What is Safeguarding at MK SNAP?

Safeguarding means keeping everyone at MK SNAP safe.

We want to make sure all learners, staff, and visitors are safe and not harmed in any way.

This includes children and adults who might be more likely to get hurt.

We make sure the people we hire are safe to work with you.

Everyone should feel safe and happy at MK SNAP.

Our Duty:

We must always make sure that "Adults at Risk" are safe.

Who helps keep everyone safe at MK SNAP?

There's a person called the Designated Safeguarding Officer (DSO). This person is **Sandraa** and she in charge of making sure everyone is safe.

There are also other people in the team who help the DSO, and step in when Sandraa is not in SNAP.

Angie

Steven

Steph

Stevie (one of our Trustees)

Claire

What do they do?

They make sure everyone knows how to stay safe and what to do if they're worried about someone.

They train all staff to know about safety.

They have a board in the reception with information about safety.

They report and keep records of any safety concerns.
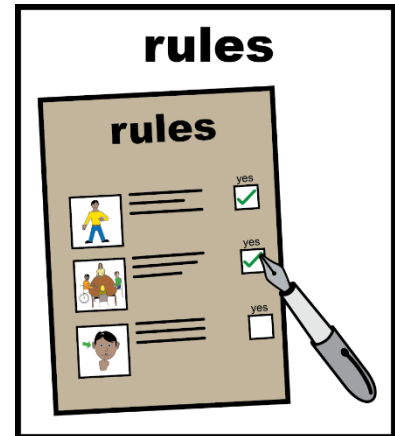
What should all staff do?

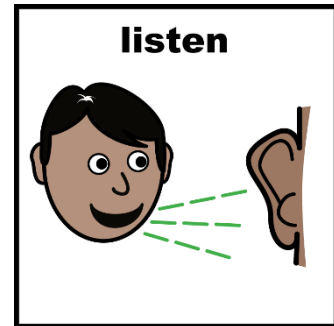Be watchful and look out for signs that someone might be getting hurt.

Report any worries or concerns to the DSO.

Follow the rules about working alone, traveling with learners, and talking to learners.

What if someone tells a staff member they've been hurt?

Listen to them.

Tell them they did the right thing by speaking up.

Report it to the DSO.

How do we hire safe people?

We check people's backgrounds before hiring them.

We train new staff about safety.

What if a staff member does something wrong?

We investigate it.

We might report it to outside groups if needed.

What about other safety issues?

We watch out for other dangers, like people trying to convince our learners to do bad things (called "radical groups").

If staff are worried about this, they report it.

If you ever have worries or want to tell us something, you can email

safeguarding@mksnap.org