

Safeguarding Policy

Statement

As a provider of catering to the education sector we take our role in the safeguarding of pupils very seriously. We understand that the safety of children is everyone's responsibility.

The Pabulum Safeguarding Officer

The designated Pabulum Safeguarding Officer is our Head of People, Tracy Adams. Tracy can be reached on tracyadams@pabulum-catering.co.uk or by phone on 07464 675186.

Scope

This policy relates to the majority of our customers who are children or young people and therefore can be considered a vulnerable group. The contents are to be used in conjunction with our clients Safeguarding Policies, so that we can work in partnership with them with their specific procedures and reporting systems. Pabulum will comply with Safeguarding legislation including *The Children Act 2004* and the *Safeguarding of Vulnerable Groups Act 2006* and associated guidance, including *Keeping Children Safe in Education*. This latter document is included as part of our Safeguarding Training and all employees are required to read and understand this statutory guidance.

The aim of this policy is to do the following:

- To raise awareness of the safeguarding procedures within Pabulum
- Ensure all Pabulum colleagues understand their duty of care for their customers
- To outline the Safer Recruitment processes followed by Pabulum
- To provide a safe environment for our customers and to protect them from harm

Responsibilities

This policy has been agreed by the Pabulum Senior Leadership Team. It has been communicated to all of our colleagues and is available on Pabunet. New employees are required to read and understand this policy as part of their Safeguarding Training.

Safeguarding and promoting welfare is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, everyone should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Conduct

All colleagues are expected to conduct themselves in a manner acceptable to the school environment. They should consistently maintain high standards of professionalism and have appropriate boundaries. Colleagues are expected to demonstrate suitable behaviour at all times and are aware of the example they are setting to the children.

All colleagues should avoid physical contact with the children unless the child is considered to be in danger. Colleagues are reminded that they are all representatives of Pabulum, any behaviour deemed to be unacceptable or that puts the company name in dispute will be investigated through the appropriate means.



Definitions

Safeguarding relates to the process of protecting children from neglect or abuse, including preventing any impairment to their health or development, ensuring that children grow up with the provision of safe and effective care.

For the purposes of this policy, children are taken to be up to 18 years old.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes

Abuse can come in many forms and there are various signs to spot it. Examples of abuse include:

- **Physical harm**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**
- **Radicalisation**

Please see Appendix A to see the signs of these forms of abuse.

Safer Recruitment

Careful recruitment and selection is vital. All our people go through a thorough recruitment process to ensure they not only have the right qualifications for the job, but also the right attitude and ability to deliver a customer-focused service appropriate for children.

Disclosure & Barring Service (DBS)

As part of this process employees must complete an enhanced DBS (Disclosure and Barring Service) check. This includes a full criminal record check as part of the process. In certain Police areas this may cause a delay in our ability to let people commence employment.

Pabulum will disclose all unclear records. If a DBS check comes back unclear it will be the decision of the client as to whether the individual employee is considered suitable by them for employment, although Pabulum will require written confirmation from the client that they wish Pabulum to withdraw the offer of employment. If the client is happy for the employee to work, then a risk assessment will be carried out before they can work.

Pabulum will not discriminate against employees if spent convictions are disclosed, and those convictions have no reference to the position now being held or applied for. Pabulum will comply with the Rehabilitation of Offenders Act 1974, and the 2014 guidelines.

People will not be allowed to commence employment until a satisfactory disclosure has been received or the necessary approvals given by the client, if there is a conviction or spent conviction relating to children, violence or drugs.

In the event of any future applicant who has worked or lived abroad in the last 5 years applying for employment, we will ask the applicant to provide written confirmation from the relevant police authorities confirming a clean police record for safeguarding purposes.



Occasionally agency workers (non-Pabulum employees) are required at the school. The supplying agency will be required to satisfy Pabulum that all employment checks as outlined above have been carried out. Every agency worker is required to take their DBS certificate and Right to Work document to each placement and is asked to report to the school's reception before commencing work.

All DBS records are held centrally within Pabulum. DBS certificate numbers and expiry dates for each individual employee are available for clients should they require them. Employees are sent originals of their DBS via the third-party provider and are only required to share these with Pabulum should their DBS result be unclear. Copies will not be provided to clients in the interests of General Data Protection Regulations.

Charges for each disclosure check will normally be paid by Pabulum and then recovered from the client.

Students at the school, under the age of 18 employed on a casual basis, will not be required to undertake the DBS process unless specifically required by the client. This will be assessed on a case-by-case basis and agreed by the Pabulum Safeguarding Officer.

DBS Renewals for Existing Employees

Further DBS checks will be carried out every 3 years. The aforementioned process will be adhered to should the check return unclear. Pabulum will continue to disclose any recurring unclear DBS results with clients in the event that a client's safeguarding policy or safeguarding officer has changed.

DBS and TUPE Transfers

Any person who transfers into Pabulum, via a TUPE transfer, will be subject to a DBS check within the first 3 months of their employment with Pabulum.

DBS – Leavers and Re-employment

There will not be a requirement to apply for a new DBS should an employee leave Pabulum and then be re-employed by the Company within 3 months of their last day of employment.

References

The offer of employment is subject to satisfactory references. Consent is requested to approach 2 referees or references, from the previous 2 employers. The named individual must be in a managerial position (not a colleague or work friend) and must not be from the same employer. If the person has not been employed in the past 5 years, they will be asked to provide details of an unrelated person, not living at the same address, who can provide a character reference. Unsatisfactory references will be brought to the attention of the Manager, who will talk to the person regarding the reference. A decision will then be made as to whether the offer of employment will still continue.

Right to Work

The Immigration Act 2016 made it an offence to work illegally in the UK. Pabulum carry out right to work checks before employment commences to make sure individuals are not disqualified from carrying out work by reason of their immigration status.

Training

All staff receive mandatory induction training (including refresher training every 2 years) which includes safeguarding training, outlining their responsibilities and the local procedures to be followed.



We link in with each individual school for safeguarding training for our catering teams to ensure we have a joined-up partnership approach to safeguarding. Our teams are trained to ensure all pupils are treated with care and respect. This, in turn, encourages courteous and responsible behaviour.

Keeping the School Environment Safe

Communication and working in close partnership with the school is important in the safeguarding of children. We agree with each school the relevant communication channels for reporting of any safeguarding issue or concern. Visitors to the kitchen have protocols to sign in and out at the school reception desk and in our Daily Unit Diary. We only purchase goods from approved suppliers who have been assessed by our central purchasing department. This ensures that delivery drivers fully understand and adhere to our agreed protocols.

We have thorough processes in place to deal with all health, safety and hygiene issues related to the catering areas. Please see our Health and Safety Policy, Food Safety Policy and Operations Manual for more details of these processes.

Reporting Suspected Incidents

Our staff are to report any concerns relating to the well-being of the children to the local Designated Safeguarding Officer as well as Pabulum's Designated Safeguarding Officer – the Head of People. Information should be kept in a confidential place to comply with the General Data Protection Regulation (GDPR).

If a child discloses information to a person employed by Pabulum, they will need to let them know the information will be passed on. Staff should let the child speak freely first, should not ask investigative questions and should not initiate any physical contact. If staff have any concerns about a colleague's behaviour towards a child, Pabulum have a Whistleblowing Policy which must be followed.

For initial guidance please telephone the Pabulum Designated Safeguarding Officer, the Head of People.

If in exceptional circumstances the Designated Safeguarding Officer is not available, this should not delay appropriate action being taken. It should not be assumed a colleague, or another person will take action and share information that might be critical in keeping children safe. Colleagues should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety, of children.

In such circumstances people should speak to any member of the Senior Leadership Team and / or take advice from their local children's social care services. A written record of action taken should be made and shared with the designated Safeguarding Officer as soon as is practically possible.

Appendix B, Appendix C and Appendix D show a step-by-step process which is to be followed by a colleague wishing to report a Safeguarding concern or incident.



Allegations

If there is an allegation against any person employed by Pabulum, the Head of People must be consulted. The appropriate Pabulum policy will be followed in our investigation although we will co-operate with the school's policy.

Photography

Pabulum will not take any photographs of children without the school's consent. The purpose for the photographs will be stated.

Monitoring and Review

This policy will be reviewed annually or if there are any changes to legislation or guidance. Pabulum works with each individual school to support the school's ethos which promotes a positive, supportive and secure environment and gives pupils a sense of well-being.

Nelson Williams
Managing Director

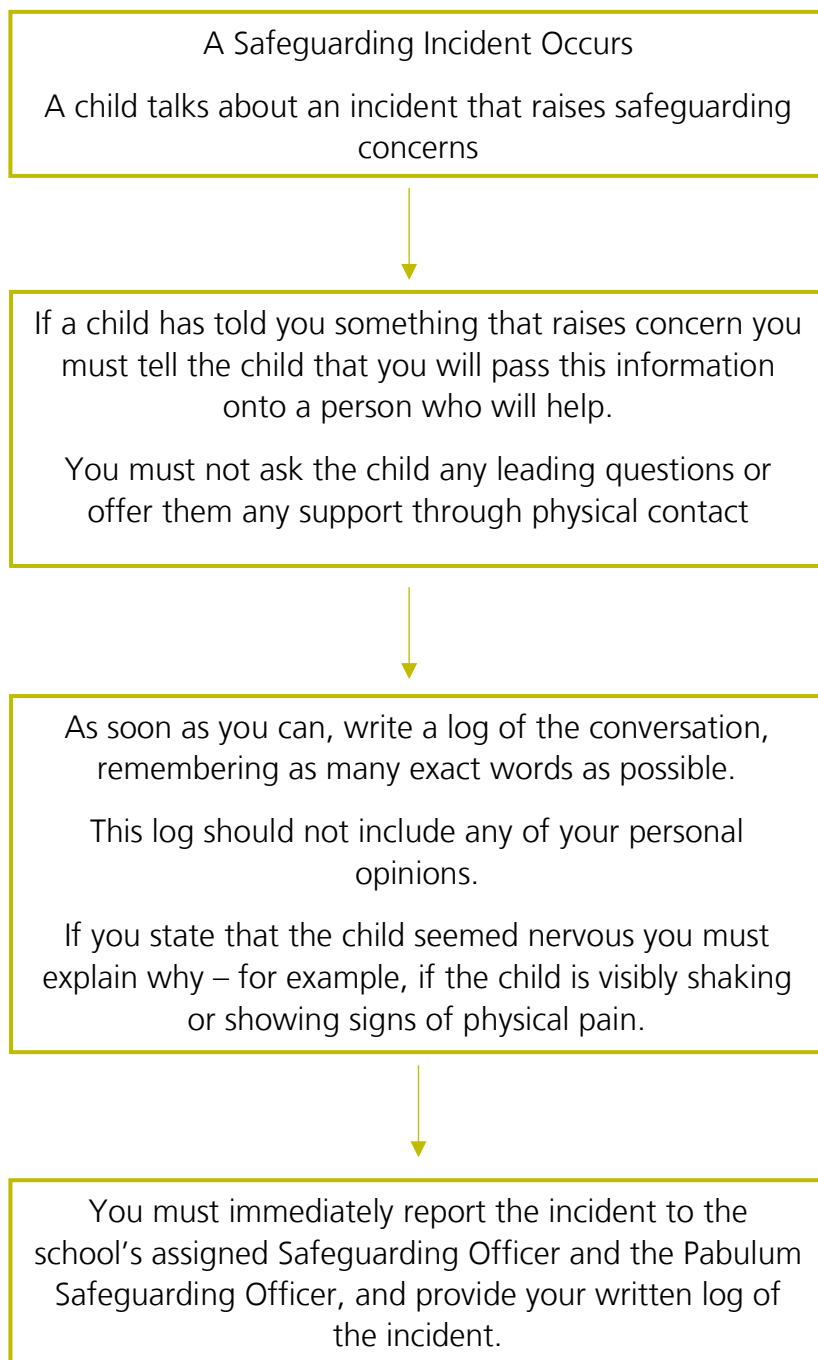
(This policy will be reviewed in October 2022)



Appendix A

Types of Abuse and the Signs to Look For		
Physical harm		
There may be evidence of bruises and burns		
There may be evidence of bruises and burns.	The child may appear to be withdrawn from physical contact	The child may appear aggressive towards others
The child may appear to have reoccurring injuries	The child may have injuries such as bite marks or burns	The child may have injuries on parts of the body where accidental injury is unlikely to occur
Emotional Abuse		
This could involve bullying and causing the child to feel frightened		
The child may show signs of self-harm	The child may over-react to mistakes or have an inappropriate response	The child may have low self-esteem
The child may appear isolated from those around them	The child may appear depressed	Those around the child may be displaying bullying behaviour
Sexual Abuse		
This can involve contact or non-contact acts		
The child exhibits sexual knowledge or behaviour inappropriate for their age	The child appears withdrawn or isolated	The child shows signs of self-harm such as an eating disorder or physical harm
Neglect		
This is where there is a persistent failure to meet a child's needs likely to result in a serious impairment of health or development		
The child may appear unkempt or have dirty clothes regularly	The child may not have appropriate clothing for school	
The child may display untreated medical problems	The child may appear to be unusually hungry or have a very large appetite but appear malnourished	
Radicalisation		
A child might show evidence of adopting increasingly radical views in opposition to a political, social, or religious status quo		
The child is talking as if from a script	The child shows sudden disrespectful attitude towards others	The child shows unwillingness or inability to discuss their views
The child may appear to avoid engaging with people who are different	The child may appear to have particularly radical views that are not appropriate for their age	The child may appear sympathetic to extremist views or groups

Appendix B



Appendix C

You believe a child is showing signs of neglect, physical abuse, emotional abuse, sexual abuse or radicalisation



Log what your concerns are in writing – log any dates you have noticed particular behaviour, physical signs or comments made by the child. Any comments made by the child should be as close to exact words as possible. This log should not be based on any opinion.



Report your concerns to the school's assigned Safeguarding Officer and the Pabulum Safeguarding Officer, and provide your written log.



Appendix D

