



Safeguarding Policy

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Safeguarding Policy

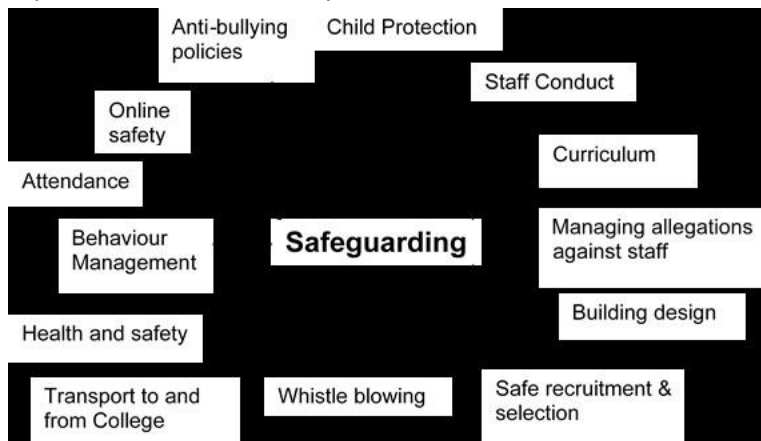
Lead safeguarding officer - Amanda Lodge-Stewart

Designated safeguarding officer - Vicky Henderson & Tracie Heathcote

Introduction

The Link Training Academy is committed to keep all our learners, staff and volunteers safe from harm and to take direct action to protect, nurture and support them. All members of staff including assessors, sub-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 Keeping Children Safe in Education Part 1.**

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.

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, 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

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.

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.
- 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.

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 initial 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:

- Individual Liberty
- Rule of Law
- 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 3 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:

- problems at work or college, including loss of interest, completing assignments or skipping attendance
- a significant interest in gambling and gambling related activities, with it becoming a main leisure activity
- stakes that continue to increase
- 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 – Take to your DSO or DSL for information, advice and guidance that will support you or your learners / employees.

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.

Emergency evacuation procedure

Evacuation procedure in place for Fire, Bomb Scare, Riots or knife attacks:

Drills take place on all processes once per term for every group.

Notices are on all boards and learners take part in drills, training and awareness of safe places and resources, such as grab bags.

Learners have Citizens aid app to support what to do in an emergency.

Record Keeping

A safeguarding log is kept in the safeguarding file which contains basic information about any cause for concerns. 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,
DutyAdvice.Admin@kirklees.gov.uk
- **ESFA (Education, Skills Funding Agency)** – 0370 2670001
https://form.education.gov.uk/service/Contact_the_Department_for_Education
- **Ofsted:** enquiries@ofsted.gov.uk
- **Police 101 – non-emergency, 999 emergency**

Local Safeguarding contact numbers:

- For professionals; Kirklees - **01484 414960**
- **For Professionals – North Yorkshire** - 0300 131 2 131
<https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minuteguides/>
- For members of the public; Kirklees - **01484 456848**
- Outside office hours number; Kirklees - **01484 414933**
- Child requiring advice; Kirklees **01484 456848**
- Child line: **08001111**
- NSPCC helpline: **0808 8005000**
- Kirklees Safeguarding Children's board; Kirklees - **01484 225450**
- **Duty team – North Yorkshire** - 0300 131 2 131
- Kirklees Prevent Hub: **01924 483747**
- Police anti-terrorist hotline: **0800 789321**
- Urgent police: **999**

- Non urgent police: **101**
- NHS helpline: **0800 224488**
- LADO – North Yorkshire - lado@northyorks.gov.uk or 01609 533080 within office hours.
- 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

Version control			
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