

MY B4G CAREER

MyBigCareer Safeguarding Policy

for Children, Young People and Vulnerable Adults

Approved by	
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1. Our Policy

1.1 Policy Statement

MyBigCareer believes that it is unacceptable for anyone to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children, young people and vulnerable adults and we are committed to the safe working practices outlined in this policy to achieve this.

Our Safeguarding Policy is designed to protect not only our beneficiaries but also our volunteers, staff, trustees and other stakeholders.

Whilst the majority of the charity's work takes place with children and young people under the age of 18, from time to time, staff will support young people over the age of 18 who due to their young age we consider, vulnerable adults. This policy therefore includes references to vulnerable adults as well as children and young people.

The purpose of this policy:

- To protect the children, young people and vulnerable adults who engage with MyBigCareer services.
- To provide staff and volunteers, as well as children and young people and their families, with the principles and practices which guide our approach to safeguarding and child protection.
- To ensure that all individuals who come into contact with the charity (staff, volunteers, trustees, corporate partners and school contacts), are treated fairly and in accordance with the law.

1.2 Scope of Policy

This policy applies to all staff including: senior managers, trustees, paid staff, sessional and temporary staff, students and volunteers working on behalf of **MyBigCareer**.

1.3 Legal and Guidance Framework

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

- Children Act 1989 (and 2004 amendment)
- United Convention of The Rights of the Child 1991
- Human Rights Act 1998

- European Convention of Human Rights 1953
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- NSPCC Safer Recruitment Guidance
 - ‘How safe are our children online? 2019; An overview of data on child abuse online’
 - Sexual Violence and Sexual Harassment between Children May 2018
- Information Sharing 2018
- Counter Terrorism and Security Act 2015
- Statutory Guidance on the Prevent Duty
- Statutory guidance on FGM

1.4 Organisational Values

Our safeguarding policy and decision making, like all of our policies, is also informed by our organisational values;

- Compassion first
- Dream big
- Empower others
- Act with purpose

1.5 Definitions of Abuse

Physical Abuse

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands or objects
- slapping and punching
- kicking
- shaking
- throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning

Sexual Abuse

When a child or young person is sexually abused, they're forced or tricked into sexual activities. There are 2 types of sexual abuse – contact and non-contact abuse. And sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child. This includes:

- sexual touching of any part of a child's body, whether they're clothed or not
- using a body part or object to rape or penetrate a child
- forcing a child to take part in sexual activities
- making a child undress or touch someone else.

Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- showing pornography
- exposing a child to sexual acts
- making them masturbate
- forcing a child to make, view or share child abuse images or videos
- making, viewing or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

Emotional Abuse

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child. Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Emotional abuse includes:

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt a child
- blaming and scapegoating
- making a child perform degrading acts
- not recognising a child's own individuality or trying to control their lives
- pushing a child too hard or not recognising their limitations
- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent

- manipulating a child
- never saying anything kind, expressing positive feelings or congratulating a child on successes
- never showing any emotions in interactions with a child, also known as emotional neglect.

Neglect

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect:

Physical neglect – A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.

Educational neglect – A parent doesn't ensure their child is given an education.

Emotional neglect – A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.

Medical neglect – A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 2004 and this is true for all children regardless of age, disability, gender, race, religion/belief, sex or sexual orientation.
- Some children are additionally vulnerable due to previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- Vulnerable adults may also require safeguarding.

We seek to keep children, young people and vulnerable adults safe by:

- Valuing, listening to, and respecting them.
- Appointing a Designated Safeguarding Lead (DSL) and a trustee responsible for safeguarding
- Ensuring that those we employ and who work with children, young people and vulnerable adults and/or their data, unsupervised are DBS checked
- Adopting child-centred safeguarding policies, procedures and practices and ensuring they are known and followed throughout the organisation.
- Providing effective management of cases through supervision, support, training and recording and monitoring procedures.

- Following safer recruitment guidelines and our own Safer Recruitment policy to ensure recruitment is safe and all necessary DBS checks are made.
- Designating a DBS Manager for the organisation
- Recording and storing information professionally and securely
- Sharing our safeguarding practices and procedures with students, schools, staff and volunteers and ensuring they know how to raise a concern.
- Escalating and sharing concerns and relevant information about children, young people and vulnerable adults to agencies that need to know. Children, young people, vulnerable adults and their families may be included in this process.
- Managing allegations against staff and volunteers appropriately and involving other agencies when required
- Ensuring that we have effective complaints measures in place.
- Providing training for staff, trustees and volunteers to ensure they are promoting the welfare and safety of children and young people in their day-to-day work.

2. Managing Concerns and Disclosures

All concerns and allegations will be taken seriously and investigated thoroughly. MyBigCareer recognises that whilst some incidents and allegations will require the support and / or intervention of external agencies, others may be supported through existing internal support mechanisms.

2.1 Procedure when there is a safeguarding concern

Where there is a suspected concern or a direct disclosure of abuse from a child or young person, MyBigCareer staff and volunteers should follow the below steps:

- If someone is at immediate risk of significant harm the emergency services should be contacted.
- If there has been a disclosure, ensure the child or young person is aware that we may not be able to keep the information confidential.
- Inform the DSL or school lead as soon as practically possible.
- The DSL, along with the school staff, will assess the current safety and next steps which may include making a referral to the Local Authority, contacting parents/carers and/or other services.
- If a referral is made to Social Care, this should be done using the relevant Local Authority guidance (either by phone or in writing). If someone is at an immediate risk of significant harm the matter should be immediately referred to the Police or Social Care via phone or emergency line. Referrals should always be followed up in a timely manner, advised by the DSL.
- Regardless of whether a referral is made, all observations, relevant information and actions taken should be recorded as soon as possible

- Contacting the charity commission to ensure compliance and transparency

2.2 The Child's Wishes

Where there is a safeguarding concern, MyBigCareer staff and volunteers should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. However, whilst a child's approval is an important consideration, it is entirely dependant on the context and seriousness of the concern.

3. Supporting Staff and Volunteers

3.1 Recruitment and Onboarding

MyBigCareer operates Safer Recruitment procedures in accordance with guidance and the charity's Safer Recruitment Policy. All roles are advertised with the clear requirement that staff and volunteers of the charity who are eligible for an enhanced DBS including verifying the applicants' identity. All staff applicants must complete a declaration on the application form declaring any criminal convictions.

The application process and/or interviews for staff and long-term volunteers include safeguarding and safer recruitment questions. These questions gauge the candidate's motivation and attitudes to working with children, young people and vulnerable adults and include questioning of any CV gaps.

On conditional offer, written references for staff and long-term volunteers are checked. For staff, any gaps / inconsistencies in employment are investigated and staff applicants' identity and qualifications are verified.

3.2 DBS Disclosure Procedures

All paid staff and all trustees and volunteers that have regulated contact with MyBigCareer's young people must have a satisfactory enhanced DBS check. The charity will ensure that all paid staff are registered on the online update service. No unsupervised contact with young people or access to information regarding service users will be authorised until the DBS check has been returned and approved. During this period all staff and volunteers will be supervised by an MyBigCareer staff member who has undergone a satisfactory enhanced DBS check.

In advance of DBS clearance being received all staff and volunteers must complete a Disclosure Declaration Form. This form will be held securely by MyBigCareer. Any foreseen disclosure should be raised to the DBS Manager at this stage.

DBS checks must be renewed at least every 3 years.

In the event a DBS application returns an adverse disclosure, further consideration will need to be given to the applicant. The DBS Manager and DSL will review and risk assess if this person is suitable to work with MyBigCareer's young people. If any external agencies need to be contacted, permission will be sought from the individual. If they are unable to reach an outcome or need further input, a Risk Assessment Panel will gather to review the information. The panel will include: the DBS Manager, DSL and a Trustee with responsibility for Safeguarding .

The Risk Assessment Panel will make a decision on whether to employ the applicant as a paid member of staff or permit them to volunteer. In making this decision the panel may take the following into account:

- The nature and seriousness of the offence(s)
- The age at which the offence(s) was committed
- The time elapsed since the offence(s) was committed
- Any further offence(s)
- Circumstances at the time of the offence(s)
- The potential risk to children/young people/vulnerable adults
- Legal advice
- Whether the applicant declared any offences on the Disclosure Declaration Form (see Appendix E), job application form and/or at interview

The Risk Assessment Panel will decide whether any further action is required, for example contacting the police or safeguarding authorities. The Risk Assessment will be kept securely on file.

3.3 Training

All Trustees, staff and volunteers undergo safeguarding training during their training and induction period that is applicable to their role.

If a former staff member or volunteer returns to work or volunteer with the organisation, despite any former relationship, they will need to complete a new enhanced DBS check.

3.4 Probation

Staff cannot pass their probation unless they have completed their Safeguarding Compliance Training or without all relevant safer recruitment checks being signed off.

3.5 Staff Welfare

We recognise that working with children, young people and vulnerable adults who are victims of abuse can be challenging and impact staff and volunteer wellbeing.

MyBigCareer offers the following support mechanisms:

- Line manager support
- Promotion of helplines such as NSPCC, Women's Aid

4. Allegations against staff and volunteers

4.1 Overview and scope

Allegations against staff and volunteers can arise and MyBigCareer is committed to having systems in place to deal with them fairly and consistently. Keeping Children Safe in Education 2020 states that the allegation process should be followed where it is alleged that a staff member or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;

- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Allegations can be made by anyone including colleagues, volunteers, parents/guardians, children/young people and community/external staff. All should feel safe to express them without fear of victimisation.

4.2 Procedure for allegations against staff and/or volunteers

It is essential that all allegations against staff or volunteers are immediately brought to the attention of the DSL.

The following action should be taken in the event of an allegation:

- Make sure that the child, young person or vulnerable adult is safe and away from the alleged perpetrator.
- Refer the matter immediately to the DSL who will advise on next steps.
- The DSL and Trustee responsible for safeguarding will discuss and consider the need for a referral to the Local Authority.
- Follow any advice given regarding contact with the parents/carers if the alleged victim is a person who has not yet reached the age of eighteen.
- MyBigCareer's disciplinary procedures may be implemented, irrespective of the action that is taken by social workers or the police.
- Consider whether the alleged perpetrator has access to children, young people or vulnerable adults elsewhere and if so who needs to be informed
- MyBigCareer will work closely with the Local Authority as well as the police in following procedures.

- MyBigCareer will follow up any external investigation with an internal review to ensure any changes needed are put in place.
- MyBigCareer will keep a record of all allegations, investigations and reviews.
- Contacting the charity commission to ensure compliance and transparency

4.3 Whistleblowing Policy

MyBigCareer has a clear whistleblowing procedure, found in the staff handbook and referenced in staff training, and promotes a culture that enables issues about safeguarding of all individuals to be addressed.

5. Internet and device safety

MyBigCareer is committed to protecting children, young people and vulnerable adults while using its services from the risks posed by the internet, use of email, messaging, video conferencing and social networking. All users are advised about the risks and measures that are in place to promote safe access to the internet.

MyBigCareer is aware of the increased risk to children and young people when using online platforms as seen in the 'How safe are our children online? 2019; An overview of data on child abuse online' review. We will keep children and young people safe by:

- Providing clear and specific directions to staff and volunteers on how to behave online
- Supporting children and young people using our service to use the internet, social media and mobile phones in a way that keeps them safe
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour
- Reviewing and updating the security of our information systems and online platforms regularly
- Providing safe devices to children and young people which have had the appropriate filtering systems and software in place
 - Ensuring that images of children and families are used only after permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Risk assessing any online platforms or new technologies before they are used within the organisation and producing usage and conduct guidance for staff, volunteers, children and young people

6. Information Sharing and Confidentiality

MyBigCareer understands that information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe and we are

therefore committed to multi-agency working.

All information regarding safeguarding incidents and concerns is stored securely on MyBigCareer's CRM and not on individual devices. Safeguarding concerns and disclosures will only be shared in circumstances that will further protect the child from harm. Sensitive information should not be shared with colleagues and/or other agencies unless instructed by the DSL. When information is being shared, it is done so via password protected databases or documents where the password is shared via a different format.

7. Parental involvement

MyBigCareer recognises the role of parents and carers when safeguarding children and young people and seeks to include them in conversations if it does not pose further risk to the child or young person. Whenever it is safe and possible, parental consent is sought to make referrals to Local Authorities or external agencies.

Permission is always obtained in advance for all onsite and offsite activities from the person with parental responsibility.

MyBigCareer promotes external opportunities that we feel will benefit our children and young people, including online webinars and work placements. When staff find external opportunities they must ensure the following:

- The service upholds good safeguarding standards
- The service is safe and appropriate for the age group
- The child/young person and parent/guardian are aware that this is an external opportunity and that MyBigCareer will not be present
- Parents/carers are informed and consent is given

MyBigCareer supports students in attaining work experience placements.

Parent/guardians are informed of the steps that MyBigCareer takes to safeguard young people on placement. The charity informs all partner organisations that young people under the age of 18 are not to be left alone with an employee of the organisation in a private place. The charity stipulates that if it is necessary for a student to work in private with an employee, they do so in a room with a glass window and/or a room with a door that is left open. If a situation was to arise where this is not possible – for example if a student is required to travel alone in a car with an employee – that the organisation

makes MyBigCareer aware of this as soon as possible (ideally before the placement commences) in order that special permission is obtained from the student's parent/guardian ahead of the placement. Organisations are also made aware of MyBigCareer's Safeguarding Policy and all employees are expected to adhere to this policy whilst hosting work experience students.

8. Risk Assessments

MyBigCareer's risk assessments cover all staff and volunteers who work and interact with children, young people and vulnerable adults as part of the service. In preparing risk assessments for off-site visits, staff should ensure that other agencies, where appropriate, have a risk assessment in place.

MyBigCareer staff and volunteers are expected to risk assess dynamically during all activities and delivery and highlight hazards and mitigations. These should be added to risk assessments when necessary.

Individual risk assessments will be completed for a child or young people with extenuating circumstances to ensure they can participate in on and off site activities safely. Cases where an individual risk assessment is needed could include, but are not limited to, young people showing violent or risky behaviours, self harm or external dangers such as prohibited parental contact. Individual risk assessments should be written and shared with the DSL and discussed with the parent/carer and child/young person when it does not cause further risk to do so.

9. Children Potentially at Greater Risk of Harm

Keeping Children Safe in Education 2020 states the following as children and young people potentially at greater risk of harm:

- Children who need a social worker (Child in Need and Child Protection Plans)
- Children requiring mental health support
- Looked after children and previously looked after children
- Children with special educational needs and disabilities

MyBigCareer recognises that these children and young people may be at a higher risk of experiencing safeguarding concerns and abuse. MyBigCareer requests information about students' needs during the registration process and records them via our safeguarding procedures if disclosed at another time.

As each student is unique, staff and volunteers will work for that particular student and record any additional support being utilised. It is imperative that staff consider

that behaviours displayed may be a sign or indicator of possible abuse or a safeguarding concern.

10. Privacy and Data Storage

All data and information relating to safeguarding concerns and cases will be stored, secured and maintained in line with our Privacy Policy which is available to read on our website.

11. Glossary of safeguarding terminology

11.1 Safeguarding: Safeguarding is the action that is taken to promote the welfare of children and protect them from harm and is defined in “Working Together to Safeguard Children 2018” as:

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

11.2 Children/young people: A child is defined as anyone who has not reached the age of 18. This is enshrined in UK law and the UN Convention of Human Rights. For the purposes of this policy and relevant procedures the term “child” and “young person” are used to mean the same thing.

11.3 A vulnerable adult: An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their age or care needs is unable to protect themselves.

Safeguarding vulnerable adults is defined in the care and support statutory guidance issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect;
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect;
- people and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings

and beliefs in deciding on any action;

- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

11.4 Children's Social Care: The work of local authorities exercising their social services functions with regard to children. Arrangements for children's social care will differ within each local authority and each Centre Leader should ensure that they are familiar with the systems operated by their Local Authority. In Scotland, Local Authority social work departments have responsibility for social service functions with regard to children.

12. Internal Roles and Responsibilities

12.1 The Trustees are responsible for ensuring that an appropriate Safeguarding Policy is in place and for nominating a 'Safeguarding Trustee'.

12.2 The Safeguarding Trustee has oversight of MyBigCareer's Safeguarding policy and procedures, and responsibility for promoting the safeguarding of children, young people and vulnerable adults within the charity.

12.3 The Chief Executive is responsible for ensuring that the Safeguarding policy is implemented within MyBigCareer as a whole and providing appropriate staff and volunteer training where necessary.

12.4 The Chief Executive is the Designated Safeguarding Lead (DSL). They are responsible for internal staff training and for ensuring that the charity is kept abreast of current legislation and best practice. They are also responsible for coordinating, processing and keeping records of all incidents and all referrals to external agencies.

12.5 The DBS Manager is responsible for ensuring that all employed staff and long-term volunteers have a current DBS clearance.

All staff and volunteers are responsible for safeguarding children, young people and vulnerable adults. They should be diligent in immediately sharing suspicions or disclosures with the DBS Manager or DSL.

13. External Roles and Responsibilities

13.1 The Local Authority Designated Officer (LADO) in England and Wales is responsible for managing all allegations made against staff and volunteers who work

with children and young people in their specific locality. The LADO may also be contacted by the charity as a source of advice. In Scotland, contact with the Local Authority social work department should be made.

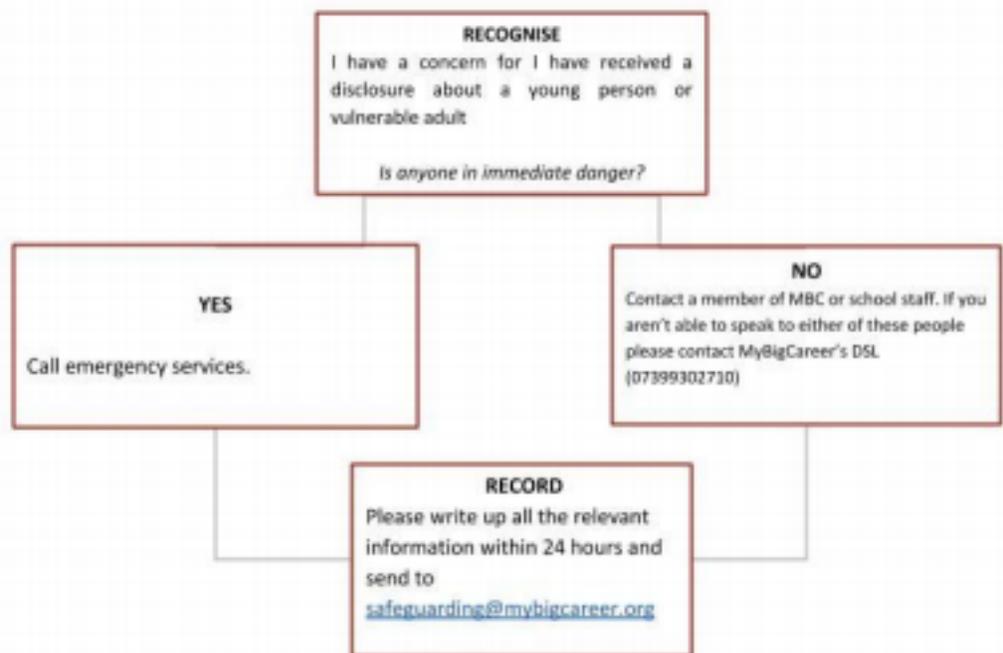
13.2 Local Authority Social Care. Each Local Authority will have a team overseeing safeguarding within its area. Any concerns that meet the threshold for reporting to the Local Authority must be referred to the authority that the child or young person resides in. If a member of staff is unsure if the Local Authority need to be informed, they can consult with the DSL for advice

13.3 Police. Can be contacted on 101 (non-emergency) or 999 (emergency) if there is a direct disclosure of serious or immediate harm. If a member of staff is unsure if the police need to be called, they can consult with the DSL for advice.

13.4 Other Agencies. Other agencies who may be involved with the care of children, young people and adults include: schools, housing organisations, social services, health services and other third sector agencies. Liaison with these agencies may be necessary in particular cases.

14. Appendices

Appendix A: Safeguarding Process Map



Appendix B: Safeguarding Team Contacts



Designated Safeguarding Lead - Richard Watson (Chief Executive)

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Safeguarding Trustee - Hayley Equi

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DBS Manager - Sophia Westbury (Operations & Marketing Executive)

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The legislative bases for protecting Children and Young People are the Children Acts of 1989 and 2004. The Children Act 1989 is the legislative basis both for protecting Children and Young People from significant harm and promoting the provision of services for Children and Young People in need. The Children Act 2004 sets out the vision for Children and Young People in terms of five key outcomes:

- staying safe
- being healthy
- enjoying and achieving
- making a positive contribution
- achieving economic well-being.

The 'staying safe' outcome is underpinned by a statutory duty of all agencies working with Children and Young People to promote safeguarding in the way it carries out its function.

Section 11 of The Children Act 2004 says that every organisation working with children, young people and parents that receives grant funding must show that they are run safely.

Children and Young People have a legal right to be protected from harm under the Children Act 1989 and also the European Convention of Human Rights 1953.

Sections 36 to 41 of the Counter Terrorism and Security Act 2015 sets out the duty on local authorities, schools and organisations to provide support for people vulnerable to being drawn into terrorism. This is known as the Channel programme. The DSL should be contacted in the event that any staff member has a concern about a child or young person being vulnerable to being drawn into terrorism.

Appendix D: Staff and Volunteer Disclosure Declaration Form

This form should be completed and signed by every employee or volunteer at the time of completing a DBS application.

This form will be held on record until your DBS certificate has been returned, and it will only be retained after this point if required to support the recruitment decision, or for safeguarding purposes. Once you have received the DBS certificate you need to contact MyBigCareer at the earliest possible opportunity. Please note that failure to bring in your DBS disclosure may result in you being unable to continue with your volunteering/work commitments.

All questions must be answered.

Name of DBS Applicant	
Applicant's role at MyBigCareer	
Staff member processing this form	

Have you been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any instance where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed? If so please give details.	Yes	No
Have any official allegations or concerns ever been expressed about your suitability to work with children and young people? If so please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved.	Yes	No
Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? If you answered Yes, please provide further details:	Yes	No
Have you read MyBigCareer's Safeguarding Policy?	Yes	No
Signed:	Date:	