



Training Link Apprenticeship Programme

SAFEGUARDING AND CHILD PROTECTION POLICY

This Programme is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Date approved by:

Training Link Senior Management Team (SMT): September 2020

Next review date: September 2021

Designated Safeguarding Officer (DSO): Zoe Wilkinson

Deputy Designated Safeguarding Officer (DDSO): Sandra Hupston

Programme Manager: Gary Hupston

Introduction

1. The management takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our provision to identify, assess, and support those children who are suffering harm. Training Link aims to create and maintain a safe environment for young people and similarly for students who are over eighteen, staff and visitors. Training Link is committed to working with all other agencies.
2. We recognise that all adults, including any temporary staff and apprenticeship placements, have a full and active part to play in protecting our apprentices from harm, and that the young person's welfare is our paramount concern.
3. All staff believe that Training Link should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child / young person.
4. Training Link recognises that the welfare of children and vulnerable adults is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care.

Coverage

The policy applies to all staff, agency workers, contractors and visitors associated with Training Link.

Definitions

For the purposes of the Safeguarding Policy:-

1. A 'child or young person' means any person under the age of 18 (i.e. those who have not yet reached their 18th birthday).

2. A 'vulnerable adult' means any person "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation because of mental or other disability, age or illness."
3. 'Staff' means all employees, full-time and self-employed, and all agencies, contract and staff working for Training Link.

Aims of the Safeguarding Policy

The aims of the policy are:-

1. To promote an environment that is safe, where staff and students treat each other with mutual respect and develop good relationships built on trust.
2. To raise the awareness of all staff of the need to safeguard young people and vulnerable adults and of their rights and responsibilities in identifying and reporting possible cases of abuse.
3. To provide a systematic means of supporting young people and vulnerable adults known or thought to be at risk of harm, and ensure we, Training Link, contribute to assessments of need and support packages for those students.
4. To ensure that relevant information about a young person or vulnerable adult at risk of harm is disseminated to appropriate staff within Training Link on a 'need to know' basis.
5. To emphasise the need for good levels of communication between all members of staff
6. To develop a structured procedure which will be followed by all members of the Training Link staff in cases of suspected abuse.
7. To support the development of effective working relationships with other agencies.
8. To ensure that all relevant policies and procedures within Training Link are linked to, and comply with the Safeguarding Policy and Procedures.
9. To support young people's and vulnerable adults' development in ways that will foster security, confidence and independence and to promote this through their studies.
10. To ensure that all staff, where required, have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory Disclosure & Barring Service (DBS) check and a central record is kept for audit

Prevention

We recognise that Training Link plays a significant part in the prevention of harm to our young people by providing them with good lines of communication through trusted adults, supportive friends and an ethos of protection.

Training Link will therefore:

1. Work to establish and maintain an ethos where young people feel secure and are encouraged to talk and are always listened to.
2. Include regular consultation with young people e.g. through questionnaires, feedback and during 1-2-1's with their assessors etc.
3. Ensure that all young people know there is an adult in Training Link whom they can approach if they are worried or in any difficulty.
4. Ensure that statements about or allegations of abuse or neglect made by young people must be taken seriously.
5. Training Link is further committed to applying these safeguarding principles to vulnerable adults

Safe College, Safe Staff

All members of the SMT understand and fulfil their responsibilities, namely to ensure that:

1. There is a Safeguarding and Child Protection policy together with a Staff Code of Conduct policy.
2. Training Link has procedures for dealing with allegations of abuse against staff and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
3. A member of Training Link has the Designated Safeguarding Officer (DSO) responsibility.
4. On appointment, the DSO undertakes appropriate training for Safeguarding Children.
5. All other staff engaged within the apprenticeship programme undertakes Safeguarding training as appropriate.
6. Any weaknesses in Child Protection are remedied immediately.
7. Child Protection policies and procedures are reviewed annually and that the Safeguarding policy is available on Training Link's website or by other means.
8. The DSO will take lead responsibility for child and vulnerable adult protection and receives appropriate training and support and adequate resources to carry out this role.
9. Training Link will, in addition, have a DDSO who will deputise for the DSO and will also lead on the implementation of this policy in the areas of Training Link for which they have responsibility. The DDSO will also receive the appropriate training and support and adequate resources to carry out this role.
10. All staff engaged within the apprenticeship programme are expected to contact either the DSO or, in their absence, one of the DDSOs, when necessary or to make referrals. A flow chart illustrating the referral process is available in **Appendix 3**.
11. All members of staff engaged within the apprenticeship programme are trained in, and receive regular updates in e-safety and reporting concerns.

12. All staff engaged within the apprenticeship programme have child protection awareness training, updated by the DSO as appropriate, to maintain their understanding of the signs and indicators of abuse.
13. All staff engaged within the apprenticeship programme will know how to respond to a student who discloses abuse.
14. All parents/carers are made aware of the responsibilities of staff members engaged within the apprenticeship programme with regard to child protection procedures through publication of Training Link's Safeguarding Policy on the website.
15. We will ensure that any concerns regarding Safeguarding, or allegations against staff working within, or under the capacity of Training Link are investigated in line with staff disciplinary procedures.
16. Our procedures will be regularly reviewed and updated.
17. The name of the designated members of staff for Safeguarding will be clearly advertised within Training Link.
18. All new members of staff engaged within the apprenticeship programme will be given a copy of our safeguarding policy, as part of their induction into Training Link.
19. The policy is available publicly on the Training Link website. Parents/carers are made aware of this policy and their entitlement to download a copy.

Responsibility for Child and Vulnerable Adult Protection

The Designated Safeguarding Officer and Deputy Designated Safeguarding Officers are responsible for:

1. Referring a child if there are concerns about possible abuse, to Social Services. Definitions of abuse are included in **Appendix 2**.
2. Keeping written records of concerns about a child even if there is no need to make an immediate referral.
3. Ensuring that all such records are kept confidentially and securely and are separate from general students' records / main files and are available upon request from the child's next educational provider (if appropriate).
4. Liaising with other agencies and professionals.
5. Ensuring that, where deemed appropriate, either they or the appropriate staff member attend conferences, core groups, or other multi-agency meetings, contribute to assessments and provide reports.
6. All staff engaged within the apprenticeship programme is expected to contact the DSO or one of the DDSOs for advice, when necessary, or to make referrals.
7. Advice for staff when managing a disclosure is given in **Appendix 1**.

Allegations against Staff

1. All Training Link staff should take care not to place themselves in a vulnerable position with a young person. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

For additional advice see **Appendix 4**.

2. We understand that a student may make an allegation against a member of Training Link staff, or associated work placement staff.
3. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or those being made aware of the information, will immediately inform Training Link's senior management team.
4. Training Link will follow the company procedures for managing allegations against staff.
5. A flow chart illustrating the referral process is available in **Appendix 3**.

Whistleblowing

1. The vast majority of people who work with children are well motivated and would never harm a child or young person. Unfortunately, a few do, and Training Link offers a culture that makes all staff willing and comfortable to voice their concerns.
2. We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.
3. All staff engaged within the apprenticeship programme should be aware of their duty to raise concerns, where they exist, about the management of Safeguarding and Child Protection, which may include the attitude or actions of colleagues.

Supporting Students

1. We recognise that a young person who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
2. We recognise that Training Link or associated placement may provide the only stability in the lives of young people who have been abused or who are at risk of harm.
3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Training Link will support all children by:

1. Encouraging self-esteem and self-assertiveness, through our relationships, whilst not condoning aggression or bullying.
2. Promoting a caring, safe and positive environment within Training Link and all associated placements.
3. Liaising and working together with all other support services and those agencies involved in the safeguarding of children
4. Notifying Social Services as soon as there is a significant concern.
5. Providing continuing support to a young person about whom there have been concerns, who leaves Training Link, by ensuring that appropriate information is provided, upon request to the child's new setting.

Supporting Staff

1. We recognise that staff working in Training Link who have become involved with a young person engaged within the apprenticeship programme who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
2. We will support such staff by providing an opportunity to talk through their anxieties with the DSO (or DDSO) and to seek further support as appropriate.

Staff Appointments

Training Link will ensure that all staff looking to engage within the apprenticeship programme will be checked for their suitability before taking up their appointment. All applicants will be scrutinised by:-

- Verifying identity and any academic or vocational qualifications.
- Obtaining professional and character references.
- Checking previous employment history.
- Holding face to face interviews, with questions asked about Safeguarding and intentions with regards to working with young people.
- Where appropriate, an enhanced DBS check (Disclosure and Barring Service) before the candidate takes up the post.

Anti-Bullying

Training Link acknowledges that to allow or condone bullying may lead to consideration under Child Protection/Safeguarding procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with Special Educational Needs and Disability (SEND) and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse. We keep a record of bullying incidents on our 'safeguarding log'.

Racist Incidents

Training Link acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents, on our 'safeguarding log'.

Staff Induction Training on Academy Procedures

The initial training for all looking to engage within the apprenticeship programme will ensure that all staff:-

1. Know who to contact if they have a concern that a young person or vulnerable adult is at risk of serious harm.
2. Know where to go for advice in relation to safeguarding or child/vulnerable adult protection issues or when they are uncertain about whether to refer a concern about a child or vulnerable adult.
3. Know Training Link's procedure for referrals on child and vulnerable adult protection issues.
4. Understand that they have the right to contact the appropriate agencies if they feel that concerns are not being passed on appropriately by designated Training Link staff.
5. Are aware of the requirement to keep detailed, accurate, secure written records of any referrals or concerns.
6. Are able to recognise and respond to safeguarding and welfare concerns.
7. Understand their responsibilities in being alert to the signs of abuse.
8. Know how to respond to a student who discloses abuse or is at risk of self-harm.
9. Understand that there is a need to take special care when working with young people with special needs or vulnerable adults and to be alert to signs of abuse as they may not be able to raise concerns themselves.
10. Are aware of appropriate approaches to confidentiality and disclosure of information.
11. Will receive guidance on relationships with students

Training Link will:

Provide staff with a code of conduct along with guidance on appropriate relationships with students.

Confidentiality, Reporting and Disclosure

1. We recognise that all matters relating to child protection are confidential.
2. Training Link's senior management team or DSO will disclose any information about a child to other members of staff on a need to know basis only.
3. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
4. All staff must be aware that they cannot promise a young person to keep secret information which might compromise the child's safety or wellbeing.
5. We will always undertake to share our intention to refer a child to Social Services with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.
6. The circumstances when data should or should not be shared are outlined in a flow chart in **Appendix 3**.
7. The principle of 'proportionality' applies to sharing confidential information, i.e. when disclosing information without consent the member of staff limits the extent of the disclosure to that which is absolutely necessary to protect the young person or vulnerable adult.
8. Training Link recognises that young people aged 16 or 17 will have the understanding to make decisions about their own lives and their views and wishes will be respected, unless they are deemed to be at risk of harm which is a serious threat to their personal safety or they are the victim of a crime.
9. Referrals to other agencies such as Children's Social Care should be made with the young person's agreement where practicable. However, it may not be practicable to seek their agreement where, for example, seeking permission might place them or another person at risk of serious harm or where they are not mentally competent to give their agreement. There may also be cases where the young person's agreement is sought, but they refuse to give that agreement. Disclosure of information can take place without consent in cases where this is justifiable in the overriding public interest – e.g. to protect the young person from significant harm.
10. In the context of child protection, the welfare of the young person outweighs the family's right to privacy.
11. Vulnerable adults may choose to remain at risk in dangerous situations. Professional staff may find they have no statutory powers in cases where the adult is judged to have sufficient capacity to make his or her own choices and refuses the help which staff feel is needed and where public interest considerations do not apply. In these cases, where a member of Training Link staff considers that the decisions of the vulnerable adult should be respected they must immediately seek advice from the Designated Safeguarding Officer.

Prevention of Violent Extremism – The ‘Prevent’ Agenda

1. Section 21 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies, listed in Schedule 3 to the Act, to have “*due regard to the need to prevent people from being drawn into terrorism*”. The Act states that the authorities (including Further Education institutions) subject to the provisions must have regard to this guidance when carrying out the duty.
2. Young people and vulnerable groups are particularly targeted by groups who may promote violent extremist activity.
3. Training Link staff should be aware, through training, of signs of radicalisation and have the confidence to report their concerns to the DSO or in their absence, any member of the deputy team.
4. Training Link will also promote the ethos of the ‘Prevent’ agenda by encouraging free and open debate, but challenging extreme views. It will encourage through its activities and documented policy a belief in Equality of Opportunity and Diversity.
5. Training Link will not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.
6. Training Link has a legal responsibility to forbid the promotion of extremist prejudicial political views in the teaching of any subject owned and distributed by Training Link and must take such steps as are reasonably practicable to secure that where political issues are brought to the attention of apprentices, they are offered a balanced presentation of opposing views. Promotion of any organisations linked to violent extremism is contrary to the values of Training Link and could constitute misconduct.
7. Training Link will provide appropriate support through its own staff or by referral to external agencies, for any apprentice in danger of radicalisation. The DSO will make the decision whether to involve the police or other external agencies.

Raising Awareness of Safeguarding and Protection Issues

1. All information with regard to child protection procedures will be made available through Training Link’s website in the ‘Safeguarding and Welfare’ page located within the Apprenticeship section: www.training-link.co.uk
2. All apprentices will be supported to understand safeguarding and protection issues through:-
 - A learning programme that, whilst covering the core units, will also support young people’s and vulnerable adults’ development in ways that will foster security, confidence and independence.
 - The creation of a climate in which responsible behaviour is encouraged and where students feel safe to ask for help if threatened or at risk of abuse.
 - The promotion of a healthy lifestyle that includes consideration of diet, sexual relationships, alcohol and drug abuse.
 - A list of the specific Safeguarding areas of focus, as detailed in ‘Keeping Children Safe in Education’ is available in **Appendix 5**.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our young people physically within the working environment.

Monitoring and Evaluation

1. Training Link will review its policies and procedures to ensure that they comply with the relevant legislation. The Safeguarding Policy will be reviewed annually and updated to remedy any deficiencies or weakness in regard to child and vulnerable adult protection arrangements that are identified without delay.
2. Our Safeguarding Policy and Procedures will be monitored and evaluated by:
 - Senior Management 'drop ins', discussions with apprentices and staff
 - Scrutiny of apprentice attendance data
 - Scrutiny of a range of placement risk assessments
 - Logs of bullying/racist/behaviour incidents for SMT to monitor
 - Review of parental concerns

Related Policies and Procedures

1. Health and Safety Policy
2. Training Link Prevent Strategy and Action Plan
3. e-Safety Procedures
4. Anti-Bullying Policy

Appendix 1

Managing a Disclosure

- If a student makes a disclosure, you must follow the steps outlined below:-
 - Never promise confidentiality – it is not possible to offer any guarantees to an apprentice that a disclosure of abuse will be kept confidential. Inform the apprentice that you are bound by law to report what they disclose to Training Link's designated person.
 - Listen and reassure – Listen carefully to what the apprentice is telling you. You are able to ask open questions such as 'how did that happen?' or 'what was happening at the time?'
 - Do not probe or make accusations – remember you are not there to investigate a disclosure. This could also compromise any further criminal investigation.
 - Make notes and record the disclosure – as soon as possible, record the conversation with the apprentice. Remember to use the apprentices own words as far as possible. Use the disclosure reporting/referral form (**Appendix 6**).
 - Refer the disclosure to the designated person. The designated person will then make arrangements to see the student and organise further support as necessary and notify appropriate authorities. Where contact is made with external agencies, the designated person will record this on Training Link's 'external liaison log'.

Appendix 2

Definitions of Abuse

Physical abuse

This may take many forms e.g. hitting, shaking or poisoning a young person or vulnerable adult. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a young person or vulnerable adult.

Emotional abuse

This is the persistent emotional ill treatment of a young person or vulnerable adult such as to cause severe and persistent effects on their emotional development. Some level of emotional abuse is involved in most types of ill treatment of young people or vulnerable adults, though emotional abuse may occur alone.

Sexual abuse

This involves forcing or enticing a young person or vulnerable adult to take part in sexual activities. This may include non-contact activities such as looking at or producing pornographic materials, watching sexual activities or encouraging young people or vulnerable adults to behave in sexually inappropriate ways.

Neglect

This involves the persistent failure to meet a young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health and development. This may involve failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

The Context of Abuse

Family Circumstances: Domestic Violence

Where there is domestic violence the implications for the vulnerable adult or young person engaged within an apprenticeship, and for younger children in the household must be considered. Young people from families with a history of domestic violence often have behavioural difficulties, absenteeism, ill health, bullying, and drug and alcohol misuse.

Drug/alcohol abusing parents

There is an increased risk of violence in families where this occurs. A young person within an apprenticeship programme may have to take on responsibilities for younger children in the family.

Forced Marriages

Forced marriage is an entirely separate issue from arranged marriage. Forced marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young people at risk of a forced marriage may also be experiencing physical and/or emotional abuse at home.

Mental Health Issues

Self-harm, suicide threats and gestures by a young person or vulnerable adult must always be taken seriously and may be indicative of a serious mental or emotional disturbance. The possibility that self-harm, including a serious eating disorder has been caused or triggered by any form of abuse or chronic neglect should not be overlooked.

Abuse by peer group: bullying, racism and abuse

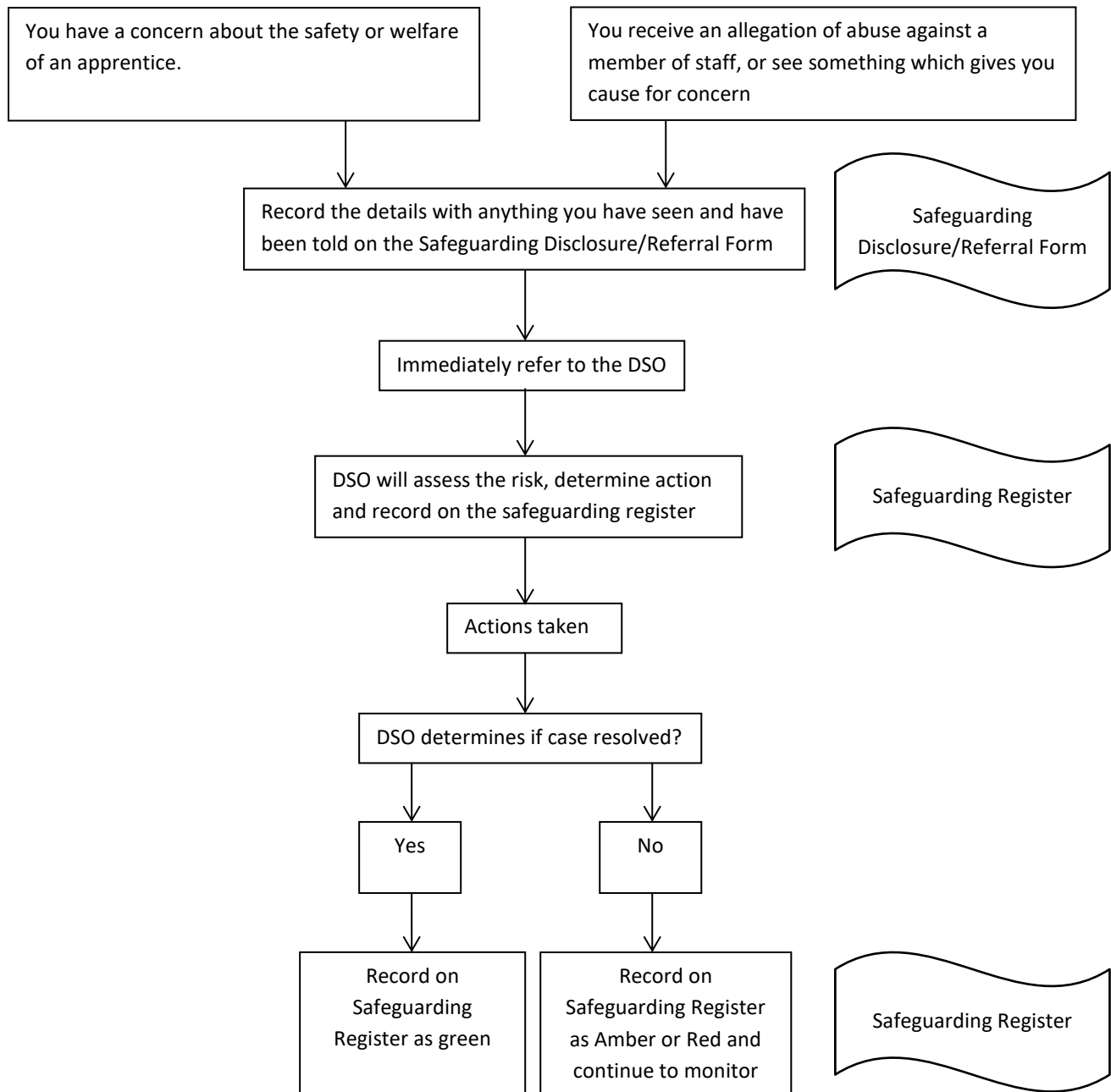
Bullying is a common form of deliberately hurtful behaviour, which is usually repeated over a period of time, when it is difficult for the victims to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting); verbal (e.g. threats); and emotional (e.g. isolating the individual).

It may involve physical, sexual or emotional abuse including homophobic, sexual, racial or religious harassment, or behaviour which is offensive to those with learning or physical disabilities.

Severe harm may be caused to young people and vulnerable adults by the abusive and bullying behaviour of their peers. The damage inflicted by bullying is often underestimated and can cause considerable distress. In extreme cases it can cause significant harm, including self-harm.

Appendix 3 Referral and Information Sharing Flow Charts

Child Protection and Protection of Vulnerable Adults Referrals Flow Chart



Appendix 4

Guidance on Relationships with Students

The vast majority of staff who work with young people and vulnerable adults in educational settings act professionally and seek to provide a safe and supportive environment for students. It is recognised that achieving this aim is not always straightforward. Much relies on student and staff interactions where tensions and misunderstandings may occur. It is here that staff behaviours can give rise to allegations being made against them. Allegations may be genuine, malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned.

This guidance should not be interpreted to mean that, in order to avoid misplaced allegations, all forms of physical or close contact with students should be avoided. There will be occasions where physical contact is appropriate, e.g. in situations where a degree of physical intervention is required. The guidance is concerned with avoiding sexual activity in a relationship of trust and other contact which may be inappropriate.

Relationships of Trust

A relationship of trust exists where a member of staff is in a position of power or influence over a student by virtue of the work or nature of the activity being undertaken. Those in a position of trust must carry the responsibility of ensuring that they do not abuse their position or put themselves in a position where allegations of abuse of trust, whether justified or unfounded, could be made.

It is important to recognise that a variety of circumstances can arise, including a sexual relationship at one end of the scale, through close friendships, to, at the other end of the scale, an innocent situation which has been entirely misconstrued. Staff should take steps to minimise the risk of circumstances being misconstrued or misunderstood and relationships with language and conduct which could give rise to comment and speculation.

All staff should clearly understand the need to maintain appropriate boundaries in their dealings with students. Intimate or sexual relationships between staff and students will be regarded as a grave breach of trust. Where a relationship of trust exists, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship will be intrinsically unequal within a relationship of trust and is therefore unacceptable. Abuse of trust involving sexual activity with a young person under 18 or a vulnerable adult who is working through an apprenticeship at Training Link may be a criminal offence under the Sexual Offences Act 2003. It is also inappropriate since the professional relationship of trust would be altered.

From time to time staff may encounter apprentices who display attention-seeking behaviour, profess to be attracted to them or begin to develop a relationship of emotional dependency. Particular care should be exercised if the apprentice is vulnerable. Staff should aim to deal with those situations sensitively and appropriately, but ensure that their behaviour cannot be misinterpreted. The member of staff should inform Training Link Management if they have any concerns or if there is a concern that a young person is becoming attracted to him or her, or that there is a developing attachment or dependency. If a member of staff is concerned that s/he might be developing a relationship with a young person which could have the potential to represent an abuse of trust, the first advice must be to ensure that the relationship does not develop further. Arrangements should be made by Training Link to minimise direct contact between the student and member of staff, and to prevent all contact if possible. Where contact must take place, another member of staff or member of the apprenticeship placement should be present at all times.

Staff should be aware that private meetings with individual students might give rise to concern. There will be occasions when a confidential interview or a one-to-one meeting is necessary. Such interviews should be conducted in a room with visual access or an area which is likely to be frequented by other people. If possible, another apprentice should be present or nearby. Where such conditions cannot apply, staff should ensure that another adult knows that the interview is taking place.

Apprentices should not be asked or encouraged to visit the home of a member of staff or socialise informally outside of their studies. These contacts or visits can place staff in a vulnerable position and can in some case lead to allegations being made against staff. Private or additional tuition for apprentices should be conducted purely on the apprentices' undertaking and always in the presence of a parent or responsible adult. Meetings away from Training Link premises or off-site from work placement should only be conducted if previously arranged with the specified approval of Training Link Management. Staff should adhere to the guidance regarding outside commitments in the Code of Conduct for Employees.

The following are examples of actions, although not overtly abusive, that could be interpreted as a member of staff 'grooming' a student, or allowing a dependent relationship to begin or continue:-

- Inviting apprentices to their home.
- Visit apprentices at their home.
- Giving apprentices gifts.
- Offering apprentices lifts outside normal duties.
- Singling individual apprentices out for special attention.
- Seeing apprentices socially.

Staff should not give apprentices their personal mobile or home telephone number, personal email address or access to their own personal social media accounts (not adding students as friends on Facebook, for example).

The frequency, nature and degree of such behaviour may justify the need for further investigation.

Physical Contact

Physical contact may be misconstrued by an apprentice, parent or observer. Touching apprentices, including well-intentioned gestures such as putting a hand on a shoulder, can, if repeated regularly, lead to serious questions being raised, particularly if this occurs when a member of staff is alone with an apprentice. As a general principle, staff must not make gratuitous physical contact with any apprentices. Staff do, however, have the right to use reasonable physical intervention to restrain apprentices in certain circumstances.

Staff should comply with the expected standards of professionalism as detailed in the Staff Code of Conduct.

Appendix 5

Specific Safeguarding Focus Area (Keeping Children Safe in Education)

The newly published guidance from the DfE 'Keeping children safe in education' replaces the previous guidance 'Safeguarding Children and Safer Recruitment in Education'. In essence, there are no significant changes in the new guidance. There remains a statutory responsibility to keep children safe and to refer concerns to the appropriate authorities. Staff need to be 'regularly updated' about Training Link's procedures as well as when they begin their apprenticeship. Staff wishing to engage with the apprenticeship programme must be vetted on recruitment. There must be a designated safeguarding lead. The four categories of abuse remain unchanged: physical abuse, emotional abuse, sexual abuse and neglect.

The only clear change from previous guidance is the emphasis placed on 'specific safeguarding issues':

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- radicalisation
- sexting
- teenage relationship abuse
- trafficking

Further guidance on each of these is available on the DfE website and other sources of information are suggested

Appendix 6 SAFEGUARDING DISCLOSURE/REFERRAL FORM

Name of Student: _____

Gender: M F

Address: _____

D.O.B. _____

Type of disclosure: Self / Third party / Observation

Details of disclosure/Nature of concern:

Details of any action taken (including any advice given):

Any additional points of relevance:

Member of staff recording this incident: _____

Date: _____

Notes:

*Differentiate clearly between fact, opinion, interpretation and stick to the facts as you understand them wherever possible! if you have used quotes please ensure that they are accurate make a note of any open questions asked or minimal prompts used Any notes made 'at the time' should be attached to this pro-forma; these may be required as evidence if the matter goes to court *It is not advisable to try and complete this record at the time! The important thing is to listen actively and carefully and reassure the child or vulnerable adult!*

- WHO is said to be involved,
- WHAT is said to have happened / be happening?
- WHERE is this said to have happened / be happening?
- WHEN is this said to have happened / be happening i.e. duration, most recent occasion etc?
- WHO else may have witnessed what happened?
- HOW and where is the student now?

Please pass and discuss the completed form with the DSO as soon as possible.