



## **Apprenticeships**

## **Safeguarding Policy**



# Safeguarding Policy

## Contents:

1. Introduction .....	3
2. Safeguarding Commitment.....	4
3. Roles and Responsibilities.....	5
4. Policy monitoring.....	6
5. Support - General .....	6
6. Support - For employees .....	7
7. Recruitment and selection of employees .....	7
8. Equality Impact Assessment .....	7
9. Review of Policy.....	8
Appendix 1 - Key Contacts .....	9
Appendix 2 – Safeguarding Definitions.....	10

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

## 1. Introduction

- 1.1 The aim of the Safeguarding Policy for Ashorne Hill reflects the importance of our responsibility to safeguard and promote the welfare of all our apprentices and staff by protecting them from physical, sexual or emotional abuse, neglect and bullying. We are committed to providing a caring, friendly and safe environment and culture for all our apprentices, so that they can learn in a relaxed and secure atmosphere. We believe every apprentice should be able to participate in all learning and social activities in an enjoyable and safe environment and be protected from harm. Our staff and participants' welfare are of paramount importance.
- 1.2 Whilst we do not currently employ or train anyone under the age of 18 years, this Policy is consistent with the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the Statutory guidance "*Keeping children safe in education – Statutory guidance for schools and Organisations*", September 2018 and "*Working Together to Safeguard Children*", 2018.
- 1.3 The main aims of this policy are to ensure that staff are fully engaged in being vigilant about raising awareness; that they overcome professional disbelief that such issues will not happen at Ashorne Hill and ensure that we work alongside other professional bodies and agencies to ensure that our apprentices and staff are safe from harm.
- 1.4 The main elements of a Safeguarding Policy include:
- i. **Prevention** (e.g. positive atmosphere, teaching and pastoral support to participants, safer recruitment procedures);
  - ii. **Protection** (by following agreed procedures, ensuring our employees are trained and supported to respond appropriately and sensitively to safeguarding concerns);
  - iii. **Support** (to participants and our employees *and to children and young people who may have been abused, where applicable*);
  - iv. **Working with parents/carers** (*where applicable - to ensure appropriate communications and actions are undertaken*).
- 1.5 This Policy applies to all employees, partners of and visitors to the organisation. We recognise that safeguarding is the responsibility of all employees. We will ensure that all relevant parties and working partners are aware of our safeguarding policies and procedures by incorporating it into organisational information, displaying such throughout the organisation, placing it on the Ashorne Hill website and by raising awareness at meetings and events as, when and where appropriate.

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

- 1.6 **Wider organisation activities:** where Ashorne Hill provides Apprenticeship services, events or activities directly under the supervision or management of our employees, the organisation's arrangements for safeguarding and child protection will apply. Where any Apprenticeship services or activities are provided separately by another organisation (for example, by sub - contractors) Ashorne Hill will seek assurance in writing that appropriate policies and procedures in place to safeguard and protect children and vulnerable adults and that there are arrangements to liaise with the Organisation on these matters where appropriate.

## 2. Safeguarding Commitment

- 2.1 The Organisation adopts an open and accepting attitude towards safeguarding as part of its responsibility for the welfare and pastoral care of its participants. Employees encourage participants to feel free to talk about any concerns and to see Ashorne Hill as a safe place when there are difficulties. Participants' worries and fears will be taken seriously and they will be encouraged to seek help from appropriate members of the Apprenticeship team.

- 2.2 Ashorne Hill will therefore:

- i. Establish and maintain an ethos where participants feel secure and are encouraged to talk, and are listened to;
- ii. Ensure that they know that there are people in the organisation whom they can approach if they are worried or are in difficulty;
- iii. Include in the programme and beyond, activities and opportunities which equip participants with the skills they need to stay safe from abuse (including online), and to know to whom they can turn to for help;
- iv. Ensure every effort is made to establish effective working relationships with internal and external networks, partnerships and agencies;
- v. Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new employees and volunteers, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed) and references.

- 2.3 **Safeguarding in the learning programme:** participants are informed and updated about safeguarding through a range of means, a number of which are addressed at participant interventions and reviews, tutorials and in the wider curriculum (*see Appendix 2 for definitions*):

- i. Bullying / cyberbullying
- ii. Drugs, alcohol and substance abuse
- iii. Online safety
- iv. Health and Safety
- v. Domestic violence / abuse – *including sexual violence and harassment*

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

- vi. 'so-called' honour-based violence issues (**HBV**) e.g. forced marriage, female genital mutilation (**FGM**)
- vii. Sexual exploitation of children (**CSE**), *including online activity*
- viii. County Lines activity
- ix. Preventing extremism and radicalisation – *see Prevent Policy for further information.*

## 3. Roles and Responsibilities

3.1 **General:** It is the responsibility of all employees to comply with the requirements of this policy. Policy and practice is overseen by the Designated Safeguarding Lead (DSL). All employees with specific safeguarding roles and responsibilities (“key contacts”) are identified in Appendix 1.

3.2 **Governing Body:** The Governing Body will ensure that:

- i. The organisation has a safeguarding policy, procedures and training in place which are effective and comply with the law at all times;
- ii. The policy is made available publicly;
- iii. The organisation operates safer recruitment practices, including appropriate use of references and checks on new employees and volunteers;
- iv. Any HR employees involved in the recruitment process have undertaken ‘Safer Recruitment Training’;
- v. There are procedures for dealing with allegations of abuse against members of employees and volunteers;
- vi. There is a sufficiently senior member of the Ashorne Hill Apprenticeship team who is designated to take lead responsibility for dealing with safeguarding matters (“Designated Safeguarding Lead”) and that there is always cover for this role with appropriate arrangements made to communicate such cover;
- vii. The Designated Safeguarding Lead (DSL) undertakes effective Local Authority/Safeguarding training and that this is refreshed every two years;
- viii. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.;
- ix. Effective policies and procedures are in place and updated annually;
- x. There is an individual member of the Governing Body who will act as advocate and champion for safeguarding issues, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Body;
- xi. Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Boards.

3.3 **Safeguarding Champion:** the safeguarding champion will, as a member of the Governing Body ensure that:

- i. The policies and procedures adopted by the Governing Body are effectively implemented and followed by all employees;
- ii. Sufficient resources and time are allocated to enable the Safeguarding Lead and

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

other employees to discharge their responsibilities, including taking part in strategy discussions and other inter- agency meetings;

iii. Allegations of abuse or concerns that an employee or adult working at the organisation may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer.

iv. All employees and volunteers feel able to raise concerns about poor or unsafe practice in regard to safeguarding and that such concerns are addressed sensitively and effectively in a timely manner.

v. All employees are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to appropriate agency (e.g. the Police).

3.4 **Designated Safeguarding Lead:** the responsibilities of the Designated Safeguarding Lead include, but are not limited to:

i. Provision of information to the local safeguarding boards/Local Authority on safeguarding;

ii. Liaison with the Governing Body and the Local Authority regarding any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay;

iii. Act as a source of support, advice and expertise within the organisation;

iv. To attend and contribute to child protection and safeguarding conferences when required;

v. Ensure all employees have access to and understand Ashorne Hill's safeguarding policies and procedures;

vi. Ensure all employees have safeguarding training at induction and beyond;

vii. Keep detailed, accurate and secure written records of concerns and referrals;

viii. Obtain access to resources and effective training for all employees and attend formal refresher training courses every two years;

ix. Keep up to date with new developments in safeguarding by regularly (and at least quarterly) accessing briefings, conferences, networking events and journals.

## 4. Policy monitoring

4.1 The effectiveness of this policy will be assured through;

i. Annual review of the Safeguarding Policy by the Governing Body and DSL;

ii. The DSL and Safeguarding Champion informing the Governing Body annually as to how employees have complied with the policy.

## 5. Support – General

5.1 Ashorne Hill will seek to provide participants and employees who require it

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

with the necessary support, guidance and assistance to deal with any safeguarding issues or concerns.

- 5.2 Complaints or concerns raised will be taken seriously and followed up in accordance with the Organisation's policies and procedures.
- 5.3 The DSL will take primary responsibility for facilitating any support required and for managing any concerns or issues raised.

## 6. Support - For employees

- 6.1 As part of their safeguarding responsibilities and duties, employees may hear information that may be distressing. Where a member of employee is distressed as a result of dealing with a safeguarding matter, they should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

## 7. Recruitment and selection of employees

- 7.1 Ashorne Hill has an open and transparent safeguarding ethos, regularly promoting and addressing safeguarding responsibilities during employee's meetings and through regular communications and updates.
- 7.2 In recognition of this diligent safeguarding culture, recruitment practice is aligned to and shaped by the organisation's Safer Recruitment Policy.
- 7.3 The organisation maintains a single central record (SCR) of all employees who work for Ashorne Hill (managed by HR Officer). The record is able to evidence that the following checks have been carried out or certificates obtained and the date on which each check was completed/certificate obtained:
  - i. An identity check;
  - ii. A barred list check;
  - iii. An enhanced DBS check/certificate;
  - iv. Further checks in people who have lived or worked outside the UK;
  - v. A check to establish the person's right to work in the United Kingdom.

## 8. Equality Impact Assessment

- 8.1 Equality Impact Assessment is the process by which consideration is given to all aspects of the businesses work and services, to assess the degree by which Ashorne

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

Hill is actively promoting equality and ensuring any potentially discriminatory practices are identified and removed.

- 8.2 This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

## 9. Review of Policy

- 9.1 The above policy will be reviewed by the policy owner and relevant parties after a period of 1 year or earlier as required.

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

## Appendix 1 - Key Contacts

### Named Employees and Contacts:

- Designated Safeguarding Lead: Safeguarding & Administration Co-ordinator – **Nicola Hall**
- Deputy Designated Safeguarding Lead/s: Learning Delivery Co-ordinator / HR Officer – **Nicola Hall / Sue James**
- Prevent Single Point of Contact (SPOC): Safeguarding & Administration Co-ordinator – **Nicola Hall**
- Nominated Safeguarding Governor/Champion: Finance Manager – **Chris Hodgson**

The Designated Safeguarding Lead (**DSL**) or their Deputy will normally be responsible for contacting the Local Authority or external agencies in the event of a serious safeguarding risk.

The Prevent Single Point of Contact (**SPOC**) will normally be responsible for contacting the Local Authority or external agencies in the event of a serious safeguarding risk relating to Prevent.

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

## Appendix 2 – Safeguarding Definitions:

**Bullying / Cyberbullying** - **Bullying** is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home, in the workplace or online. It's usually repeated over a long period of time and can hurt an individual both physically and emotionally. **Cyberbullying** is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the individual wherever they go, via social networks, gaming and mobile phone.

**Drugs, alcohol and substance abuse** - Anyone who misuses drugs or alcohol can be considered to be in vulnerable circumstances. These circumstances can hinder recovery and increase inequality. Anyone may be vulnerable at some point in their lives. When people misuse drugs and alcohol they may attribute their problems solely to their substance misuse. Substance misuse is often associated with other significant risk factors, including violence, domestic abuse, and mental health issues.

**Online safety - Internet Safety, or Online Safety**, is the knowledge of maximizing the user's personal **safety** and security risks on private information and property associated with using the **internet**, and the self-protection from computer crime in general. Talk to someone about online safety - Whether you want to set up parental controls, adjust privacy settings or get advice on social networks, experts from the free O2 & NSPCC helpline are available to help - **0808 800 5002**

**Health and Safety - Safeguarding** vulnerable adults means **protecting** their right to live in **safety** and free from abuse and neglect. This is in addition to company Health & Safety policies and procedures that include ALL staff

**Domestic violence / abuse – including sexual violence and harassment** - The Home Office (March 2013) defines domestic abuse as: 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional'

'**Controlling** behaviour' is a range of acts designed to make a person subordinate and/ or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

'**Coercive** behaviour' is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This definition includes so-called 'honour' based violence, female genital mutilation (FGM) and forced marriage. It is made clear that victims are not confined to one gender or ethnic group

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020

# Safeguarding Policy

**‘so-called’ honour-based violence issues (HBV)** – Honour based violence is the term used to describe incidents of violence, including murder (“honour killings”), that have been committed in the belief that those actions will protect or defend the honour of the family and / or community. The victims of such off incidents are predominantly woman, perceived to have behaved immorally and deemed to have breached the honour code of a family and / or community, causing shame.

**Forced Marriage** - A **forced marriage** is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the **marriage** as they are pressurised, or abuse is used, to **force** them to do so.

**Female Genital Mutilation (FGM)** - FGM is not an issue that can be decided on by personal preference – it is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. In England, Wales and Northern Ireland, FGM is illegal under the Female Genital Mutilation Act 2003 (this offence captures mutilation of a female’s labia majora, labia minora or clitoris), and in Scotland it is illegal under the Prohibition of Female Genital Mutilation (Scotland) Act 2005.

**Sexual exploitation of children (CSE), including online activity** - Child sexual exploitation (CSE) 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.

**County Lines activity** - County lines is the organised criminal distribution of drugs from the big cities into smaller towns and rural areas using children and vulnerable people. Although cannabis is occasionally linked to the county lines organisations, it is harder drugs that provide the focus: heroin, cocaine, and amphetamines.

The main county line gangs operate from London and Liverpool, but other groups work out of Reading, Birmingham, and Manchester. Young people, typically 15 and 16, but sometimes younger, travel by coach, train, and taxi into rural or coastal area, with only a ‘burner’, or disposable phone, often stolen, and a stash of drugs. For the gang’s security each runner only knows one other phone number along the delivery chain.

The drug runner needs a place to stay and to do this the gang will take over the home of a vulnerable person, often after following them home. This is known as “cuckooing”. Once in the property, drugs and weapons can be stored there along with a possible venue for dealing drugs and the sexual exploitation of girls and young women.

**Preventing extremism and radicalisation** - **Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. **Radicalisation** is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. *Refer to our Prevent Policy for further information.*

Owner	Review Date	Next Review Date
Designated Safeguarding Lead	July 2019	July 2020