Safeguarding

To provide a framework for ensuring the safeguarding of children, young people and vulnerable adults.

Prepared by	People Operations & Culture Team
Last updated	October 2022

Safeguarding

Introduction

Made Tech considers the safety of children, young people and vulnerable adults of utmost importance.

The purpose of this policy is to ensure the protection of all individuals connected to Made Tech from harm. Through this policy we aim to provide the overarching principles that guide our approach to safeguarding and ensuring protection.

This policy applies to anyone working for or on behalf of Made Tech.

Legal Framework

This policy has been drawn up on the basis of legislation, policies and guidance that seeks to protect children, young people and vulnerable adults in England, Wales and Scotland.

Our Principles

We believe that <u>all</u> children, young people and vulnerable adults should never experience abuse of any kind and that we have a responsibility to promote the welfare of all and ensure that Made Tech practices in a way that protects and works in partnership to promote the best welfare.

We acknowledge that some children, young people or vulnerable adults may be additionally vulnerable due to individual circumstances and that extra safeguards may be needed to keep them safe.

Our Promise

We commit to keeping children, young people and vulnerable adults safe by:
- valuing, listening to and respecting them
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff

- allocating dedicated Safeguarding Officers whose responsibilities will include providing a responsive service to team members faced with welfare and safeguarding issues
- ensuring effective management for staff through supervision, support, and training so that all team members know about and follow our policies, procedures and behaviour codes confidently and competently
- ensuring we recruit team members safely, ensuring all necessary checks are made
- making sure that people know where to go for help if they have a concern
- liaising as may be necessary with relevant agencies who may need to know about situations involving children, young people, parents, families and carers
- using our established procedures to manage any allegations appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for all our team members, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where people treat each other with respect and are comfortable about sharing concerns.

The Prevent duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.

Made Tech

- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children, young people and vulnerable adults can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Training and Awareness:

Made Tech will ensure an appropriate level of safeguarding training is provided to any persons within Made Tech who requires it. This training will enable people to:

- Understand what safeguarding is and their role in safeguarding adults.
- Recognise a person potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with adults.
- Have knowledge of the Safeguarding Policy.

Safeguarding Officer

To ensure that there is a dedicated safeguarding support available, Made Tech will provide dedicated training to people who take on a Safeguarding Officer role. The purpose of this role is to be a first point of contact, providing an advisory service for team members when dealing with welfare and safeguarding issues.

Made Tech

Raising concerns

Any concerns regarding the safeguarding of children, young people or vulnerable adults can be raised via various methods:
- To a Safeguarding Officer
- To a member of the People team
- Via the [Whistleblowing process](#)

Team Members should choose whichever method they feel most comfortable with the importance that the concern is raised so it can be dealt with.

A written record must be kept about any safeguarding concerns. This will include details of the person involved, the nature of the concern and the actions taken, decisions made and why they were made. All records are to be signed and dated and will be securely and confidentially stored in line with [Made Techs Data Protection Policy.](#)

Confidentiality and Information Sharing:

Made Tech expects all team members to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and our Data Protection policies.

However, information should be and will be shared with the Local Authority if a child, young person or vulnerable adult is deemed to be at risk of harm. It may be necessary to contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding please review our policies on [Information Security](#) and [Data Protection](#).

Use of Digital Technology

All employees should be aware of Made Tech's policies and procedures regarding the acceptable use of Made Tech machines and assets and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

MadeTech

In line with Made Tech's contractual terms of employment,, IT usage wil be monitored to ensure the protection of our team members. Any discoveries will be dealt with as outlined in relevant policies such as our Disciplinary policy.

Important - adjustments to proceedings

If you have a disability that may have an impact on your ability to participate fully in this procedure, or if you need assistance because English is not your first language, you should let us know by contacting people@madetech.com, who will endeavour to make appropriate arrangements for you.

Support Available

We do understand that the Safeguarding process can be a difficult one. If you need further support, you can contact:

- The People Team - if you have any concerns or questions about the capability procedure, then please reach out to a member of the People Team
- Our Employee Assistance Programme can offer free and confidential advice over the phone
- Samaritans can provide further information and guidance on what to do if your worried about yourself or someone else.

Resources

Safeguarding Officer - Role and Responsibilities

MadeTech

Document Control

In accordance with Made Tech's Document Control Policy, this document needs to be reviewed on an annual basis, or more frequently if required to record a change in business activities. It should also be updated if it is necessary to address an audit non-conformance, a security incident, data breach or customer complaint. All updates shall be recorded in the following table.

Date of Change	10/01/2023
Version Number	1.0
Details of Change	New document, first release
Reviewed By	Tori Chapman, People Partner
Approved By	Yasemin Ercan, Head of People
Date of Next Review	10/01/2024
Executive Approval	Chris Blackburn, Chief Operating Officer

MadeTech