

# SAFEGUARDING POLICY

## 2023 – 2024

**EFFECTIVE DATE:** JULY 2021  
**REVIEW DATE:** AUGUST 2024  
**LAST UPDATED:** AUGUST 2023

**THIS POLICY WILL BE REVIEWED IN AUGUST 2024 IN LINE WITH LEGISLATION UPDATES.**

**POLICY LEADS:**

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### INTRODUCTION

The Company recognises the responsibility to safeguard children, young people and vulnerable adults and is committed to keeping them safe. The Company will comply with the, Working Together to Safeguard Children (2018) and Keeping Children Safe in Education' (2023).

The primary aim of the Safeguarding policy is to promote the welfare of all children, young people and vulnerable adults and practice in a way that protects them from harm.

In addition, the Company aims to:

- Create a safe and secure environment where learners and staff are listened to when they have a concern
- Ensure all staff have a clear understanding about their safeguarding responsibilities
- Enable all staff to have a clear understanding of how these responsibilities should be carried out
- Embed safeguarding throughout the learner journey
- Ensure a straightforward reporting system should a concern be raised

To achieve this, The Company will:

- Adopt an open-door policy to encourage learners and staff to speak up as and when important situations arise
- Carry out progress reviews with learners to support progression, identify areas of need and encourage self confidence
- Provide effective management for staff through supervision, support and training monitored via CPD and appraisal documentation, webinars, and quarterly meetings with Safeguarding Champions
- Raise awareness of the effects of neglect and abuse and be alert to potential indicators of abuse and neglect through Safeguarding training for all staff
- Liaise and work together with external agencies involved in Safeguarding
- Recruit safely, ensuring satisfactory DBS checks are carried out on all staff working with children, young people and vulnerable adults
- Use the learner induction to discuss code of conduct and whom learners can approach if they have a concern
- Take opportunities to discuss safeguarding through teaching and learning
- Apply a zero tolerance for bullying in everyday practice

### Related Issues

Safeguarding covers more than the contribution made to child protection in relation to individual young people. It also encompasses issues such as pupil health and safety, bullying and a range of other issues. For example, arrangements for meeting the medical needs of children, providing first aid, building security, drugs and substance misuse, positive behaviour, etc. There may also be other safeguarding issues that are specific to the local area or population that need to be identified in partnership with the Local Authority e.g. gang membership and the

safeguarding of vulnerable adults.

The Company has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore compliments and supports a range of other safeguarding issues including:

- Bullying, including Cyber Bullying
- Young people missing education
- Young people missing from home or education
- Child sexual exploitation (CSE)
- Child Criminal exploitation
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- So called honour-based violence
- Gang and youth violence
- Gender based violence/violence against woman and girls
- Hate
- Mental health
- Preventing Radicalisation
- Relationship abuse
- Sexting
- Sexual violence and sexual harassment between children
- Trafficking

### **Roles and responsibilities**

All staff have a responsibility to follow the Company's Safeguarding procedures. Designated Safeguarding Officers and Chief Operations Officer (COO) work together to ensure that the Central Register is regularly updated, DBS checks are carried out accordingly in line with Safer Recruitment and ensure that the appropriate staff members have the Safer Recruitment Training accordingly in line with the Safer Recruitment. Abuse can occur in all cultures, racial and religious groups and staff must be sensitive and respectful of ethnic and cultural backgrounds and these factors must not be used as a reason for non-intervention.

### **Designated Safeguarding Officer**

- Ensure that all staff working with learners undertake safeguarding training as part of their induction to equip them to carry out their responsibilities for safeguarding effectively and that this is kept up to date by refresher training at three yearly intervals, in line with advice from the Local Safeguarding Children Board (LSCB).
- Ensure that the training centre operates within the legislative framework and recommended guidance and any changes are communicated effectively across the organisation
- Ensure that all staff, know where to locate and how to follow safeguarding procedures
- Develop effective working relationships with other agencies and services
- Decide upon the appropriate level of response to specific concerns and ensure that all

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records are completed accurately and efficiently and stored appropriately

- Ensure that any referrals are carried out within 24 hours
- Liaise and work with Social Care teams, the Police, health services and other services over suspected cases of child abuse
- Ensure that cause for concerns are effectively monitored
- Provide guidance to staff about obtaining suitable support
- Maintain up to date knowledge and training in dealing with child protection concerns
- Maintain a central register of all staff working with learners
- Ensure DBS checks are carried out and updated in a timely fashion
- Ensure Localised Risks assessments are maintained for each delivery site and shared with relevant staff members and learners.

### Staff

- Provide a safe environment in which children and young adults can learn
- Know the systems and procedures which support safeguarding
- Attend CPD training
- Be alert to the signs of abuse, neglect, radicalisation and violent extremism
- Question the behaviour of children and young people and not necessarily take what you are told at face value
- Know where to turn to if you need to ask for help
- Refer concerns directly to the local authority if you suspect that a child or young person is at risk of harm or is in immediate danger
- Ensure they work closely with DSLs to contribute and keep informed of the Localised Risk Assessments and share these with the learners

### Confidentiality

Learners are advised that staff cannot guarantee confidentiality and may need to share information with others. If a learner confides in a member of staff and requests that the information is kept secret, the member of staff must tell the learner that he or she has a responsibility to refer cases of alleged abuse to the designated person for the learner's own safety. However, the learner should be assured that staff who receive information should share that information only within appropriate professional contexts.

All cause for concerns and disclosures are recorded and stored in a secure location.

### COUNTER-TERRORISM

In accordance with the Counter Terrorism and Security Act, the Company has a responsibility to safeguard our learners and prevent people from being drawn into terrorism. The Company views Prevent within the safeguarding responsibilities and as such, in the instance of a concern, this should be reported in accordance with the safeguarding procedure.

Any identified concerns as the result of observed behaviour or reports of conversations to suggest that the young person supports terrorism and/or extremism, must be reported to the Designated Safeguarding Officer.

PREVENT is a key part of the government's strategy to stop people becoming terrorists or

supporting terrorism. Early intervention is at the heart of Prevent in diverting people away from being drawn into terrorist activity. Prevent happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation.

In support of this strategy, the Company will:

- Ensure that students and staff are aware of their roles and responsibilities in preventing violent extremism
- Ensure all staff have an awareness of the Prevent agenda and the various forms radicalisation takes in being able to recognise signs and indicators of concern and respond appropriately
- Ensure learner safety and that the training centre is free from bullying, harassment and discrimination
- To provide support for learners who may be at risk and appropriate sources of advice and guidance
- To promote and reinforce shared values; to create space for free and open debate, and to listen and support the learner voice
- Promoting wider skill development such as social and emotional aspects of learning
- Implementing anti-bullying strategies and challenging discriminatory behaviour
- Raise awareness of the threat from violent extremists' groups and the risks for young people

### **Equality and Diversity**

We recognise that all children and young people have a right to equal protection from all types of harm or abuse regardless of age, gender racial heritage, religious belief, sexual orientation or identity. In addition, we acknowledge that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. In line with our equality and diversity policy the Company is committed to anti-discriminatory practice.

### **Female Genital Mutiliation**

Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV). We aim to provide guidance on these issues through our safeguarding training. If staff have a concern regarding a young adult that might be at risk of HBV, they should inform the DSO who will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers/assessors. [Section 5B of the Female Genital Mutilation Act 2003](#) (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers/assessors in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers/assessors on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)

We recognise that forcing a person into a marriage is a crime in England and Wales. A forced

marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

### **Peer-on-Peer Abuse**

We recognise that young people are also vulnerable to physical, sexual, and emotional abuse by their peers or siblings. Abuse perpetrated by a young people can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding procedures will apply in respect of any young person who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to Peer-on-Peer abuse; it must never be tolerated or passed off as ‘banter’, ‘just having a laugh’ or ‘part of growing up’.

Staff are aware that safeguarding issues can manifest themselves via Peer-on-Peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- up skirting
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals

### **Child on child sexual harassment and violence.**

The following guidance is taken directly from Keeping Children Safe in Education 2023, Part 5. It discusses the procedures and guidance set out for cases involving child on child sexual violence and sexual harassment in schools and colleges.

Sexual violence and sexual harassment can occur between two or more children of any age and sex, from primary through to secondary stage and into college. It can occur also through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable. Schools and colleges should be aware of the importance of:

- making clear that there is a zero-tolerance approach to sexual violence and sexual harassment, that it is never acceptable, and it will not be tolerated. It should never be passed off as “banter”, “just having a laugh”, “a part of growing up” or “boys being boys”. Failure to do so can lead to a culture of unacceptable behaviour, an unsafe

- environment and in worst case scenarios a culture that normalises abuse, leading to children accepting it as normal and not coming forward to report it
- recognising, acknowledging, and understanding the scale of harassment and abuse and that even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported
  - challenging physical behaviour (potentially criminal in nature) such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

Children who are victims of sexual violence and sexual harassment wherever it happens, may find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college.

Whilst any report of sexual violence or sexual harassment should be taken seriously, staff should be aware it is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys. Children with special educational needs and disabilities (SEND) are also three times more likely to be abused than their peers. Ultimately, it is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe.

**Sexual violence.**

It is important that schools and colleges are aware of sexual violence and the fact children can, and sometimes do, abuse other children in this way and that it can happen both inside and outside of school/college. When referring to sexual violence in this advice, we do so in the context of child-on-child sexual violence. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003<sup>134</sup> as described below:

- Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.
- Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
- Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (NOTE - Schools and colleges should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault).
- Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (NOTE – this could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party).

### What is consent?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal, or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

- a child under the age of 13 can never consent to any sexual activity
- the age of consent is 16
- sexual intercourse without consent is rape. Further information about consent can be found here: Rape Crisis England & Wales

### Sexual harassment

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school/college. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names
- sexual "jokes" or taunting
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes.

### Schools and colleges should be considering:

It is important school and college staff (and especially designated safeguarding leads and their deputies) understand consent. This will be especially important if a child is reporting they have been raped or sexually assaulted in any way.

It is important to differentiate between consensual sexual activity between children of a similar age and that which involves any power imbalance, coercion or exploitation. Due to their additional training, the designated safeguarding lead (or deputy) should be involved and generally speaking leading the school or college response. If in any doubt, they should seek expert advice.

This policy sets out how Achievement Training & Skills will meet its statutory duty to safeguard and promote the welfare of our students. It has been developed in accordance with the law and guidance found at <https://www.gov.uk/> that seeks to protect children.

Further guidance in relation to the safeguarding topics covered in this policy include:

- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges.
- Working Together to Safeguard Children.
- Multi-agency Statutory Guidance on Female Genital Mutilation.
- Information About Mandatory Reporting of Female Genital Mutilation.



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- Protecting Children from Radicalisation: The Prevent Duty.
- Prevent Duty Guidance: England and Wales.
- The Prevent Strategy: A Guide for Local Partners in England.

If anyone wishes to seek further information or guidance, they can refer to the above documents.

### **Reporting Concerns or Allegations of Abuse**

All members of staff and associates must report any concerns or allegation of harm immediately to the Designated Safeguarding Officer (DSO). All members of staff have multiple reporting methods. These are:

- Cause for Concern forms submitted via the My Voice platform. (Linked with the VLE)
- Cause for Concern forms submitted via the My Concern platform through Safeguarding Champions. (Linked with the VLE)
- Cause for Concerns verbally communicated.
- Cause for Concerns submitted via email or text.

Regardless of the method used, all appropriate Cause for Concern information is communicated in a timely manner to the DSO.

In the absence of the DSO, the matter should be reported to the person identified as their deputy. In the event of neither of these individuals being available the matter should be reported to the company directors. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Child Care Team or Police Public/Family Protection Unit.

In the case of it being out of hours, ATS has 2 qualified DSO's listed below and on the front page of the policy and the VLE (Marc Simpson and Charlotte Yaxley), who are contactable 24/7. The county Emergency Duty Team could be contacted. Any alert raised must be communicated by the fastest possible means and followed up with the Cause for Concern Form.

Safeguarding documentation and information in relation to a Cause for Concern is to be kept strictly confidential and not to be discussed with anyone without prior permission from the DSO.

The Cause for Concern form is to be submitted to the DSO immediately of any allegation being made, however any allegation should have already been communicated by the fastest possible means. On acknowledgement of the Cause for Concern the DSO will begin a Record of Events, this will be held electronically on the My Concern Safeguarding Platform. Security measures are in place to ensure confidentiality. Any information given is only accessible by the DSO and those the DSO deem relevant.

The DSO will, if deemed appropriate identify trained staff members within the organisation to deal with the Cause for Concern. The DSO will maintain a Record of Events and record all information attained at this stage; any party involved in the case will also have access to maintain the Record of Events.

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If deemed appropriate by the DSO a Safeguarding Strategy meeting will be put in place to discuss the Cause for Concern raised and will be dealt with by the team assembled by the DSO. On conclusion of the factual evidence the Record of Events will be collated and submitted to appropriate parties to illustrate, information gathered and provide an indication of how the Cause for Concern will be managed going forward.

This Record of Events and its findings will clearly define who will be responsible for actions on any recommendations made. Throughout the process all staff involved are to give maximum communication, and support to internal and external agencies.

**DSO: Marc Simpson**  
**Tel: 07818512379**  
**Email: [marc@positiveachievement.co.uk](mailto:marc@positiveachievement.co.uk)**

**DSO: Charlotte Yaxley**  
**Tel: 07818498912**  
**Email: [charlotte@positiveachievement.co.uk](mailto:charlotte@positiveachievement.co.uk)**

### Reporting links:

#### My Concern:

<https://login.thesafeguardingcompany.com/Identity/Account/Login?ReturnUrl=%2F>

**All Safeguarding Champions for each delivery site will have individual secure log ins for this platform.**

#### My Voice:

<https://form.thesafeguardingcompany.com/6e27a2df-d5bd-4b70-9539-6a31fc3b24cb>

### **Reporting a concern via My Concern (August 2023 onwards)**

All users can report a concern by clicking the red “Report a concern” button located on the top right of the screen. Appropriate training on the My Concern system will be given upon induction.

### Additional Support Links:

Additional support links are available at local and national level. These can be found on the VLE via the following link:

<https://vle.achievement-training-and-skills.co.uk/report-safeguarding-issue/>

**NSPCC Helpline: 0808 800 5000**

**If you class any incident as an emergency call the Police either on 999 or 101 if the incident is not an emergency. If you contact the LADO or the Police, you should inform the Company DSO at the first opportunity.**

