

Safeguarding Policy

Principles

Interpreting Solutions (2UK) Ltd, the Company seeks to ensure the safety and wellbeing of all children, and young people and vulnerable adults. It is through the application of the Policy and Procedures that the Company will ensure that their business is able to deliver its' services to a wide range on clientele

As employees or Contractors of Interpreting Solutions you are engaged to work in Schools, Colleges or universities and automatically placed in a position of trust that carries authority, status, power and responsibility.

Scope

This Policy is for use across the organisation and is to be adhered to by all engaged employees and contractors of Interpreting Solutions (2UK) Ltd working in proximity of children and young people and vulnerable adults The application of this Policy and Procedures across the whole Company promoting safeguarding and Good Practice is obligatory.

All employees, workers, subcontractors, consultants agency staff are made aware of the Company's Safeguarding Policy and Procedures and where appropriate will be provided with the relevant information in relation to the safeguarding of children and young people prior to undertaking any work.

Aims and Key Principles

The aims of this Policy and Procedure are

- To ensure that Employees, workers, subcontractors, agency staff representing Interpreting Solutions understand the importance of safeguarding children and young people.
- To demonstrate a best practice in the area of safeguarding
- To ensure that DBS checks are conducted by the Company on employees working in schools
- To work in line with organisations to ensure that employee's, contractors, consultants, agency staff are briefed on the safeguarding of children and young people

Recruitment and Disclosure

The Company uses the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions required to provide work to schools, Interpreting Solutions complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Due to the work with children and young people, all posts require an enhanced DSB check. Employees are also advised to inform the Company in the event of any convictions that may prevent them from working.

Good Practice

All employees, workers, consultants, agency staff working should adhere to the following principles and action (list is not exhaustive):

Safeguarding Policy

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact.
- Conduct your duties professionally and ensure that you have maintained safety of yourself and any young children in the proximity
- Adhere to all policies and procedures for Contractors visiting or working on the premises
- Report any concerns that you may have in relation to the safeguarding of children or young person to your line manager

Poor Practice

The following are regarded as poor practice and should be avoided by all employees, workers, consultants, agency staff representing Interpreting Solutions (2UK) Ltd

- Unnecessarily spending excessive amounts of time alone with children and young people away from others.
- If your work takes you to being alone in changing rooms, toilet facilities or showers used by children and young people then you must ensure that you are chaperoned
- Taking children or young people or vulnerable adults alone in a car on journeys, however short.
- Taking children or young people or vulnerable adults to your home where they will be alone with you.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Making sexually suggestive comments to a child or young person, even in fun.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Failing to follow the organisations guidelines on the safeguarding of children and young people and vulnerable adults.

If you are unsure about any of the above you should discuss this with your line manager.

What you should do if you suspect abuse or poor practice

If you see signs you should follow Learning centre's Safeguarding policies which you are working and report it to your line manager.

Use of photography and film images.

You mustn't under any circumstances take picture, video recordings of any children or young person whilst on the premises. Taking pictures of work completed must be in accordance with the Organisations policy on Photography and film images.

Social Networking Guidance

The Company understands that employees may use social media for personal use and must not accept or seek social media connections with any children or young person on premises that you are working unless you have prior family/friend connections which should be declared.

Safeguarding Policy

In the event of allegations made

The Company take's the safeguarding of children and young people seriously and is committed to cooperating with the school in the event of any allegations made against, employees, workers, consultants, agency staff and will take the necessary appropriate action internally following the Disciplinary procedures.

Confidentiality

Employees, workers, consultants, agency staff representing Interpreting Solutions (2uk) Ltd may have access to confidential information whilst on Organisations premises in relation to children and young people. You must never use confidential information about a child or young person for your own advantage.

Confidential information that you may come across should never be used casually in conversations outside of the scope of work.

If you are in doubt about any items discussed in this policy you should discuss it with your line manager.