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Policy Statement and Principles

Policy Statement

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 programme / 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.

The policy reflects the most up to date statutory guidance for schools and colleges (Keeping Children Safe in Education, September 2020).

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!

Children Who May Be Particularly Vulnerable

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

To ensure that all of our learners receive equal protection, we will give special consideration to children and young adults who are:

- disabled or have special educational needs.
- Young Carers.
- children who need a Social Worker.
- LGBT+ (lesbian gay bisexual transgender).
- do not have English as a first language.
- affected by domestic abuse.
- affected by substance misuse/drug use.
- affected by mental health issues including self-harm and eating disorders.
- at risk of gang and youth violence.
- living away from home.
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc.
- living in chaotic and unsupportive home situations.
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality.
- vulnerable to extremism or radicalisation.
- vulnerable to faith abuse.

This list provides examples of additional vulnerable groups and is not exhaustive.

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.

Signs and symptoms of abuse

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| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 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, currently **Gemma Taylor**.
- 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.
- 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
- 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.**

Good Practice Guidelines and Staff Code of Conduct

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- Treating all learners with respect.
- Being alert to changes in learners’ behaviour and to signs of abuse and neglect

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- Recognising that challenging behaviour may be an indicator of abuse.
- Setting a good example by conducting ourselves appropriately, including online.
- Involving learners in decisions that affect them.
- Encouraging positive, respectful and safe behaviour among learners, including challenging inappropriate or discriminatory language or behaviour.
- Avoiding behaviour or language which could be seen as favouring learners.
- Avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with learners.
- Asking for learner’s permission before administering first aid and physical contact.
- Maintaining appropriate standards of conversation and interaction with and between learners. Avoiding the use of sexualised or derogatory language, even in joke.
- Being clear on professional boundaries and conduct with other staff when learners present.
- Dealing with learners infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the learner.
- Referring all concerns about a learner’s safety and welfare to the DSO, or, if necessary directly to police or children’s social care.
- Avoiding unnecessary time alone with learners and risk manage any time alone or 1:1 working.
- Avoiding sharing excessive personal information with learners.

Safeguarding Protocol for online learning and 1:1 meetings

The following was developed by Kirklees College, NAMSS and AoC, April 2020, following the move to online training in light of national lockdown, due to COVID19.

Do:

- Ensure your safeguarding training is up to date.
- If at any time you feel uncomfortable with something done or said during a 1:1 call, you should end the call as soon as possible and report any concerns to your line manager and/ or the designated safeguarding officer.
- Test your audio and video before a scheduled call.
- Be punctual and courteous. Introduce yourself and take note of other attendees’ names so you can address them by name. Turn off call tone on your phone. Treat this just like you would a face to face meeting with a learner, colleague or other adult.
- Conduct yourself in a professional manner throughout the call - you remain an employee of Appris throughout the call.
- Conduct video calls to learners or colleagues from a desk or other appropriate location.
- Remind learners that all audio/video may be recorded, to safeguard both parties and this wouldn’t routinely be shared.
- Look at your screen, pay attention to others and when speaking make sure to look at your camera.
- Use the ‘blur background option’ to hide any background if needed.
- Make sure you have good light. Adjust lighting or use a portable light source to make sure you have good lighting on you from the front without having to look directly into a harsh light, eg: by pointing a strong desk lamp at the wall you’re facing.
- Ensure you are appropriately dressed; ‘business casual’ at all times.
- Mute your microphone when not needing to talk to avoid background noise.

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- Consider posting your comments/questions on completion of the on-line conversation, in the Team Chat window.

Don't:

- Conduct a video call if it would be inappropriate to meet face-to-face.
- Multi-task; your audience will be aware.
- Shout; the other participants will tell you if they cannot hear.
- Click your pen, tap on your desk or anything else annoying or distracting. It is important to remember:
 - Eat or drink, other than water, tea / coffee,
 - Position yourself with other people or pets in view; what's around and behind you can be seen.
- Leave multiple applications open during the call as it may affect the quality.
- Wear stripes or heavy patterns creating pixelation of images.

Useful further guidance :

- <https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>
- <https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/internet-connected-devices/>

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.

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

- Trustees & Director
- Designated Safeguarding Officers

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- Police (if applicable)
- Local Authority Safeguarding Officers

Promotion of Wellbeing

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.

Possible warning signs of mental health issues can include:

- Physical signs of harm that are repeated or appear non-accidental
- Changes in eating or sleeping habits
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood
- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behaviour
- Lateness to or absence from work or off the job training
- Repeated physical pain or nausea with no evident cause

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

Links to mental health and wellbeing can be found on our website, <https://appris.ac.uk/on-programme/>

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 level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required will depend on the role that is being offered and duties involved.

As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school or college) for teaching, training instructing, caring for or supervising children; or

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- will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children;44 or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors

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.

Confidentiality and sharing information

Staff will only discuss concerns with the Designated Safeguarding Officers. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

We will normally seek to discuss any concerns about a learner with their parents or guardian if the learner is 16 or 17 year old. This must be handled sensitively and the DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure.

The Seven Golden Rules for Safeguarding Information Sharing:

- Data Protection/Human rights laws are not a barrier.
- Be open and honest (unless unsafe or inappropriate).
- Seek advice (anonymise if necessary).
- Share with consent if appropriate.
- Consider safety and wellbeing.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure.
- Keep a record of decision and reason for it.

The Data Protection Legislation (GDPR) does not prevent Appris staff from sharing information with relevant agencies, where that information may help to protect a child. Ideally information sharing will be done in writing so that there is an evidence trail however there may be occasions where this method is too slow. In cases where agencies such as MASH (Multi Agency Safeguarding Hub) ring Appris requesting information, staff will take a message and inform the DSO, who will ensure they can identify who is requesting the information before sharing and then record what has been shared, when, why and with whom.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Managing Director.

Any personal safeguarding information shared with external agencies will be done so securely e.g. by secure email, password protected or recorded delivery.

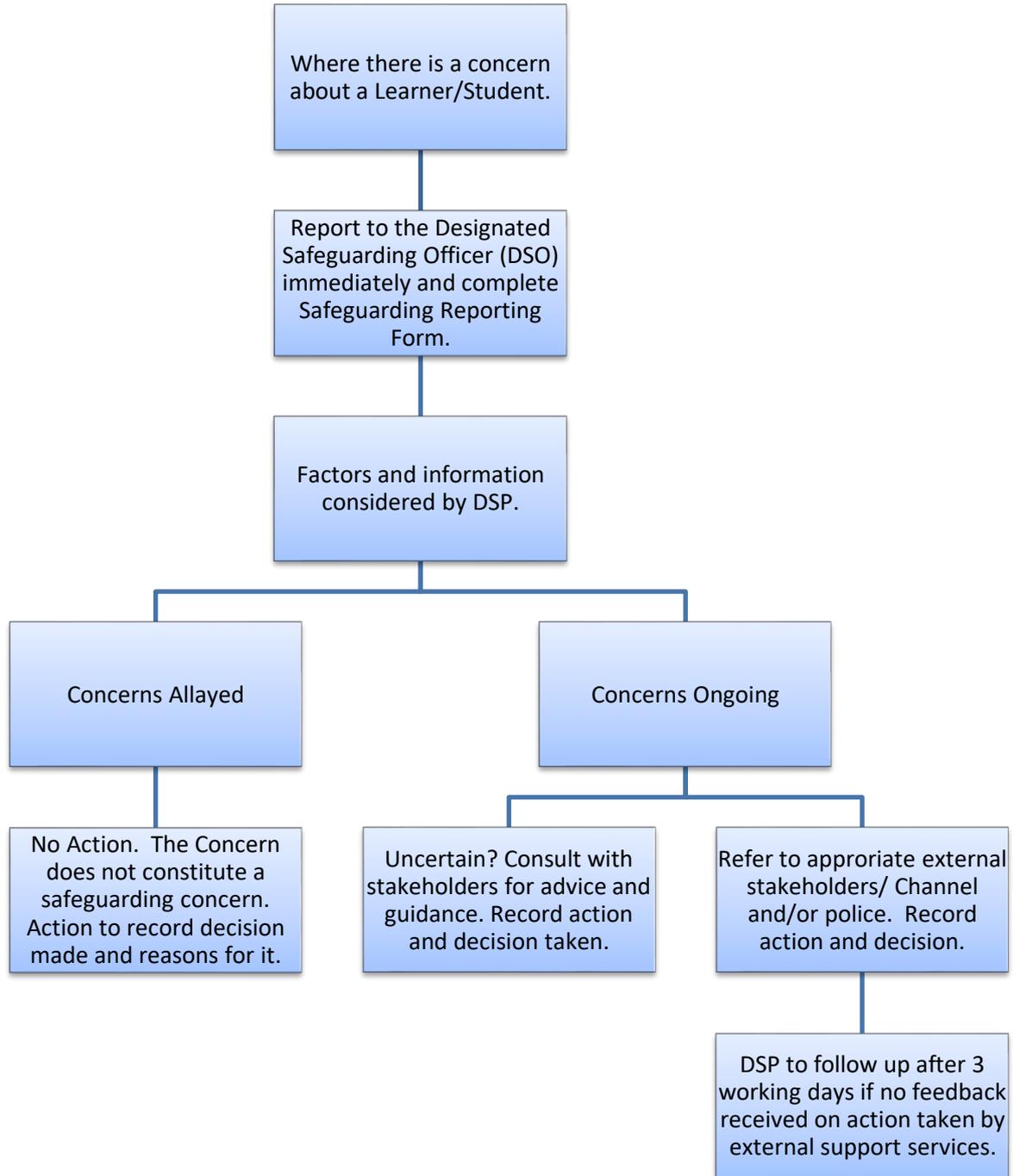
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Safeguarding Policy and Procedures

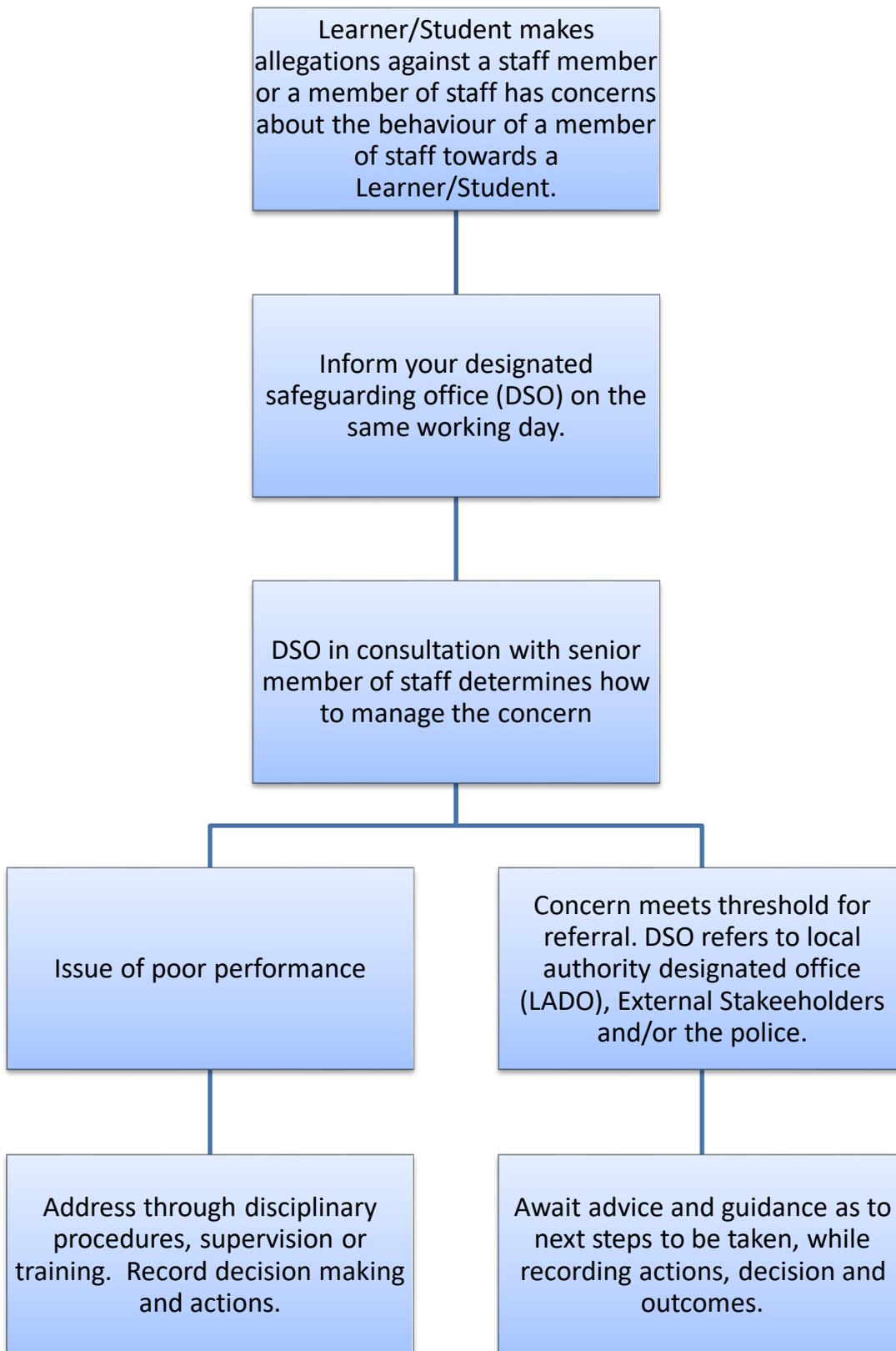
Safeguarding Policy and Procedures

Flowchart for reporting concerns about a Learner/Student:



Safeguarding Policy and Procedures

Flowchart for reporting concerns about a member of staff:



Local Contact Details and Reference Points

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| <p>Bradford Safeguarding Children Board Manager In Bradford, these are the numbers that you can ring for advice and to make a referral:</p> | <p>Flockton House Flockton Road Bradford BD4 7RY</p> | <p>Tel: 01274 434 361 Fax: 01274 434 345 E: info@bradford-scb.org.uk (NB This is not an emergency e-mail address)</p> |
| <p>In Bradford, these are the numbers that you can ring for advice and to make a referral: During office hours (8.30 - 5.00 Monday to Thursday, 4.30 on Friday) call Children's Social Services Initial Contact Point - 01274 437500 At all other times, Social Services Emergency Duty Team - 01274 530434 If you have reason to believe that a child is at immediate risk of harm, contact the police on 999</p> | | |
| <p>Calderdale Safeguarding Children Board Manager</p> | <p>3rd Floor Northgate House Halifax HX1 1UN</p> | <p>Tel: 01422 394 098 E: Julia.Caldwell@calderdale.gov.uk</p> |
| <p>In Leeds these are the numbers that you can ring for advice or to make a referral: Call MAST (Multi-Agency Screening Team): 01422 393336 (in normal working hours) Out of hours call the Emergency Duty Team (EDT) on: 01422 288000</p> | | |
| <p>Kirklees Safeguarding Children Board Manager</p> | <p>Somerset Buildings 10 Church Street Huddersfield HD1 1DD</p> | <p>Tel: 01484 225 218 Fax: 01484 225 354 E: KSCB.admin@kirklees.gov.uk</p> |
| <p>In Kirklees these are the numbers you can ring to get advice or make a referral: Kirklees Duty and Assessment Service 01924 326097 or 01924 326076 Kirklees Emergency Duty Service 01484 414933 (outside office hours) NSPCC Helpline 0808 800 5000, email help@nspcc.org.uk, text 88858 (free service), or complete online form</p> | | |
| <p>Leeds Safeguarding Children Board Manager</p> | <p>3rd Floor 2 Great George Street Leeds LS2 8BA</p> | <p>Tel: 0113 395 0297 E: administrator@leedslscb.org.uk</p> |
| <p>In Leeds these are the numbers you can ring to get advice or make a referral:</p> | | |

Leeds Safeguarding Children Board (LSCB)
 During Office hours 0113 222 4403
 Social care 0113 240 9536
 Emergency duty team 0113 240 9536
 Urgent action 999

Wakefield Safeguarding Children Board
 Business Manager

Ground
 Floor
 Civic Centre
 Ferrybridge
 Road
 Castleford
 WF10 4JH

Tel: 01977 722 047
 Fax: 01977 722 400
 E: wdsccb@wakefield.gov.uk

In Wakefield these are the numbers you can ring to get advice or make a referral:

Telephone: 0345 8 503 503 – 24 hours a day
 Fax: 01924 303455
 Minicom: 01924 303450 (type talk welcome)
 Email: social_care_direct@wakefield.gov.uk

Police

If a criminal offence has occurred contact police via 101 or 999 as appropriate.

Prevent Contacts

Christopher Sybenga, G7-Prevent Regional HE/FE Co-ordinator – North East Counter Extremism Division

Mobile Number: 07384456640

Email: chris.sybenga@education.gov.uk

Counter Terrorism helpline 0800 789 321

Additional information:

Drug support for young people

<https://www.turning-point.co.uk/>

NSPCC Helpline

Telephone: 0808 800 5000

NSPCC Whistleblowing Helpline

Telephone: 0800 028 0285

Stop It Now

Leading charity working in the field of sexual abuse. Also provides support for people who are worried about their own thoughts or behaviour towards children.

0808 1000 900

<http://www.stopitnow.org.uk/>

Review of the Policy and Procedures

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