

# appris Safeguarding Policy

## Children, Young People and Vulnerable Adults

### Purpose

The purpose of this policy is to take reasonable steps to promote and safeguard the welfare of any child, young person or vulnerable adult engaged in learning on any Appris program / activity.

### Policy

Appris is committed to discharging its statutory and moral duty to support all learners. We are also committed to discharging any additional duties to promote and safeguard the welfare of all learners engaged in our activities.

### Principles of safeguarding

**Promote** – to actively promote the welfare of all learners and to take the necessary action to support Learners and staff to keep them safe whilst attending Appris, but also at home. This support will be promoted through notices around the Centre, Induction, Centre staff to ensure that all learners understand they are not alone and have a place to turn to when necessary.

**Prevent** – To provide a safe environment for all learners, visitors and staff.

**Protect** – To identify, support and report any learner who is suffering, or likely to suffer, significant harm, by neglect, physical injury, sexual abuse or emotional abuse, bullying, harassment or coercion in any form.

### What is safeguarding?

To take all reasonable measures to ensure that risks of harm to children and young people's welfare are minimised.

#### What is abuse?

- Physical
- Emotional
- Sexual
- Neglect
- Cyber
- Bullying – physical, psychological, homophobic, transphobic, racism, sexism.
- Radicalisation
- Modern slavery
- Discriminatory abuse
- Financial abuse
- Domestic abuse
- Female genital mutilation (FGM)
- Child exploitation

Abusers can be.....family, friends, strangers, Tutors/Advisor, from institutional or community setting.....anyone!

### What is a disclosure?

To disclose - in the context of Child Protection, the term means to reveal or divulge information about having or being in danger of suffering from abuse or neglect. A disclosure may be made by the individual who is suffering from abuse or it may come from another party who the individual has trusted in.

Issue 7	1/8/19	Issued & Approved by JI
TO BE RETAINED AS A QUALITY RECORD		

# appris Safeguarding Policy

## Signs and symptoms of abuse

- High absenteeism and or lateness
- Having older boyfriends and girlfriends
- Regularly missing lessons or not wanting to take part
- Appearing with unexplained gifts/new possessions
- Associating with other young people involved in exploitation
- Suffering from sexually transmitted infections and diseases
- Mood swings or changes in emotional wellbeing
- Displaying inappropriate sexualised behaviour
- Drug and alcohol misuse
- Low attainment – lack of concentration
- Lack of confidence
- Low self esteem
- Strong feelings of inadequacy
- Inability to trust
- Problematic relationships with peers
- Low or over emotional control
- Panic attacks
- Depression
- Suicide attempts
- Self-harm
- Security seeking
- Physical harm
- Physical injuries which are unexplained or regular

This is not a definitive list, the signs and symptoms may present themselves in many ways

## Implementation

This policy aims to address any situation where concerns arise regarding the safeguarding of children, young people under the age of 18 years and vulnerable adults (hereafter referred to as ‘young people and vulnerable adults’).

To achieve our commitment Appris will:

- Have **designated safeguarding officers (DSO), Geraldine Wilson-Foat and Kenny Stoddart**. They can call on support from in-house HR Professionals and external Legal Specialists. The designated safeguarding officers will undertake the necessary training and any refresher training required to keep their knowledge and skills up to date.
- Engage with local specialist agencies / services e.g. Education Bradford, Child Protection Unit and Services to Children and Young People.
- Have representation at Board level of a designated safeguarding officer.
- Provide appropriate awareness guidance to all members of staff to ensure that they know and understand the issue of safeguarding and procedures to be followed.
- Ensure that there are sound arrangements for appropriate checks on staff.
- Ensure that appropriate action is taken to exclude, refuse admission or employment to any individual who may pose a threat to Appris learners or other people that Appris come into regular contact with as a part of our business operations.
- Ensure that Appris systems and programme delivery provide the necessary protection for learners that do not compromise their health, safety and welfare.
- Refer to Services for Children and Young People or other appropriate agencies any learner that comes to our attention as being at risk of being abused.
- Regard inappropriate relationships (whether physical or emotional) as an abuse of trust between staff and learners and will be treated as totally unacceptable, a breach of trust and contract of employment.

Issue 7	1/8/19	Issued & Approved by JI
TO BE RETAINED AS A QUALITY RECORD		

# appris Safeguarding Policy

- Ensure that learners have the right of access to trained designated safeguarding officers that will respect; and will not judge, intervene or act, except in necessary circumstances, without the person's agreement.
- Ensure the learner is offered all possible support.
- Recognise Appris' duty of care and that the learner's welfare must be paramount. Hence, in extreme circumstances, it may be necessary to breach a person's confidentiality to protect them from harm. Learners must be informed of this position.
- Ensure that in situations where abuse of a learner is alleged or suspected Appris will take account of advice from specialist agencies on circumstances warranting a breach of confidentiality.
- Recognise the particular challenges faced by learners with learning or communication difficulties by ensuring they are appropriately supported.

## Roles and responsibilities

For safeguarding matters our duty is to ensure that all relevant facts, information and our knowledge is passed over to the relevant authorities. That the Designated Safeguarding Officers contact them as soon as we are aware of a situation. It is not our duty to investigate. The relevant authorities take the responsibility for the matter. We are not experts on abuse, neglect etc. ....they are.

## Staff roles and responsibilities

- Be vigilant
- Don't ignore things
- Take information you are told seriously
- Remain calm and neutral if you are disclosed any information
- Tell the individual that you will not be able to keep total confidentiality and you will need to speak to the designated safeguarding officer
- Do not make contact with the learners parents or guardians without consultation with the Designated Safeguarding Officer
- Speak to Designated Safeguarding Officers as soon as possible – who will then take responsibility to pass over the information to the relevant parties
- Make careful records of exactly what has been said, remain objective in your note taking – you may not do this whilst the individual is disclosing to you but you should do it as soon after the disclosure as possible to maintain the accuracy. The safeguarding record form can be found on the quality drive, controlled documents
- Don't get too involved – once this is passed over to the Designated Safeguarding Officer or any authorities your role is to carry on supporting the individual in your normal capacity

It is important to understand that to be disclosed to will have been a very big step for the individual concerned and the following points should assist you to understand how you should handle/ behave in such a situation:

- Always listen to and support the child or young person and thank them for helping you to understand
- Don't make promises you can't keep
- Reassure the child or young person it is right to tell and they have been brave and made the right choice
- Don't be afraid of saying the "wrong" thing
- Maintain a calm appearance
- Give the child or young person your full attention
- Let the child or young person take his or her time
- Let the child or young person use his or her own words
- Accept the child or young person will disclose only what is comfortable and recognise the bravery/strength of the child for talking about something that is difficult
- Keep your body language in check
- Tell the child or young person what you plan to do next – be open and honest

Issue 7	1/8/19	Issued & Approved by JI
TO BE RETAINED AS A QUALITY RECORD		

# appris Safeguarding Policy

- Do not confront the perpetrator
- Consult the Designated Safeguarding Officer as a matter of priority

## Designated Safeguarding Officers roles and responsibilities

- Speak to the member of staff who has raised the disclosure or concerns as a matter of priority
- Make timely notes to capture all conversations on the Safeguarding record
- Speak to the individual or individuals involved in the disclosure as a matter of priority
- Be honest and open with the individual and listen and support. Inform them that you will be making notes and what actions that you intend to take and manage concerns from the individual.
- Contact the relevant authorities - telephone numbers and local authority contacts are detailed on the safeguarding record which can be found in the quality drive under controlled documents
- Communicate openly with the individual re the disclosure and keep them informed of the steps you have taken to maintain that open and honest dialogue and avoid them becoming untrusting and closing down
- Continue necessary support required
- Provide necessary training to staff
- Maintain records and ensure that these are kept securely

## Allegations made against Appris Staff

Any allegations made against Appris Staff will be dealt with appropriately and may include one or more of the following:

- Suspension of member of staff
- Internal investigation
- A police investigation
- Contact LADO (Local Authority Designated Officer) for advice and guidance or further action
- Consideration re company disciplinary action

## False allegations:

The Designated Safeguarding Officer would consider referring to Children's safeguarding care to determine whether the child or young person concerned is in need of services or may be being abused by someone else.....**it may be this allegation was testing the water to see what happens as this is sometimes the case.**

## Additional procedures in relation to Prevent Duty

The Counter-Terrorism and Security Bill, seeks to place a duty on specified authorities to 'have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism'. Preventing people becoming terrorists or supporting terrorism also requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. Appris are identified as a specified authority as they are in the Further Education sector.

The prevent strategy:-

- Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with

Appris is committed to supporting vulnerable learners and staff in order to prevent radicalisation. We ensure that all learners, staff and necessary associates undertake any relevant prevent training. We implement a stringent e-policy and the internet usage is monitored regularly.

Staff who have any concerns about Learners or Staff should follow the safeguarding policy and report these concerns to the Designated Safeguarding Officer, a Trustee or Director.

Issue 7	1/8/19	Issued & Approved by JI
TO BE RETAINED AS A QUALITY RECORD		

# appris Safeguarding Policy

Should serious e-safety incidents take place, the following persons / external agencies should be informed:

- Trustees & Director
- Designated Safeguarding Officers
- Police (if applicable)
- Local Authority Safeguarding Officers

## Promote

Appris will actively promote wellbeing with learners and staff and have a welfare officer to support any learners who wish to discuss any areas of their wellbeing or issues they may be experiencing in a non-judgemental way. These discussions can be arranged via a member of staff or the learner may approach the welfare officer directly. Details of this are displayed around the Centre, covered in Induction and promoted by members of staff.

Welfare initiatives are part of the learning journey of the Learners who will be required to attend such sessions which include and any other initiatives that Appris feel would benefit learners and staff.

- Drug and alcohol awareness
- Mental health awareness
- Prevent
- Staying safe on-line

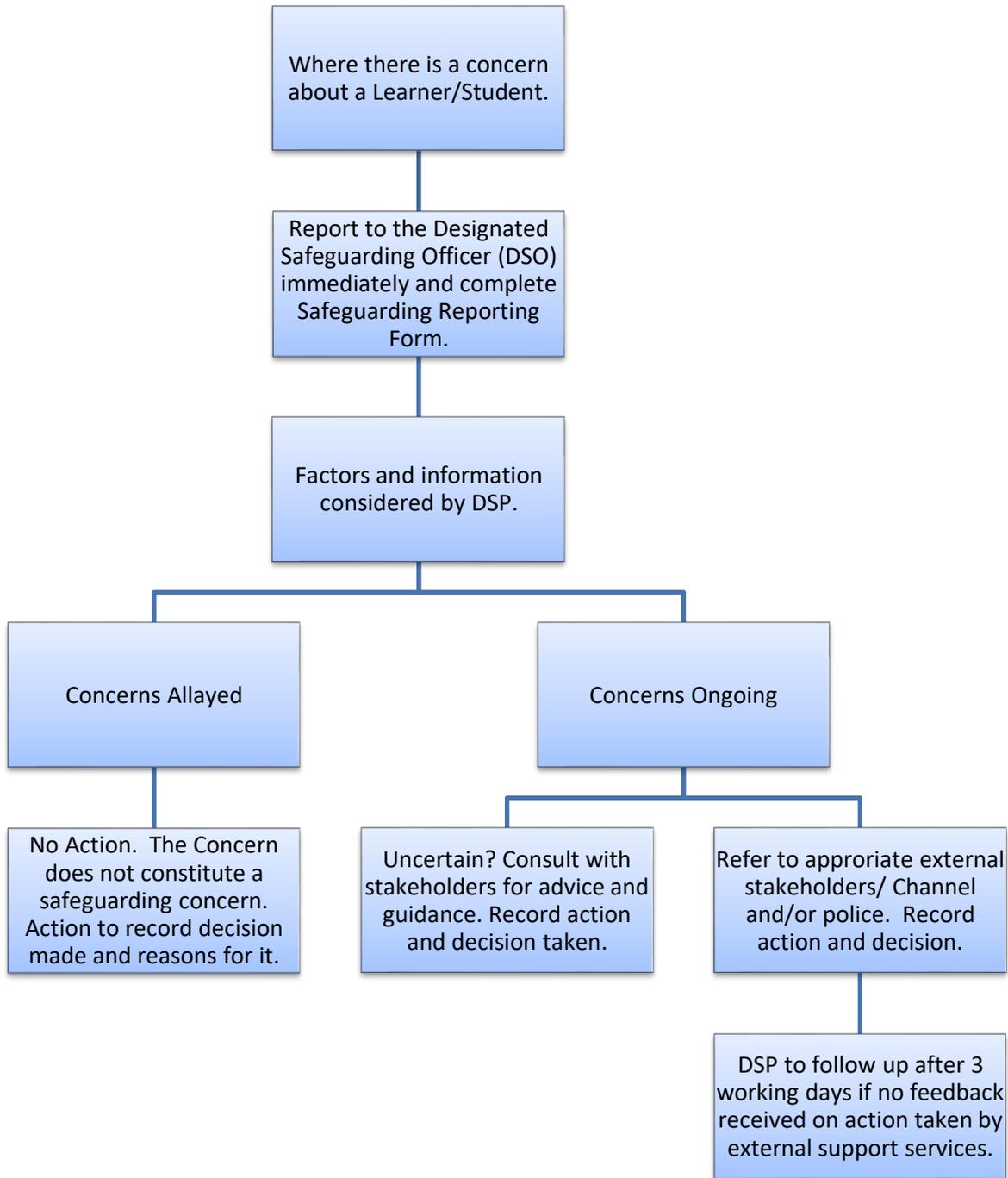
## Safe recruitment and selection of staff and ongoing staff checks

Appris will recruit new members of staff in a safe and vigilant way to ensure the protection of any children or young adults. The necessary DBS (Disclosure and Barring Service) checks will be made on all new staff in line with current legislation and staff employed within the Centre whose role is deemed as a role necessary to undergo DBS checks will be re-checked in line with current legislation and best practice.

A register of these checks and dates of the checks will be maintained by the administration team. Any areas of concern will be immediately investigated and the member of staff may be suspended from work. All offers of employment for staff deemed necessary to be DBS checked will be subject to a DBS check being satisfactory and also subject to references from previous employers.

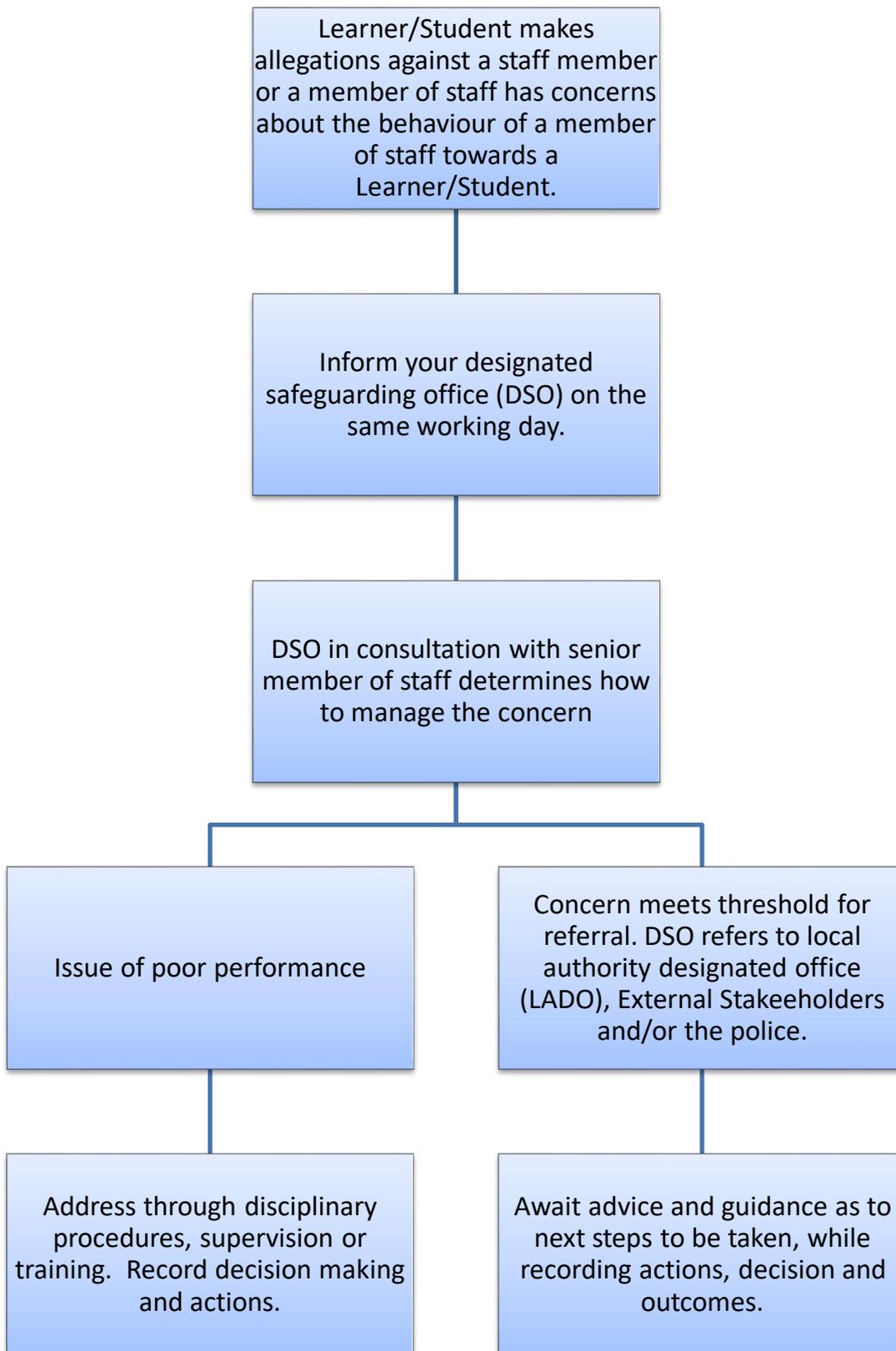
Issue 7	1/8/19	Issued & Approved by JI
TO BE RETAINED AS A QUALITY RECORD		

**Flowchart for reporting concerns about a Learner/Student:**



# appris Safeguarding Policy

Flowchart for reporting concerns about a member of staff:



Issue 7	1/8/19	Issued & Approved by JI
TO BE RETAINED AS A QUALITY RECORD		

# appris Safeguarding Policy

## Review

This policy will be reviewed annually and / or in response to legislative change or significant events. Subsequent reporting will be made in a manner which respects and maintains the confidentiality of all Appris Learners. Policy review will include liaison with specialist agencies, as appropriate, where the advice and support is recognised as important in the effective development and implementation of the policy.

Reference to supporting documents:

Safeguarding Record

E-Safety Policy

Bullying & Harassment Policy

Equality & Diversity Policy

Issue 7	1/8/19	Issued & Approved by JI
TO BE RETAINED AS A QUALITY RECORD		