



# **Safeguarding Policy**

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# Safeguarding Policy

Lead safeguarding officer - Amanda Lodge-Stewart

Designated safeguarding officer - Vicky Henderson & Tracie Heathcote

## Introduction

The Link Training Academy Limited: UK Provider Registration Number: 10042593

The Link Training Academy is committed to keep all our learners, employees and volunteers safe from harm and to take direct action to protect, nurture and support them. All members of staff including assessors, contractors and tutors are required to read this policy carefully and conform to it; failure to adhere to it is a disciplinary offence. If in doubt you must put children and vulnerable adults first. We will operate in compliance with the Safeguarding Vulnerable Groups Act 2006.

**This policy should be read in association with**

- 1. Keeping Children Safe in Education Part 1.**
- 2. Part 2 (The Management of Safeguarding)**
- 3. Part 3 (Safer Recruitment) of Keeping Children Safe in Education.**

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

We will promote the policy to all employers, learners, stakeholders and visitors, leading by example with open access to our most up to date policy on our website. Engagement with the policy will be checked as part of The Link Training Academy's quality cycle and management will ensure staff awareness and training is planned, effective, timely and consistent



## The 5 R's of Safeguarding

Recognise - Signs of abuse and neglect or changes in behaviour  
Respond - know how to deal with a concern or disclosure  
Record - Full record of dates, times, witnesses etc.

Report - send report to DSL or Prime

Refer - to specialist-social services or police.

Safeguarding Policy & Procedure August 22 23 V2

Updated February 2023

### *Staff areas of responsibility*

Safeguarding (Child Protection)	Amanda Lodge-Stewart Vicky Henderson
Health & Safety (including transport arrangements)	Amanda Lodge Stewart, Benjamin Lodge
Bullying (including cyber bullying)	Amanda Lodge-Stewart
Health Needs of Children with Medical Conditions	Vicky Henderson
Providing First Aid	Vicky Henderson. Tracie Heathcote. Ben Lodge, Georgia Clare, Danielle Moulson
Security	Amanda Lodge-Stewart Benjamin Lodge
Drugs & Substance Misuse	Amanda Lodge-Stewart Vicky Henderson
Safeguarding & Promoting the Welfare of Children in Workplace	Amanda Lodge-Stewart Vicky Henderson
Safeguarding & Promoting the Welfare of Children on Visits & Journeys	Amanda Lodge-Stewart Vicky Henderson

### Responsibilities

#### The Link Training Academy's Responsibilities

- Have sufficient safeguarding policies and procedures in place and review these annually as a minimum, keeping up to date with contractual changes and legislation.
- Where The Link Training Academy refers a safeguarding concern or an allegation of abuse to the local authority children's social care / adult social care and / or the police, we will inform the Department by contacting the helpdesk on 08000 150600 or [helpdesk@manage-apprenticesihps.service.gov.uk](mailto:helpdesk@manage-apprenticesihps.service.gov.uk) within 24 hours of the referral.
- Ensure all staff are aware of the policies and where to access them.
- Appoint at least two Designated Safeguarding Officers.
- Ensure all staff are supported in Prevent & Safeguarding through appropriate training, awareness sessions, teaching and learning materials and resource development.
- Provide a safe and inclusive environment for all learners
- Ensure all workplaces for learners have been vetted accordingly.
- Ensure the monitoring and management of incidents or concerns are completed in the correct manor and are communicated and reported appropriately.
- Ensure British values are adhered to for all staff and learners.
- Ensure referral agencies and support posters/guides are placed in prominent positions for staff & learners.
- Carry out internal investigations where appropriate.
- Ensure Risk assessments for Prevent are carried out and reviewed accordingly.
- Ensure all students receive training at induction and then completing the online modules at ETF.

- Deal with incidents and/or reports of bullying, harassment or discrimination, quickly, consistently and efficiently following procedures written and enforced by The Link Training Academy.

### Staff Responsibilities

- All staff should be aware of The Link Training Academy's safeguarding policies and procedures and know where to find them if you need to refer to them.
- All staff should read and understand the SAFEGUARDING IN EDUCATION legislation.
- All staff should be vigilant, act on any concerns and follow reporting procedures.
- All staff should complete required training as set out below.

### Prevent & British Values

We are aware that the current threat from violent extremism in the UK is real and severe and can exploit vulnerable people and children to involve them in extremist activity. Safeguarding against this is now a legal requirement. Concerns of this nature will initially be referred to The Lead safeguarding manager and then if in doubt or an emergency will call 999 or 101 and quote CHANNEL. Escalation to CHANNEL must be reported within one working day.

To comply with the Prevent Duty we exemplify British Values in the management, teaching practice & general behaviours.

British Values are defined as:

- Rule of Law
- Individual Liberty
- Mutual Respect
- Tolerance of those from other backgrounds, religions, faiths and beliefs
- Democracy
- Compliance with the Equality Act 2010

Tutors understand & embed British Values into the learner delivery journey to ensure learners are aware of them, can evidence and exemplify them and understand what it means to be a successful learner & take part in life & Britain today. Tutors will have an open culture which allows freedom of speech and exploration of issues that affect learners locally, nationally & internationally. We will operate a safe place for learners to communicate, but provide challenge where views or discussions become offensive, extreme or upsetting to others.

Learners will also be required to understand how to keep themselves protected from risks associated with radicalisation, extremism, forms of abuse, grooming, harassment, discrimination, bullying & staying safe online. All learners will take part in an induction which includes awareness of safeguarding and the prevent duty. All learners will complete a programme of ongoing modules which includes online learning platforms such as Side by Side developed by the Education and Training Foundation and in-house modules.

The Link Academy will work with employers to ensure learners are not exposed to risks associated with any of the above and ensure that adequate awareness of Prevent & British Values has taken place with workplace mentors, line managers or HR.

## Induction and Training for Staff

Details of relevant safeguarding and prevent training that all staff should have completed are listed below. These training modules will be discussed at induction and any training that is required. In addition, all staff will be given a copy of the policy and procedure to follow with refresher /update training annually. All delivery staff are required to have an enhanced DBS approved before starting employment and then every 3 years following this they will complete a self-declaration confirming there is no incidents to report that may affect the safety and welfare of the students. Other members of staff may also be required to have an enhanced DBS depending on the circumstances. The enhanced DBS CHECK will also include a check that the person isn't on the list of people barred from working with children.

### Training Required

- ETF Prevent Training Modules- every 2 years plus annual updates and briefings on current and relevant topics to be then delivered in enrichment classes.
- ETF Safeguarding Training Modules- every 2 years plus annual updates and briefings on current and relevant topics to be then delivered in enrichment classes.
- ETF Equality and Diversity Modules-every 2 years plus annual updates and briefings on current and relevant topics to be then delivered in enrichment classes.

The designated safeguarding officers attend further safeguarding training provided by the council and network groups in order to stay up to date with best practises which will be communicated back to the team at standardisation meetings.

The Link Training Academy maintains a single central record of all staff qualifications, safeguarding/prevent training and DBS checks.

## Monitoring Apprentices' and Learners:

There are a number of things we do to monitor and protect our learners:

- We have a system of monitoring attendance and ensure we follow up on any student failing to report absence.
- Staff are vigilant and able to recognise changes in student appearance and behaviour which may indicate an issue.
- We keep records of contact details for all students and parents or an emergency contact in case of concern or emergency.
- We have monitored and taped CCTV to support vigilance and increase safety and security in the building.
- We have identified all blind spots throughout the building and regularly patrol these areas, especially during break times.
- We operate an open door policy so our learners know they can speak to a member of staff about any concerns.
- A comprehensive list of telephone numbers and helplines which may be needed to support students is displayed on the student notice boards for their reference

## First Aid

Eight members of staff have been training in Emergency Aid, at least one of these members of staff will be present at the academy during operating hours. We have first aid boxes located around the training academy and notices informing staff and students where they are kept.

## Internet and IT Safety

The internet provides learners with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. The filtering systems used in our Academy blocks inappropriate content, including extremist content. A record of this can be investigated and checked.

Where staff, students or visitors find unblocked extremist content they must report it to the DSL who will in turn take action. We are aware that young learners have access to unfiltered internet when using their mobile phones and staff are alert to the need for vigilance when pupils are using their phones.

The Link Academy has achieved the Cyber Essentials Certificate and commits to keeping up to date with changes and legislation.

## Safer Recruitment

There are a number of steps we take when appointing new members of staff to ensure safer recruitment:

- Verify their identity
- Obtain enhanced DBS certificate, issued within the last 3 years
- Verify their right to work in the UK
- Verify their qualifications
- Identify gaps in CV and ask for explanations
- Seek references where relevant

## Drugs, Alcohol & Substance Abuse

Substance misuse includes the non-medical use of illegal drugs, prescribed drugs, solvents and alcohol, to effect changes in mood, perception or physical performance.

### Signs of a possible problem with drugs or alcohol

Alcohol or substance misuse may be suspected, if one of the following signs becomes evident. It should be noted that these signs are not exhaustive, nor on their own would they indicate alcohol or substance misuse as they may be caused by other conditions including stress or an underlying medical condition.

- **Absenteeism** – an increase in unauthorised leave, patterns of absence (e.g. after weekends), recurring reasons for absence, lateness in a morning or after lunch.
- **Appearance** - Flushed face or 'bleary eyed, smell of alcohol, hand tremors, deterioration of personal appearance
- **Work Performance** – tasks take longer to perform, missing deadlines, mistakes due to inattention or poor judgement, complaints from others, inability to remember instructions and reliability, confusion.
- **Conduct/Behaviour** – withdrawal, depression, anxiety, mood changes, uncharacteristic behaviour, accidents alcohol on breath, dishonesty, theft

If a member of staff believes a student is showing signs of substance abuse, they should report this to the DSL (or DSO) following the safeguarding procedure detailed at the end of the policy.

## **County Lines**

'County Lines' is a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and vulnerable people to sell drugs. These dealers will use dedicated mobile phone lines, known as 'deal lines', to take orders from drug users. Heroin, cocaine and crack cocaine are the most common drugs being supplied and ordered. In most instances, the users or customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

### **Exploitation of young and vulnerable people**

A common feature in county lines drug supply is the exploitation of young and vulnerable people. The dealers will frequently target children and adults - often with mental health or addiction problems - to act as drug runners or move cash so they can stay under the radar of law enforcement.

In some cases the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as **cuckooing**.

People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business. As we have seen in child sexual exploitation, children often don't see themselves as victims or realise they have been groomed to get involved in criminality. So it's important that we all play our part to understand county lines and speak out if we have concerns. The best advice is to trust your instincts. Even if someone isn't involved in county lines drug dealing, they may be being exploited in some other way, so it's always worth speaking out.

## **Addiction, Gaming and Gambling**

As technology becomes more accessible and more advanced, it's unsurprising that more and more young people are potentially being affected by excessive screen time to the point where it affects their daily life. The damage of addiction goes beyond the young person causing distress to parents, family and friends. Gaming disorder is now a recognised mental illness which would benefit more from specialist support from health experts rather than discipline and punishment.

Common types of gambling that young people or adults may become involved in include slot machines, lottery, scratch cards or through playing card games with friends, visiting casinos or various forms of online betting. It can start off as harmless as just a one off, such as betting on a cup final football game or buying a charity scratch card, but can get out of hand and become an obsession.

### **Signs that things are getting out of hand?**

Warning signs can include:



- a significant interest in gambling and gambling related activities, with it becoming a main leisure activity stakes that continue to increase
- problems at school or college, including loss of interest, completing assignments or skipping attendance
- changes in personality or behaviour, including becoming moody or angry, that people begin to comment on
- telling lies about the amount spent on gambling or winnings
- borrowing money to gamble
- desperately trying to win back money or possessions that have been previously lost
- being put at risk physically if gambling debts can't be paid
- feeling low or depressed
- not being able to stop or give up as it feels too hard.

**If you are worried** – you can take an online quiz at [www.bigdeal.org.uk/quiz](http://www.bigdeal.org.uk/quiz) to assess whether you might have a problem.

Gambling addictions, like any other addiction, can take over your life. Young people in particular may not be aware of the risks associated with gambling or the harmful impacts of problem gambling. Bad things that can happen include:

- Losing money that you need to spend on other things such as lunch, bus fares, clothing etc.
- mental ill-health including depression, loss of self-esteem, feeling of guilt
- resorting to criminal activities to fund gambling – such as theft – which could lead to a criminal record
- falling out with friends and family due to changes in behaviour and loss of trust
- not doing well at school, college or work □ Failing exams that affect a future career.

## Visitors and visiting Speakers

The DSL has responsibility for ensuring that all visitors and visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised. Where appropriate the DSL will make enquiries of the agency/person who introduced the individual to the Academy.

On the rare occasion that a visitor or visiting speaker will have unsupervised access to pupils they will need to hold a recent DBS check.

## Voyeurism and Sexual Harassment between students

The Voyeurism (Offences) Act 2019 creates 2 new offences criminalising someone who operates equipment or records an image under another person's clothing i.e. **Up skirting** (without that person's consent or a reasonable belief in their consent) with the intention of viewing, or enabling another person to view, their genitals or buttocks (with or without underwear), where the purpose is to obtain sexual gratification or to cause humiliation, distress or alarm.

The offences will be triable either way and will carry a maximum 2 year prison sentence.

The provisions come into effect on 12 April 2019 and will not be retrospective. The new offences will apply in England and Wales. Any reports of up skirting will be reported to the DSL. The DSL will report the offence immediately to the Police.

**Sexual Harassment between students:** The Link Training Academy adheres to a strict policy of mutual respect between peers, students, visitors and all staff. We lead by example and will not tolerate any behaviour that makes a person feel afraid, uncomfortable, insignificant or undermined by another person. We expect vigilance from all staff, students and visitors and make any incidents easy to identify and report to the skills tutor or safeguarding officer.

The Link Academy has CCTV throughout the premises to help us to keep all staff and students safe. We have identified our blind spots and regularly patrol these areas during break times to ensure all students and visitors remain comfortable.

If an incident is brought to the attention of a staff member by any means, the incident will be investigated by checking CCTV and taking notes from witnesses and all persons involved. It may be that we involve external agencies for additional guidance or support such as police, social workers and local safeguarding teams.

**Keeping Children Safe in Education** also acknowledges the following as specific safeguarding issues to which all school staff should be alert:

**Female genital mutilation (FGM):** professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject Staff should activate local safeguarding procedures,

Other, so-called '**honour-based' violence (HBV):** this refers to incidents or crimes committed to protect or defend the honour of a family and/or community, which may include FGM, forced marriage, or practices such as breast ironing. School staff must be aware of the possibility that children may be at risk of such practices, and mindful of the complexity of these risks. HBV can involve a wide network of family and community pressures, as well as multiple

Perpetrators. Actions taken in response to concerns of this nature must therefore be carefully considered, informed by and in line with guidance from the appropriate external agencies and authorities.

### **Peer on peer abuse**

All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and □ Initiation-type violence and rituals.

Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include learners being sexually touched/assaulted or being subject to initiation-type violence.

Occasionally, allegations may be made against pupils by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation.

All allegations of Peer on peer abuse should be reported **immediately** to the DSL. The DSL will consider the need for agency involvement which may include Police and or Social care depending on the allegation.

## Safeguarding Procedures

### All Staff

The following sets out the procedure that should be followed by all members of staff if a learner discloses any information/ or displays certain behaviour to you that raises any safeguarding concerns;

#### **LISTEN**

- Listen carefully to what is being said without judgement
- Make sure you are in a suitable, quiet environment to listen with your full attention
- If you cannot listen there and then, you must make time to speak to the person as soon as possible
- Do not interrupt, prompt or ask leading questions
- Do not investigate yourself
- Do not accuse or react shocked or surprised □ Never promise confidentiality **ACT**
- Write down or inform a DSO of exactly what was said using the persons own words
- Do not include your own judgements or opinions
- Include the date, time and any other important information

You may have concerns that a learner is experiencing abuse because of their behaviour or changes in their presentation or that they are missing from College. Signs and symptoms which may indicate abuse or harm are described earlier in this document. **Contact a DSO to discuss your concerns.**

### **Dealing with aggressive learners**

- Alert someone as soon as possible

- There must be 2 tutors in the class room as soon as possible.
- Tutor must back down and be non-threatening by stepping back and moving away. □ File an incident report and let DSO know as soon as possible.

### **Designated Safeguarding Officer**

Once a concern has been passed to the DSL or another DSO if the DSL is absent they will follow the procedure detailed below.

- The DSO will make a judgement as to whether they believe the learner to be in any immediate danger.
- The DSO will follow the referral procedure set out in Keeping Children Safe in Education Part One. A referral will be made to the relevant organisation or the police if necessary.
- Check that they have consent for anyone over 18 before we refer unless we see them as vulnerable.

If the DSO does not consider the learner to be in any immediate danger the following steps will take place:

DSO will arrange to have a meeting with the Student as soon as possible in a private room out of earshot and somewhere interruptions won't take place. The student will be approached sensitively and encouraged to talk. Accusations will at this stage not be made just a discussion about facts and evidence.

**If drugs, alcohol or substance misuse is suspected:** If no reasonable explanations are offered, the Director may ask if drugs or alcohol are a factor. If this is the case the student will be encouraged and supported to seek further help and support at the earliest opportunity and to confide in their doctors and parents especially for the students who are under 18. At this stage the DSO may point out to the Student the dangers of both working and attending college whilst under the influence of substances/alcohol and the possible consequences of losing their place at college and their jobs if it continues.

It may be appropriate to offer the student a period of time off from college.

The meeting will be recorded confidentially in the Safeguarding file recording advice and help given, all follow meetings and outcomes.

The DSO may call Kirklees Prevent Hub if they have any concerns about extremism or terrorism.

# Safeguarding & Child Protection

- 1. Context**
- 2. Vulnerable students**
- 3. Reporting a concern**
- 4. New staff or volunteers**
- 5. Peer on peer abuse**
- 6. Online safety**
- 7. Mental Health**
- 8 Code of Conduct**

## **1. Context**

The pressures on children, young people and their families as a result of the Covid lockdowns and the cost of living crisis at this time are significant. There will be heightened awareness of family pressures for a variety of reasons including lack of social interaction at a crucial time in the development of communication of skills for young people, through financial hardship or health anxiety. These areas should be considered in terms of setting any work. Staff maybe aware of the mental health of both students and their parents or carers, and should refer to safeguarding about any emerging concerns.

## **2. Vulnerable students**

Vulnerable students include those who have an allocated social worker and those children and young people with education, health and care plans (EHCPs).

Those who have a social worker include students who have a Child Protection Plan and those who are looked after by the Local Authority. A student may also be deemed vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

The Link Training Academy will continue to work with and support students' social workers to help protect vulnerable students. We have undertaken a scoping exercise to identify the most vulnerable students and individual arrangements have been made with students who have an attached social worker and those with an EHCP.

**For students subject to a Child Protection Plan and Child In Need Plan, and who have an allocated social worker:** contact will be made by the safeguarding team twice weekly with these students in agreement with the family and social worker. Where families have requested this to be once per week, this has been discussed and agreed with the allocated social worker. (At present – April 2020, we have no student in these circumstances)

**For students who are Looked after Children and recent Care Leavers:** contact will be made by the LAC Support Team who will call daily, weekly or twice weekly as agreed with the student, carer and social worker. Contact **01484 422100** and ask for the Looked after Children's and Care Leavers Support Team.

**For students with an EHCP:** Support Workers and Learning Support Advisors will maintain regular contact as agreed with students and parents / carers. Support can be delivered through individual arrangements based on curriculum activity.

**For students on the edge of social care involvement or pending allocation of a social worker, or identified as high risk:** contact will be made by the safeguarding team once per week for a welfare check. NB: Contact will be made remotely through telephone calls/Teams meetings or other appropriate methods.

### **3. Reporting a concern**

***Staff should continue to follow the safeguarding procedures and advise the safeguarding leads immediately about concerns they have about any child, whether in college or not.***

The cost of living crisis means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards. Staff will continue to log confidential comments through our safeguarding procedure, as they normally would; staff should email concerns to Amanda who will respond to the concern and log it.

Normal safeguarding procedures apply for referrals to children's services. This contact will go through a member of the safeguarding team who will follow appropriate measures in seeking the appropriate and necessary support. Should a child or young person be at risk of significant harm and local agencies are not able to respond, the academy will immediately follow the safeguarding children partnership escalation procedure, available here:

<https://www.kirkleessafeguardingchildren.co.uk/procedures-local-protocols-and-guidance/>

### **4. New staff or volunteers**

All new employees, contractors and volunteers, must have an induction. They must read the college Safeguarding and Child Protection Policy, the Positive Behaviour Policy, the Whistleblowing Policy and the staff Code of Conduct. The Designated Safeguarding Lead or deputy will ensure new recruits know who to contact if worried about a child or young person and ensure the new starters are familiar with the child

protection procedure. All new employees, contractors or volunteers need to confirm that they have read Keeping Children Safe in Education 2022 for school and college staff (part 1)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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## 5. Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of an academy closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age and developmental stages. When making contact with these families, our staff may ask about relationships between learners. **Peer on peer sexual harassment or abuse between students:**

**Peer-on-peer sexual abuse:** The term 'peer-on-peer' sexual abuse includes:

- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- up-skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause the victim humiliation, distress or alarm
- sexting (also known as 'youth-produced sexual imagery')

There were a wide variety of behaviours that could happen online. These include:

- receiving unsolicited explicit photographs or videos, for example 'dick pics'
- sending, or being pressured to send, nude and semi-nude photographs or videos ('nudes')
- being sent or shown solicited or unsolicited online explicit material, such as pornographic videos

We expect vigilance from all staff, students and visitors and make any incidents, suspicions and / or allegations easy to report to the skills tutor or safeguarding officer.

The Link Academy has CCTV throughout the premises to help us to keep all staff and students safe. We have identified our blind spots and regularly patrol these areas during break times to ensure all students and visitors remain comfortable.

If an incident is brought to the attention of a staff member by any means, the incident will be investigated by checking CCTV and taking notes from witnesses and all persons involved. It may be that we involve external agencies for additional guidance or support such as police, social workers and local safeguarding teams.

## 6. Online safety

It is extremely important that professional boundaries are in place. Protocols for on line working are;

- Always dress appropriately and professionally for remote classroom or face to face sessions
- Check your surroundings before meeting via video link to make sure you are in an appropriate setting. Seeing a bed or inappropriate artwork etc in the background is not acceptable.
- Plan all sessions in advance and set a clear agenda / session plan

- Use appropriate language at all times and do not cross over into a more personal discussion during sessions
- If concerns are raised relating to safeguarding, plan a time to discuss any issues. Find out as much information beforehand relating to the student, such as address, co-habités, dependants, social workers, previous issues or concerns and have pre-planned questions ready.
- Only use Google Hangouts or Microsoft Teams for online sessions.
- Make sure there is no one around at home listening in to the conversation.
- Check virus protection and security setting on all devices before using them for sessions.
- Clear of cookies before sessions where possible.
- Do not engage with any students via social media, especially Facebook or Instagram. For more information visit:

<https://www.kirkleessafeguardingchildren.co.uk/procedures-local-protocols-and-guidance/>

Blended learning options are now available to all our apprentices. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Young people use the internet and social media channels to communicate with their friends, peers and networks. Gaming and building relationships on line is now normal for a lot of people and this comes with risks that we must be aware of.

Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when students are learning at the Academy. The Academy continues to ensure appropriate filters and monitors are in place.

The College has taken on board the guidance from the UK Safer Internet Centre on safe remote learning and guidance for safer working practice from the Safer Recruitment Consortium. Staff can access further guidance here:

<https://learning.nspcc.org.uk/safeguarding-child-protection>

## **7. Mental Health**

Restrictions to movement and contact with other people during the lockdown period in having an impact on our students now. This means students could be more likely to be at risk of mental health problems. The Department for Education have produced guidance to support parents:

<https://www.nhs.uk/every-mind-matters/>

## **8. Staff Code of Conduct**

The Link Training Academy will ensure that all online learning tools and systems are in line with privacy and data protection legislation \ GDPR requirements.

Below are the things we will consider when communication remotely using virtual sessions especially where webcams are involved.

- All sessions must be planned in advanced and must only use the Microsoft Teams platform provided by the academy.\*
- Language must be professional and appropriate, including any family members in the background.
- Live classes should be kept to a reasonable length or the streaming may prevent the family getting on with their day.



- Any computers should be used in appropriate areas, for example, not in a bedroom. Staff must blur backgrounds.
- Staff must wear suitable and appropriate clothing as should any other person in the house. If you wouldn't wear it to work, please don't wear it to online meetings and sessions.
- In the unlikely event of "Zoom bombing", staff should refrain from comment and end the session immediately. If it is illegal content, such as child sex abuse, inappropriate images, this must be reported to the safeguarding officer as it may be a police matter  
As individual invitations are sent out for all sessions, it is unlikely that an outsider could "zoom bomb". The tutor must end the session straight away.

\* All video meetings must be planned in advance and recorded in tutor diaries.

### Safeguarding and student welfare

We need to identify students that are not thriving as soon as possible and report this to a safeguarding officer. Not thriving may be; not attending sessions, not answering phone calls; not completing work on time, not contributing to sessions as they normally would, changes in behaviour or appearance or regression in knowledge, skills or behaviours recorded as accomplished.

Encourage students to resist the Side by Side resources on the ETF site.

Increased risks as a result of the pandemic are:

- Limited social contact leading to engaging with strangers online, radicalisation and/or grooming
- Extremism becomes more appealing. Simple messages are put out on social media that students want to believe and be part of.
- Breakdown in home life as a result of lock down and isolation leading to domestic violence, substance abuse, money worries, homelessness.
- Peer on peer abuse via social media and text messaging. Students can become insular, paranoid, withdrawn. Pressure to share inappropriate images.

### **Data**

## Record Keeping

A safeguarding log is kept in the safeguarding file which contains basic information about any cause for concern. This log is used for reference and is stored securely in the Administration office. If the DSO believes a cause needs further investigation, a safeguarding case will be opened and a full and detailed report will be completed. This report is sent to the Prime Provider if applicable. The DSO monitors the case and will add to the report until the case is closed. The Prime Provider is kept up to date during this time and the final report is sent once the case is closed. These reports are stored and sent securely.

## Guiding Principles to Record Retention Periods

Child protection files should be passed on to any new school or college a child attends (Information and Records Management Society (IRMS), 2016; Department of Education, 2016; Department for Education (DfES), 2018). The file should be kept until the child is 25 (this is seven years after they reach the school leaving age)

(Information and Records Management Society (IRMS), 2016).

We hope that all members of staff would feel they were able to report any concerns about another member or staff who may pose a risk of harm to students to the DSL. However, if you do not feel you are able to do this, or your concern is about the DSL you can report allegations to the DSO at the local authority.

### Emergency contact numbers:

- Amanda Lodge-Stewart DSL **07901871913**
- Vicky Henderson DSO **01484 425500**
- Local Authority Designated Officer (LADO)– 01484 221126; 01484 225850:  
<https://www.kirklees.gov.uk/beta/working-with-children/lado.aspx>  
[LADO.cases@kirklees.gov.uk](mailto:LADO.cases@kirklees.gov.uk), [DutyAdvice.Admin@kirklees.gov.uk](mailto:DutyAdvice.Admin@kirklees.gov.uk)
- ESFA (Education, Skills Funding Agency) – 0370 2670001  
[https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- Ofsted: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- **Police 101 – non-emergency, 999 emergency**

### Local Safeguarding contact numbers:

- For professionals; **01484 414960**
- For members of the public: **01484 456848**
- Outside office hours number: **01484 414933**
- Child requiring advice: **01484 456848**
- Child line: **08001111**
- NSPCC helpline: **0808 8005000**
- Kirklees Safeguarding Children's board: **01484 225450**
- Kirklees Prevent Hub: **01924 483747**
- Police anti-terrorist hotline: **0800 789321**
- Urgent police: **999**
- Non urgent police: **101**
- NHS helpline: **0800 224488**
- Sexual Health: **0303 3309981**
- Confidential emotional support: **01709 765200**
- Drugs and alcohol helpline – **0800 0448267**
- MIND-for better mental health **0300123 3393**
- Haven- mental health support **01484 431945**
- Papyrus-Suicide prevention under 30s **0800 068 4141**
- GamCare Helpline free on **0808 8020 133** (8am to midnight)
- Young people and adults can contact the NSPCC helpline, Report Abuse in Education on 0800 136 663 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Last update: 20/2/23

Signed: *Amanda Lodge-Stewart*

20/2/23

Director: The Link Training Academy Limited