



MiniMe Mindfulness®

Safeguarding

Policy &

Procedure



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Safeguarding Policy and Procedures for MiniMe Mindfulness®

MiniMe Mindfulness® is committed to safeguarding and promoting the welfare of young people and vulnerable adults and has a statutory and moral duty to ensure that while receiving education, training or taking part in any of our classes they are safeguarded.

The Children Act defines a child as a person under the age of 18 years.

Safeguarding responsibilities also extend beyond the age of 18 to a group of vulnerable adults. A vulnerable adult is defined as a person aged eighteen or over, who has either a dependency upon others or a requirement for assistance in the performance of basic functions. This can be as a result of a learning or physical disability, a physical or mental illness or an addiction to alcohol.

This policy applies to all learners, staff, volunteers and visitors to MiniMe Mindfulness® classes.

Designated Safeguarding Officer is: Tessa Hawes

We are committed to ensuring that MiniMe Mindfulness®;

- Provides a safe environment in which young people can receive high quality training when working with us.
- Takes appropriate action to see that young people are kept safe at their place of training / employment and during all classes.
- Handle confidential information of a personal and/or sensitive nature following the correct procedures and that Franchisees and Mindset Mentors receive guidance on the management and disclosure of confidential information, where appropriate.

In pursuit of these aims, MiniMe Mindfulness® will approve and annually review policies and procedures with the aim of:

- Ensuring the safe recruitment of Franchisees and Mindset Mentors and for children in classes.
- Promoting a safe environment for the young people to learn in, and raise awareness of issues relating to the welfare of young people.
- Aiding the identification of young people at risk of significant harm, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff or clients.
- Supporting staff to manage vulnerable learners.
- Ensuring that any sensitive matters are dealt with in a confidential manner.



Franchisees and Mindset Mentors should keep themselves and others safe from:

- Physical abuse – including assault, hitting, slapping, pushing or inappropriate physical sanctions.
- Sexual abuse – including rape, sexual harassment or sexual photography.
- Psychological abuse – including emotional abuse, threats of harm, humiliation, controlling, intimidation, harassment, verbal abuse, cyber bullying or isolation.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender/gender identity, age, disability, sexual orientation or religion.
- Domestic abuse – including psychological, physical, sexual, financial, emotional, or so-called 'honour' based violence.
- Self neglect – this covers a wide range of behaviour such as neglecting to care for your personal hygiene, health or surroundings and includes behaviour such as hoarding.
- Neglect – including ignoring medical, emotional or physical care needs.
- Financial or material abuse – including theft, fraud or internet scamming.
- Radicalisation/Extremism – defined as vocal or active opposition to fundamental human values of our society, including democracy, the rule of law, individual liberty and mutual respect and tolerance of.
- If you notice a change in a someone's behaviour, or are concerned in any way about the safety or wellbeing of a young person please report it to the Safeguarding Officer, who will take appropriate action.

Franchisees and Mindset Mentors are expected to:

- Complete safeguarding training as required
- Familiarise themselves with the Safeguarding policy and associated procedures
- Safeguard and promote the welfare of children, young people and vulnerable adults
- Alert the Designated Safeguarding Officer if they have concerns about a child or young person.

Designated Safeguarding Officer:

The Designated Member of Staff for Safeguarding is Tessa Hawes , she has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children who are learners at MiniMe Mindfulness®.

The Designated Safeguarding Officer will:

Act as the first point of contact with regards to all safeguarding matters;

- Attend up-dated training
- Provide support and training for staff and volunteers
- Ensure that we are in line with the Safeguarding Vulnerable Groups Act 2006
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children



What to do if you Suspect Someone is being abused

All Mindset Mentors and others working in direct contact with classes must be alert to the signs of abuse. Anyone who suspects that abuse is taking place inside or outside of a class setting, or to whom a learner discloses issues relating to safeguarding, should contact the Designated Safeguarding Officer immediately.

Franchisees and Mindset Mentors who are not Designated Safeguarding Officers, but who are approached with concerns about a child, must bring the concerns raised to the attention of the Designated Safeguarding Officer immediately.

All Mindset Mentors to whom a learner discloses issues that may be related to safeguarding must keep written records of concerns. Such records must be kept securely, separate from the main learner files and in locked locations.

The Designated Safeguarding Officer will develop effective links with relevant agencies and co-operate as required with any enquires regarding child protection matters, including attendance at case conferences.

Allegations of Abuse Against a Mindset Mentor

Allegations of abuse, or concerns raised against Mindset Mentors, will always be treated seriously. The allegations need to be applied with common sense and judgement. All cases must be referred to the Designated Safeguarding Officer who will follow the Safeguarding Procedure in the same way as for other safeguarding allegations.

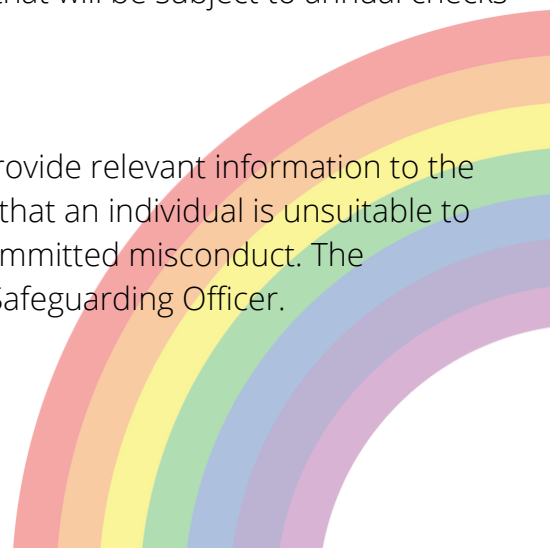
The Designated Safeguarding Officer will take the appropriate steps to ensure the safety of the child and any others who may be at risk. The Designated Safeguarding Officer will also inform the Franchisee in order that training procedures may be followed, and an investigation is carried out. If the allegation or concern is against the Designated Safeguarding Officer, it should be reported to the Health & Safety Officer - Joanne Hunt. Where there is a complaint against a Mindset Mentor the Franchisee and the Designated Safeguarding Officer will be informed and involved. These instances may result in possibly criminal (police) investigations and/or a child protection investigation, carried out by Social Services.

Enhanced Disclosure & Barring Service (DBS)

MiniMe Mindfulness® has a responsibility to ensure safe recruitment and employment practices. New and existing Franchisees and Mindset Mentors who frequently or intensively works with children in training supervision, care, and advice have to be checked through the DBS. This information will then be kept securely. Relevant details will be kept on a Single Central Record that will be subject to annual checks and audits.

Reporting Cases to the Disclosure and Barring Service (DBS)

MiniMe Mindfulness® has a statutory duty to carry out reports, and provide relevant information to the DBS where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children, young people or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the Designated Safeguarding Officer.



Resignations

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, MiniMe Mindfulness® is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to reach a conclusion in cases relating to the welfare of children, young people or vulnerable adults, including those where the person concerned refuses to co-operate with the process.

Support for Staff

MiniMe Mindfulness® is aware that safeguarding cases can be distressing and that Franchisees and Mindset Mentors and Staff who have been involved may find it helpful to talk about their experiences, in confidence, with one of the Designated Safeguarding Officers or with a trained counsellor. Staff wishing to be referred for counselling should discuss with the Franchisee.

Reviewed by;  Date; September 2021 Review date; September 2024

All MiniMe Mindfulness® Franchisees, Mindset Mentors and staff must read, understand and acknowledge this Safeguarding Policy and Procedure.

It is also provided/displayed for schools, nurseries, parents and community venues to review prior to appointment of services.

If there are any questions, concerns, feedback in relation to our safeguarding policy and procedures please report them to tessa@minimemindfulness.co.uk.

