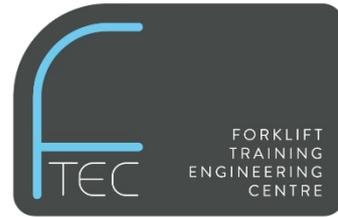


Safeguarding and Child Protection

Policy

2021-2022



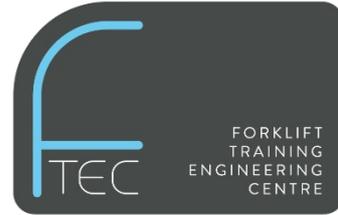
POLICY

This policy should be read in conjunction with the following policies

- Apprentice code of conduct
- Recruitment and Selection
- Whistleblowing
- Staff code of conduct
- Visitor code of conduct
- Equality and Diversity
- Bullying and harassment
- Online Safety
- Health and Safety
- Prevent

Definitions

- **Safeguarding** is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
- **Child Protection** refers to the situation where a child is suffering significant harm, or is likely to do so, and action is required to protect that child.



Introduction

At **F-TEC** safeguarding and promoting the welfare of learners is **everyone's** responsibility. **Everyone** at **F-TEC** who comes into contact with learners, their families and employers have a role to play in safeguarding children. **F-TEC recognises** that we are an important part in the wider safeguarding system. **All staff** will understand and recognise that a one size fits all approach may not be appropriate for all learners and a more personalised or contextualised approach for more vulnerable learners, learners who are victims of abuse and some SEND learners may be needed. In order to fulfil this responsibility effectively, all staff will make sure their approach is learner centred. This means that they will consider, at all times, what is in the **best interests** of the learner.

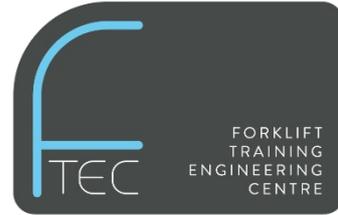
F-TEC is committed to safeguarding and promoting the welfare of learners by:

- The provision of a safe environment in which young people can learn.
- Fulfilling our statutory responsibilities to identify learners who may be in need of extra help or who are suffering, or are likely to suffer, significant harm.
- Working to protect learners from maltreatment, to prevent the impairment of young people's mental and physical health or development
- Always taking action to enable all learners to have the best outcomes

All action taken by **F-TEC** will be in accordance with:

- **Current legislation and Statutory guidance:**

Working Together to Safeguard Children (2018) which sets out the multiagency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition, it sets out the statutory roles and responsibilities of educational settings.

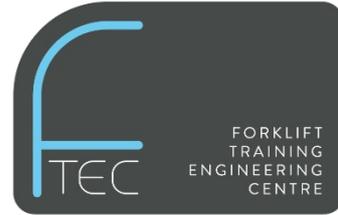


Keeping Children Safe in Education (2021) is statutory guidance issued by the Department for Education which all educational settings must have regard to when carrying out their duties to safeguard and promote the welfare of children.

The Teacher Standards 2012 state that teachers, should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All staff at **F-TEC** has a duty and responsibility to safeguard young people attending our training centre, irrespective of their role:

- All staff will be responsible for identifying concerns early and providing help for young people, to prevent concerns from escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989; i.e., Section 17 (Children in Need) and Section 47 (a child suffering harm, or likely to suffer significant harm). These concerns will be discussed with F-TEC’s Designated Safeguarding Lead (DSL) or their deputy.
- All staff will be aware of the process and principles for sharing information within F-TEC which supports safeguarding.
- All staff should be aware of the local early help process and understand their role within it.
- The most important consideration is whether sharing information is likely to safeguard and protect a learner. **Any staff member** who has a concern about a learner’s welfare should follow the F-TEC referral processes.
- All staff will be aware that safeguarding incidents and/or behaviours can be associated with factors outside the training centre and/or can occur between young people outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) will consider whether learners are at risk of abuse or exploitation in situations outside the home. Extra-familial harms take a variety of different forms and children can be vulnerable to



multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

Equalities Statement

We are committed to anti-discriminatory practice and recognise young people and families' diverse circumstances. We ensure that all learners have the same protection, regardless of ethnicity, nationality, age, gender, race, economic condition, disability, and religion. With regards to safeguarding we will consider our duties under the Equality Act 2010 in relation to making reasonable adjustments, non-discrimination, and our Public Sector Equality Duty.

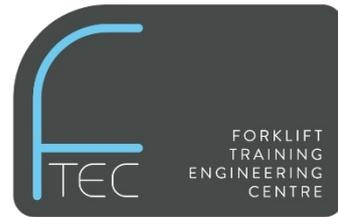
Overall Aims

This policy will contribute to the safeguarding of learners by:

- Clarifying standards of behaviour for staff and learners.
- Contributing to the establishment of a safe, resilient, and robust safeguarding ethos in the centre, built on mutual respect, and shared values
- Teaching learners about safeguarding, including online safety, through teaching and learning opportunities, as part of a broad and balanced curriculum
- Alerting staff to the signs and indicators of safeguarding issues including abuse and neglect
- Developing staff awareness of the causes and consequences of abuse and neglect
- Developing staff awareness of the risks and vulnerabilities their learners face by addressing concerns at the earliest possible stage
- Reducing the potential risks learners face of being exposed to violence, extremism, exploitation, or victimisation.
- Working in partnership with learners, parents, employers, and agencies.

This policy will contribute to supporting the learners at F-TEC by:

- Identifying and protecting the most vulnerable
- Taking a contextual safeguarding approach to understanding the risks presenting to young people outside the family home, taking into consideration extra familial harm

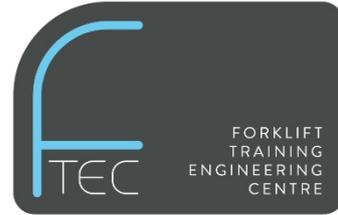


- Taking seriously the risks presented to children by children, with particular vigilance for child-on-child sexual harassment and sexual violence
- Assessing individual needs where possible
- Designing plans to meet those needs.

Expectations

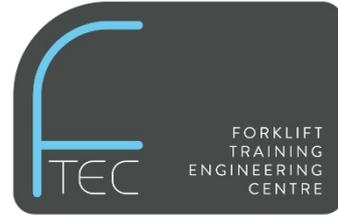
All staff will:

- Be familiar with this safeguarding policy, in addition to this all staff will be aware of the systems in place which support safeguarding including reading the Behaviour Policy; the Staff Behaviour Policy (code of conduct); and the role of the Designated Safeguarding Lead (DSL).
- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc.
- All staff will read and understand Part 1 or Annex A of statutory guidance Keeping Children Safe in Education (2021). Those working directly with learners will also read Annex B.
- Be involved, where appropriate, in the implementation of, integrated support plans, child in need plans and inter-agency child protection plans
- Know who and how to contact the DSL and any deputies, responsible for safeguarding.
- Be alert to signs and indicators of possible abuse and neglect or at risk of harm and be able to identify vulnerable learners and take action to keep them safe.



Information or concerns about learners will be shared with the DSL where it includes those:

- who need a social worker and may be experiencing abuse or neglect?
- requiring mental health support,
- may benefit from early help
- where there is a radicalisation concern
- where a crime may have been committed
- where there is the potential for peer-on-peer abuse/child on child sexual harassment or sexual violence
- Be clear as to the training centres policy and procedures with regard to peer-on-peer abuse, and learners requiring mental health support
- Record concerns appropriately and in a timely manner by using the setting's safeguarding systems.
- Are aware of the need to raise to the senior leadership team any concerns they have about safeguarding practices within the training centre.
- Adhere to F-TEC's Staff Code of Conduct and behaviour management policies.
- Have the skills, knowledge and understanding to keep looked after children and previously looked after children safe.
- Be aware of signs of abuse or neglect and the additional barriers to recognising abuse and neglect in young people with Special Educational Needs and Disabilities (SEND) and those with relevant health conditions.
- Be aware of their legal responsibility to report cases of FGM to the police. Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal** duty on **trainers**. If a **trainer**, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the trainer **must** report this to the police (KCSIE 2021)
- Regulated professionals have a mandatory reporting duty to report cases of known FGM. Trainers are considered regulated professionals. The duty requires that they themselves

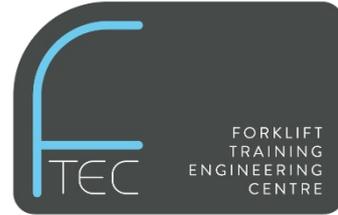


- report known incidents to the police. This cannot be delegated to the Designated Safeguarding Lead
- Report their concerns to the DSL if they think a learner may be at risk of radicalisation or involvement in terrorism.
- Aware that up skirting is now a criminal offence.
- Aware of F-TEC whistleblowing procedures and policy.
- Allegations regarding foster carers or anyone in a position of trust working or volunteering with young children should be referred to the LADO on the day that the allegation is reported. The allocated social worker should also be informed on the day. F-TEC should not undertake any investigation unless the LADO advises this. Where a staff member feels unable to raise an issue with the senior leadership team or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:
 - General guidance can be found at:
 - Advice on whistleblowing <https://www.gov.uk/whistleblowing>
 - The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

If a learner is in immediate danger or is at risk of harm, a referral should be made to MASH and/or the police immediately. Anyone can make a referral. Where referrals are not made by the DSL, the DSL should be informed, as soon as possible, that a referral has been made.

See [When to Call the Police](#)

Role of the Designated Safeguarding Lead (DSL)



The Designated Safeguarding Lead (DSL) is a senior member of staff, who undertakes lead responsibility for safeguarding and child protection within the training centre. Details of our DSL and Deputy DSL are:

DSL – Victoria Cartner, vickicartner@f-tec.org.uk Office: 01793 686182 Mobile 07425 783919.

Deputy DSL - Joanne Carter support@f-tec.org.uk Office: 01793 686182

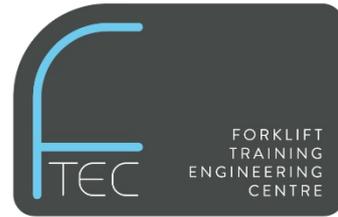
and can be found on **F-TEC website**, our newsletters and notice boards.

Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for safeguarding child protection remains with the DSL.

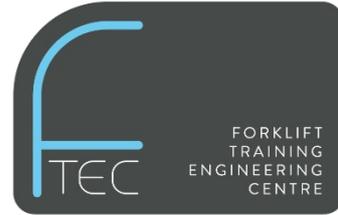
The DSL and DDSL at **F-TEC** have the appropriate training, knowledge, and skills to carry out this substantive role, this includes training on the Prevent Duty. The safeguarding team at F-TEC understand the importance of providing information and support to young children's social care in order to safeguard and promote the welfare of young people. They also understand the impact that adversity and trauma can have, including on young people's behaviour, mental health, and wellbeing.

The broad areas of responsibility for the DSL are:

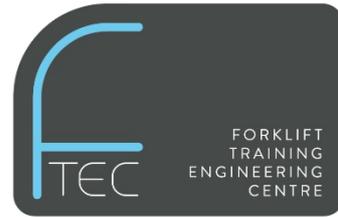
- **Liaise** with the local authority and other agencies.
- **To hear** the voice and views of learners, by developing a culture of listening to young people, taking account of their wishes and feelings
- **Ensuring staff** understand the difficulties some learners may have in approaching staff about their circumstances and fostering a culture within F-TEC to overcome any barriers
- **Provide** advice and support to staff regarding child welfare, safeguarding and child protection matters.



- **Liaise** with staff, especially trainers, support staff, on matters of safety, safeguarding and welfare, including online and digital safety.
 - **Refer cases and managing referrals** to other agencies to ensure a learner's needs are considered holistically including: the local authority children's social care in cases of suspected abuse; The Prevent Policing team where there is a radicalisation concern; the Disclosure and Barring Service in cases where a person is dismissed or left due to risk/harm to a child and the Police in cases where a crime may have been committed in relation to safeguarding. The DSL will also support and advise other staff in making referrals to other agencies:
 - **Refer** cases to the Police as required
- [When to Call the Police](#)
- **Work with others** to fulfil statutory responsibilities in relation to young people subject to a child protection plan by attending child protection conferences and implementing the multiagency child protection plan; and when required, liaise with the case manager and the Local Authority Designated Officer (LADO) in relation to child protection cases which concern a staff member.
 - **Promote** supportive engagement with parents and/or carers and employers in safeguarding and promoting the welfare of young people, including where families may be facing challenging circumstances
 - **Work** with relevant staff, including senior leaders, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that learners may be experiencing, or have experienced, and identifying the impact that these issues might be having on a learner's attendance, engagement, and achievement at **F-TEC**
 - **Ensuring** the staff at F-TEC know the cohort of learners who have or had a social worker, and they understand the academic progress and attainment whilst maintaining a culture of high aspirations for these learners. Supporting teaching staff to provide additional -



- academic support or reasonable adjustments to help these learners to reach their potential.
- **Ensure** staff at **F-TEC** understand that although statutory intervention may have ended for a learner that there may be a lasting impact on the learners' educational outcomes
- **The DSL** will act as a single point of contact for all matters of safeguarding and advice for staff, volunteers, and Directors.
- **Undertake Training** to ensure the DSL (and any deputies) has the knowledge and skills required to carry out the role (updated every 2 years). Further knowledge and skills should be updated at regular intervals and shared with relevant parties as appropriate.
- **Ensure** every member of staff at **F-TEC** has access to the safeguarding and child protection policies and associated practices are known, understood, and used appropriately. This includes part time and new staff.
- Provide an annual report to the board of Directors/governors on safeguarding and child protection activity within the Training centre.
- **Manage safeguarding** information confidentially and safely through:
- **Ensuring** that learner protection records are kept up to date, and records are clear and comprehensive, that the record contains details of how concerns were followed up and resolved and that records note all actions taken and decisions made including outcomes.
- That safeguarding records are shared **within 5 days** of a learner leaving F-TEC with a signed receipt being obtained
- The DSL will understand that a lack of information about a learner's circumstances can impact on a learner's safety, welfare, and educational outcomes, by providing information in a timely manner this will ensure the receiving school/college/educational setting can put in place the right support to safeguard this learner and help them to thrive. The DSL will share information in advance to the DSL at the new education setting prior to the learner leaving to enable support to be available to safeguard them.



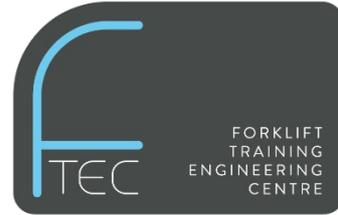
- **Availability** of the DSL (or any deputies) during term time and training hours will be ensured for staff in the training centre to discuss any safeguarding concerns
- **Ensure** appropriate safeguarding cover and availability during term time/ any out of hours
- **Help** promote educational outcomes by sharing information about vulnerable learners with relevant staff. This includes ensuring that staff:
 - know who these learners are,
 - understand their academic progress and attainment and maintain a culture of high aspirations for this cohort.
 - are supported to identify the challenges that learners in this group might face
 - make reasonable adjustments so that they act to best support these learners.

The role of the DSL is explained in more detail in KCSIE 2021- Annex C.

7. Management Committee

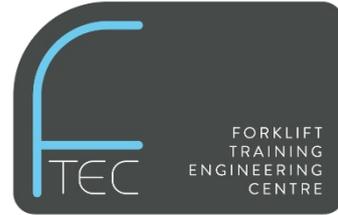
The Management Committee at **F-TEC** will ensure that there is a whole training centre approach to safeguarding by ensuring safeguarding is at the forefront and underpins all relevant processes and policies. These systems, policies and processes will be readily available and easy to understand.

The management Committee at **F-TEC** will ensure that there is a senior board member with responsibility for **F-TEC's** safeguarding arrangements and that member of staff from the senior leadership team is appointed to the role of Designated Safeguarding Lead (DSL). They will also ensure that the DSL has the additional time, funding, training, resources and support they need to carry out this substantial role effectively.

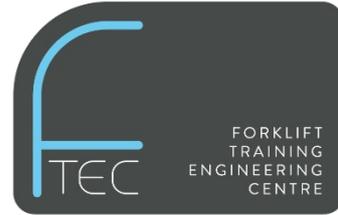


The Management Committee at **F-TEC** will ensure:

- That safeguarding and young person's protection practice, process, and policy (including online safety) is effective and is compliant with legislation, statutory guidance, and local safeguarding arrangements.
- That the appointed Governor with Safeguarding responsibilities will liaise with the DSL to produce an annual report for governors and complete the S.175/157 (annual safeguarding) audit for the Swindon Safeguarding Partnership
- That the Training centre has a safeguarding policy
- That the Training centre has key policies in place to cover F-TEC's specific details and any further policies as appropriate to the centre.
 - Behaviour
 - Staff behaviour/Code of Conduct
- That F-TEC has policies and systems in place to prevent, identify and respond to Peer-on-Peer Abuse and Child on Child Sexual Harassment and Sexual Violence
- The Management committee reviews **F-TEC** safeguarding policies/procedures annually or as required due to changes in statutory guidance
- That where possible more than one emergency contact telephone number is recorded for each learner, and this is checked on a regular basis.



- **That F-TEC** operates “safer recruitment” procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers. In line with F-TEC Staffing Regulations at least one person on any recruitment panel will have undertaken safer recruitment training.
- That F-TEC has procedures for dealing with allegations of abuse against staff/volunteers
- That the Management Committee of an independent training centre will liaise with the Local Authority Designated Officer, Police, and other partner agencies in the event of allegations of abuse being made against the Director.
- That **F-TEC** will maintain a Single Central Record of relevant pre-employment checks as detailed in KCSIE 2021 and that details of individuals should be removed from the single central record when they leave the employment of F-TEC.
- That all staff who work with children undergo safeguarding and child protection training, including online safety, at induction and this training is regularly updated.
- That **F-TEC** will contribute to multi-agency working in line with statutory guidance (see Working Together to Safeguard Children 2018)
- DBS Checks and Accommodation for apprentices. - Hotel accommodation for young people and vulnerable adults will be checked to ensure that all individuals who have a responsibility to the apprentice have completed an enhanced DBS check. This applies to all individuals, aged 18 or above.
- F-TEC will ensure that appropriate procedures and monitoring is in place for the hotel accommodation. This includes keeping a copy of the hotel safeguarding policy and making sure all apprentices are aware of the hotel code of conduct.
- That **F-TEC** consider their duties as required in the Prevent Duty and has in place a Prevent risk assessment
- That all learners are taught about safeguarding including online safety
- That F-TEC has appropriate filters and monitoring systems in place to support work online, but these will not act as an unreasonable restriction – these filters and monitors will be informed by **F-TEC** Prevent risk assessment

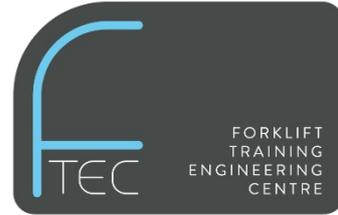


- That F-TEC remedies any safeguarding deficiencies or weaknesses brought to its attention without delay.
- That where facilities or premises are hired to organisations or individuals that appropriate arrangements are in place to keep children safe this will include seeking assurances that there are appropriate safeguarding and child protection policies and procedures in place (including inspecting these if needed), including liaising with **F-TEC** staff if appropriate. These arrangements will be included in any lease or hire agreement.

Training

In addition to this policy, **all** staff working directly with children will read and understand Part One and Annex B of **Keeping Children Safe in Education (KCSIE) 2021**. Staff members who do not work directly with children will either read and understand Part One or Annex A of KCSIE 2021

- **All** staff members will receive appropriate safeguarding and child protection training on induction this will be refreshed annually taking into account current key learning points and trends from serious case reviews and local current and emerging issues and trends. In addition, **all** staff will receive safeguarding and child protection updates (for example, via email, e-bulletins, and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively
- Whistle blowing procedures will be covered in F-TEC training so that staff know what to do if they have concerns relating to safeguarding practice within the school
- The DSL and any deputies will undergo training to provide them with the knowledge and skills required to carry out the role. The training will be updated every two years. Deputies will be trained to the same level as the DSL.
- Proprietors will ensure that all staff members undergo safeguarding and child protection training at induction. The training will be regularly updated. Induction and training will be in line with advice from the Swindon Safeguarding Partnership

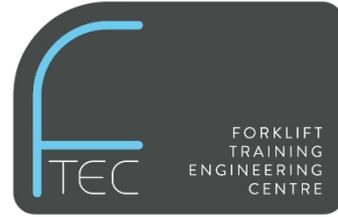


- **F-TEC** will ensure that at least one person on any appointment panel will have undertaken safer recruitment training
- The DSL will undertake relevant Prevent awareness, prevent referral and Channel training and in turn will provide training, advice, and support to staff on protecting children from the risk of radicalisation. All other F-TEC staff members will complete appropriate training, this will include FGM and Prevent training using quality assured provision such as the [Government Online Prevent E-training learning package](#).
- Online and internet safety training for staff will be integrated, aligned, and considered as part of the overarching safeguarding approach.
- That as a minimum, the governor with safeguarding responsibility will be trained in safeguarding (including Prevent) however where possible more members of the Board will receive this training to ensure suitable succession and robustness of knowledge, skills, and support to the centre.

Safer Recruitment and Selection

F-TEC has a culture that safeguards and promotes the welfare of children in our Training Centre. At **F-TEC** we have robust recruitment procedures that deter or prevent people who are unsuitable to work with children from applying or securing employment with us, this includes volunteers who may work in our Training Centre.

- **F-TEC** pays full regard to the safer recruitment practices detailed in 'Keeping Children Safe in Education' (2021) including:
- All our advertisements for positions at F-TEC contain safeguarding statements.
- job description and person specifications include safeguarding information relating to regulated activity,



- the safeguarding policy and associated processes will be provided within the applicant pack.
- All applications including shortlisting will follow safer recruitment procedures and guidance within KCSIE 2021 which includes pre appointment vetting checks.
- References will always be obtained, scrutinised and concerns resolved satisfactorily before appointment is confirmed.

All recruitment materials will include reference to **F-TEC** commitment to safeguarding and promoting the wellbeing of learners.

Staff Support

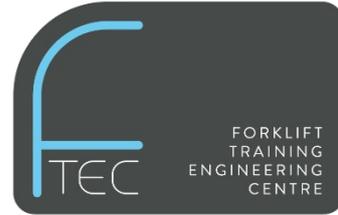
It is recognised the stressful and traumatic nature of safeguarding and child protection work. **F-TEC** will support staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support, as appropriate. Further, **F-TEC** will endeavour to create a robust safeguarding culture and environment, so that staff feel comfortable to discuss matters that occur outside the workplace, which may have implications on their practice to safeguarding of learners in our centre.

Support for learners

Opportunities will be provided for learners to develop skills, concepts, attitudes, and knowledge that promote their safety and wellbeing.

F-TEC understand that if children are at risk or have suffered abuse that a child will need support and all staff will understand their responsibilities to always act in the best interest of the child.

Children will always be encouraged and supported to report any incidences of abuse to a member of staff who will liaise with the DSL.



F-TEC will take a zero-tolerance approach to any child-on-child sexual harassment or sexual violence. Learners at **F-TEC** will never be made to feel ashamed or feel that they are the problem for making a report.

Support for learners will be tailored on a case-by-case basis.

Staff will understand that if a learner has experienced abuse, harassment, or a sexual assault then they will likely to be traumatised and may struggle in normal classroom environments. **F-TEC** will always endeavour to seek the learners' views and if required allocate a designated trusted adult, as far as reasonable this will be the child's choice.

F-TEC will also consider the needs for support for any alleged perpetrator.

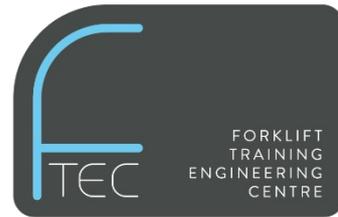
[See Child on Child Sexual Harassment and Sexual Violence - reference to KCSIE and guidance on child-on-child sexual harassment and sexual violence](#)

Whole Training Centre Approach

All policies which address issues of power and potential harm, for example anti-bullying, equality, and diversity will be linked to ensure we have a whole Training centre approach.

Our safeguarding policy cannot be separated from the general ethos of our Training centre, which ensures that apprentices are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

Staff members working with children are advised to maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the **best** interests of the learner



Identification of those at Increased Risk, or have Additional Safeguarding Needs

Certain groups of pupils within school are more likely to be identified as requiring extra support to meet their safeguarding needs; these could include children in care and previously looked after children, young carers, those with mental health problems and those living in households where there is domestic abuse, mental health concerns and/or substance misuse, learners with parents who are currently in prison etc. **F-TEC** will take steps to identify those at greater risk, regularly monitor and put appropriate measures in place to support their needs.

Extra familial harm – risk outside the home

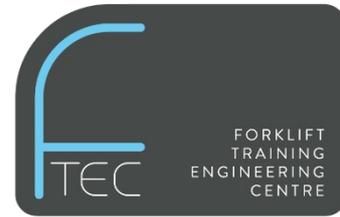
Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families, extra familial harm/risk outside the home. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers possibly have little influence over these contexts, and young people's experiences of extra-familial abuse can possibly undermine parent-child relationships. Therefore, staff at **F-TEC** will be considering the context within which incidents and or behaviours occur, and any actions taken will consider the safety and wellbeing of the child within this context. This is known as **Contextual Safeguarding**.

Managing allegations made against members of staff or volunteers

Allegations that meet the harms threshold

All staff should report any concerns relating to staff to the DSL without delay, the DSL will report all allegations that meet the harms threshold to the LADO within 24 hours of the allegation having been received.

Where there are concerns/allegations about the Director, this should be referred to the Management Committee



All allegations will be managed in line with the statutory guidance in KCSIE 2021 and the school whistleblowing procedure.

Where staff feel unable to raise an issue with the Director or Management Committee or feel their genuine safeguarding concerns are not being addressed NSPCC whistleblowing advice line is available.

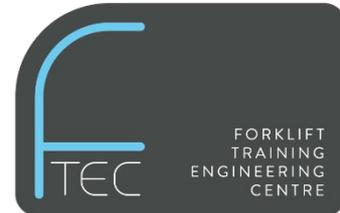
Staff can call 08000 28 0285 – 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk . Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

Key Safeguarding Areas

In addition to the above there are other areas of safeguarding that **F-TEC** has a responsibility to address and these include (see KCSIE 2021 Annex B for full details):

- Child abduction and community safety incidents
- Children and the court system
- Children missing from education
- Children with family members in prison
- Child Criminal Exploitation and Child Sexual Exploitation,
- County Lines
- Modern slavery and the National Referral Mechanism
- Cybercrime
- Domestic Abuse
- Homelessness
- So called 'honour-based' abuse (including Female Genital Mutilation (FGM) and Forced Marriage)
- FGM
- Forced Marriage
- Preventing radicalisation
- The Prevent Duty
- Channel

- Additional Support
- Peer on peer/child on child abuse
- Sexual Violence and Sexual Harassment between children in schools and colleges
- Up skirting
- The response to a report of sexual violence or sexual harassment
- Additional advice and support



Procedures

Reporting Concerns

The procedure to respond to a concern about a child is detailed in Appendix B.

Involving Parents and Carers

In general, the DSL will discuss any child protection concerns with parents/carers before making a referral to another agency including the Multi Agency Safeguarding Hub (MASH).

There may be occasions when the DSL will contact another agency **before** informing parents/carers because they consider that by contacting them it may increase the risk of harm to the child.

The Data Protection Act 2018 and UK General Data Protection Regulation do not prevent the sharing of information for the purposes of keeping children safe and promoting their welfare. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of children.

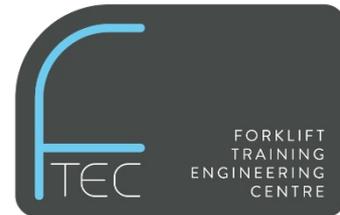
Multi Agency Working

Staff at **F-TEC** understand the importance of our role to work in partnership with other agencies and that we have a shared and equal duty to safeguard and promote the welfare of children. If there are safeguarding or child protection concerns, referrals should be made by the DSL (or Deputy DSL) to MASH by phone (01793 466903 out of hours 01793 436699) following up with a referral on an RF1. Where the child already has a social worker, the request for service should go immediately to the social worker involved or, in their absence, to their team manager.

If there is immediate risk, then a call **must** be made to Police.

All situations where rape of a child has been disclosed then contact with Police **must** be made.

At **F-TEC** all staff will understand the age and meaning of consent.



Further information can be found here [Sexual harassment and sexual violence between children](#)

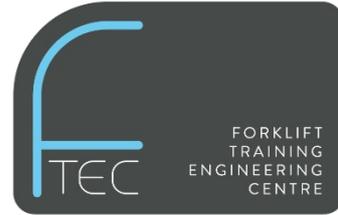
F-TEC will co-operate with any child protection enquiries including statutory safeguarding assessments conducted by children's social care: **F-TEC** will ensure representation at single and multi-agency meetings such as integrated support plan meetings, initial and review child protection conferences and core group meetings.

Where an apprentice is subject to a multi-agency child protection plan or a multi-agency risk assessment conference (MARAC) meeting, **F-TEC** will contribute to any information requests.

Escalation/professional disagreement

F-TEC will use the Swindon Safeguarding Partnership Policy on resolution of professional disagreements relating to safeguarding and protection of children in all cases where escalation is required, to achieve the right outcome for children.

[Escalation policy - Swindon Safeguarding Partnership](#)



6. FGM Reporting Guidance

Mandatory reporting duty for trainers

All staff, particularly trainers at **F-TEC** understand the duty to report to Police where they discover that FGM appears to have been carried out on a girl under the age of 18. It will be rare for trainers to see visual evidence, and they should **not** be examining apprentices.

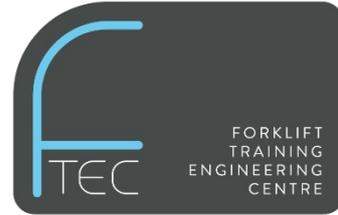
Staff at **F-TEC** understand that if there is a suspicion that a girl may be travelling for the purposes of FGM, the trainer or DSL will report this directly to Police as the child may be in immediate risk of harm.

Phone 101 if a known case (999 if the child is in immediate risk of harm). It is also good practice to inform MASH of these actions).

Peer on peer abuse and Sexual Violence and Sexual Harassment between children

We recognise that children are capable of abusing their peers and that sexual abuse of children by other children is a specific safeguarding issue and that this can happen both inside and outside of the centre including happening online.

Abuse will never be tolerated or passed off as “banter” or “part of growing up”. All staff at **F-TEC** understand that even if there are no reports in the training centre that it does not mean it is not happening, it may be the case that children are just not reporting it.



All staff will be vigilant to what they hear, are told, and see and will report all concerns, disclosures, or incidents to the DSL.

Staff at **F-TEC** will challenge any inappropriate behaviour between peers, they will not downplay or dismiss behaviours as 'just banter', 'just having a laugh', 'part of growing up' or

'Boys being boys. All Staff at **F-TEC** will develop and model the ethos and culture of our Training centres zero tolerance of this type of behaviour and will support and encourage children to come forward and report any issues or concerns they have.

All staff will be trained to recognise signs and symptoms which may signal a child is at risk from sexual harassment or sexual violence and all other types of child on child, peer on peer abuse.

If a learner makes an allegation of abuse against another learner:

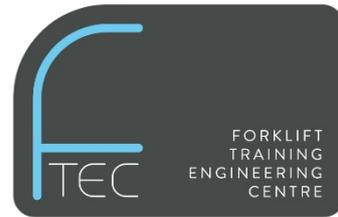
- Staff will inform the DSL and record the allegation, but will not investigate it
- The DSL will contact the local authority MASH and follow its advice, as well as the police if the allegation involves a potential criminal offence

The DSL will put a risk assessment and support plan into place for all children involved – both the child(ren) who experience the abuse and the child(ren) against whom the allegation has been made – with a named trusted adult they can talk to if needed

All who experience abuse will be reassured that they are being taken seriously and that they will be supported and kept safe

Those who experience abuse will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment

Those who experience abuse will never be made to feel ashamed for making a report.



In addition to existing advice about managing a disclosure contained in this policy, staff will follow Searching, Screening and Confiscation Advice 2018.

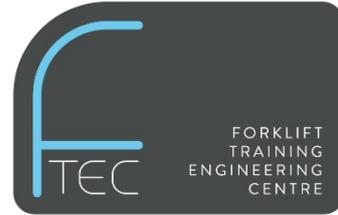
The DSL will manage any incidents in line with the guidance contained in Part 5 KCSIE 2021 and Sexual Violence and Sexual Harassment between Children in Schools and Colleges 2021.

In addition to existing advice about managing a disclosure contained in this policy, staff will follow Searching, Screening and Confiscation Advice 2018.

The DSL will manage any incidents in line with the guidance contained in Part 5 KCSIE 2021 and Sexual Violence and Sexual Harassment between Children in Schools and Colleges 2021.

F-TEC will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour
- Being vigilant to issues that particularly affect different vulnerable groups
- Ensure our curriculum helps to educate learners about appropriate behaviour and consent
- Ensure learners know they can talk to staff confidentially to ensure their concerns are heard and their wishes are understood
- Ensure staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy



Serious Violence

All staff will be aware of the risk factors which may signal a child is at risk from or are involved in serious violent crime. These may include a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm, a change in wellbeing, signs of unexplained injuries or assault. Unexplained gifts or new possessions could also indicate a child is being exploited.

All staff are aware of the risk factors which increase the likelihood of a child becoming involved in serious violence such as being male, having been frequently absent from work, having experienced maltreatment and having been involved in offending, such as theft or robbery.

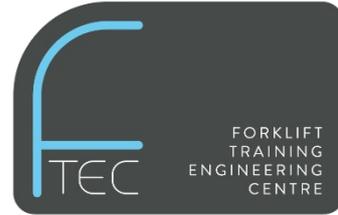
All staff will report any concerns to the DSL.

The Prevent Duty

As with other safeguarding risks, staff will be alerted to changes in children's behaviour which could indicate that they may need help or protection. Staff will use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include our DSL making a referral using the agreed local Prevent referral procedures.

All referrals will be made to Preventreferrals@wiltshire.police.uk by our DSL where it will be reviewed, there may be a need for a multi-agency Channel panel where information from partners is reviewed and the referral considered, level of vulnerability agreed and consider what support may be needed. F-TEC DSL will provide information and attend Channel Panels where they are requested to do so.

F-TEC's DSL will also consider whether it is appropriate to share information with any new education setting in advance of the child leaving our Training Centre. This is to ensure the new setting are able to continue supporting the child through the Channel programme.



Sharing of Information

F-TEC recognises the need to be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children.

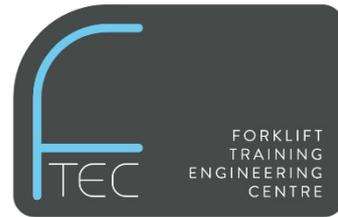
Whilst the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information **cannot** be allowed to stand in the way of the need to promote the welfare and protect the safety of children; if unsure, staff should contact the DSL to discuss. **F-TEC** will use the government's guidance 'Information Sharing: Advice for practitioners providing services to children, young people, parents, and carers' (2018) to help manage information sharing in F-TEC.

Transfer of safeguarding records when a learner moves to a new school

Where apprentices leave **F-TEC**, the DSL will ensure their child protection/safeguarding file is transferred to the new education setting **within 5 days**, to allow the new college to continue supporting children who have had a social worker or have been victims of abuse and have that support in place for when the child arrives, also ensuring secure transit, and confirmation of receipt will be obtained. This file will be transferred separately from the main pupil file.

The DSL will ensure this file is transferred within 5 days for an in-year transfer and within 5 days of the start of a new term.

F-TEC's DSL will also consider if it would be appropriate to share any additional information with the new education setting in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college.



F-TEC will retain records for apprentices where there is an existing safeguarding /child protection file. These will be stored confidentially until the child's 25th birthday and then disposed of in a confidential and secure manner.

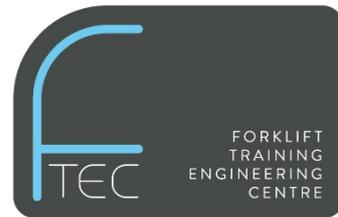
Appendix A

Forms of abuse and neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

All **F-TEC** staff will be made aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another. For children with Special Educational Needs and Disabilities (SEND) and those with relevant health conditions additional barriers can exist when identifying abuse and neglect, these include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- being more prone to peer group isolation than other children.
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- possible communication barriers and difficulties in overcoming these barriers.

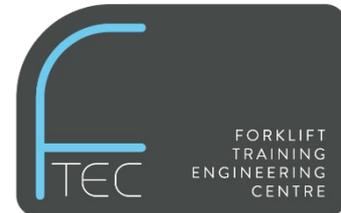


Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and

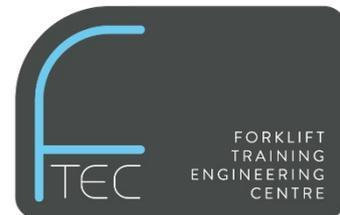
technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue.



Neglect: the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Domestic Abuse: The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear, or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional, and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the 2021 Act). Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory

guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members.



Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Young people can also experience domestic abuse within their own intimate relationships. This form of peer-on-peer abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16).

Appendix B If you have concerns about a child:

If the child is at immediate risk call the Police on 999
(Police must be informed of all sexual assault cases)

To make an urgent referral to the relevant MASH team.
VICTORIA CARTNER

To make a Prevent referral use the Prevent referral form and send to For questions contact 01380 826454 or 01278 647466 It may be necessary to also refer to MASH – take advice from MASH or the Prevent numbers above

Sharing / recording concerns An individual with concerns about a child takes immediate action by following the school policy and informs a designated member of the safeguarding team. The DSL will consider the information, in the context of any other concerns / disclosures, and decide on next steps. Parents / carers should be involved at this stage, **unless to do so may place the child at increased risk of significant harm, in which case advice should be sought from MASH.**

Appendix C: If you have concerns about an adult

No referral to children's social care Actions will be agreed to monitor the child and support the child / family where needed. An Early Help Assessment Plan (EHAP)

If concerns continue / escalate, the decision will be reviewed to

DSL / DDSL make referral to social care (and call the police if

If you have a concern about an adult, raise your concerns immediately with the Director who will refer to the LADO (Local Area Designated Officer).

The Managing Director is Karl Baum.

If the Managing Director is not available, contact the most senior member of staff on site.

If your concern is about the Managing Director, contact the LADO - Swindon Borough Council

LADO 01793 463 854
LADO@swindon.gov.uk

NSPCC 0800 028 0285
help@nspcc.org.uk

Section 47 assessment – child identified as at risk of significant harm, possible child protection plan
Section 17 assessment – child identified as at need and appropriate support identified.
All schools and colleges should allow local authorities access to facilitate arrangements.

specialist or universal services; **children's social care will feedback to the referrer.** For any concerns that Early Help provided at level 2 is not working and things are not getting better for the child, discuss this with the child, parents/carers and refer to MASH.

For help and advice or if a member of staff feels their genuine concerns are not being addressed, they may contact:

General guidance can be found at:

Advice on whistleblowing <https://www.gov.uk/whistleblowing>

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally.

Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

Appendix D

Dealing with a Disclosure of Abuse

When a child tells me about abuse s/he has suffered, what must I Remember?

- Stay calm.
- Do not communicate shock, anger, or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never promise confidentiality. Assure her/him that you will try to help but let the child know that you may have to tell other people in order to do this. State who this will be and why.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations. Add your name, date, and signature to this record. Alter this to reflect your CP recording system, ensure any handwritten notes are given to the DSL for filing
- Pass this record on as soon as possible, immediately if significant risk is identified, to the DSL

It is not education staff's role to seek disclosures or investigate. Their role is to observe that something may be wrong, ask about it, listen, be available and ensure the child is supported through any disclosure process.

Appendix E For Centre use only

F-TEC		
DSL	Victoria Cartner	01793 686182
DDSL	Joanne Carter	01793 686182

LOCAL AUTHORITY		
MASH		
MASH Education Adviser		
Early Help		
LADO		
Lead Safeguarding Adviser		

Police		
PCSO		
Prevent		

Key Documentation, procedures, and guidance

- Keeping Children Safe in Education (2021)
- What to do if you're worried a child is being abused: advice for practitioners (2015)
- Working Together to Safeguard Children (2018)
- Prevent Duty departmental advice for schools and childcare providers (2015).
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (2018).
- The Teachers' Standards (2012)
- Multi agency statutory guidance on female genital mutilation (2020)
- Children Missing Education guidance for local authorities (2016)
- Sexual violence and sexual harassment between children in schools and colleges (2021)
- Swindon Safeguarding Partnership Policy on resolution of professional disagreements relating to the safeguarding and protection of children (2019)