

# The Spark Group - Safeguarding Policy

## 1. Introduction

The Spark Group is committed to safeguarding and promoting the welfare of all young people aged 14-19 who engage with our services. We recognise our responsibility to create a safe and supportive environment where every individual is respected, valued, and protected from harm. This policy outlines our approach to safeguarding and sets out the procedures for staff to follow in order to ensure the safety and well-being of all young people.

## 2. Scope of the Policy

This policy applies to all staff, volunteers, contractors, and anyone working on behalf of The Spark Group. It is the responsibility of everyone involved with The Spark Group to familiarise themselves with this policy and adhere to its guidelines.

## 3. Legal Framework

This policy is based on the following legislation and guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2023
- The Prevent Duty (Counter-Terrorism and Security Act 2015)
- Data Protection Act 2018 (GDPR)

## 4. Key Principles

The following principles guide The Spark Group's approach to safeguarding:

- The welfare of young people is paramount.
- All young people have the right to be protected from abuse, neglect, and exploitation.
- Safeguarding is everyone's responsibility, and all staff are accountable for their actions.
- The voice of the young person will be listened to and respected.

## 5. Roles and Responsibilities

Designated Safeguarding Lead (DSL): The DSL at The Spark Group is responsible for overseeing safeguarding practices, ensuring that policies and procedures are implemented, and acting as the main point of contact for any safeguarding concerns. The DSL will also liaise with external agencies when necessary.

All Staff: All staff are required to:

Complete enhanced DBS checks before starting their role.

Undergo annual formal safeguarding, Prevent, and e-safety training at the appropriate level.

Be vigilant and report any concerns regarding the safety or well-being of young people to the DSL.

Follow the safeguarding procedures outlined in this policy.

## 6. Safer Recruitment

The Spark Group is committed to safer recruitment practices to prevent unsuitable individuals from working with young people. All applicants will undergo a rigorous recruitment process, including:

- Enhanced DBS checks for all staff and volunteers.
- Verification of identity, qualifications, and employment history.
- At least two professional references.
- An interview process that includes safeguarding questions.

## 7. Safeguarding Training

All staff will receive annual safeguarding, Prevent, and e-safety training at the appropriate level. This training will include:

- Understanding the different types of abuse and how to recognise the signs.
- Knowing the procedures for reporting safeguarding concerns.
- Awareness of the Prevent Duty and how to identify and respond to potential radicalisation.
- E-safety awareness to protect young people from online risks.

## **8. Recognising and Reporting Concerns**

Staff must be vigilant and aware of the signs of abuse, neglect, or other safeguarding issues. If a staff member has a concern about the welfare of a young person, they must:

1. Record the concern, including the date, time, and details of the concern.
2. Report the concern to the DSL immediately.
3. Maintain confidentiality and only share information with those who need to know.

## **9. Responding to Disclosures**

If a young person discloses a safeguarding issue to a member of staff, the staff member should:

- Listen carefully and without interruption.
- Reassure the young person that they have done the right thing by speaking up.
- Not promise confidentiality, as the concern may need to be reported to protect the young person.
- Record the disclosure accurately and report it to the DSL as soon as possible.

## **10. Prevent Duty**

The Spark Group is committed to preventing young people from being drawn into terrorism and radicalisation. All staff will receive training to recognise the signs of radicalisation and understand the procedures for reporting concerns related to extremism.

## **11. E-Safety**

The Spark Group recognises the importance of safeguarding young people from online risks. E-safety training will be provided to all staff, and appropriate measures will be taken to ensure that young people are protected from harmful online content and activities.

## **12. Confidentiality and Information Sharing**

Safeguarding concerns will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis and in accordance with data protection laws. The safety of the young person will always take precedence over confidentiality.

### **13. Monitoring and Review**

This safeguarding policy will be reviewed annually, or sooner if there are changes in legislation or guidance. The Spark Group is committed to continuously improving our safeguarding practices and will update this policy as necessary.

### **14. Contact Information**

Designated Safeguarding Lead (DSL): Daniel Canavan, 07818410292,  
[Daniel@TheSpark.Group](mailto:Daniel@TheSpark.Group)

Local Authority Safeguarding Contact:

<https://safeguardingchildren.stoke.gov.uk/homepage/46/about-us>

### **15. Policy Approval and Adoption**

This policy has been approved and adopted by The Spark Group's management team.

Prepared by: Debbie Sturridge

Approved by: Daniel Canavan



Signature: Daniel Canavan

Date: 14/06/2024