safety and well-being of children and vulnerable adults. This policy outlines the procedures to follow if a member of staff has a safeguarding concern.

### 2. Policy Principles

- 2.1. It is not the responsibility of Ambition Institute to make judgements about safeguarding concerns reported but to ensure that they are processed and escalated, as appropriate.

- 2.2. Wherever possible or appropriate, Ambition will aim to seek the consent of the adult at risk to share information such as names, contact details and the nature of the concern with an external body.
- 2.3. The Designated Safeguarding Lead (DSL) oversees the implementation of the Safeguarding Policy; the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead's (DDSL) process reports of concerns raised and referrals to external bodies where appropriate.
- 2.4. This policy and associated guidance will be reviewed regularly and will be available online for Ambition staff. Ambition will also provide safeguarding training to all staff who are likely to come into regular contact with children or adults at risk. Records of all such training will be kept by the Technology team.
- 2.5. If you are concerned about a child's or vulnerable adult's welfare or safety, you can contact our Safeguarding Team via email using Mimecast: please see instructions [here](#).
- 2.6. If you are concerned someone is at immediate risk of harm in the UK, please contact the Emergency Services.

### 3. Background and Legal/Regulatory Framework

- 3.1. This policy has been written in line with recommendations made within the Keeping Children Safe in Education 2023, Working Together to Safeguard Children 2018, the Charity Commission guidelines 2021, the Children Act 1989, the Children Act 2004, Human Rights Act 1998, Care Standards Act 2000, Mental Capacity Act 2005, the Safeguarding Vulnerable Groups Act 2006, and the Care Act 2014.

### 4. Definitions and Scope

- 4.1. This policy applies to all staff and includes any activity involving children and adults at risk.
- 4.2. For the purposes of charity law and reporting obligations to the Charity Commission, the term safeguarding refers to the range of measures in place to protect the people who come into contact with charities through their work from abuse and mistreatment of any kind (including neglect). Ambition's Safeguarding Policy applies to all children (under the age of 18) and vulnerable adults whose schools are participating in Ambition programmes, as well as all participants.
- 4.3. The Department for Education defines five main types of abuse outlined in Appendix A.
- 4.4. All Ambition Institute staff, trustees, contractors, and external team members (including facilitators or coaches) must follow the safeguarding principles outlined in this policy.
- 4.5. Where Ambition is working in collaboration with an organisation, an agreed approach to safeguarding must be in place, through a documented and agreed approach to safeguarding. A due diligence process is undertaken, and a written agreement is put in place when working with external organisations. This includes the requirement for DBS checks for key roles, a robust record-keeping and reporting procedure and awareness of their safeguarding responsibilities.
- 4.6. Incidents of abuse or mistreatment (alleged or actual) by Ambition staff will be handled according to the Disciplinary Policy and reported to the Charity Commission, and are not covered by this policy.
- 4.7. Incidents of abuse or mistreatment (alleged or actual) by external contractors employed by Ambition will be handled accordingly to the terms and conditions of their contract with us.
- 4.8. Concerns regarding the safety and well-being of Ambition Institute staff are not covered by this policy and should be addressed according to relevant HR policies (eg, Whistleblowing Policy and/or Grievance Policy).

### 5. Responsibilities

- 5.1. Appropriate action should be taken whenever there is concern that a child or adult at risk has been harmed or is likely to be harmed.
- 5.2. All safeguarding issues raised by staff should be raised with the Designated Safeguarding Lead, Deputy Safeguarding Leads or Trustee for Safeguarding.

#### 5.3. The Designated Safeguarding Lead (DSL) is responsible for:

- 5.3.1. Promoting the implementation of this policy across the organisation and ensuring that staff and external contractors understand their responsibilities and duties.
  - 5.3.2. Receiving and appropriately dealing with reported suspicions and allegations which relate to safeguarding children, adults at risk, and participants in our programmes.
  - 5.3.3. Providing additional information when making referrals to external agencies (such as Social Services, the DBS or the Police) in all cases of suspected abuse of children or adults at risk.
  - 5.3.4. Ensuring that appropriate records are kept in relation to the reporting of any safeguarding incidents.
  - 5.3.5. Provide an annual report to the Trustee for safeguarding ahead of the June Board meeting detailing any suggested changes to the Policy and its associated procedures.
  - 5.3.6. Attend appropriate training as required in order to keep up to date with current knowledge in fulfilling the role.
- 5.4. The Deputy Designated Safeguarding Leads (DDSLs) can carry out all of the duties above if the DSL is unavailable, and staff should contact a DDSL with any safeguarding concerns if they cannot reach the DSL.

## 6. Safer Recruitment

### Disclosure and Barring Service (DBS)

- 6.1. All participants (trainees) on Ambition's Initial Teacher Training programme are required to have enhanced DBS checks before commencing their course of study. Ambition reserves the right to repeat any check if any information received suggests a person may no longer be suitable for the programme.
- 6.2. For Ambition's NPQ, ECT and Traded programmes, it is the responsibility of the school to ensure that initial DBS checks have been completed to an appropriate standard. Ambition reserves the right to repeat or ask for evidence of completed DBS checks completed by the school for staff enrolled in an Ambition programme.
- 6.3. DBS checks for Ambition staff (permanent or temporary), or any other instances of individuals connected to Ambition's work, will apply to any individual regularly visiting or working with children whether directly in a school or event. Staff are expected to follow the safeguarding procedures as outlined by the school. Staff will not be allowed unsupervised access to children and young people until a DBS check is completed. Please refer to the section in this policy on Safer Recruitment.

### Safer Recruitment

- 6.4. All relevant staff and staff contracted to Ambition who work in schools or with children as part of Ambition programmes will undertake an Enhanced DBS check;
- 6.5. All staff are required to provide a minimum of two employment references;
- 6.6. All staff are required to complete an interview with at least two colleagues that ensures appropriate checks are carried out on suitability to the role;
- 6.7. All staff are required to complete a probationary period where all performance is reviewed as satisfactory;
- 6.8. All staff are required to provide verification of qualifications (copies provided and retained within employee file);
- 6.9. All staff are required to provide full employment history, including reasons for any gaps in employment;
- 6.10. Where relevant and applicable, staff are required to provide legal documentation to support a change of name;
- 6.11. All appropriate materials are kept within a HR Restricted folder. It is the responsibility of the Head of HR to ensure the employee file is kept up to date with no administrative errors.
- 6.12. Where there is a concern about an existing staff member, we reserve the right to carry out all necessary investigatory and document checks in line with our HR policies and procedures. All existing staff DBS checks will be renewed every 3 years. Staff must comply with the renewal process as advised by HR.

## Safeguarding Training

- 6.13. All staff are required to review our safeguarding policy and procedures as part of a comprehensive induction period.
- 6.14. All staff and staff contracted to Ambition who work directly with participants or in schools will be expected to complete mandatory online safeguarding training on an annual basis. Line managers are responsible for ensuring that this is complete and that they have evidence that their training record is kept up to date. Staff are to ensure that they comply with the renewal process as advised by HR.
- 6.15. The DSL and DDSLs will participate in safeguarding training every year, either online or in person.
- 6.16. All participants (including trainees, and mentors) on Ambition programmes require safeguarding checks and regular training to ensure the welfare of children and vulnerable individuals are protected. See Appendix B – Participant Training.
- 6.17. In all cases, it is also the responsibility of the participant/trainee to be aware of the policies and procedures in place in their school and the ways to report safeguarding complaints.

## 7. Safeguarding Procedure

### Raising concerns

- 7.1. If in an emergency or if a person is at risk of immediate harm, staff should contact the emergency services immediately. This should always be done prior to consulting the Designated Safeguarding Lead. Where necessary, the DSL should be informed immediately afterwards.
- 7.2. Where the situation is not an emergency, and staff become aware that there is, or maybe, a safeguarding concern then their responsibility is to communicate this with the Designated Safeguarding Lead (DSL).
- 7.3. Staff should raise any safeguarding concerns on the day the concern is raised, or as soon as possible after.
- 7.4. Staff should record details (Appendix C) of a disclosure/concern using the Safeguarding Disclosure Form (Appendix D) and send the completed form via Mimecast, with a brief explanation directly to the Safeguarding Lead.
- 7.5. The Designated Safeguarding Lead will then take on responsibility for handling the incident and will notify staff when the incident is resolved.
- 7.6. The Designated Safeguarding Lead (DSL) is Natalie Dixon, and the deputy leads are Peter Borley, Genevieve Field and Kate Bond. The email group to contact them is [safeguarding.leads@ambition.org.uk](mailto:safeguarding.leads@ambition.org.uk) (Appendix E).
- 7.7. Safeguarding disclosures could be communicated to Ambition staff via email, phone, during coaching sessions or at events (virtual or face-to-face). In rare instances, safeguarding incidents or disclosures may occur while an Ambition staff member, facilitator or coach is working in a school.
- 7.8. Staff should refer to the flowchart in Appendix F to ensure they are following the correct process.
- 7.9. Staff should refer to our Code of Practice (Appendix G) in all interactions with participants, children, and adults at risk.

### Allegations Against Trainee Teachers

- 7.10. This applies to trainees on Ambition's Initial Teacher Training Programme. In the event of an allegation being made, this should be referred to the Designated Safeguarding Lead within the placement school and, where applicable, the Principal/Head of the placement school. The concern should also be reported immediately to Ambition's safeguarding team.

In the event of such an allegation, the following must be noted:

- 7.10.1. The trainee who has been accused must be made aware of the allegation as soon as this is practicable and should be kept informed by a named representative of the School/Ambition Institute.
- 7.10.2. Consideration can be given to the suspension of the programme for the individual, but all options to avoid this should be considered and only if there is a risk of harm or potential harm.

7.10.3. The parents/carers of any student(s) involved should be informed and kept up to date with the progress of the case.

7.10.4. Unless there is a criminal prosecution, parents/carers must be advised of the outcome of the case, including the outcome of any disciplinary hearing held by the placement school/Ambition Institute.

## **8. Privacy & Data Protection**

### **Data Protection**

- 8.1. Ambition will ensure it maintains central records of any safeguarding concerns and any referrals made consequently. Any records will be kept in accordance with Ambition's Data Protection Policy.
- 8.2. Ambition staff will not discuss safeguarding disclosures with other members of staff unless required by the DSL.

### **Cases involving children**

- 8.3. In relation to Safeguarding, GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Legal and secure information sharing between schools, children's social care and other local agencies is essential for keeping children safe and ensuring they get the support they need. Information can be shared without consent if gaining consent would place a child or other person at risk. A secure folder will be set up to store and share completed safeguarding forms; the forms should be deleted as soon as they are received and acknowledged by the school.

### **Wellbeing cases involving adults**

- 8.4. There may be rare occasions where concerns are raised about the safety or well-being of an adult. Cases involving the safety and well-being of a participant should be flagged in Salesforce (with the participant's verbal or written consent (as appropriate) and in accordance with the Data Protection Policy) and should be considered in subsequent communications with the participant, including issues with attendance or assignment submissions. If it is deemed necessary to report concerns about the participant to the DSL, consent for disclosure should be acquired either verbally or in writing from the participant so long as gaining consent does not increase the risk to the participant's safety. The DSL will advise as to whether these concerns should be reported to their school.

## **9. Links to Other Policies**

Other policies referenced here include:

- [Grievance Policy](#)
- [Whistleblowing Policy](#)
- [Disciplinary & Dismissal Policy](#)
- [Data Protection Policy](#)
- [Safeguarding Disclosure Form](#)

## 10. Appendices:

### Appendix A: Types of Abuse

The main forms of abuse are divided into the following categories:

- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.
- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration, or non-penetrative acts. They may also include non-contact activities, such as involving children in looking at, or in the production of, nude, semi-nude or sexual images or videos, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect:** 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. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Appendix B: Participant Training**

Programme	Training/Support Mechanisms in Place
Trainees on Ambition’s Initial Teacher Training Programme	<ul style="list-style-type: none"> <li>&gt; Trainees receive training on Safeguarding, PREVENT, and the role of the teacher as part of their induction, provided by Ambition Institute.</li> <li>&gt; Each placement school has a Designated Safeguarding Lead. Every trainee is informed as to their respective safeguarding lead before starting their placement.</li> <li>&gt; Trainees receive school specific safeguarding training at their placement school. This is provided by the school or associated partner.</li> </ul>
Participants on other Ambition Programmes	<ul style="list-style-type: none"> <li>&gt; Participants will receive school-specific safeguarding training at their school. This is provided by the school or associated partner.</li> <li>&gt; Each school has a Designated Safeguarding Lead. Every participant should be informed as to their respective safeguarding lead. This is the responsibility of the school or partner.</li> <li>&gt; Specific or additional training requirements will be outlined in the school’s safeguarding policy.</li> </ul>



## **Appendix C: Recording Concerns**

What to report:

- Name of person involved in safeguarding concern.
- Where/observations/witnesses/who was involved.
- Who passed the information to you?
- Date, time, and day of the observations and when reported.
- Record the facts, i.e., what you saw, and what you heard.
- Be careful to avoid any opinion, hearsay, or gossip, or clearly identify it as such.
- Using the exact words
- Clear about why you are concerned about the disclosure.

**Appendix D: Safeguarding Disclosure Form**

Please complete this form if you witness a safeguarding incident or if someone discloses a safeguarding incident to you. The form should be sent to the Safeguarding Leads at Ambition Institute [[safeguarding.leads@ambition.org.uk](mailto:safeguarding.leads@ambition.org.uk)] after you have emailed them to inform them of an incident; if required it will then be shared with the Safeguarding Lead/Head at the relevant school.

Once the form has been shared with the school, the responsibility for handling the concern will remain with the school.

Please tick this box if you consent for your contact details to be shared with the school's Safeguarding Lead/ Head

<b>Your details</b>	
<b>Name</b>	
<b>Email</b>	
<b>Phone number</b>	

<b>Participant details</b>	
<b>Name</b>	
<b>Programme</b>	
<b>School (if known)</b>	

Is your concern regarding:

- Safeguarding children
- Safety or wellbeing of a participant or another adult

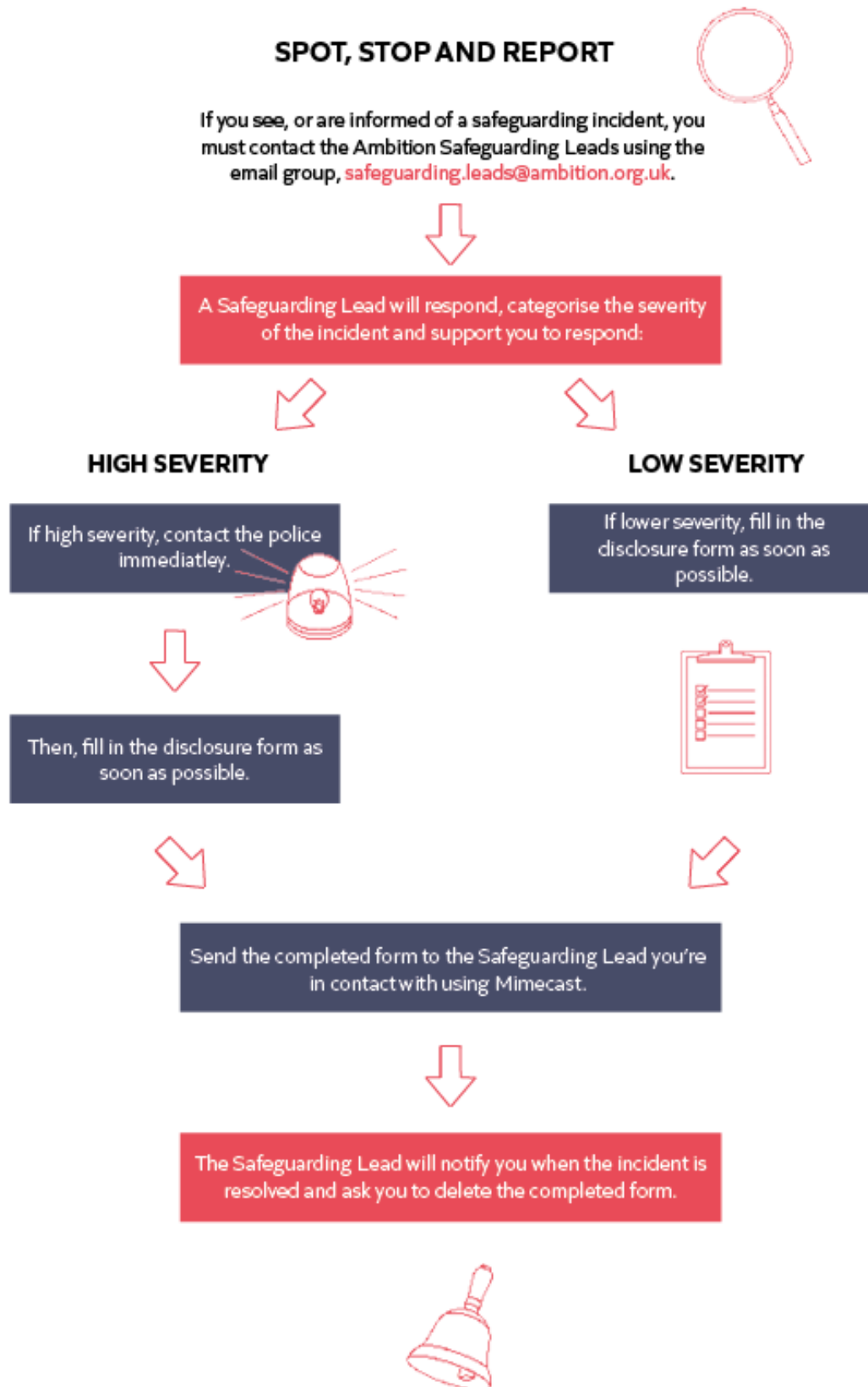
Was the concern:

- Directly disclosed to you
- Your own suspicion/concern
- Disclosure or suspicion from a third party

<b>Date and time of disclosure</b>	
<b>Date and time of incident</b>	
<b>Details of Concern</b>	
<b>Actions taken (if any):</b>	

**Appendix E: Contact Details**

Role:	Person designated	When to contact	Contact details
<b>Designated Safeguarding team: includes Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs).</b>	<b>Designated Safeguarding Lead:</b> Natalie Dixon (Executive Director, Programmes)  <b>Deputy Designated Safeguarding Leads:</b> Kate Bond Peter Borley Genevieve Field  (Senior Director, Programmes; Senior Director, Mobilisation; Director, ITT)	Contact the team immediately using the email provided with any safeguarding concerns.	<a href="mailto:safeguarding.leads@ambition.org.uk">safeguarding.leads@ambition.org.uk</a>
<b>Our trustee with responsibility for safeguarding can be contacted if it is not appropriate to raise with the staff members above</b>			
<b>Trustee for Safeguarding</b>	<b>Chair of the Board of Trustees</b> Rich Jefferson	If it is not appropriate to raise issues with the individuals above, our Trustee for Safeguarding can be contacted.	<a href="mailto:rich.jefferson@btinternet.com">rich.jefferson@btinternet.com</a>



## Appendix G: Code of Practice

When working with children and/or adults at risk, Ambition staff, apprentices, and volunteers are expected to take account of the guidance below in the way that they conduct themselves.

- Consider the well-being and safety of event participants in advance through proper planning and development of safe methods of working/activities.
- Wherever possible, work in an open environment with children where they can be seen by others.
- Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- Report incidents of alleged abuse in line with the guidance as contained within this policy.
- Report any concerns about poor practice to senior management in the relevant department/institution or your HR Business Manager/Adviser.
- Report any accidents to the designated person in the department/institution for recording and investigation where required.
- Avoid personal relationships with a child or adult at risk.
- Staff, apprentices, and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or the internet.
- Participate in training available to you to support you in your work with children and adults at risk.
- Maintain confidentiality about sensitive information where it is appropriate to do so.
- Where it is necessary for staff, apprentices, or volunteers to take photographs or video images of children or adults at risk, doing so requires a lawful basis for processing under the UK GDPR. Where the taking of photographs or video images is optional, consent should be obtained. In circumstances where the taking of photographs or video images is necessary, another lawful basis of processing (such as legitimate interest) should be relied upon, and the individuals (or parents/carers) must be given the opportunity to object.