

## HTP Apprenticeship College Safeguarding of Children and Vulnerable Adults (Learners) at Risk Policy and Procedure

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### Aim

HTP Apprenticeship College is committed to;

- Ensuring that the welfare of children and vulnerable adults is paramount at all times
- Empowering our learners to make appropriate choices, gain control and inclusion and protect their human rights
- Ensuring safe and effective working practices are in place
- Preventing the risk of Extremism and Radicalisation
- Supporting staff within the organisation

### Introduction

This Policy and Procedure has been developed in accordance with and guided by:

- Children Acts 1989 and 2004
- Education Act (2002) (2011)
- Working Together to Safeguard Children (July 2018)
- Keeping Children Safe in Education: Statutory guidance for schools and college (September 2019)
- Police Act 1997 (Protection of Vulnerable Adults) Regulations 2013
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act (2015)
- Revised Prevent Duty Guidance: for England and Wales (Home Office July 2015)

There is no place for extremist views of any kind at HTP Apprenticeship College, whether from internal sources – learners or staff, or external sources – employers, parents, external agencies or individuals. Learners see HTP Apprenticeship College's centres as a safe place where they can explore controversial issues safely and where training consultants encourage and facilitate this – HTP Apprenticeship College has a duty to ensure this happens.

HTP Apprenticeship College recognises that any learners in danger of radicalisation or demonstrating extremist tendencies (violent or non-violent) are deemed to be vulnerable and appropriate support under the PREVENT strategy or through CHANNEL will be sought.

HTP Apprenticeship College will regularly review this policy and procedure to take into account any new Government legislation, regulations or best practice documents.

HTP Apprenticeship College will ensure that all staff are kept fully up to date with their responsibilities and duties regarding the safety and well-being of learners

## **Definitions**

A child is defined as a learner who has not yet reached their eighteenth birthday.

A vulnerable adult is defined as a learner who has care and support needs whether or not, some or all of them are being met by the local authority or are experiencing or at risk of abuse, neglect or exploitation.

A Designated Safeguarding Person (DSP) is a named person who has responsibility for ensuring a company's safeguarding policy is adhered to. They also have responsibility both on a strategic level within the organisation and on a day to day basis. In all situations if a concern exists this must be raised with a Designated Safeguarding Person and it is only the DSP's who have responsibility to refer matters to the Safeguarding Board or any other external services as required.

A Single Point of Contact (SPOC) is a named person who has the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.

## **Scope**

This policy applies to all staff (permanent seconded or temporary) of HTP Apprenticeship College as well as all people who work on behalf of HTP Apprenticeship College, including external consultants and guest speakers.

## **Approach**

HTP take a preventive approach to protecting young people and adults at risk from potential harm, damage, radicalisation or being drawn into terrorism (violent and non-violent extremism).

HTP will take all appropriate actions to address concerns about the welfare of our learners at risk and work to agreed local policies and procedures in full and transparent partnership with other local agencies.

HTP will Plan, implement, monitor and review policies and procedures to ensure that the maximum is done to provide a safe environment for our learners and take all reasonable measures to ensure that risks of harm to young people and adults at risk's welfare is minimised by appropriate:

- Risk assessment and management
- Health and Safety procedures
- Staff selection, recruitment, induction supervision and training
- Creation and promotion of an open work culture "Whistleblowing"
- Responding to and appropriately referring abuse

### **Policy Statement**

HTP Apprenticeship College is committed to providing a secure environment for our learners, working with other agencies to ensure that the people we work with are safeguarded. Our learners have a right to live, learn and work in environments free from abuse, neglect and extremist views and radicalisation.

HTP Apprenticeship College's Designated Safeguarding Persons have direct responsibility to raise issues, allegations or concerns with the Local Safeguarding Boards and other external agencies or where appropriate, local police.

HTP Apprenticeship College and its staff, including partner organisations, have a collective and individual duty of care to ensure that they fulfil their responsibilities to prevent the abuse of children, young people and adults at risk and to refer any abuse discovered or suspected and to prevent students from being drawn into terrorism.

HTP Apprenticeship College will advise staff and learners about the standards of behaviour and conduct they can expect from staff and what to do if they experience or suspect abuse.

HTP Apprenticeship College recognises that any learner at risk can be subject to abuse or radicalisation. All allegations of abuse or concerns about Radicalisation will be taken seriously and treated in accordance with HTP College procedures.

HTP Apprenticeship College recognises that it is the responsibility of all staff to act upon any concern, no matter how small or trivial it may seem.

We recognise our responsibility to implement, maintain and regularly review the procedures that are designed to prevent or refer suspected abuse.

HTP Apprenticeship College is committed to supporting, resourcing and training those who work with or who come in to contact with our learners and to providing appropriate supervision.

HTP Apprenticeship College requires its entire staff to follow the Code of Conduct for safeguarding (Appendix 1 of this policy document), and will draw the attention of staff to this code of conduct and procedures in induction and relevant training.

All staff will undertake training to enable them to fulfil their responsibilities as laid out in this policy.

The Designated Safeguarding Persons will undertake Local Authority refresher training every two years to keep their knowledge and skills up to date.

HTP Apprenticeship College has four Designated Safeguarding Persons (DSPs) one of whom is the lead for Safeguarding and Prevent across the organisation.

HTP Apprenticeship College operates safer recruitment procedures and ensures that all appropriate checks are carried out on new staff who will work or come into contact with our learners including enhanced Disclosure and Barring Service (DBS) checks.

The Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2013 requires employers to carry out Disclosure and Barring Service Checks before employees are allowed to come into contact with vulnerable adults.

HTP Apprenticeship College is required under this legislation to apply for an enhanced check from the Disclosure and Barring Service (DBS) for staff working with learners.

It is HTP's policy that all existing, and newly recruited staff are required to undergo a DBS check and complete an annual declaration confirming whether or not their DBS status remains unchanged.

### **Responsibilities for Safeguarding and Prevent at HTP Apprenticeship College.**

The Principal (and Chief Executive) has ultimate responsibility for ensuring that HTP Apprenticeship College has policies and procedures in place in respect of Safeguarding The Principal has appointed four Designated Persons (DP) with special responsibility for Safeguarding Prevent and Child Protection and they have been provided with appropriate training.

Name	Role	Contact Details
Rachael Randall	Principal & Chief Executive	01983 533926 07785936980
Nicki Neville	SPOC & Lead Designated safeguarding Person	01983824930 07795262724
Lisa Pilbeam	Lead designated Person	01983 533926 07825133840

Peter Johnson	Designated Person	01983 533926 07795272175
Di Kennett	Designated Person	01983 533926 07825199726

## Definitions of Abuse

Children and Young People (source Working together to safeguard children July 2018)

### Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### Female Genital Mutilation

Female Genital Mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there is no medical reason for this to be done. FGM is most commonly carried out on girls between infancy and the age of 15, most often before puberty starts. It is illegal in the UK.

### Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment.
- it may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Significant Harm

Some children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children.

### Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and

tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

### Financial Abuse

This includes theft of money or valuables, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits. This includes some forms of harassment, slurs or similar unfair treatment relating to race, gender, gender identity, age, disability, sexual orientation or religion.

### **Safeguarding Children and Adults at Risk Procedures**

The purpose of these guidelines is to ensure that the rights of the learners are protected through staff awareness of the issues and the following of the statutory and local guidelines in the reporting of concerns by the DSP's.

HTP Apprenticeship College will take steps to identify vulnerable learners and relevant staff will be informed as part of the induction procedure to ensure all vulnerable learners are identified and additional supervision and precautionary measures put in place.

Regardless of the type of abuse being disclosed or identified there are guidelines for staff response which apply in all circumstances.

It is the responsibility of all staff working within HTP Apprenticeship College to:

- a. record and refer, in a timely manner, concerns regarding the safeguarding of learners
- b. maintain confidentiality by not discussing it with anyone other than a Designated Person

If a learner comes to you with a disclosure of apparent abuse or a concern over radicalisation or extremism, you should:

- a. For SAFEGUARDING adopt RECOGNISE, RESPOND, REPORT/ RECORD
- b. For PREVENT adopt NOTICE, CHECK and SHARE
- c. Allow the young person or adult at risk to speak freely without interruption
- d. Reassure them, let them know you are glad they have spoken up and that they are right to do so
- e. Be honest, let the young person or adult at risk know that you cannot keep this a secret and that you will need to refer it on to get them the support that they need. Be clear that they know what will happen next

- f. Do not question, coach or lead but if you need to clarify your understanding use open questions.
- g. Try to remain calm, remember this is not an easy thing for them to do.
- k. Make the young person or vulnerable adult feel secure and safe without causing them any further anxiety.
- l. Refer to a DSP in an appropriate and timely manner following the reporting process of completing an HTP Apprenticeship College referral form for staff within two hours of receiving or identifying a concern via email.  
(Appendix 2)

Learners with an Education Health Care Plan, EHCP, Child Protection Plan (CP) Child in Need Plan (CIN) or is a Looked After Child (LAC), has a written plan in place that has clear and agreed procedures to protect them.

Any identified learners with safeguarding or prevent concerns at HTP Apprenticeship College are detailed on the Management Information System, PICS, as a RAG rating, reported on monthly and monitored by the DSP's.

On 2 September [Keeping Children Safe in Education \(KCSIE\) 2019](#) came into force.

Schools and colleges must have regard to it. This version replaces both KCSIE 2018 and the 'for information' version published on 26 June 2019.

The changes are of a largely factual and technical nature and includes new content on:

- serious violence
- upskirting (now a criminal offence),
- a link to the [departmental advice supporting schools to teach pupils how to stay safe online](#)

A full breakdown of the changes are included at Annex H of the guidance.

Schools and colleges should note that since the publication of the 'for information' version a change has been made to ensure KCSIE is up to date. Paragraph 79 has been updated to include advice about the sharing of pupils' education data where the serious harm test is met.

### **Information: child on child sexual violence and sexual harassment**

Schools and colleges are reminded to have regard to part 5 of the [Keeping Children Safe in Education](#) statutory guidance. It covers managing reports of child on child sexual violence and sexual harassment. Children can sexually abuse other children and it doesn't only happen in secondary schools; it can take place in primary schools too.

Child on child sexual violence and sexual harassment exists in many forms, from calling someone sexualised names, flicking bra straps, lifting up skirts, grabbing bottoms, breasts and genitalia to sexual assault and rape. Sexual violence and



sexual harassment is not acceptable, it should never be tolerated and should never be seen as an inevitable part of growing up.

Detailed advice is available to support schools and colleges understand, prevent and respond to reports of [child on child sexual violence and sexual harassment](#).

### **Disclosure / Allegation against a member of staff**

The primary concern of the HTP Apprenticeship College is to ensure the safety of all learners.

The term 'member of staff' applies to all contracted personnel and people employed by other partnership agencies that are providing services for HTP Apprenticeship College. If you suspect any other member of staff, including a DSP, is abusing a learner or breaching their position of trust in a safeguarding capacity it is your responsibility to whistle blow and report to the Managing Director immediately.

Employees should be aware that safeguarding is a serious matter that can lead to a criminal conviction. Where applicable the organisations disciplinary policy will be implemented. It may become necessary to suspend a member of staff so as to carry out an investigation.

### **Referral concerning radicalisation or extremism**

- a. The referral process is same as for 6a
- b. If the DSP judges the student to be in immediate danger or likely to act imminently then they must contact HTP's PREVENT Single Point of Contact (SPOC) see Appendix 3.
- c. The SPOC will call the Police or alternatively seek advice from CHANNEL.

### **Confidentiality**

Confidentiality and trust should be maintained as far as possible. The degree of confidentiality will be governed by the need to protect learner at risk who is always the primary concern. The learner must at the earliest opportunity in the disclosure be informed of the need to pass information on.

All conversations regarding a safeguarding disclosure made by a learner should always be held in private.

HTP Apprenticeship College complies with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) May 2018 but also recognises the principle set out 'Information Sharing'.

### **Record Keeping**

A record of all disclosures and concerns raised, including actions taken, will be held centrally only accessible by the MD and DSP's.

In the interest of all parties it is important to resolve cases as quickly as possible whilst maintaining a consistent fair and thorough investigation.

## Appendix 1

### HTP Apprenticeship College Code of Conduct for Safeguarding

Code of conduct for Safeguarding Children and vulnerable adults at HTP Apprenticeship College identifies, that it is not practical to provide definitive instructions that would be appropriate to all situations, at all times when staff come into contact with Learners and to guarantee the protection of Learners and staff.

Detailed are the standards of behaviour expected of staff whilst they carry out their job role.

This code is to support the protection of children, vulnerable adults at risk and staff.

Staff must:

- Implement the Safeguarding of Children and vulnerable Adults Policy and Procedures at all times
- Wear their HTP enhanced disclosure name badge so that learners can easily identify staff

Staff must never:

- Never allow learners/staff to engage in unacceptable behaviour or use offensive or discriminatory language without being challenged.
- Engage in inappropriate rough, physical games including with Learners.
- Allow or engage in inappropriate touching of any kind. The main principles of touch are:
  - Touch should always be in response to the Learners need and always with their permission
  - Do things of a personal nature for children that they can do for themselves
  - Physically restrain a learner unless the restraint is to prevent physical injury of the learner/other Learner/visitors or staff/yourself. In all circumstances physical restraint must be appropriate and reasonable, otherwise the action can be defined as assault.
  - Make sexually suggestive comments to, or within earshot of, a child.
  - Spend time alone with a Learner, outside of the normal workplace/ classroom situation. If you find you are in a situation where you are alone with a Learner, make sure that you can be clearly observed by others.

- Engage in a personal relationship with a Learner beyond that appropriate for a normal teacher/ student relationship. Staff who breach any of the above may be subject to the Disciplinary Procedure.
- Be associated with any learner as a friend/follower on any social media sites
- Never disclose personal contact details to a Learner or a vulnerable adult or have contact with them using your own home or personal mobile phone, or through your home e-mail account.

## Appendix 2

### Staff Referral Form (A)

*Follow up with referral form within 2 hours via email*

**If specific incident – date and time:**

**To** (*Name of Designated Person*):

**Date and time of this report:**

**Your Name:**

**Your job title and location:**

**Your contact number:**

**Safeguarding concern relating to** (*name*):

**Briefly describe – what has happened and what is your concern:**

**What did you do?**

## Appendix 3

<b>Designated Person (Safeguarding) Form (B)</b>
<b>Date and time:</b>
<b>Your name:</b>
<b>RE: Name:</b>
<b>Name of reporter:</b>
<b>Your job title and location:</b>
<b>What action have you taken?</b>
<b>What follow up is needed?</b>
<b>Has this matter been reported to any authority? Yes <input type="checkbox"/> No <input type="checkbox"/></b> <b>If yes – who?</b>
<b>Any further action needed? Yes <input type="checkbox"/> No <input type="checkbox"/></b> <b>If yes – what?</b>

## Appendix 4

### Guidance for Staff

