

**Swift** is committed to creating a happy and safe environment for all of our Learners.

This leaflet will help you understand how we keep your young person safe by telling you:

- ⇒ How children and young people can be harmed
- ⇒ What we must do to keep your young person safe from harm
- ⇒ What you must do as a parent to help your young person be safe and enjoy their learning journey

### Child Protection

This is an important subject in which all staff receive regular training. Our priority is to work with you but there may be times when we have to involve other people. Everybody has a responsibility to keep children and young people safe and protect them from harm.

Harm is identified in four ways:

**Physical**—This is when a child or young person is deliberately hurt or injured

**Sexual**—This is when a child or young person is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical, e.g. being made to look at an inappropriate image.

**Emotional**—This is when a child or young person is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence

**Neglect**—This is when a child or young person is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not attending their education setting.



### Who to contact if you have any concerns:

#### Learner Experience Manager & Designated Safeguarding Lead (ODSL)



Jayne Hipkiss

07535 002315

jh@swiftcc.co.uk

#### Curriculum Manager

Sara Lewis

077912 13727

sl@swiftcc.co.uk



#### Designated Safeguarding Lead (DSL)



Jack Edwards

0121 594 0610 Ext: 203

je@swiftcc.co.uk

You can also contact your young persons Assessor or Tutor.

Please ask for details.

# Swift

Developing the next generation of professionals

**Swift**  
Childcare

## Safeguarding Guide for Parents & Guardians



### Useful links:

**OUR WEBSITE:** [www.swiftcc.co.uk](http://www.swiftcc.co.uk)

**Birmingham Safeguarding Board:**

<http://www.lscbbirmingham.org.uk>

**Children's Advice & Support Service:**

Telephone: 0121 303 1888

**MIND.org.uk**

**NHS/mental-health**

## What Swift Must Do



Our Learners should be able to enjoy their learning journey and feel safe so that they can achieve their very best.

Anybody who works or volunteers at Swift will be DBS checked to make sure they are safe to work with children and young people and then trained to identify and understand safeguarding needs and what to do if they are concerned.

We have a Designated Safeguarding Lead, and a Deputy Designated Safeguarding Lead, who has had extra training to know what to do when a concern is raised. We also have a team of Designated Safeguarding Officers who are trained to recognise and deal with concerns.



We will always listen to you and work closely with you if we are concerned about your young person. We have a safeguarding policy which tells you more about this and when we must speak to the police or children's services.



We will help your young person to learn about keeping themselves safe, including healthy eating, anti-bullying, online safety, healthy relationships, homelessness, difficult feelings, drug and alcohol awareness.

As part of this guidance, young people will be told what to do if they are worried or concerned about their safety.

## What Parents Must do



**Parents are the most important people to keep their children and young people safe.**

### You should always:

Feel confident to raise concerns about your young person.



Talk to us if you need help or support.

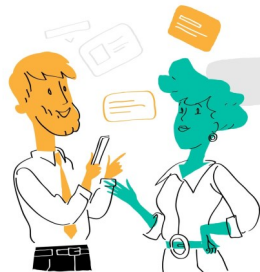
Encourage your young person to speak up if they are worried about anything at all.

Read our policies about safeguarding, which can be found in the Family Hub area of our website.

Let us know if your young person has a medical condition or additional needs.

Let us know if you have any court orders relating to the safety of your young person.

Encourage your young person to communicate with us, for example, if they are not going to attend a teaching session and the reasons why.



## Safeguarding



**Attendance** — Attendance is monitored daily and significant absences are always followed up by the your young persons Tutor. Swift has an attendance policy which you can read for more information.

**Behaviour** — Swift has clear expectations in terms of behaviour that must be followed to keep everyone safe and happy. We understand that sometimes there can be difficulties between young people, this will be dealt with by the team, who will listen to those involved and help the resolve the situation.

**Bullying (Child on child abuse)** — Swift takes all cases of bullying very seriously and will work with individuals to try and resolve any problems and also to ensure both parties are protected from harm. We have an anti bullying policy that you should read and understand.

**Health and Safety** — Everyone at Swift has a responsibility to keep staff and Learners in a safe environment. We have a clear health and safety policy which everyone must follow. We have fully trained first aiders to deal with any accidents or injuries.

**Online-safety** - We recognise that technology plays an important roll in the education of our young people. Here at Swift we are committed to safeguarding children in the virtual world. You can find more information on our website.



**Check out our Family Hub, on our website for information, advice and guidance.**